GETTING STARTED GUIDE

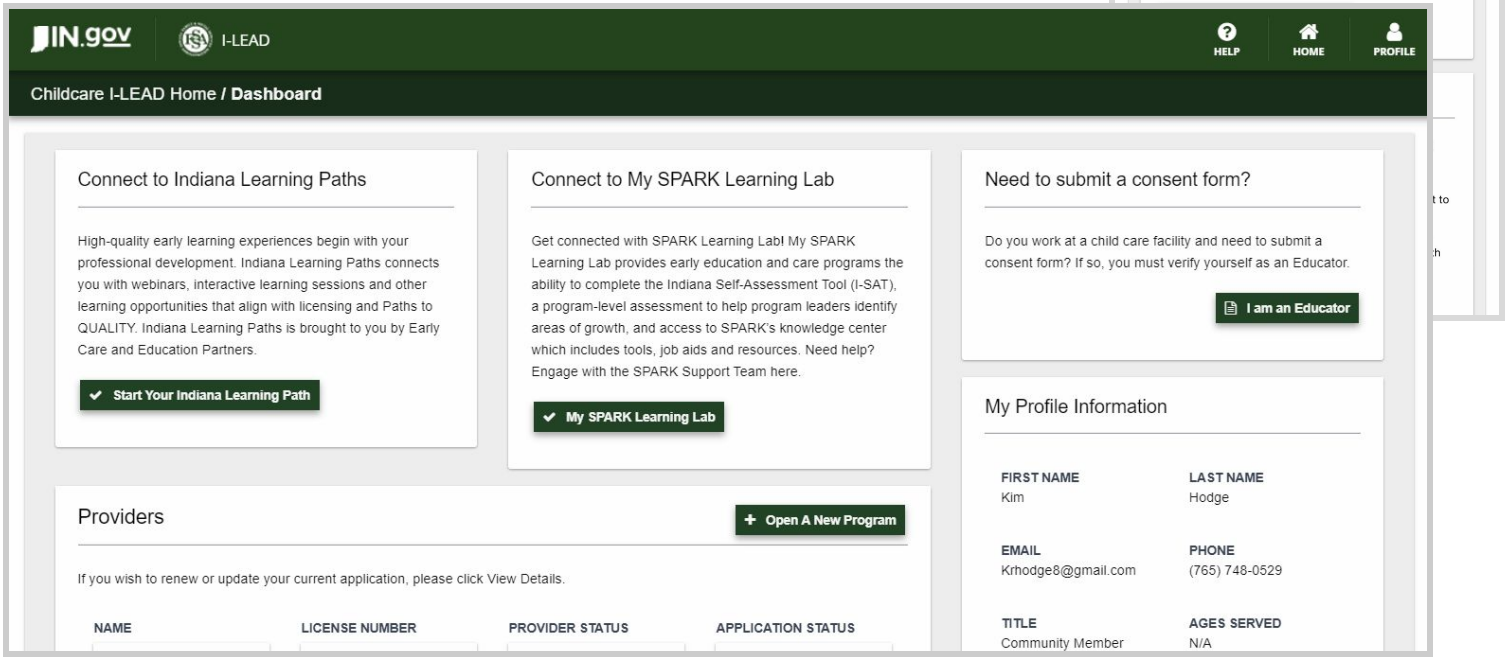
LOGGING IN

To get started with My SPARK Learning Lab, visit I-LEAD, Indiana's Licensing and Education Access Depot located at: ilead.in.gov/

Users new to I-LEAD can create an account to get started.

Once logged into I-LEAD, all users can see and access My SPARK Learning Lab.

My SPARK Learning Lab is mobile-friendly and can be used from tablets and smartphone devices.



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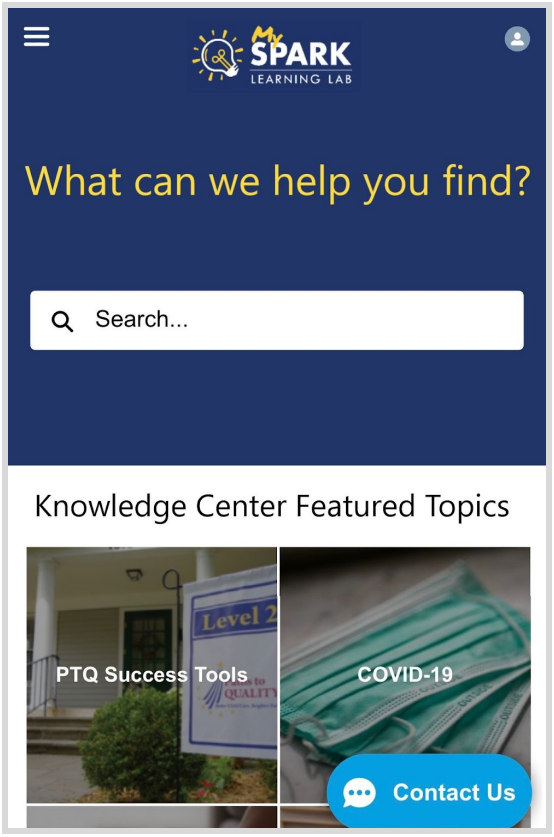
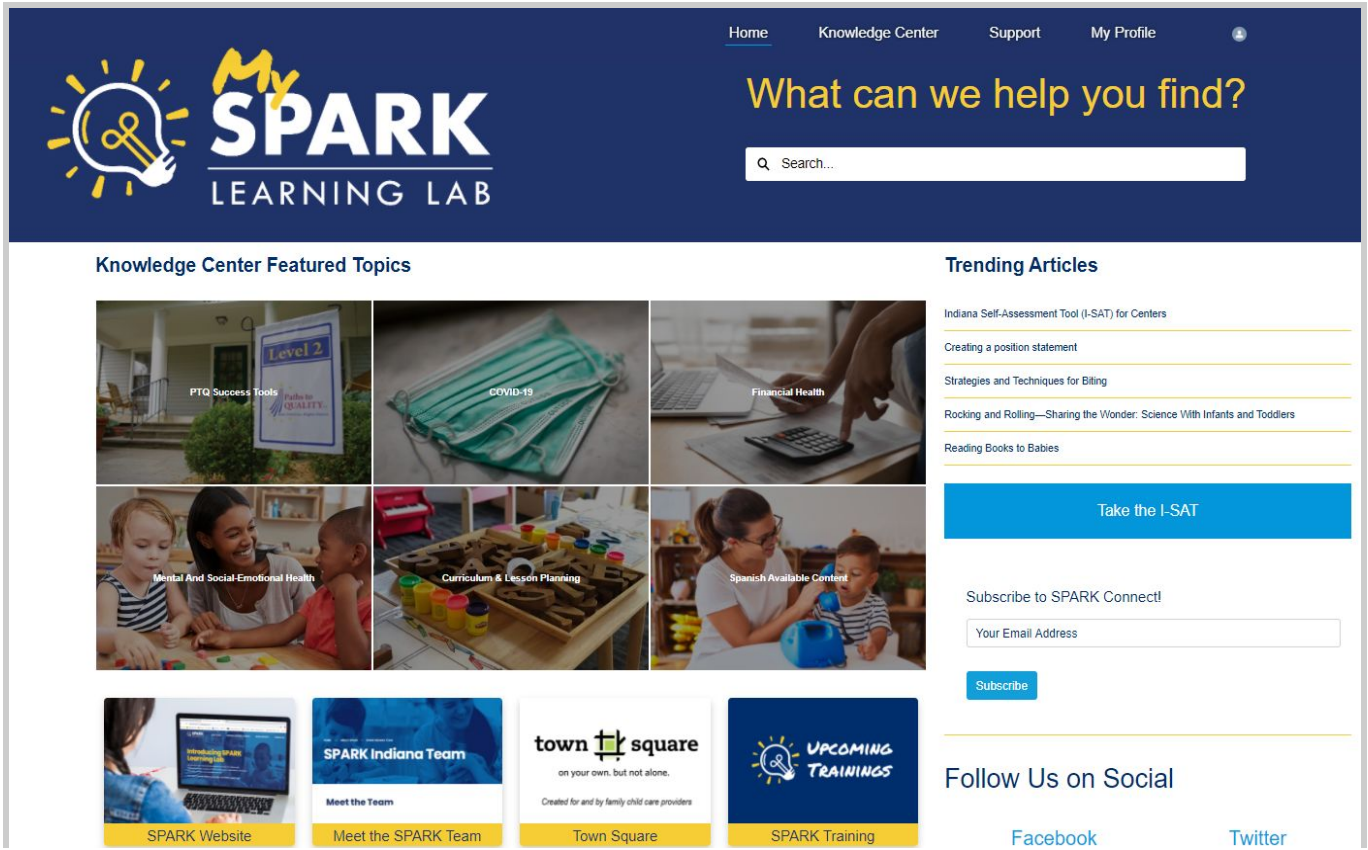
HOME PAGE

From My SPARK Learning Lab's Home page users can:

- Search the Knowledge Center
- Connect with SPARK on Social Media
- Sign up for the SPARK Connect, the biweekly newsletter
- Browse Knowledge Center Featured Topic
- View Trending Articles
- Get started with the I-SAT
- Engage with the SPARK Support Team
- Access links to other SPARK supports





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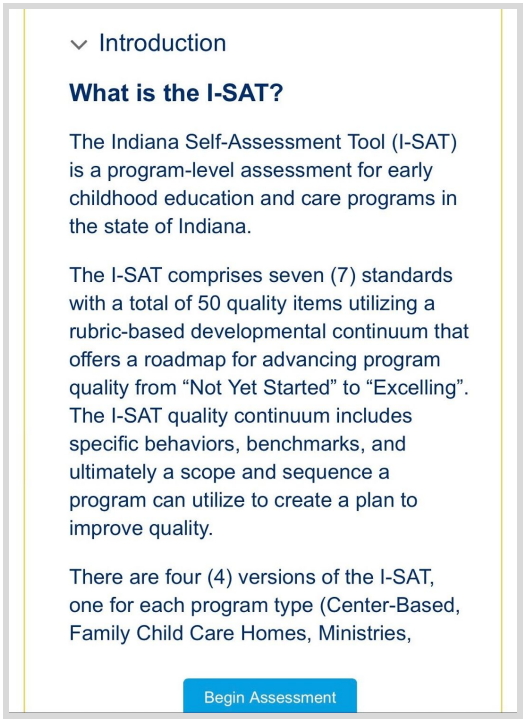
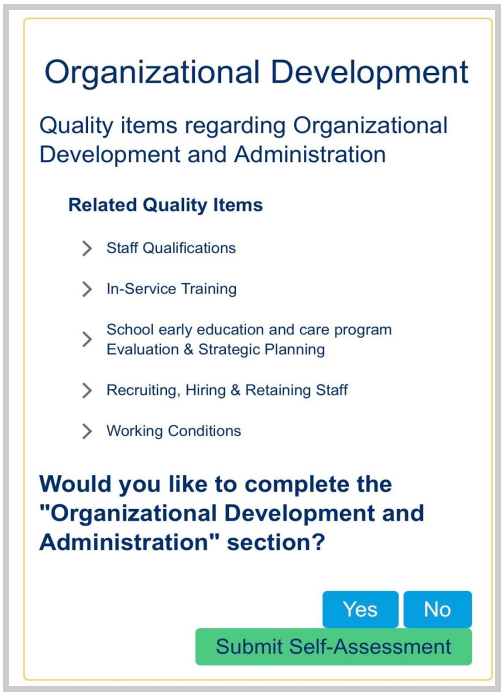
INDIANA SELF-ASSESSMENT TOOL (I-SAT)

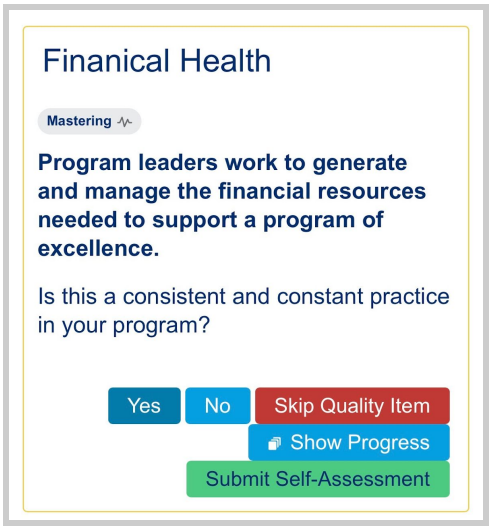
Select ‘Take the I-SAT’ from the Home page or My Profile page to get started with the Indiana Self-Assessment Tool (I-SAT), SPARK’S program-level assessment to help leaders identify areas of growth and receive the support they need.



An introduction to the I-SAT is provided to review key details before getting started.

Select ‘Begin Assessment’ to go to the My Profile page to indicate the I-SAT Program Type you would like to complete. Once select fields are entered, users can begin.





Once in the I-SAT, you can choose which sections and quality items to complete.

In this current phase, the I-SAT is intended to be completed in one sitting. Complete desired sections and quality items and then select ‘Submit Self-Assessment’ to send your responses to SPARK.

Getting Started Guide

Review a summary of your I-SAT submission under **Response Summary**, and view Knowledge Center articles that align to your responses under **Recommended Resources**.

SPARK will review the data and reach out within 1 week to discuss the program's goals and customized support plan.

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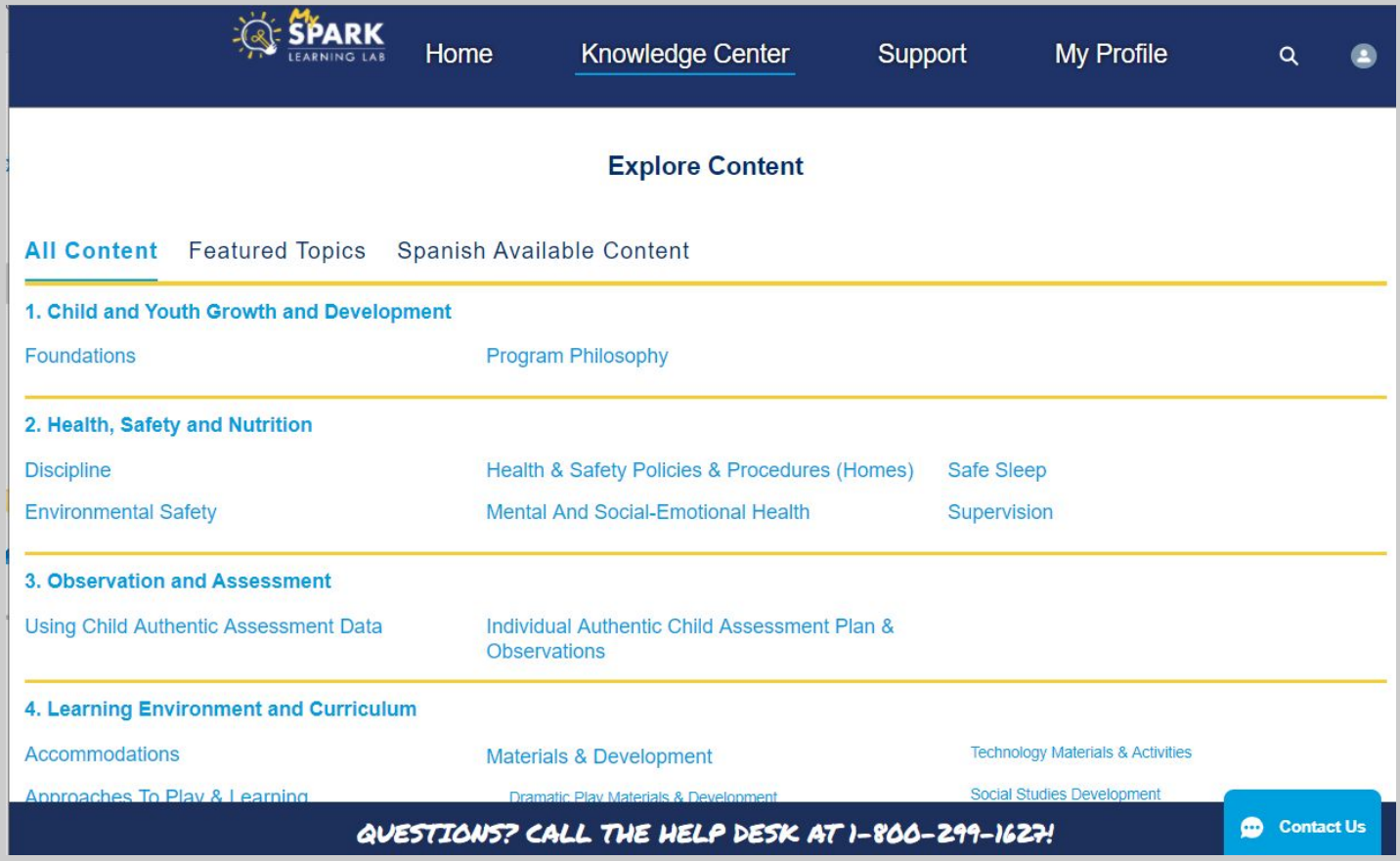
KNOWLEDGE CENTER

The Knowledge Center includes resources and training SPARK has developed or identified to support leaders and their program staff in their quality improvement journey.



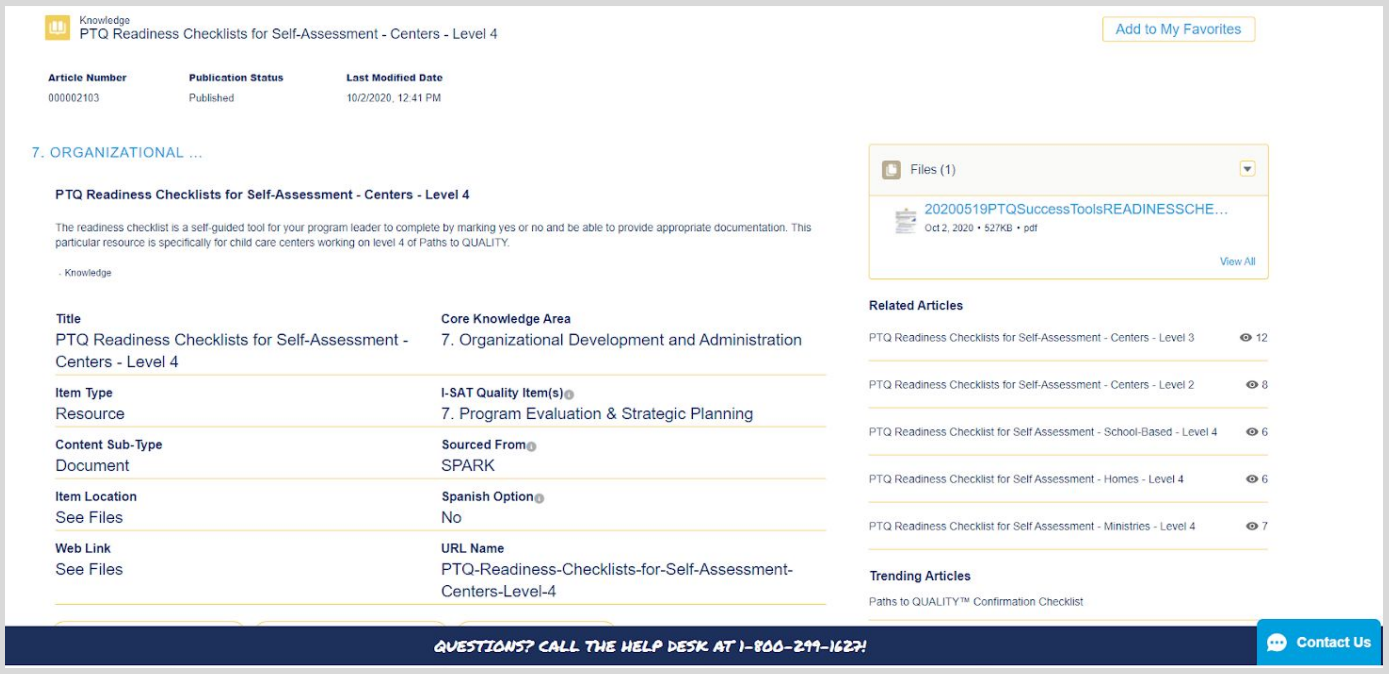
Knowledge Center articles include resources and training opportunities, all mapped to the I-SAT. This provides the ability to connect to resources and supports that align with key areas of focus.

The Knowledge Center includes:

- Resources
    - Path to QUALITY Success Tools
    - I-SAT Guide and Printable I-SATs by Program Type

    - Job aids and support tools
    - Recorded webinars
    - SPARK approved local, state and national websites
- Training - Available thru I-LEAD -> Indiana Learning Paths
    - SPARK Ondemand, Face to face, and Live Webinar
    - Partner offerings
- Learning Forums
    - Live Webinar, Face to face and Discussion Boards
- Support Articles

Save your favorites articles for easy access later on from the My Profile page.



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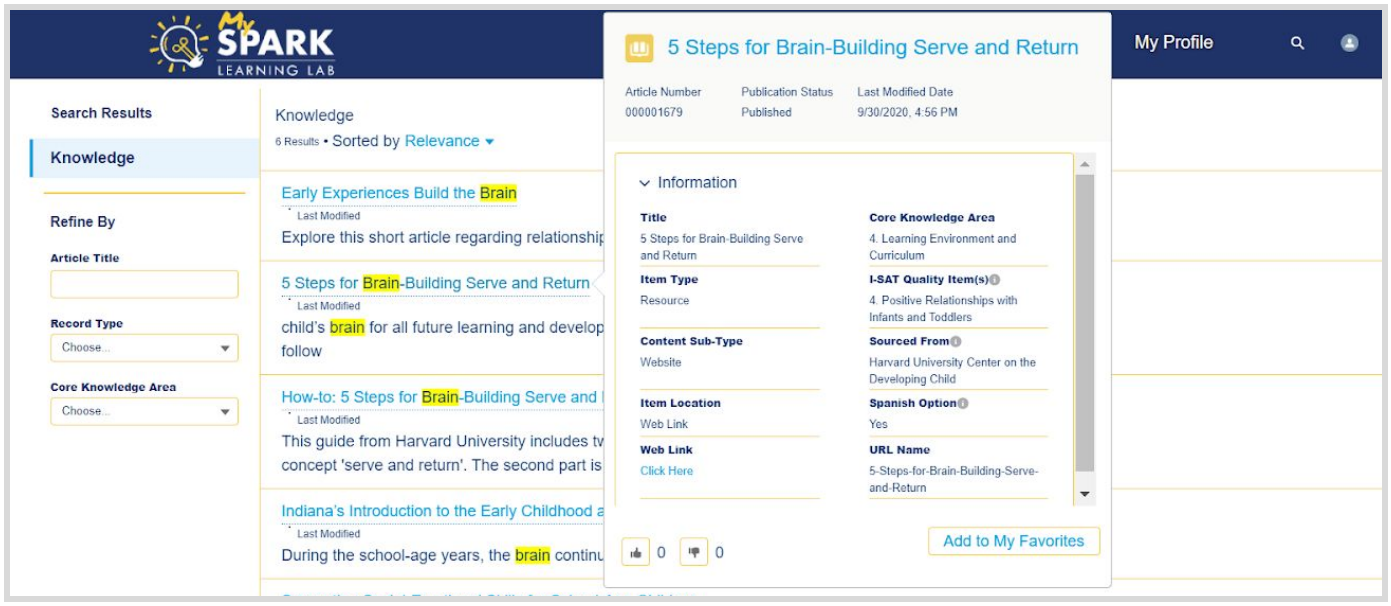

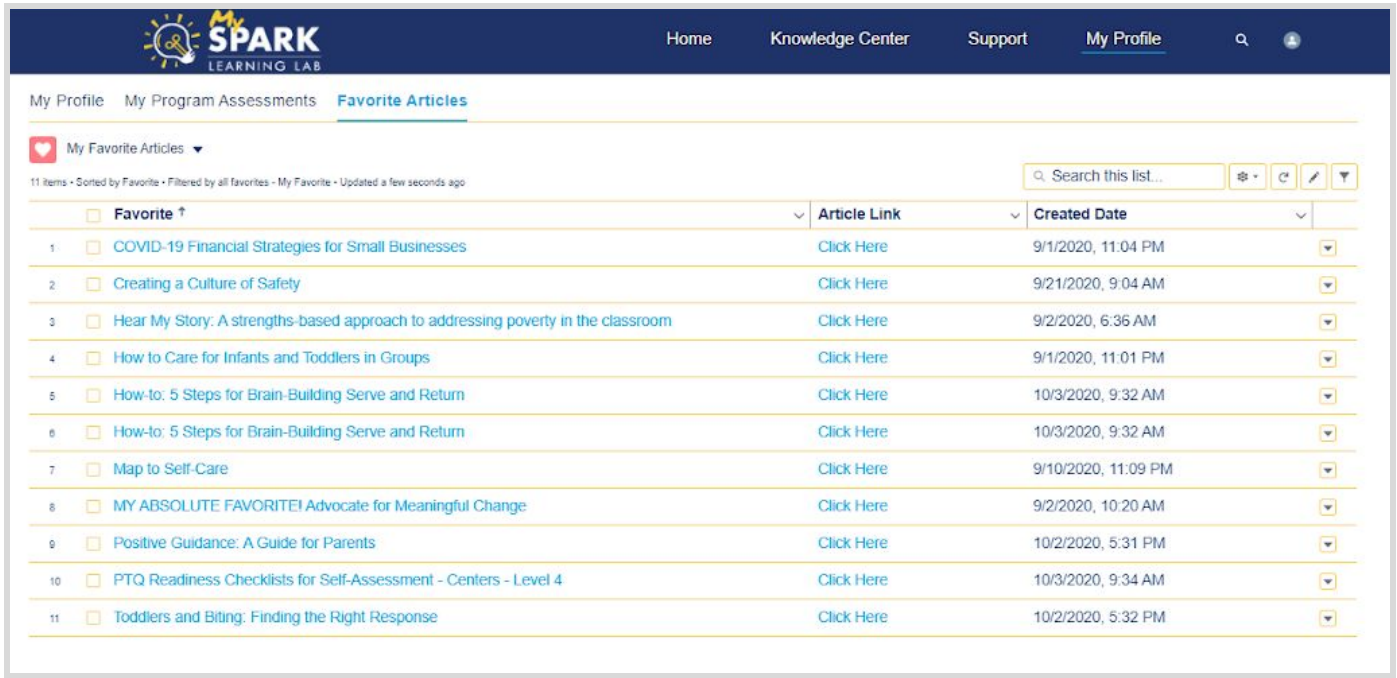

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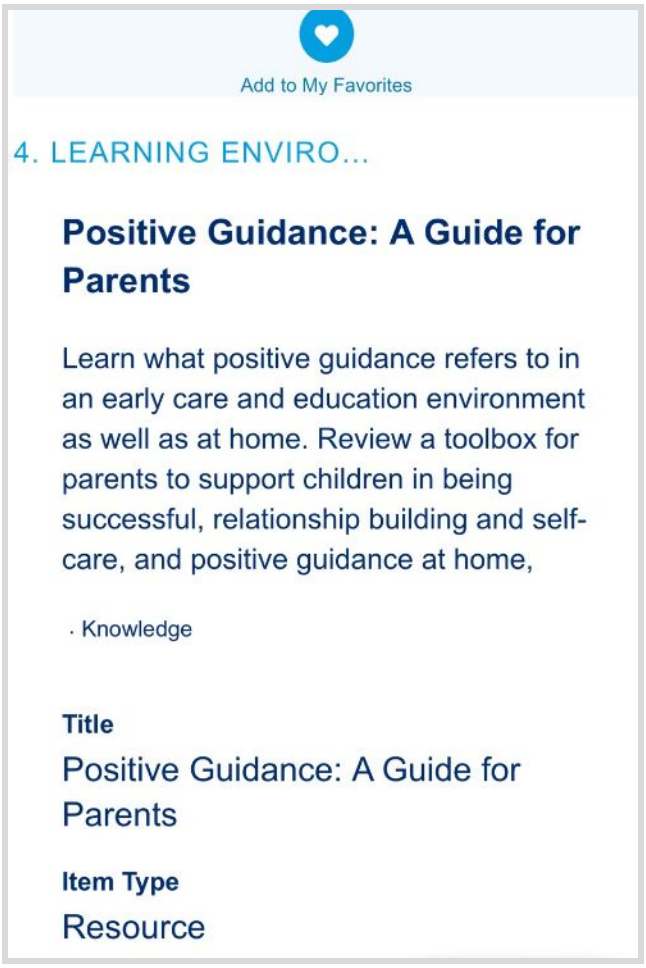
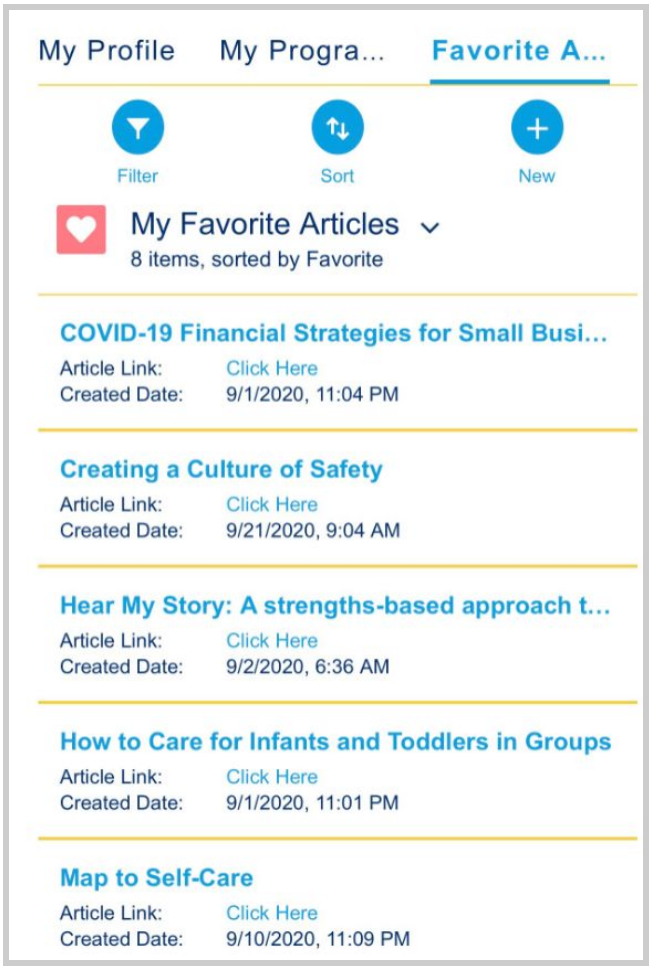
MY PROFILE

The My Profile page includes the My Profile page with key details about the My SPARK Learning Lab user, I-SAT submissions and favorite Knowledge Center articles





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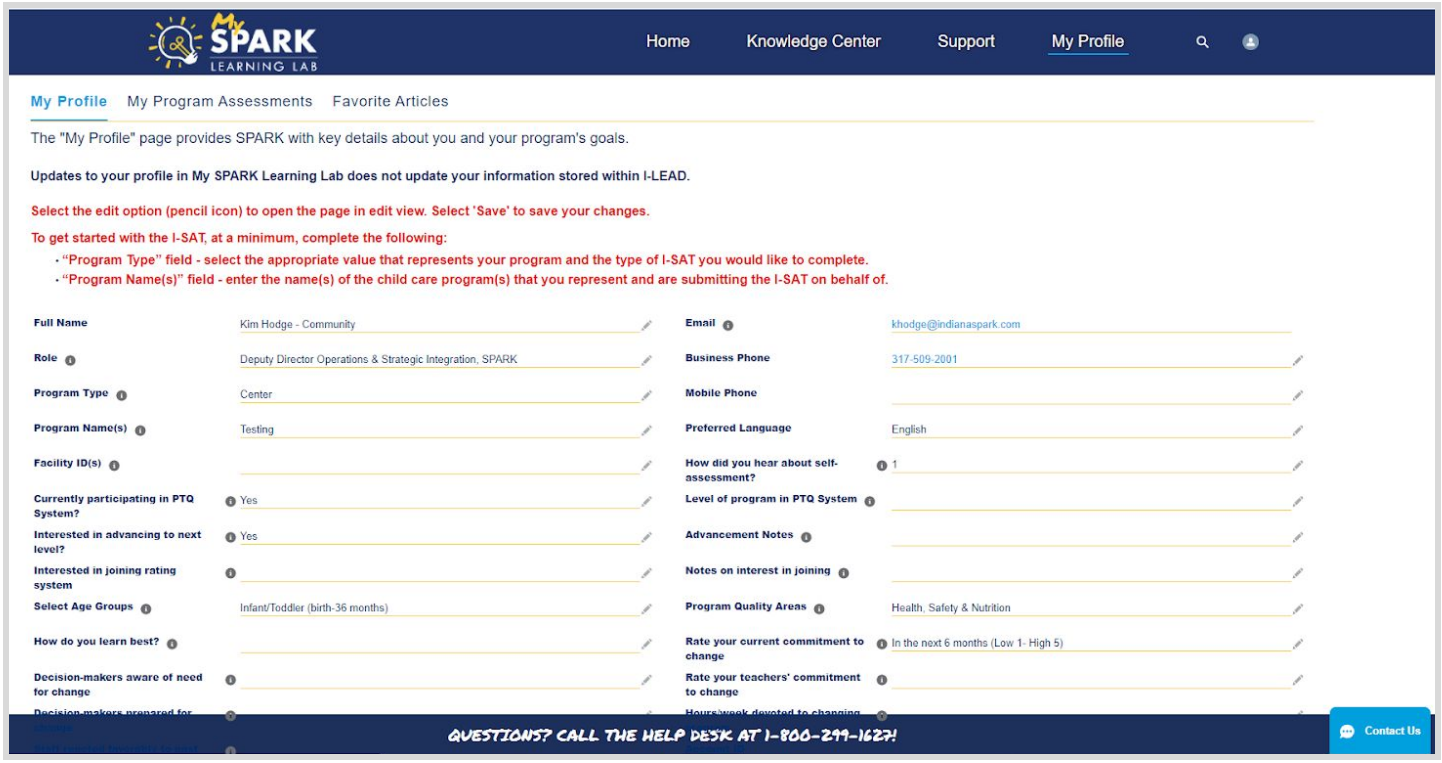

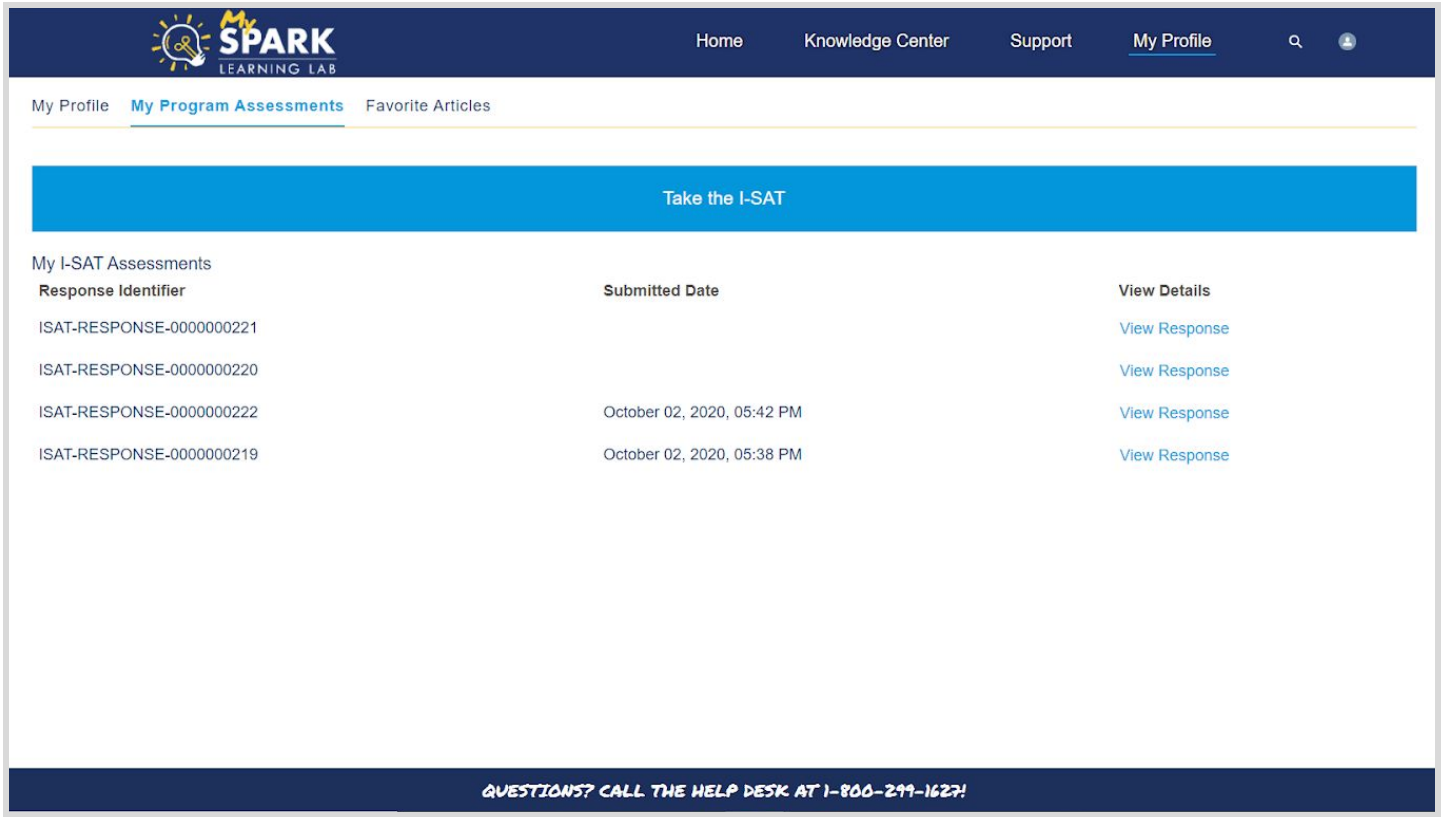

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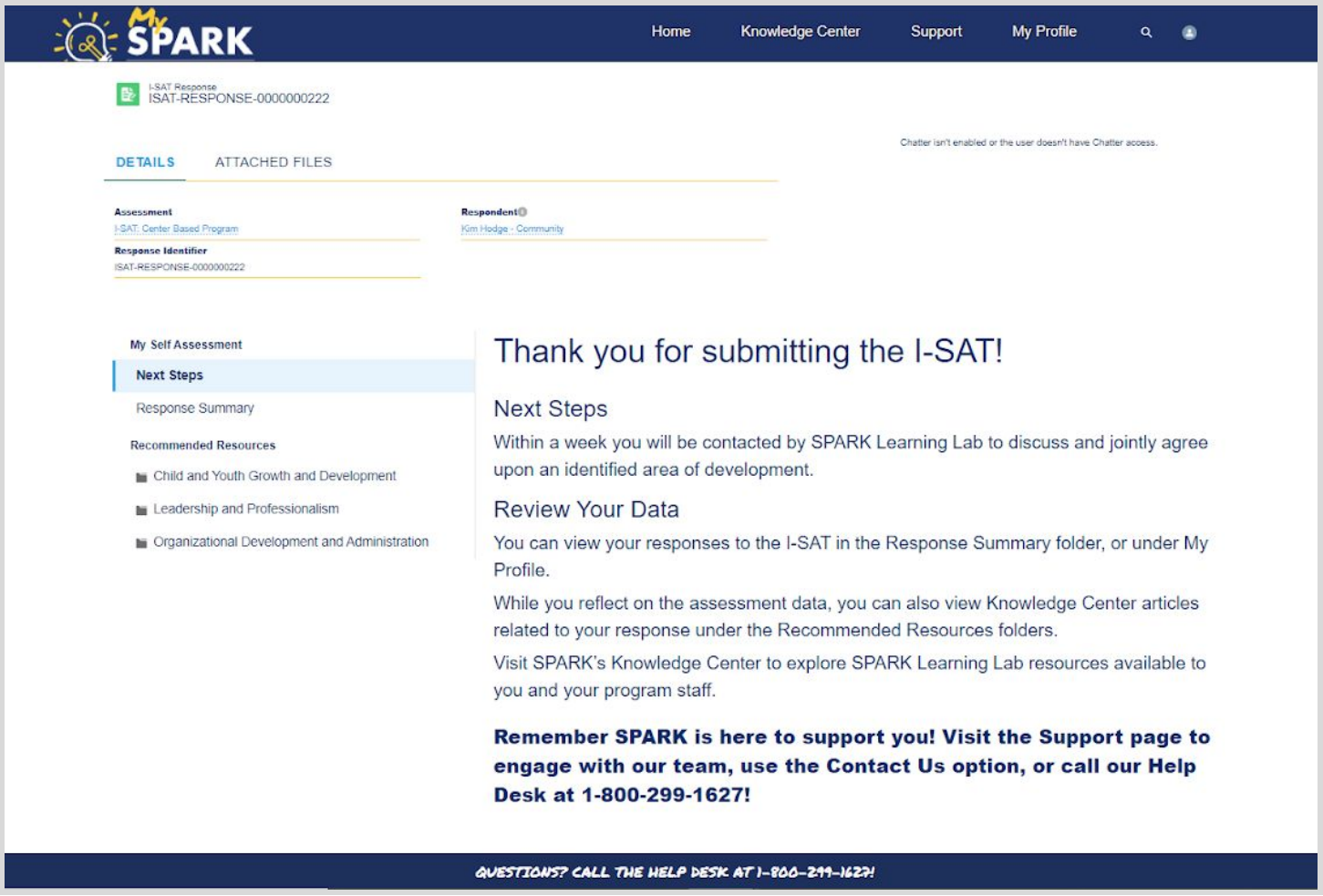

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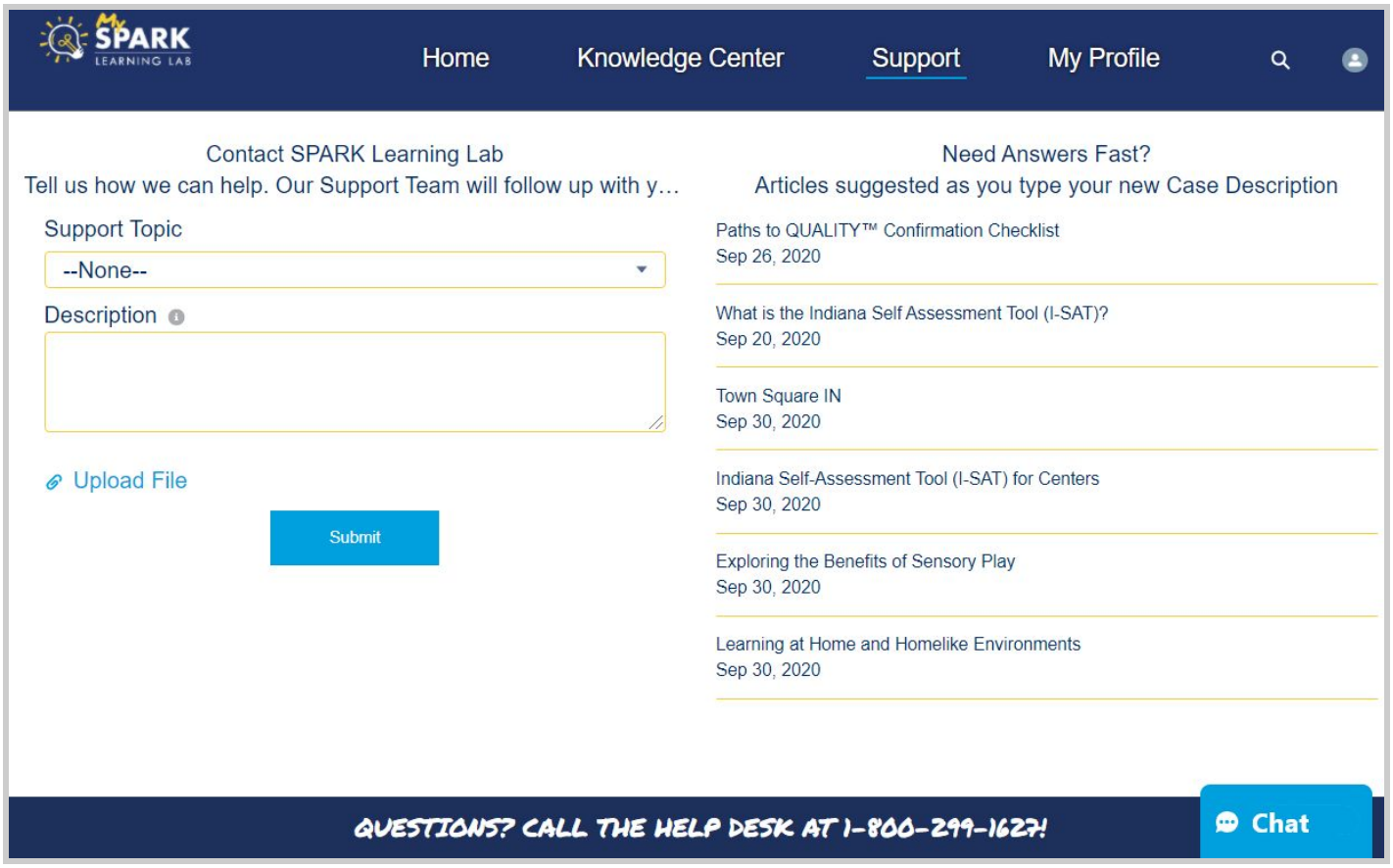
SUPPORT

Engage with the SPARK Support Team by using the Chat or Contact Us feature at the bottom of all the pages. Live chat will be available during regular Help Desk hours.

Visit the Support page to submit a support request or view the status of a pending request.

The Help Desk is available from 6:00 AM - 7:00 PM EST, Monday through Friday and 10:00 AM - 2:00 PM EST on Saturday.

Call 1-800-299-1627 and follow the prompt system to SPARK!



FAQs

Q: Will SPARK continue to use Indiana Learning Paths to make training and resources available there?

A: Yes - SPARK will continue to add training (on-demand, live webinar and face to face) to Indiana Learning Paths, as well as resources. However, additional resources and job aids will be available within My SPARK Learning Lab's Knowledge Center.

Q: Is My SPARK Learning Lab available only to program leaders or are my staff able to access the site from I-LEAD?

A: All I-LEAD users are able to view and access My SPARK Learning Lab. The intended audience for the I-SAT is program leaders, but any staff person can access the I-SAT and utilize the Knowledge Center and support options.

Q: How do I access the training that is included in the Knowledge Center?

A: Training articles included in the Knowledge Center can be accessed using the information listed under the "Item Location" listed in the article.

Q: What is the I-SAT?

A: The Indiana Self-Assessment Tool (I-SAT) is a program-level assessment for early childhood education and care programs in the state of Indiana. The I-SAT is a tool that programs use to assess their own needs for TA support.
SPARK uses results to help make decisions on providing support.

The I-SAT comprises seven (7) standards with a total of 50 quality items utilizing a rubric-based developmental continuum that offers a roadmap for advancing program quality from "Not Yet Started" to "Excelling". The I-SAT quality continuum includes specific behaviors, benchmarks, and ultimately a scope and sequence a program can utilize to create a plan to improve quality.

Getting Started Guide

There are four (4) versions of the I-SAT, one for each program type (Center-Based, Family Child Care Homes, Ministries, School-Based) with questions tailored for each.

Q: Who should complete the I-SAT?

A: The I-SAT is designed to be completed by the leader or leaders of a program.

Q: How does the I-SAT work with other recognition programs, like Paths to QUALITY?

A: The I-SAT is designed to support programs along their quality improvement journey, including participation in Paths to QUALITY. To ensure program leaders are assessing using the most relevant indicators of quality, the I-SAT embeds the following Indiana-recognized quality systems and assessments:

- *NAEYC Developmentally Appropriate Practice Position Statement*
- *Nationally recognized and research-based best practices in early childhood education*
- *Indiana Core Knowledge Competencies (CKC's)*
- *Indiana Early Learning Foundations*
- *Indiana Health and Safety Regulations for Child Care providers*
- *Paths to QUALITY™ (PTQ)*
- *National Accreditation*

The I-SAT is not intended to replace the Paths to QUALITY standards.

Q: What happens after completion of the I-SAT?

A: After completing the I-SAT, program leaders have the opportunity to reflect on the assessment data, identify relevant areas of development and access SPARK Learning Lab's Knowledge Center to assist the program in achieving quality improvement goals.

Within a week of submitting the I-SAT, programs are contacted by SPARK Learning Lab to discuss and jointly agree upon an identified area of development.

Getting Started Guide

The I-SAT can be used to assess an early childhood education and care program as often and as many times as the program leader(s) deem necessary.