


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 **“Preliminary Determination”** and selecting “yes” or “no.”
 - If you select “yes,” you will be prompted to enter the number of times the principal or designee in your school made the preliminary determination that an incident or complaint was outside the scope of HIB and did not need to be investigated as HIB during the school year.
- 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.
 - Click “Save” to store your work and return to the home screen or click “Save and Continue” to advance to the next Core Element.
 - 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 HIBGrades@doe.nj.gov.