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New Mexico  
Public Education Department

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# STARS Access

Instructions to update STARS Access for School Year 2011-2012

STARS Access 2012v01

Rerelease Date: September 16, 2011



## STARS Access Upgrade History

**Upgrades must be installed in the order listed below. Upgrades cannot be skipped.**

Version	Date	Description
2009V02		Updated to support School Year 2008-2009
2009V03		Updated to properly display and process the Staff Snapshot and Staff Assignment templates. Prior to this release when displaying the templates the program would list all records in the template, regardless of the snapshot date. This release fixes this issue and after installation the program will only show records relating to the snapshot date identified in the programs “default values”.
2009V03	1/29/09	Allow the creation of Student Snapshot records with a snapshot date of February 15.
2009V04	06/19/09	Fix Student Infraction Victim1 Type to uses codes 10-15. Update will automatically update Victim1 Type from codes 1-6 to 10-15. Added Semester to Student Grades. Semester is auto filled and only valid for 40,80,120 and EOY.
2009V05	6/19/09	Added new fields to Student Infraction: INFRACTION COST, DRUG RELATED INDICATOR, ALCOHOL RELATED INDICATOR, GANG RELATED INDICATOR, HATE CRIME INDICATOR SERIOUS BODILY INJURY INDICATOR, LLE NOTIFIED INDICATOR, ARRESTED CODE
2009V06	7/9/09	Fixed School Enrollment incorrect school year default.
2010V01	8/27/09	Initial upgrades for STARS 2009-2010 See STARS manuals for modifications.
2010V02	10/5/09	ASSESSMENT_FACT Scoring Model Code – added [No Value] option. SPECIAL_ED_SNAPSHOT Primary Disability - added [No Value] option. Fixed export to include surrogate appointed code. PROGRAMS_FACT Program Code - added "GNM" Graduate NM. STAFF COMPENSATION – Provided method for updating existing Staff Compensation Location Codes. SPECIAL ED SERVICES FACT – Added list of service providers STAFF COMPENSATION – Added import feature to fill in the location code on existing records.
2010V03	12/2/09	Staff Snapshot for School Year 2009-2010 snapshot date Dec 1 was using a snapshot date of 2009-10-01 instead of 2009-12-01. Staff Assignment for School Year 2009-2010 snapshot date Dec 1 was using a snapshot date of 2010-12-01 instead of 2009-12-01. Staff, Staff Snapshot, Student and Student Snapshot Race 2,3,4,5,



		once filled did not allow field to be blanked. Staff Termination code was missing a leading zero on codes less than 10. Special Ed Snapshot, Primary Exceptionality was not mandatory.
2010V04	6/30/2010	Fixed Infraction codes. System was using 2x and 3x codes. Converted 2x to 4x and 3x to 5x.
2011V01	9/3/2010	Initial upgrades for STARS 2010-2011 See STARS manuals for modifications Pgs 9-16
2012V01	9/16/2011	Initial upgrades for STARS 2011-212. See STARS Manual 1 for modifications pages 11-27

**Overview**

STARS Access 2011V04 was updated to meet the changes for 2011-2012 school year.

**Important:**

If you are currently a user of STARS Access then please follow the instructions detailed in this document. If you are using STARS Access for the first time, please download “STARS Access District.MDB” from PED’s website at <http://www.ped.state.nm.us/stars/downloads.html>

If your current version of the STARS Access program is not 2011V01 then please download and install all past versions up to and including 2011V01. Then continue with these instructions. STARS Access version can be found at <http://www.ped.state.nm.us/stars/downloads.html>. (Versions are cumulative and must be implemented in order. If you are at a release lower than 2011V01 download and execute appropriate versions in numeric succession. For example if you are on 2009V04 then download and implement 2009V05, 2009V06, 2010V01, 2010V02 and 2010V03.). Each download must be completed by executing the download and then reopening the STARS Access database. (Steps are detailed in the upgrade instructions)

Please follow the instructions below to upgrade your installation of STARS Access to 2011-2012 STARS Access 2012V01



***Important:***

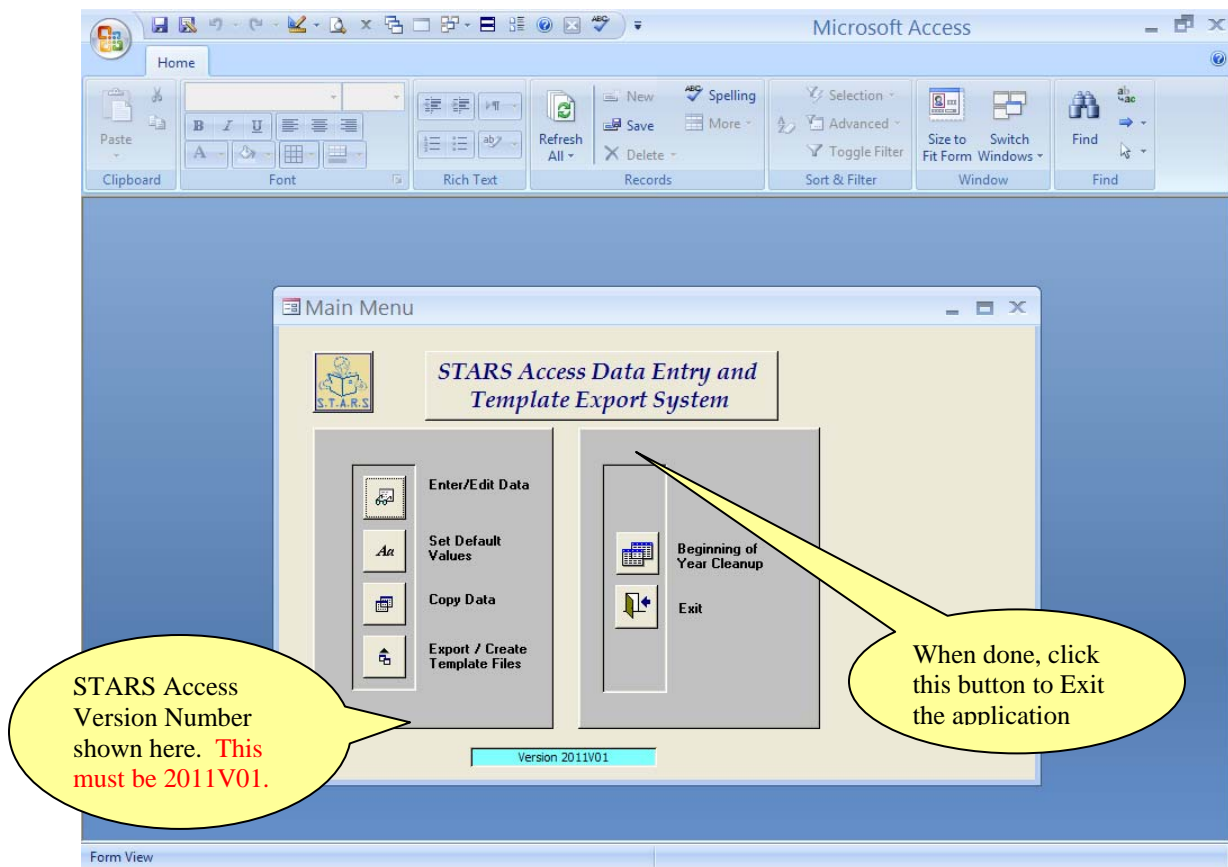
***To facilitate backward compatibility to previous data stored in STARS Access, fields and values discontinued in STARS in 2010-2011 remain active in current versions of STARS Access. This allows you to view and change data copied from a previous year. For example the Student Challenge Code no longer permits the value of “G” for gifted. However, for backward compatibility, the current version of STARS Access allows the value of “G”.***



## Instructions to upgrade STARS Access

*Note: The screen shots shown in this document were created while executing Microsoft Access 2007. If you are using Microsoft Access 2003 or a lower version than the images might look slightly different. This should not affect your ability to follow the steps listed below.*

1. Validate the current STARS Access Version. Open your existing STARS Access program. Validate that you are using version **2011V01**. Do not continue with this process unless your current STARS Access program is version **2011V01**.



2. Close your current version of STARS Access (if it is still open on your PC).
3. **Create a backup of your current version of the STARS Access database.** It is recommended that you name the backup “STARS Access 2011V01.mdb”, however you may use any name.
4. Optionally rename your current version of STARS Access. It is recommended that you name the current version “STARS Access District.mdb”, however you may use any name. This will be the STARS Access program that will be used in the following steps. Remember this program’s name.



5. If you have not already done so, download a copy of the upgrade program “STARS\_Access\_2012V01\_Upgrade.mdb “ from the PED website at <http://www.ped.state.nm.us/stars/downloads.html>.
6. Open (double click) STARS\_Access\_2012V01\_Upgrade.mdb and you will see the form below.
7. Step 1 is just a reminder to use the correct version and back up your database before continuing.
8. Complete Step 2 on this form by clicking “Browse” and select a file or enter the “Full Path Name and Database Name” for your current STARS Access program. (This is the program you renamed in step 4 above.)

**STARS Access  
Updgrade for School Year 2011 2012  
Version 2012V01**

**Step 1**  
1) You must be on 2011V01 to use this upgrade. If you are not on 2011V01 download the previous versions and perform those upgrades first.  
2) If you have not already done so, backup your current STARS Access database before continuing.

**Step 2**  
Enter the 'Full Path Name and Database Name' in the field below. This can be done by either:  
1) Entering the full path and database name, for example enter  
C:\Documents and Settings\jkain\Desktop\STARS Access District.mdb  
or  
2) Clicking the Browse button to locate and select the location and name of the the STARS Access 2012V01 program

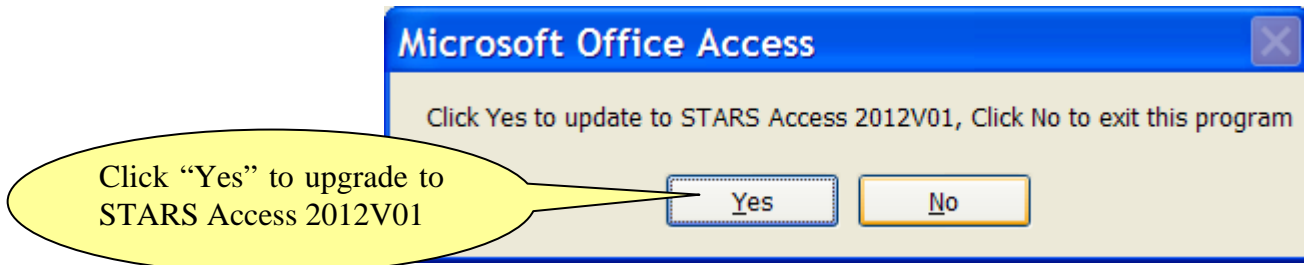
Full Path Name and Database Name

**Step 3**  
Click the button below to update STARS Access to School Year 2012 version 01

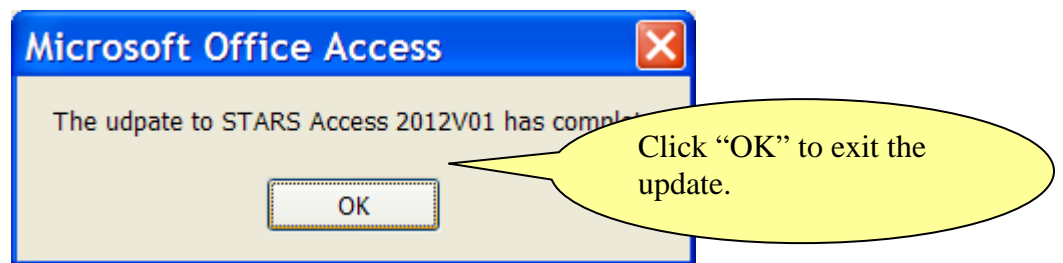
Update to STARS Access 2012V01      Quit Application



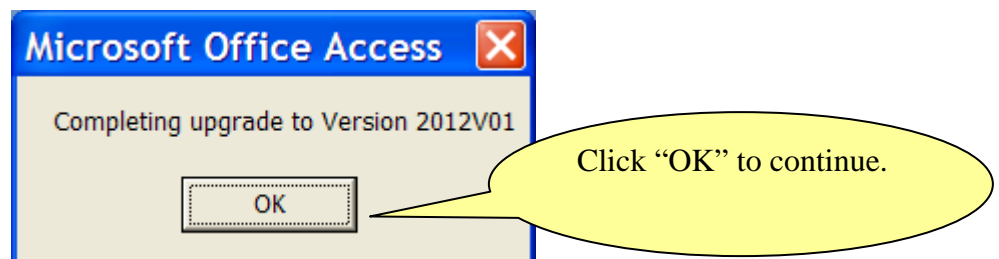
9. Complete step 3 by clicking on the ‘Update to STARS Access 2011v01’ button.  
After doing so the following “pop up” will be displayed.



10. Click “Yes” to upgrade to STARS Access 2012V01, click “No” to exit the program.  
Clicking “No” will cancel the upgrade and exit the upgrade program.
11. Clicking “Yes” will update your current STARS Access program to version  
2012V01. Once the update is completed the “pop up” below will be displayed.



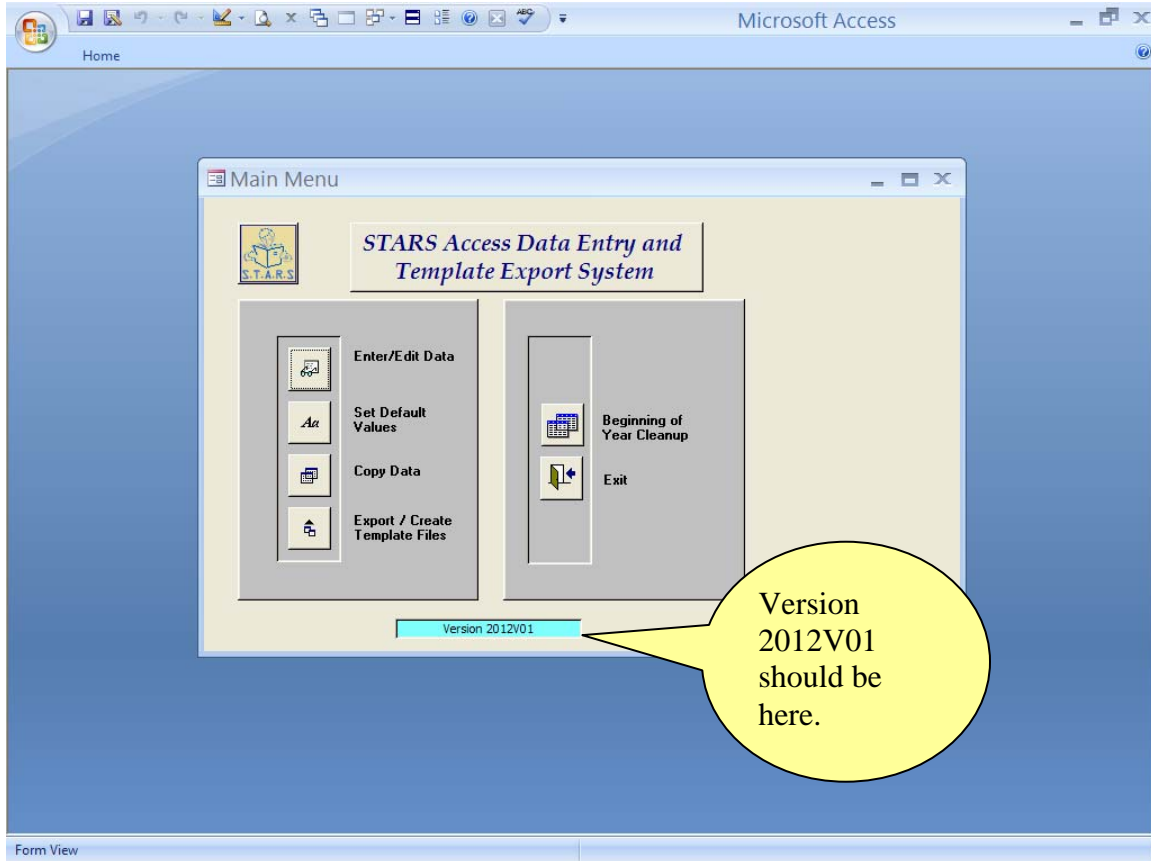
12. Click OK. The upgrade program will close.
13. Complete your installation by opening your current version of STARS Access (The  
version you created in step 4).
14. Upon opening STARS Access you will see the following



**Important: If you do not see the “Completing Upgrade to Version 2012V01” dialog shown above then your upgrade failed. Call Jesse Kain at 505-827-7825 or Richard Trujillo at 505-827-7937.**



15. You should see “Version 2012V01” in the version box on the bottom of the screen.



The upgrade has completed. You can now proceed to use STARS Access 2012V01.