STARS Classroom – Entering Grades
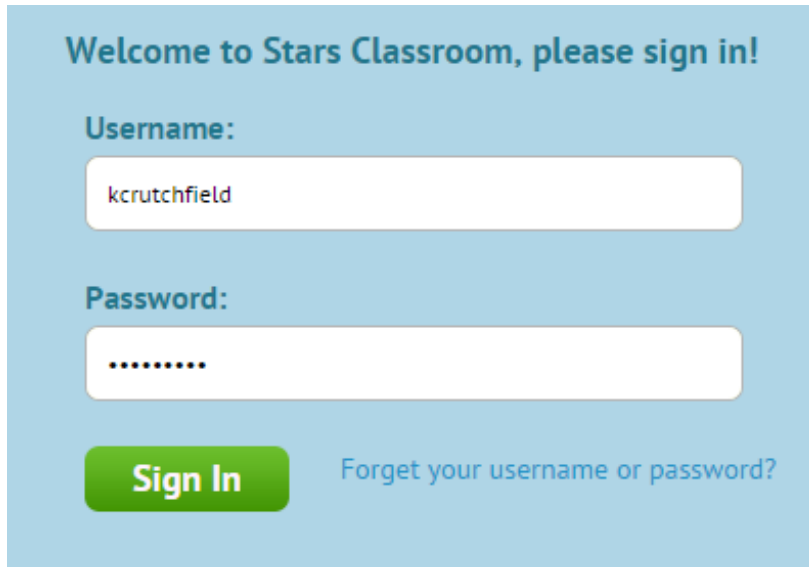
Table of Contents

Click on any section to be taken to the appropriate page.

Logging into STARS Classroom

[STARS Classroom website](#) (You may also Google "Stars Classroom)

Welcome to Stars Classroom, please sign in!

Username:

> kcrutchfield

Password:

> •••••••••

Sign In   Forget your username or password?

Enter your DOE Outlook username and password. Your username is the portion of your DOE e-mail address that comes before the @schools.nyc.gov.

If you do not know your username or password, click on the 'forget your username or password' link next to the 'Sign In' button.

Terms and Conditions of Use

This application may contain confidential information and/or Personally Identifiable Information (PII) related to New York City Department of Education's (NYCDOE) students and/or employees. By logging into this application, you agree that you will keep the information confidential in compliance with all applicable laws and regulations, including **N.Y. Education Law 3012-c, the Family Educational Rights and Privacy Act (FERPA) and** Chancellor's Regulation A-820, Confidentiality and Release of Student Records; Records Retention.

By downloading extracts, generating reports, creating screenshots or effectuating any other transfer of data outside of this application, you are attesting that you:
(1) Are doing so solely to satisfy a legitimate NYCDOE business-related purpose;
(2) Understand that you must take steps to ensure appropriate use and security of the data, including storing the data only in secure locations and not disclosing the data unless you are permitted to do so by law; and
(3) Must take responsibility for the appropriate retention and destruction of the data when the data is no longer needed.

Consistent with the NYCDOE's Internet Acceptable Use and Safety Policy, users have no right to privacy when using NYCDOE computing resources. All content and traffic on NYCDOE networks may be monitored and reviewed. This includes access to DOE resources on or from devices that are not owned by the NYCDOE, as well as on software and online platforms that are provided by non-DOE vendors for DOE purposes.

Accept **Cancel**

Upon sign-in a user will see a 'Terms and Conditions' page addressing the sensitivity of the data the user can access while using STARS Classroom. Users may either accept the terms or cancel. Cancellation of this agreement will return the user back to the log-in page.

Choosing a class

Classroom teachers should only see one class. Cluster teachers will see all classes they are assigned to. Official class numbers are pulled from ATS.

My Classes

Elementary School

School		Year	Term
▼		2014 (current) ▼	1 : Sep 4-Jun 26 (current) ▼

▶ Official Class 011	▶ Official Class 012	▶ Official Class 091	▶ Official Class 101
▶ Official Class 103	▶ Official Class 104	▶ Official Class 201	▶ Official Class 202
▶ Official Class 203	▶ Official Class 204	▶ Official Class 301	▶ Official Class 303
▶ Official Class 391	▶ Official Class 401	▶ Official Class 402	▶ Official Class 403
▶ Official Class 491	▶ Official Class 501	▶ Official Class 502	▶ Official Class 591

Select a class to view the roster.

To enter student subject marks and view enrollment dates click "Enter Marks".

Marking Period 1 ⌄   **Request Changes**

☐ Hide Inactive Students

Student Name	Grade Level	Absences	Mark
👤 CAYDEN	01		Enter Marks
👤 JASHAWN	01		Enter Marks
👤 GENESIS	01		Enter Marks
👤 CODY	0K		Enter Marks

Entering report card marks

Starting school year 2014-2015, all grades must be entered into STARS Classroom, even if your school is using a different report card option.
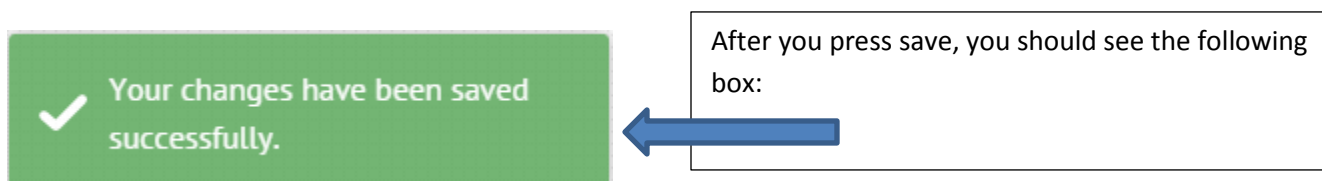
To enter marks, select a student and click the "Enter Marks" link on the right.

👤	KEITH	OK		Enter Marks

Enter your marks into the white boxes. For questions about your school's grading policy, please speak to your administration.

Mathematics 2 (MMNJ2-201)
Class Enrollment Dates ⓘ
09/4/2014 - 06/26/2015

[+] Common Core-aligned Comment Codes

Demonstrates an understanding of mathematical concepts

Solves problems in multiple ways and explains solutions

Solves problems with precision and accuracy

Social Studies and History 2 (HSNJ2-201)
Class Enrollment Dates ⓘ
09/4/2014 - 06/26/2015

[+] Common Core-aligned Comment Codes

Applies critical thinking to extend understanding of content and concepts

Demonstrates an understanding of social studies content and concepts

Uses reading and writing to gather, interpret, and use evidence in social studies content and concepts

Once you have entered all of the marks, you must press "Save" to ensure your work is retained in the system.

Save **Previous Student** **Next Student**

✓ Your changes have been saved successfully.

After you press save, you should see the following box:

You may then click "Next Student" to grade the next scholar on your roster.

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CFN 535

Entering comments

There are two ways educators may enter comments (please speak to an administrator in your building to see which is preferred):
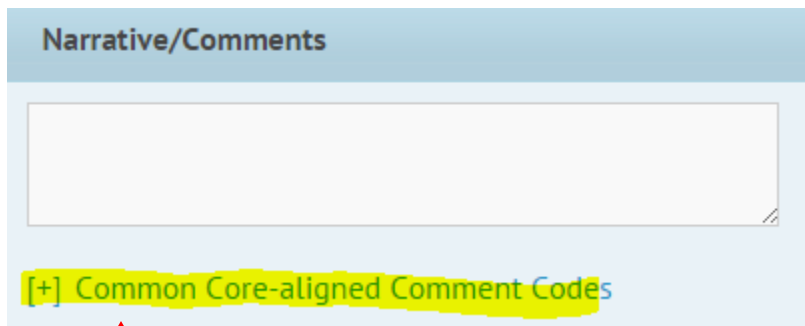
Narratives

Teachers may type their own comments into the narrative box.

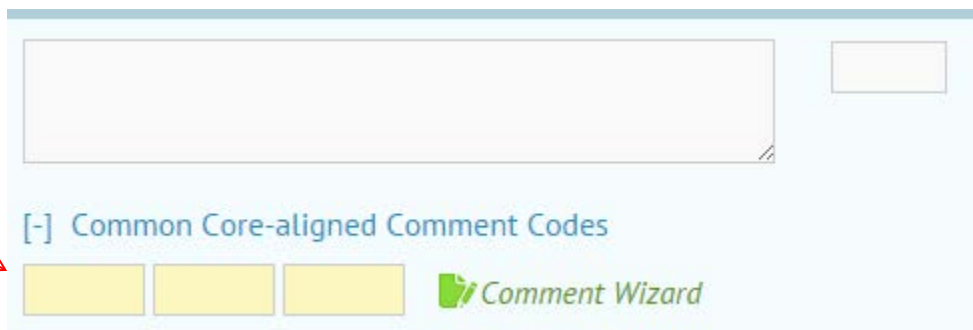| Subject & Competencies	Narrative/Comments	Mark
English Language Arts Overall 2 (EENJ2-201) Class Enrollment Dates ⓘ 09/4/2014 - 06/26/2015		

Common Core-aligned Comment Codes

Teachers may choose from pre-populated DOE comments by using the "Comment Wizard."

Narrative/Comments

[+] Common Core-aligned Comment Codes

By pressing this selection, a new section with three boxes and the "Comment Wizard" will open up. If you already know the comment ID number, you may simply enter it into one of the boxes and save your selection. A comment ID is a unique comment number, found next to each comment in the "Comment Wizard".
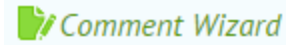
[-] Common Core-aligned Comment Codes

Comment Wizard

If you do not know a specific comment ID, you may click on the Comment Wizard to select a comment based on a subject or category.

Using the "Comment Wizard"

To browse all of the DOE Common Core-aligned Comment codes, click on the green paper and pen to open up the "Comment Wizard"

 Comment Wizard

Comment for Joshua

Browse All Comments

Use the drop down menus to select a comment by category or type. Maximum of 3 comments allowed.

Step 1 : Select a comment type

Step 2 : Select a competency type

Step 3 : Select a comment

Type Comment ID

1.
2.
3.

Close And Return To Student

"Browse All Comments" will allow user to see a list of all comments available.

To see only subject/category specific comments, select the proper criteria from each drop down menu.

You may also type a comment ID directly into the box.

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CFN 535

Comment for   Joshua

Browse All Comments

Use the drop down menus to select a comment by category or type. Maximum of 3 comments allowed.

Step 1 : Academic: Subject Specific

Step 2 : Math: Counting and Cardinality

Step 3 : 1348 - Approaching standards in comparing numbers.

Type Comment ID

1. 1338   Exceeds standards in knowing the number names and the count sequences. ✖

2. 1348   Approaching standards in comparing numbers. ✖

3. [ ]

Close And Return To Student

By selecting a comment from the drop-down menu, the system automatically pre-populates the comment ID box.

To delete a comment, either press the **orange X** or delete the comment ID from the box.

Once you have selected the proper comments, click "Close And Return To Student."

After entering all comments and grades, make sure you press "Save" to ensure your work is retained in the system.

Save   **Previous Student**   **Next Student**

For further information, please monitor the DOE Wiki to ensure you are up to date on all software releases and system changes.

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