STARS

State Automated Reporting System

STARS Help Manual for

LEA Directory (MIS01) and School Directory (MIS02)

&

LEA Fall Report (MIS01) and School Fall Report (MIS02)

September 28, 2018

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State Automated Reporting System (STARS)

STARS is accessed at https://secure.apps.state.nd.us/dpi/stars/Login.aspx with a North Dakota state login identification. For directions regarding the STARS system, please reference the STARS User Manual at https://www.nd.gov/dpi/data/STARS/manual/ . This site also gives instructions for managing user permissions to STARS reports,

This document is an extension of the STARS User Manual and includes STARS directions for the Local Education Agency Fall Report (MIS01), the Local Education Agency Directory (MIS01), the School Fall Report (MIS02) and the School Directory (MIS02).

For guidance on how to complete the MIS01 and MIS02 reports, please refer to the LEA Directory (MIS01) and School Directory (MIS02) instructional manual and the LEA Fall Report (MIS01) and School Fall Report (MIS02) instructional manual. The instructional manuals can be found under MIS Reports at https://www.nd.gov/dpi/data/STARS/reports/ . All parties involved with completing these reports should be given this site to access the instructional manuals.

MIS01 and MIS02 Reports – General Directions

The following general directions for the MIS01 and MIS02 reports apply to all four LEA and school reports. Specific directions for the LEA and school reports begin on page 12.

Access to Reports

Once you have logged into STARS, to access the reports you must:

- Have the proper permissions assigned to each user. This responsibility is assigned by DPI to one administrative person in each LEA.
- Click on the plus sign to the left of "LEA and School Fall Report" to expand the tree view. There are two local education agency reports and two school reports. The reports that appear will depend on which reports you have authority to access.
- Click on the plus sign next to one of the LEA or school reports to reveal your LEA or school name.
- Click on the LEA or school name.

Figure 1: List of reports in tree view.

A gray box will appear on the right hand side of the screen. This box displays:

- The name of the LEA or school that was selected.
- Drop down of the school years the report is available for completing (or viewing).
- The due date and the DPI contact information for this report.

Select the school year and click on the “Select” button to open the report.

Figure 2: Opening the report.

DPI Contact Information

DPI contact information is listed below the report heading for questions regarding the data collected on that particular page/section. The contact information that was available in the gray box on the previous screen is still available on this screen. To view the contact information, move your mouse over the flashlight icon in the upper right corner of the window.

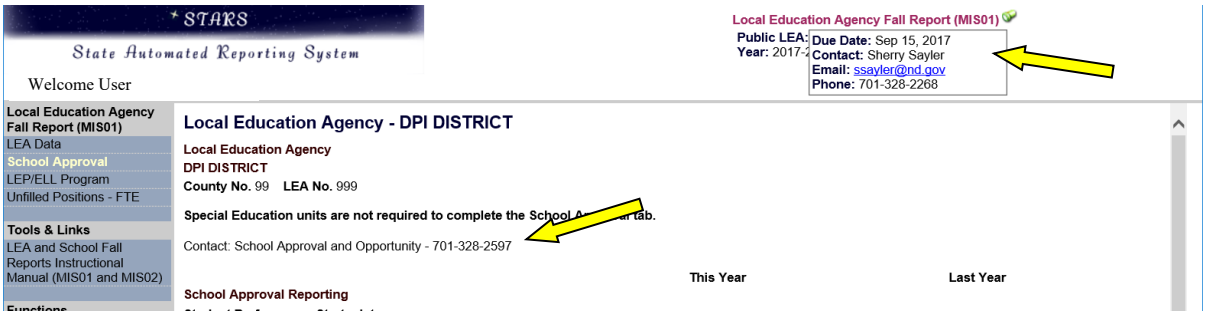

Figure 3: DPI contact information.

Status of Report and Reference Materials
The name of the report that is open and any information pertaining to the status of this report is found in the upper right corner of the screen.

The LEA and School Fall Reports Instructional Manual is available in the Fall Report sections/pages and the LEA and School Directories Instructional Manual is available in the Directories sections/pages. Open the manuals by clicking on the title of the instructional manual in the left navigation under Tools.

This help document is available within STARS at any time during the completion process by clicking on "Help" in the left navigation under Functions.

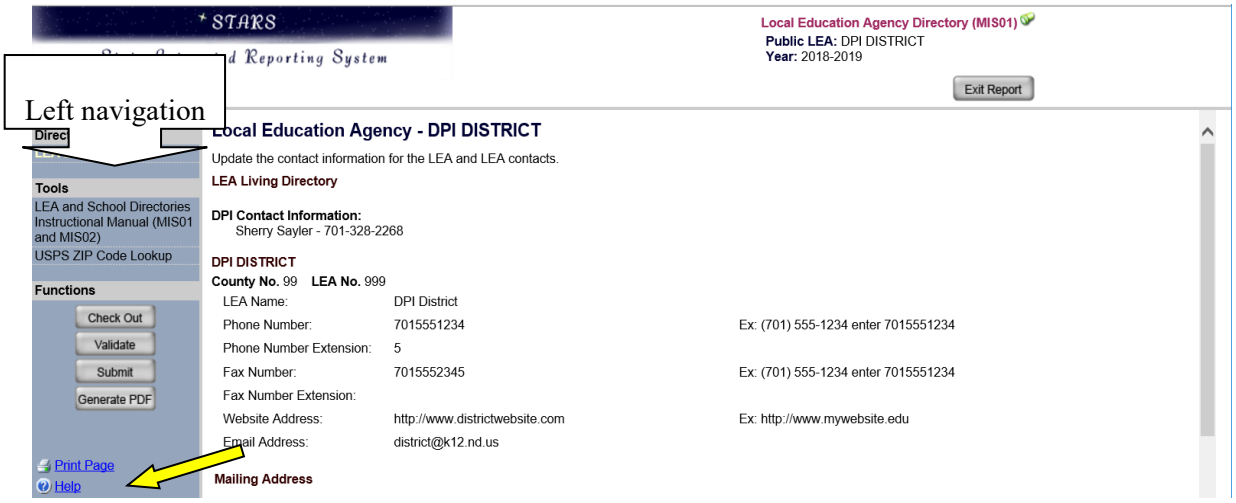

Figure 4: Report status, instructional manual and help document.

Check Out and Check In Report

The report is opened as a read-only report. In order to enter or edit information on the report, check out the report or report section by clicking on the "Check Out" button which is found in the left navigation. Once a section is checked out the "Check Out" button will be replaced with a "Check In" button. A check mark appears in the left navigation next to the name of the section indicating that the section is checked out. Check in the section by clicking on the "Check In" button.

The purpose of checking out report sections is to make sure only one person can work on the section at a time to avoid conflicting changes. Once the section is checked in, it is available to other users for updating.

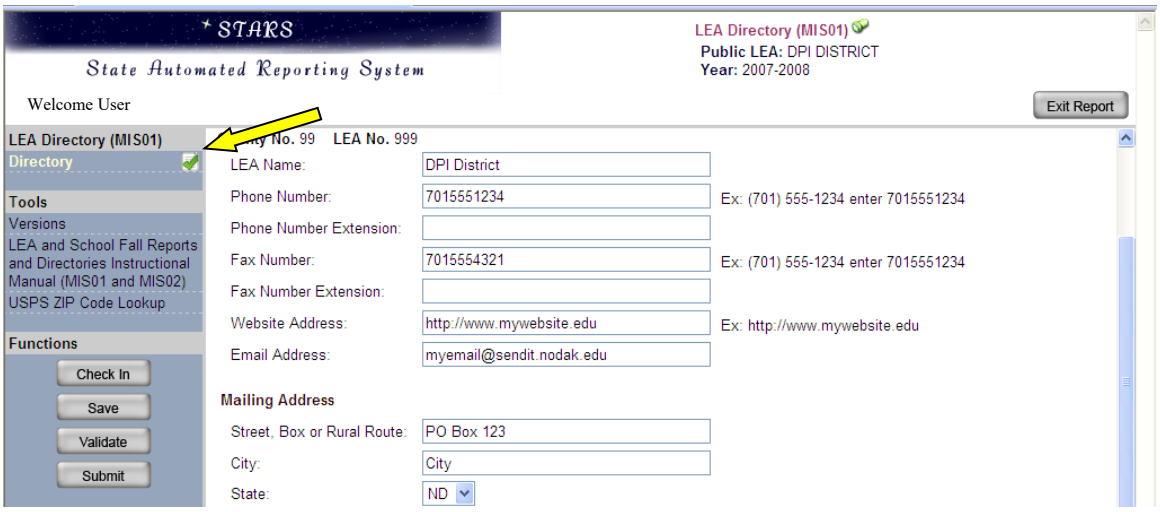

Figure 5: Check out/check in report.

Automatic Log Out

Because of security reasons, the STARS system will time out and automatically log out. This makes **saving your data frequently very important**. Data entered that has not been saved will be lost if you are automatically logged out.

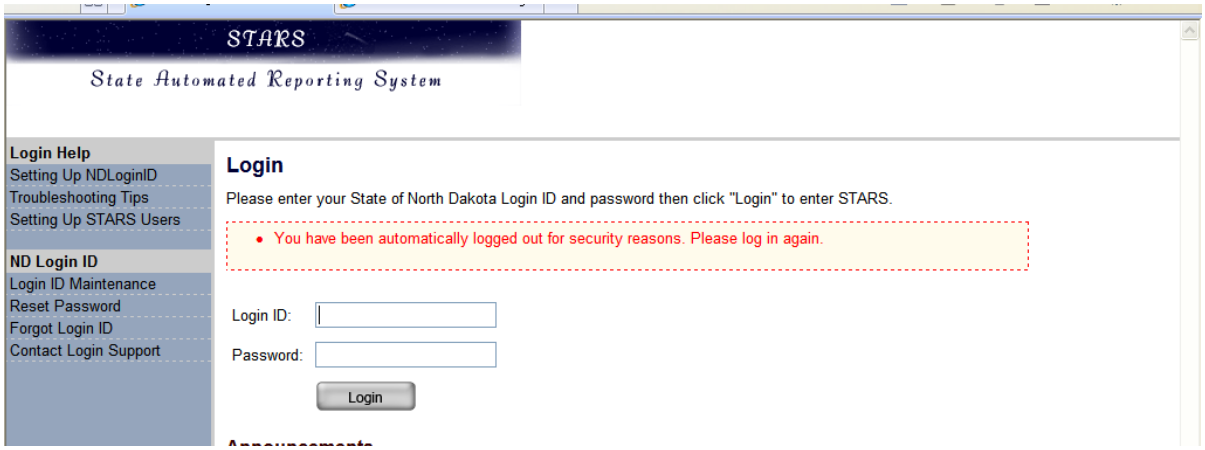

Figure 6: Automatic log out.

Printing

You may print any page that you are working on at any time by clicking on “Print Page” in the left navigation.

You may generate PDFs of the report sections at any time. Click on the “Generate PDF” button in the left navigation. Select the report section from the dropdown. Each section must be selected and generated individually. It is recommended to print PDFs for your records after submission.

If changes were made in a report, it should be saved before generating a PDF.

Click on a report section in the left navigation to exit the “Generate PDF” window.

You will need to temporarily turn off the pop-up blocker to generate the PDF. Once a PDF is opened, another PDF cannot be generated until the first has been closed

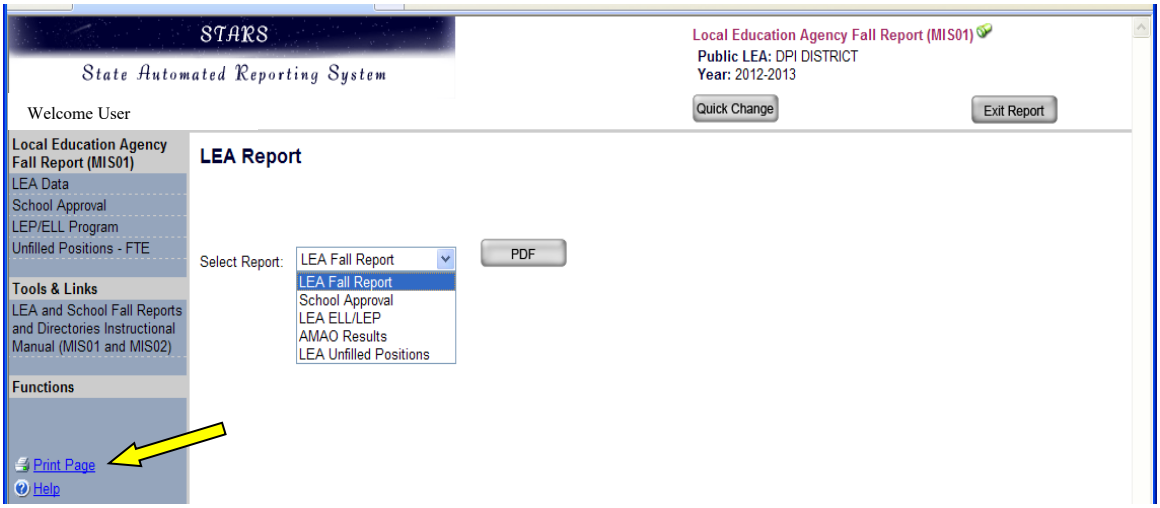

Figure 7: Printing PDFs of the reports.

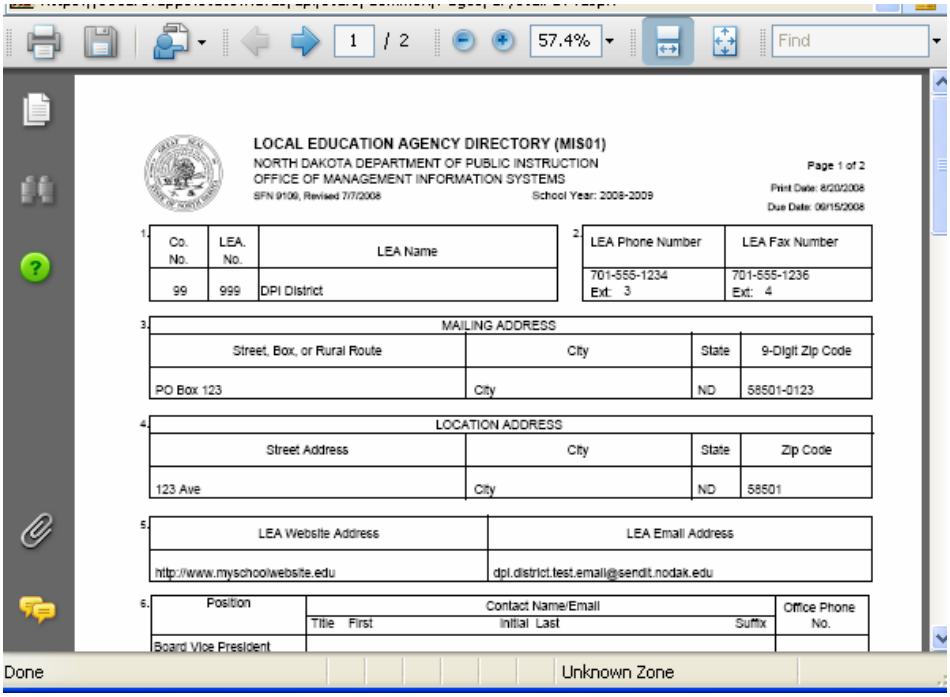

Figure 8: PDF window.

Complete the Report

The report *sections* will be listed under the report name in the left navigation. Some report sections have *subsections* which appear as links under the section name in the data entry screen.

Data will be populated in some of the data items if data was submitted the previous year. Verify this information and make changes if needed.

Click on the "Save" button after data is entered and before navigating away from the page. The information you enter will also save when you click on the "Validate" button in the left navigation. A "Save Complete" message will appear.

You may save, check in and exit the report with incomplete data; however, you will not be able to submit reports until all required items have been completed without errors.

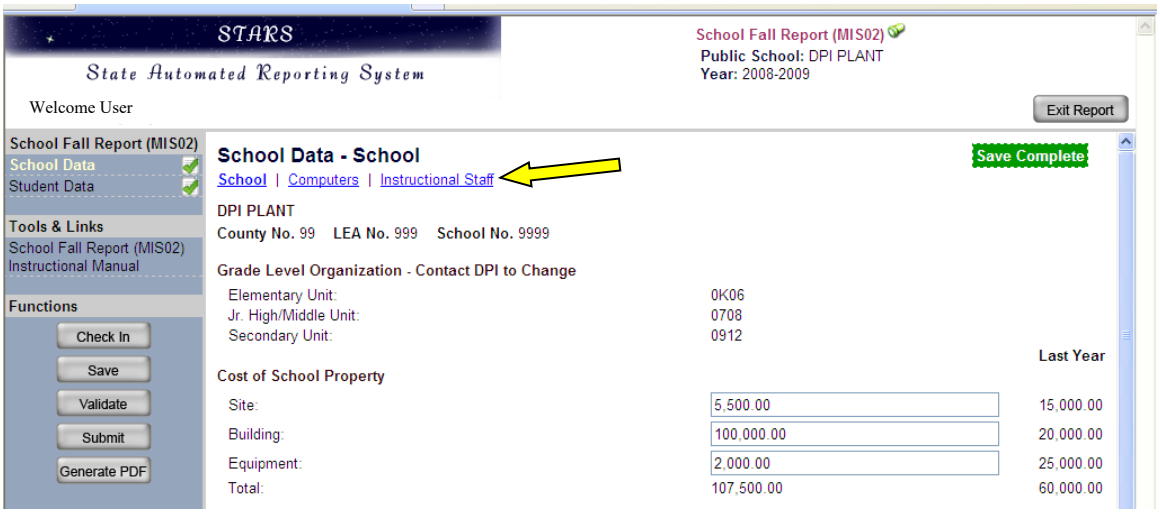

Figure 9: Entering data into the report.

If you attempt to navigate away from the page without saving, you may be given the option to continue without saving or to cancel and save.

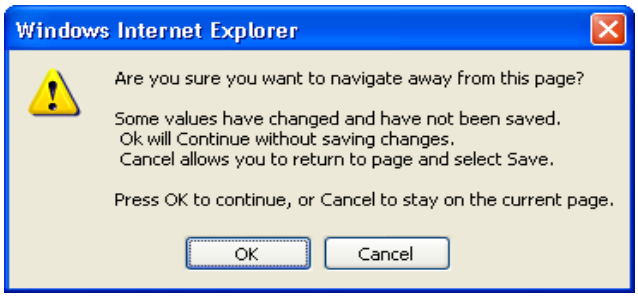

Figure 10: Save or continue without saving.

Examples are provided for the phone number, fax number and website address. Follow the format of these examples.

Messages appearing in pop-up boxes and/or at the top of the screen inform you of invalid data which must be corrected before continuing. A red * will appear next to the item that needs to be corrected. Click on the validate button to generate the validation message.

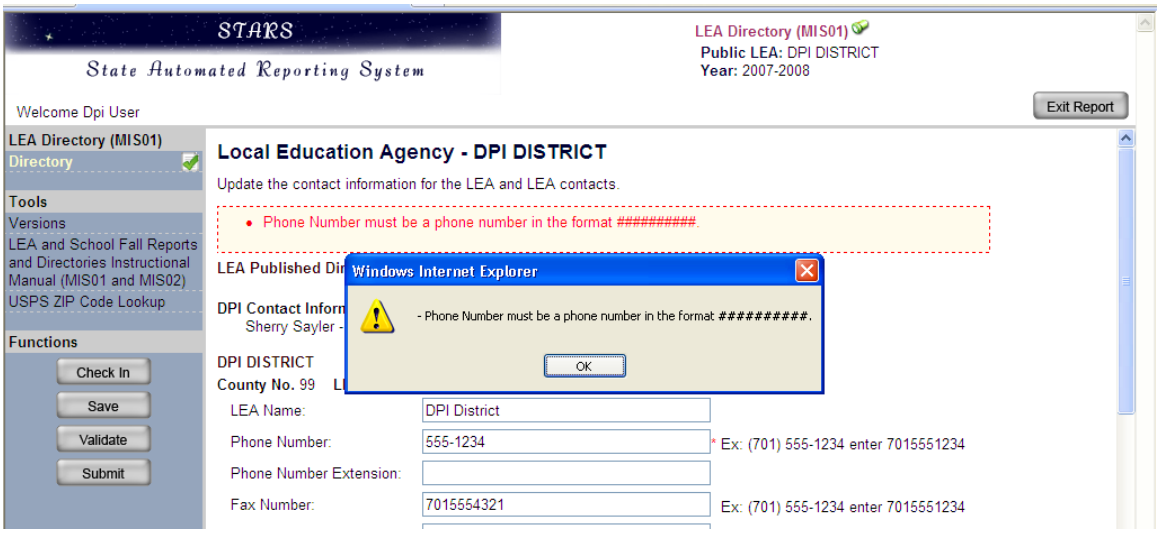

Figure 11: Error messages that must be resolved before continuing.

Validation

Any time while completing the report, click on the "Validate" button in the left navigation. Before you submit the report you must validate the information that has been entered.

Validation *errors* are denoted by an ✖ symbol. All validation errors must be corrected before the report can be submitted. Validation *warnings* are denoted by a ⚠ symbol. All warning messages should be reviewed and if no corrections are needed, the report can be submitted with warnings.

The validation summary screen will by default list errors and warnings that need to be addressed. Change your options in the "Validate" and the "View" drop down lists and click on the "Validate" button to change the type of messages you wish to see.

To sort a column on the Validation Summary page click on the column heading.

A link is provided above the report name to return to the data entry page of the report.

Figure 12: Validation summary screen.

If there are no messages to display, a popup box will appear.

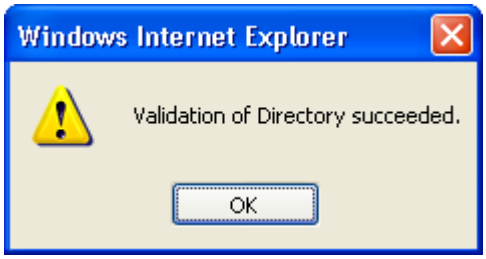

Figure 13: Validation message box.

Submit

The report must be checked in before submitting. If the report is checked out you will receive a message instructing you to check in the report first.

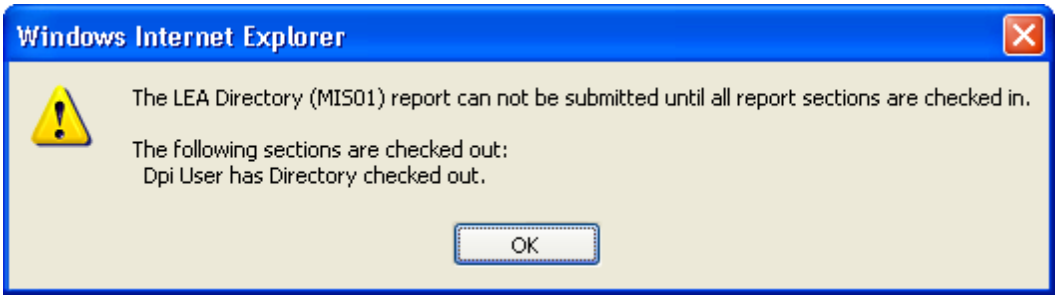

Figure 14: Report checked out when trying to submit the report.

Submit the completed report by clicking on the "Submit" button in the left navigation pane. If the "Submit" button is not visible, check that all pages have validated without errors. If there are no errors, check that the submit permission has been assigned to the user.

All the sections listed in the left navigation will submit at the same time.

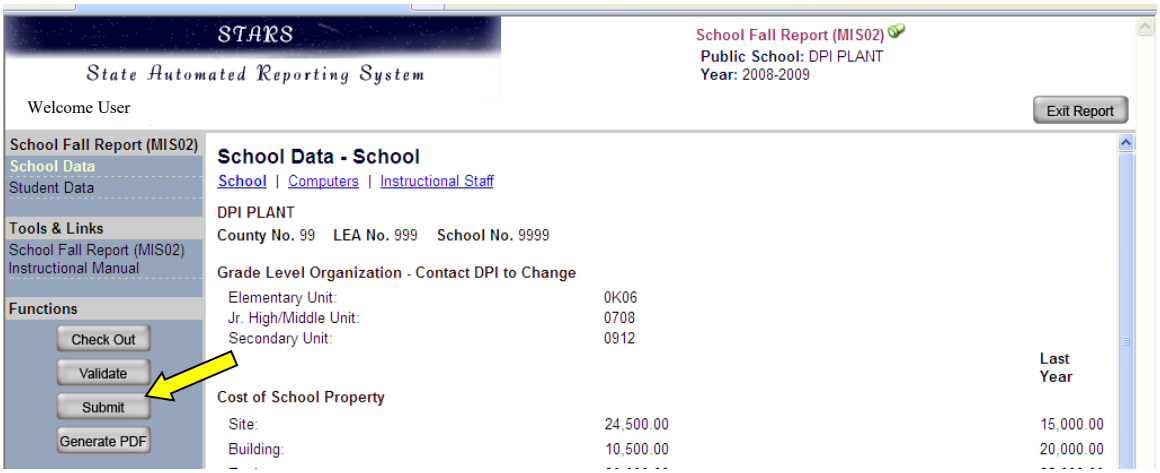

Figure 15: Submitting the report.

When the report has been successfully submitted, a new screen appears confirming a successful submit. When the report has been submitted a new icon is added next to the report name in the left navigation and to the report status area in the upper right portion of the screen. Submit information will appear under Functions in the left navigation pane.

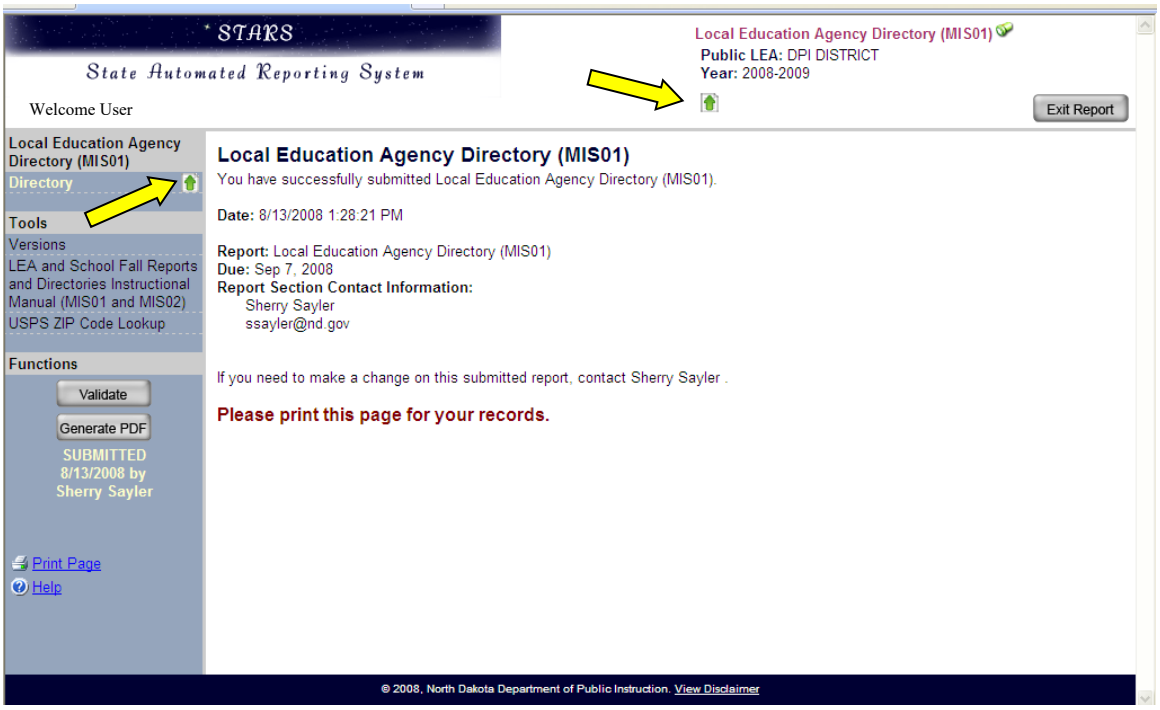

Figure 16: Successful submission of the report.

If an attempt to submit is unsuccessful, a message is displayed.

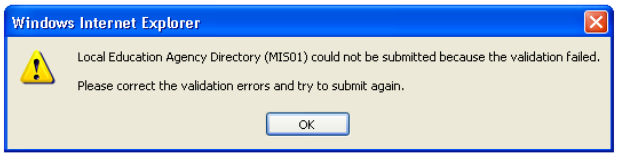

Figure 17: Unsuccessful submission of the report.

Exit Report

You can leave the report by clicking on the "Exit Report" button in the top right of the screen.

Figure 18: Exit report.

Report Status
After you have exited the report you will see a link to Report Status in the left navigation pane. This will take you to a list of the STARS reports. There will be a checkmark in front of all or some of the reports indicating that you have edit rights to the reports. If you see an up arrow , the report has been submitted.

Log Out of STARS
Please remember to log off when you have finished working on the STARS reports by clicking on the (Log Out) link located next to your name in the top left part of the screen.

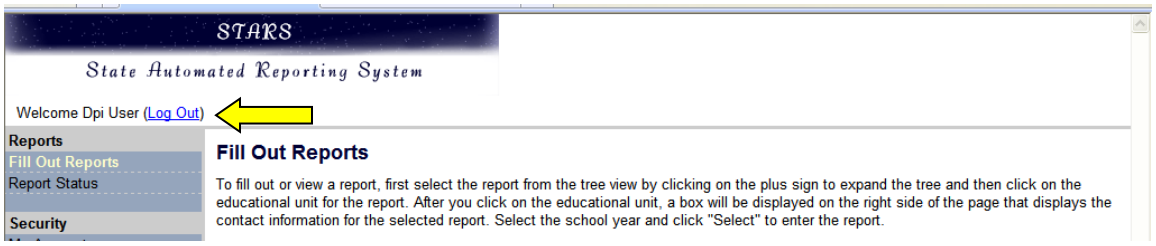

Figure 19: Log out.

Unsubmit Reports
There will be a period of time when sections of the LEA Fall Report and School Fall Report may be unsubmitted for changes. Please contact the Office of Management Information Systems at (701) 328-2268 to request an unsubmit. Once changes have been made, click on the submit button to resubmit the report.

Updates to the LEA Directory and School Directory can be made any time before and after the report has been submitted. DPI encourages LEA and schools to keep the Directories updated throughout the school year.

MIS01 and MIS02 Reports – Specific Report Directions

The following directions apply to the specific MIS01 and MIS02 reports.

LEA Directory (MIS01) and School Directory (MIS02)

LEA and School Contact Information

The LEA Directory (MIS01) and School Directory (MIS02) have similar features and are both addressed together below.

The LEA Directory (MIS01) collects the LEA contact information. The School Directory (MIS02) collects the school contact information.

The School Type is read-only on the School Directory.

Unless the address contains an error, your LEA or school has changed location or your LEA or school has been assigned a new address, do not change the address.

If the mailing address or the city in the mailing address is changed, you will be asked to verify the ZIP+4 code.

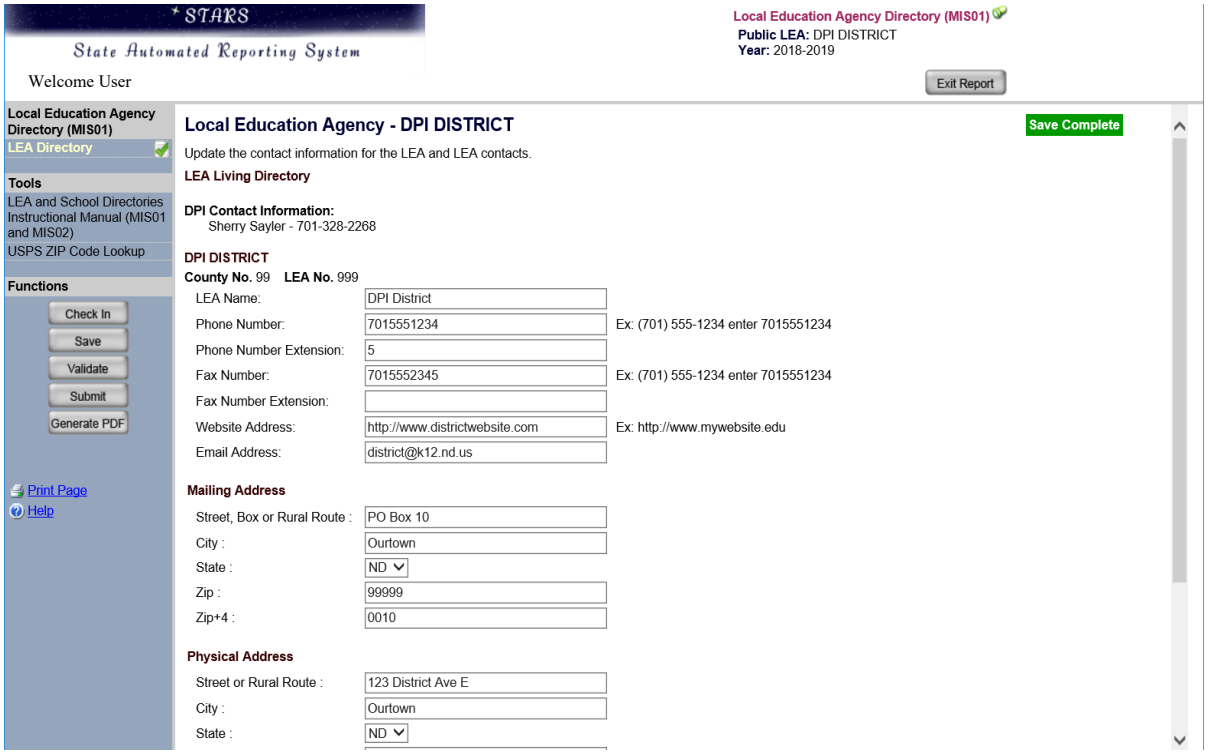

Figure 20: LEA and School Directories – LEA/school contact information.

Agency-wide contacts with position titles are listed in a grid view under “Directory Contact Information” at the bottom of the LEA Directory page.

School contacts with position titles are listed in a grid view under “Directory Contact Information” at the bottom of the School Directory page.

Multiple names may be reported for the same position title. However, multiple names should be reported only if job responsibilities are shared.

The School Type cannot be edited. Refer to the instructional manual for instructions to request a change.

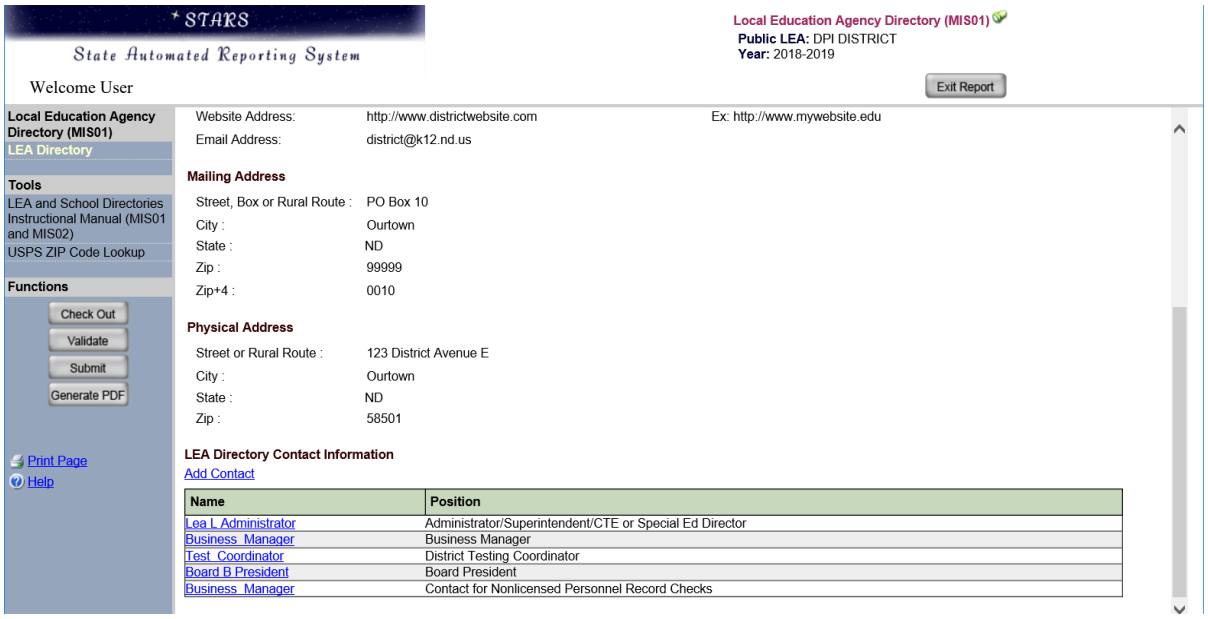

Figure 21: LEA Directory (MIS01) – Directory contact information.

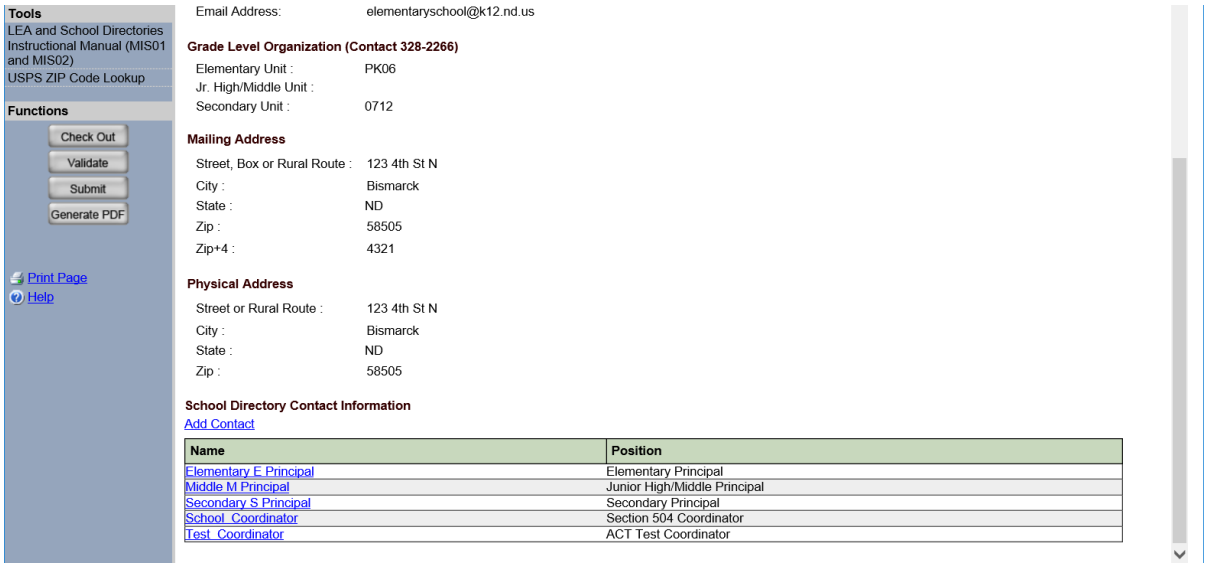

Figure 22: School Directory (MIS02) – Directory contact information.

Edit Directory Contact Information

To edit a contact on the list, click on the person's name (or "Position is Vacant"). Be sure the report is checked out.

A window will open showing the contact information associated with the name selected. Review and if needed, update the contact information.

Addresses are editable only for the business manager and board president. Include the ZIP+4 code. A link to the ZIP code lookup on the United States Postal Service's website is available in the left navigation under "Tools".

Click on the "Save" button to save your changes

To return to the previous screen click on the "Return to General Information" link. To edit the next position you must return to the general information page and select the next name to edit.

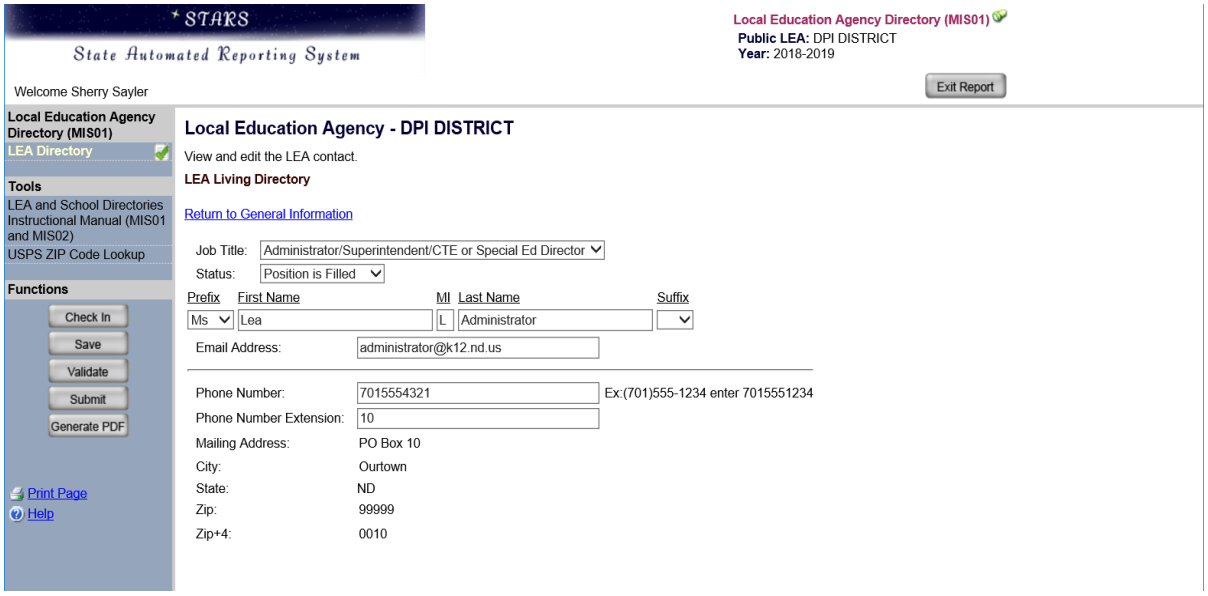

Figure 23: Directory – Edit a contact.

Add Directory Contact Information

Click on "Add Contact" above the grid to add a contact. Be sure the report is checked out.

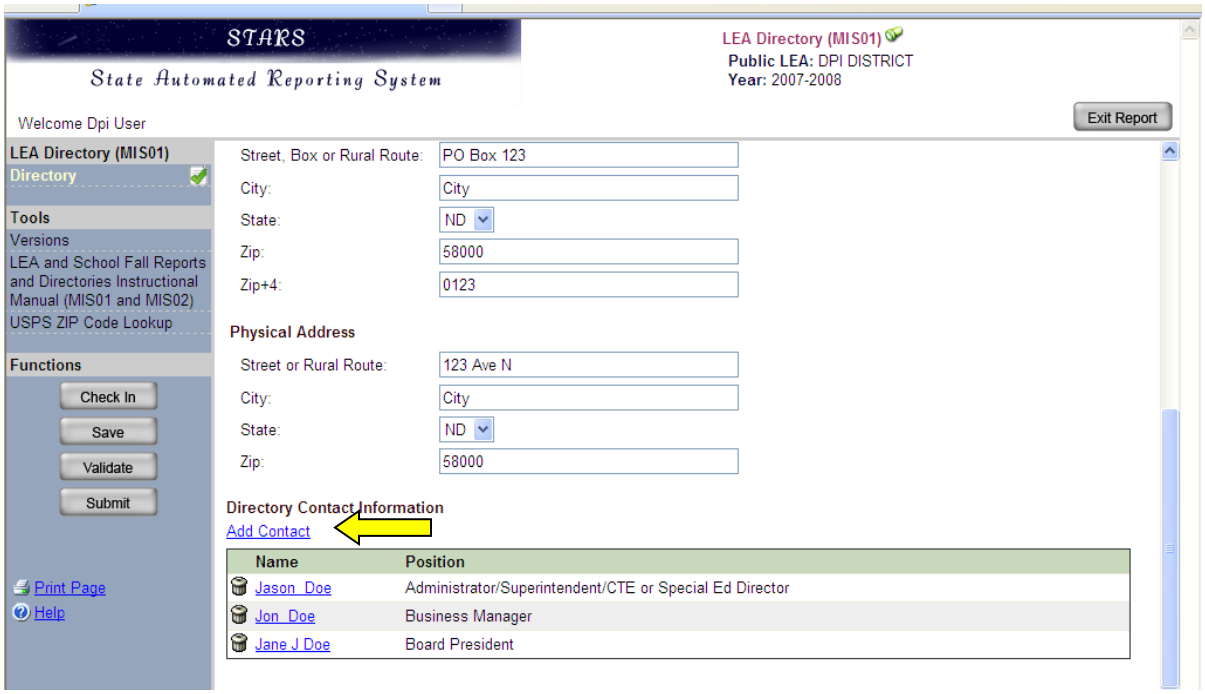

Figure 24: Directory – Add contact.

Select the job title of the contact being added. Complete the contact information. Addresses can be entered only for the business manager and board president. Use the USPS link for ZIP codes.

Click on the "Save" button to save the addition. To return to the previous screen click on the "Return to General Information" link.

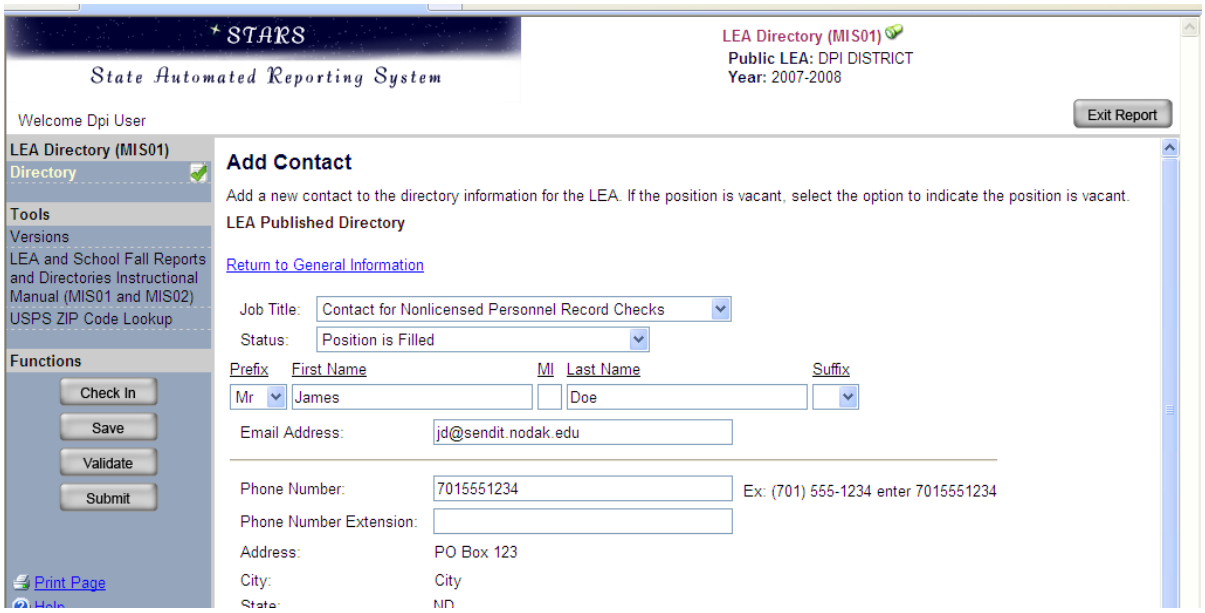

Figure 25: Directory – Contact window.

Delete Directory Contact Information

To delete a contact, click on the trash can ( ) next to the name. This symbol will only appear if the report is checked out. A window will pop up to confirm that the position is to be deleted. OK will delete the position. Cancel will close the window but not delete the position.

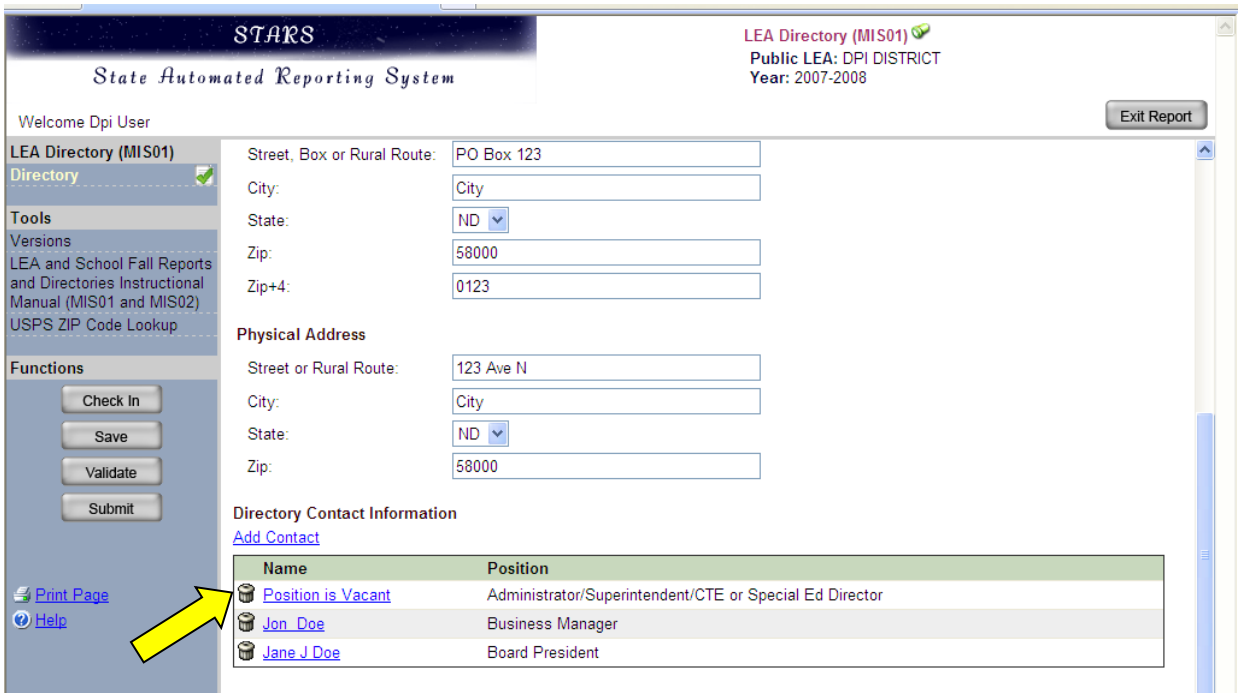

Figure 26: Directory – Delete a contact.

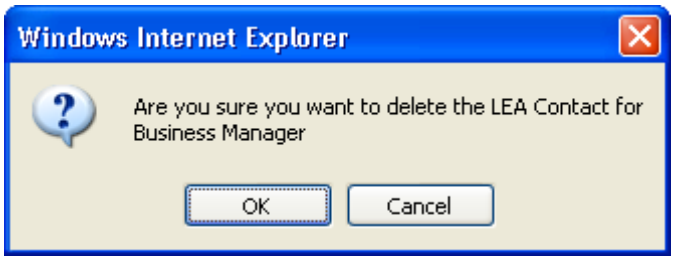

Figure 27: Directory – Confirm deletion.

Vacant Status

If a position is vacant, change the Status drop down to “Position is Vacant” in the Edit screen. When a position is marked vacant, the name and email address will be removed. If a vacant position is filled, change the Status to “Position is Filled” and complete the contact information. Save the change. To return to the previous screen, click on the “Return to General Information” link.

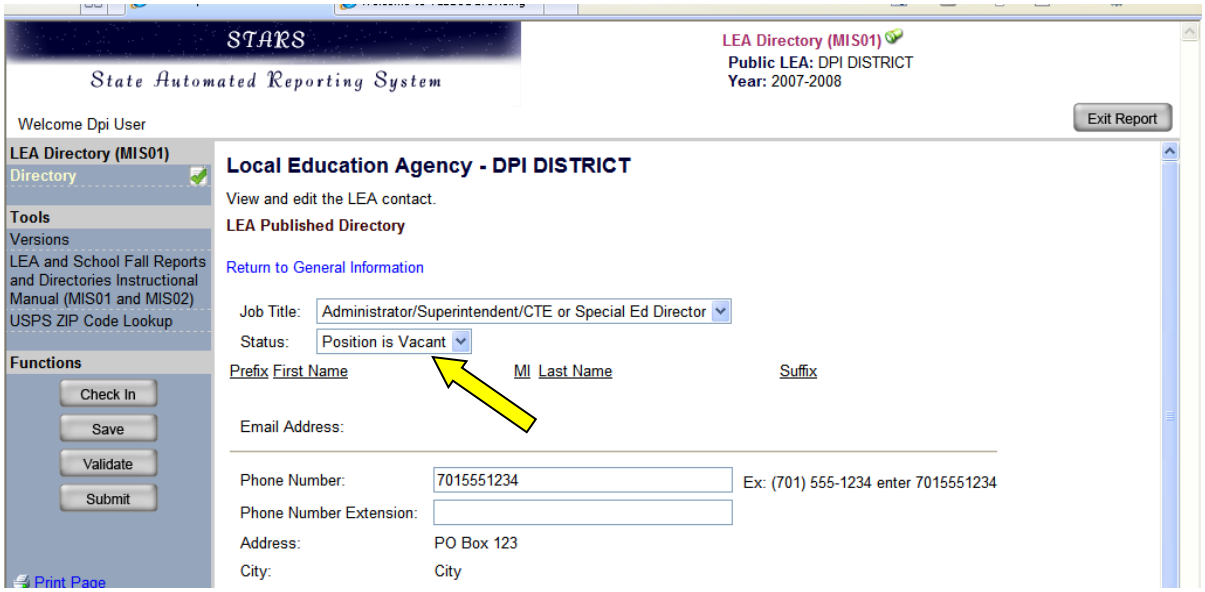

Figure 28: Directory – Vacant position.

A message will appear in the Validation Summary when a position is marked vacant instructing users to reference the instructional manual regarding vacant positions.

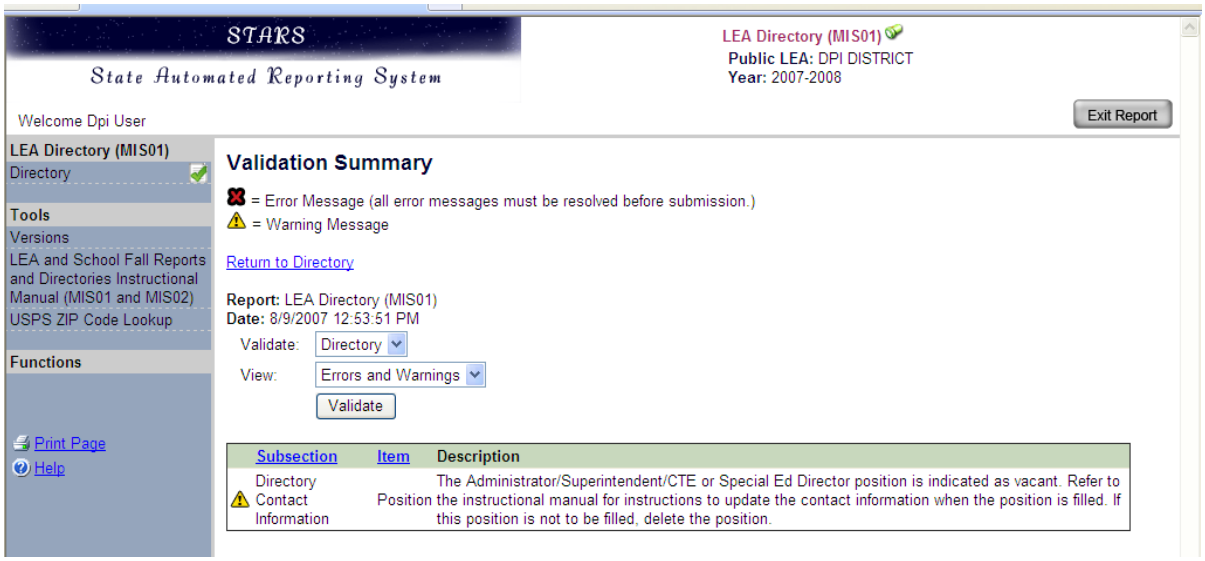

Figure 29: Directory – Validation for vacant position.

Directory Versions

The version of the Directories will either be Published Directory or Living Directory. The descriptions and instructions for the Published and Living Directories can be found in the instructional manual.

Upon entering the LEA Directory and the School Directory, the version of the Directory will be displayed. Click on the Versions link in the left navigation to see a list of LEA or School Directory versions available for the year you are viewing.

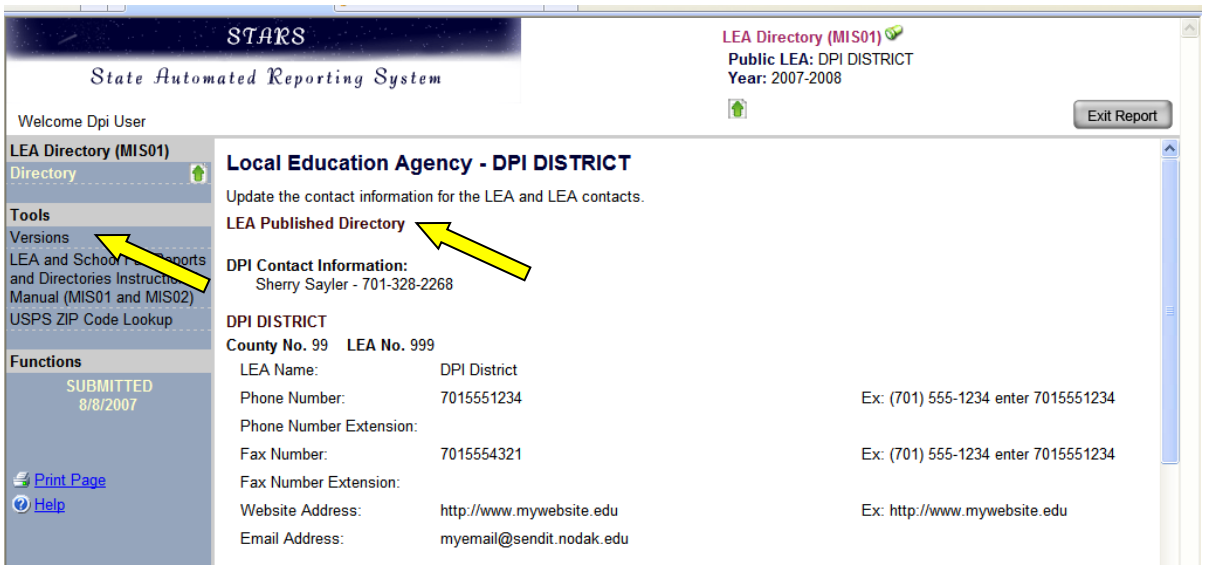

Figure 30: Version of Directory.

The Directory Versions screen displays versions available to view. Each version will be dated. Click on the link under Description to view the data that was submitted to DPI in that version. The screen that appears will look similar to the Directory report screen. Navigation from screen to screen is the same.

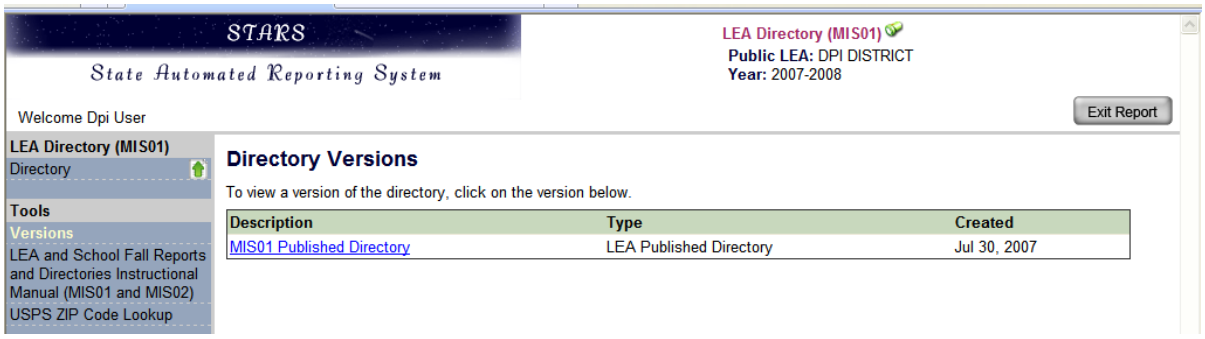

Figure 31: List of Directory versions.

Local Education Agency Fall Report (MIS01) and School Fall Report (MIS02)
The sections of the LEA Fall Report (MIS01) and School Fall Report (MIS02) appear in the left navigation. The School Fall Report (MIS02) has two sections and each section has links to subsections under the section name.

If data was submitted last year, some of that data will be populated in this year's items as well as along the right side of the page.

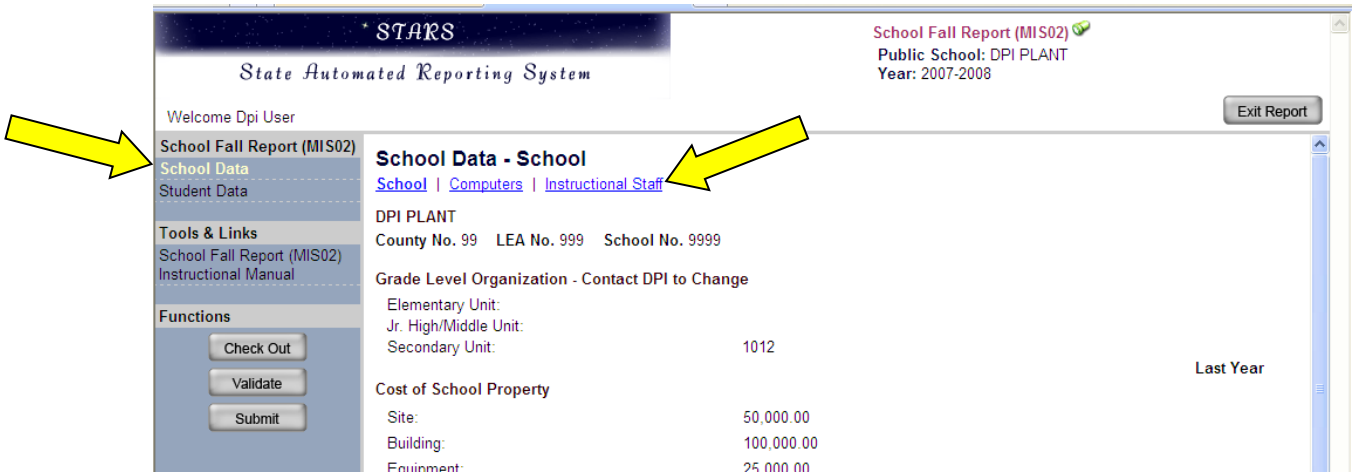

Figure 32: School Fall Report (MIS02) – Subsections.

The LEA Type and LEA Organizational Plan cannot be edited. Refer to the instructional manual for instructions to request a change.

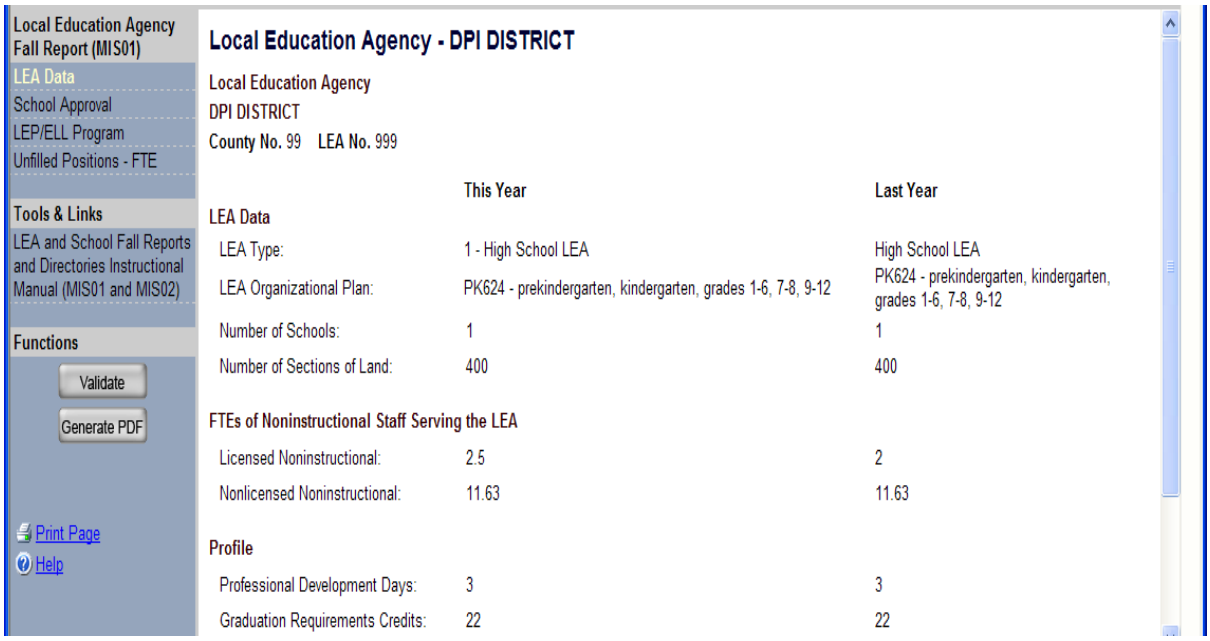

Figure 33: LEA Fall Report (MIS01) – LEA type and organizational plan.

The Grade Level Organization will determine whether other items on the report need to be completed. Note: A principal should be reported in the School Directory (MIS02) for each level that is indicated under Grade Level Organization. This item cannot be edited. Refer to the instructional manual for instructions to request a change.

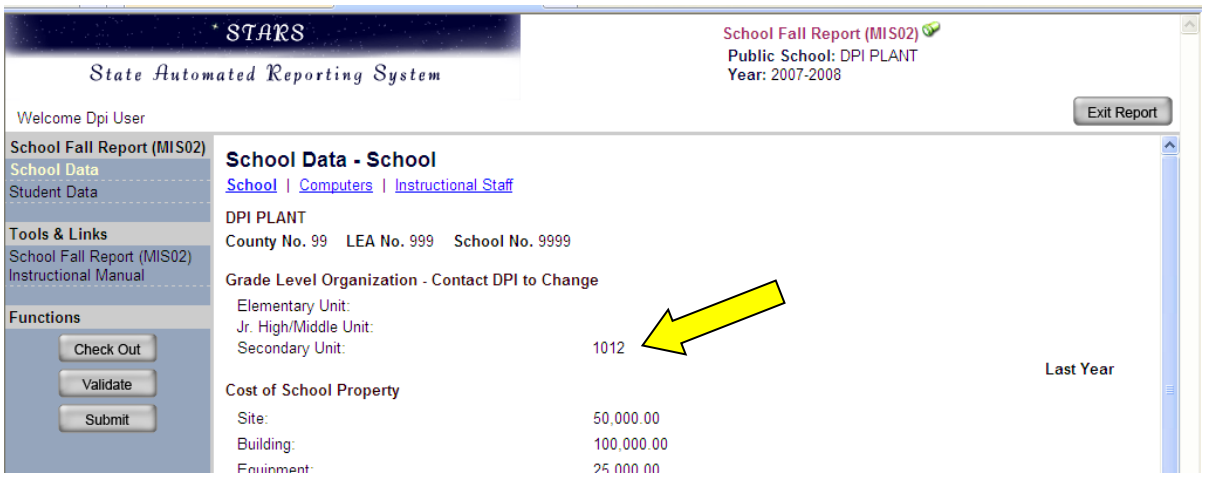

Figure 34: School Data–School – Grade level organization.

A box will be available in certain sections of the LEA Fall Report (MIS01) and the School Fall Report (MIS02) to click when there is no data to report in that section.

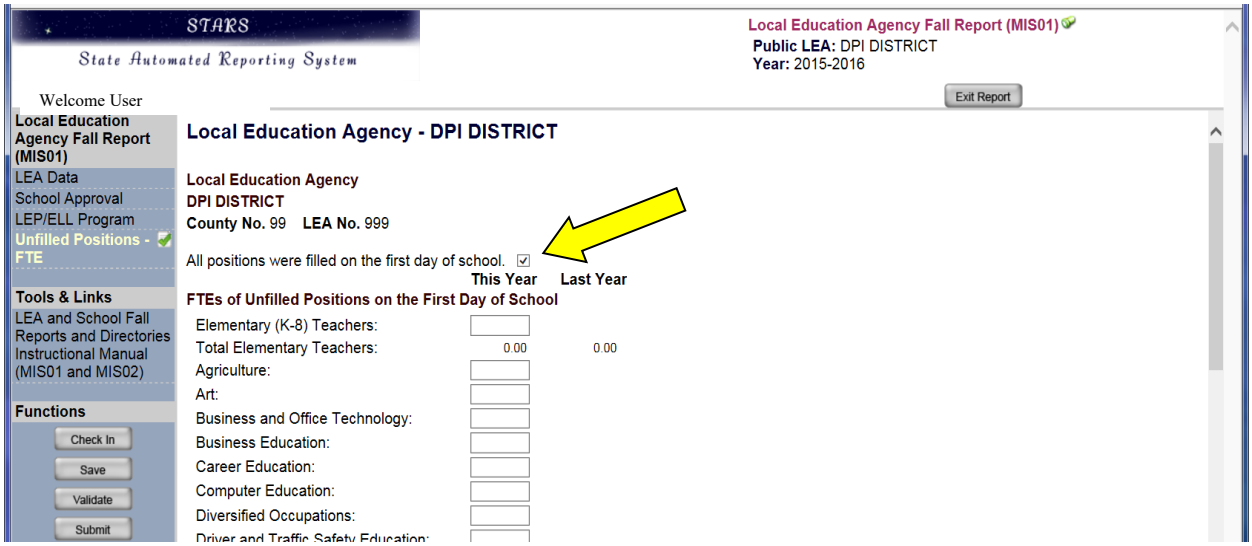

Figure 35: LEA Fall Report (MIS01) – No data to report.