

State Automated Reporting System (STARS)

Summer School Help

NAVIGATION TIP: Only use the options included within the STARS program to move back and forth between pages. The TABLE OF CONTENTS links to page specific help. While holding down the control button, click on the text of the page help you want to view and you will automatically move to that section. **NOTE:** The STARS system is set to “time out” after 20 minutes unless you use the SAVE function. If you are simply entering data without saving, the system could time out, exit you from the system, and NOT save your data. Use the SAVE function often.

Read the HELP DIRECTIONS included below before calling with questions, as most questions are addressed.

The Summer School Enrollment report is submitted by each school district to provide student level detail related to summer school enrollment and courses. This information is used for reporting membership and attendance for Summer School. This system is also used to collect data required to meet Federal and State reporting requirements.

The State Automated Reporting System (STARS) can be entered at:
<https://secure.apps.state.nd.us/dpi/stars/Login.aspx>,

A North Dakota state log-in identification is needed to enter the various reports. Once you have logged in, the page shows all available reports to which you have been granted access. The school system administrator has authority to manage reading, writing and submitting authority to others in the school. If you are unable to access a report, the school system administrator can grant you authorization to the report. For more information regarding navigating and using the different features in the STARS system, reference the STARS user manual:

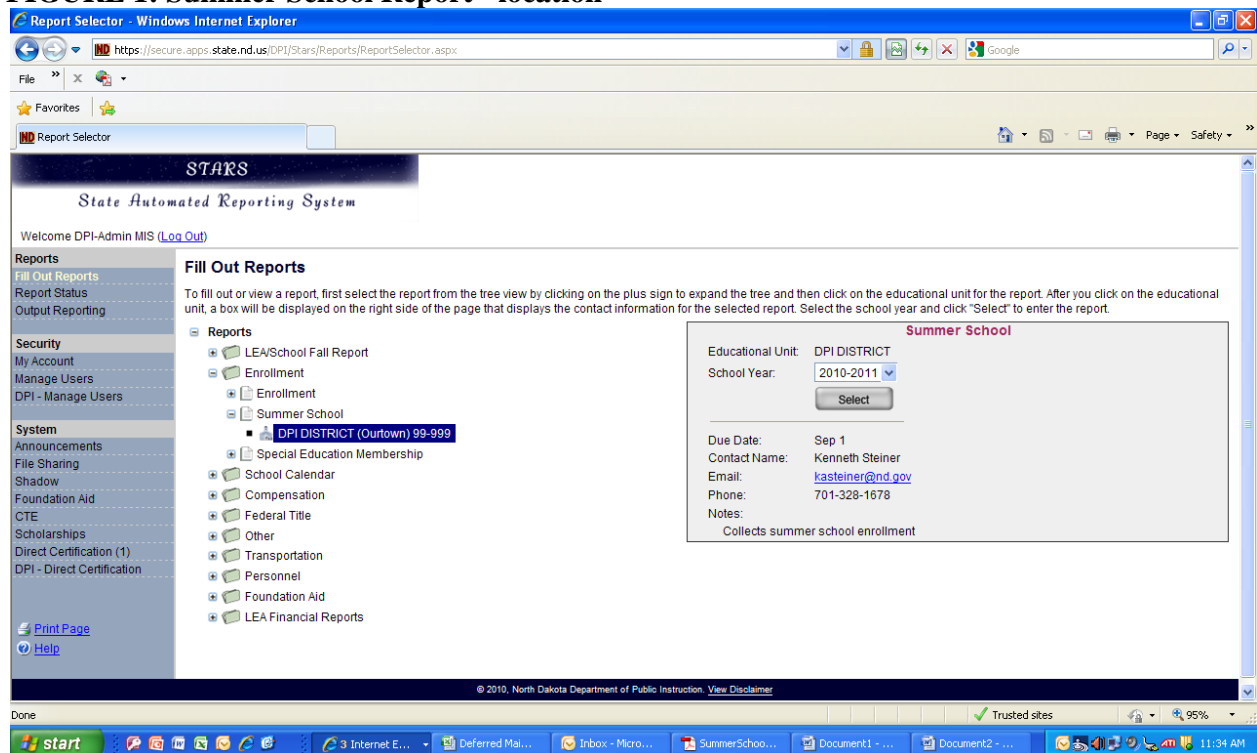
<http://www.dpi.state.nd.us/resource/STARS/Reports/manual.shtm>

You should only click on the “Submit” button when completely done with all information. DPI can “unsubmit” a report to allow a district to make changes, but for efficiency purposes, all data should be thoroughly reviewed before submitting the report.

State Automated Reporting System (STARS)
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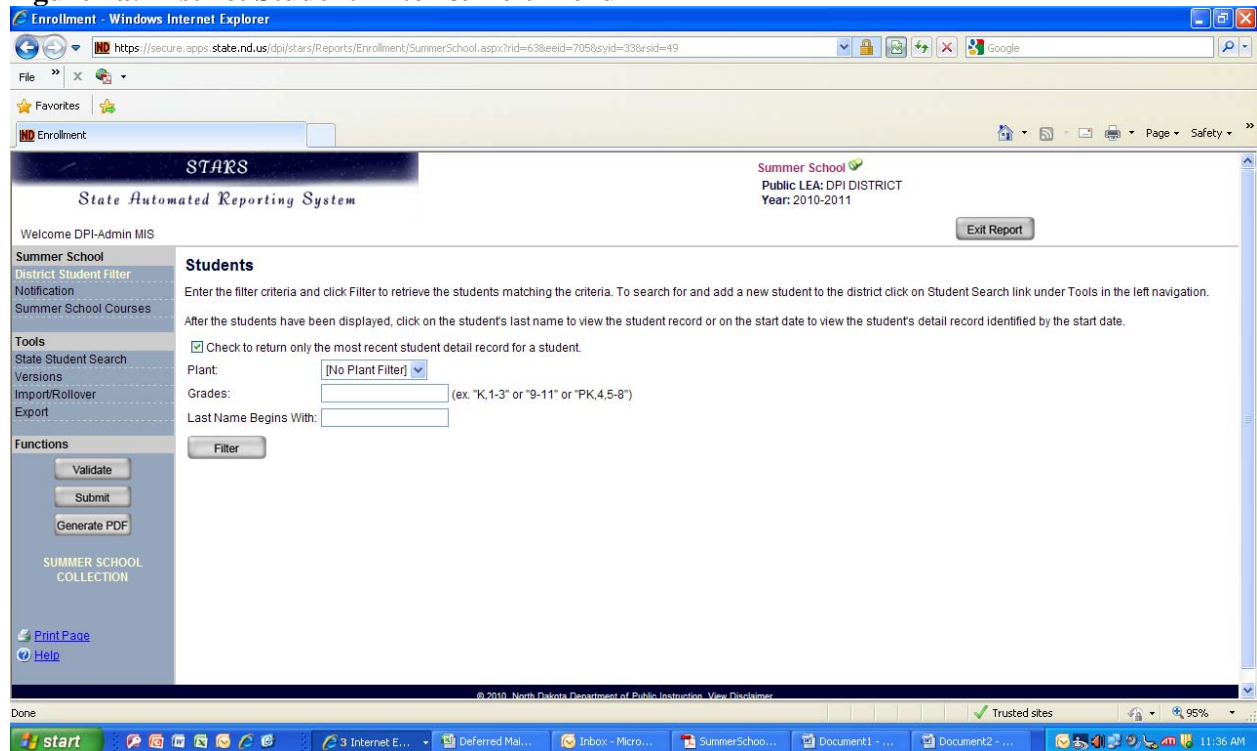
FIGURE 1: Summer School Report - location



All reports that need to be completed will be located somewhere within this screen. Once you have found and selected a report, a gray box will appear of the right hand side of the screen. In this box you need to:

- Choose the school year for which you are completing (or reviewing) the report. In the gray box, there is also important information regarding the due date, the DPI contact person, and the person's email address and phone number.
- Once you have selected the school year, click on the "Select" button in the gray box to open the Summer School report (***Figure 1***).
- A screen will come up with a District Student Filter option (***Figure 1a***). Note that the Left Menu options change when you enter the District Student Filter page.

Figure 1a: District Student Filter & Left Menu



The filter is used to find a student(s) within your district for purposes of changing their file. This function is NOT how you bring large groups of students into your district when you are first beginning to use STARS. Enter the appropriate filter data needed to locate the student(s) you are seeking. After the FILTER button is selected, a list of students matching the criteria will be displayed (**Figure 2**). The bottom of **Figure 2** in this example is cut-off. To continue with the help information related to the FILTER, go to the text located below **Figure 2**.

The **Left Menu** functions available on this page that are important on this screen include:

- * **State Student Search**, which is used to locate students that need to be added to your district who are not currently located in your data (e.g. transfer student)
- * **Versions** menu item lets you view all versions of the current report if more than one exists. To view the details of the version, click on the version name. If the selected version is not editable, a message is displayed on each page of the given report. To compare two versions, click the checkbox next to the two versions to compare and click the Compare button.
- * **Import/Rollover** – explained in detail in the next page (**Figure 1b**)

* **Export** – call DPI for technical assistance in using this function. You are able to export all data currently in the STARS system under your district. If you choose to export the data and make any changes, you must be sure to NOT change five specific fields: Plant Serving, Begin Date, Grade, Resident District, and Enrolled Status. Changing any of these fields in the exported file and re-importing the data will create DUPLICATE files for each record. Deleting the duplicate records requires going into each individual student's file and deleting the record, which can be very time consuming.

FIGURE 1b: Import/Rollover

STARS
State Automated Reporting System

Welcome DPI-Admin MIS

Summer School
Public LEA: DPI DISTRICT
Year: 2010-2011

Import/Rollover
[Import from File](#) | [Rollover from Last Year](#)

Select the plant and grade to roll from and into then click "Search" to display the students from the previous year's Pupil Membership report. Enter the start date for the summer school record then select the students to roll forward from last year and click the "Rollover" button on the left.

Roll From
Plant:
Grade:

Roll Into
Plant:
Grade:
Start Date:

<input checked="" type="checkbox"/>	Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date
<input checked="" type="checkbox"/>		MYCKEA	J	2	F	Feb 1, 2001	1007800945	Sep 1, 2009	Jun 4, 2010
<input checked="" type="checkbox"/>	Mock	Student1		2	F	Oct 13, 1998	1053585278	Aug 25, 2009	May 20, 2010
<input checked="" type="checkbox"/>	Mock	Student2		2	F	Oct 13, 1997	1053593044	Aug 25, 2009	May 20, 2010

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The Summer School report needs to have students rolled over. The roll-over process into Summer does NOT impact the roll-over process into Fall and vice versa.

The Import/Rollover function is the page needed to get student data entered into your STARS database. Your district has no students enrolled prior to rollover/import. Districts will typically use the Rollover from Last Year option in the top middle of the page. Enter Plant and Grade data FROM and enter Plant and Grade data TO followed by clicking on **SEARCH**.

A list of all students in the plant selected in the grade selected will be displayed showing them in the grade from last year. After reviewing the list for accuracy, make sure a check box is marked on the left side of each student's name that will be moving to the next grade in your school district and click **ROLLOVER** from the lower part of the LEFT MENU (gray box) under **FUNCTIONS**. **ONLY ROLL OVER STUDENTS WHO TAKE SUMMER SCHOOL COURSES.**

FIGURE 1c: Rollover from Last Year Status



A page similar to ***Figure 1c*** will be displayed indicating the results of the rollover. If any failures are listed, the district will need to determine what students failed to rollover and correct as necessary. After a rollover function has been completed, you can go to the **DISTRICT STUDENT FILTER (LEFT MENU – top left)** to see the students who were just rolled over in your district by following **DISTRICT STUDENT FILTER** instructions above.

FIGURE 2: RESULTS OF STUDENT FILTER

The screenshot shows the STARS (State Automated Reporting System) interface in a Windows Internet Explorer browser. The page title is "STARS State Automated Reporting System". The user is logged in as "Welcome DPI-Admin MIS". The page displays the "Students" section with a filter criteria form and a table of results.

Filter Criteria:

- Plant: [No Plant Filter]
- Grades: [] (ex. "K,1-3" or "9-11" or "PK,4,5-8")
- Last Name Begins With: []

Filter Button: Filter

Checkboxes:
☒ Check to return only the most recent student detail record for a student.

Table of Results:

Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date
Mock	MYCKEA	J	3	F	Feb 1, 2001	1007800945	Jun 1, 2010	
Mock	Student1		3	F	Oct 13, 1998	1053585278	Jun 1, 2010	
Mock	Student2		3	F	Oct 13, 1997	1053593044	Jun 1, 2010	

Left Navigation Menu:

- Summer School
- District Student Filter
- Notification
- Summer School Courses
- Tools
 - State Student Search
 - Versions
 - Import/Rollover
 - Export
- Functions
 - Validate
 - Submit
 - Generate PDF
- SUMMER SCHOOL COLLECTION
- Print Page
- Help

Right Side: Summer School, Public LEA: DPI DISTRICT, Year: 2010-2011, Quick Change, Exit Report

Student records will include a permanent student record and a school year details record. Both sections for each student need to be reviewed for accuracy prior to submitting the information to the Department of Public Instruction. After the students have been displayed, click on a student's last name (covered above for privacy) to view the student permanent record or on the start date to view the student's school year detail record.

The State ID is a permanently assigned number that should be automatically assigned to each student when an original file is (or was) created. However, school districts may use another unique identifier within its record system. Toward the bottom of the page (*Figure 3a*), each school district can enter its unique identifier that will be cross-referenced to the student's permanent record as part of the STARS system. The following fields are **required** (*Figure 3*) in the student permanent record:

First Name – legal name (no nicknames)	Date of Birth
Last Name – legal name	Gender
Ethnicity – drop down choice	Race – check all that apply
Optional fields include:	
Middle Name	Student Identifier

The State ID cannot be changed. The age is automatically calculated by the STARS program.

FIGURE 3: Student Permanent Record – Checked Out (top of page)

The screenshot displays the STARS (State Automated Reporting System) web application. The browser window shows the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/Enrollment.aspx?rid=638&esid=705&syid=338&rsid=49>. The page title is "STARS State Automated Reporting System". The user is logged in as "Welcome DPI-Admin MIS". The page is titled "Student - Student1 Mock". The main content area displays the student's permanent record, which includes the following information:

Permanent Student Record	
State ID:	1053585278
First Name:	Student1
Middle Name:	
Last Name:	Mock
Suffix:	
Address:	
City State Zip:	City ND 58501
Date of Birth:	10/13/1998
Age:	11
Gender:	Female
Ethnicity:	Hispanic or Latino
Race (check all that apply):	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Black or African American

The left sidebar contains the following navigation options:

- Summer School
- District Student Filter
- Notification
- Summer School Courses
- Tools
 - State Student Search
 - Versions
 - Import/Rollover
 - Export
- Functions
 - Check Out
 - Validate
 - Submit
 - Generate PDF
- SUMMER SCHOOL COLLECTION
- Print Page
- Help

Changing information in either format **REQUIRES** the user to select **CHECK OUT** from the left side of the screen approximately half way down the page. No information can be changed or saved unless that option reads **CHECK IN**. This function is much like a “read only” function. If the line reads, “Check Out” you do NOT have editing capability and can only read the file. Throughout the process of inputting data, be sure to use the **SAVE** option on the left side of the screen to be sure the data is not lost at any time.

FIGURE 3a: Student Permanent Record – Checked Out (bottom of page)

The screenshot shows a web browser window titled "Enrollment - Windows Internet Explorer" with the URL <https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/Enrollment.aspx?rid=63&seid=705&syid=33&rsid=49>. The page is titled "Welcome DPI-Admin MIS" and features a "Quick Change" button and an "Exit Report" button. On the left, there is a sidebar with navigation links: "Summer School", "District Student Filter", "Notification", "Summer School Courses", "Tools", "State Student Search", "Versions", "Import/Rollover", "Export", and "Functions". The "Functions" section includes buttons for "Check in", "Save", "Validate", "Submit", and "Generate PDF", along with a "SUMMER SCHOOL COLLECTION" link. The main content area contains a form for a student's permanent record. The form includes fields for Suffix, Address, City State Zip, Date of Birth, Age, Gender, Ethnicity, Race (with checkboxes for American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander, Black or African American, and White), Cohort Year (Exp. Year of Graduation), District Permanent Student Record, and Student Identifier. Below the form, there is a "School Year Details" section with a link "Add School Year Detail Record". A table displays the following data:

District	Plant	Grade	Begin Date	End Date
DPI DISTRICT	DPI PLANT	3	Jun 1, 2010	

The footer of the page indicates "© 2010, North Dakota Department of Public Instruction. View Disclaimer". The browser's taskbar at the bottom shows several open applications: "start", "Internet Explorer", "SummerSchool[1]...", "Enrollment Summer...", "Inbox - Microsoft...", "Microsoft Excel - S...", and the system clock shows "9:52 AM".

Select the file listed for the student, which will be labeled by the **District Name**. That file will appear as shown in **Figure 4** and **Figure 4a**.

FIGURE 4: Student Year Detail (top of page)

The screenshot displays the STARS web application interface. At the top, the browser address bar shows the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/Enrollment.aspx?rid=63&eeid=705&syid=33&rsid=49>. The page header features the STARS logo and the text 'State Automated Reporting System'. On the right, it indicates 'Summer School' status, 'Public LEA: DPI DISTRICT', and 'Year: 2010-2011'. A 'Quick Change' button is visible. The main content area is titled 'Student Detail Record - Student1 Mock' and includes a description of the record and a 'Return to Student' link. The form fields are as follows:

Field	Value
Plant Serving	DPI PLANT
Begin Date	06/01/2010
Grade	3
Resident District	DPI DISTRICT
Enrolled Status	Tuition - State
End Date	
Exit Code	Continued
District Details	CTB Label Group: (ie. Teachers Name (format: Last, First) or Teacher and ClassID)

The left sidebar contains navigation links: 'Summer School', 'District Student Filter', 'Notification', 'Summer School Courses', 'Tools', 'State Student Search', 'Versions', 'Import/Rollover', 'Export', and 'Functions'. The 'Functions' section includes buttons for 'Check In', 'Save', 'Validate', 'Submit', and 'Generate PDF'. A 'SUMMER SCHOOL COLLECTION' link is also present. The bottom taskbar shows various open applications, including Internet Explorer, SummerSchool, Enrollment Summer, and Microsoft Excel.

The records of every student need to be reviewed prior to submitting the information to the Department of Public Instruction. All fields are required except **EXIT CODE** and **DISTRICT DETAILS**.

The following information is related to the specific fields:

Plant Serving – used for districts with multiple buildings in use; for those districts, each building should be individually included in the STARS system

Begin Date – typically the first date of the school year, but in a transfer or placement situation, the date would be first date of enrollment for the specific student

Grade - be sure to check to make sure that students whose data was rolled over from the previous year of data are placed in the proper grade level. If there is any question about grade level (as may be the case for some students in special education programs or sometimes students who are home schooled), a decision must be made by the school district prior to submitting the information

Resident District – typically the school district reporting is the resident district (Enrolled Status codes 1 & 10 – 13). However, in the case of a student in open enrollment or a student placed outside the district, the resident district may not be the district in which the student is enrolled

End Date – typically the end of the school year. However, when a special situation applies triggering a change in student enrollment, that school district **MUST** go back to the School Year Detail record and change the End Date so the student can be enrolled in another district within the State if appropriate

Exit Code – an exit code (drop down menu options) is only entered if the student's enrollment status in the district changes (e.g. graduation, transfer out of district, dropout, etc.)

District Details – courtesy field for sorting bar codes labels for the State Assessment. If supplied, the sort will be by school, grade, and test administrator. If not supplied, the sort will be by school and grade

Special Programs – check any and all of the six options that apply.

FIGURE 4a: Student Year Detail (bottom of page)

The screenshot displays the 'Enrollment - Windows Internet Explorer' window. The address bar shows the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/Enrollment.aspx?rid=63&eeid=705&syid=33&rsid=49>. The page title is 'Enrollment'. The main content area is titled 'Welcome DPI-Admin MIS' and features a 'Quick Change' button and an 'Exit Report' button. The form is divided into several sections: 'Summer School' (with links for District Student Filter, Notification, and Summer School Courses), 'Tools' (with links for State Student Search, Versions, Import/Rollover, and Export), and 'Functions' (with buttons for Check In, Save, Validate, Submit, and Generate PDF, and a 'SUMMER SCHOOL COLLECTION' link). The 'Special Programs' section includes checkboxes for 'NS Lunch Program', 'Send To Tienet To access INITIAL EVALUATION and RTI forms for students currently not receiving special education.', 'Special Education' (with contact info: Guy McDonald, 701-328-2536, dgmcDonald@nd.gov), and 'Migrant' (with contact info: Sandy Peterson, 701-328-2170, smpeterson@nd.gov). The 'District Details' section includes fields for Plant Serving (DPI PLANT), Begin Date (06/01/2010), Grade (3), Resident District (DPI DISTRICT), Enrolled Status (Tuition - State), End Date, Exit Code (Continued), and District Details (CTB Label Group: (ie. Teachers Name (format: Last, First) or Teacher and ClassID)). The footer shows the copyright notice: © 2010, North Dakota Department of Public Instruction. View Disclaimer.

The **colored boxes** (*Figure 4a*) starting with Special Education are unique data input options. If any of boxes on the left side of the item is checked, additional fields automatically drop down requiring additional input. This information is required to be completed prior to submitting to the Department of Public Instruction.

Contact info of Department employees regarding the programs is included on the colored box.

Watch for additional blue colored text when the new areas appear that require additional information – appears similar to a web link. When selecting these blue areas, additional data will be required. The system will warn you to save all changes before clicking OK to move to the new page. Failure to save will lose all information since the previous save function was exercised. Once the data is entered on the next page, an option to **Return to Student** is at the top of the page. Select this to return to the student’s permanent record.

Summer Courses (review figures referred to in text below):

Summer courses must be pre-approved by DPI before they will be listed in the Summer School Enrollment report. Districts will not have the option of adding courses on their own. By clicking on SUMMER SCHOOL COURSES on the menu on the top left of the page, the list of approved courses will be displayed (*Figure 5*).

FIGURE 5: Summer Courses

The screenshot displays the STARS (State Automated Reporting System) interface for Summer School Courses. The page title is "Summer School Courses - Windows Internet Explorer". The URL is "https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/SummerSchoolCourses.aspx?rid=63&eid=705&syid=33&rsid=50". The page shows a list of approved summer courses with columns for Number, Name, Plant, Type, Plant Course ID, and Plant Course Name. The list includes courses like Agriculture IV, Sculpture, Reading Remed K-6, Math Remedial K-6, Advanced Algebra, Abbr Writing/Notetaking, U.S. History, and DriverEd: Classroom Only.

Number	Name	Plant	Type	Plant Course ID	Plant Course Name
01074	Agriculture IV	DPI PLANT	High School Summer School	01074	Agriculture IV
02029	Sculpture	DPI PLANT	High School Summer School	02029	Sculpture
05002	Reading Remed K-6	DPI PLANT	Remedial Elementary Summer	05002	Reading Remed K-6
05002	Reading Remed K-6	DPI PLANT	Remedial Elementary Summer	05002	Reading Remed K-6
05008	Reading Remed 7-8	DPI PLANT	High School Summer School	05008	Reading Remed 7-8
11002	Math Remedial K-6	DPI PLANT	High School Summer School	11002	Math Remedial K-6
11006	Math Remedial 7-8	DPI PLANT	High School Summer School	11006	Math Remedial 7-8
11032	Advanced Algebra	DPI PLANT	High School Summer School	11032	Advanced Algebra
14340	Abbr Writing/Notetaking	DPI PLANT	High School Summer School	14340	Abbr Writing/Notetaking
14340	Abbr Writing/Notetaking	DPI PLANT	High School Summer School	14340	Abbr Writing/Notetaking
15085	U.S. History	DPI PLANT	High School Summer School	15085	U.S. History
21012	DriverEd: Classroom Only	DPI PLANT	High School Summer School	21012	DriverEd: Classroom Only
21014	Dr Ed Clsrm/R Wheel	DPI PLANT	High School Summer School	21014	Dr Ed Clsrm/R Wheel

Note REPORTED ON is MIS03, not Enrollment. Courses pre-approved by DPI will show up under MIS03. UNLESS the district is uploading the courses from Power School.

To begin to enroll students in a course, select the course number. The next page will provide details about the course (**Figure 5a**).

FIGURE 5a: Plant Course

The screenshot displays the STARS (State Automated Reporting System) interface within a Windows Internet Explorer browser. The page title is "Summer School Courses - Windows Internet Explorer". The address bar shows the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/SummerSchoolCourses.aspx?rid=63&eeid=705&syid=33&rsid=50>. The page header includes the STARS logo and the text "State Automated Reporting System". A welcome message reads "Welcome DPI-Admin MIS". The main content area is titled "Plant Course" and contains the following information:

- Plant: DPI PLANT
- Course: 11006 - Math Remedial 7-8
- Course Type: High School Summer School
- Instruction Hours:
- Credits Issued:
- Period:
- Plant Course ID: 11006
- Plant Course Name: Math Remedial 7-8
- Plant Course Section: 11301100665481
- Teacher License: 33987 KATHLEEN M CZIOK

A red warning message states: "The teacher may not be qualified to teach this course based upon major/minor and major/minor equivalencies. Please refer to the teaching license for course areas authorized to teach by ESPB."

The "Enrolled Students" section shows a table with columns: Last Name, First Name, Middle Name, Date of Birth, and Grade. The table is currently empty, with the text "No students are enrolled." displayed below it.

The left sidebar contains navigation links for "Summer School", "District Student Filter", "Notification", "Summer School Courses", "Tools", "State Student Search", "Versions", "Import/Rollover", "Export", "Functions", "Check In", "Save", "Validate", "Submit", "SUMMER SCHOOL COLLECTION", "Print Page", and "Help".

The bottom of the page shows the Windows taskbar with the Start button and several open applications: Internet Explorer, SummerSchool[1], Enrollment Summe..., Inbox - Microsoft..., Microsoft Excel - S..., and a system clock showing 10:04 AM on 10/04/2011.

NOTE: This course is Checked Out. You have to enter Instruction Hours on any course you enroll students. To enroll students in the course, Check Out the course. Click Add Students to Course. Use the filter to find the students within the district who be enrolled into this course (**Figure 5b**). Note the default in the Plant field of the filter may NOT be the plant you want to use when filtering, as it may default to the district instead.

FIGURE 5b: Student Filter

The screenshot displays the STARS (State Automated Reporting System) web application in a Windows Internet Explorer browser window. The address bar shows the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/SummerSchoolCourses.aspx?rid=638&eeld=705&syid=33&sid=50>.

The application header includes the STARS logo and the text "State Automated Reporting System". The user is logged in as "Welcome DPI-Admin MIS". The current session is for "Summer School", "Public LEA: DPI DISTRICT", and "Year: 2010-2011". There are buttons for "Quick Change" and "Exit Report".

The left sidebar contains the following navigation links:

- Summer School
- District Student Filter
- Notification
- Summer School Courses
- Tools
 - State Student Search
 - Versions
 - Import/Rollover
 - Export
- Functions
 - Check In
 - Save
 - Validate
 - Submit
- SUMMER SCHOOL COLLECTION
- Print Page
- Help

The main content area is titled "Add Students to Plant Course". It contains the following information:

- Course:** Math Remedial 7-8 (11006) Math Remedial 7-8(11006)
- ☒ Check to return only the most recent student detail record for a student.
- Plant:** DPI DISTRICT (dropdown menu)
- Grades:** (text input field) (ex. "K,1-3" or "9-11" or "PK,4,5-8")
- Last Name Begins With:** (text input field)
- Filter:** (button)

The Windows taskbar at the bottom shows the start button, several application icons, and the system clock displaying "10:07 AM".

FIGURE 5c: Add Students to Plant Course

STARS
State Automated Reporting System

Welcome DPI-Admin MIS

Summer School
District Student Filter
Notification
Summer School Courses
Tools
State Student Search
Versions
Import/Rollover
Export
Functions
Check In
Save
Validate
Submit
SUMMER SCHOOL COLLECTION
Print Page
Help

Summer School
Public LEA: DPI DISTRICT
Year: 2010-2011
Quick Change
Exit Report

Add Students to Plant Course

Select the students to add to the course and click the "Save" button on the left to add the students to the course. If a student is checked out by another user, the student will not be added to the course.

[Return to Math Remedial 7-8](#)

Course
Math Remedial 7-8 (11006) Math Remedial 7-8(11006)

☒ Check to return only the most recent student detail record for a student.

Plant:

Grades: (ex. "K,1-3" or "9-11" or "PK,4,5-8")

Last Name Begins With:

<input type="checkbox"/>	Last Name	First Name	Middle Name	Grade	Gender	Date of Birth	State ID	Start Date	End Date
<input checked="" type="checkbox"/>	<input type="text"/>	MYCKEA	J	3	F	Feb 1, 2001	1007800945	Jun 1, 2010	
<input checked="" type="checkbox"/>	Mock	Student1		3	F	Oct 13, 1998	1053585278	Jun 1, 2010	
<input checked="" type="checkbox"/>	Mock	Student2		3	F	Oct 13, 1997	1053593044	Jun 1, 2010	

Make sure a check mark is in the box to the left of each student's name and click SAVE.

All the students selected and enrolled into the course will appear much like the previous screen ([Figure 5d](#)). At the bottom of the screen **Course Enrollment Mass Edit** will be in blue text. Again, be sure the names of the students have check marks beside them or they will not appear on the next screen. Select **Course Enrollment Mass Edit** as shown on [Figure 5d](#) to reach the **Mass Edit Plant Course Enrollment** page ([Figure 5e](#)).

FIGURE 5d: Course Enrollment

The screenshot displays the 'State Automated Reporting System' interface. The top navigation bar includes 'Summer School Courses - Windows Internet Explorer' and a URL. The main content area is titled 'Welcome DPI-Admin MIS' and shows course details for 'High School Summer School'. A sidebar on the left contains navigation links like 'District Student Filter', 'Tools', and 'Functions'. The main area lists course information such as 'Instruction Hours: 60', 'Credits Issued: No Credit', and 'Plant Course ID: 11006'. Below this, a table lists enrolled students with columns for 'Last Name', 'First Name', 'Middle Name', 'Date of Birth', and 'Grade'. The table includes three rows: one for 'MYCKEA J' and two for 'Mock' students. A 'Course Enrollment Mass Edit' link is visible at the bottom of the table.

Year: 2010-2011

Quick Change Exit Report

Course Type: High School Summer School

Instruction Hours: 60

Credits Issued: No Credit

Period:

Plant Course ID: 11006

Plant Course Name: Math Remedial 7-8

Plant Course Section: 11301100665481

Teacher License: 33987 KATHLEEN M CZIOK

The teacher may not be qualified to teach this course based upon major/minor and major/minor equivalencies. Please refer to the teaching license for course areas authorized to teach by ESPB.

Enrolled Students

[Course Enrollment Mass Edit](#)

[Add Students to Course](#)

<input checked="" type="checkbox"/>	Last Name	First Name	Middle Name	Date of Birth	Grade
<input checked="" type="checkbox"/>	MYCKEA	J		Feb 1, 2001	3
<input checked="" type="checkbox"/>	Mock	Student1		Oct 13, 1998	3
<input checked="" type="checkbox"/>	Mock	Student2		Oct 13, 1997	3

Click the link below to mass edit selected student course enrollment records.

[Course Enrollment Mass Edit](#)

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FIGURE 5e: Mass Edit Plant Course Enrollment

The screenshot shows the STARS (State Automated Reporting System) interface in a Windows Internet Explorer browser. The page title is "Summer School Courses - Windows Internet Explorer". The URL is "https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/SummerSchoolCourses.aspx?nid=63&eid=705&syid=33&rsid=50". The page header includes "Summer School Courses" and "STARS State Automated Reporting System". The user is logged in as "Welcome DPI-Admin MIS". The page displays the "Mass Edit Plant Course Enrollment" form. The form includes a "Course" section with "Math Remedial 7-8 (11006)" and "Instruction Hours: 60, Credits: No Credit". Below this is a table with columns: Last Name, First Name, Middle Name, Date of Birth, Grade, Attendance Hours, Membership Hours, and Days Membership. The table contains three rows: a header row, a row for "MYCKEA J" with a date of birth of "Feb 1, 2001" and grade of "3", and two rows for "Mock" with first names "Student1" and "Student2", both with a date of birth of "Oct 13, 1998" and grade of "3". The "Attendance Hours" and "Membership Hours" columns have input fields. The "Days Membership" column shows "0" for all rows. On the left side, there is a "Functions" section with buttons for "Check Out", "Check In", and "Save". Below this is a "SUMMER SCHOOL COLLECTION" section with links for "Print Page" and "Help". On the right side, there is a "Quick Change" button and an "Exit Report" button. The footer of the page includes "© 2010 North Dakota Department of Public Instruction. View Disclaimer".

Summer School Courses - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/SummerSchoolCourses.aspx?nid=63&eid=705&syid=33&rsid=50

Summer School Courses

STARS State Automated Reporting System

Welcome DPI-Admin MIS

Summer School

District Student Filter

Notification

Summer School Courses

Tools

State Student Search

Versions

Import/Rollover

Export

Functions

Check Out

Check In

Save

SUMMER SCHOOL COLLECTION

Print Page

Help

Mass Edit Plant Course Enrollment

The students you currently have checked out are editable. Click the Check Out button to attempt to check out the remaining students in the list. After entering the course hours for each student, click the Save button to save the data entered.

[Return to Math Remedial 7-8](#)

Course

Math Remedial 7-8 (11006)

Instruction Hours: 60, Credits: No Credit

Last Name	First Name	Middle Name	Date of Birth	Grade	Attendance Hours	Membership Hours	Days Membership
	MYCKEA	J	Feb 1, 2001	3			0
Mock	Student1		Oct 13, 1998	3			0
Mock	Student2		Oct 13, 1997	3			0

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Click Check Out on this page to enter the data (*Figure 5f*). The Attendance and Membership data that is entered will automatically be used to calculate Days Membership. After the data is entered, make sure you click Save or Check In to save the data.

FIGURE 5f: Attendance & Membership Hours – Checked Out

Summer School Courses - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Enrollment/SummerSchoolCourses.aspx?nid=63&eeid=705&syid=33&rsid=50

STARS
State Automated Reporting System

Welcome DPI-Admin MIS

Summer School
District Student Filter
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Tools
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Import/Rollover
Export

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Check Out
Check In
Save

SUMMER SCHOOL COLLECTION

Print Page
Help

Summer School
Public LEA: DPI DISTRICT
Year: 2010-2011
Quick Change
Exit Report

Mass Edit Plant Course Enrollment

The students you currently have checked out are editable. Click the Check Out button to attempt to check out the remaining students in the list. After entering the course hours for each student, click the Save button to save the data entered.

[Return to Math Remedial 7-8](#)

Course
Math Remedial 7-8 (11006)
Instruction Hours: 60, Credits: No Credit

Last Name	First Name	Middle Name	Date of Birth	Grade	Attendance Hours	Membership Hours	Days Membership
MYCKEA	J		Feb 1, 2001	3			0
Mock	Student1		Oct 13, 1998	3			0
Mock	Student2		Oct 13, 1997	3			0

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start Internet Explorer SummerSchool(1) Enrollment Summer ... Inbox - Microsoft ... Microsoft Excel - S... 10:25 AM

Students can also be enrolled into a course individually instead of under a mass edit option (*Figure 5g*). This page is the School Year Detail file of an individual student with the Course Enrollment option selected at the top of the page instead of the Student Detail Record. Select Add Course and complete the next page with the details of the specific course. After entering the data, click SAVE, and the next page will return to the student's file showing the courses he/she is enrolled in.

FIGURE 5g: Student Detail Record – Course Enrollment

The screenshot shows the STARS (State Automated Reporting System) interface in a Windows Internet Explorer browser. The page title is "Student Detail Record - Student1 Mock". The main content area displays a table of course enrollments for a student.

Number	Name	Plant	Plant Course ID	Plant Course Name	Type	Enrollment	Days Membership
11006	Math Remedial 7-8	DPI PLANT	11006	Math Remedial 7-8	High School Summer School	Attendance: hrs Membership: hrs	

The sidebar on the left contains the following links: Summer School, District Student Filter, Notification, Summer School Courses, Tools, State Student Search, Versions, Import/Rollover, Export, Functions, Check In, Validate, Submit, Generate PDF, SUMMER SCHOOL COLLECTION, Print Page, and Help.

After completing the data input, click **SAVE** on the left side of the screen. **SAVE** must be selected before validation will be accurate. Select **VALIDATE** after completing the records for each student. Three possible results may occur after validating the data.

First, the data can be determined accurate and complete with no errors or warnings (YEAH!!). If this occurs, the system will return to the Student District Filter.

Second, the system can give you a warning that will NOT prevent the District from submitting the report, but will alert you to a situation that STARS determines to possibly be inappropriate related to the data that was inputted. Please review the warning areas to be sure the data is accurate. If the district is sure the warning does not apply, disregard it and continue with data input or submitting the report.

Finally, STARS can generate an error message that will prevent the report from being submitted until after the data is appropriately corrected. The warnings and errors are specific and should be easy to find and correct when necessary.

After validating the data of all students enrolled in your district, correcting any errors, and reviewing any warnings, the report can be submitted to the Department of Public Instruction. If the report is submitted and changes need to be made, the Department of Public Instruction can “unsubmit” the report permitting the district to correct it before resubmitting it. Note: The Generate PDF option available under the Submit option is available for the purpose of allowing each district to maintain an electronic record of all reports submitted to the Department of Public Instruction. In addition, a Print Page option is located at the bottom of the page on the left side that permits a district to secure a hard copy of the report.