NYCPS STARS Cheat Sheet

How to finalize your school's schedules in STARS

Why are finalizing schedules important?

Finalizing the schedule is the last step in ensuring your student scheduling is complete in STARS. The finalizing process sets flags within the system that your school has completed the overall scheduling process. The flag allows the DIIT to know that they can begin providing data for your school to learning applications. You can continue to make program changes as needed after finalizing, but it does indicate that the majority of schedules have been created.

Once schedules are finalized in STARS, students will then be enrolled in learning applications based off their courses, and have their accounts automatically created. **If schedules are not finalized STARS, students will not have access to the learning applications that are rostered centrally by the DIIT.**

When will I see the new data in my learning application?

Once the schedules are finalized in STARS, the new data will be available. Please note that some vendors may experience up to a one-day delay in data synchronization after finalizing in STARS, depending on their syncing schedule.

How do I finalize schedules?

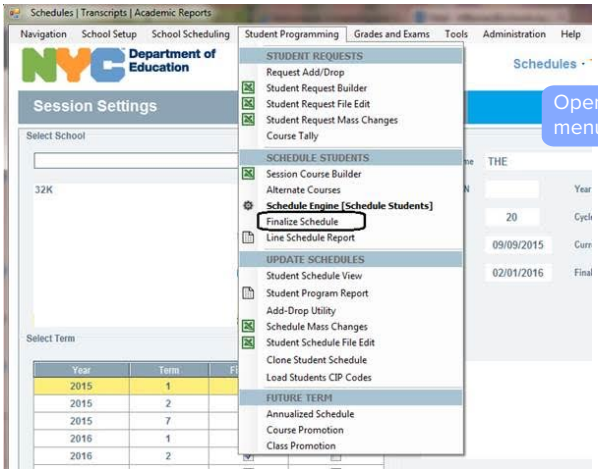
For Middle and High schools: In STARS Admin

1. After the master schedule is complete and most students are fully scheduled press the '**Finalize Term**' button. This button is found on the client under the Student Programming menu.

2. Confirm the finalization. Review the points listed on the pop-up. You may choose to cancel or proceed with the finalization. To complete this process, check 'Proceed?' and press the 'Finalize Term' button.

3. If after the review process there are errors, a grid will appear on the Finalize Term screen listing the errors and error types. Make the adjustments suggested and finalize again.

If no errors exist, the 'Current Term Status' will turn from '**Not Finalized**' to '**Finalized**'.



For Elementary schools: In STARS Classroom

1. Specify and confirm the school's term model (Year-long, semester, trimester, etc…).

2. For each grade level, select all ATS official classes that will require programming. These should include all current classes within active students in ATS.

3. Select an official class - depending on the selection made in step 2, all official classes appear on the ‘Official Class’ screen in two categories: Programming (Status ON) & Not Programmed (Status OFF).

4. For each official class, indicate the subject taught, teacher, instructional time, and any additional subject properties

Be sure to press the ‘Save button’ when complete.

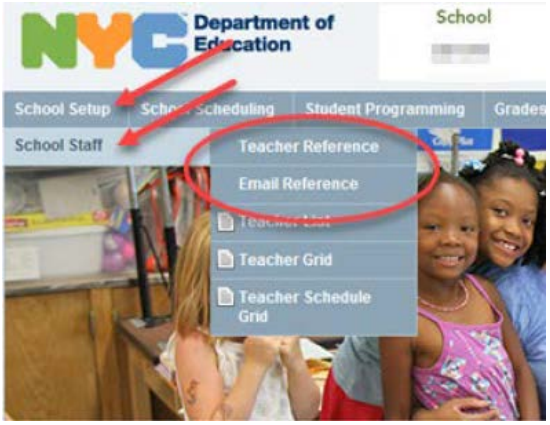
How do I complete the Teacher and Email Reference?

To get to the teachers reference and email reference **you must do this from STARS not the STARS client.**

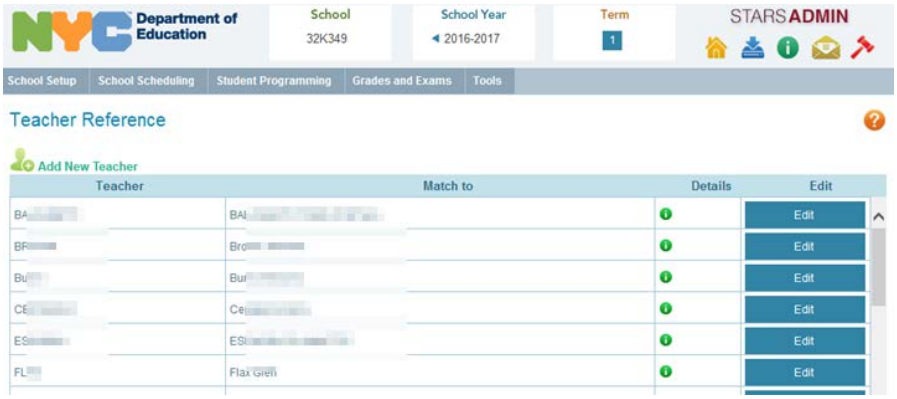
1. Go to the **School Setup**.

2. Select **School Staff**.

3. Open School Staff and select the **Teacher Reference** or **Email Reference** depending on what you need. **You always do the teacher reference first in any case**.



4. Match the teacher to the correct one from the list provided. Do the same with the Email Reference.



Frequently Asked Questions

Why is my student in STARS but not appearing in my learning application?

- Confirm that your student is enrolled in courses and that the schedule is finalized.

My school finalized a student's schedule today. Why are they not in my learning app?

- Once the schedules are finalized in STARS, the new data will be available. Please note that some vendors may experience up to a one-day delay in data synchronization after finalizing in STARS, depending on their syncing schedule.

If you have any further questions about this process, please contact your school's ATS enrollment secretary, your STARS Coordinator or Helpdesk number at **718-935-5100**.

NYCDOE Wiki: Additional Resources

Further instructions are available on the NYCDOE Wiki for STARS. You can access the wiki through STARS Admin (green 'i' icon) at the top of the screen and through STARS Classroom wiki link in the bottom footer.

- Teacher Reference
- Email Reference
- Teacher List Report
- Teacher Grid Report
- Teacher Schedule Grid Report