Monitoring & Revising Plans in NCStar

- Schools are encouraged to try and meet set target dates for both tasks and objectives.

- Schools monitor the tasks and objectives in the Monitor Stage.

- A recurring task should have the date set for the end of the year when it is created. The School Improvement Team (SIT) should be monitoring the task until it is an embedded process, system or structure at the school. In other words, recurring tasks should not be marked as "completed" until the SIT feels comfortable that it is now a systemic practice that will continue to occur successfully without the need for supervision.

- IF a task or objective will not be completed by the target date, the school may edit the date in the Create Stage. Remember to press the second 'Save' at the very bottom of the page.

- IF a task was marked as completed then the school has 2 options:
  - If it was marked completed by mistake, then the school can reset the task by clearing the completed date in the Monitor Stage
  - If the task needs to happen again the following school year, then the school rewrites the task with a new date. In other words, add a task in the Create Stage.

- Remember that once all tasks are completed the school will be asked to choose whether the objective is completed (provide evidence) or the objective requires more tasks.
  - If the objective was marked completed by mistake then an email needs to go to Alessandro.Montanari@dpi.nc.gov to reset the objective.

- When the team meets during the summer or before school begins, the team should be sure to do the following:
  - Revisit the Plan and see if any updates need to be made to current objectives/tasks in the Monitor or Create Stages.
  - Review tasks that were marked completed and see if some will be repeated.
  - If needed, choose additional indicators in Assess to include in Plan.

- NCStar does have a rollover/reset date for any met/completed objective or fully implemented indicator. This means that the indicator will completely reset and be ready to be "re-assessed" 2 years after being marked full or completed. An "Indicator History" button will appear that will show you all tasks that were archived in the past for that objective, so that you may borrow ideas from previous work.