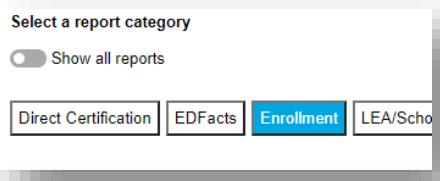
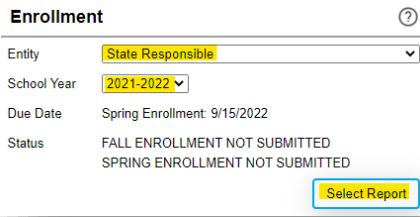
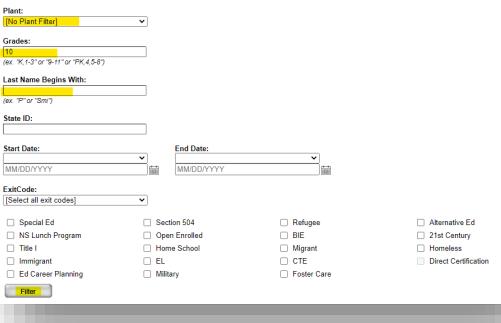
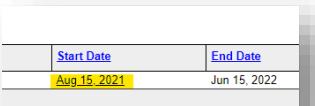
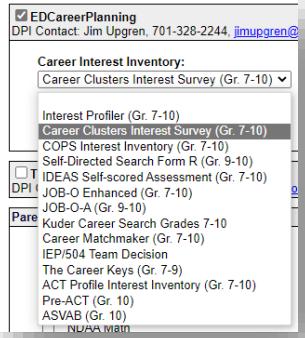
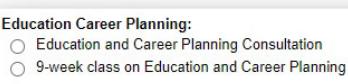
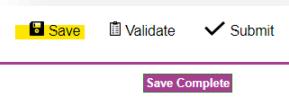


There are two ways to update the Ed Career Plan in STARS – Manually or via Export/Import.

This guide covers the Manual method (you will repeat these steps for each student you need to update)

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 school from the 'Entity' dropdown</p> <p>Select the current school year from the 'School Year' dropdown</p> <p>Hit 'Select Report'</p>	
<p>Select the students you want to update</p> <p>You can narrow your search by selecting a specific Plant (leaving it as 'No Plant Filter will show all Plants)</p> <p>You can narrow your search by selecting a specific grade or last name (leaving these fields blank will show all grades and last names)</p> <p>Hit Filter</p>	

Narrative	Screenshot
<p>Select the 'Start Date' of the student you want to edit</p> <p>This will take you to the student's School Year Record</p>	
<p>The record opens in edit mode</p> <p>Scroll down to the Ed Career Planning special program</p> <p>Select one of the inventories from the dropdown menu</p> <p>Make sure 'Ed Career Planning' is checked</p>	
<p>Select either option</p>	
<p>Select 'Save' from the Report Action Buttons in the upper right corner</p> <p>Once saved, you will see a 'Save Complete' popup message</p>	
<p>If you have the 'export rights', you will be able to pull up a list of students loaded</p> <p>Select 'Export' (under 'Tools')</p> <p>Select 'EdCareerPlan' from the dropdown</p> <p>Select 'Export' (gray button)</p> <p>This gives you a CSV file of students who have their EdCareerPlan updated</p>	