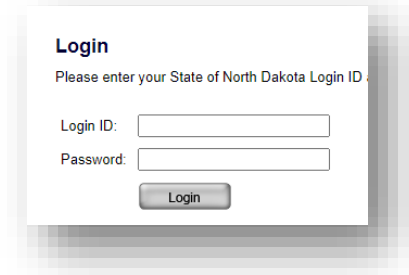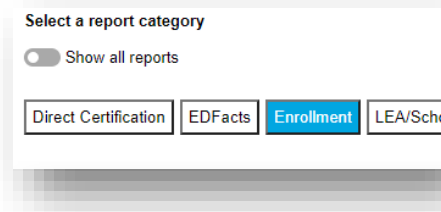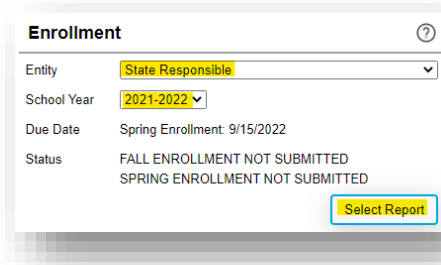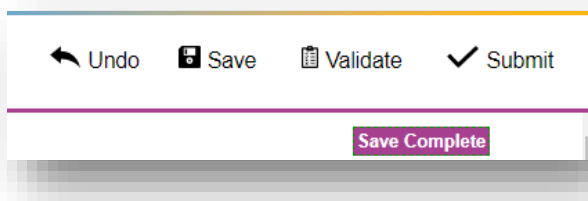A user no longer needs to 'Check-Out" or "Check-In" records. The records open in edit mode. A user needs to 'Save" a record if changes are made

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]
The Report Action buttons are in the upper right corner Not all buttons will be there all the time (it depends on what report you are on and what actions the user has taken) **Undo** –will Undo any changes made since the last Save action **Save** – this will Save any changes made to the page; once saved, you should see a 'save complete' just below the Report Action buttons	↩ Undo 💾 Save 📋 Validate ✔ Submit **Save Complete**

Validate – runs a report validation to verify errors (this will take you to the Validation page)

You should validate periodically during the year to view and correct errors

Submit – this submits the report if all errors are cleared

You should only do this when the report is complete and ready to submit (in some cases, it will lock the report from further editing)

If you have changes on the page and try to return to the previous page, you will receive a 'Leave Site' warning

If you leave without saving, all unsaved changes will be lost

Leave site?

Changes you made may not be saved.

[Leave] [Cancel]

Hitting the 'Validate' button will take you to the Validation Summary screen and automatically runs all Errors, Warnings and Inter-Districts

Report: Enrollment
Date: 3/23/2022 8:38:34 AM

Validate: All Sections
View: Errors and Warnings and Inter-District
Plant: All Plants

[Validate]

While the report is being processed, you will see the 'being processed' message

The Validation Summary will automatically appear once it's done processing

The validation is being processed...
Results will be displayed when the validation process is complete.

If you only want to see the validations that will prevent you from submitting, change the 'View' to 'Errors and Inter-Districts' and hit Validate again

Validate: All Sections
View: Errors and Inter-District
Plant: All Plants

[Validate]

You can export the Validation Summary by hitting the 'Export Excel' or 'Export CSV' (depending on the format you want) by hitting the buttons on the upper right of the summary report