
Data STAR Planning Document

DIRECTIONS

This document outlines the responsibilities of the District Data STARS and guides them through the steps needed to maintain SD-STARS, train staff in using SD-STARS, and keep staff up to date on changes within SD-STARS. An example Data STAR plan is provided below. Districts can change, add, or subtract any steps based on what works for their district. It is important to inform other key personnel, especially your STARS Account Manager (SAM) about your plan for training so that accounts can be updated and approved.

KEY PERSONNEL - DEFINITIONS

District Data STARS – Districts identify at least 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 STARS Account Manager(s) – Districts identify at least 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 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 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.

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.

Data STAR Planning Document

District Name: _____

Date Last Updated: _____

Completed By: _____

STARS KEY PERSONNEL		
ROLE	NAME	EMAIL
Data STAR #1	[Name]	[Email]
Data STAR #2	[Name]	[Email]
STARS Account Manager (SAM)	[Name]	[Email]
Infinite Campus Contact	[Name]	[Email]
Technology Coordinator	[Name]	[Email]
Superintendent	[Name]	[Email]

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Responsibility #1: Coordinate and lead meetings for STARS Key Personnel

These meetings should cover the following topics: inform STARS Key Personnel about changes and updates to SD-STARS changes; yearly review and update the Security Plan; and yearly review and update the Data STAR Planning Document regarding training.

Tasks	When	Who	Resources
<ul style="list-style-type: none"> • Update SD-STARS Key Personnel • Review and Update the Security Plan • Review and Update the Training Plan 	Yearly [Date] and as needed	Scheduling Meeting: [Name] Attending Meeting: All STARS Key Personnel	<ul style="list-style-type: none"> • District Security Plan • Data STARS Planning Document • Meeting room

Responsibility #2: Update DOE with changes to STARS Key Personnel

Data STARS should inform DOE of STARS Key Personnel yearly and update DOE with any changes as needed. STARS Account Managers are recorded in the [Educational Directory](#) submissions, while Data STARS changes can be emailed to STARS Support at STARSHelp@state.sd.us.

Tasks	When	Who	Resources
<ul style="list-style-type: none"> • Send DOE Updated Key Personnel List 	[Date] and as needed	[Name]	<ul style="list-style-type: none"> • DOE contact information (STARSHelp@state.sd.us)

Responsibility #3: Provide initial training on how to use SD-STARs

Data STARs need to think about providing first-round training to current staff as well as catching up the new staff due to turnover. DOE created handouts and PowerPoints for you to use. These resources can be found in the Training Center in SD-STARs. The “Intro to SD-STARs” packet and PowerPoint can be used as your template for the initial training.

Audience	Topics	When	Who	Resources
Administrator Training	<ul style="list-style-type: none"> How to access and use the portal Portal Features Dashboards Available reports Contents available in Training Center How to access and use Accountability 	[Date]	Data STARs	<ul style="list-style-type: none"> SAM - Gives access to trainees “Intro to SD-STARs” PowerPoint and Handouts Meeting room
Management Training	<ul style="list-style-type: none"> How to access and use the portal Portal features Dashboards Available reports Contents available in Training Center How to access and use Accountability (?) 	[Date]	Data STARs (with help from Admin)	<ul style="list-style-type: none"> SAM - Gives access to trainees “Intro to SD-STARs” PowerPoint and Handouts in Training Center Meeting room District Admin to be there for support/questions
Teachers	<ul style="list-style-type: none"> How to access and use the portal Portal features Available reports Contents available in Training Center How the data can be used in classroom 	[Date]	Data STARs (with help from Admin)	<ul style="list-style-type: none"> SAM - Gives access to trainees “Intro to SD-STARs” PowerPoint and Handouts in Training Center Meeting room Admin to be there for support
New Staff Training	<ul style="list-style-type: none"> How to access and use the portal Portal Features Dashboards Available reports Contents available in Training Center How to access and use Accountability (?) 	Yearly [Date] and as needed	Data STARs (with help from Admin)	<ul style="list-style-type: none"> SAM - Gives access to trainees “Intro to SD-STARs” PowerPoint and Handouts in Training Center Meeting room Admin to be there for support

Responsibility #4: Incorporate SD-STARS into existing practices and provide advanced training

Districts work with data many times throughout the year, like during data retreats. Data STARS should consider where SD-STARS can help with these already existing practices. In addition, DOE created handouts and PowerPoints for you to use for advanced training on SD-STARS and data use. These resources can be found in the Training Center in SD-STARS. The “Using SD-STARS to Inform Decisions” packet and PowerPoint can be used as your template for advanced training.

Topic	Topics	When	Who	Resources
Data Use	<ul style="list-style-type: none"> • Use SD-STARS for Data Retreats • Use SD-STARS to inform ongoing classroom, school and district decisions. • Use SD-STARS for SLO support • Use SD-STARS to measure the effectiveness of instruction/interventions • Use SD-STARS to measure the effectiveness of programs 	Following initial trainings [Date], as needed	Data STARS	<ul style="list-style-type: none"> • SAM - Gives access to trainees • “Using SD-STARS to Inform Decisions” PowerPoint and Handouts in Training Center • Meeting room • Admin to be there for support

Responsibility #5: Serve as a resource for users’ questions regarding SD-STARS

Each year, Data STARS should inform district/school staff of their role. This is so people know where to go when they have questions about SD-STARS navigation, reports, and resources.

Audience	Tasks	When	Who	Resources
All Staff	<ul style="list-style-type: none"> • Share during in-service/trainings • Email to staff • Include Data STARS in school phone list 	Yearly [Date] and as needed	[Name]	<ul style="list-style-type: none"> • Email

Responsibility #6: Stay informed on SD-STARS and communicate updates to district users

DOE publishes *STARS Connections*, a newsletter specifically for news related to SD-STARS. Data STARS can also join a listserv (<http://www.k12.sd.us/MailingList/DataSTARS>) to receive announcements about SD-STARS and join discussions with other Data STARS and the DOE. These announcements will include additional training and webinar opportunities for Data STARS

Audience	Tasks	When	Who	Resources
Data STARS	<ul style="list-style-type: none"> Join Data STARS Listserv Read <i>STARS Connections</i> newsletter Attend necessary trainings/webinars 	As needed	Data STARS	<ul style="list-style-type: none"> Listserv Newsletter DOE provided trainings
Superintendent	<ul style="list-style-type: none"> Email updates Share <i>STARS Connections</i> newsletter 	As needed	[Name]	<ul style="list-style-type: none"> Newsletter
Administrators	<ul style="list-style-type: none"> Email updates Give updates during admin meetings Share <i>STARS Connections</i> newsletter 	As needed	[Name]	<ul style="list-style-type: none"> Newsletter
Teachers	<ul style="list-style-type: none"> Email updates Give updates during teacher meetings Share <i>STARS Connections</i> newsletter 	As needed	[Name]	<ul style="list-style-type: none"> Newsletter