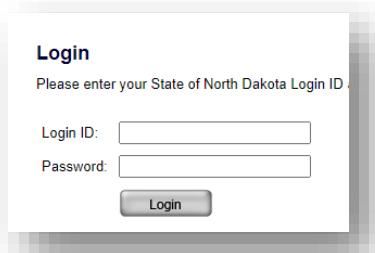
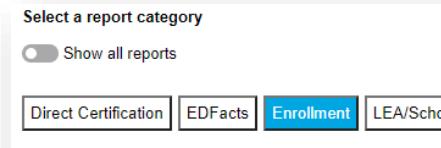
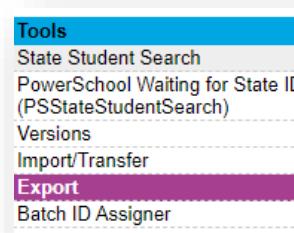
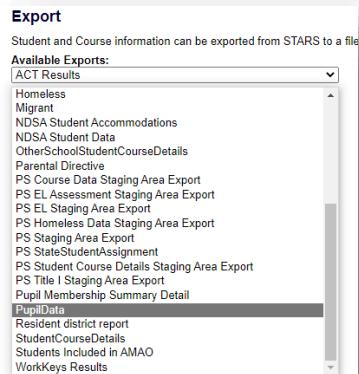
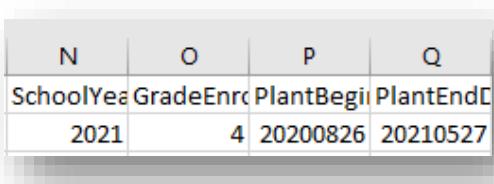
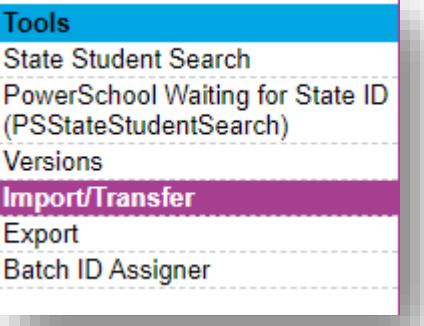
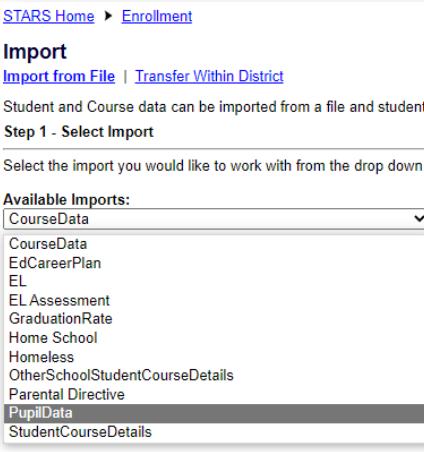
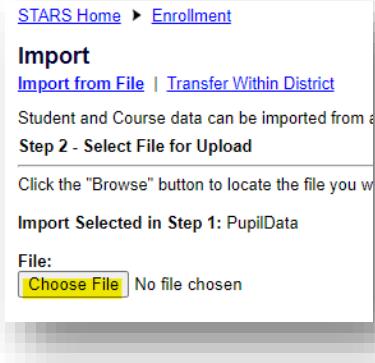


Some schools that don't use PowerSchool (so can't do an automated file transfer) or are not able to export the required data in an acceptable format. These schools can export previous years enrollments, make necessary changes (delete students, update school year, update start/stop dates, update grades,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

Narrative	Screenshot
<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 previous school year from the 'School Year' dropdown</p> <p>Hit 'Select Report'</p>	
<p>Select 'Export' from the 'Tools' menu</p>	

Narrative	Screenshot												
<p>Select 'Pupil Data' from the 'Available Reports' dropdown</p>	 <p><b>Export</b>    Student and Course information can be exported from STARS to a file  <b>Available Exports:</b>    ACT Results    Homeless    Migrant    NDSA Student Accommodations    NDSA Student Data    OtherSchoolStudentCourseDetails    Parental Directive    PS Course Data Staging Area Export    PS EL Assessment Staging Area Export    PS EL Staging Area Export    PS Homeless Data Staging Area Export    PS Staging Area Export    PS StateStudentAssignment    PS Student Course Details Staging Area Export    PS Title I Staging Area Export    Pupil Membership Summary Detail  <b>PupilData</b>    Resident district report    StudentCourseDetails    Students Included in AMAO    WorkKeys Results</p>												
<p>Select 'Export' from the 'Functions' menu</p> <p>This will export a CSV file of last year's pupil data loaded in STARS</p>	 <p><b>Functions</b>    Export</p>												
<p>Delete any students that are not attending this school year</p> <p>Change the school year, grade, begin and end data as needed</p> <p>Add any students that are new this year (you will need their State ID and other fields in the spreadsheet)</p> <p>You should look at the STARS import layout format for the pupil data at the DPI website (<a href="https://www.nd.gov/dpi/data/stars">https://www.nd.gov/dpi/data/stars</a> for proper field values</p> <p>Save the file (the format needs to be CSV)</p>	 <table border="1"> <thead> <tr> <th>N</th> <th>O</th> <th>P</th> <th>Q</th> </tr> </thead> <tbody> <tr> <td>SchoolYea</td> <td>GradeEnrc</td> <td>PlantBegin</td> <td>PlantEndD</td> </tr> <tr> <td>2021</td> <td>4</td> <td>20200826</td> <td>20210527</td> </tr> </tbody> </table>	N	O	P	Q	SchoolYea	GradeEnrc	PlantBegin	PlantEndD	2021	4	20200826	20210527
N	O	P	Q										
SchoolYea	GradeEnrc	PlantBegin	PlantEndD										
2021	4	20200826	20210527										

Narrative	Screenshot
<p>Make sure you are in the correct school year</p> <p>Select 'Import/Transfer' from the 'Tools' menu</p>	
<p>Select 'Pupil Data' from the 'Available Imports' dropdown</p> <p>Hit 'Next' (on the right of the screen)</p>	
<p>Select 'Choose File' and find the pupil data file you saved earlier</p> <p>Hit 'Next' (on the right of the screen)</p>	

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