

Directions for Assigning Perkins Report Card Access in SD-STARS

The Perkins report card is accessed using SD-STARS, South Dakota's Statewide Longitudinal Data System. This document provides STARS Account Managers with step-by-step directions to ensure either the **District: Accountability** or **District: Perkins Accountability** permissions are assigned appropriately.

Key Personnel

Perkins report card affects three groups of individuals at the district level.

- <u>District Accountability Teams</u> Districts identify individual(s) who are responsible for reviewing and accessing the Accountability report card at a district level. These individuals will have access to the ESSA report card for the district and every school within the district. They will also have access to the district's Perkins report card via a tab within the ESSA report card. Districts need to communicate the members of the District Accountability Team to their STARS Account Managers. SDDOE does not need to know the members.
- <u>Perkins Accountability Teams</u> Districts identify individual(s) who are responsible for reviewing and accessing the Perkins report card at a district level. These individuals will <u>NOT</u> have access to the district's ESSA report card but will have access to the district's Perkins report card via a red ribbon menu option. Districts need to communicate the members of the Perkins Accountability Team to their STARS Account Managers. SDDOE does not need to know the members.
- <u>District STARS Account Manager (SAM)</u> Districts identify one individual who is responsible for managing accounts and security within SD-STARS. This individual would also be the first point of contact when district staff members have questions or issues with SD-STARS. STARS Account Managers are responsible for making sure their District and Perkins Accountability Team members
 - (1) have an approved account and
 - (2) are assigned with the appropriate permissions in SD-STARS.

All districts have a SAM who is identified in the department's Education Directory at <u>https://doe.sd.gov/ofm/edudir.aspx</u>.

District: Accountability vs. District: Perkins Accountability

There are two permissions in SD-STARS that provide access to the Perkins report card: **District: Accountability** and **District: Perkins Accountability.** They are different in three ways.

	Access to the district's ESSA report card	Access to the district's Perkins report card
District: Accountability	Yes	Yes – via a new tab within the district's ESSA report card called Career and Tech Ed
District: Perkins Accountability	No	Yes – via the menu option Accountability > Perkins Report Card



First, the **District: Perkins Accountability** permission allows the user to see the district's Perkins report card only, while **District: Accountability** permission allows the user to see the both the ESSA and Perkins report cards for the district. It should be noted that **District: Accountability** surpasses **District: Perkins Accountability**. If the **District: Accountability** role is marked, there is no need to check **District: Perkins Accountability**.

Second, who are the best people for each permission differs. The **District: Accountability** role is valuable for the District Accountability Team, superintendents, or other staff who need access to both the ESSA and Perkins report cards. **District: Perkins Accountability** can be used for principals, teachers, or other staff who have a legitimate educational interest specific to the Perkins program for the district.

Third, even though both permissions get access to the Perkins report card, how they navigate in SD-STARS to the Perkins report card differs. <u>Both options bring you to the exact same place</u>. People with the **District: Accountability** permission can access the Perkins report card via the ESSA report card. There is a tab within the district's ESSA report card called **Career and Tech Ed**.

	Users with District: Accountability permission can access the Perkins	
Badlands District 99-9	report card via this tab.	Home Options
20XX-20XX Report Card DISTRICT Badlands Dist	rict 99-9	VIEW
OVERALL STUDENT STUDENT HIGH SCHOOL COLLEGE AND ENGLISH SCORE PERFORMANCE PROGRESS COMPLETION CAREER READINESS PRO	ILEARNERS EDUCATOR SCHOOL SC GRESS QUALIFICATIONS ENVIRONMENT S	:HOOL CAREER AFETY TECH ED

People with **District: Perkins Accountability** permission can access the Perkins report card via a menu option. In the red ribbon, they will see an option for **Accountability**. When hovered over, a dropdown will display **Perkins Report Card**.

Er.	STARS	Student Teacher Accor and Reporting System	ountability n	Those who have District: Perkins Accountability permission can access the Perkins Report Card via the menu option Accountability > Perkins Report Card. Then			
Home	Content Library	Accountability -	Training Ce	select the correct year.			
		Perkins Report C	ard •	2021-22			
			0	2020-21			



Creating and Approving Accounts

STARS Account Managers are responsible for making sure the members of the District and Perkins Accountability Teams have approved accounts in SD-STARS. If you have questions on how to create or approve accounts, please contact <u>STARSHelp@state.sd.us</u>.

Assigning Permissions in SD-STARS

District and Perkins Accountability Team members will need access to the Perkins report card in SD-STARS. STARS Account Managers manage user permissions for each district. To have access to the Perkins report card, users will need their STARS Account Manager to assign them either the **District: Accountability** or **District: Perkins Accountability** permission. Users do not need both permissions. Both permissions will not affect security for the STARS Reports and will need to be *manually* assigned and maintained by the STARS Account Manager.

Questions or Problems

STARS Account Managers who have questions or problems with creating accounts, approving accounts, or assigning permissions should contact <u>STARSHelp@state.sd.us</u>.

Directions: Assigning Perkins Report Card Access

Note: Only district STARS Account Managers are allowed the ability to make manual adjustments in SD-STARS for your district.



1. Log into SD-STARS and go to Admin > User Administration menu.

2. Enter the name or email of the person in the keyword field and click on Search button.



ST ST	dakota ARS	Student Teacher Acc and Reporting Syste	countability m						Lu	cas District
Home Conte	nt Library	Accountability -	Reports +	Training Center	Admin -					Q
Home » User Adr	ninistration									
User Admin	nistratio	on oved User Loci	ked Users							
User Searc	ch	~								
Keyword:				Status:			Advanced Filters:			
Perkin	_			All Users		*	Organizations	Roles	People Types	
Q Searc	h 🔥 Re	set Filters + Cr	eate User							
		2								

If you do not know the name or email, leave the keyword field blank and click on **Search** button. This will give you a list of all accounts for your district. You can look through the list to find the account that you want to review.

3. Click on the pencil icon, also called the **Edit** button, for the person you want to assign the Perkins Accountability role.

F	STARS	Student Teacher Acco and Reporting System	untability								Lucas District
Home Co	ontent Library	Accountability -	Reports -	Training Cente	r Admin-						Q *
Home » User	Administration										
User Adı	ministratio	n									
User Sear	rch Unappro	ved Users Lock	ed Users								
User Se	earch										
Keywor	d:			Statu	s:			Advanced Filters:			
Perki	n			All	Users		•	Organizations	Roles	People Types	
Q S	earch & Res	set Filters + Cre	eate User								
found 1 us	ers matching crit	teria entered									
	Name 📤		Email 🖨			Primary Organizat	ion 🗢		Арр	proved 🗢 🔪	Edit
1.	Perkins, Re	DSS	Ross.Perkir	s@k12.sd.us		Frederick Douglass	HS-01			~	10
								Sho	wing 1 - 1 (of 1	

4. Once in the account, go to **Roles & People Types.** You can see all the permissions currently assigned to the user.





If the user does not already have either the **District: Accountability** or **District: Perkins Accountability** permission, you can proceed. To add a permission, click on the plus (+) sign.

STAI	S Student Tescher Accountability and Reporting System	Lucas District
Home Content Lib	ary Accountability- Reports- Training Center Admin-	Q *
Home » User Administration	n	
User Administr	ation	
User Search Un	approved Users Locked Users	
User Search found 1 users matchin	ng criteria entered	
User Administra	tion - Edit	
User ID	aa19b9eb-cdfd-4f6c-b014-5dd3a936a6f0 (142639)	
Username*	Ross Perkins	
First Name*	Ross	
Last Name*	Perkins	
Email*	Ross.Perkins@k12.sd.us	
Job Title	Enter Job Title	
Roles & People Types	Role 3 Add New Roles Frederick Douglass ns-01 Principal added by Lucas District on 11/10/2021	

5. A popup appears with all organizations available in your district. Click on the district name from the list.

STARS	Step 1: Select Organization		Lucas District 🗶
Home Content Library Home » User Administration	Name Filter Results By Name		۹
User Administration	Select Organization	Type ≑	
User Search Unapprov	Badlands District 99-9 Dwight D. Eisenhower Elem-23	District School	
User Search	Frederick Douglass HS-01	School	
found 1 users matching crite	Gerald Ford Elem-24	School	
User Administration -	Harry Truman Elem-22	School	
User ID c73	Herbert Hoover Elem-21	School	
Username*	Jimmy Carter Elem-25	School	
First Name*	Public Org	PublicOrg	
Last Name*	Sally Ride MS-11	School	
S	Wilma Rudolph MS-12	School	
Email*		Showing 1 - 10 of 10	
Job Title			
Roles & People Types		Cancel	



6. Once you select the district, then a list of available roles will appear.

For the Perkins report card, a user needs either needs the **Accountability** or the **Perkins Accountability** box checked. To determine which permission is best for a user, read the section called <u>District:</u> <u>Accountability vs. District: Perkins Accountability</u>.

When you determine which permission to give, check the appropriate box. The information will appear below with the **Selected Organization** and the **Selected Roles**. If it looks right, click **Save**. In this example, the STARS Account Manager selected the **Perkins Accountability** box.

STARS	Step 2: Selec	ct Role	Lucas District 🔵
Home Content Library		Role *	Q
Home » User Administration		Accountability	
		Assessment	
User Administration		Attendance	
		Management	
User Search		Member	
User Search		Perkins Accountability	
found 1 users matching crite.		Special Ed Director	
User Administration -	0	STARS Account Manager	
User ID (2) c73		Superintendent	
Username*			
First Name*	Selected Org Selected Role	anization: Badlands District 99-9 es: Perkins Accountability	
Last Name* S		3	
Email*		Save Back To List Cancel	

 Once saved, the popup will go away, and you are back in the User Administration – Edit page. The permission you selected role will appear on the list of **Roles**. In this example, the STARS Account Manager can see the **Perkins Accountability** box.

Roles & People Types	Roles+	
	Frederick Douglass HS-01 Badlands District 99-9 Principal added by Lucas District on 11/10/2021 Briting Accountability Br	

8. Scroll down to find the **Submit** button. Click on it.

