Istation Insider

COLORADO
Department of Education

Visit the Colorado and Istation landing page to stay up-to-date on the latest news.

Implementation Tips & Tricks

Below, please find tips and ideas that can help you use Istation to its greatest potential!

Teacher Checklist:
- Be sure to check your Priority Report weekly. This report will identify skills students need support with, group students based on need, provide teacher-directed lessons to use in small groups, and allows teachers to document interventions.
- Istation has over 3,000 resources to help you in the classroom! Check out our Teacher Resources for research-based instructional materials like lessons, games, printable books, fluency passages, graphic organizers, and much more!

Manager Checklist:
- Please encourage all of your classes to assess early in December for their MOY benchmark.
- Be sure to check out your campus's Assessment Completion Report by the 10th day of the month to check your progress.

2019-2020 Early Literacy Assessment Tool (ELAT) Benchmark Windows

Districts must choose a two-week assessment window within the benchmark months to administer the benchmark assessment
- **BOY benchmark** – Administer the beginning-of-year assessment to grades 1-3 within the first 30 days of the school year and to kindergarten within the first 60 days of the school year. (While choosing your two-week benchmark window, make sure that all students are tested in the same month.)
- **MOY benchmark** – January
- **EOY benchmark** – May

Kindergarten consideration: Through a provision in HB15-1323, you may choose to use up to 60 calendar days for initial benchmarking. However, we encourage districts to continue with best practices by benchmarking and providing support early in the year, specifically within the first 30 days. Completion of your BOY assessment (per the READ Act) within the 60 calendar days will inform the literacy component of your readiness assessment.

Training and Webinars

CDE and Istation: BOY to MOY Data Analysis and Trends
January 15, 2020 at 10 a.m. MST
For campus leaders; however, all are welcome!

Trends give good indicators of where we are going. However, we do not have to let those trendlines be our GPS. We can reroute the path with strong goals and interventions. Join us as we look at the trends and map out our course to finish the year with trendlines targeted for success.

Register Here

News and Announcements

Istation Makes It a Top Priority to Protect All User Data
We have great news to share! Istation received the highest possible score, tier level 4, on the Project Unicorn Index for data interoperability. Read the full article.

Exiting the ISIP assessment
Click here to view easy steps to ensure every student's data is properly recorded after taking the assessment.

We Loved Your Red Cape Moments!
We are wrapping up our Share a Red Cape Moment contest this fall by announcing our final winners on social media next week. Tune in on our Facebook page or Twitter channel to see what schools are sharing!

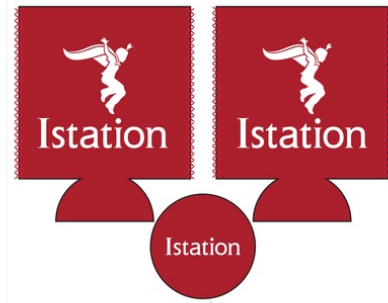## Shop Products with Purpose

Visit shop.Istation.com to get your Istation superhero capes, classroom incentives, and other teacher specialty items!

Ordering questions? Contact Rita Blanco at rblanco@istation.com.

Our NEW [collapsible silicone water bottle](#) is available at the Istation store for $12.99.

Get your very own [Istation red koozie](#) for $1.25 each!

Saving Teachers Time

Istation's Time-Saving Programs

Istation aims to save teachers as much time as possible. We want to give you the time you need to teach students and make an impact each day.

Helpful Hints from Support Services

How to change the domain on the login screen (all users):
1. Open the app.
2. In the username and password boxes, type the word *config* and hit **Enter**. This will take you to the domain configuration page.
3. Type the school domain using the following format: school name. the district. the state.

Password reset:
1. Go to the [Forgotten Your Username or Password](#) page
2. Input your district e-mail address. If you're in the system, you will receive an e-mail with your username and a link to change your password.

This will work for those who have forgotten their password as well as those who are new to Istation and have not yet set up their account.

How to access the training videos:

1. Go to the [Help Center](#) and log in.
2. Click **View Training Videos** on the right side of the page.

How to access the Interactive User Guide (IUG):
1. Go to the [Help Center](#) and log in.
2. Click on the green box that says **Go to FAQs**.

How to check if a student is still logged in to the program:
1. Go to the student's profile on the Istation website by searching for their name or selecting their name from your Classroom page.
2. On the student's profile, locate **Last Program Login**, which displays a status indicating how long the student has been logged in during the current session.
   - If there is no status listed, they are not currently logged in to the program.
   - If there is a status listed and the student is not actively using the program, you will need to contact Support to perform a forced logout.

How to install the Istation app:
1. Go to the [Istation Services and Support](#) page.
2. Select an option based on your operating system.

Note: The Chrome download is ONLY for Chromebooks and not the Chrome browser.

Technical Support Services:
- Hours of support: Monday-Friday 7 a.m.-6:30 p.m. Central Time
- 1-866-883-7323, option 2
- support@istation.com
- Online help resources: https://secure.istation.com/TrainingCenter/Index

When contacting support, especially via e-mail, providing as much info as you can will help us resolve your issue faster. Include the affected student's or teacher's name, the school or district, the student's or teacher's ID, any additional relevant information (report name, section within the program, etc.), and a good call-back number.

Let's Stay Social! Connect with Istation