Course Enrolling Students

ADM is calculated for resident students in grades K-12 based on enrollment (days between begin and end date).
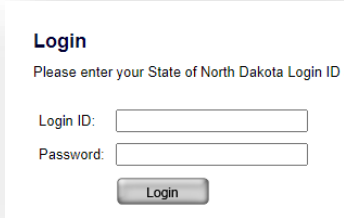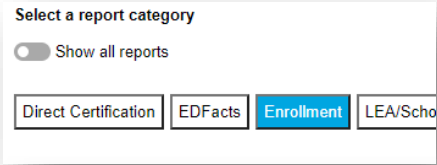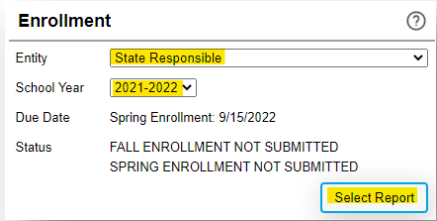
For the following students, ADM is based on course enrollment

- PreK students receiving Special Education services
- Homeschool students who attend classes at the public school
- Students enrolled at a nonpublic school who attend classes at the public school
- Students in Alternative Education pathways

There are two methods to enter course enrollment

- Per students (useful for entering a single course to a single student)
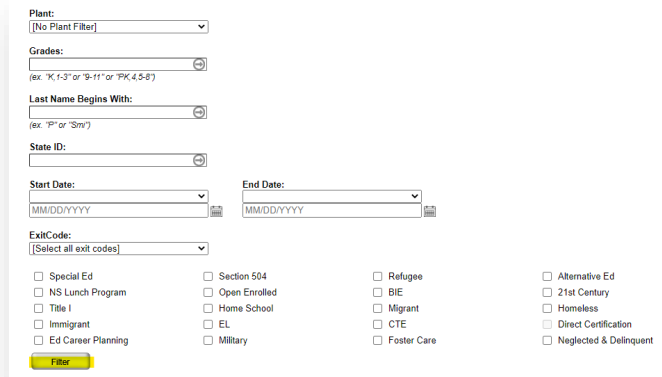- Per course (useful for entering multiple students to a single course)

Method One – Per Student (for multiple courses to a single student**)**

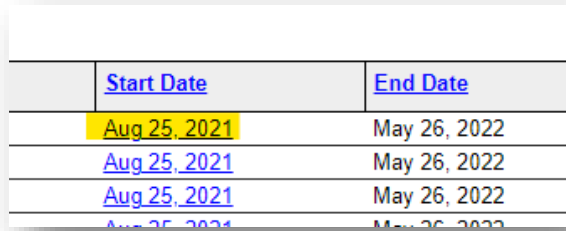| Narrative	Screenshot
Log into STARS Enter login ID and Password Hit Login	
Select the Enrollment report group	
On the Enrollment report, select your district from the 'Entity' dropdown Select the current school year from the 'School Year' dropdown Hit 'Select Report'	

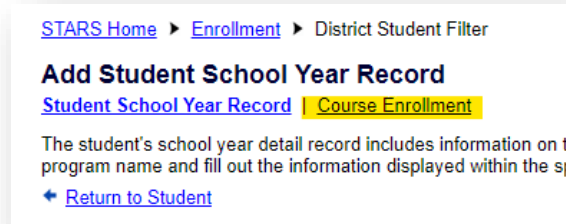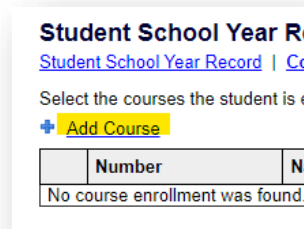| Narrative	Screenshot
Enter filter criteria to narrow the search or just hit 'Filter' to see all students	 Plant: [No Plant Filter] Grades: (ex. "K, 1-3" or "9-11" or "PK,4,5-8") Last Name Begins With: (ex. "P" or "Sm") State ID: Start Date: End Date: MM/DD/YYYY MM/DD/YYYY ExitCode: [Select all exit codes] ☐ Special Ed ☐ Section 504 ☐ Refugee ☐ Alternative Ed ☐ NS Lunch Program ☐ Open Enrolled ☐ BIE ☐ 21st Century ☐ Title I ☐ Home School ☐ Migrant ☐ Homeless ☐ Immigrant ☐ EL ☐ CTE ☐ Direct Certification ☐ Ed Career Planning ☐ Military ☐ Foster Care ☐ Neglected & Delinquent Filter
Select the 'Start Date' for the student you want to update	**Start Date** / **End Date** Aug 25, 2021 / May 26, 2022 Aug 25, 2021 / May 26, 2022 Aug 25, 2021 / May 26, 2022
Select 'Course Enrollment'	STARS Home ▸ Enrollment ▸ District Student Filter **Add Student School Year Record** Student School Year Record	Course Enrollment The student's school year detail record includes information on t[...] program name and fill out the information displayed within the sp[...] ← Return to Student
If no course is loaded, select 'Add Course'	**Student School Year Re[...]** Student School Year Record	Co[...] Select the courses the student is e[...] ✚ Add Course **Number** / **Na[...]** No course enrollment was found.

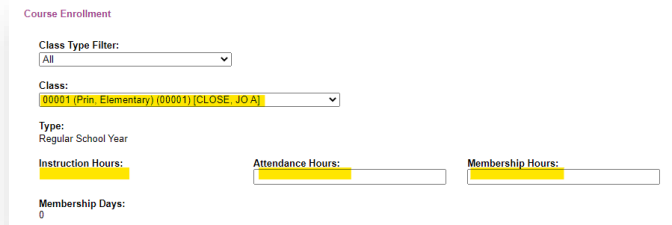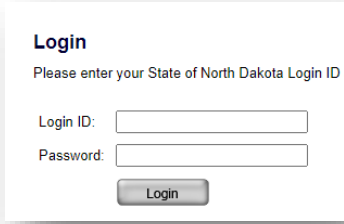| Use the 'Class' dropdown menu to find the course you need to load

Once you have the course selected, enter the Attendance and Membership hours

Attendance hours need to be less than or equal to Membership hours (attendance can never be greater that membership)

Attendance = hours the student attended Membership = hours the student was scheduled to attend

Note: it the course is a non-credit bearing course, the Instruction hours will be blank

Attendance and Membership hours need to be less than or equal to Instruction hours (they can never exceed the instruction hours)

Contact STARS Support if there are no hours under Instructional hours, we will need to add them

General courses are 60 hours
CTE courses are 75 hours
PreK SpecEd (19150) is 432 hours | **Course Enrollment**

Class Type Filter:
All

Class:
00001 (Prin, Elementary) (00001) [CLOSE, JO A]

Type:
Regular School Year
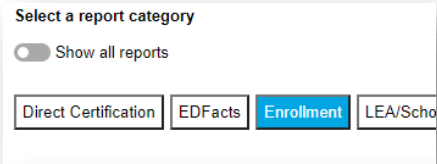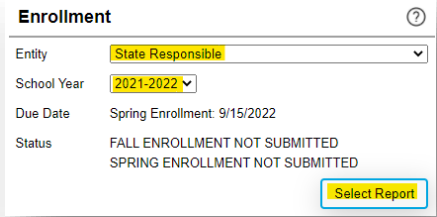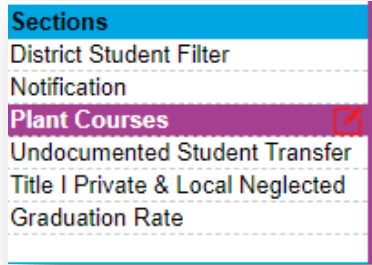
Instruction Hours:　　Attendance Hours:　　Membership Hours:

Membership Days:
0 |
| Hit Save in the upper right corner

Repeat for all students that need course enrollment | **Save** |
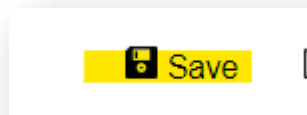
Method Two – Per Course (for multiple students to a single course**)**

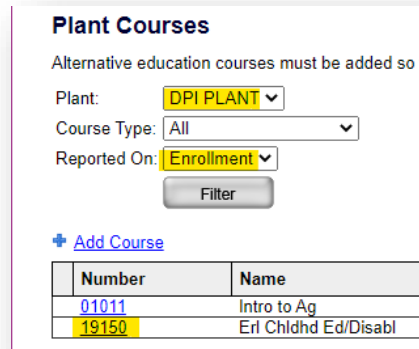| Narrative	Screenshot
Log into STARS Enter login ID and Password Hit Login	**Login** Please enter your State of North Dakota Login ID Login ID: [_____] Password: [_____] [Login]
Select the Enrollment report group	Select a report category ⬤ Show all reports [Direct Certification] [EDFacts] [Enrollment] [LEA/Scho]
On the Enrollment report, select your district from the 'Entity' dropdown Select the current school year from the 'School Year' dropdown Hit 'Select Report'	**Enrollment** ⓘ Entity: State Responsible School Year: 2021-2022 Due Date: Spring Enrollment: 9/15/2022 Status: FALL ENROLLMENT NOT SUBMITTED SPRING ENROLLMENT NOT SUBMITTED [Select Report]
Click on Plant Courses	**Sections** District Student Filter Notification **Plant Courses** Undocumented Student Transfer Title I Private & Local Neglected Graduation Rate

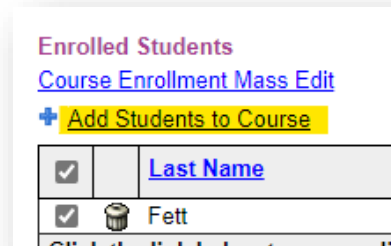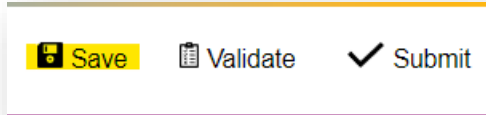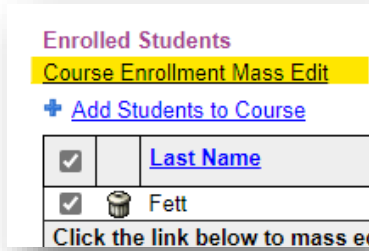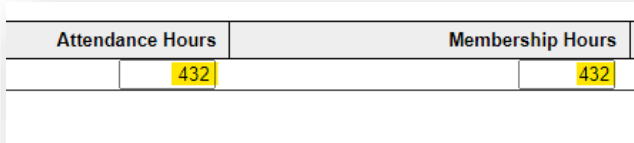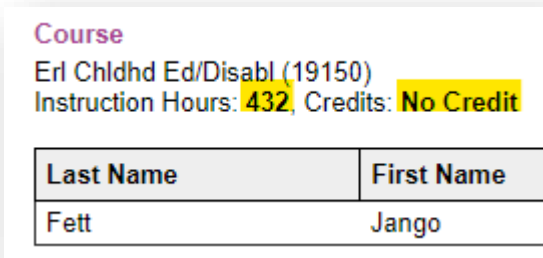| Narrative	Screenshot
Use the dropdown by Plant to find courses loaded to a specific school Use the dropdown by Reported on to select between Enrollment and MIS03 MIS03 list the courses the school submitted on their MIS03 Select the course number	**Plant Courses** Alternative education courses must be added so t Plant: DPI PLANT ⌄ Course Type: All ⌄ Reported On: Enrollment ⌄ Filter ✚ Add Course 	Number	Name
01011	Intro to Ag
19150	Erl Chldhd Ed/Disabl	
Select 'Add Students to Course'	**Enrolled Students** **Course Enrollment Mass Edit** ✚ **Add Students to Course** 	☑		**Last Name**
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☑	🗑	Fett	
Enter filter criteria to narrow the search or just hit 'Filter' to see all students	Plant: [No Plant Filter] Grades: (ex. "K, 1-3" or "9-11" or "PK, 4, 5-8") Last Name Begins With: (ex. "P" or "Sm") State ID: Start Date: End Date: MM/DD/YYYY MM/DD/YYYY ExitCode: [Select all exit codes] ☐ Special Ed ☐ Section 504 ☐ Refugee ☐ Alternative Ed ☐ NS Lunch Program ☐ Open Enrolled ☐ BIE ☐ 21st Century ☐ Title I ☐ Home School ☐ Migrant ☐ Homeless ☐ Immigrant ☐ EL ☐ CTE ☐ Direct Certification ☐ Ed Career Planning ☐ Military ☐ Foster Care ☐ Neglected & Delinquent Filter
Put a check mark next to each student you want to load to the course		☐	#	**Last Name**	**First Name**
---	---	---	---
☐	1	bunny	bugs
☐	2	bunny	bugs
☐	3	Cooper	Jewel
☐	4	Fett	Jango
☐	5	Mouse	Minnie	
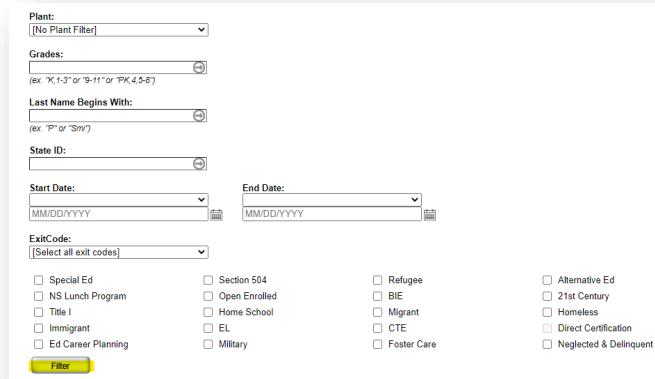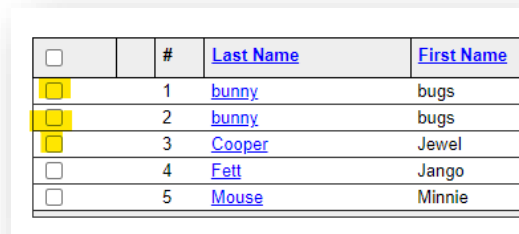
Narrative	Screenshot
Hit Save	**Save** 📋 Validate ✓ Submit
Once all students are loaded to the course, hit 'Course Enrollment Mass Edit	**Enrolled Students** **Course Enrollment Mass Edit** ✚ Add Students to Course | ☑		**Last Name**
☑	🗑	Fett	 Click the link below to mass e
Enter the appropriate attendance and membership hours in the fields under each column Attendance hours need to be less than or equal to Membership hours (attendance can never be greater that membership) Attendance = hours the student attended Membership = hours the student was scheduled to attend Note: it the course is a non-credit bearing course, the Instruction hours will be blank	**Attendance Hours** **Membership Hours** 432 432
Note: it the course is a non-credit bearing course, the Instruction hours will normally be blank Attendance and Membership hours need to be less than or equal to Instruction hours (they can never exceed the instruction hours) Contact STARS Support if there are no hours under Instructional hours, we will need to add them General courses are 60 hours	**Course** Erl Chldhd Ed/Disabl (19150) Instruction Hours: **432**, Credits: **No Credit** 	**Last Name**	**First Name**
Fett	Jango	

Narrative	Screenshot
CTE courses are 75 hours PreK SpecEd (19150) is 432 hours	
Hit Save	