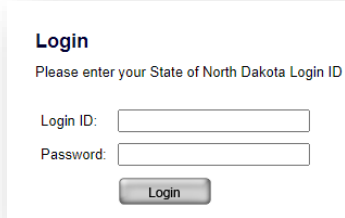
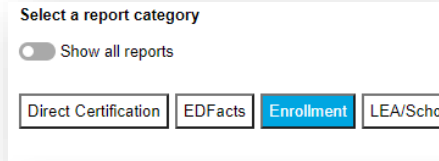
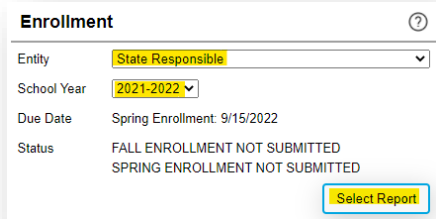
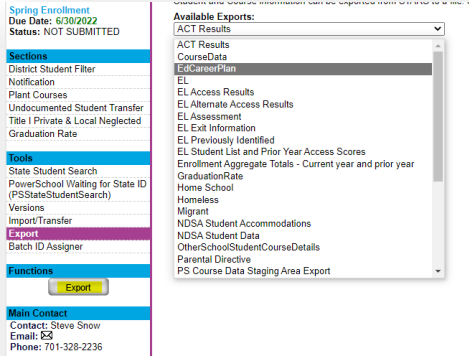


There are two ways to update the Ed Career Plan in STARS – Manually or via Export/Import.

This guide covers the Export/Import Method (you will need some minimal Excel knowledge to complete)

Narrative	Screenshot
Log into STARS Enter login ID and Password Hit Login	
Select the Enrollment report group	
On the Enrollment report, select your school from the 'Entity' dropdown Select the current school year from the 'School Year' dropdown Hit 'Select Report'	
If you have the 'export rights', you will be able to pull up a list of students loaded Select 'Export' (under 'Tools') Select 'EdCareerPlan' from the dropdown Select 'Export' (gray button) This gives you a CSV file of students who have their EdCareerPlan updated Remember where you saved this file	
This file will be used as the import file. You will add student information from the pupil data file (exported in the next step) and then update the ed career plan and then import	



Narrative

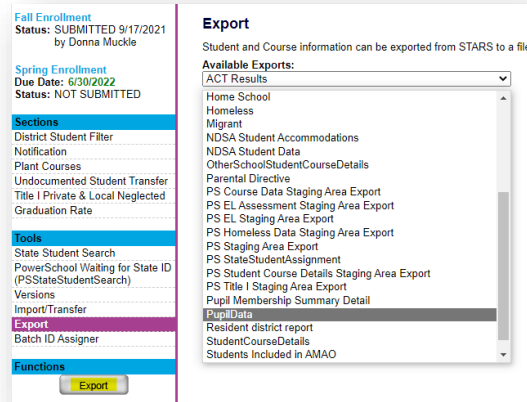
Screenshot

The purpose of this step is to get the pupil data needed to populate the EdCareerPlan spreadsheet

Select 'PupilData' from the Available Exports dropdown menu.

This will export a CSV (excel) file of all students who currently have an Ed Career Plan selected.

Please note where the file is saved



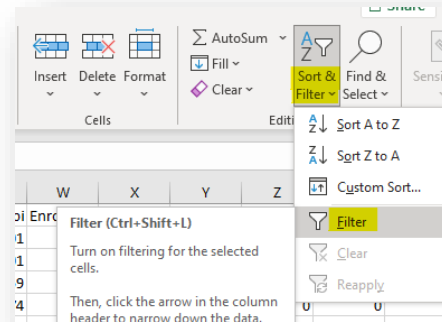
The purpose of the next 6 steps is to copy the demographic data from the PupilData file to paste into the EdCareerPlan file.

The next steps may be slightly different depending on the version of Excel you have.

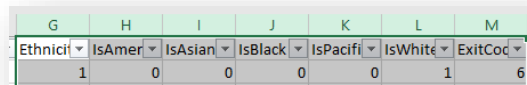
Open the 'PupilData' file

From the 'Home' ribbon, select 'Sort & Filter', then 'Filter'.

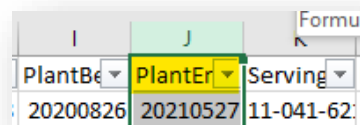
This will allow you to filter the pupil data file and delete unneeded columns



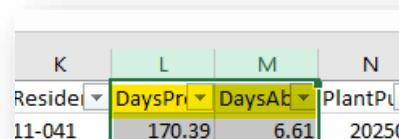
Delete Column G – M



Delete PlantEnd column date (should be column J after completing previous step)



Delete the DaysPresent and DaysAbsent columns (should be column L and M after completing previous step)





Narrative

Delete the columns after the EnrollStatus
(should be columns N – AQ after completing
previous step)

Screenshot

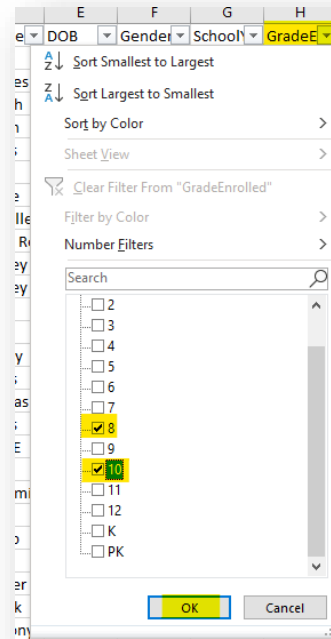
M	N	O	P	Q	R	S	T
EnrollIS	SendTc	SpecEd	AltEd	Immigr	USEntry	OriginC	Migra
1	0		0	0			

Filter the GradeEnrolled column to get just the
grade(s) you want to load the EdCareerPlan to
(likely grades 8 and 10)

Hit the drop-down arrow in the Grade Enrolled
column

Deselect all grades, except the ones you want)

Select 'OK'



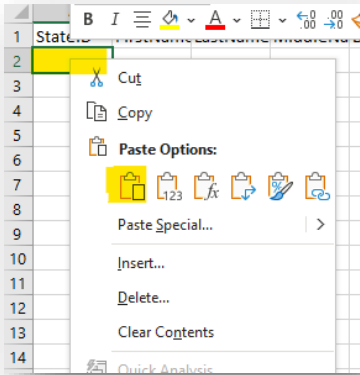
This should give you the pupil data needed to
populate the EdCareerPlan file

Copy all these columns (do not select the top
'header' row)

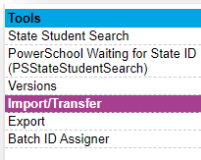
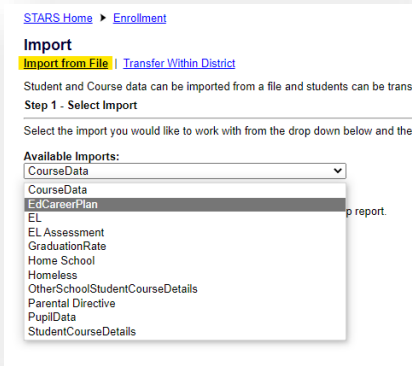
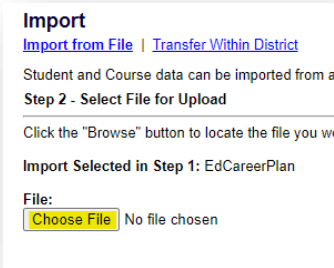
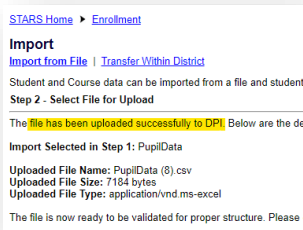
Click starting on the row 2 and drag to the
bottom, once highlighted (selected), right click
and select copy

	A
1	StateID
2	1.52E+09
3	4.5E+09
4	4.5E+09
5	2.15E+09
6	2.31E+09
7	1.89E+09
8	2.15E+09

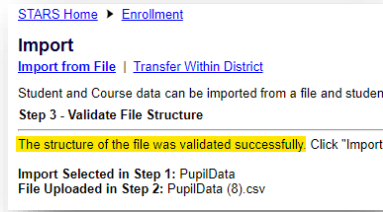


Narrative	Screenshot
Past into the EdCareerPlan (right click in cell A2 and paste)	
Update Column N (enter the number next to the career interest survey/cluster you conducted)	1 - Interest Profiler (Gr. 7-10) 2 - Career Clusters Interest Survey (Gr. 7-10) 5 - COPS Interest Inventory (Gr. 7-10) 6 - Self-Directed Search Form R (Gr. 9-10) 7 - IDEAS Self-scored Assessment (Gr. 7-10) 8 - JOB-O Enhanced (Gr. 7-10) 9 - JOB-O-A (Gr. 9-10) 10 - Career Matchmaker (Gr. 7-10) 11 - IEP/504 Team Decision 12 – blank 13 - Kuder Career Search (Gr. 7-10) 14 - The Career Keys (Gr. 7-9) 15 - ACT Profile (Gr. 7-10) 16 - ACT Profile Interest Inventory (Gr. 7-10) 18 – ASVAB
Update Column O (Did you develop a HS Education Plan?)	1 – YES 2 – NO
Update columns P or Q (how did you conduct the Ed Career Plan?) Must enter a 1 in either column P or Q, but not both	Enter a 1 in column P if you conducted the ‘Education and Career Planning Consultation’ or enter a 0 if not. Enter a 1 in column Q if you conducted the ‘9 Week class on Education and Career Planning’ or enter a 0 if not.
Update column R (did you conduct the ACT_WorkKeys review?)	Enter a 1 if YES or a 2 if NO (can be left blank)



Narrative	Screenshot
In STARS, select Import/Transfer	
Make sure 'Import from File' is selected Select EdCareerPlan from the drop down and hit 'Next' (on the far right)	
Select 'Choose File' and navigate to the saved EdCareerPlan file and hit 'Next' (on the far right)	
The file will be moved into the STARS staging area Hit 'Next' (on the far right)	



Narrative	Screenshot
The file will be validated Hit 'Next' (on the far right)	
If the import has errors, you will get a report indicating the record number (CSV file row), the column name and error description Correct the CSV file as needed and reimport	
If there are no errors, you will an indication of Records Inserted (any new records) or Records Updated (for any updates to existing records)	