

Some schools that don't use PowerSchool (so can't do an automated file transfer) or are not able to export the required data in an acceptable format. These schools can export previous years enrollments, make necessary changes (delete students, update school year, update start/stop dates, update grades, and add new students) and reimport.

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 school from the 'Entity' dropdown Select the previous 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
Select 'Export' from the 'Tools' menu	Tools State Student Search PowerSchool Waiting for State ID (PSStateStudentSearch) Versions Import/Transfer Export Batch ID Assigner





Narrative	Screenshot
Make sure you are in the correct school year Select 'Import/Transfer' from the 'Tools' menu	ToolsState Student SearchPowerSchool Waiting for State ID (PSStateStudentSearch)VersionsImport/TransferExportBatch ID Assigner
Select 'Pupil Data' from the 'Available Imports' dropdown Hit 'Next' (on the right of the screen)	STARS Home ➤ Enrollment Import Import from File Transfer Within District Student and Course data can be imported from a file and students can be to Step 1 - Select Import Select the import you would like to work with from the drop down below and Available Imports: CourseData EdCareerPlan EL Home School Home School HomeSchool Parental Directive PupiData StudentCourseDetails
Select 'Choose File' and find the pupil data file you saved earlier Hit 'Next' (on the right of the screen)	STARS Home ➤ Enrollment Import Import from File Transfer Within District Student and Course data can be imported from a Step 2 - Select File for Upload Click the "Browse" button to locate the file you w Import Selected in Step 1: PupilData File: Choose File No file chosen

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Narrative	
Once the file has uploaded, you will get an 'uploaded successfully' message Hit 'Next' (on the right of the screen)	STARS Home ➤ Enrollment Import Import from File Transfer Within District Student and Course data can be imported from a file and student Step 2 - Select File for Upload The file has been uploaded successfully to DPI, Below are the de Import Selected in Step 1: PupilData Uploaded File Name: PupilData (8).csv Uploaded File Size: 7184 bytes Uploaded File Type: application/vnd.ms-excel The file is now ready to be validated for proper structure. Please of
If the file has the correct format, you will get a 'uploaded successfully' message Hit 'Import' (on the right of the screen)	STARS Home ➤ Enrollment Import Import from File Transfer Within District Student and Course data can be imported from a file and studen Step 3 - Validate File Structure The structure of the file was validated successfully. Click "Import Import Selected in Step 1: PupilData File Uploaded in Step 2: PupilData (8).csv
If the import has errors, you will get a report indicating the record number (CSV file row), the column name and error description	
Correct the CSV file as needed and reimport	
If there are no errors, you will an indication of Records Inserted (any new records) or Records Updated (for any updates to existing records)	Import Import from File Transfer Within District Student and Course data can be imported from a fil Step 4 - Import Data Data imported successfully! Import Selected in Step 1: PupilData File Uploaded in Step 2: PupilData (8).csv Records Inserted: 1 Records Updated: 0 Please click the "Validate" button to view any proble

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