

## IMPORTANT NOTICE: DEPARTMENT OF CAREER AND TECHNICAL EDUCATION

**TO:** Secondary - CTE Administrators, Superintendents, or Data Administrators  
**FROM:** Paula Marschner, Educational Data and Research Analyst  
**DATE:** June 4, 2015  
**RE:** STARS Pupil Membership Report

Hello to you all!

Another school year has drawn to a close now. We need your district's Career and Technical Education information. As in the past five years, all secondary data related to CTE reporting will be collected in STARS in the Pupil Membership Report **DUE JUNE 30, 2015**. Accurate and complete information is essential as the data provides the outcomes for our state and consortium Perkins accountability measures. We require that data be entered for each student taking an eligible CTE course including the grade received in the course.

I am pleased to announce that there is a new pilot program in the works now that will allow school districts to turn on a couple of switches in STARS so that CTE membership data will automatically populate from PowerSchool directly into STARS without school districts manually entering in the CTE data directly into STARS like it has been done in previous years. It is up to individual school districts discretion if they wish to participate in this program or not since it will be data that will come from PowerSchool and automatically populate into STARS.

School Districts who do not wish to participate in this program; they do **NOTHING** and don't turn on these switches in STARS. However, they would still need to manually enter the data into STARS like they have done in previous years and nothing changes for these school districts as of now and in the future.

School Districts, **WHO DO WANT** to participate in this pilot program and have completed the tasks of turning on these switches in STARS, please do not enter the data in manually in STARS or we will run a great risk of getting duplicated data or data counted twice. Once the switches have been turned on, there is **no need any more** to enter the data in manually. The data will automatically be populated from PowerSchool to STARS. Instead School District's task now would be to validate the data in STARS only to ensure that the data comes over cleanly and accurately from PowerSchool into STARS. The end result of this will be hopefully less work for school districts to do now and in the future, along with getting data that is more accurate and true since the data will only need to be entered in PowerSchool only once which is great news for us all.

There are some steps/rules that are required to be done in PowerSchool **FIRST** before turning on these switches in STARS in order for the data transfer to be successful from PowerSchool to STARS that you will need to be aware of first of all.

I have been told that most school districts have already done these steps (listed below) already so this will be a friendly review or reminder to most of you. If a particular school district is having problems/issues with doing or completing these steps (listed below) successfully they

will need to contact Edu Tech directly or they can also submit an EduTech help desk ticket at <http://www.edutech.nodak.edu/help>

- CTE Course Indicator selection must be set to **YES** in PowerSchool.

In PowerSchool, you will need to navigate to administrative side and then go to the Setup heading (located on the left hand side), then click on District subheading, then over to the right of that, navigate to Courses, then under Courses section click on subheading courses again and it will show a listing of courses.

Search for a particular CTE course you want to mark or set to **YES**. When you find the CTE course you are seeking, you will then see a box that says Vocational Class listed for that particular CTE course. Most likely the Vocational Class box will already be checked since this would have been done already at the beginning of the school year. If the box is not checked, go ahead and check this box now. You now have successfully marked or set to **YES** a CTE course and you will have to repeat this process for all CTE courses for your school district. (If further questions, please contact EduTech and they can help out with setting course preferences like this one).

- Local course codes must be mapped to state course codes--(Districts should contact EduTech if this step has not been done yet)
- Course must have potential credit hours in PowerSchool
- Students must have a grade in PowerSchool
- Must have a course section in PowerSchool
- Earned credits need to be greater than 0 in PowerSchool

Once these above steps are done successfully, the next item that needs to be reviewed are the export files in STARS. It is **STRONGLY** encouraged that you review these two export files first **BEFORE** turning on these switches in STARS in order for the transfer to be successful. The following steps (below) will walk you through step by step on locating these export files in STARS.

1. Log into STARS
2. Located in the middle of the screen, you will see heading called "Fill Out Reports"
3. You will then see below the heading (in bold lettering) called "Reports"
4. Under Reports, click on the +folder that says, "Enrollment", then click on +folder for Enrollment again for the second time
5. Then click on DPI District (Ourtown) 99-999 folder, then you should be at the Students screen now
6. Located on the left hand side, click on the selection that says, "Export"
7. The next screen will say at the top of the page "Export". You will see "Available Exports" and there will be a drop down box next to it.
8. Click on the drop down box and select one of the two export files. The exports files are named as follows; **PS Course Data Staging Area Export** and **PS Student Course Details Staging Area Export**. PS Course Data Staging Area will show Users the list of courses that will be imported from PowerSchool over into STARS once the switches are turned on. The PS Student Course Details Staging Area will show detailed info on the identity of the CTE student along with course grades and

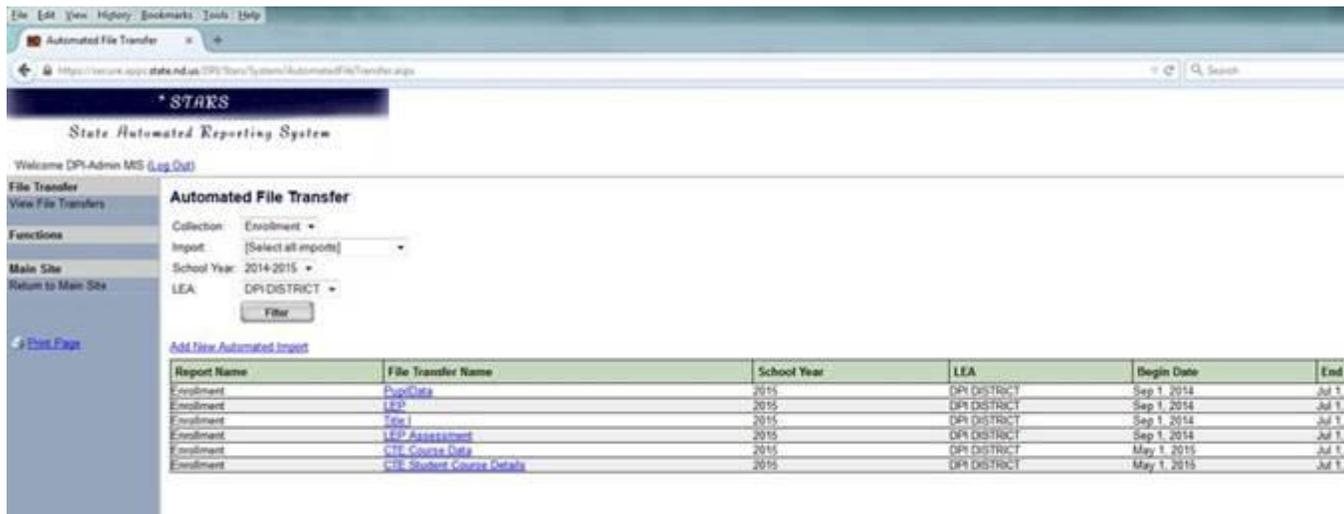
other detail student course enrollment information that will populate automatically into STARS from Power School.

9. Click on each export files separately (PS Course Data Staging Area Export and PS Student Course Details Staging Area) and review each of these files for accuracy. These export files will be the information that will come from PowerSchool and be automatically dumped directly into STARS. If you find data missing from either export file or both, please let me know ASAP either by emailing me or calling me, Paula Marschner ([pmarschn@nd.gov](mailto:pmarschn@nd.gov) or 701-328-3196) and I will bring this up to the appropriate personnel to check into this so this data can be added or changed in these export files before school districts move into the next steps of turning on the switches in STARS.

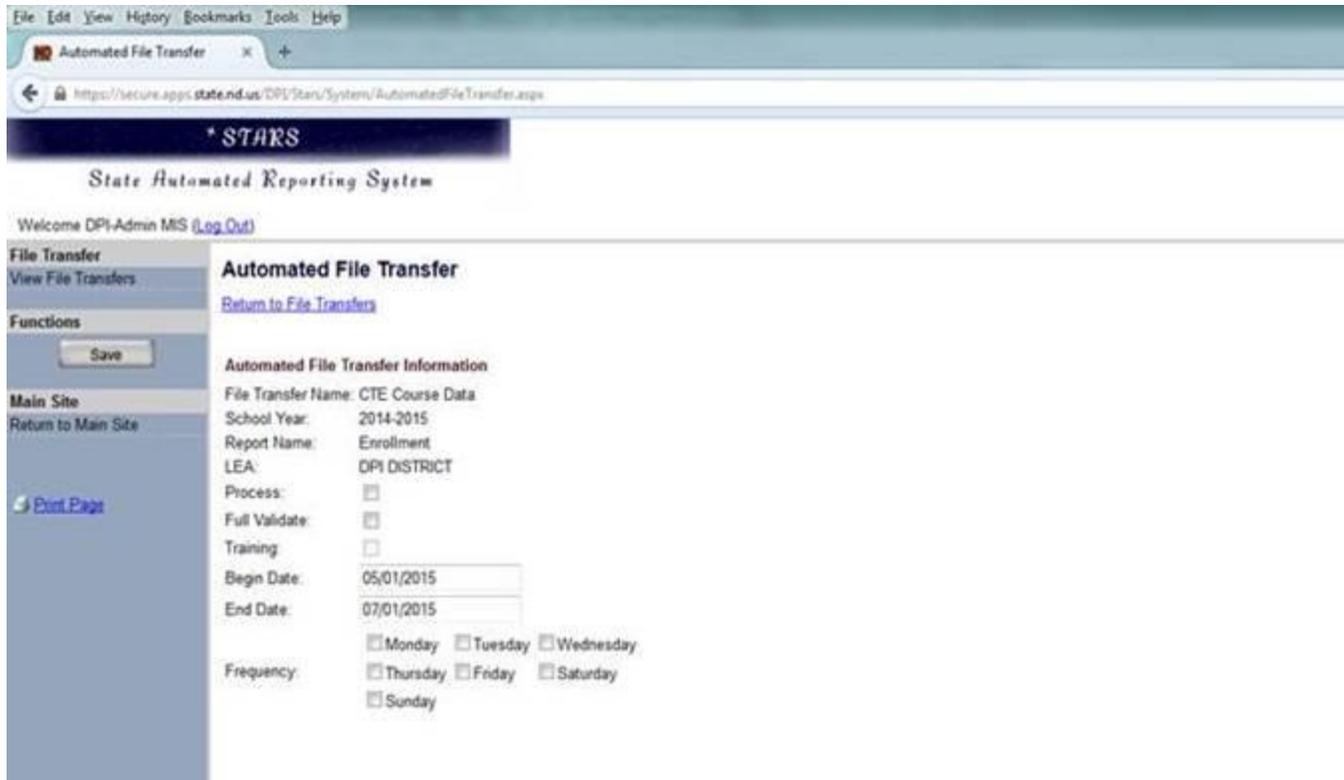
If you have reviewed both of these export files and the data is accurate and no data is missing, you can move onto the final step of turning on the switches in STARS.

**To turn on the CTE processes in STARS**, Please do the following steps listed below;

1. Log into STARS. If the User has the necessary permissions they will see (located on the left hand side) a selection that says “Automated File Transfer”. If a User doesn’t see Automated File Transfer listed, they should contact their Superintendent. The User will need to click on Automated File Transfer and a screen similar to the one below will appear.



2. There will be a two part process that needs to be completed in order to turn on both of these switches for the data to automatically populate from PowerSchool over into STARS. In the screenshot above, you will see the selections under the “File Transfer Name” heading that says “CTE Course Data” and “CTE Student Course Details”. These are the two processes that need to be turned on in order for the data to automatically populate in STARS from PowerSchool.
3. Click on the first selection that says “CTE Course Data” (under the File Transfer Name heading). After you click on this selection, you will see a screen like the one listed below.



4. To turn on this process, the User needs to select the Begin and End days. I would recommend using a span of dates for beginning and end dates of 5/1/15 through 7/1/15. Type in 5/1/15 for the Beginning Date and type 7/1/15 for End Date. By using span of dates for beginning and end dates, this will ensure that all of the current/updated information from Power School will get captured into STARS when the final import file is run on 7/1/15).
5. Next, the User needs to specify the frequency of how often to run the import file. The User can specify as often as daily or once a week in which this import file will be run. When choosing the frequency, it depends upon how often the User makes changes/updates in PowerSchool. The import file may need to run more frequency if there are multiple changes/updates in PowerSchool that occurs frequently or less often if there is not a lot of changes/updates to be made. The import file will run overnight.
6. Finally, the User **MUST** put a check in the **PROCESS** box selection so that the box is checked (note--in order to turn this process on, it is very important that this box is checked or the data will not automatically populate in STARS).
7. When the User is done with selecting the **Begin and End Dates, Frequency** (how often the import file will be run), along with putting a check in the **PROCESS** box, the User will then need to click on the save button located on the left hand side to save the changes.
8. Once the User clicks on the Save button (located on the left hand side), this will turn on the process for CTE Course Data.

9. Repeat steps 2-6 for turning on the next process, "CTE Student Course Details". Be sure to save this process by clicking on the Save button in order to turn on this process for CTE Student Course Details.
10. You have now successfully turned on both switches in STARS and data will now populate automatically from Power School directly into STARS this point forward and in the future when the scheduled time of when the import file has run.

It is **extremely important** to log into STARS after each time the import file has run in order to validate the data. It is up to the discretion of the User how frequently the data is to be validated. Again this is to ensure that data will come over cleanly and accurately from Power School and that data has not been duplicated or shown twice in STARS from PowerSchool. The data would need to be validated for the final time **BY THE DEADLINE DATE OF JUNE 30, 2015.**

Since the pilot program is still in the infancy stage and is still very new rollout with tweaks still being made to this pilot program as we speak, please validate your data in STARS **by JUNE 30, 2015** to make sure the data is automatically populating correctly from Power School over to STARS the way that it should be. I highly recommend from this point forward that it would be an excellent idea or practice to log into STARS and validate the data in STARS each year to ensure that the data will be true and accurate from Power School directly to STARS.

If you decide to manually enter the information, Information for providing CTE with this data is found at <http://www.nd.gov/cte/services/accountability/> with the listing of the applicable courses at the same location.

Instructions for manually entering the data are at [http://www.nd.gov/cte/services/accountability/docs/CTE\\_STARS\\_Instructions.pdf](http://www.nd.gov/cte/services/accountability/docs/CTE_STARS_Instructions.pdf).

If you upload data to STARS the import/export specifications are at [http://dpi.state.nd.us/resource/STARS/layouts/student\\_data.pdf](http://dpi.state.nd.us/resource/STARS/layouts/student_data.pdf).

Thank you for your cooperation, and direct any questions/issues with this process to myself, Paula Marschner at (701) 328-3196 or email me at [pmarschn@nd.gov](mailto:pmarschn@nd.gov).