Principal Instructions for Completing
ACT/WorkKeys Non-Participation Report in STARS

- Login to STARS
- Click on Other
- Click on ACT Non-Participation
- Click on your school
- Click on "Select" in the gray box on the right side of the page. School year is 2015-2016.

- **If all of your juniors participated in the statewide ACT/WorkKeys testing:**
  - Click on "Check Out" on the left side of the page. This permits you to edit the page.
  - Check the box on the right side of "All students have been tested."
  - Click on "Save", Check-In, and "Submit" on the left side of the page.
  - Print the ACT Non-participation submitted verification page for your records.

- **If one or more juniors did NOT participate in the testing**
  - Click on "Import" on the left side of the screen. A list of JUNIORS from your school will be displayed.
  - Check the box next to the student name to mark only those students who did not participate in the testing. You may use the first name and last name boxes to search or scroll down through the list of student names.
  - If you use the search boxes, click on "Filter" when you are through identifying the student(s). Click on "Import".
  - After all appropriate boxes have been checked, click on the "Import" button on the left side of the screen. You will see a message indicating the number of students that were imported.
  - Click on "Return to ACT Nonparticipation Student List" on the top of the page or "ACT Non-participation" on the left side of the screen. The students that were selected will be listed.
  - Click on "Check Out" on the left side of the page. This permits you to edit the page.
  - In the box under "Non-Participation Reason", click the drop down arrow and scroll down to the appropriate reason for nonparticipation. Click on the reason for non-participation.
  - If an appropriate reason is not provided in the list, click on "Other--Please Explain". You must type in the reason for nonparticipation in the box to the far right.
  - Continue this process for each non-participating student.
  - Periodically click on the "Save" button to save all changes.
  - Click on "Validate". You may see a red X indicating an error. If so, the error must be corrected prior to submission. To get back to the list of students, click on "ACT Non-Participation" at the top left side of the page or "Return to ACT Non-participation Student List" on the top of the page.
  - Make any corrections necessary. Then "Save".
  - Click on "Validate" again to be sure all corrections have been made.
  - When finished, click on "Check In"
  - Click on "Submit"
  - Print the ACT Non-participation submitted verification page for your records.

Note:

- Anytime you want to get back to the total list of students, click on "Import" on the right side of the page. Follow the steps above to import and report additional students.

- If you need to delete a student from the nonparticipation list, click on "Check Out" so you can edit the page. Click on the garbage can in front of a student name to delete the student from the list.