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## Power User Fact Sheet

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### What is STARS Analytics?

Currently, any reporting that districts access to in SD-STARS is created by the department. This assumes the department understands what districts need, which isn't always the case. It also creates a bottleneck in getting data to districts, as any requests from districts must fit within the SD-STARS Team workload/priorities.

STARS Analytics is a new reporting feature that is available in SD-STARS. It is based on the same software that SDDOE uses for other reporting, such as the Accountability Report Card. The unique thing about STARS Analytics is it gives trained individuals access to data found in SD-STARS. These individuals can then use those data to create what are called dossiers, or reports, which can then be published to the users in a specific district via the new District Report menu in SD-STARS. Now, districts will be empowered to use SD-STARS to build their own reports for their own local-level decision making without having to go to the department.

STARS Analytics is based on the same security model as other reports found in SD-STARS. First, only users with certain permissions can access STARS Analytics dossiers. For example, a dossier could be made available to a superintendent but not a principal. Second, what students appear on the report depends on the permissions for the user. For example, teachers only see students in their classroom, principals see students in their school, and superintendents see students in their district.

### What is a Power User?

A Power User is a SD-STARS user who has elevated permissions, receives training in STARS Analytics, and can create and publish district-created reports for users in their district.

### Who is a good candidate to be a Power User?

An individual is a good candidate to be a Power User if they:

- Can log in to SD-STARS.
- Can be given elevated permission by their district to access confidential district-wide student data, including free-reduced lunch data, for the purpose of creating and publishing reports for users in the district. The district must sign a SD-STARS Power User access form acknowledging this elevated permission.
- Understands educational data, especially data reported to the state by districts. This includes data like:
  - Enrollment
  - Student demographics
  - State assessments
  - Basic special education data
  - Accountability report card

- Is comfortable manipulating data to form lists, tables, and charts. They can organize, compare, and analyze data by using filters, colors, etc.

## How do I get the elevated permission for Power User?

SDDOE manages this elevated permission. Only SD-STARS Team at the department can add and remove the Power User permission, and the permission is only given to users who have finished the Power User training.

## What is expected of a Power User?

To receive the Power User permission, the individual must:

- Attend the entire Power User training provided by SDDOE.
- Submit SD-STARS Power User access form, with signature from responsible district-level personnel.

After the training, districts may expect Power Users to use their elevated permissions and training to create and publish district-created reports for their users. The Power User needs to be confident in their abilities to do this. Therefore, Power Users should expect to practice and work in STARS Analytics after the training. The more practice and experience in STARS Analytics, the more confident a Power User will be in the accuracy and usability of the district-created reports.

Power Users are also responsible for ensuring district-created reports are accurate. Users rely on accurate data to make decisions and inform their work. For state-created reports, the state assumes the responsibility to ensure the accuracy of the data. That means that the state spends time to validate each report. For example, data within a STARS report are compared to source data such as Infinite Campus or state assessment files to ensure it is displaying the data accurately. With district-created content, it is the district Power User's responsibility to validate reports for accuracy. What Power Users should avoid is district-created content that displays inaccurate data.

SDDOE expects Power Users to communicate questions/concerns to the SD-STARS Team. SDDOE will offer future trainings as more data and features are released to Power Users. Some of these trainings may be required. SDDOE encourages Power Users to sign up for and read the STARS Connections newsletter. To receive these newsletters, you can sign up for the SD-STARS mailing list at <https://www.k12.sd.us/MailingList/SD-STARS>.

Finally, SDDOE encourages Power Users to communicate and share with other Power Users. All active Power Users are automatically assigned to the Power User listserv. To post a message, Address the message to: [SD-STARSPowerUsers@k12.sd.us](mailto:SD-STARSPowerUsers@k12.sd.us). The Subject can be whatever is meaningful to your message, and the body of the message should contain what you wish to share with your fellow Power Users.

If a Power User moves to a new district, they must submit a new signed SD-STARS Power User access form for the new district if they want to continue as a Power User.

## Questions

If you have any questions, please contact [STARSHelp@state.sd.us](mailto:STARSHelp@state.sd.us).