

Course Enrolling Students

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

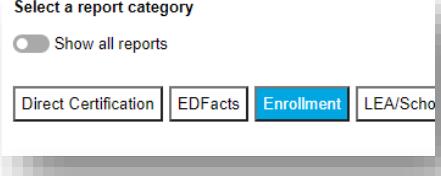
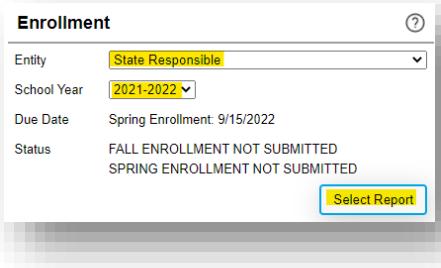
For the following students, ADM is based on course enrollment

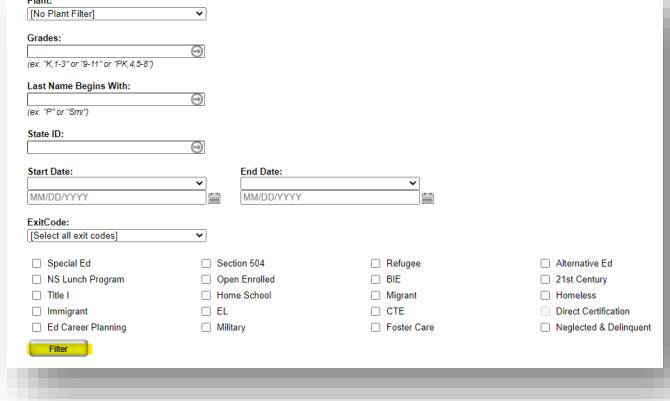
- PreK students receiving Special Education services
- Homeschool students who attend classes at the public school
- Students enrolled at a nonpublic school who attend classes at the public school
- Students in Alternative Education pathways

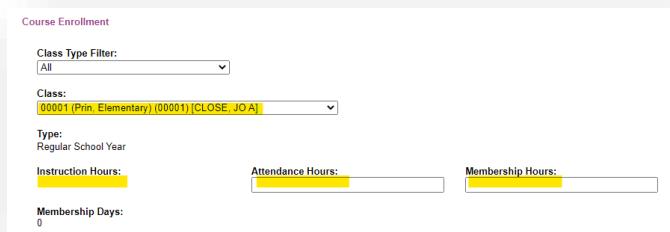
There are two methods to enter course enrollment

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

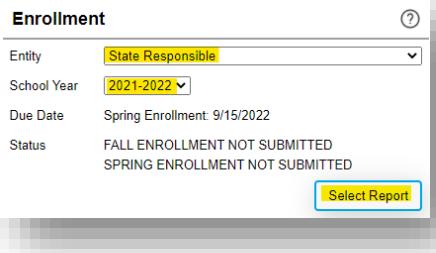
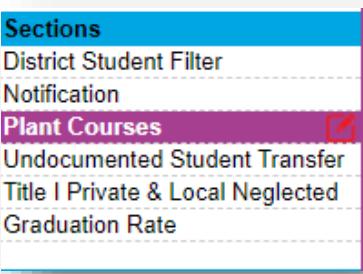
Method One – Per Student (for multiple courses to a single student)

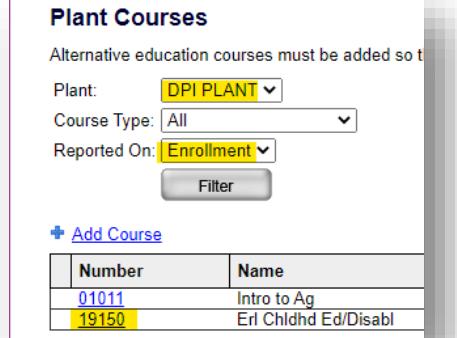
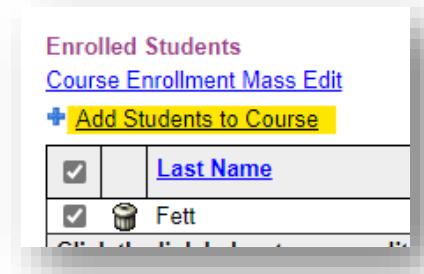
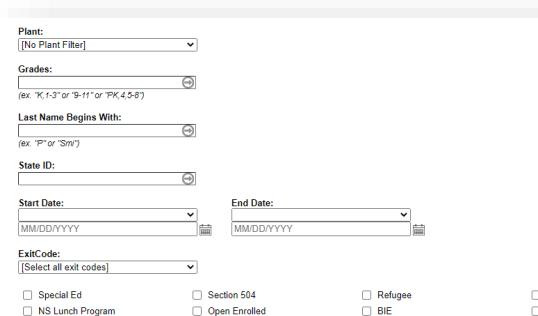
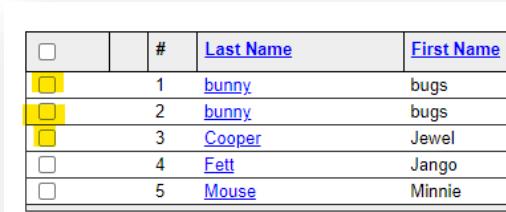
Narrative	Screenshot
Log into STARS Enter login ID and Password Hit Login	
Select the Enrollment report group	
On the Enrollment report, select your district from the 'Entity' dropdown Select the current school year from the 'School Year' dropdown Hit 'Select Report'	

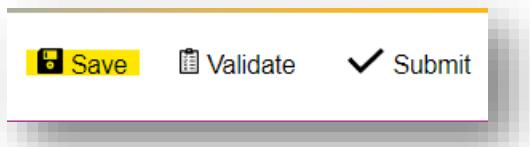
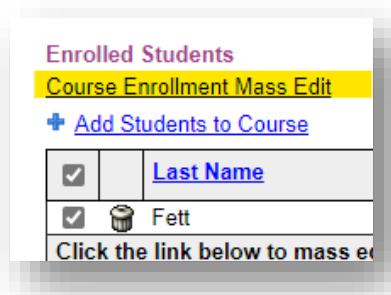
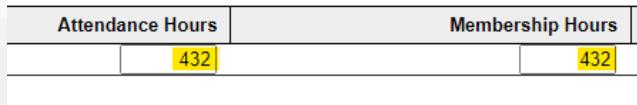
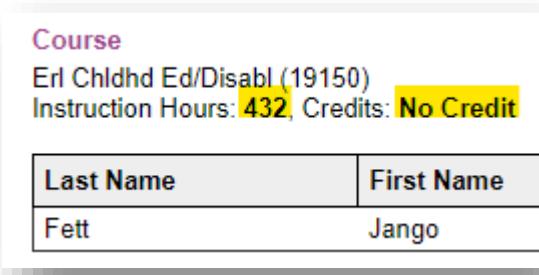
Narrative	Screenshot															
<p>Enter filter criteria to narrow the search or just hit 'Filter' to see all students</p>																
<p>Select the 'Start Date' for the student you want to update</p>	<table border="1" data-bbox="775 813 1346 1003"> <thead> <tr> <th></th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>Aug 25, 2021</td> <td>May 26, 2022</td> </tr> <tr> <td></td> <td>Aug 25, 2021</td> <td>May 26, 2022</td> </tr> <tr> <td></td> <td>Aug 25, 2021</td> <td>May 26, 2022</td> </tr> <tr> <td></td> <td>Aug 25, 2021</td> <td>May 26, 2022</td> </tr> </tbody> </table>		Start Date	End Date		Aug 25, 2021	May 26, 2022		Aug 25, 2021	May 26, 2022		Aug 25, 2021	May 26, 2022		Aug 25, 2021	May 26, 2022
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<p>Select 'Course Enrollment'</p>	<p>STARS Home > Enrollment > District Student Filter</p> <p>Add Student School Year Record</p> <p>Student School Year Record Course Enrollment</p> <p>The student's school year detail record includes information on the program name and fill out the information displayed within the sp</p> <p>← Return to Student</p>															
<p>If no course is loaded, select 'Add Course'</p>	<p>Student School Year Record</p> <p>Student School Year Record Course Enrollment</p> <p>Select the courses the student is enrolled in.</p> <p>+ Add Course</p> <table border="1" data-bbox="938 1573 1215 1636"> <thead> <tr> <th>Number</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td colspan="2">No course enrollment was found.</td> </tr> </tbody> </table>	Number	Name	No course enrollment was found.												
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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
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'	
Click on Plant Courses	

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>Select 'Add Students to Course'</p>	
<p>Enter filter criteria to narrow the search or just hit 'Filter' to see all students</p>	
<p>Put a check mark next to each student you want to load to the course</p>	

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	