

south dakota



STARS

Student Teacher Accountability and Reporting System

connections

ESAs training STARS Account Managers

As grant funding comes to an end, Education Service Agencies have been working to provide much needed training for local school districts. Lately, the focus of trainings has been on managing accounts in SD-STARS.

Representatives in each ESA trained districts' STARS Account Managers on the basics of how to manage access and permissions. This information was shared primarily through many regional meetings, from September through November.

Crystal Mengershausen, ESA 2, says: "Because student privacy is paramount, our goal for SAM training was to ensure that all SAMs are willing and able to manage user accounts in SD-STARS. We touched on a number of subjects, such as the Infinite Campus connection and manual accounts, which will fully enable SAMs to be confident in managing the account process from start to finish."

As the year progresses, district staff will have many chances to attend training. Along with the SAM responsibilities training, ESAs are offering training on developing a STARS security plan. Additional trainings will also be offered to district Data STARS. These trainings focus on SD-STARS navigation, reports, and use.

If you are a SAM and were unable to attend a training session, please contact your ESA or check out the video tutorials in the Training Center within SD-STARS.

DOE encourages districts to develop STARS security plan

Before GPS devices or Google Maps, road trips had to be planned ahead of time. People decided which way to go based on key information, like distance, speed limits and tolls.

STARS Account Managers make many important decisions when ensuring the right people have the right permissions to the right data. To help districts plan ahead, South Dakota Department of Education encourages districts to complete a STARS Security Plan that:

- 1) Documents current users and their level of permissions.
- 2) Defines job title options available in Infinite Campus as well as which job titles should be assigned which permission in SD-STARS.
- 3) Identifies any district policies that would affect accounts in SD-STARS.
- 4) Determines a process for updating accounts and permissions.
- 5) Develops a timeline for completing tasks, and assigns tasks to the appropriate individuals.

The result is a comprehensive security plan for SD-STARS that clarifies and directs the district's account management decisions, just like a map directs which road to take and when to turn.

A STARS Security Plan has important benefits. Having a plan in place ensures SD-STARS complies with district policies, state rules and federal law (e.g. FERPA) as it relates to who has access to data.

Marcus Bevier, a project manager for SD-STARS, says, "Because districts control SD-STARS access and permissions, they are ultimately responsible for enforcing data privacy rules."

Developing a plan also helps SAMs make decisions about SD-STARS. By determining these decisions in advance, SAMs can plan ahead and become more confident in the role. Finally, the STARS Security Plan is essential when staff turnover occurs. "SAMs can change from year to year," Bevier adds. "This document will give the new SAM the information they need to be successful."

A template for the STARS Security Plan can be found in the Training Center within SD-STARS. Districts can modify the plan according to their needs. Bevier says, "The plan is meant to be a living document that accommodates the needs of districts with at least annual reviews and updates."

Throughout this school year, ESAs will be training SAMs on SD-STARS security and account management. They will also be encouraging districts to submit a STARS Security Plan. "The goal is to have every district complete one, so these decisions get easier and easier, with the upfront work paying off tenfold," Bevier explains.





About Us:

South Dakota STARS Connections is a bi-monthly publication for South Dakota administrators and teachers, produced by the South Dakota Department of Education. This publication is intended to communicate news and events regarding the South Dakota Student Teacher Accountability and Reporting System (SD-STARS), our Statewide Longitudinal Data System.

To view an online edition of this newsletter, go to doe.sd.gov/publications.aspx.

Email story ideas or questions to marcus.bevier@state.sd.us or sara.kock@state.sd.us.

Contact Us:



South Dakota
Department of Education
800 Governors Drive
Pierre, SD 57501

Project Managers:
Marcus Bevier,
Marcus.Bevier@state.sd.us
(605) 773-8062

Sara Kock,
Sara.Kock@state.sd.us
(605) 773-6158

doe.sd.gov/ofm/lids.aspx

The 11 responsibilities of a STARS Account Manager

A STARS Account Manager, or SAM, is the person(s) who manages districts' SD-STARS accounts. SAMs have 11 responsibilities:

- 1) Set up new accounts.** When a new district staff member needs access to SD-STARS, SAMs make sure key information, including job title, is entered in Infinite Campus and that the job title is assigned the correct permissions in SD-STARS. The new staff member's account is then automatically generated.
- 2) Approve new accounts.** Once the SAM approves an account, the user has access to SD-STARS.
- 3) Modify current accounts.** When staffing changes occur, SAMs ensure these changes are reflected in Infinite Campus and that SD-STARS permissions are correct. Sara Kock, a project manager for SD-STARS, explains, "Let's take a person who was a principal last year and is a superintendent this year. SAMs would check that the principal job title in Infinite Campus is ended and the superintendent job title is entered. If the account is set up correctly, these changes should then be reflected in SD-STARS."
- 4) End accounts.** This prevents a user from accessing data. "When a staff member leaves the district, SAMs should end the account," Kock says. "SD-STARS will do most of the work once end dates for district employment and assignment are entered in Infinite Campus."
- 5) Unapprove accounts.** When a staff member no longer needs access, SAMs unapprove the SD-STARS account. This process also prevents a user from accessing data.
- 6) Assign accountability permissions.** Permissions in SD-STARS define which data users can access. Only SAMs can give access to the private Accountability Report Card found in SD-STARS.

7) Connect job titles to permissions. SD-STARS uses job titles in Infinite Campus to assign permissions. Kock explains, "SAMs can find out what permissions are assigned to different job titles using the Org-Role Updater report. If changes are needed, SAMs just need to send a quick email to STARS Support."

8) Follow district policies and manage STARS Security Plan. SAMs are essential to ensure SD-STARS users have the right level of data access based on policies and laws. The department encourages districts to implement a STARS Security Plan, which turns district policies into a formal plan to help SAMs make decisions. "The department and ESAs will be working with districts throughout the year to create such plans," Kock explains.

9) Answer user questions. From forgotten passwords to questions about reports, users rely on SAMs.

10) Understand organization structure. For SAMs who manage accounts for multiple districts, they need to know how to navigate from one district to another in order to view the appropriate accounts.

11) Stay informed. "With the STARS Connections newsletter, the SAM listserv, regional SAM trainings and video tutorials, the department tries to help SAMs as much as possible with this responsibility," Kock adds.

More about each of these responsibilities can be found in the Training Center within SD-STARS. In addition, ESAs are holding regional and on-site meetings to help support new and current SAMs. ESA support is free until June 2015. SAMs are encouraged to get training as soon as possible.



Ask the Experts

Where do I go to view SD-STARS training materials?

SD-STARS contains many resources for training. Find these resources under the Training Center link on the red menu ribbon within SD-STARS. Among these materials are videos and how-to guides specifically designed for SAMs.

Why do SAMs have to change information in Infinite Campus to update accounts in SD-STARS?

Infinite Campus already contains basic information about teachers and administrators. SD-STARS uses this information so only one system (Infinite Campus) needs to be maintained. Keeping information in IC updated is the easiest way to ensure appropriate access and permissions.

Is it okay to delete accounts in SD-STARS?

Deleting accounts in SD-STARS is not recommended. Because SD-STARS uses information from Infinite Campus, the best way to “delete” an account is by ending a person’s district employment and assignment. This will effectively remove the user in SD-STARS.

How do we create accounts for new staff members?

SD-STARS uses information from Infinite Campus to create accounts. Therefore, the SAM must work with the IC administrator to important staff information, including job title, is up-to-date in IC. Once this is complete, the SAM works with SD-STARS Support to have permissions assigned. This is done

by ‘mapping’ a job title (from IC) to a role in SD-STARS using the Org Role Updater report. Shortly after this step, a new account should appear. The entire process takes approximately 24 hours.

I don’t have an SD-STARS account. How do I get one?

The first person to talk to is your STARS Account Manager. He/she should be able to explain why you do not have an SD-STARS account. Generally, it comes down to one of two issues. Your district may not want you to have access to SD-STARS. For example, some districts only approve accounts for school and district administrators. Or, your information may be entered incorrectly in Infinite Campus. If SAMs are not able to help, contact STARSHelp@state.sd.us.

CoSN has resources about data security

The Consortium for School Networking is a professional organization for district technology leaders. With the mission to empower educational leaders to leverage technology, CoSN provide many useful resources, which are available free at their website.

One such resource is called Protecting Privacy in Connected Learning. The purpose of this toolkit is to help schools navigate some of the privacy

issues that can arise when selecting and using an educational technology vendor that has access to student data. The resource offers an in-depth, step-by-step guide to navigating the Family Education Rights and Privacy Act, Children’s Online Privacy Protection Act and related privacy issues. The toolkit is organized in the form of a decision tree and suggests practices that reach beyond compliance. It also includes

definitions, checklists, examples and key questions to ask.

Another resource CoSN offers is the Cyber Security Self-Assessment Checklist. This downloadable checklist helps identifies your district’s security readiness and determine which areas need improvement.

Links to both resources can be found at <http://cosn.org/focus-areas/leadership-vision/protecting-privacy>.



National STARS: Texas

SAM tutorials available in SD-STARS

The South Dakota Department of Education is producing a series of STARS Account Manager tutorials for the Training Center within SD-STARS to be available on-demand. The tutorials contain step-by-step directions and details for different tasks. These directions can also be found in the STARS Manual.

Once finished, there will be one video for each of the 11 SAM responsibilities. The tutorials can help new SAMs learn about their role and give current SAMs a refresher.

SAMs are encouraged to contact STARS Support (STARSHelp@state.sd.us) if they have ideas for additional tutorials or trainings.

Among state education agencies, Texas has been a leader in data collection and analysis. In fact, Texas was one of the first states to develop a data warehouse.

Recently, Texas found itself with a problem. Its data warehouse and reports were outdated and inefficient. In addition, the collection and reporting burdens were taking a financial toll on its local education agencies.

Texas' answer was to retire the old data warehouse and build a comprehensive system, called the Texas Student Data System. This includes a new data warehouse, statewide student information system, and various tools for reporting.

The state invested considerable resources in the new reporting system, called studentGPS. The goal of studentGPS is to catch problems in areas such as

attendance, homework completion and unit testing by flagging the issues for a teacher or principal. This helps teachers to more quickly correct problems or introduce interventions. Teachers with little experience in using data can operate the system, understand the data and create action plans to address negative academic trends.

Texas also developed a tool called the Person Enrollment Tracker. PET gives authorized users the ability to find enrollment records for students who were once enrolled in their school district but are now in another school district. PET eased the process for districts, which translates to time and cost savings.

These tools are saving Texas and its districts time and money as well as helping teachers and administrators make informed decisions.

ESA Corner: Sara Fridley, ESA 3

The key to success in most any business is choosing the right person for a job. Our South Dakota districts have done a wonderful job of choosing the best teachers, administrators and support staff to get the job of education done right.

But what about choosing the right person to be the local manager of the SD-STARS accounts? This is a fairly new role, but having the work done right will be very important to districts as they move forward with SD-STARS as it grows.

Districts are the gatekeepers for FERPA compliance and for maintaining the appropriate confidentiality of district data. The STARS Account Manager has the primary responsibility of managing district access to data in SD-STARS. Therefore, the SAM has the role of maintaining data security.

In order to keep SD-STARS access easy to manage, it is important for the SAM to work

closely with the Infinite Campus manager. Since IC is the backbone of SD-STARS, the SAM will need to work with the Infinite Campus manager so accounts and security levels flow smoothly between the two platforms.

The SAM will have several clear responsibilities: set up and approve new accounts, modify existing accounts, and end old accounts. The SAM assigns permissions for access to district accountability reports and manages the SD-STARS Security Plan. In the future, the SAM will also be the first level of support for district staff with questions about SD-STARS as ESA support ends.

So, who should be the SAM in your district? Is the best person for the job already in this role, or is there a better choice? Or maybe there should be a primary SAM and a backup SAM. Every district has unique and talented people from which to choose. As the knight in the old Indiana Jones movie said: "choose wisely."

ESA DATA STARS

Every ESA has representatives who have been trained in SD-STARS. They are ready and willing to answer your questions. If you don't know your ESA assignment, see <http://doe.sd.gov/octe/sdesa.aspx>.

Region 1
Region 2
Region 2
Region 3
Region 5
Region 6
Region 6
Region 7
Region 7

Lisa Reinhiller
Crystal Mengershausen
Janeen Outka
Sara Fridley
Holly Schumacher
Jennifer Tschetter
Jeanne Cowan
John Swanson
Sherry Crofut

lisa.reinhiller@k12.sd.us
cmengershausen@edec.org
joutka@edec.org
sara.fridley@k12.sd.us
holly.schumacher@k12.sd.us
jtschetter@tie.net
jcowan@tie.net
jswanson@tie.net
scrofut@tie.net