

# File Sharing

The purpose of the "File Sharing" screen is to share common information amongst educational entities.

To view the files that are currently shared by someone in your entity, select an educational unit from the drop down list and click the "Retrieve" button to view the shared files. (Figure 1f)

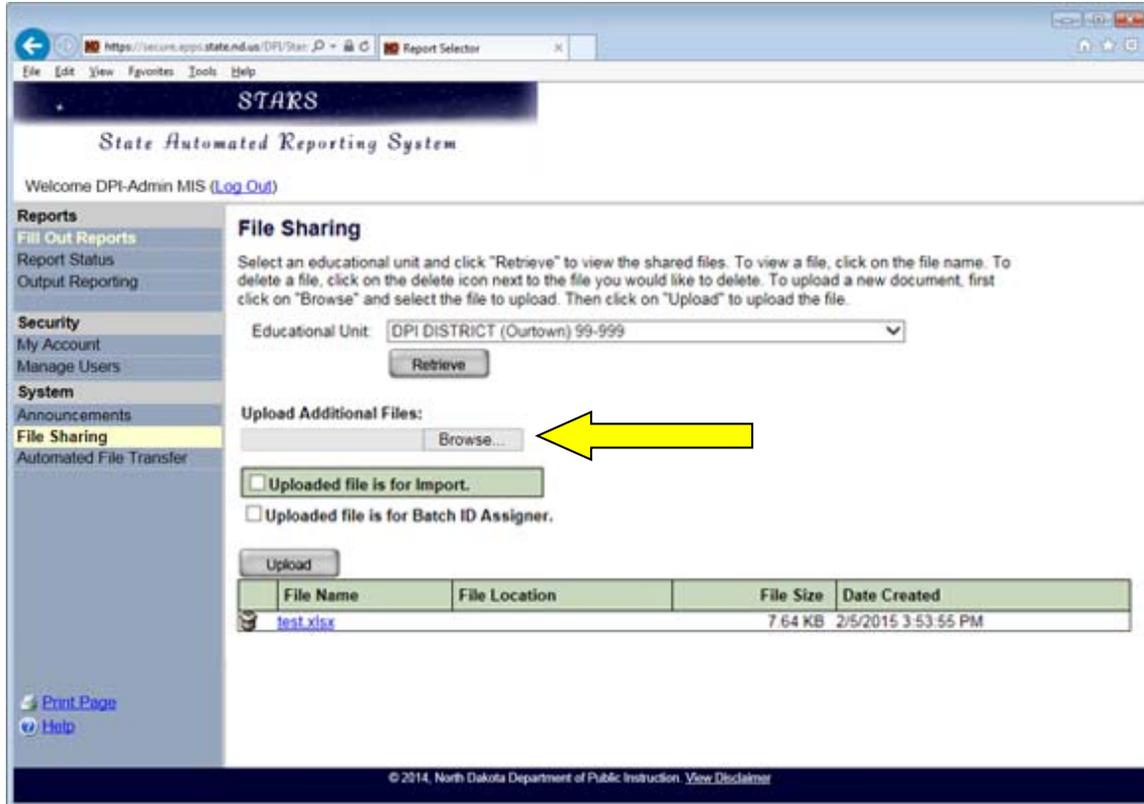


Figure 1f: File Sharing screen in STARS.

To open or save a file, click on the file name. (Figure 2f)

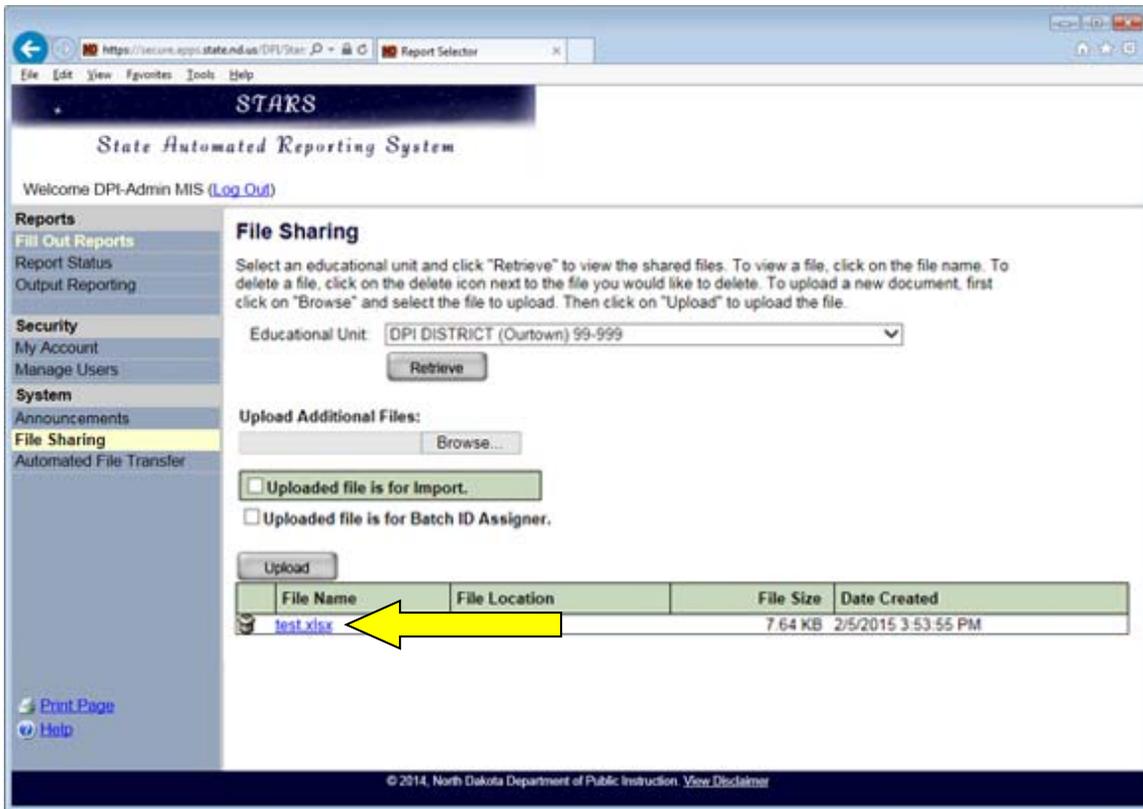


Figure 2f: Opening or saving a file shared in an educational unit.

Choose to open the file, save the file to a location on the computer or cancel the download. (Figure 3f)

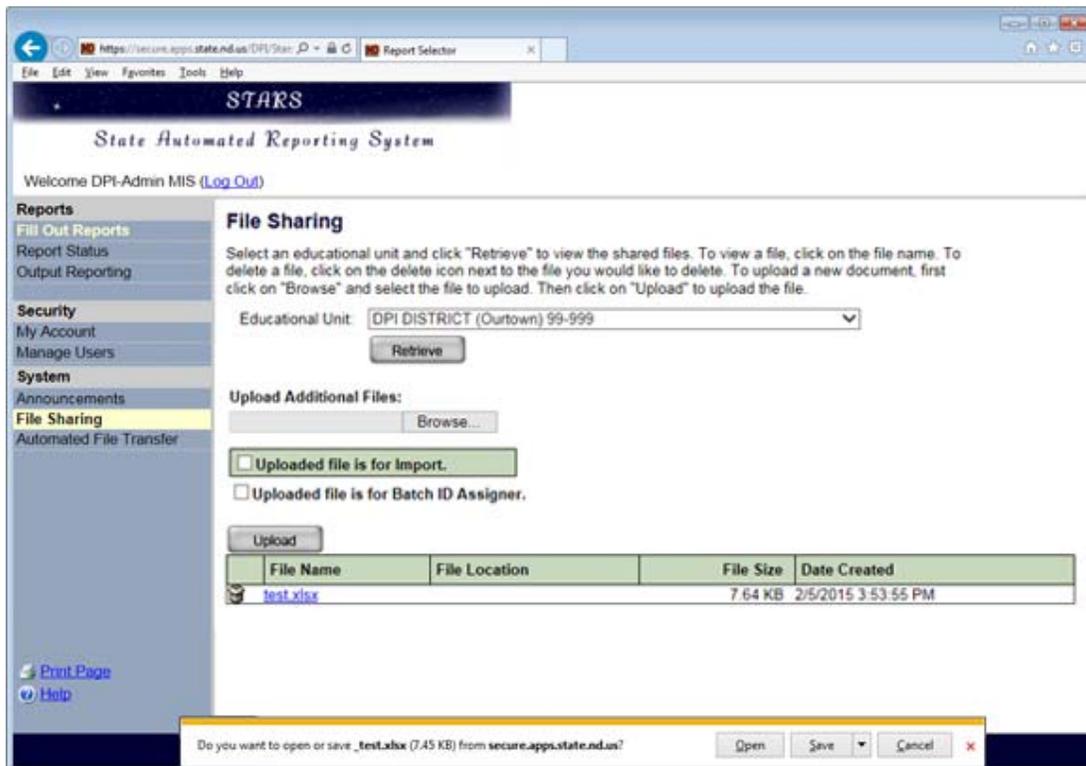


Figure 3f: Security warning when trying to save/open a file from File Sharing.

To delete a file, click on the delete icon (trash bin icon) next to the file you would like to delete. (Figure 4f)

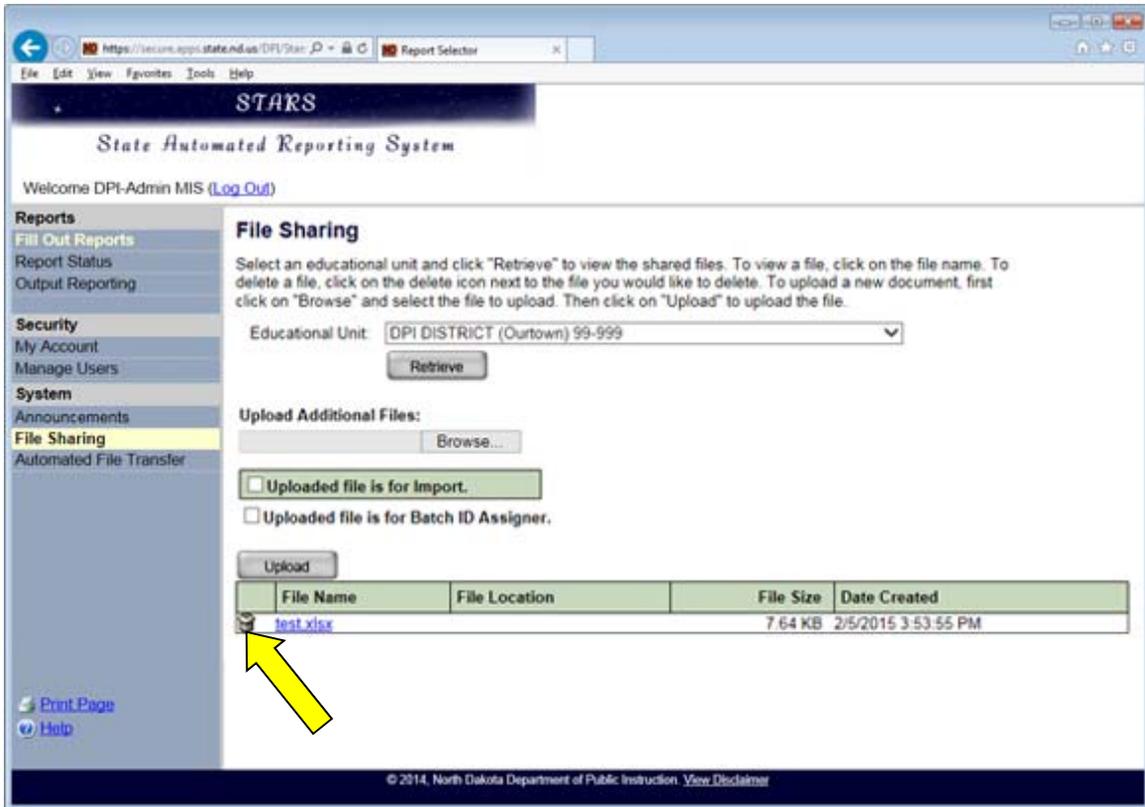


Figure 4f: Deleting a file from File Sharing.

A confirmation box will pop-up on the screen to make sure you want to delete the file. Choose OK or Cancel. (Figure 5f)

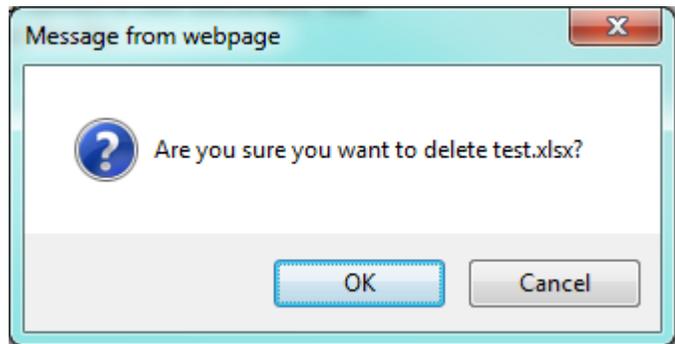


Figure 5f: Delete confirmation box.

To upload a new document, first click on "Browse" and select the file to upload. Then click on "Upload" to upload the file. (Figure 6f)

Two overnight processing options exist through File Sharing and they are Imports and Batch ID Assigner. These processes are designed for users with a large number of records that are too time-consuming to process during normal business hours. By checking the checkbox "Uploaded file is for Import" the program will compare your import to existing imports in STARS and process and import your file overnight. By checking the checkbox "Uploaded file is for Batch ID Assigner", STARS will process your file and return two files into your File Sharing account. One file will show students with potential student matches already in STARS and one file shows students with no matches in STARS that will need to have state student ID's assigned to them.

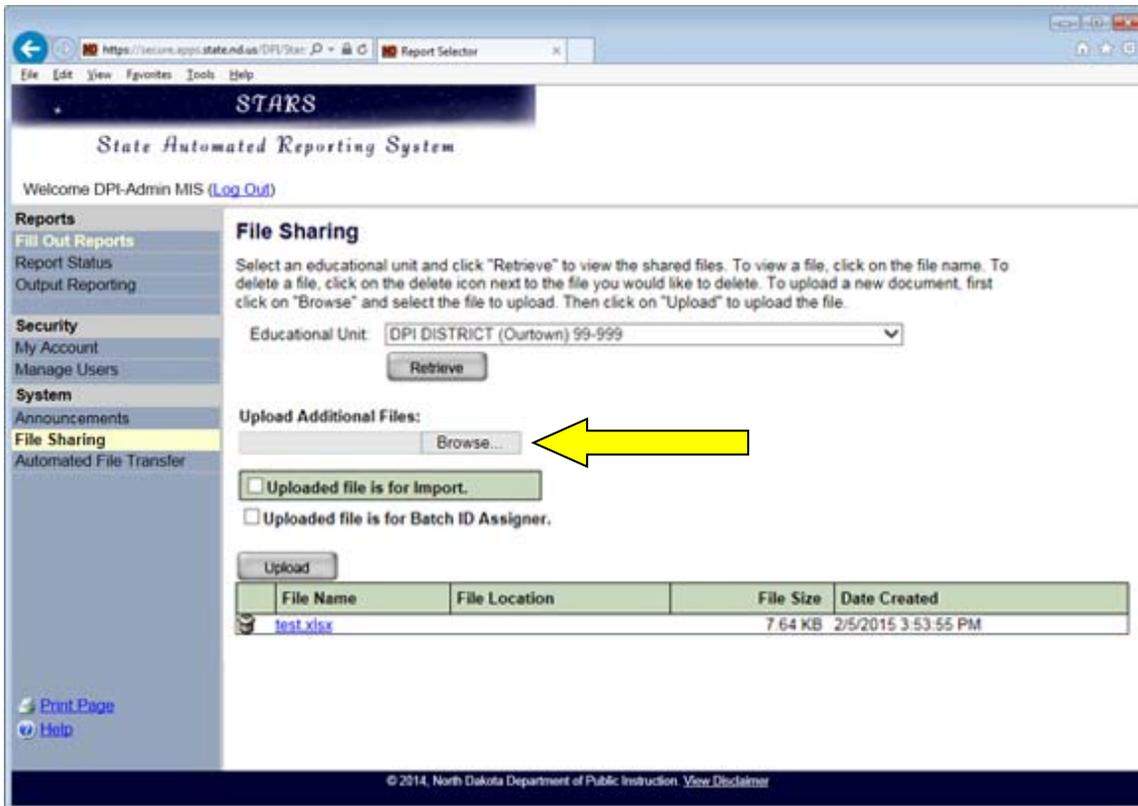


Figure 6f: File Sharing screen to upload a file.

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