


HIB Grades System: Instructions for School-Level Users

Please use Google Chrome or Firefox to access this application.

Entering Data:

- Begin by clicking the link for **“Contact Information.”**
- Once you enter the required information, you will have the option to **“Save”** or **“Save and Continue.”**
- Throughout the application, you may either select **“Save”** or **“Save and Continue.”**
 - **Save:** This function stores your work and returns you to the home screen.
 - **Save and Continue:** This function stores your work and advances you to the next screen in the application.
 -  : This icon in the top right corner of the page, will return you to the home screen.
 - You may **Sign Out** at any time and return to modify or complete any portion of the Self-Assessment.
- Begin the Self-Assessment by clicking the link for **“Core Element #1.”** Enter your rating for each indicator. Click **“Save”** to store your work and return to the home screen or click **“Save and Continue”** to advance to the next Core Element.
- Advance through the application by clicking the link for each Core Element or choosing **“Save and Continue.”** Choose the ratings for Core Elements #1-8.
 - You may complete the core elements in any order.
 - The home screen will automatically update your progress as you advance through the Self-Assessment.
 - After you finish the ratings for a core element, you will see **“Completed”** next to it.
 - You may return to any of the Core Elements to make changes as needed by clicking the link (e.g., select the link for Core Element #2 in order to make changes to Core Element #2).
- After completing all Core Elements, select the link for **“Summary Report”** to view a copy of your entered ratings. Print a copy of this page for your records.

Editing Your Data:

Important Note: You can edit your ratings at any time before you submit the Self-Assessment to the district for review.

The district will submit the Self-Assessment to the NJDOE for each school in the district.

- Select the Core Element you want to edit.
- After completing your changes, click Save. Your changes will not be saved unless you click Save before exiting.

Submitting the Assessment for District Review:

Important Note: If you wish to change any ratings, you must do so before you submit the Self-Assessment to the district for review. The Self-Assessment is submitted to the New Jersey Department of Education by the district-level user. No changes can be made once the district submits the Statement of Assurances

- After you complete all ratings and review the Summary Report, you may submit the Self-Assessment to the district.
- Click the link for the **“Summary Report.”**
- Select the button at the bottom of the page, **“Submit Report for District Review.”**
- A pop-up box will notify you that you will no longer be able to make changes after you submit.
 - If you need to make changes, select **Cancel**.
 - If you are ready to submit for district review, select **OK**.
- The Self-Assessment will be sent to the district for review. The district is required to complete the Statement of Assurances and submit the completed report to the NJDOE.
- Click **Sign Out** to exit the system.

Should you have any questions, please email HIB@doe.nj.gov.