

Instruction for CTE Portion of DPI STARS System

The following four items have been added to the STARS system for CTE:

- A letter grade for a CTE MIS03 course number.
 - Is the student a displaced homemaker, a student with a child or received a GED.
1. Check to make sure that the MIS03 course code has been set up for your school. If not, you will need to set it up in Plant Courses.
 2. Once the code has been set up, you can either add individual students to the course code or you can do a Mass Edit to add all the students at one time.
 3. You will then need to go into each Student Detail Record to assign a letter grade and answer the three related data points.

To add individual students to a course code and answer additional information:

1. Under Pupil Membership - get a list of students
2. Click on a last name
3. Click school name on the bottom
4. Check Out the student
5. On the top of page click "Course Enrollment"
6. Add the MIS03, letter grade, attendance hours and membership hours
7. Save
8. On the top of page click "Student Detail Record"
9. Scroll to bottom of the screen and click on any of the three CTE choices that apply
10. Save and Check In student

To do a Mass Edit:

1. In Pupil Membership - select Plant Courses
2. Click on a MIS03 Number
3. Check Out
4. Click on Add Students to Course
5. Apply Filter
6. Check Box for each student
7. Save
8. Click on Course Enrollment Mass Edit
9. Check Out
10. Enter letter grade, attendance hours and membership hours for each student
11. Save and Check In
12. Return to Course
13. Check In
14. Click District Student Filter - get a list of students
15. Click on a last name
16. Click school name on the bottom
17. Check Out the student
18. On the top of page click "Student Detail Record"
19. Scroll to bottom of the screen and click on any of the three CTE choices that apply
20. Save and Check In student

In both cases Attendance Hours (actual hours a student is in course) and Membership Hours (total number of hours = attendance hours + absent hours) are requested. This is data required by DPI and if not completed, a Validation Error will occur so please fill in that information or if another person is doing the DPI reporting, make sure they enter that information prior to submitting the report.