

Course Enrolling Students

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

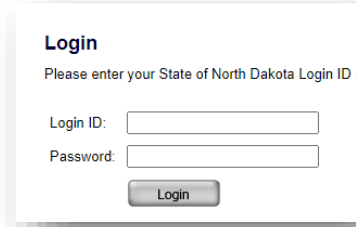
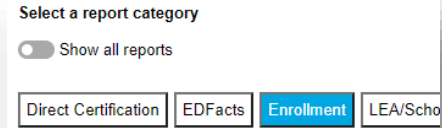
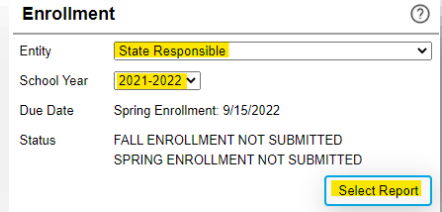
For the following students, ADM is based on course enrollment

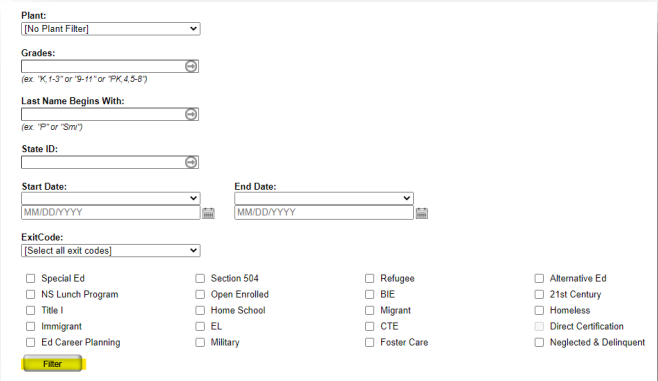
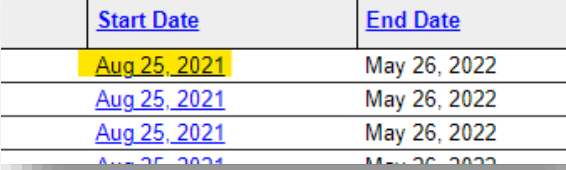

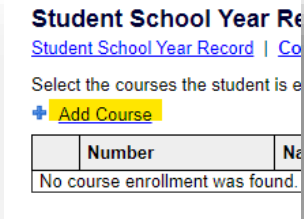
- PreK students receiving Special Education services
- Homeschool students who attend classes at the public school
- Students enrolled at a nonpublic school who attend classes at the public school
- Students in Alternative Education pathways

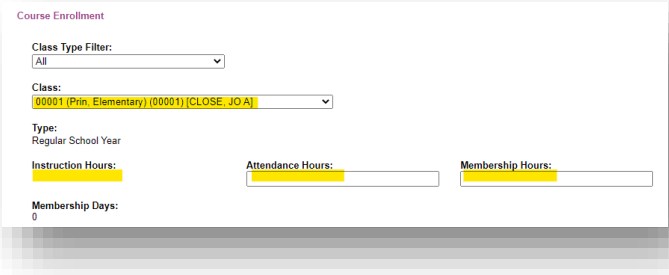
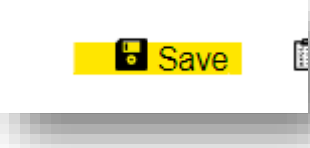
There are two methods to enter course enrollment

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

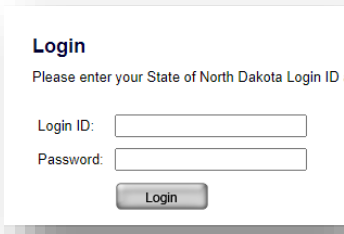
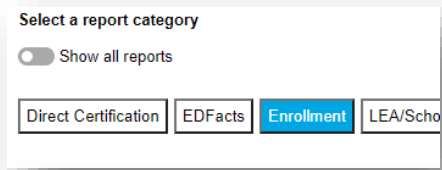
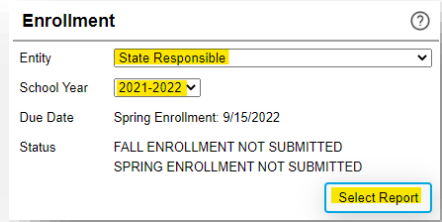
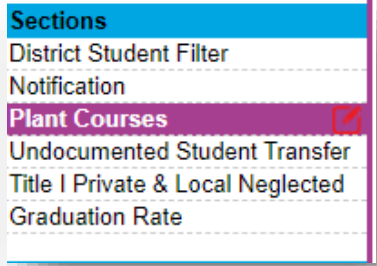
Method One – Per Student (for multiple courses to a single student)

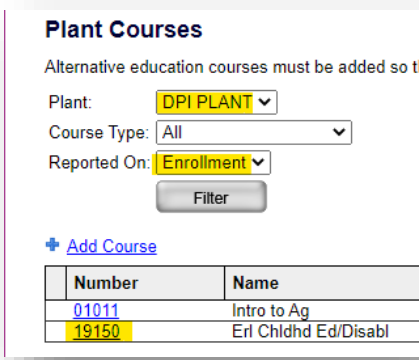
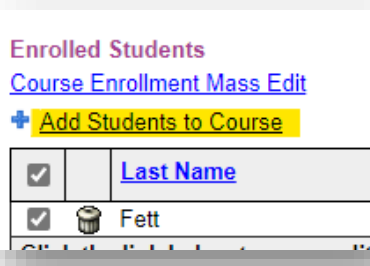
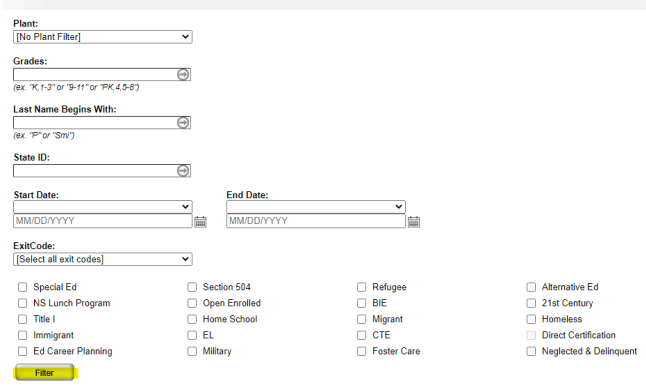
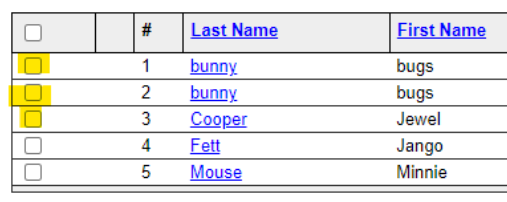
Narrative	Screenshot
<p>Log into STARS</p> <p>Enter login ID and Password</p> <p>Hit Login</p>	
<p>Select the Enrollment report group</p>	
<p>On the Enrollment report, select your district from the 'Entity' dropdown</p> <p>Select the current school year from the 'School Year' dropdown</p> <p>Hit 'Select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

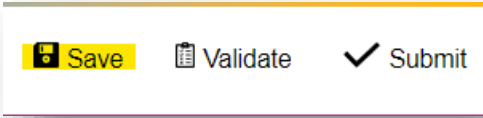
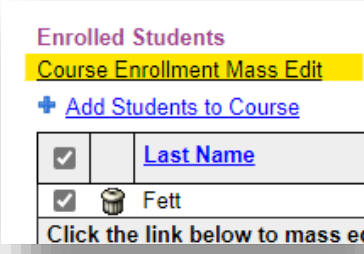
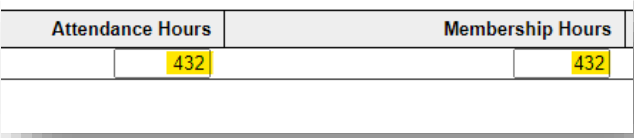
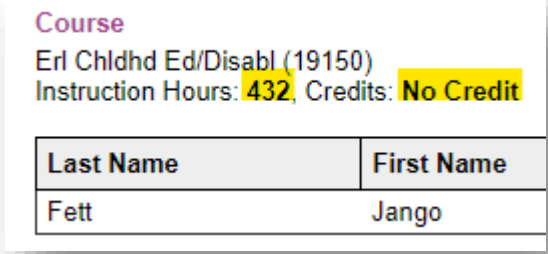
Narrative	Screenshot
Enter filter criteria to narrow the search or just hit 'Filter' to see all students	
Select the 'Start Date' for the student you want to update	
Select 'Course Enrollment'	
If no course is loaded, select 'Add Course'	

Narrative	Screenshot
<p>Use the 'Class' dropdown menu to find the course you need to load</p> <p>Once you have the course selected, enter the Attendance and Membership hours</p> <p>Attendance hours need to be less than or equal to Membership hours (attendance can never be greater than membership)</p> <p>Attendance = hours the student attended Membership = hours the student was scheduled to attend</p> <p>Note: if the course is a non-credit bearing course, the Instruction hours will be blank</p> <p>Attendance and Membership hours need to be less than or equal to Instruction hours (they can never exceed the instruction hours)</p> <p>Contact STARS Support if there are no hours under Instructional hours, we will need to add them</p> <p>General courses are 60 hours CTE courses are 75 hours PreK SpecEd (19150) is 432 hours</p>	
<p>Hit Save in the upper right corner</p> <p>Repeat for all students that need course enrollment</p>	

Method Two – Per Course (for multiple students to a single course)

Narrative	Screenshot
<p>Log into STARS</p> <p>Enter login ID and Password</p> <p>Hit Login</p>	
<p>Select the Enrollment report group</p>	
<p>On the Enrollment report, select your district from the 'Entity' dropdown</p> <p>Select the current school year from the 'School Year' dropdown</p> <p>Hit 'Select Report'</p>	
<p>Click on Plant Courses</p>	

Narrative	Screenshot																								
<p>Use the dropdown by Plant to find courses loaded to a specific school</p> <p>Use the dropdown by Reported on to select between Enrollment and MIS03</p> <p>MIS03 list the courses the school submitted on their MIS03</p> <p>Select the course number</p>	 <p>Plant Courses</p> <p>Alternative education courses must be added so t</p> <p>Plant: DPI PLANT</p> <p>Course Type: All</p> <p>Reported On: Enrollment</p> <p>Filter</p> <p>+ Add Course</p> <table><tr><th>Number</th><th>Name</th></tr><tr><td>01011</td><td>Intro to Ag</td></tr><tr><td>19150</td><td>Erl Chldhd Ed/Disabl</td></tr></table>	Number	Name	01011	Intro to Ag	19150	Erl Chldhd Ed/Disabl																		
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19150	Erl Chldhd Ed/Disabl																								
<p>Select 'Add Students to Course'</p>	 <p>Enrolled Students</p> <p>Course Enrollment Mass Edit</p> <p>+ Add Students to Course</p> <table><tr><th><input checked="" type="checkbox"/></th><th></th><th>Last Name</th></tr><tr><td><input checked="" type="checkbox"/></td><td></td><td>Fett</td></tr></table>	<input checked="" type="checkbox"/>		Last Name	<input checked="" type="checkbox"/>		Fett																		
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<p>Enter filter criteria to narrow the search or just hit 'Filter' to see all students</p>	 <p>Plant: [No Plant Filter]</p> <p>Grades: []</p> <p>Last Name Begins With: []</p> <p>State ID: []</p> <p>Start Date: [MM/DD/YYYY] End Date: [MM/DD/YYYY]</p> <p>Exit Code: [Select all exit codes]</p> <p>Filter</p> <p><input type="checkbox"/> Special Ed <input type="checkbox"/> Section 504 <input type="checkbox"/> Refugee <input type="checkbox"/> Alternative Ed <input type="checkbox"/> NS Lunch Program <input type="checkbox"/> Open Enrolled <input type="checkbox"/> BIE <input type="checkbox"/> 21st Century <input type="checkbox"/> Title I <input type="checkbox"/> Home School <input type="checkbox"/> Migrant <input type="checkbox"/> Homeless <input type="checkbox"/> Immigrant <input type="checkbox"/> EL <input type="checkbox"/> CTE <input type="checkbox"/> Direct Certification <input type="checkbox"/> Ed Career Planning <input type="checkbox"/> Military <input type="checkbox"/> Foster Care <input type="checkbox"/> Neglected & Delinquent</p>																								
<p>Put a check mark next to each student you want to load to the course</p>	 <table><tr><th><input type="checkbox"/></th><th>#</th><th>Last Name</th><th>First Name</th></tr><tr><td><input checked="" type="checkbox"/></td><td>1</td><td>bunny</td><td>bugs</td></tr><tr><td><input checked="" type="checkbox"/></td><td>2</td><td>bunny</td><td>bugs</td></tr><tr><td><input checked="" type="checkbox"/></td><td>3</td><td>Cooper</td><td>Jewel</td></tr><tr><td><input type="checkbox"/></td><td>4</td><td>Fett</td><td>Jango</td></tr><tr><td><input type="checkbox"/></td><td>5</td><td>Mouse</td><td>Minnie</td></tr></table>	<input type="checkbox"/>	#	Last Name	First Name	<input checked="" type="checkbox"/>	1	bunny	bugs	<input checked="" type="checkbox"/>	2	bunny	bugs	<input checked="" type="checkbox"/>	3	Cooper	Jewel	<input type="checkbox"/>	4	Fett	Jango	<input type="checkbox"/>	5	Mouse	Minnie
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<input type="checkbox"/>	4	Fett	Jango																						
<input type="checkbox"/>	5	Mouse	Minnie																						

Narrative	Screenshot
Hit Save	
Once all students are loaded to the course, hit 'Course Enrollment Mass Edit	
<p>Enter the appropriate attendance and membership hours in the fields under each column</p> <p>Attendance hours need to be less than or equal to Membership hours (attendance can never be greater than membership)</p> <p>Attendance = hours the student attended Membership = hours the student was scheduled to attend</p> <p>Note: if the course is a non-credit bearing course, the Instruction hours will be blank</p>	
<p>Note: if the course is a non-credit bearing course, the Instruction hours will normally be blank</p> <p>Attendance and Membership hours need to be less than or equal to Instruction hours (they can never exceed the instruction hours)</p> <p>Contact STARS Support if there are no hours under Instructional hours, we will need to add them</p> <p>General courses are 60 hours</p>	

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