2022 Illinois Report Card Narrative Guidance

Equity Journey Continuum Narrative Guidance

Custom narratives embedded in key metrics on the Illinois Report Card site enhance the ability of local schools and districts to use the site to tell their story. All of the narrative entry fields support plain text and some simple text formatting when pasting content in from another text editor, but do not support HTML tags or other advanced text formatting. All narrative fields can be edited at any time with the resulting edits passing through to the Report Card site (generally within 24 hours).

The narrative you provide here will be displayed on the top of an individual district's Equity Journey Continuum main page. It can be submitted and/or subsequently edited by authorized district personnel. The Equity Journey Continuum narrative supports up to 4,000 characters in length (including spaces).

Providing this narrative is entirely optional and will reset with each new Report Card release in October so that your comments can be updated to remain relevant as your district's reported data changes over time.

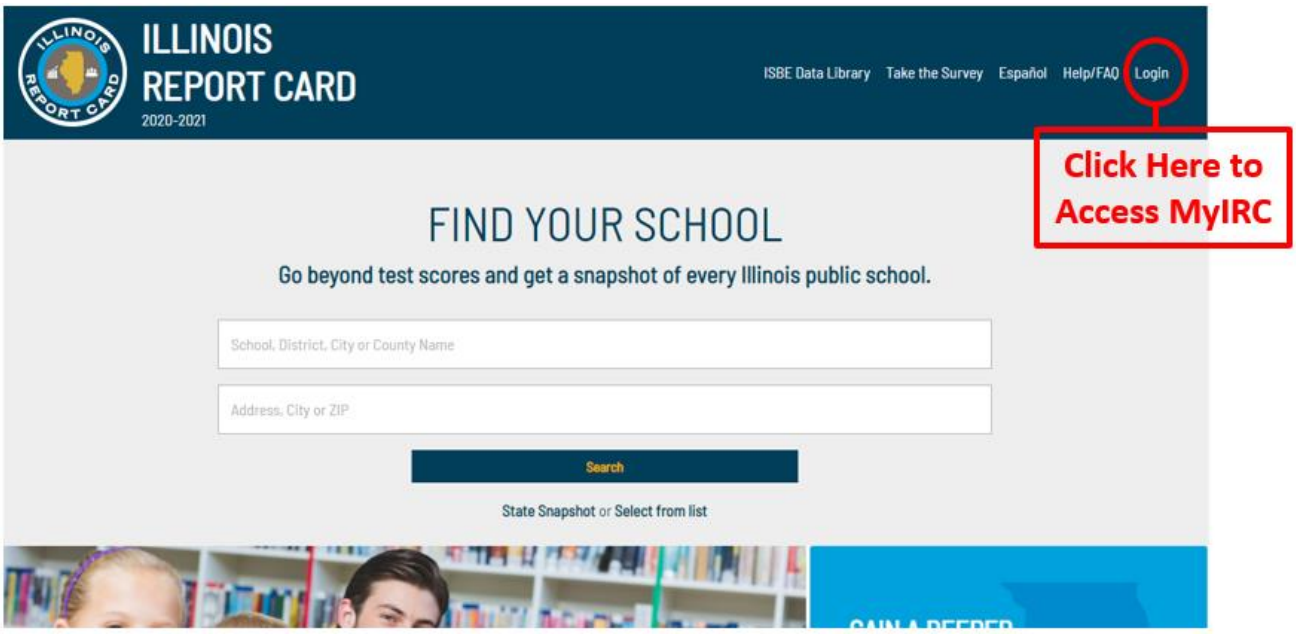
Use the prompts in these fact sheets for ideas on how to craft your Equity Journey Continuum fact sheet:

- How to Craft Your Equity Journey Narrative
- Narrative Opportunities on the 2022 Illinois Report Card

This new feature, which has been rolled out to MyIRC, is described below.

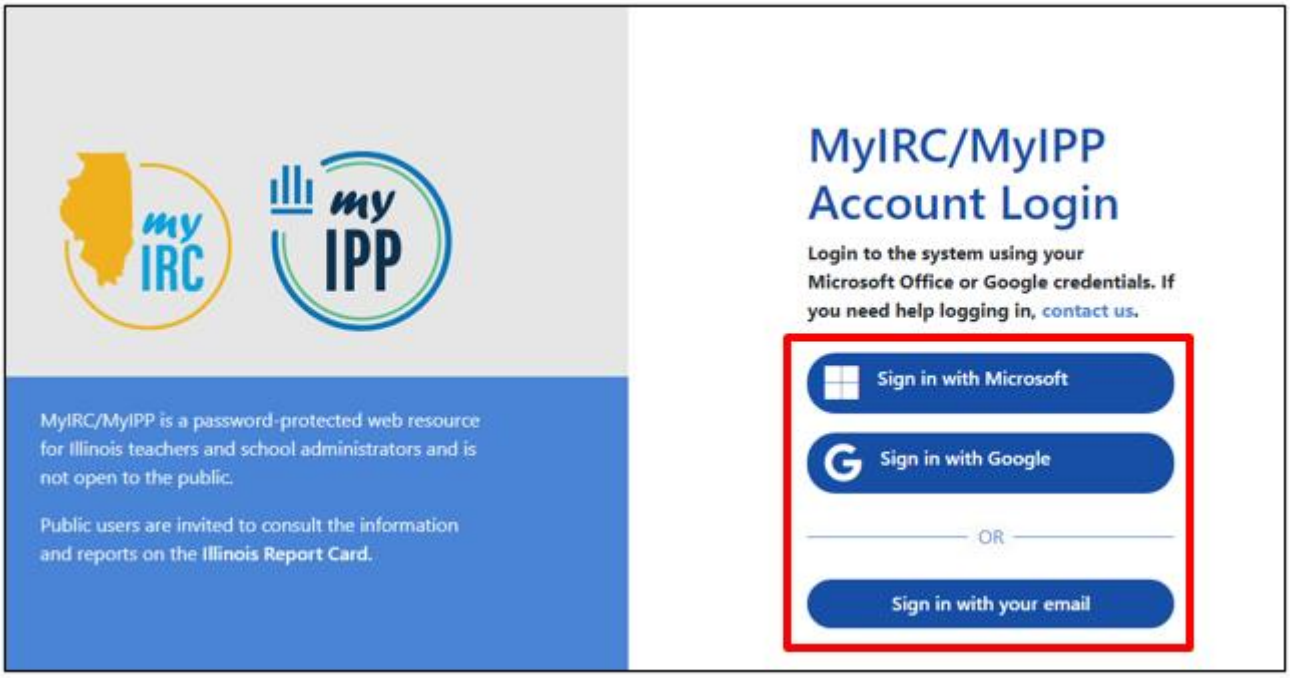
- **Step 1:** Go to https://www.illinoisreportcard.com/.

- **Step 2:** In the upper right-hand corner of the webpage, click on "Login" to access MyIRC.

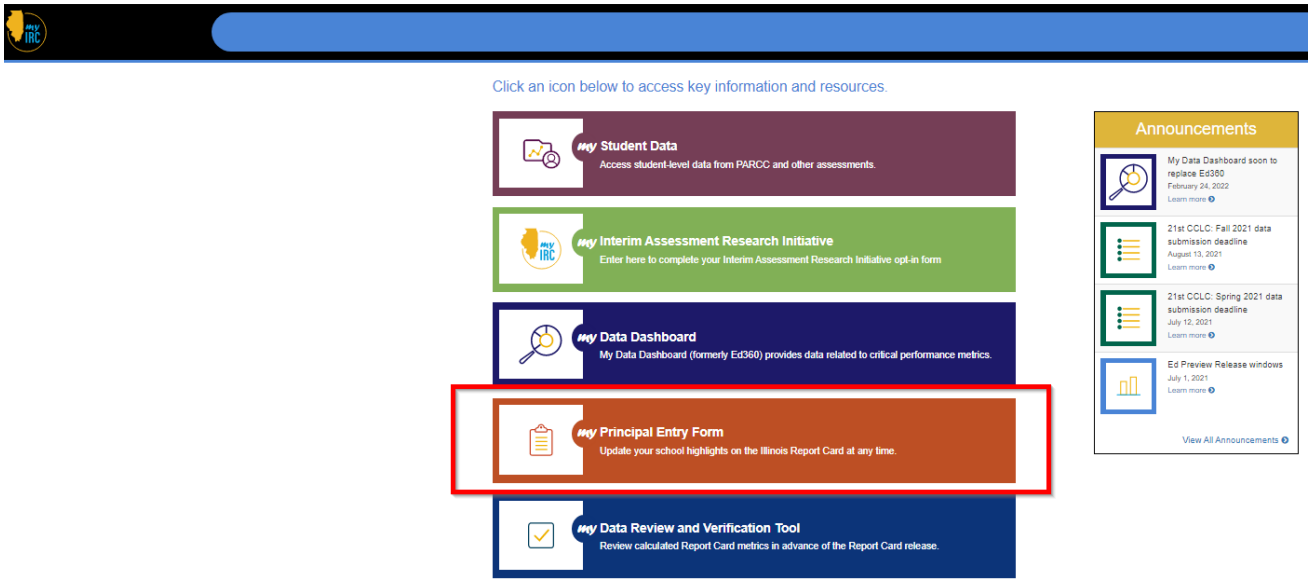


- **Step 3:** You will then need to sign in to MyIRC. If you need assistance accessing MyIRC, please see How to Access MyIRC. In addition, you can reach out to myiirc@niu.edu.
  - Sign in with Microsoft: Click here to sign in using your O365 or other Microsoft credentials.
  - Sign in with Google: Click here to sign in using your Google credentials.
  - Sign in with your email: Click here to create/use a username and password that are unique to MyIRC.
    - NOTE: If you are a MyIRC user and your credentials were created before 2018, you have been using the "your email" option. If you'd prefer the convenience of single sign-on with

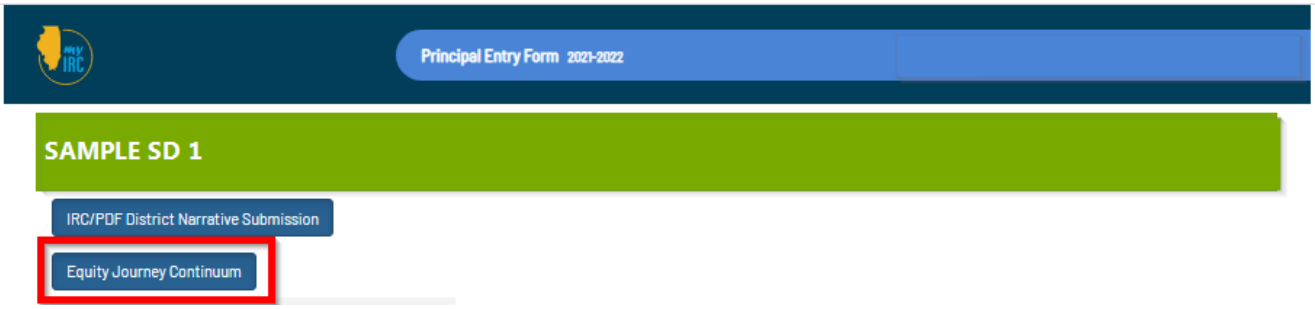
Microsoft or Google, simply contact the MyIRC offices (815-753-0978) and we'll reset your credentials!



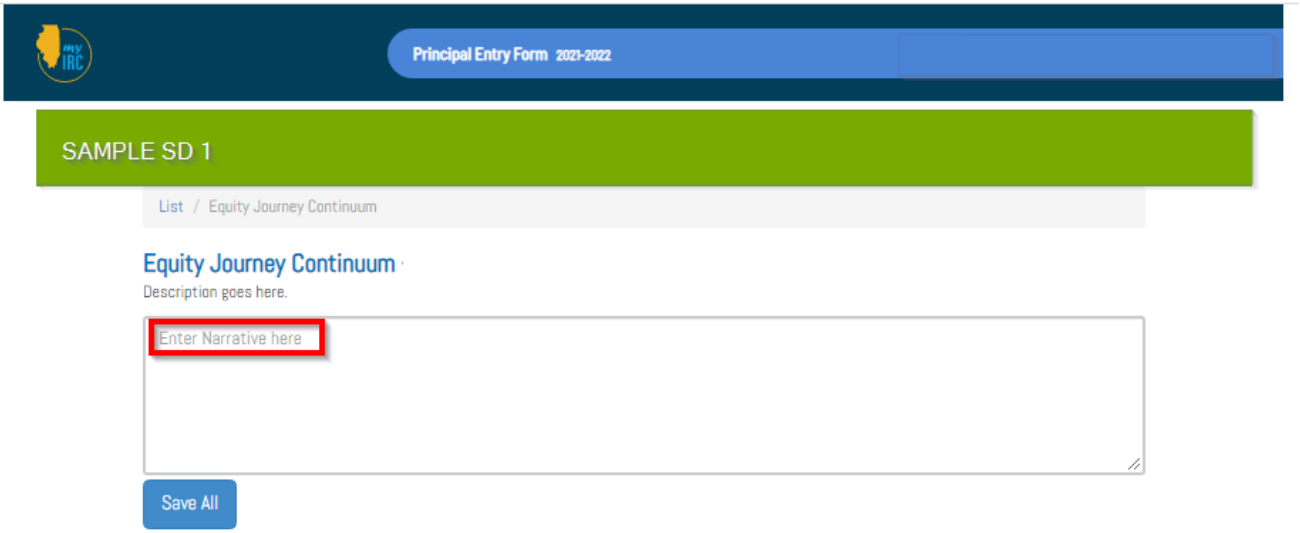
- **Step 4:** Users will select the "my Principal Entry Form" from the MyIRC tile menu.
    - **Note:** This feature is named "my Principal Entry Form"; however, it is made available to users based on the level of access that has been granted to them. If you can see the tile but it is grayed out, feel free to contact the MyIRC offices and they'll walk you through resolving the issue.



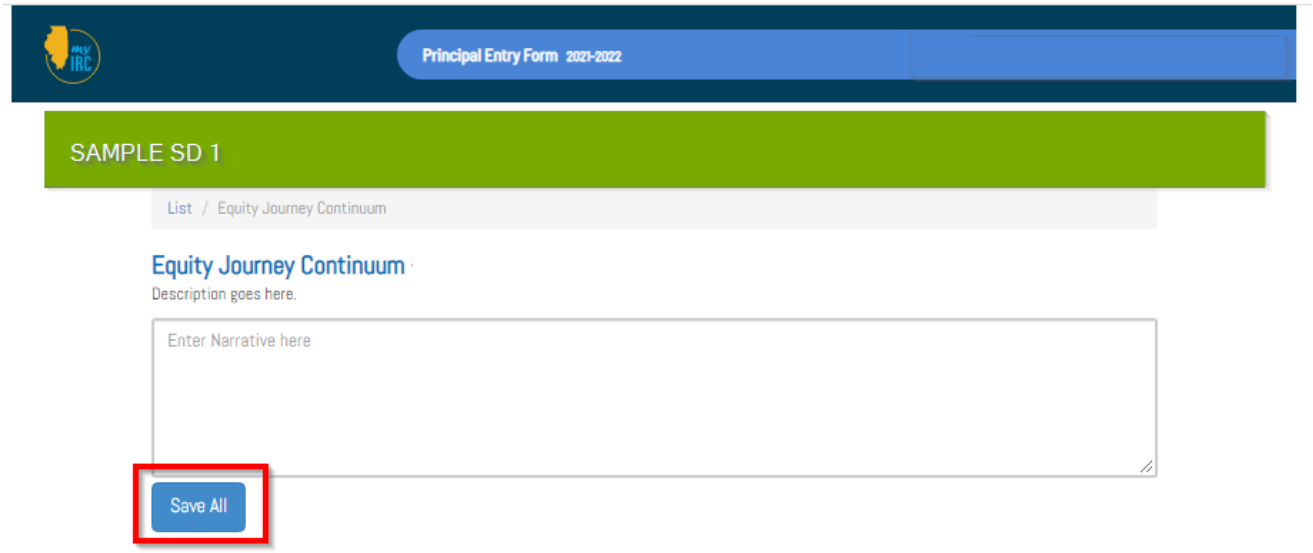
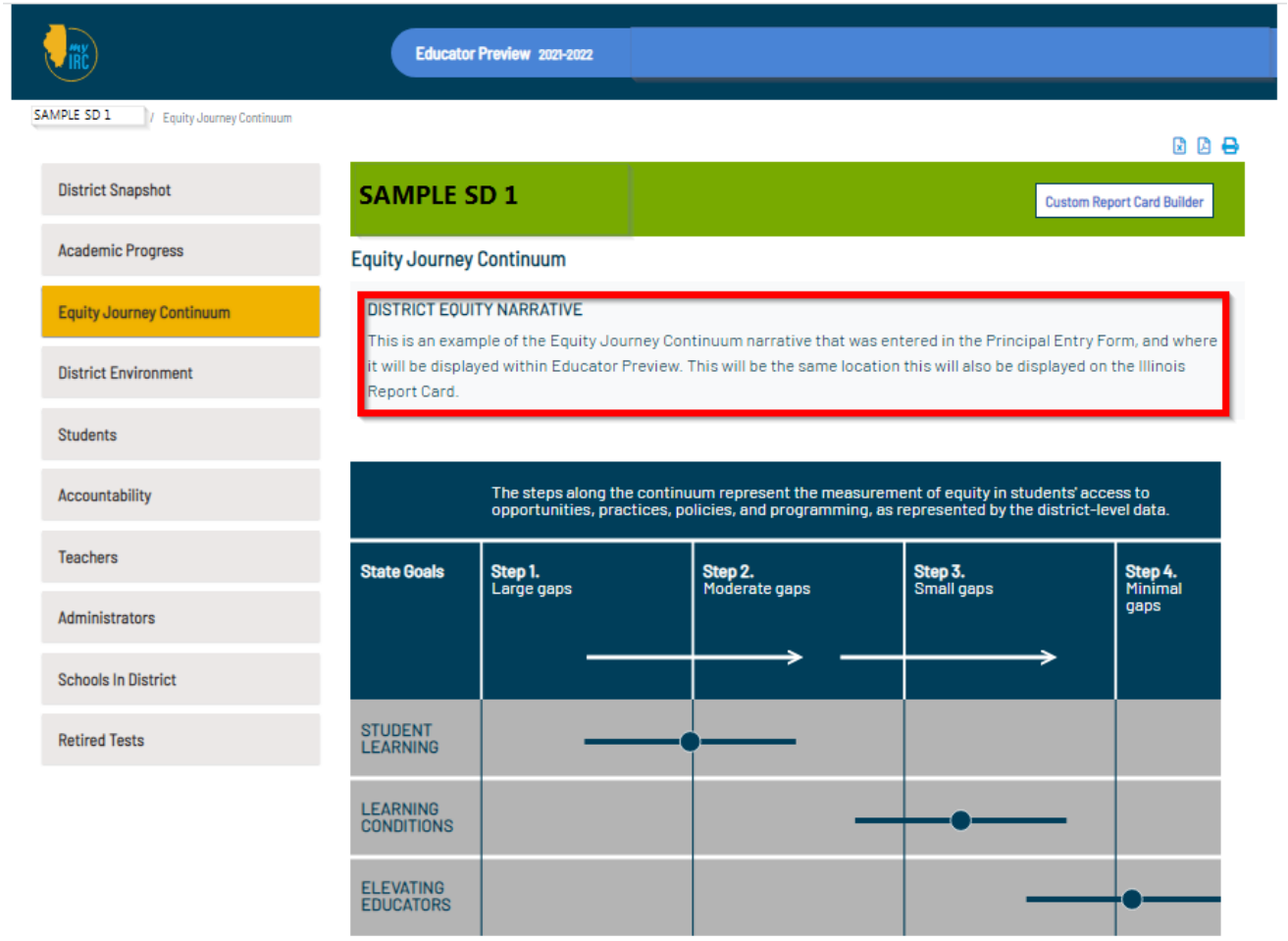
- **Step 5:** On the next screen, select the "Equity Journey Continuum" button.
    - **Note:** Users with access restricted to a single building may not need to select a school.



- **Step 6:** You then have the option to enter descriptive text to "tell your story" about the Equity Journey Continuum.
    - Notes:
        - The character limit for the Equity Journey Continuum narrative is 4,000 characters (including spaces).
        - These narratives can be updated at any time and will be reflected within Educator Preview or the Illinois Report Card as soon as they are saved.



- **Step 7:** Please be sure to click "Save All" after you have entered your descriptive text.



- **Step 8:** The information will be viewable within Educator Preview and the Illinois Report Card after you have saved your narrative.
    - Notes:
        - The narrative you enter will not be displayed until Educator Preview opens on October 3.
        - In addition, the narrative you enter will not be displayed to the public until the Illinois Report Card is released on October 27.