DC STARS Overview Guide
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Version 1

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Overview

The DC STARS Overview Guide is designed to introduce DC STARS users to the Student Information System's basic features and functionality in preparation for further exploration. DC STARS is a comprehensive student information system used to track and manage student data. It is an integrated real time web based student information system accessible from any computer with internet capability. Student information, inclusive of registration, demographics, grade reporting, master timetable and student scheduling, attendance, diploma management, and reporting are all a part of the core system. DCPS utilizes an additional module, Teacher Assistant which allows teachers to take period attendance, enter marks and create an electronic grade book to manage student assessments and grade calculations.

Objectives

Upon completion of this session, participants will be prepared to:

- Access the DC STARS homepage
- Log on to the DC STARS system
- Gain an understanding of the system's basic functionality and its utilization at each school.
- Change Password
- Perform general, selective and wildcard student queries
- Use the navigation feature
- Identify students with two pupil id's and follow the procedure for merging records
- Locate and print Reports
- Recognize Security restrictions

Participant Pre-requisites

None

Introduction

As a DCPS employee working with student information you will be given access to DC STARS based upon the student data you will be responsible for managing. An administrator in your school or office will complete a new user data form requesting a DC STARS new user account, the form is also used to identify your role. Once the form is completed and faxed to the DC STARS office you will need to register for the DC STARS Overview Training Session. The DC STARS Overview Training Session is an introduction to DC STARS and must be taken before you are issued a DC STARS user account. In addition, you will be required to sign a security pledge complying with the requirements for the use of confidential data. A description and schedule of all DC STARS trainings and work sessions are available on the DC STARS homepage. To register for training sessions and workshops you must complete a training registration form and fax it to the training coordinator. The training registration form and fax number is located on the DC STARS home page.

To access the DC STARS homepage simply type in the DC STARS web link, https://dcstars.k12.in.dc.gov you do not need a user account to access the homepage. Valuable information is available on the home page including user forms, training calendar, descriptions of training sessions and work sessions, training registration forms and important system announcements. The DC STARS Website can be accessed from outside of the DCPS network using the following URL https://dcstars.k12.dc.gov

The end user population consists primarily of school administrators, teachers, and student information managers. Teachers are provided training on the Teacher Assistant module which includes attendance, mark entry and electronic grade book by their school's assigned point of contact.

The chart below lists the required training for each DC STARS functional role.

Functional role	Required Training
Basic	DC STARS Overview Training
Student Information Manager	Student Information Manager Training
Attendance Clerk	Attendance for High Schools Training Attendance for Middle Schools Training Attendance at the Education Campus Training Attendance for Elementary Schools Training
Counselor	Counselor's Training
Designated Mark Keeper	Student Mark Manager Training
Designated Master Scheduler	Master Scheduler Workshop
Designated Run GPA	Designated Run GPA Training
Principal & Assistant Principal	Principal's Training
School Set Up Manager	School Set Up Training Pre-scheduling Work Session
Special Education Coordinator	Special Education Coordinator Training
Teacher	Teacher Assistant Point of Contact

DC STARS is used at the High School to:

- Maintain student, family and staff demographic data
- Process admissions, enrollments and withdrawals
- Create school timetable and student schedules
- Mark Entry
- Enter period attendance
- Run various reports
- Diploma Management, Credit Detail, Transcripts

DC STARS is used at the Education Campus to:

- Maintain student, family and staff demographic data
- Process admissions, enrollments and withdrawals
- Create school timetable and student schedules
- Mark Entry
- Enter period attendance
- Run various reports
- Transcripts, Credit Detail

DC STARS is used at the Middle School to:

- Maintain student, family and staff demographic data
- Process admissions, enrollments and withdrawals
- Create school timetable and student schedules
- Mark Entry
- Enter period attendance
- Run various reports
- Transcripts, Credit Detail

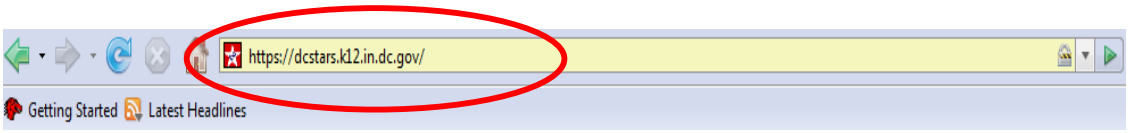
DC STARS is used at the Elementary School to:

- Maintain student, family and staff demographic data
- Process admissions, enrollments and withdrawals
- Enter daily attendance
- Run various reports

1.0 DC STARS Basic Functionality

This section of the DC STARS overview guide introduces basic DC STARS topics such as accessing the homepage and training center, logging on, security, navigation, and querying.

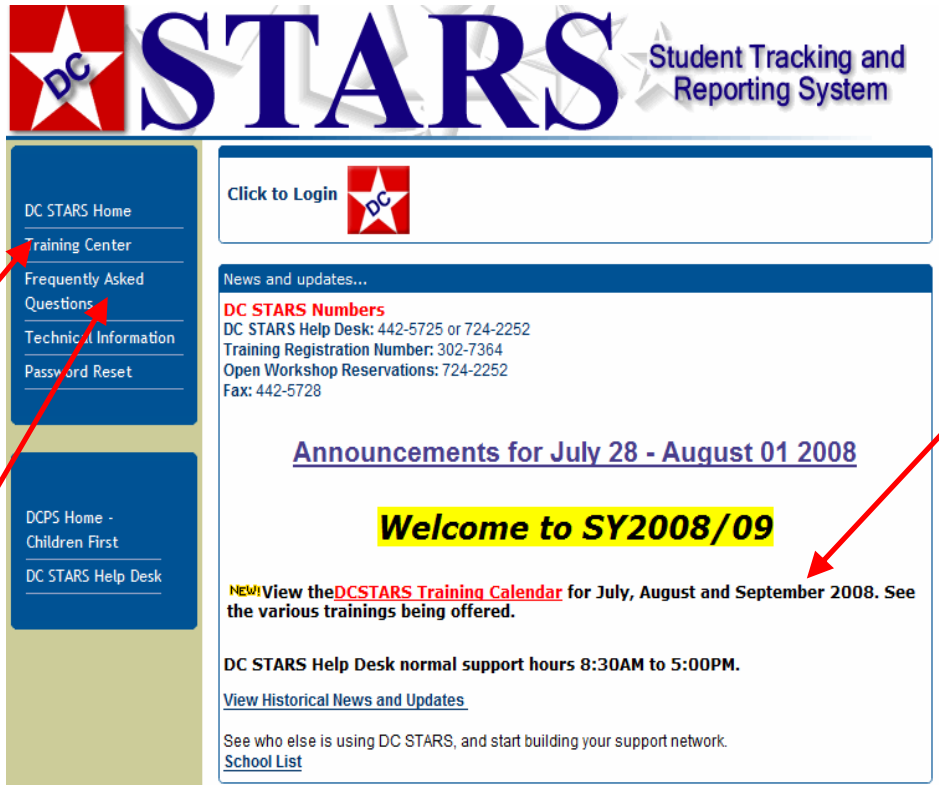
1.1 Accessing the DC STARS Home Page
1.1.1 Launch Internet Explorer
1.1.2 Place the cursor in the website address line, type "https://dcstars.k12.in.dc.gov" and click the green arrow or press ENTER.



1.1.3 The DC STARS homepage will open.

Click on the Training Center link to view and print the training calendar, user guides, and forms.

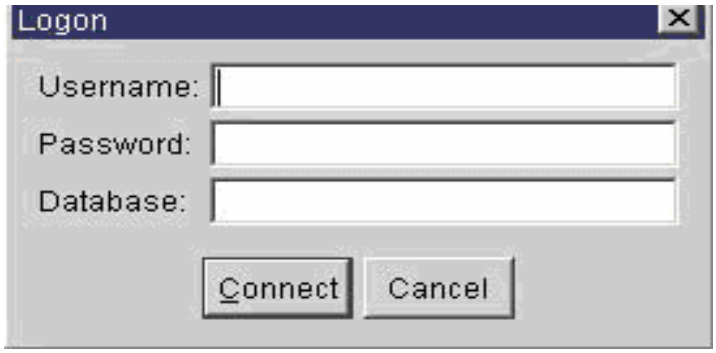
Click on the Frequently Asked Questions link to view answers to end user questions.



The Home Page contains important announcements and information regarding the system and the various training sessions.

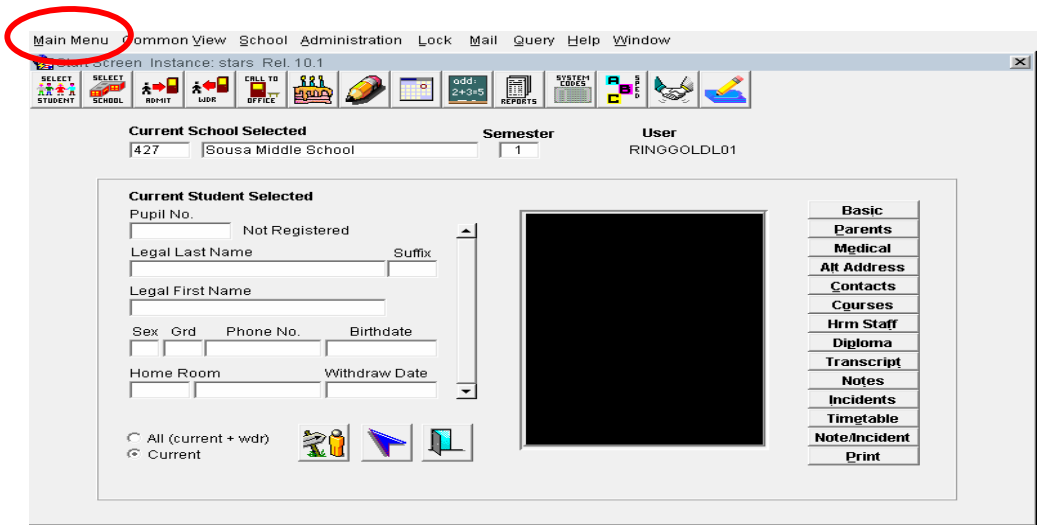
1.1.4 Click the Login icon to enter username and password.

1.1.5 The Logon window will open as shown below.
1.1.6 Enter your Username, Password, and the Database (**STARS**)

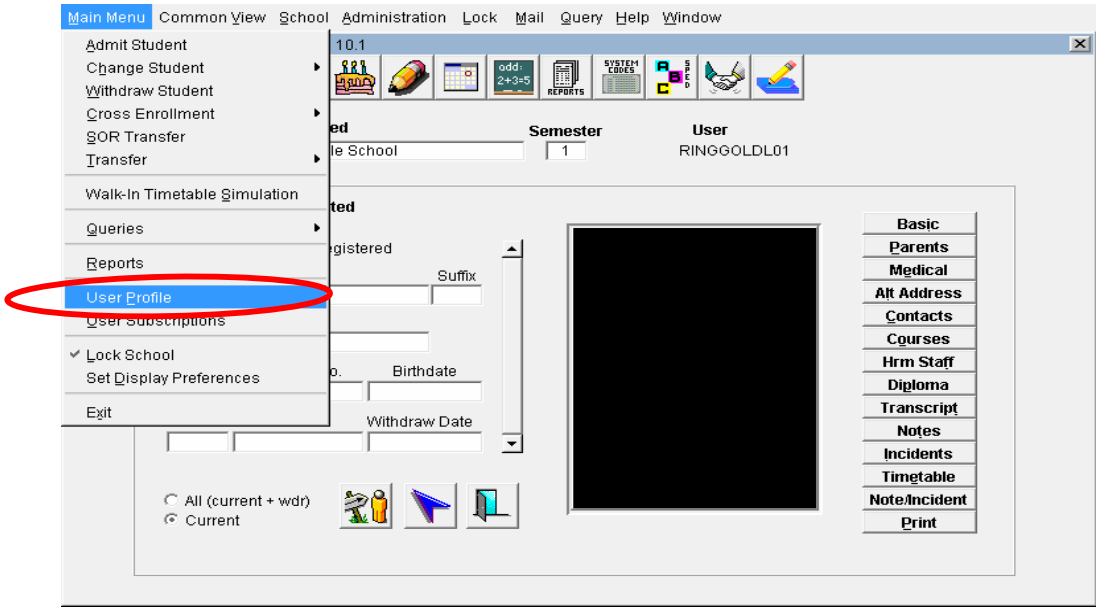


2.0 Changing the Password and entering your DCPS e-mail address.

2.1.1 Select Main Menu from the Start Screen.

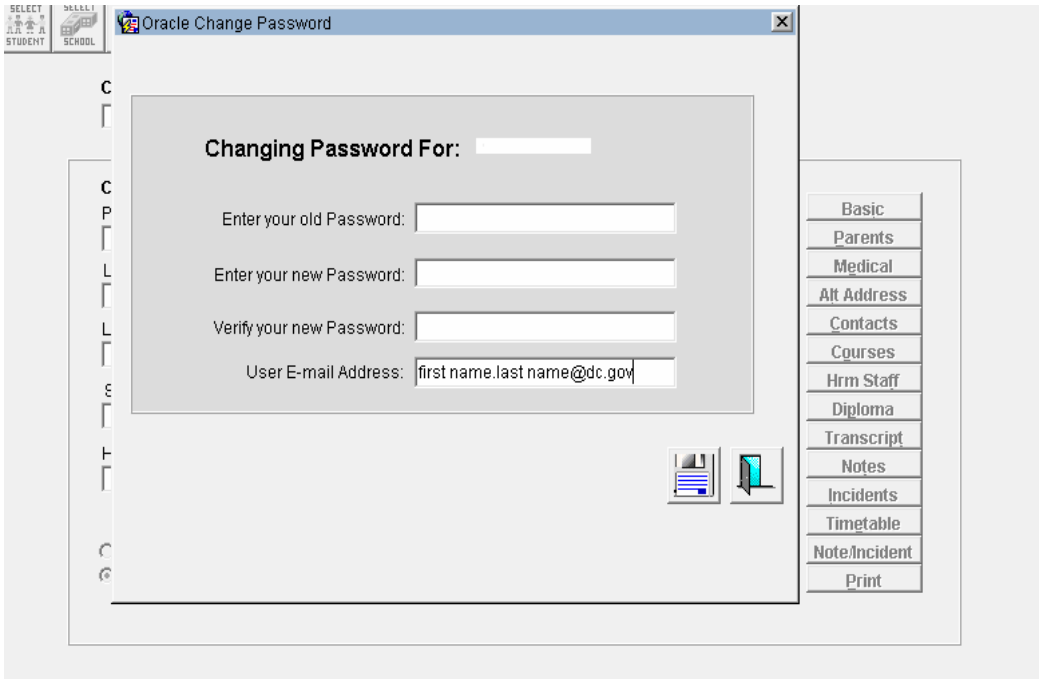


2.1.2 Select User Profile



2.1.3 Enter your old password
2.1.4 Enter your new password
2.1.5 Verify your new password
2.1.6 Enter your DCPS E-mail Address
2.1.7 Select the SAVE button.

NOTE: Only DCPS issued E-mail addresses may be entered.



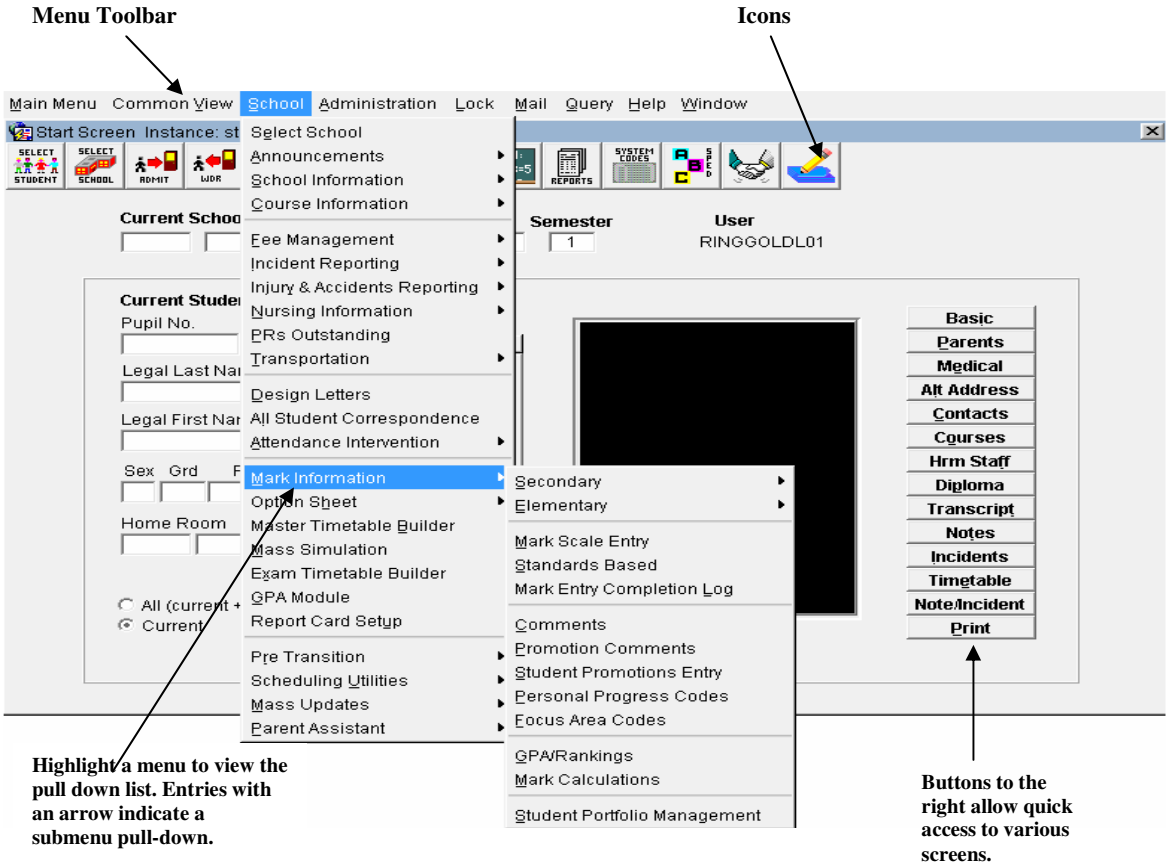
Note: Passwords expire every 45 days, and must be changed

- Password must at least be 8 characters long
- Password must have a number and a letter
- Password cannot be same as the user name
- Password must be changed the first time user logs in to the system and again every 45 days
- New Passwords have to be different by at least 3 characters from the old password

3.0 Start Screen

The start screen is home base for DC STARS. From here, all functions are easily accessed using menus, icons and navigational buttons.

DC STARS icons positioned on the top of the Start Screen just below the menu bar give quick access to areas of functionality such as Admitting and Withdrawing a student, Reports and the Attendance module.



3.0 Start Screen Continued

Icons are available on the menu bar to access frequently used options in DC STARS. Pointing to each will reveal the tool tip.

The demographics Toolbar provides access to various screens of student information.

Quick Access Button	Screen
Basic	**Basic Screen Demographics**
Parents	**Parent Information**
Medical	**Medical/Health Information**
Alt Address	**Alternate Addresses**
Contacts	**Emergency contacts**
Courses	**Student Course Selections**
Hrm Staff	**Homeroom and Staff Assignments**
Diploma	**Student Diploma Screen**
Transcript	**Standardized Student transcript**
Notes	**Notes Lists**
Incidents	**Student Incident Summary**
Timetable	**Student Timetables**
Note/Incident	**Student Notes and Incidents**
Print	**Hot Print**

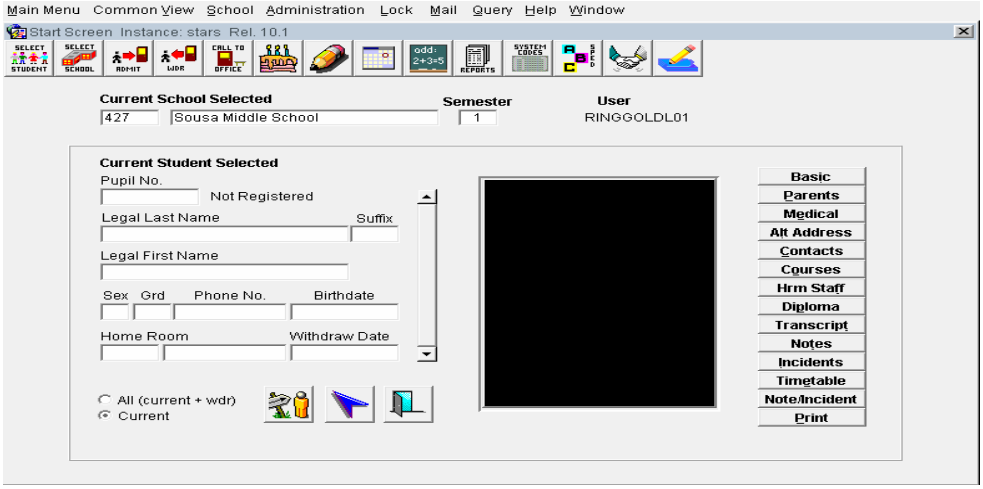
The exit button is available on most screens. Use it to get back to previous screens. On the Start Screen use it to exit the system completely.

The Save button appears on all screens that data may be entered. The Save button must be clicked after entering or editing information.

The Hot Print button gives access to a list of items that can be printed. This button is available on many screens.

4.0 Security Restrictions

Your end-user account includes security restrictions based on your user type and role. For example, a school end-user will have access only to his or her school. The roles assigned to your user name will determine the menus and icons available for your use. Some menus, icons and forms may be unavailable to you.

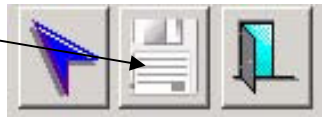


The Select School Button is used to select the school you will be working in (if you have access to multiple schools.

The security assigned to your user account determines how your Start screen looks and which forms you can access.

If you do not have access to a screen, you will receive this prompt.

If you have read-only access, the Save button at the bottom of the screen will be disabled or greyed out.

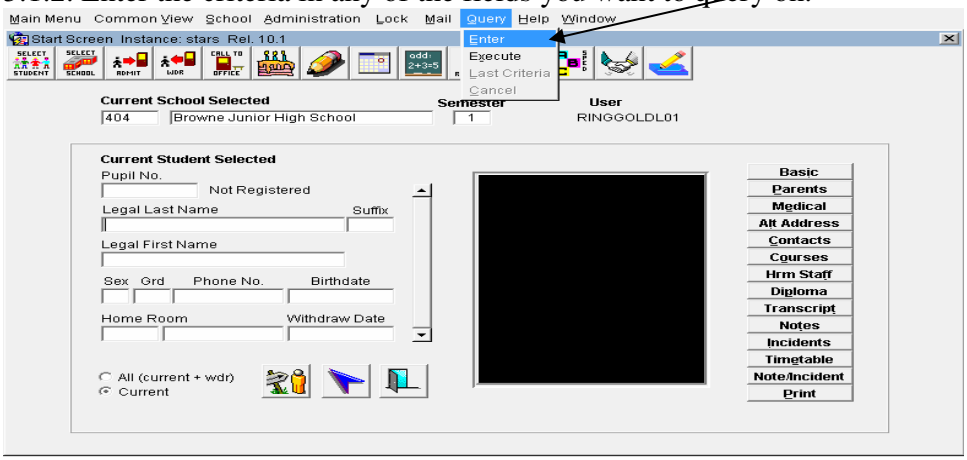


5.0 Using the Query Function to Access Student Information

DC STARS has a very powerful and flexible query function. It can be used to filter records in your search and find specific information as quickly as possible. A query has three basic steps: 1) put the window in query mode 2) specify search criteria 3) execute the search. Queries may be performed by using either the Query Menu area of the main menu bar, or by using the F7 and F8 function keys.

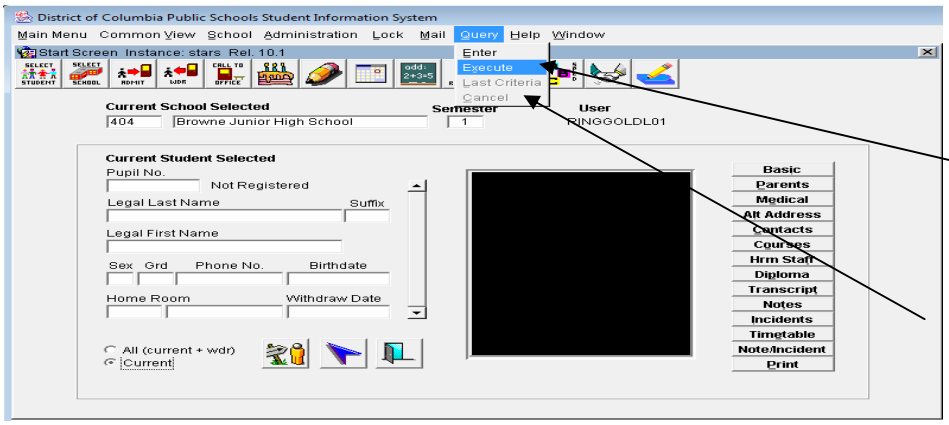
5.1 Performing a Query Using the Query Menu

5.1.1 Select enter for query mode.
5.1.2. Enter the criteria in any of the fields you want to query on.



Select enter for query mode

5.1.3 Select execute from the query menu to execute the query.



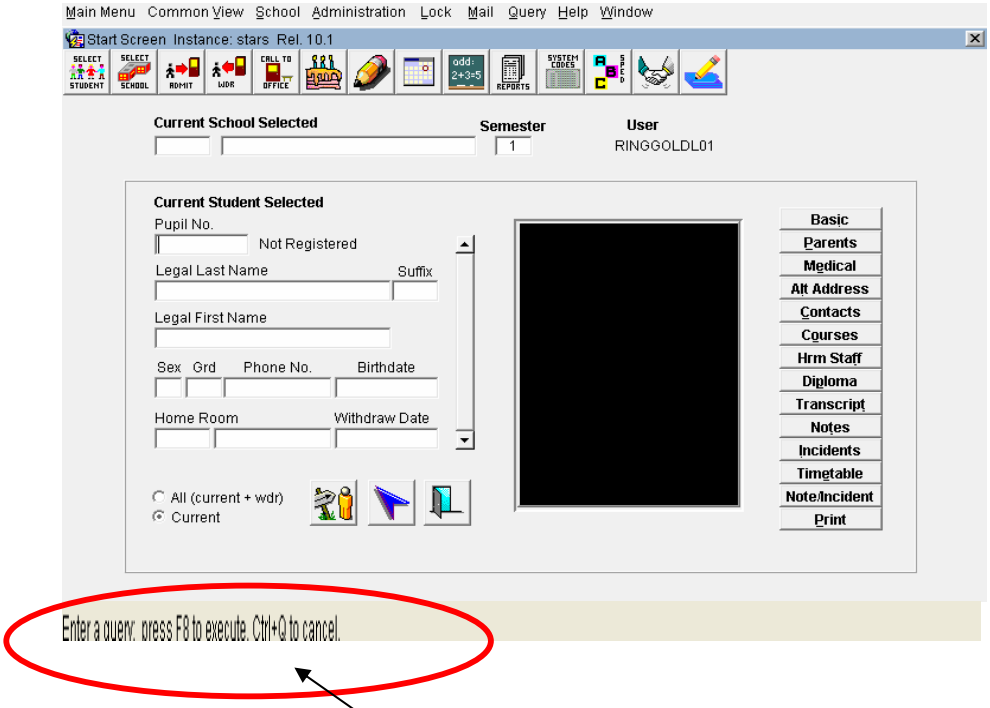
Select last criteria from the menu to use the previously defined criteria.

Select cancel if you have selected enter from the query menu and decide not to run a query.

5.2 Performing a query using the F7 and F8 function keys

F7 can be used in place of Enter on the query menu. F8 can be used in place of Execute on the query menu. Holding the Ctrl and Q keys simutaneously cancels the query.

5.2.1 To begin a query, press the F7 key on the keyboard. This clears the current record and launches query mode. Read the message line at the bottom of the screen for the status of your query.



Always read the message line to confirm that information entered has been applied and saved. It also provides information and reasons why certain records may not be created or changes may not be applied.

5.2.2 To retrieve all student records, press **F8**. The vertical scroll bar to the right of the pupil information is activated to provide access to multiple records.

5.2.3 To query specific student records, enter the information such as Name, Pupil Number, etc. and press F8.

5.2.4 Selecting the Current radio button queries current students.
5.2.5 Selecting the All radio button queries current and withdrawn students.

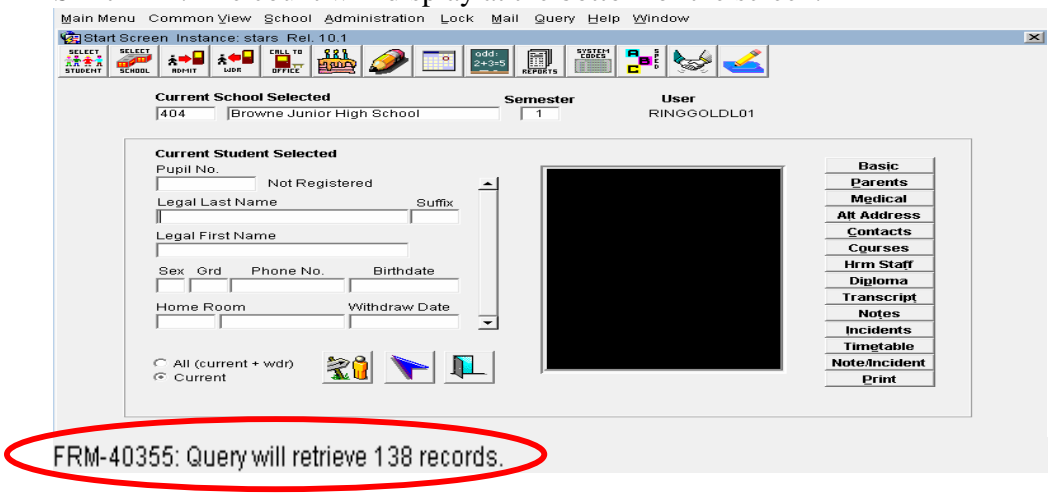
Before Pressing F8

After Pressing F8

The Scroll bar becomes active providing access to multiple records.

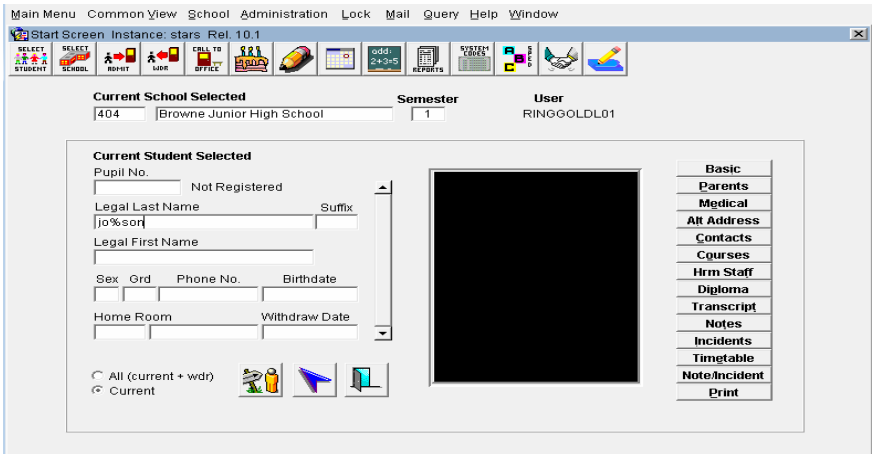
5.3 To obtain a count of student records

To learn the number of student records that meet particular search criteria, while on the start screen, press the F7 key to enter Query mode, enter query selection and then click Shift + F2. The count will display at the bottom of the screen.



5.4 Using the Wildcard when querying

The wildcard (%) function can be used anywhere in a query. Using the wildcard you can query using partial information to obtain the entire piece of information. You may put only a part of the last name of a student to get all the information about that student. Johnson can be queried as Jo% son if you re unsure of the spelling. This will retrieve both Jonson and Johnson.



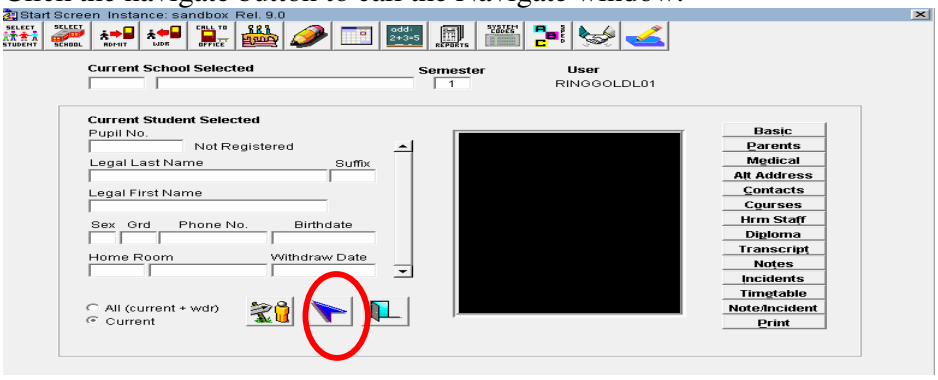
6.0 Merging Student Records Process

While searching for student records if you find that the same student has two different pupil ID numbers, those two records must be merged to create one record for the student. This can occur when an exhaustive search to determine a student does not already exist in the system before enrolling them new is not conducted. If you find that the same student has two pupil id numbers complete a DC STARS Data Modification Request form and fax it to (202) 442-5728. Completing and faxing in the form allows the two records to be merged.

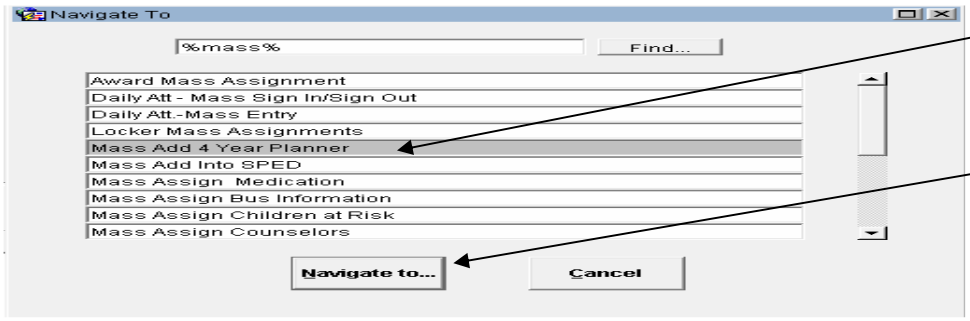
7.0 Navigating

Navigation provides an alternative to using the menus in DC STARS. You may search for a screen or if you know the name of the screen you would like to call up you may navigate to go directly to it.

Click the navigate button to call the Navigate window.



Use the scroll bar or the Find box to locate the screen name to which you would like to navigate to or enter text, along with the wild card feature if you are unsure of the actual screen name. Select find to bring that form name into the first row of the table.

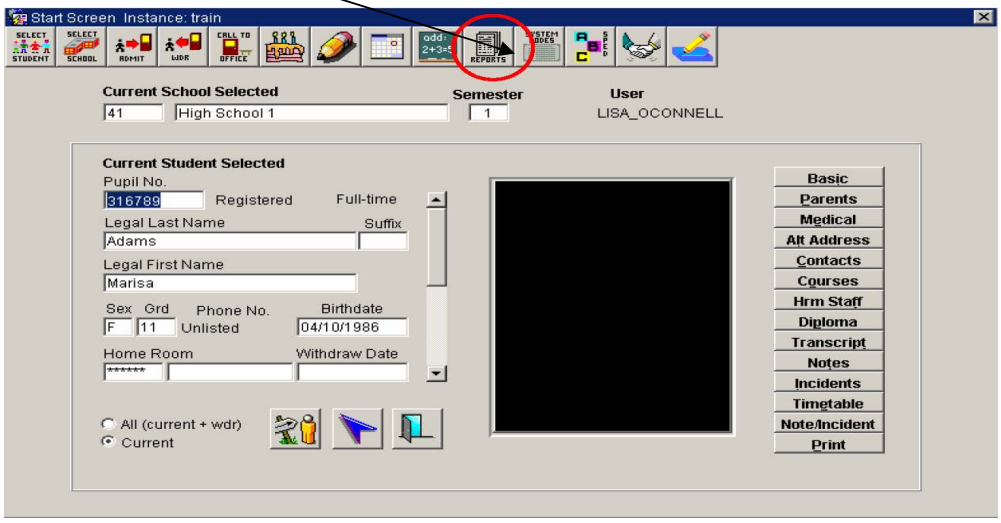


Be sure to select the row/name once located.

Click on the Navigate to button at the bottom of the window to get to the screen.

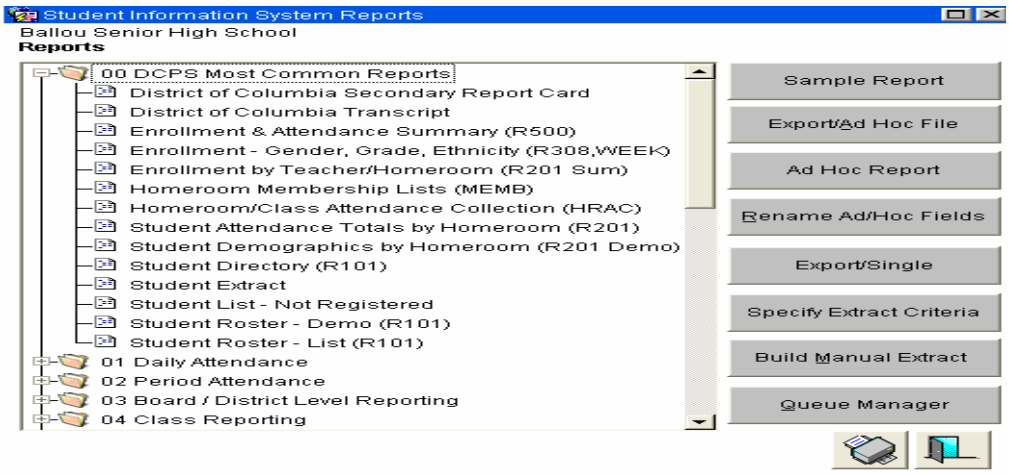
8.0 Accessing Reports

On the start screen, click the Reports icon to display the student Information System Reports Screen.

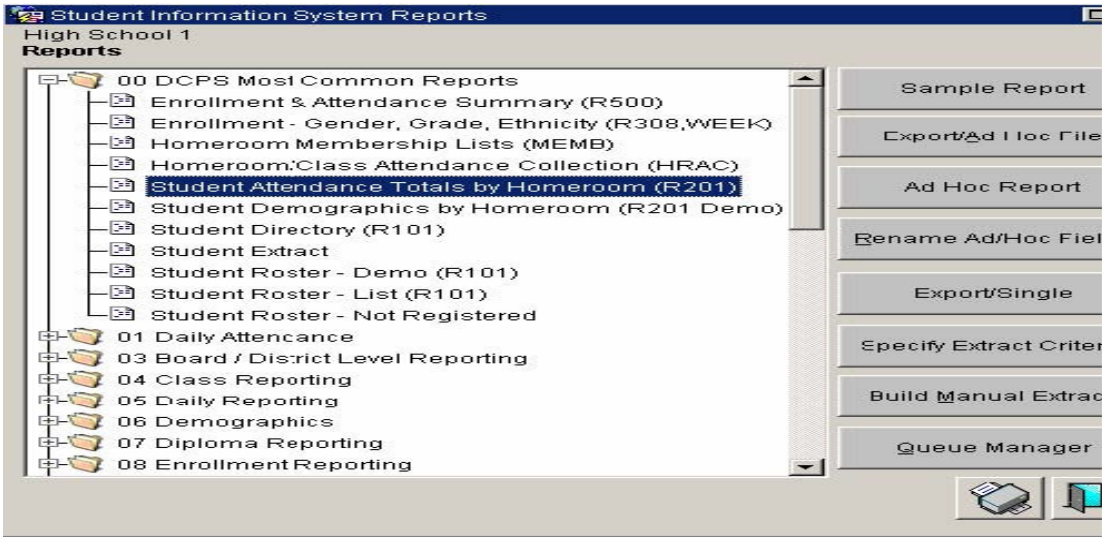


8.1 Utilizing the Student Information System Reports Screen

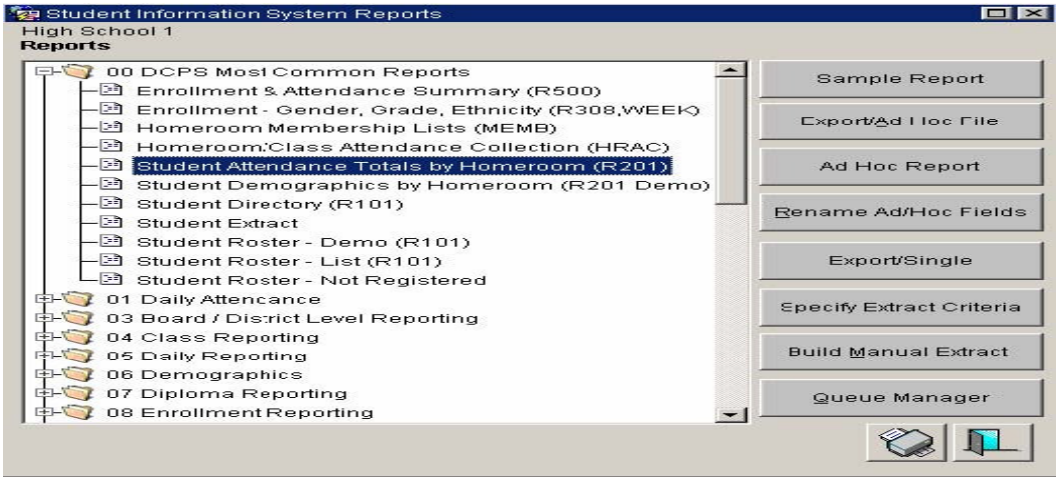
The student Information System Reports Screen lists Report Groups and their associated reports. Click the plus (+) sign next to any report Group name to view the associated reports within that group.



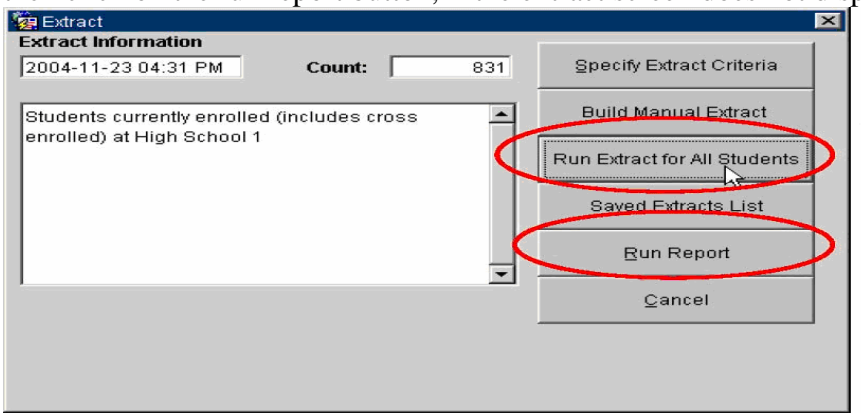
8.2 Generating a DC STARS Report



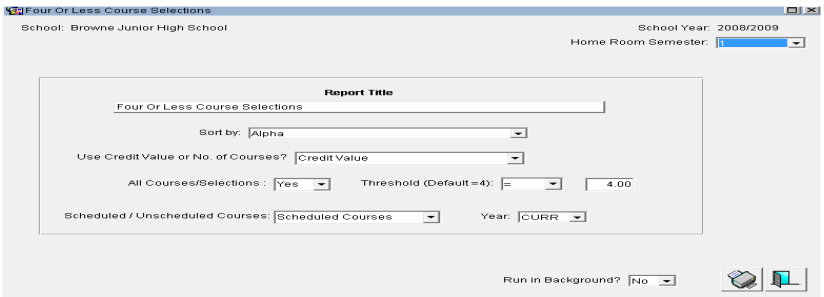
8.2.1 After opening a Report Group, double click on the report you want to run.



8.2.2 If the extract screen displays, click on the run extract for all students button and then click on the run report button, if the extract screen does not display skip to step 8.2.3.

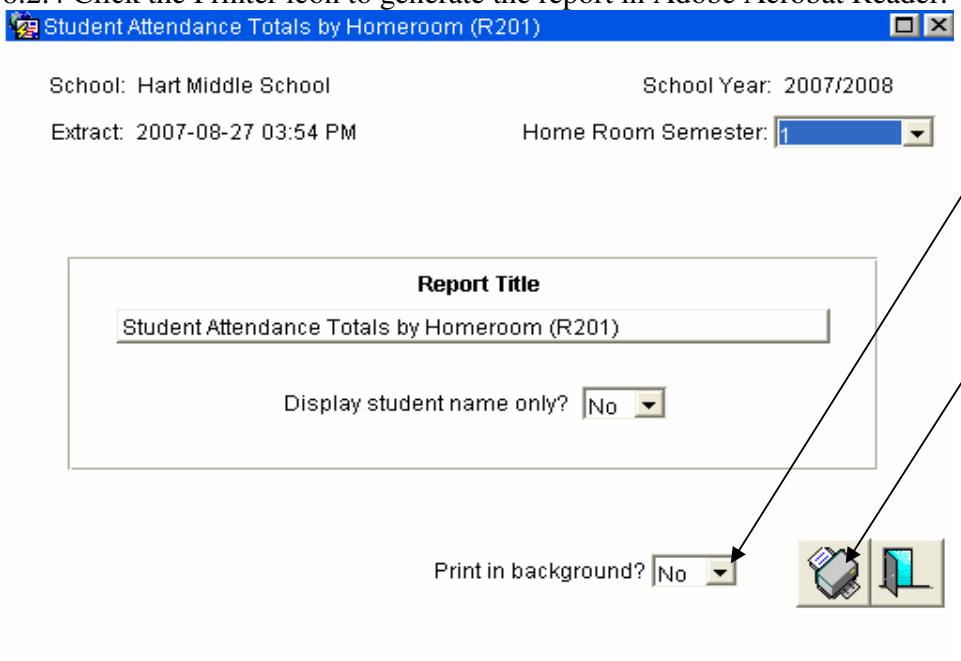


8.2.3 Set parameters based on your information management needs.



NOTE: Some reports will not require parameters.

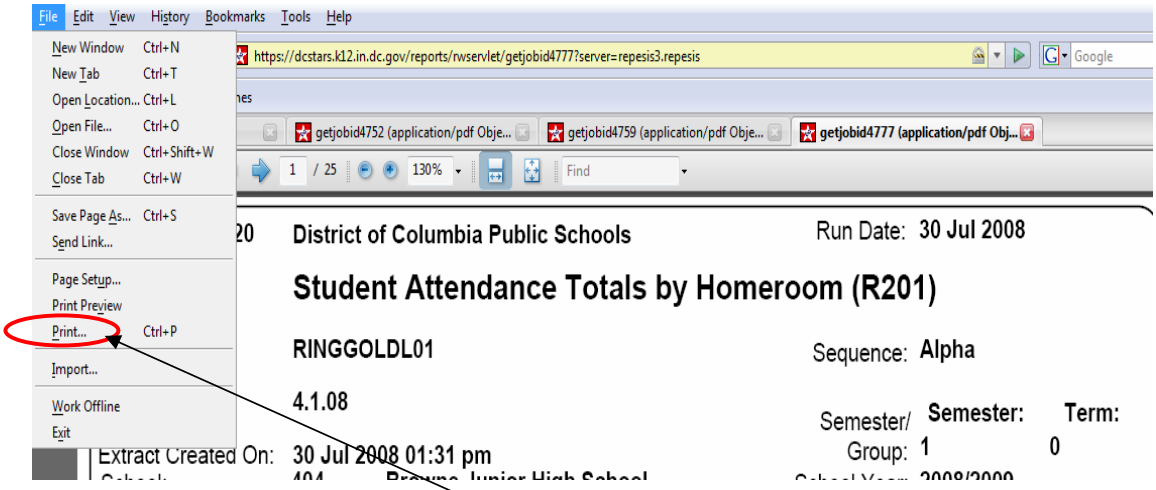
8.2.4 Click the Printer icon to generate the report in Adobe Acrobat Reader.



For all reports Print in Background? Field should be set to No.

Click Printer icon to generate the report in Adobe Acrobat.

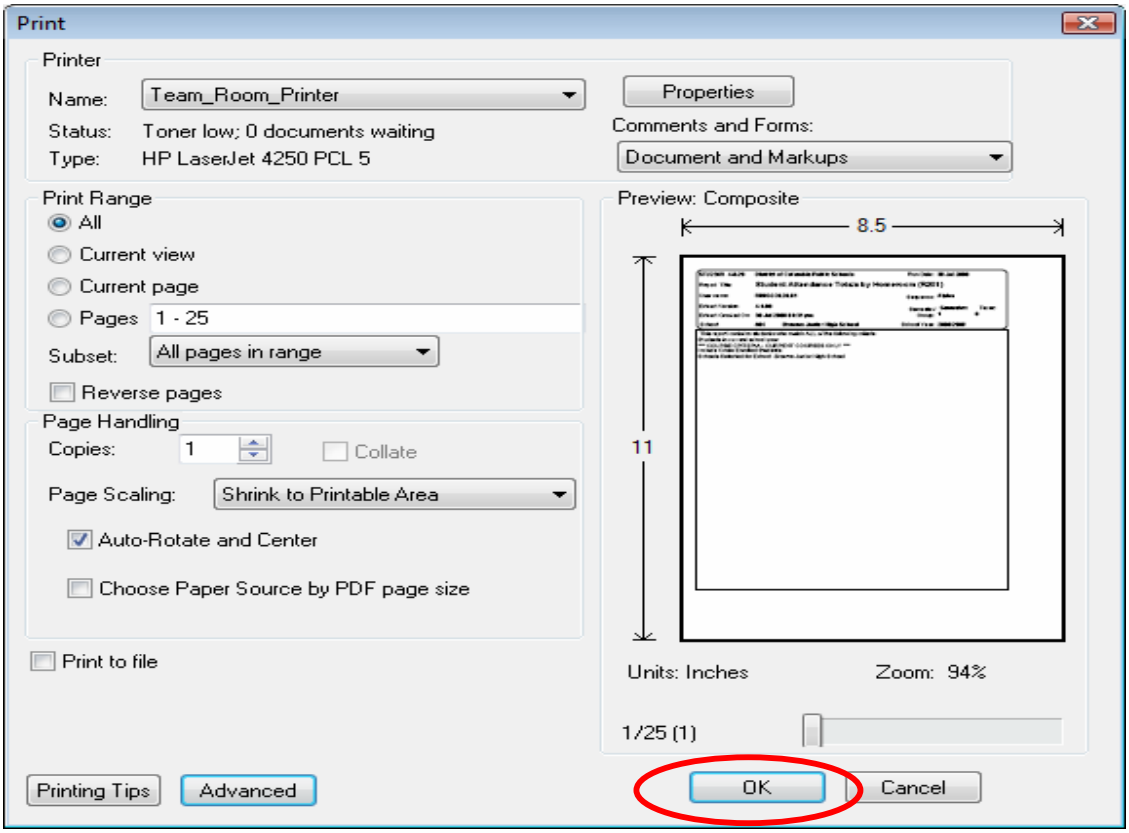
8.2.5 Review the report results, make any adjustments and print the document.



8.2.6 On the menu bar, navigate to file > Print

8.2.7 At the print window, select the printer and proper settings. Click OK to send the file

to the printer.



STARS
Student Tracking and Reporting System

Security Pledge for New User Information Sheet

Security Pledge for the Use of Confidential Data
From the District of Columbia Public Schools

I, _____, through my involvement with the project _____ (please provide project name) will have access to the secure data provided by the District of Columbia Schools (DCPS) for use in this project. By virtue of my affiliation with this work, I have access to confidential information and use of data that are deemed confidential, personal, and private to DCPS. I understand that access to this confidential data carries with it the responsibility to guard against unauthorized use and the possibility of unauthorized access. To treat information as confidential means not to divulge it to anyone who is not a project member, or to cause it to be accessible to anyone who is not a project member.

I understand that disclosing confidential information directly or allowing non-authorized access to such information may subject me to criminal prosecution and/or civil recovery and may violate the code of research ethics and DCPS.

I agree to fulfill my responsibility on this project in accordance with the following guidelines:

1. I agree to not permit non-personnel to access these sensitive data, either electronically or in hard copy.
2. I agree to not attempt to identify individuals, families, or households except as required by the research for matching students to the datasets provided by DCPS.
3. I agree to notify DCPS if there is a breach of data confidentiality as outlined in this pledge.

Name: _____
School / Office: _____
E-mail Address: _____
Date: _____

Signature: _____

STARS
Student Tracking and Reporting System

New User Information Sheet

PLEASE PRINT

School Code: _____ Phone Number: _____

School Name: _____ Principal: _____

DC STARS Users' Names and Positions: Choose one or more roles based on the description in the legend.

Name:	Principal/AP ❑	Data Entry ❑
DCPS Email Address:	Master Scheduler ❑	Attendance Only ❑
Position at School:	Counselor ❑	Read-Only ❑
	Teacher ❑	
Name:	Principal/AP ❑	Data Entry ❑
DCPS Email Address:	Master Scheduler ❑	Attendance Only ❑
Position at School:	Counselor ❑	Read-Only ❑
	Teacher ❑	
Name:	Principal/AP ❑	Data Entry ❑
DCPS Email Address:	Master Scheduler ❑	Attendance Only ❑
Position at School:	Counselor ❑	Read-Only ❑
	Teacher ❑	
Name:	Principal/AP ❑	Data Entry ❑
DCPS Email Address:	Master Scheduler ❑	Attendance Only ❑
Position at School:	Counselor ❑	Read-Only ❑
	Teacher ❑	

_____ _____

Principal's Signature Date

Fax the completed form to the training coordinator with your training request. Fax Number: 202-442-5728

Legend:

Principal/Asst Princ	This role allows the user to see all student data, but have limited update rights.
Master Scheduler	This role allows the user to create the school's master schedule.
Counselor	This role allows the user to schedule individual students to classes.
Primary Data Entry	This role allows the user to access all student data with update rights.
Attendance Only	This role allows the user to update rights to student attendance data only.
Read-Only	This role allows the user to view the same data as the primary data entry role, but without update rights.

DC Stars Data Modification Request

For changes to data that cannot be completed through the application, please fill out the following form and fax it to the DC STARS Help Desk at DCPS - **Fax No: 202-442-5728.** Provide your email address so that you can be notified once the request is completed.

****Estimate completion of request is a minimum of 3 business days once the request is received****

Step 1: Data Change Request

Name of School:		**Telephone Number:**	
Name of Person:		**Position:**	
Date Submitted:		**Email Address:**	
Brief Description of Issue:			

_____

Principal Signature for school requesting Data Change **(mandatory*)***

Step 2: Specifications

Priority (High/Medium/Low):	
Detailed Instructions: ***(please include all relevant information regarding desired changes and reasons)***	

Final: Approvals and Signoff *(DCSTARS Internal use only)*

Position	Name	Date	Comments
DCPS Manager:			
DC STARS Manager:			
DC STARS Implementer:			