

Course Enrolling Students

ADM is calculated for resident students in grades K-12 based on enrollment (days between begin and end date).

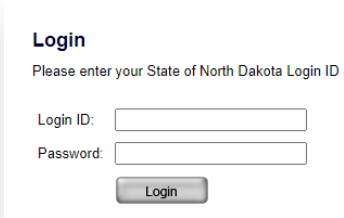
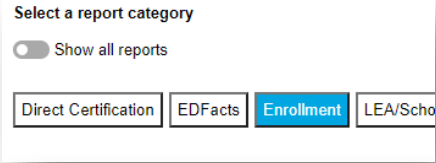
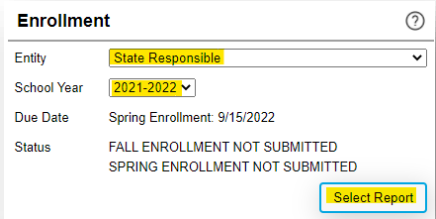
For the following students, ADM is based on course enrollment

- PreK students receiving Special Education services
- Homeschool students who attend classes at the public school
- Students enrolled at a nonpublic school who attend classes at the public school
- Students in Alternative Education pathways

There are two methods to enter course enrollment

- Per students (useful for entering a single course to a single student)
- Per course (useful for entering multiple students to a single course)

Method One – Per Student (for multiple courses to a single student)

Narrative	Screenshot
Log into STARS Enter login ID and Password Hit Login	
Select the Enrollment report group	
On the Enrollment report, select your district from the 'Entity' dropdown Select the current school year from the 'School Year' dropdown Hit 'Select Report'	



Narrative

Screenshot

Enter filter criteria to narrow the search or just hit 'Filter' to see all students

Select the 'Start Date' for the student you want to update

	Start Date	End Date
	Aug 25, 2021	May 26, 2022
	Aug 25, 2021	May 26, 2022
	Aug 25, 2021	May 26, 2022
	Aug 25, 2021	May 26, 2022

Select 'Course Enrollment'

[STARS Home](#) > [Enrollment](#) > District Student Filter

Add Student School Year Record

[Student School Year Record](#) | [Course Enrollment](#)

The student's school year detail record includes information on the program name and fill out the information displayed within the spreadsheet.

[Return to Student](#)

If no course is loaded, select 'Add Course'

Student School Year Record

[Student School Year Record](#) | [Course Enrollment](#)

Select the courses the student is enrolled in.

[Add Course](#)

Number	Name
No course enrollment was found.	



Narrative

Screenshot

Use the 'Class' dropdown menu to find the course you need to load

Once you have the course selected, enter the Attendance and Membership hours

Attendance hours need to be less than or equal to Membership hours (attendance can never be greater than membership)

Attendance = hours the student attended
Membership = hours the student was scheduled to attend

Note: if the course is a non-credit bearing course, the Instruction hours will be blank

Attendance and Membership hours need to be less than or equal to Instruction hours (they can never exceed the instruction hours)

Contact STARS Support if there are no hours under Instructional hours, we will need to add them

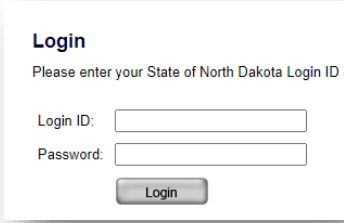
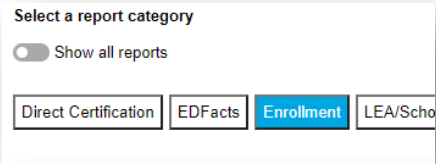
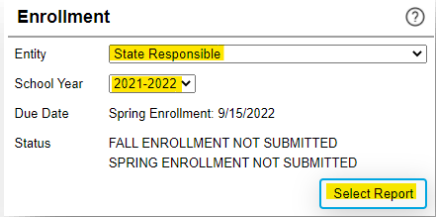
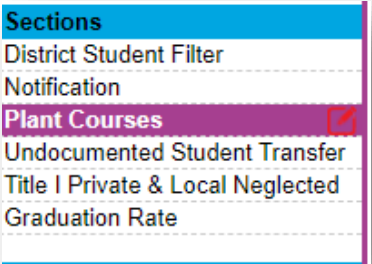
General courses are 60 hours
CTE courses are 75 hours
PreK SpecEd (19150) is 432 hours

Hit Save in the upper right corner

Repeat for all students that need course enrollment



Method Two – Per Course (for multiple students to a single course)

Narrative	Screenshot
Log into STARS Enter login ID and Password Hit Login	
Select the Enrollment report group	
On the Enrollment report, select your district from the 'Entity' dropdown Select the current school year from the 'School Year' dropdown Hit 'Select Report'	
Click on Plant Courses	



Narrative

Screenshot

Use the dropdown by Plant to find courses loaded to a specific school

Use the dropdown by Reported on to select between Enrollment and MIS03
MIS03 list the courses the school submitted on their MIS03

Select the course number

Number	Name
01011	Intro to Ag
19150	Erl Chldhd Ed/Disabl

Select 'Add Students to Course'

Last Name	First Name
Fett	

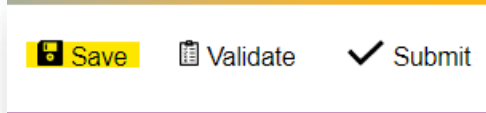
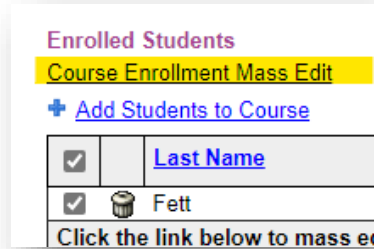
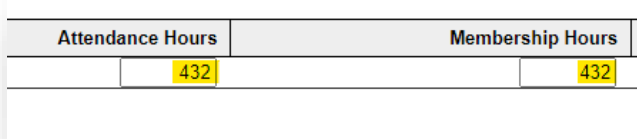
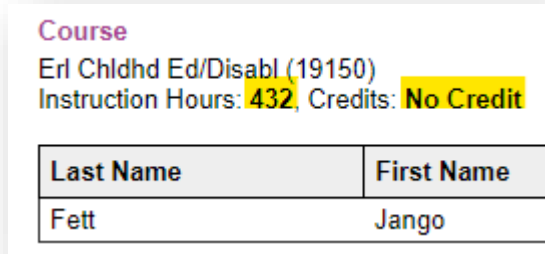
Enter filter criteria to narrow the search or just hit 'Filter' to see all students

Plant: [No Plant Filter]
Grades: [No Filter]
Last Name Begins With: [No Filter]
State ID: [No Filter]
Start Date: [MM/DD/YYYY] End Date: [MM/DD/YYYY]
Exit Code: [Select all exit codes]
[Filter]

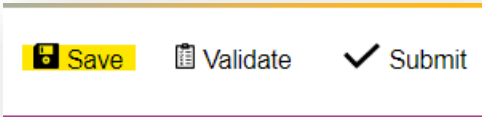
Put a check mark next to each student you want to load to the course

	#	Last Name	First Name
☐	1	bunny	bugs
☐	2	bunny	bugs
☐	3	Cooper	Jewel
☐	4	Fett	Jango
☐	5	Mouse	Minnie



Narrative	Screenshot
Hit Save	
Once all students are loaded to the course, hit 'Course Enrollment Mass Edit	
Enter the appropriate attendance and membership hours in the fields under each column Attendance hours need to be less than or equal to Membership hours (attendance can never be greater than membership) Attendance = hours the student attended Membership = hours the student was scheduled to attend Note: if the course is a non-credit bearing course, the Instruction hours will be blank	
Note: if the course is a non-credit bearing course, the Instruction hours will normally be blank Attendance and Membership hours need to be less than or equal to Instruction hours (they can never exceed the instruction hours) Contact STARS Support if there are no hours under Instructional hours, we will need to add them General courses are 60 hours	



Narrative	Screenshot
CTE courses are 75 hours PreK SpecEd (19150) is 432 hours	
Hit Save	 A screenshot of a software interface showing three buttons: 'Save' with a floppy disk icon, 'Validate' with a clipboard icon, and 'Submit' with a checkmark icon. The 'Save' button is highlighted in yellow.