

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.

- **District Accountability Teams** – 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.
- **Perkins Accountability Teams** – Districts identify individual(s) who are responsible for reviewing and accessing the Perkins report card at a district level. These individuals will **NOT** 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.
- **District STARS Account Manager (SAM)** – 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 <https://doe.sd.gov/ofm/edudir.aspx>.

District: Accountability vs. District: Perkins Accountability

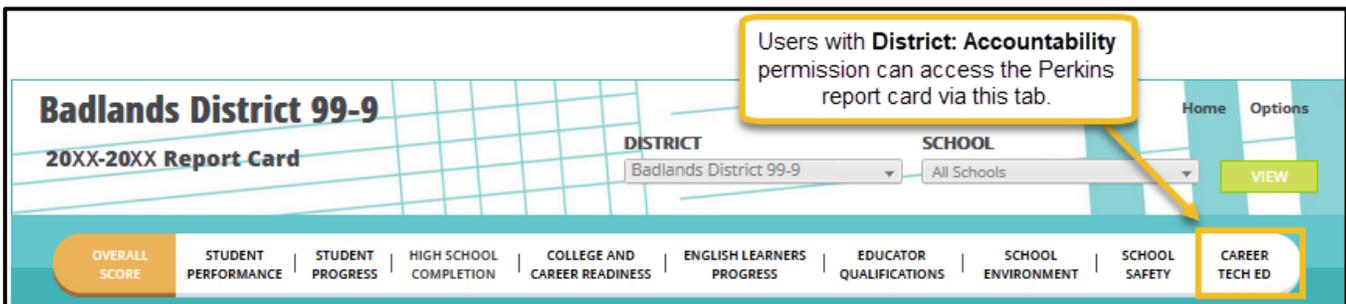
There are two permissions in SD-STARS that provide access to the Perkins report card: **District: Accountability** and **District: Perkins Accountability**. They are different in three ways.

	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

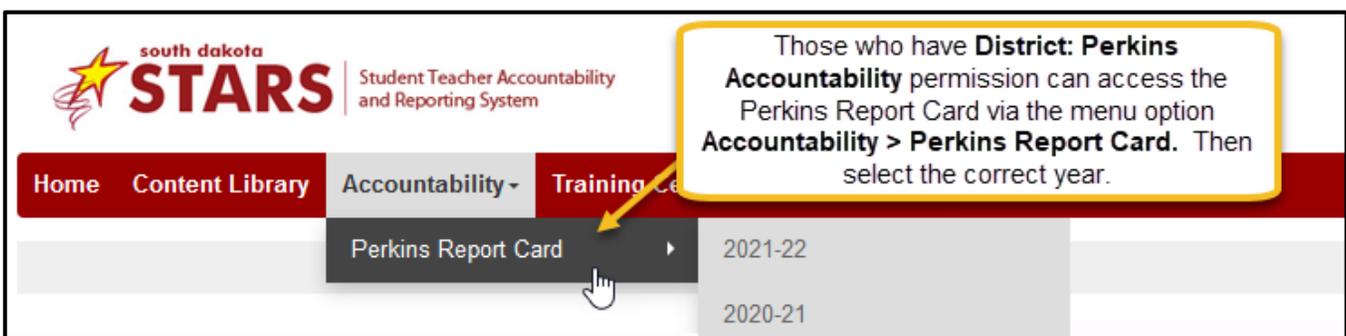
First, the **District: Perkins Accountability** permission allows the user to see the district’s Perkins report card only, while **District: Accountability** permission allows the user to see the both the ESSA and Perkins report cards for the district. It should be noted that **District: Accountability** 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. Both options bring you to the exact same place. 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**.



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**.



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 STARSHelp@state.sd.us.

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.

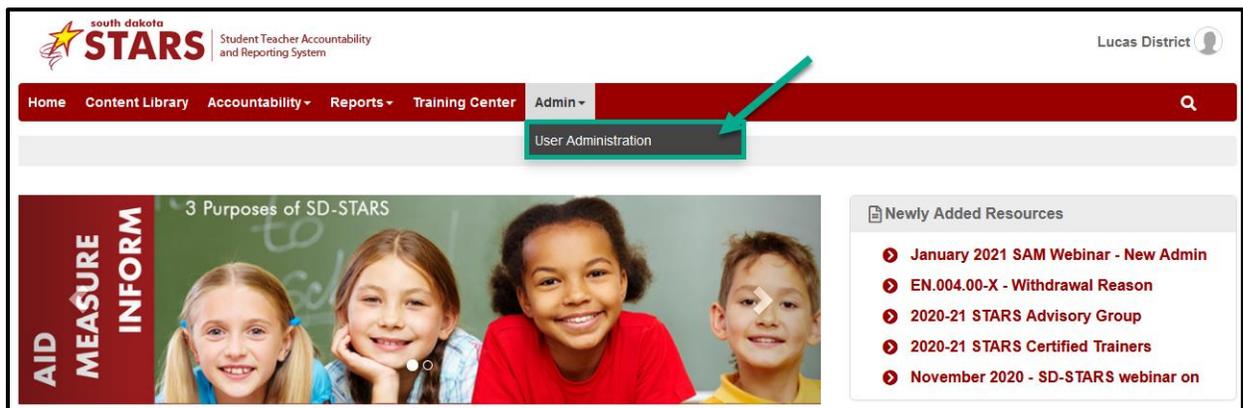
Questions or Problems

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

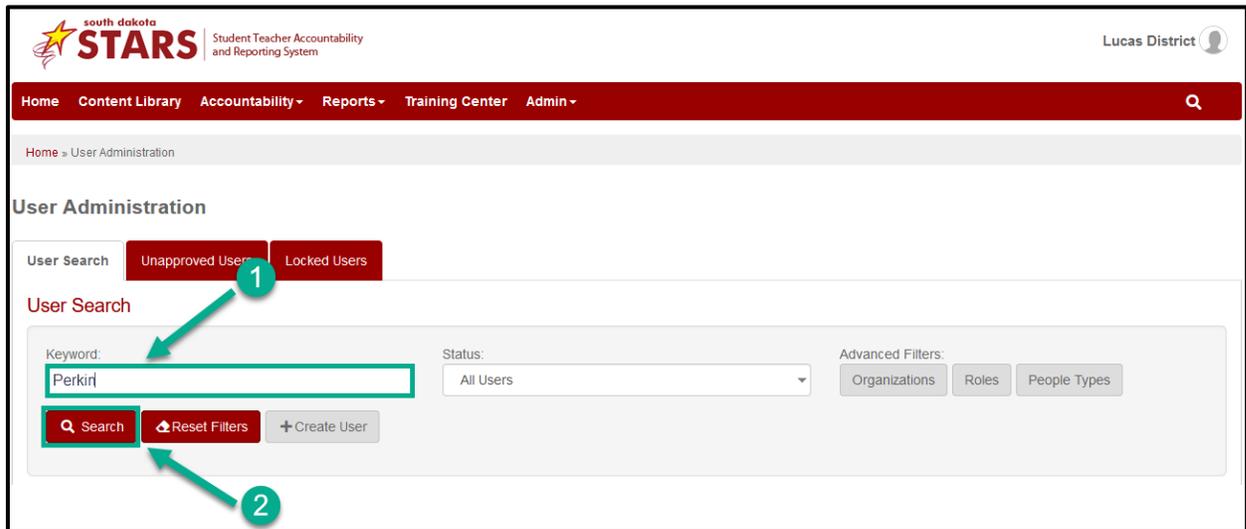
Directions: Assigning Perkins Report Card Access

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.

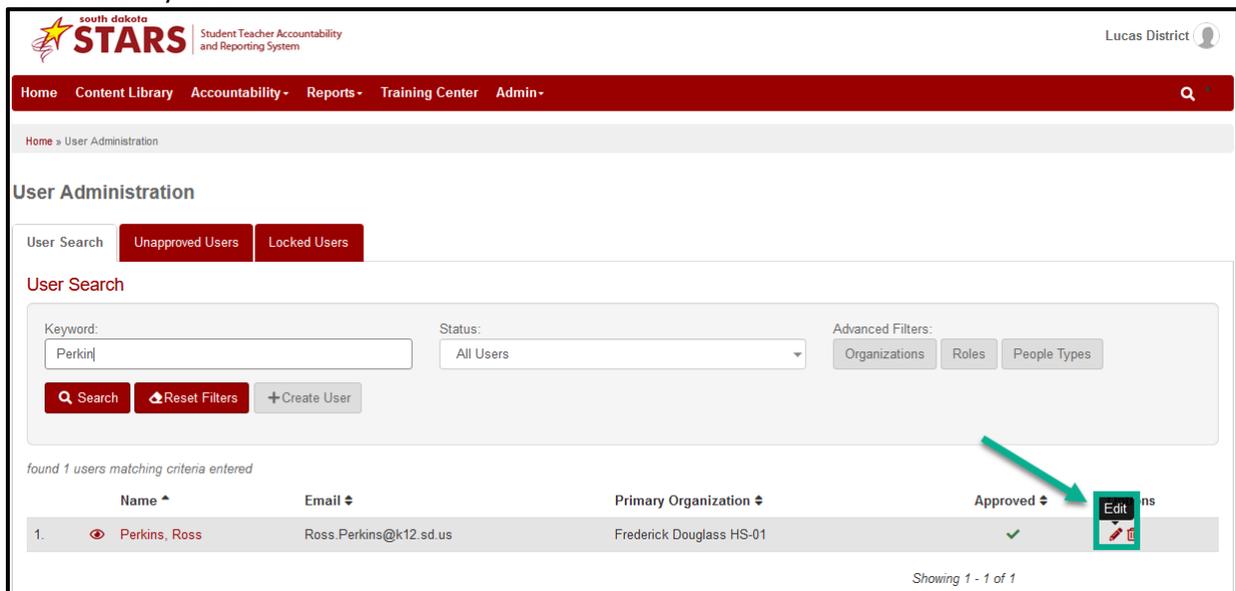


2. Enter the name or email of the person in the keyword field and click on **Search** button.



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.

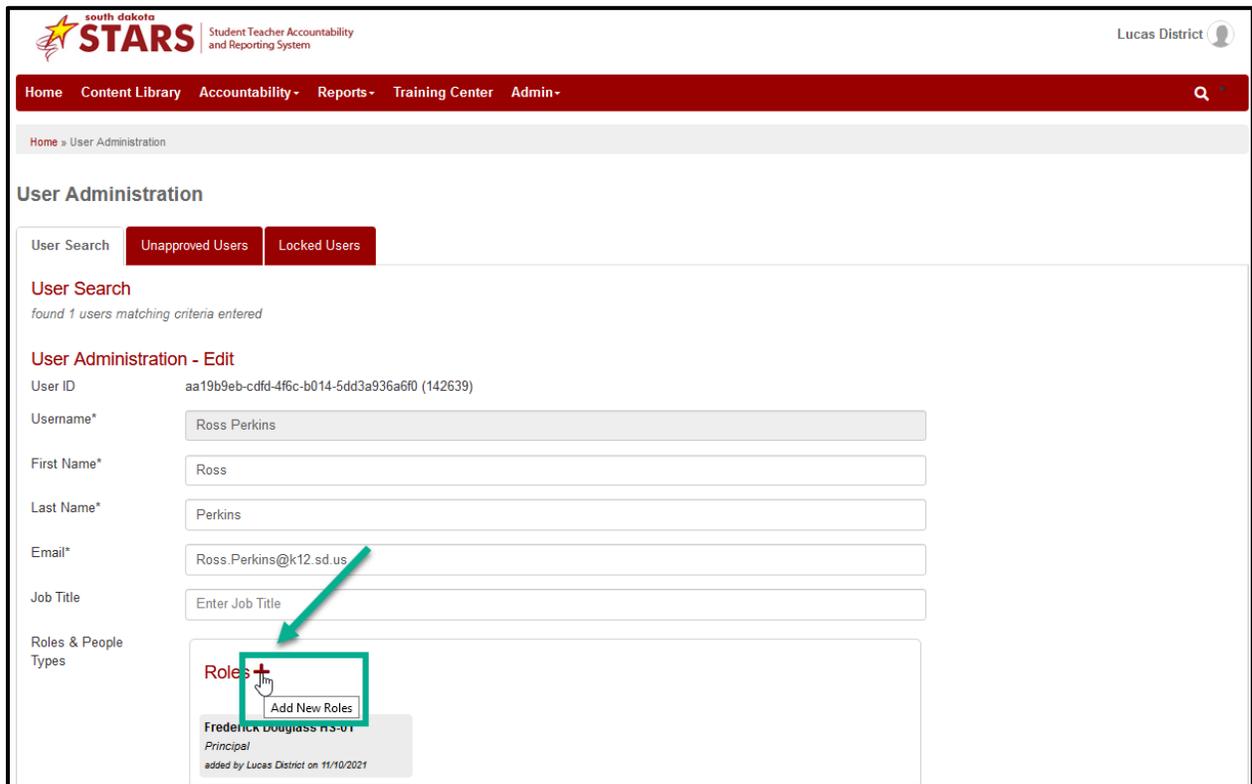


4. Once in the account, go to **Roles & People Types**. You can see all the permissions currently assigned to the user.

IMPORTANT: If the user already has either **District: Accountability** or **District: Perkins Accountability** permission, **stop** here. They already have access to the Perkins report card. There is no need to make any other changes.

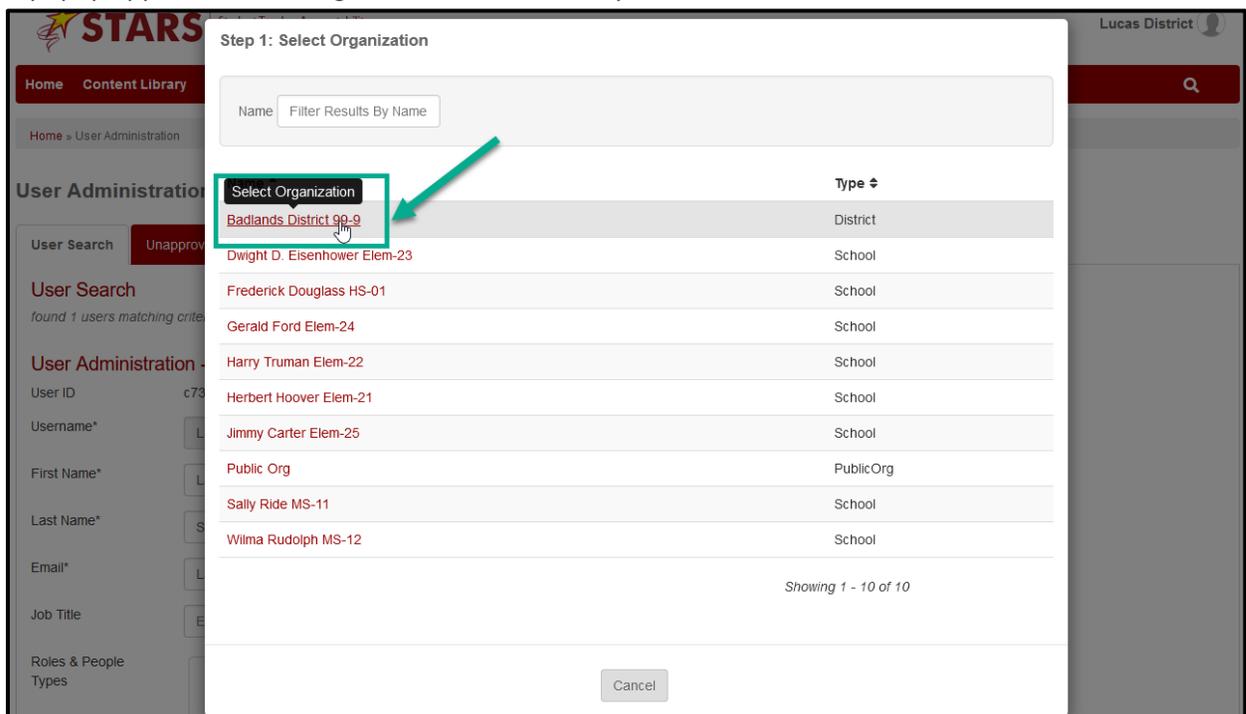


If the user does not already have either the **District: Accountability** or **District: Perkins Accountability** permission, you can proceed. To add a permission, click on the plus (+) sign.



The screenshot shows the 'User Administration - Edit' page for user Ross Perkins. The 'Roles & People Types' section is visible, with a red box around the 'Roles +' button and a green arrow pointing to it. Below the button, a list of roles is partially visible, including 'Frederick Douglass HS-01'.

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



The screenshot shows the 'Step 1: Select Organization' popup. The popup has a search bar and a list of organizations. The 'Badlands District 99-9' organization is highlighted with a red box and a green arrow. The list includes the following organizations:

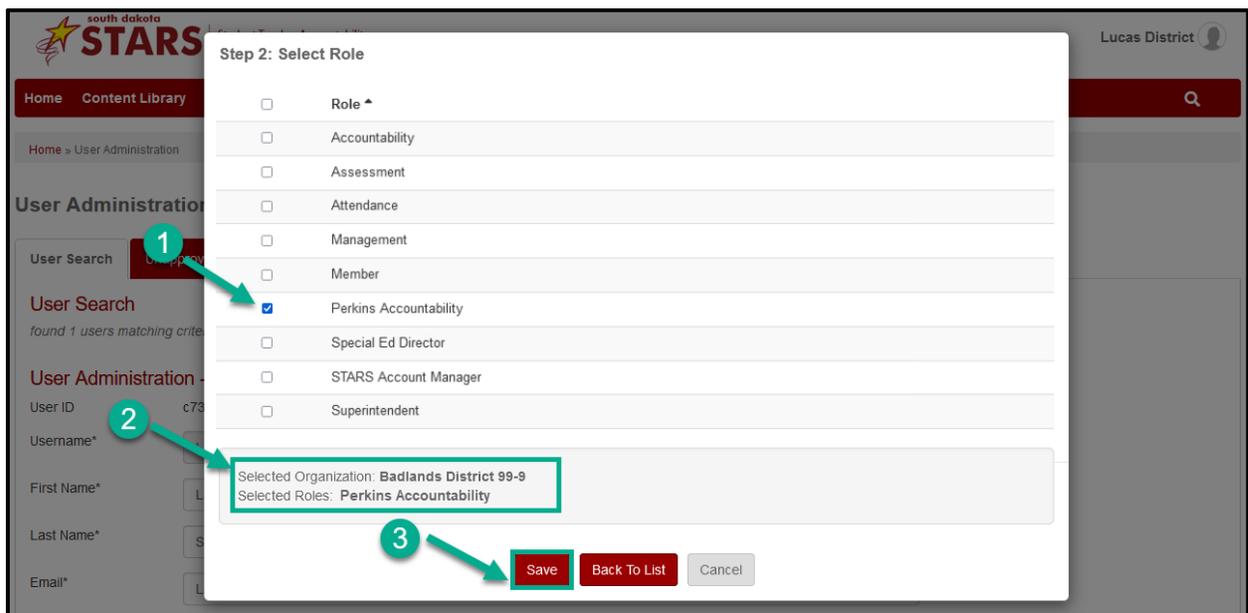
Organization Name	Type
Badlands District 99-9	District
Dwight D. Eisenhower Elem-23	School
Frederick Douglass HS-01	School
Gerald Ford Elem-24	School
Harry Truman Elem-22	School
Herbert Hoover Elem-21	School
Jimmy Carter Elem-25	School
Public Org	PublicOrg
Sally Ride MS-11	School
Wilma Rudolph MS-12	School

The popup also shows 'Showing 1 - 10 of 10' and a 'Cancel' button at the bottom.

- 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 [District: Accountability vs. District: Perkins Accountability](#).

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.



- 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.



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

