

Adding District-Specific Strategies to the MiStrategy Bank for MICIP

When creating a District Improvement Plan within the MICIP platform, your team must select strategies you are implementing to help achieve your stated goal(s). The MICIP platform requires that you choose strategies from the MiStrategy Bank. If you are not finding an appropriate strategy to match your district's plan in MICIP, please use the directions below to add a new strategy. Each district can add their own strategies to the MiStrategy Bank for their own needs, but the process must be followed exactly as outlined below to ensure it is available when going into MICIP afterward.

Note: MiStrategy Bank and MICIP are NOT the same system. You will log in and out of each system separately for this process.

Step 1: Ensure you have access to the MiStrategy Bank.

1. Go to <https://milaunchpad.org/> and log in with your district credentials
2. Once logged in, you should see a screen similar to that below, with MiStrategyBank as an option. Go ahead and click on MiStrategyBank:

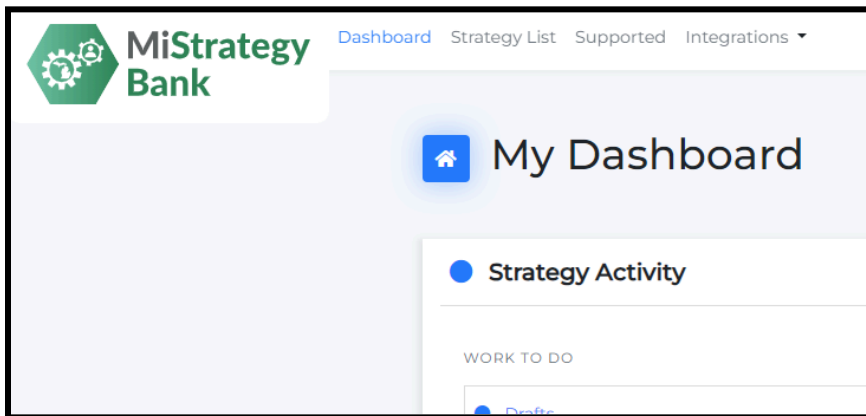


- a.
- b. If you do NOT see MiStrategyBank as an option, or clicking on the icon does not allow you into the system, go to <https://miservicedesk.com/> and file a support request under "MiStrategy Bank Support" (Image Below) asking to be given access.

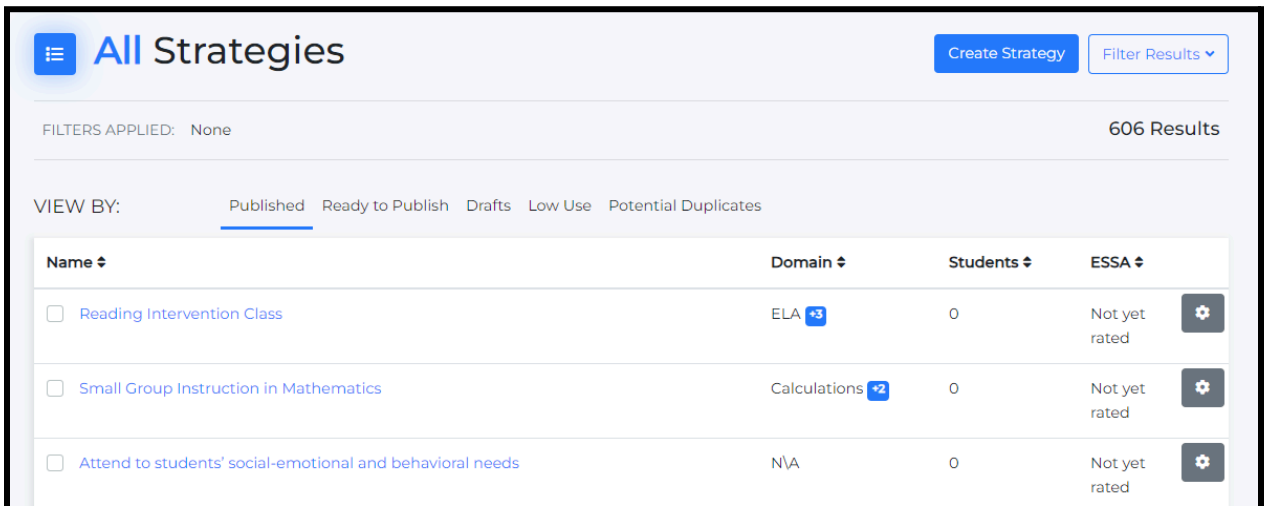


Step 2: Create a new local strategy in MiStrategyBank

- 1.) When entering the MiStrategy Bank, you should initially see a screen similar to the picture below. Click on “Strategy List” along the top.



- 2.) In the “Strategy List” page, click on the bright blue “Create Strategy” Button



- 3.) You will see multiple fields available to fill out to create your new strategy. Note that fields with the red asterisk * are required. Fill out all the fields that your team believes they can answer. Do ensure that you choose your own local school district under “Owned Location”.


The screenshot shows the 'Create a Strategy' form. At the top, there is a title bar with a blue plus icon, the text 'Create a Strategy', and 'CANCEL' and 'SAVE' buttons. The form is divided into several sections. The 'Strategy' section has a 'Title' field (required, marked with a red asterisk) and a 'Version' field. The 'Description' section has a large text area for the full description and a 'Description (short)' field for a short description. The 'ESSA Level' section has a dropdown menu currently set to 'Not yet rated'. The 'License' section has a dropdown menu currently set to 'Creative Commons'. The 'Visibility' section has a dropdown menu currently set to 'Custom'. The 'Owned Location' section (required, marked with a red asterisk) has a 'Lookup' button and a 'Name' field. The 'Use Rights URL' section has a 'Use Right URL' field. The 'Publication Date' section has a date field with a placeholder 'mm/dd/yyyy' and a calendar icon. At the bottom, there are 'Costs' and 'Times' sections, each with an 'Add Cost' and 'Add Time' button respectively.

4.) IMPORTANT STEP #1 FOR MICIP USERS:

When completing the field for “Type”, you can select multiple answers. One of the selected choices **MUST** be “**Improvement**” for it to show up within MICIP.

The screenshot shows the 'Type' dropdown menu. The dropdown is open, showing a list of options: 'Improvement', 'Community', 'Improvement', 'Instructional', 'Parent/Family', 'Promising Practice', and 'Student'. The 'Improvement' option at the top is selected, indicated by a checkmark in a box to its right.

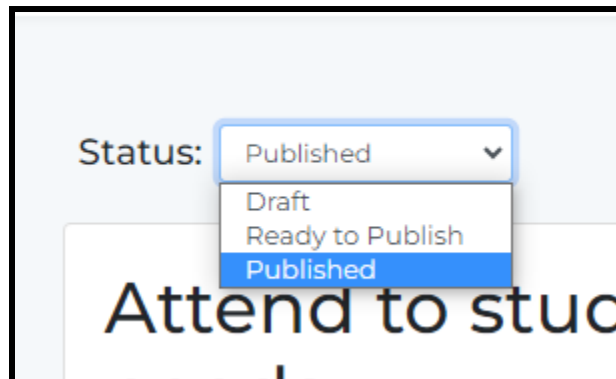
- 5.) Once you have entered your information, click the bright blue “Save” button in the upper or lower right corner



The screenshot shows the 'Create a Strategy' form. At the top, there is a blue button with a plus sign and the text 'Create a Strategy'. To the right are 'CANCEL' and 'SAVE' buttons. The form has several sections: 'Strategy' with a 'Title' field and a 'Version' field; 'Description' with a large text area; 'Description (short)' with a 'Short Description' field; 'ESSA Level' with a dropdown menu showing 'Not yet rated'; and 'License' with a dropdown menu showing 'Creative Commons'. There are also partially visible fields for 'Visibility' and 'Owned Location' at the bottom.

6.) IMPORTANT STEP #2 FOR MICIP USERS:

- a.) Once you have saved your new strategy, ensure that you choose “Published” in the Status menu in the upper left corner of the strategy page



- 7.) You are finished creating your new strategy. You can log off of the Strategy Bank and it should now be an available choice to you within MICIP.

8.) IMPORTANT STEP #3 FOR MICIP USERS:

- a.) Some users have reported a slight delay between making the strategy in the MiStrategy Bank and having it become available from within the MICIP platform. Please wait 15 minutes after creating a strategy before trying to add it within MICIP.

If you have any further issues, please go to <https://miservicedesk.com/> and file a support request under “MiStrategy Bank Support”.