



**A global leader in  
pre-K–12 education technology**

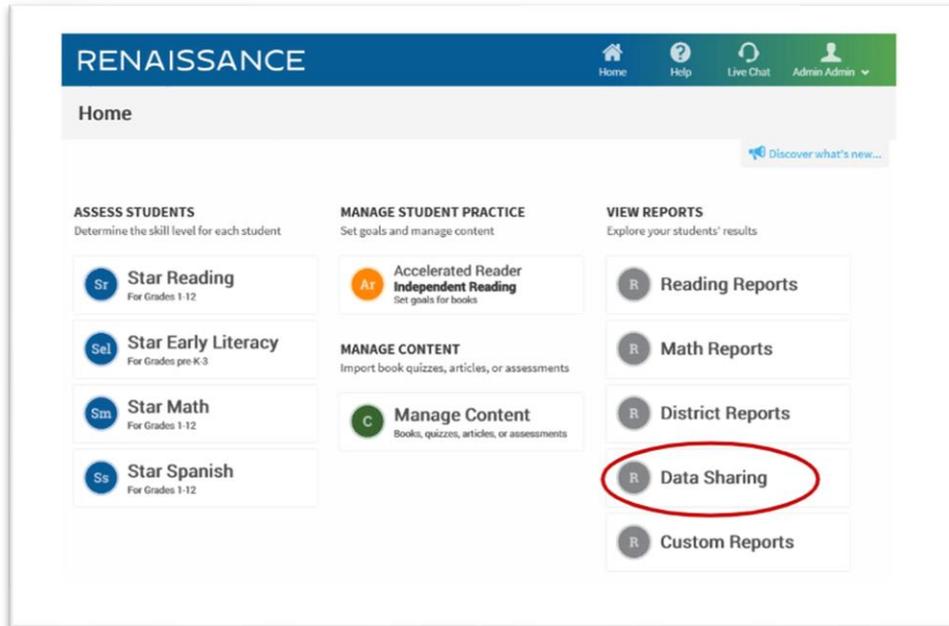
# Sharing Star Data with the Michigan Datahub

**Star Assessments**



# Step One

# Enable the Star Data Sharing Feature



- Requires Renaissance Administrator privileges
- On the Home Page, you should see a Data Sharing link.
- If you do not see the Data Sharing link email Mike Hadaway at:

[mireturntolearn@renaissance.com](mailto:mireturntolearn@renaissance.com)

## Step One

# Read the Security Notice and Enable Data Sharing

### IMPORTANT SECURITY NOTICE!

Enabling the data sharing features below will result in the transfer of personally identifiable information to the recipients you select. This information may be considered educational records and be subject to education and privacy laws in the jurisdiction(s) in which you operate. Before enabling these features you must have authority to do so from your organization, ensure that such data sharing is in compliance with all applicable laws, regulations, and your organization's policies. Renaissance Learning disclaims any responsibility for any information disclosure you authorize when enabling the data sharing features. Additionally, although Renaissance Learning takes commercially reasonable steps to ensure that exported data is accurate, Renaissance Learning does not warrant that exported data is complete or accurate and assumes no responsibility for how exported data is used outside of Renaissance Learning software. You are responsible for verifying that exported data is accurate and appropriate for your use.

Name

Title

Email

Once enabled, this data share will remain in place. If you wish to stop sharing your data, you can choose to Disable the feature at any time.

## Step One

# Select data to be shared

MI DataHub will be listed on this screen. Select the appropriate boxes for the data you wish to share. Select Save at the bottom of the page.

Once saved, your selections will be updated and the data you selected will be automatically shared with the MI DataHub.

**Star Reading, Star Math, and Star Early Literacy must be selected**

**MI Data Hub**

- All Accelerated Reader Data
- All Accelerated Math Data
- All STAR Reading Data
- All STAR Math Data
- Student Information System Structure
- All STAR Early Literacy Data
- All English in a Flash Data
- All MathFacts in a Flash Data
- All STAR Custom Data
- All Accelerated Math 2.0 Data
- All CBM Math Data
- All CBM Reading Data
- All STAR Spanish Data

Save



# Adding District, School, and Student State IDs

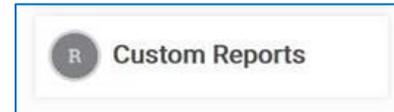
## Step Two

# Adding State Student IDs

## Identify & Export Student Records with Missing State IDs

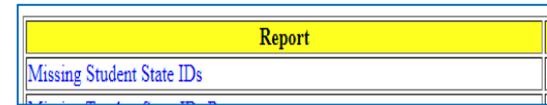
1

Use Renaissance **Custom Reports** to Identify and Export Student Records with Missing State IDs



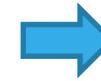
2

Select the **"Missing Student State IDs" Report**



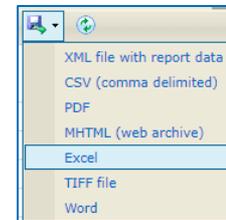
3

Filter for **Active Status=Active Only** And **StateIDs=Missing Only** Then View Report



4

Click on the **Export to Excel** Option



## Step Two

# Adding State Student IDs

## Add Student State IDs to Your Data File

SCHOOLNAME	SID	SLAST	SFIRST	SMIDDLE	SGRADE	SUSERNAME	SBIRTHDAY	SSTATEID
------------	-----	-------	--------	---------	--------	-----------	-----------	----------

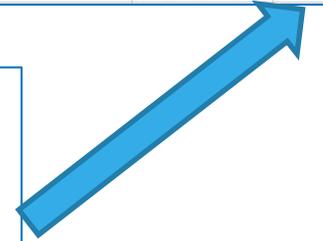
1

Add student state IDs to the column titled **SSTATEID**

2

Save your appended file locally

SSTATEID



Step  
Two

# Adding State Student IDs

## Prepare file(s) for import

1

Using the exported and updated file create a separate import file for each school in your districts from the exported file

2

Save your appended file(s) as .csv files

## Step Two

# Adding State Student IDs

## Import Your File into Renaissance to add Student State IDs

1

From your Home page, select your name in the upper-right corner  
> **Manage Apps & Users** > **Upload Your Roster**

 Upload Your Roster

2

Select the **Single-School File**

### Select Import Type and Import File

**Single-School File** - Single school import of students, teachers, courses, and class enrollments

A simple import of students, teachers, courses, and classes for one school at a time with a single comma-separated value (CSV) template file.

**Multi-School Files** - Multi-school import with expanded options

Use this import if you use a Student Information System (SIS) and can export the following required (CSV) files: students, educators, enrollments, sections, and schools.

**OneRoster Standard** - Standard specification for securely sharing rosters and related data between a student information system (SIS) and any other system

Upload class roster data corresponding to the OneRoster standard by preparing seven files in CSV format or in one ZIP file.

## Step Two

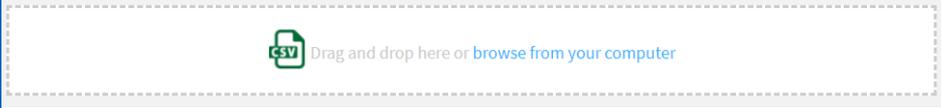
# Adding State Student IDs

## Import Your File into Renaissance to add Student State IDs

3

Under **Upload a completed roster template** you can drag and drop or browse your computer to upload the file you completed.

Upload a completed roster template



Drag and drop here or [browse from your computer](#)

4

Under **Select the school and year to import roster into**, use the dropdowns provided to select your school and the current school year > **Then Click Next.**

Select the school and year to import roster into

School:

School Year:

**Next**

## Step Two

# Adding State Student IDs

Import Your File into Renaissance to add Student State IDs

5

Follow the steps in the **Import Wizard**

Exit Back Start this Import

Identify Rows  Check Columns  Review Data  Match Students  Match Personnel  Match Courses  Match Classes  **Review & Import**  8

**Review and start import**

<b>Import File Uploaded by</b>	SampleSchool.csv by ADMINISTRATOR USER		
<b>Enrollment school Import data</b>	East Elementary School	Created New	Updated Existing
	Students:	27	27 0
	Personnel:	1	1 0
	Classes:	1	1 0
	Courses:	1	1 0
	Student enrolled in class:	27	27 0
	Teacher assigned to class:	1	1 0

6

Click on **Start this Import**

Start this Import

Step  
Two

# Adding District and School IDs\*

Navigate to Manage Apps & Users

7

Select Districts & Schools

 District & Schools  
District and school details

8

Select District details tab and enter the State Number value

State Number

*\*District and School IDs may already be loaded in your platform*

8

On the District & Schools page, select the Schools tab, select a specific school and enter the state number value

State Number

# Data Requirement: Testing Location

The Return to Learn data requirements include test location data that can be used to determine if a student took their assessment at school or at home



## Step Three

# Enable Testing Location Information

On the Home page, select your name in the upper-right corner. In the drop-down list, select Manage Apps & Users. Under Access and Security, select IP Addresses & Product Access. **If this is not available, see alternative navigation on next page.**

In the School's Network IP Addresses section, enter the external IP address(es) that identify the network(s) for your school(s)

**IP Addresses & Product Access**  
Enter the school's network IP addresses and prevent product usage outside of

Save Changes Undo Changes

IP Addresses & Product Allowed	Setting
<b>School's Network IP Addresses</b> ⓘ Enter the IP addresses of the computers in your school's network so you can prevent some products to be used outside of the network.	... found this IP address for the computer you are using, 111.11.111.111 Add this Computer's IP Address
<b>Select Products to Restrict</b> Select products you do not want your students using outside of the school's network IP addresses listed above.	<input checked="" type="checkbox"/> Accelerated Reader (Restricted) <input checked="" type="checkbox"/> Star 360 (Restricted) <input checked="" type="checkbox"/> Star Custom (Restricted)

Uncheck the three boxes to remove restrictions for product access outside of the school's network IP address(es).

# Step Three

# Enable Testing Location Information (Alternative Navigation)

## Select product Administration

< Back

### Management Tasks

School Year: 2020 School Year

- Users**  
Students and personnel you have access to
- Classes & Courses**  
Manage classes and courses for your district
- District & Schools**  
District and school details
- School Calendar**  
School year, marking periods, days off, and Star screening windows
- Product Administration**  
Learning standards, subscriptions, capacity, access, permissions, and security

## Then: Select IP Addresses and Product Access

### Product Administration

< Back

#### Product Setup

- Growth Alliance Partners** | Set partner content and data sharing available to schools in Renaissance Planner.
- Learning Standards** | Select the Learning Standards that define the skill progression used for assignment planning.
- Subscriptions & Capacity** | View product capacity available and used per school.

#### Access and Security

- User Permissions** | Set software permissions and capabilities for user role groups.
- Data Editing Restrictions** | Choose the options you want to allow or restrict editing of for other users in the Renaissance system.
- IP Addresses & Product Access** | Enter the school's network IP addresses and prevent product usage outside of it.

## Step Three

# Enable Testing Location Information

On the Home page, click on the Manage Apps & Users link in the top right corner. In the top right corner, click on Manage Apps & Users. Under Account Settings, click on the School's Network IP Addresses link.

**If your district uses a Proxy Server or VPN, please refer to our knowledgebase article for lists of all URLs that need to be allowed through a proxy or VPN to allow Renaissance to properly capture student IP addresses.**

Uncheck the three boxes to remove restrictions for product access outside of the school's network IP address(es).

Select products you do not want your students using outside of the school's network IP addresses listed above.

<input checked="" type="checkbox"/>	Accelerated Reader (Restricted)
<input checked="" type="checkbox"/>	Star 360 (Restricted)
<input checked="" type="checkbox"/>	Star Custom (Restricted)

# If You Need Assistance



Send an email to  
[mireturntolearn@renaissance.com](mailto:mireturntolearn@renaissance.com)

# Thank you!

- Mike Hadaway
- Email: mireturntolearn@renaissance.com
- Phone: 678-725-7654

*Join the conversation*



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