**Playback Links for Alaska STEPP Webinars**

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| **Alaska STEPP for New Users** | <https://sas.elluminate.com/mr.jnlp?suid=M.661FF4B4A4C0C4ACCE33DF5B70E618&sid=2010175> |
| **Alaska STEPP for Returning Users** | <https://sas.elluminate.com/mr.jnlp?suid=M.6F95CE35CEDD4B2A742552C7DA4625&sid=2010175> |
| **Alaska STEPP for District Staff** | <https://sas.elluminate.com/mr.jnlp?suid=M.676E709686B14CDD1DBD4F043D250D&sid=2010175> |

**Questions & Answers**

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| **Can assessed indicators be updated in Alaska STEPP?**  Yes. To update an indicator, 1.) Go to the Assess feature (either through the Main Menu Page, or through the Assess icon on the Navigation Toolbar) 2.) Click on ‘Display all Indicators’ 3.) Click on Tab 3. Indicators Assessed 4.) Choose the desired indicator and 5.) Update information In Box 4. It is highly recommended NOT to erase information, only write updated narrative *beginning each description entry with the current date*. |
| **Can objectives and tasks be updated in Alaska STEPP?**  Yes. To update an objective, 1.) Go to the Create feature (either through the Main Menu Page, or through the Create icon on the Navigation Toolbar) 2.) Choose the desired indicator 3.) Click the Edit button and 4.) Enter new information in Box 2. It is highly recommended NOT to erase information, only write updated narrative *beginning each description entry with the current date*. Use this space to describe what has changed, what is current. To update a task follow steps 1.) & 2.), and 3.) Choose the desired task and 4.) Update information in Box 5a. |
| **How do schools submit a School Improvement Plans?**  1).Under the Submit Forms/Reports tab on the STEPP Dashboard, find the Alaska STEPP - Comprehensive Plan Report and click on the submit button to the right. A *Comprehensive Plan Report* in PDF format will be automatically generated from within STEPP. The *Comprehensive Plan Report* includes all indicators that have been assessed and all objectives and tasks that have been created. Also, any monitoring from previous years will be visible. 2).Under the Complete Forms tab on the Alaska STEPP Dashboard, there is a *School Improvement Plan Assurances* document. District Superintendents and school Principals must sign the form, scan it, and upload the form to the Document Upload folder on the dashboard of STEPP. |
| **Are there any other documents that need to be submitted before November 1st?**  Yes. Each school using Alaska STEPP must submit a *Schools Needs Assessment*. School Needs Assessment forms are located under the Complete Forms tab on the dashboard of STEPP. After the form is filled out, it must be uploaded to the Document Upload folder on STEPP, and the submit button under the Submit Forms/Reports tab on STEPP must be activated. When the submit button is pushed a calendar will pop up; select the date the School Needs Assessment form was uploaded. |
| **Once a school submits a *Comprehensive Plan Report* on Alaska STEPP, have they completed the school improvement process?**  No. While the *Comprehensive Plan Report* is the same as a School Improvement Plan, school improvement planning is an ongoing process and is never complete. The school improvement plans in Alaska STEPP are to be monitored **at****least**once a month, and they are to become comprehensive, continuous, and team-driven. |
| **Can Title I Schoolwide plans be written using Alaska STEPP?**  Yes. The document *Using Alaska STEPP as a Title I Plan* under the orange support tab on the EED website gives specific guidance for this process. Also, the Title I Assurances document located on the Dashboard of STEPP under Complete Forms tab, that must be signed, scanned, and uploaded, is verification the plan is located in STEPP. |