

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

- Login to STARS
- Click on Other
- Click on ACT Non-Participation
- Click on your school
- Click on “Select” button in the gray box on the right side of the page. School year is 2011-12.
- Click on “Import” on the left side of the screen
- A list of JUNIORS from your school is displayed.
- **If all of your juniors participated in the statewide ACT/WorkKeys testing:**
 - Click on “Return to ACT Nonparticipation Student List” at the top of the page or “ACT Non-participation” on the left side of the screen.
 - Click on “Submit” on the left side of the page

- **If one or more juniors did NOT participate in the testing**
 - 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 students.
 - After all appropriate boxes have been checked, click on the “Import” button on the left side of the screen
 - Click on “Return to ACT Nonparticipation Student List” or “ACT Non-participation” on the left side of the screen
 - Click on “Check Out” button on the left side of the page. This permits you to edit the page.
 - In the box under “Non-Participation Reason”, scroll down to the appropriate reason for nonparticipation. Click on the reason
 - If a reason is not provided, click on “Other”. 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 of the left side of the page.
 - Make any corrections necessary.
 - Click on “Validate” again to be sure all corrections have been made.
 - When finished, click on “Check In”
 - Click on “Submit”

Note:

Anytime you want to get back to the total list of students, click on the “Import” button on the side of the page.

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.