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 do a Mass Edit to add all the students at one time, or you can add individual students to the course code.
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 do a Mass Edit:

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

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. Click the course code
7. Add the letter grade, attendance hours and membership hours
8. Save
9. On the top of page click "Student Detail Record"
10. Scroll to bottom of the screen and click on any of the three CTE choices that apply
11. 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.

1 CTE credit = 150 Membership Hours   0.5 CTE credit = 75 Membership Hours