

STAR Lights the Way – Majors, Classes Taken, Classlists

1. Access Star: <https://www.star.hawaii.edu/> via (important) **Firefox**.
2. Enter the data side of Star @: Academic Logic DB (*see very-bottom of page – previously Data-Matrix*)
3. **Username & Password:** New users to Star reports will only *see* report options; download is not possible until your username is approved for *that* report.
 - At workshop, use my already-approved access: type in my username (pezzoli) and I will enter my password.
 - At end of today’s demo, re-enter Star with *your* username; try download today’s report (or another). A Security Request window pops up. Request access by hitting Yes. Someone will review the request (*you should gain access within a day or two*). You must gain approval in this fashion for every report you want to use.
4. Go to 2nd tab **Student Mgt**. *Look at all the report options!*
5. See topmost left quadrant. Leave all defaults, except:
 - Semester:** Spring 2015 (or whatever) – Use semesters w/o an extension (e.g., not App).
 - Major:** Select the desired Major, or keep “All Majors”. (*In class, each use a different one – no overload.*)
 - Star gives “live” data – the numbers are close to, but not exactly the same as, official MAPS data drawn on the Census Date (after 5th Friday). (*Each day, data are different as some Ss drop/add.*)
 - For some majors, a better report comes by selecting on the Department field (e.g., Liberal Arts Department has different Majors, e.g., Early Admit). Test it out.
 - Activate:** Hit *Student Report* box. (*In workshop, Ss must request at different times-if all same, delay.*)
 - Wait:** About 1 minute, depending on how many names are downloading.
 - Storage:** Print in HTM for a pretty copy. (*Don’t Save on classroom computers – confidential info!*) Or,
 - Hit **Download** to Excel: 1) location: Desktop; 2) type: xlsx; 3) Name: Star stu sp15 12Apr15
 - *If download comes with “,” then try a different browser, or see me for potential cure.*
6. **Cautions:** Not Census data. Early Admits need Remove? Exclude 0 cr. taken (purged, never came, erased)? Remove S-type (non-Maui home-based/duplicate earlier record)?
7. **Output** – a gold mine: Age, Ethnicity, Address, Email, GPA, Credits-Completed, Dropout . . .
8. **Usefulness:**
 - Are all known majors so designated (NURS); are so-designated majors truly majors?
 - Sort by Total Credits: Who has lots of credit to graduate?
 - Sort by City: Which majors live around Kahului vs. Molokai, Lanai, Hana, Lahaina, etc.
 - (Re)admit Term shows catalog student is under.
 - Last term attended: Which majors dropped out that semester?
 - Sort by Ethnicity/Gender: Info on Native Hawn/Gender/other for grants.
 - Download Email: Send out SurveyMonkey to garner feedback, course needs, etc.
 - Pivot Table: Valuable for stats – Insert -> Pivot Table -> drag variables/count.
9. **Students w/ Enrolled Courses report:** Downloads student classes taken. Set Term/Majors (see #5 above):
 - Request All (*very long report*), just selected Major, or upload BannerIDs for a special group (#10).
10. **Upload Banner IDs/emails:**
 - Install Banner ID/emails in Excel: a single column, no header, just one Tab; Save as .txt; or
 - Save on Notepad (Start Logo → Search program or files → Notepad).
 - Remember where document is Saved (e.g., Desktop) and its Title (*so find it later*).
 - At bottom left of Student Management tab, see Upload Student IDs List:
 - Hit “Upload My List of Student Ids” button;
 - Hit “Browse” to find your Saved .txt/Notepad document;
 - Hit “Upload” button.
 - Go to top left quadrant again, and hit “My Uploaded Ids” button. (Yea!)
11. **Classlists – Activate Report: Listing Students in Course**
 - Found under Enrollment Mgt tab. Set Term (at top left quadrant).
 - Run single CRN; or upload multiples (click Multiple button, then use procedure defined in #10).
12. **Review:** We’ve covered downloading into Excel just 3 of many reports: Star Student, Classes, Classlists.
13. **Homework:** Tell me what download you did and found useful.

