

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

This guide covers the Export/Import Method (you will some minimal Excel knowledge to complete)

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 school from the 'Entity' dropdown	Entrollment ⑦ Entity State Responsible v School Year 2021-2022 v
Select the current school year from the 'School Year' dropdown	Due Date Spring Enrollment: 9/15/2022 Status FALL ENROLLMENT NOT SUBMITTED SPRING ENROLLMENT NOT SUBMITTED Select Report
Hit 'Select Report'	
If you have the 'export rights', you will be able to pull up a list of students loaded Select 'Export' (under 'Tools') Select 'EdCareerPlan' from the dropdown Select 'Export' (gray button) This gives you a CSV file of students who have	Spring Enrollment Available Exports: Due Des: 630/0202 Acristation Construction Constructi
their EdCareerPlan updated Remember where you saved this file	Export Maint Contact Contact: Steve Snow Email: E3 Phome: 701-328-2236
This file will be used as the import file. You will add student information from the pupil data file (exported in the next step) and then update the ed career plan and then import	2 1990- 1990- Балимантирика издералода – дерак золоцински силадей эколобу силоску силадок проком уживити полоку имакти 1997 - К. V. B. C. D. E. L. O. H. I. H. Y. E. F. M. H. O. L. O. F. J. F. J. M. S. J.
STARS Support – 701-328-2236	State Automated Reporting System (STARS)

State Automated Reporting System (STARS) STARS – Enrollment – Update Ed Career Plan – Export/Import v1.5 – 18 May 2022



Narrative	Screenshot
The purpose of this step is to get the pupil data needed to populate the EdCareerPlan spreadsheet Select 'PupilData' from the Available Exports dropdown menu. This will export a CSV (excel) file of all students who currently have an Ed Career Plan selected. Please note where the file is saved	Fall Enrollment Status: SUBMITED Status: NOT SUBMITED District SUdent Filer Notification Plant Courses Undocumented Student Filer Notification Plant Courses Undocumented Student Transfer Part Courses Undocumented Student Transfer Part Courses Undocumented Student Transfer PowerSchool Walking for State ID (PS State Student Search PowerSchool Walking for State ID (PS State Student Search PowerSchool Walking for State ID (PS State Student Search Particide Part State Student Search PowerSchool Walking for State ID (PS State Student Search PowerSchool Walking for State ID (PS State Student Search PowerSchool Walking for State ID (PS State) Student Course Details Part I Staging Area Export PS Student Course Details Student Course Details Part I Staging Area Export PS Student Course Details Student Course Details Publisher Part I Staging Area I Export PS Student Course Details Student Course Details Publisher Part I Staging Area Export PS Student Course Details Student Course Details Publisher Publisher Student Course Details Student Course Details Publisher Publisher Publisher Publisher Publisher Publisher Publisher Pub
The purpose of the next 6 steps is to copy the demographic data from the PupilData file to paste into the EdCareerPlan file. The next steps may be slightly different depending on the version of Excel you have. Open the 'PupilData' file From the 'Home' ribbon, select 'Sort & Filter, then 'Filter'. This will allow you to filter the pupil data file and delete unneeded columns	Insert Delete Format ∑ AutoSum ~ ∑
Delete Column G – M	G H I J K L M Ethnicity IsAmer IsAsian IsBlack IsPacifity IsWhite ExitCod S 1 0 0 0 0 1 6
Delete PlantEnd column date (should be column J after completing previous step)	I J Formuli PlantB€▼ PlantEr▼ Serving▼ 20200826 20210527 11-041-62
Delete the DaysPresent and DaysAbsent columns (should be column L and M after completing previous step)	KLMNReside(*)DaysPr(*)DaysAb *PlantP(*)11-041170.396.61202501

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Narrative	Screenshot
Delete the columns after the EnrollStatus (should be columns N – AQ after completing previous step)	M N O P Q R S T EnrollS V SendTC V SpecEd AltEd V Immigr VSEntry OriginC Migra 1 0 0 0 0
Filter the GradeEnrolled column to get just the grade(s) you want to load the EdCareerPlan to (likely grades 8 and 10) Hit the drop-down arrow in the Grade Enrolled column Deselect all grades, except the ones you want) Select 'OK"	E F G H e DOB Gendet School GradeE S J Sort Smallest to Largest S J Sort Largest to Smallest h Sort by Color Sheet View Clear Filter From "GradeEnrolled" He Filter by Color R Number Filters Y Gearch Y Gearc
This should give you the pupil data needed to populate the EdCareerPlan file Copy all these columns (do not select the top 'header' row) Click starting on the row 2 and drag to the bottom, once highlighted (selected), right click and select copy	A 1 StateID 2 1.52E+09 3 4.5E+09 4 4.5E+09 5 2.15E+09 6 2.31E+09 8 2.15E+09

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Narrative	Screenshot
Past into the EdCareerPlan (right click in cell A2 and paste)	BII <th< td=""></th<>
Update Column N (enter the number next to the career interest survey/cluster you conducted)	 Interest Profiler (Gr. 7-10) Career Clusters Interest Survey (Gr. 7-10) COPS Interest Inventory (Gr. 7-10) Self-Directed Search Form R (Gr. 9-10) IDEAS Self-scored Assessment (Gr. 7-10) JOB-O Enhanced (Gr. 7-10) JOB-O-A (Gr. 9-10) Career Matchmaker (Gr. 7-10) - IEP/504 Team Decision - blank Kuder Career Search (Gr. 7-10) - The Career Keys (Gr. 7-9) ACT Profile (Gr. 7-10) ACT Profile Interest Inventory (Gr. 7-10) ASVAB
Update Column O (Did you develop a HS Education Plan?)	1 – YES 2 – NO
Update columns P or Q (how did you conduct the Ed Career Plan?)	Enter a 1 in column P if you conducted the 'Education and Career Planning Consultation' or enter a 0 if not.
Must enter a 1 in either column P or Q, but not both	Enter a 1 in column Q if you conducted the '9 Week class on Education and Career Planning' or enter a 0 if not.
Update column R (did you conduct the ACT_WorkKeys review?)	Enter a 1 if YES or a 2 if NO (can be left blank)

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Narrative	Screenshot
In STARS, select Import/Transfer	Tools State Student Search PowerSchool Waiting for State ID (PSStateStudentSearch) Versions Import/Transfer Export Batch ID Assigner
Make sure 'Import from File' is selected Select EdCareerPlan from the drop down and hit 'Next' (on the far right)	STARS Home ➤ Enrolment Import Import from File Transfer Within District Subdent and Course data can be imported from a file and students can be trans Step 1: Select Import Select the import you would like to work with from the drop down below and the Available Imports: CourseData StudentCourseData Student
Select 'Choose File' and navigate to the saved EdCareerPlan file and hit 'Next' (on the far right)	Import from File Transfer Within District Student and Course data can be imported from a Step 2 - Select File for Upload Click the "Browse" button to locate the file you we Import Selected in Step 1: EdCareerPlan File: Choose File No file chosen
The file will be moved into the STARS staging area Hit 'Next' (on the far right)	STARS Home ➤ Enrolment Import Import from File Transfer Within District Student and Course data can be imported from a file and student Step 2 - Select File for Upload The file has been uploaded successfully to DPI Below are the de Import Selected in Step 1: PupilData Uploaded File Size: 7184 bytes Uploaded File Size: 7184 bytes Uploaded File is now ready to be validated for proper structure. Please

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The file will be validated Hit 'Next' (on the far right)	STARS Home ➤ Enrollment Import Import from File Transfer Within District Student and Course data can be imported from a file and studen Step 3 - Validate File Structure The structure of the file was validated successfully. Click "Import Import Selected in Step 1: PupilData File Uploaded in Step 2: PupilData (8).csv
If the import has errors, you will get a report	
indicating the record number (CSV file row), the column name and error description	
Correct the CSV file as needed and reimport	
If there are no errors, you will an indication of Records Inserted (any new records) or Records Updated (for any updates to existing records)	Import Import from File Transfer Within District Student and Course data can be imported from a file and students Step 4 - Import Data Data imported successfully! Import Selected in Step 1: EdCareerPlan File Uploaded in Step 2: EdCareerPlan (1).csv Records Inserted: 98 Records Updated: Please click the "Validate" button to view any problems with the ne