



NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

Office of Academic Support STARS Professional Development Report Help Manual

Reporting Period: July 1, 2017 – June 30, 2018

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State Automated Reporting System (STARS)

This document presents the online reporting directions for the Professional Development Report, which annually collects the data relating to reporting of professional development funding and activities by public school districts in accordance with NDCC 15.1-21-12. The State Automated Reporting System (STARS) can be entered at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx> and an approved North Dakota state login 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.

For more information regarding navigating among the different features in the STARS system, reference the STARS user manual at <https://www.nd.gov/dpi/data/STARS/help/>.

This help document will provide assistance in completing the district's Professional Development Report. ND Century Code 15.1-21-12 identifies the reporting requirements (<http://www.legis.nd.gov/cencode/t15-1c21.pdf>).

1. Select the Professional Development Report.

- Click on the plus sign to the left of the folder titled "Other" to expand the tree view (*Figure 1*).
- Then click on the plus sign next to the Professional Development Report to reveal the districts for which you have permission to complete the Professional Development Report (*Figure 1*).
- Lastly, click on the desired district name.



Figure 1: Select the Professional Development Report.

2. Open the Professional Development Report.

- A gray box will appear on the right hand side of the screen.
- In the gray box, there is information regarding the report due date along with the DPI contact person, email address and phone number.
- Choose the 2017-2018 school year to complete or review for the Professional Development Report.
- Once you have selected the school year, click on the “Select” button in the gray box to open the Professional Development Report. (Figure 2)



Figure 2: Open the Professional Development Report.

3. “Check Out” Procedures and Other Functions.

- To enter or edit information on the Professional Development Report, click on the “Check Out” button which is found on the left side of the screen (Figure 3).
- The “Check Out” button opens the report for editing. Before clicking on that button the report is in a read-only state. Once a report is checked out, the “Check Out” button will be replaced with a “Check In” button. The purpose of this button is to make sure only one person can work on this report at a time and avoid conflicting changes to the report. Verify the report is “Checked Out” by noting the Check Out icon  on the left side of the screen.
- Figure 3 shows the initial screen for completing the Professional Development Report. The DPI contact information can be viewed by moving your mouse over the flashlight icon in the upper right hand corner of the screen. Any information pertaining to the status of this report is also found in the upper right corner of the screen (Figure 3).
- The Professional Development Report Help document that you are using is available at any time while completing the Professional Development Report by clicking on the “Help” link in the left navigation border (Figure 3).
- To leave the report, click on the “Exit Report” button located in the upper right corner of the screen (Figure 3).



Figure 3: “Check Out” the Professional Development Report and Other Functions.

4. **Enter Information into the Professional Development Report.** This professional development report is intended to include the professional development activities of all teachers, administrators and other staff.

▪ **Funding**

- a) "Check out" the **Funding** section on the left navigation border to begin entering information on funding obligations and expenditures incurred by the school district during the reporting period of **July 1, 2017 to June 30, 2018**. Use the tab key to move from field to field.
- b) **Funds Obligated for Professional Development:** For each of the funding sources listed enter the amount of funds that the district obligated for professional development activities during the reporting period. *Note:* For "other" funds, enter the amount that the district obligated for professional development activities from other sources not listed in the table.
- c) **Expenditures:** For each of the Funding Sources listed enter the amount of funds that the district spent on professional development activities during the reporting period.
- d) Click the "Save" button to save your work. The data will not be saved until you manually click the "Save" button.
- e) To make revisions to **Funding Obligations and Expenditures**, choose the field in question, enter the new amount or figure and then click on "Save."
- f) "Check In" the **Funding** section when you have completed entering the data.

▪ **Activities**

- a) Click on "Activities" on the left navigation border.
- b) "Check out" the **Activities** section to begin entering information on the professional development activities that were conducted by the school district during the reporting period of July 1, 2017 to June 30, 2018.
- c) Click on "Add Activity." Use the down arrow to select the activity type from the drop-down menu. If you choose "Other" from the drop-down menu, you must provide an activity description. You may, if you choose, use a descriptor to specify a selected activity. For each activity selected, you must choose an intensity. Use the down arrow to select the intensity of the activity from the drop-down menu.
- d) Click the "Save" button to save your work.
- e) Click on "Return to Activity List" to add additional activities.
- f) To delete an activity you must be viewing the "Activities" page. Click on the trash can icon to the left of the activity to delete that activity. A popup box will appear to confirm the deletion. Choose "OK" to complete the deletion or "Cancel" to retain the activity.
- g) "Check In" the **Activities** section when you have completed entering the data.

5. **Validate the Professional Development Report.**

- Before you can submit the report, you must validate the entries by clicking on the "Validate" button in the left navigation border.
- Validation errors are denoted by a  symbol. Validation warnings are denoted by a  symbol. The validation summary screen by default will list any errors or warnings that need to be addressed. All validation errors, identified with the  symbol, must be corrected before the report can be submitted. Click the validate drop down list to view and select the section of the report you wish to validate (e.g., All Sections, Funding, Activities). Click the "View" drop down list and choose to view only errors, only warnings, or the default of errors and warnings. Click on the validate button to view the validations.
- The validation summary can also be sorted by the report section, sub-section, item, or data. To sort a column on the validation summary, click on the blue underlined heading once to sort in ascending order. Click again to sort in descending order.
- To return to the Professional Development Report to edit any validation errors, click on Funding or Activities in the left navigation border to return to the report section containing the errors.
- When the validation errors are fixed, click on the Validate button again to confirm the validation is successful. If the validation is successful, a popup box will appear with the message "Validation of Funding or Activities Succeeded," depending on what section of the report you are validating.

- When you have successfully validated the Funding and Activities sections, please print a copy of each section for your records by clicking on the “Print Page” link found on the lower left navigation border of each section.

6. Submit the Professional Development Report.

- Only submit the report to DPI when all the changes to the report have been made. Once a report is submitted, it cannot be edited further. To submit the completed report to the Department of Public Instruction, click on the “Submit” button found in the left navigation border.
- When the report has been successfully submitted, a message will appear at the top of the screen: “You have successfully submitted the Professional Development Report.”
- Print this page for your records by clicking on the “Print Page” link found on the left side of the navigation border. This page is the confirmation that the report has been successfully received by the Department of Public Instruction. When the report has been submitted, a new icon  is added to the report information in the upper right portion of the screen. This icon denotes the report has been submitted.

7. Exit Report and Log Out of STARS.

- Exit the Professional Development Report by clicking on the “Exit Report” on the top right portion of the screen.
- Log out when you have finished working on the STARS reports by clicking on the “Log Out” link located by your name on the top left portion of the screen.

Department Contact

Once the report has been submitted changes cannot be made. If the Professional Development Report was submitted in error, please contact Ann Ellefson at (701) 328-2488 or by email at aellefson@nd.gov for assistance.