
SD-STARS District Implementation Guide

The South Dakota Department of Education drafted a series of steps aimed at guiding districts through the implementation as it relates to SD-STARS, the Statewide Longitudinal Data System (SLDS). The goal of SD-STARS is to put powerful tools, through reports and dashboards, into the hands of educators and administrators to make data informed decisions. The steps described in this document will help districts walk through the basic needs for fully implementing SD-STARS. Please share this guide with your ESAs as they are a key resource in full district implementation.

The district signed the MOA.

If your district has already signed the Memorandum of Agreement, you can proceed to the next implementation step.

If your district has not signed the Memorandum of Agreement, you will not be able to access the reports, dashboards, and content housed within SD-STARS. Since the accountability reports will be delivered through the SD-STARS portal, the district will have to work with the SDDOE to determine a process by which they can access SD-STARS for accountability reporting purposes only or how the accountability reports can be delivered.

The district assigned key personnel to the SD-STARS roll-out.

If your district has already assigned key personnel to roles for the SD-STARS rollout, you can proceed to the next implementation step.

Several key individuals are necessary for SD-STARS to be a success and widely used within your district. Below you'll find a listing of these roles and what purpose they serve in the implementation and operation of SD-STARS.

- **District Data STARS** – Districts identify two individuals who will attend specialized training on SD-STARS and take what they learned back to their district. These District Data STARS will continue to receive training, communication, and support from ESAs and SDDOE.
- **District Infinite Campus Contact(s)** – SD-STARS pulls in information from Infinite Campus – District Edition (IC-DE). In addition, it uses data in IC-DE to create accounts and manage security for district accounts in SD-STARS. The individual(s) would need to enter the necessary information as well as answer any questions on how their district uses IC-DE.
- **District STARS Account Manager** – Districts identify one individual who will be 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.

- **District Technology Coordinator** – This individual will help maintain the district’s technology for SD-STARS compatibility and ensure district staff members have access to a computer. For districts who do not use IC-DE, the technology coordinator will need to coordinate efforts with SDDOE to get their district’s data into SD-STARS.
- **District Superintendent** – Superintendents will need to make decisions on how SD-STARS will be used in the district and what type of training staff members will need. In addition, the superintendent also needs to sign the MOA allowing SDDOE to pull data from IC-DE and giving their district access to SD-STARS.

If your district has not assigned key personnel to a role for the SD-STARS roll-out, it is best to speak with your superiors (ex: principal or superintendent) or contact your ESA.

The district participated in the Kick-Off Call with their ESA.

If your district has already participated on a kick-off call with your ESA, you can proceed to the next implementation step.

A kick-off call is important to SD-STARS. Participating in the call will allow you to have a high-level understanding of SD-STARS and what it means for your district. If you have not had a kick-off call or unaware of a call taking place, please contact your ESA.

The district informed the ESA of their timeline for when they would like to fully implement SD-STARS.

If your district has informed your ESA as to when you will fully implement SD-STARS, you can proceed to the next implementation step.

Districts need to think about a timeline for implementing SD-STARS. When completing a timeline, district should consider the following:

- What works best for your district in terms of feasibility and time requirements?
- How does SD-STARS fit into currently scheduled professional development? For example, if you are doing a data retreat in mid-August, districts may want all users to have access by this time.
- When will your district have resources available to carry out the implementation steps?
- When will your district Data STARS be trained by the ESAs?
- When should the SDDOE turn on the automatic email function to support the STARS Account Manager when creating and approving accounts?

The district identified and communicated policies regarding confidentiality of student level data.

If your district has identified and communicated the confidentiality policies to applicable staff, you can proceed to the next implementation step.

Confidentiality is important to SD-STARS. It is the responsibility of your district to effectively communicate the district's confidentiality policy. The importance of student privacy cannot be stressed enough. If your district does not have a confidentiality policy for staff, the SDDOE has resources and examples in PDF form and links listed below. Keep in mind that these should only be used to help you formulate your own confidentiality policy.

- <http://sspw.dpi.wi.gov/files/sspw/pdf/srconfid.pdf>
- <http://policy.cps.k12.il.us/documents/706.3.pdf>

The district added emails, birthdates, and job title in IC-DE.

If your district has added emails, birthdates and job titles in IC-DE, you can proceed to the next implementation step.

The SD-STARS security model relies on key information to assign the proper roles and organizations to people accessing the portal. Filling in the birthdate, job title, and email address in IC-DE will ensure that our security is creating accounts for the right individuals and assigning them appropriate levels of access in SD-STARS. However, districts will have control over which staff can access SD-STARS as well as what they can access. For more information, see the STARS Manual.

The district installed Silverlight on computers that will be used to access SD-STARS.

If your district has installed Silverlight on computers that will be accessing SD-STARS, you can proceed to the next implementation step.

Key to the SD-STARS is the ability for teachers and administrators to view reports. The dashboards, which are a component of reporting, require the installation of MS Silverlight 4.0 (minimum) on the client's desktop/laptop. This is the preferred method. Folks using 64 bit browsers must use MS Silverlight 5.0. If you do not have Silverlight installed, consult with your district technology staff to accomplish this task.

The STARS Account Manager has been trained and has access to the STARS Manual.

If your STARS Account Manager has received a copy of the STARS Manual and has attended account management training offered by ESAs, you can proceed to the next implementation step.



Training is an important component to SD-STARS. Various stakeholders, including the STARS Account Manager, will require training appropriate for their role. Training on account management will teach STARS Account Managers the steps to approve, deactivate, and modify a user's SD-STARS account.

The STARS Manual is a comprehensive how-to guide that will help STARS Account Managers to understand the SD-STARS system and assist district users who may have trouble with SD-STARS.

If you are a STARS Account Manager and have not received training on account management or have not received a copy of the STARS Manual, please contact your ESA.

The STARS Account Manager verified and approved accounts, including level of data access.

If your STARS Account Manager has verified user accounts, you can proceed to the next implementation step.

Verifying SD-STARS user accounts is an important responsibility as it relates to system use and appropriate access. The STARS Account Manager must verify the accounts created in the portal to ensure that each user is assigned the proper level of access for SD-STARS. Key to this step is to update the STARS Security – Role/Org Updater report, which matches job titles to orgs/roles in SD-STARS. Approving accounts without verifying the information is correct (ex: correct person and access level) may conflict with federal law. Some important questions to consider, and based on district policies, are listed below:

- Who does the district want to provide SD-STARS access to?
- Do all administrators receive access to SD-STARS?
- Do all teachers receive access to SD-STARS?
- Do only a few individuals receive access to SD-STARS?

NOTE: The 2012-13 accountability reports will be distributed through SD-STARS. Therefore, it is important that, at a minimum, the district personnel responsible for reviewing and accessing accountability reports have approved accounts in SD-STARS with the manually assigned role of “Accountability.” This task must be completed by June 1, 2013. Further direction on this piece will follow from SDDOE’s Accountability Office.

The district sends Data STARS to the SD-STARS trainings provided by ESAs.

If your district has sent Data STARS to the SD-STARS trainings, you can proceed to the next implementation step.

The SDDOE encourages districts to send their Data STARS to the trainings provided by the ESAs. The training will teach Data STARS how to use SD-STARS as well as how to analyze data within the system and draw conclusions based on data analysis. The trainings provided



are free for districts. A key benefit for districts who send their Data STARS to the trainings is that they will have an in-house expert who can train others on SD-STARS.

The district develops a training plan for the remaining district staff.

If your district has developed a district training plan, you are finished.

Districts should create a personalized training plan for the SD-STARS rollout within their schools. The plan is important because it helps districts formulate what is needed to train the users in their district and provides ESAs with a framework as to how your district can be supported moving forward. If your district has not completed a training plan, you should collaborate with your ESA in order to start the work. The ESA will be able to help you formulate and solidify your plan to train on SD-STARS.

Below are some considerations you should take into account while you are working on your training plan:

- Of the personnel who have access to SD-STARS, who will need training?
- Should your SD-STARS training be based on roles within your organization (e.g., principals, teachers, administrators)?
- How much training will your staff need (e.g., number of sessions)?
- When will you need SD-STARS training?
- Should the SD-STARS training be incorporated with something that is already available?
- Should SD-STARS training be separate from trainings or professional development the district already has?
- Can the district incorporate the SD-STARS training into professional development that has already been scheduled (e.g., a data retreat)?
- Does your district have a data team or professional learning communities that already monitor data?
- If your district does not have a data team or professional learning communities, would you like to form one?
- How would you encourage the use of SD-STARS by district staff on a regular basis (e.g., daily, weekly, monthly)?



SD-STARS District Implementation Plan

This document is meant to help districts think through the steps needed to implement SD-STARS in their districts. Example tasks are provided below. Districts can change, add, or subtract these steps based on what works for their districts.

District Name: _____

Task 1: Superintendent will sign the MOA by [date].

Task 2: [Name(s)] will assign key personnel to the SD-STARS roll-out by [date].

| ROLE | NAME | EMAIL |
|-------------------------|------|-------|
| Data STAR #1 | | |
| Data STAR #2 | | |
| Infinite Campus Contact | | |
| STARS Account Manager | | |
| Technology Coordinator | | |
| Superintendent | | |

Task 3: Data STARS, Infinite Campus Contact, STARS Account Manager, and any other district personnel will participate in the Kick-Off Call with the ESA on [date].

Task 4: [Name(s)] will identify policies regarding confidentiality of student level data by [date].

Task 5: The district will communicate policies regarding confidentiality of student level data using the following methods:

| METHOD | DATE | PERSON(S) RESPONSIBLE |
|--------|------|--------------------------|
| | | |
| | | |
| | | |
| | | |

[Examples of methods include in-service discussions, memo, signed agreement, and/or webinar.]



District Implementation Plan

- Task 6: The Infinite Campus Contact will add emails, birthdates, and job titles in IC-DE according to the steps outlined in the STARS Account Manual. This will be done by [date].
- Task 7: The Technology Coordinator will install Silverlight on computers that will be used to access SD-STARS. This will be done by [date].
- Task 8: The STARS Account Manager will attend training on [date]. In addition, the STARS Account Manager will review the STARS Manual by [date].
- Task 9: The STARS Account Manager will verify accounts, including level of data access, by [date].
- Task 10: The STARS Account Manager will approve accounts for the users the district wants to access SD-STARS by [date].

NOTE: The 2012-13 accountability reports will be distributed through SD-STARS. Therefore, it is important that, at a minimum, the district personnel responsible for reviewing and accessing accountability reports have approved accounts in SD-STARS with the manually assigned role of "Accountability." This task must be completed by June 1, 2013. Further direction will follow from the SDDOE Accountability office.

- Task 11: The Data STARS will attend a SD-STARS training provided by ESAs on [date].
- Task 12: Data STARS will develop a training plan by [date] and share it with the ESA.

(Below is an example of a training plan. You can use this or something else.)

Example District Training Plan

| Who Needs Training? | What do they need to be trained on? | When should we train them? | Who is Responsible? | What do we need? |
|-------------------------|---|--|--|---|
| District Administrators | <ul style="list-style-type: none"> • How to access and use reports • How to use the portal features • Using data to inform decisions • Using data coaches • Forming a data team • Cycle of collaborative inquiry/action | By April 15, 2013 | Data STARS (with help from ESAs) | <ul style="list-style-type: none"> • Training from ESAs on SD-STARS • PowerPoint and Handouts • Meeting room • ESA Data STAR to be there for support/questions |
| School Administrators | <ul style="list-style-type: none"> • How to access and use reports • How to use the portal features • Using data to inform decisions • Using data coaches • Forming a data team • Cycle of collaborative inquiry/action | By May 30, 2013 | Data STARS (with help from District Admin) | <ul style="list-style-type: none"> • Training from ESAs on SD-STARS • PowerPoint and Handouts • Meeting room • District Admin to be there for support/questions |
| School Counselors | <ul style="list-style-type: none"> • How to access and use reports • How to use the portal features • Using data to inform decisions | By August 1, 2013 | Data STARS (with help from District Admin) | <ul style="list-style-type: none"> • Training from ESAs on SD-STARS • PowerPoint and Handouts • Meeting room • District Admin to be there for support/questions |
| Teachers | <ul style="list-style-type: none"> • How to access and use reports • How to use the portal features • How the data can be used in the classroom • Using data to inform decisions | By August 15, 2013 (during Data Retreat) | Data STARS (with help from School Admin) | <ul style="list-style-type: none"> • Training from ESAs on SD-STARS • PowerPoint and Handouts • Meeting room • School Admin to be there for support/questions |
| Accountability Team | <ul style="list-style-type: none"> • How to access the accountability reports • How to navigate the accountability reports • Process for reviewing accountability data | By July 15, 2013 | SDDOE | <ul style="list-style-type: none"> • SDDOE Training on Accountability Reports |

