

## HIB Grades System: Instructions for District-Level Users

Please use Microsoft Chrome or Firefox to access this application.

### Reviewing and Submitting School Self-Assessment(s):

- Once you login to the application, you will see a list of each school in your district on the home screen.
- The status next to each school will indicate its progress with the Self-Assessment.
  - **Not Started:** The school has not yet entered any data. The school-user needs to enter data and submit the report to the district. Then, the district-user needs to review and submit the final report to the New Jersey Department of Education.
  - **In Progress:** The school has entered some data. The school-user needs to finish data entry and submit the report to the district. Then, the district-user needs to review and submit the final report to the New Jersey Department of Education.
  - **Returned:** The district-user returned the report to the school-user and requested edits. The school-user needs to make edits and re-submit the report to the district. Then, the district-user needs to review and submit the final report to the New Jersey Department of Education.
  - **Completed:** The school entered all data and submitted to the district. The district-user needs to review and submit the final report to the New Jersey Department of Education.
  - **Certified:** The school entered all data and submitted to the district. The district-user reviewed and submitted the final report to the New Jersey Department of Education. This school's self-assessment is done.
- The district-user can access a school's report by clicking the blue link of the school's name.
  - Clickable links will only appear once the school-user begins the Self-Assessment.
  - Schools that have "Not Started" the Self-Assessment will not have any active links to view the Self-Assessment.
- Review the Self-Assessment by clicking on the blue link of the school's name.
- If the School Self-Assessment is accurate, free from errors, and ready to be submitted to the New Jersey Department of Education, scroll down to review the "Statement of Assurances."
- You must complete the "Statement of Assurances" in order to submit a school's Self-Assessment to the New Jersey Department of Education.
  - **Note:** Once you submit the "Statement of Assurances," no changes can be made to the Self-Assessment.
  - Select the board of education meeting date when the Self-Assessment was approved.
    - Dates in the future will not be accepted by the system.
    - The board needs to have approved the submission of the Self-Assessment prior to the district submitting the data to the New Jersey Department of Education.
  - Check the box that certifies the chief school administrator has read, understands and will satisfy the Assurances in their entirety, and authorizes submission of the School Self-Assessment for Determining Grades under the ABR.
  - Select the blue button that reads "Certify Report."
  - A pop-up box will confirm that you want to proceed with submitting the Self-Assessment to the New Jersey Department of Education.
    - If you need to make changes, select Cancel.
    - If you are ready to submit, select OK.
  - Once you select OK, the data is submitted to the New Jersey Department of Education for that school's Self-Assessment. "Certified" will now appear next to the name of this school on the Home Screen.
- Follow the above steps for all of the schools listed on your Home Screen.

### Editing School Self-Assessment(s):

- If a Self-Assessment requires revision, the district user can ask the school user to make revisions to the Self-Assessment.
- Open the school Self-Assessment by clicking the blue link with the school's name.
- Scroll down below the Summary Report. Select the blue button that reads "Return to School for Edits."
- A pop-up box will confirm that you want to proceed with asking the school to make edits.
  - If you do not need any revisions, select **Cancel**.
  - If you need the school to make revisions, select **OK**.
- If revision is required, the district must notify the person completing the Self-Assessment at the school of what changes are required.
- The school-user will be required to make changes and resubmit for district review.
- Once changes are made, follow the steps outlined above for reviewing and submitting the Self-Assessment to the New Jersey Department of Education.

Should you have any questions, please email [HIB@doe.nj.gov](mailto:HIB@doe.nj.gov).