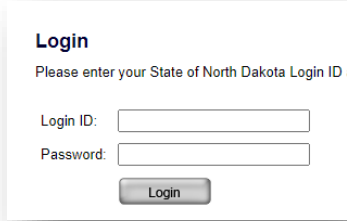
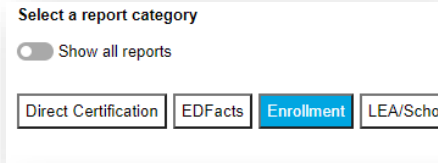
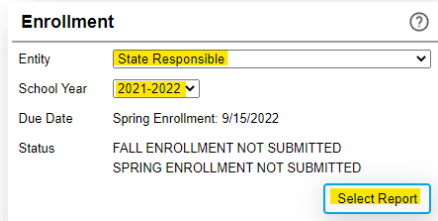
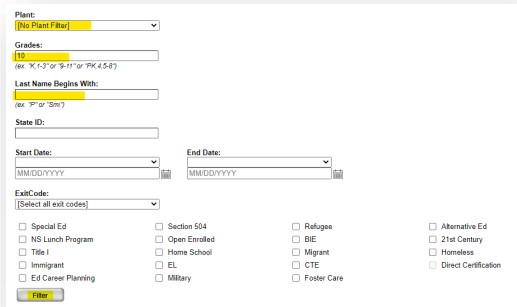
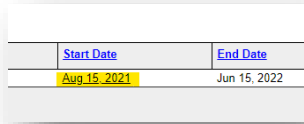
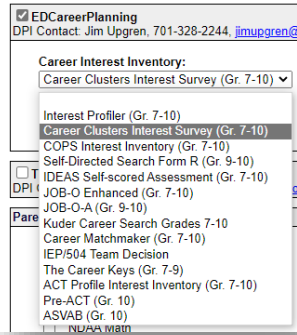
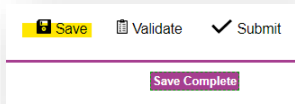


There are two ways to update the Ed Career Plan in STARS – Manually or via Export/Import.

This guide covers the Manual method (you will repeat these steps for each student you need to update)

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'	
Select the students you want to update You can narrow your search by selecting a specific Plant (leaving it as 'No Plant Filter' will show all Plants) You can narrow your search by selecting a specific grade or last name (leaving these fields blank will show all grades and last names) Hit Filter	



Narrative	Screenshot
Select the 'Start Date' of the student you want to edit This will take you to the student's School Year Record	
The record opens in edit mode Scroll down to the Ed Career Planning special program Select one of the inventories from the dropdown menu Make sure 'Ed Career Planning' is checked	
Select either option	
Select 'Save' from the Report Action Buttons in the upper right corner Once saved, you will see a 'Save Complete' popup message	
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	