



# STARS Modern Thinking For Education

## HOW DO I? Set-up Parent & Carer Access

This guide describes how to set-up parent and carer access to results and personal information stored for pupils on your STARS system.

### Terms Used

Term Used	Description
Account	A generic term covering the login details for an individual user.
ACTION	This details the steps you must take when following this guide.
Archive Class	A class where pupils who have left the school are placed so that their results are preserved and can be compared against other pupils.
Extended Group	A mechanism that allows you to group pupils together outside of their classes. For example, pupils from Y1, Y3, Y4 and Y6 may be selected and placed in an Extended Group as they are all members of the School Council.
NC Year	The National Curriculum year-group. For example, Y1, Y2 etc.
Online Server	A STARS installation hosted by FourForm. Access to these systems is available from anywhere via an Internet connected computer.
Standalone Server	A STARS installation where a server is installed on site. Access to these systems is only available from the site network and not via the Internet.
User/Username	This is a person who has access to STARS or the name that they use to log into STARS or the parent and carer site.



- Sharing information with parents and carers is optional.
- **By default, sharing is disabled.** You must switch it on and determine the information you wish to share before parents and carers can log in.

Be sure you understand how information sharing works in STARS before you enable it.



Be sure you understand the Data Protection Act (DPA) and how it applies to data in your school and also how your own school policy on data protection is applied.

**We advise that you speak to the help-desk when setting up information sharing for parents and carers.**



## Overview

STARS allows you to share achievement results, class, group and personal information with the parents or carers of pupils in your school to keep parents informed of pupil progress.



- Only online servers can set-up information sharing with parents and carers. This option is not available to standalone servers (contact the helpdesk for information on how to upgrade).
- Parents and carers do NOT access your STARS system. They connect to a separate system that will show them the information you have decided to share but will **not** allow them to edit or change any of the information.
- They can only see the information associated with the username and password assigned to an individual pupil.

## Switching On And Configuring Sharing

By default sharing is switched off. The first step is to turn on sharing and configure the information you wish parents and carers to have access to.

**ACTION:** Select “Maintenance→System Utils→System Config” from the menu bar.

### Example Screen: System Maintenance Options

<b>System Maintenance Options</b>	
Set the Message Of The Day	<input type="button" value="MOTD"/>
<b>Parents &amp; Carers Access</b>	<input type="button" value="Parents"/>
Set the school name	<input type="button" value="School Name"/>
Force Change School Year	<input type="button" value="School Year"/>
Exit System Maintenance	<input type="button" value="Cancel"/>

To begin the set-up of parent and carer access, click on the “Parents” button near the top of the list. As shown above, this option is displayed in red on your system.



Once the configuration screen is displayed, read the section at the top that explains how sharing works before setting up the information to share shown below.

### Example Screen: Settings For Parents & Carers Access


Information To Share With Parents & Carers	
Turn on Parent & Carer access	On <input type="radio"/> Off <input type="radio"/>
Show basic information such as pupil name, current class, NC Year, DOB, gender, Ethnicity, FSM, EAL and year joined	<input type="checkbox"/>
Show Extended Groups and Extended Group history (including School Attribute groups)	<input type="checkbox"/>
Show SEN information including any SEN history	<input type="checkbox"/>
Show achievements and results for any packages that you have configured to be shared through the package maintenance option	<input type="checkbox"/>
Show free text comments recorded for any packages that you have configured to be shared through the package maintenance option	<input type="checkbox"/>
Show any documents that you have uploaded and stored with the pupil profile. Only documents that are NOT locked will be displayed if you turn this option on. All locked documents will automatically be excluded	<input type="checkbox"/>
Show any notes that have been recorded for the pupil	<input type="checkbox"/>
Review packages currently switched on	On <input type="radio"/> Off <input checked="" type="radio"/>

Accept Reset Cancel

- Radio buttons are activated by clicking the “On” or “Off” button.
- To turn on an option simply place a tick in the checkbox. Removing the tick disables the selection from being shared with parents and carers.

Click the “Accept” button to make your changes or “Cancel” to quit this screen and throw away any changes made.

Be sure you understand how information sharing works in STARS before you enable it.



Be sure you understand the Data Protection Act (DPA) and how it applies to data in your school and also how your own school policy on data protection is applied.

**We advise that you speak to the help-desk when setting up information sharing for parents and carers.**

Each option is explained in detail in the section below. Be sure to read each section carefully before activating an option to share the information with parents and carers.



## Sharing Options Described

Item	Description
Turn on Parent & Carer Access	This is the global on and off switch for sharing information with parents and carers. Click the on radio button to activate sharing or off to disable it for your site. Turning on sharing will allow parents to log in to the share site but nothing will be shown unless you activate an option from the list below.
Show Basic Information	This option shares the personal information stored for a pupil with the parents and carers. This included their class, national curriculum year, date of birth, gender, free school meals indicator, English as an Additional Language indicator and the year they joined.
Show Extended Groups & Group History	This option will show any Extended Groups that the pupil belongs to and any groups that the pupil has been a member of previously. It will also show any School Attribute groups (groups that are promoted to the "Pupil→Show" and are identified by a "🏠" icon).
Show Achievements & Results	This option will show the results for any packages you have identified to be shared with parents and carers. Packages are <b>not</b> shared by default, you will need to switch on each package that you wish to share. See later in this document for how to turn a package on for sharing.
Show Free Text Comments	Comments in result packages are not shared by default. This allows you to share actual results but keep any teacher comments or assessments from being displayed. This option must be turned on along with the Achievement option if you wish to share all items in a package.
Show Documents	This option will allow parents to see any documents that you have uploaded and stored for the pupil <b>except documents that are locked</b> . Documents that are locked cannot be shared with parents via this process.
Show Pupil Notes	This option will allow parents and carers to review any notes added via the "Pupil→Show" screen.
Review Packages	To see the list of packages currently activated for sharing with parents and carers, click the "On" radio button.



- Only online servers can share information with parents and carers. This option is not available to standalone servers (call the helpdesk for information on how to upgrade).



## Sharing A Package

Until you make a package shared, parents and carers will not be able to see any of the results, even if you have turned on “Achievement Result” sharing (as shown in the section above). Each package must be activated individually. Follow the steps below to turn on a package to share results with parents and carers.

**ACTION:** Select “Maintenance→Achievement Package→Change” from the menu bar (or “Add” if adding a new package and sharing at the same time).

Select the package you wish to share from the package selection screen then click “Accept” to continue to the package maintenance screen.

### Example Screen: Sharing A Package With Parents & Carers

Package Setup	
Package Description	HEALTHY EATING PROJECT <input checked="" type="checkbox"/> In Use
Share These Results With Parents & Carers?	<input type="checkbox"/>
Result Sheets	

At the top of the package maintenance screen you will see the package name and below that the option turn on package sharing with parents and carers. Place a tick in the checkbox next to “Share These Results With Parents & Carers?” to activate sharing. Remove the tick to cancel sharing with parents and carers.

Click “Accept” to make the changes.



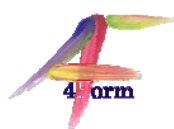
- This option will only be available to online servers. Sharing of pupil information is not available to standalone servers (call the helpdesk for information on how to upgrade).
- All items in a package will be shared, you cannot choose individual package items but you can exclude free text columns (see the section above for turning on and off information to be shared).
- As soon as you have saved your changes they will be applied to the parent and carer site.
- Repeat the process for each package you wish to share.

Be sure you understand how information sharing works in STARS before you enable it.



Be sure you understand the Data Protection Act (DPA) and how it applies to data in your school and also how your own school policy on data protection is applied.

**We advise that you speak to the help-desk when setting up information sharing for parents and carers.**



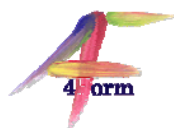
## Giving Parents & Carers Access

Parents and carers will need access to the share site in order to view the information. This section shows you how usernames and passwords are link to an individual pupil.

**ACTION:** Select “Pupil→Show” from the menu bar.

### Example Screen: Showing Parent & Carer Login Details

Pupil Details	
Name	VERA DUCKWORTH
Class	Y6 UNICORN
Year	Y6
Extended Groups	<a href="#">Click To View</a>
View Extended Group History	On: <input type="radio"/> Off: <input checked="" type="radio"/>
Date of Birth	14/01/1995
Gender	Female
Current SEN Status	School Action
View SEN History	On: <input type="radio"/> Off: <input checked="" type="radio"/>
Ethnicity	Any Other Mixed Background
Free School Meals	Yes
English as an Additional Language	No
Joined in NC Year	Foundation
Unique Pupil Number	338
View Achievement Summary	On: <input type="radio"/> Off: <input checked="" type="radio"/> (0 records )
View Pupil Documents	On: <input type="radio"/> Off: <input checked="" type="radio"/> (0 documents)
Pupil Notes	No Notes Available For This Pupil <a href="#">Add New</a>
<b>CAUTION: Do not give out this information via email, telephone or any other indirect method.</b>	
Parent Login Username	DUCKW338 <a href="#">Print Login Details</a>
Parent Login Password	5JX5CWY56E <a href="#">Generate New Password</a>
Parent Login Active	ACTIVE
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	



Parents and carers do not access your STARS system. They log in to a separate, secure and encrypted site that will then allow them to see the information you have chosen to share for the pupil associated with their username and password. Each pupil on your system is automatically allocated a username and password for their parents or carers. This information is shown on the pupil screen and should be printed out and passed to the parent or carer.

The section at the bottom of the example screen shows the parent and carer login details. A username and password are generated automatically for each pupil on your system. The username and password are unique for each pupil. The parent or carer can view only details for the pupil associated with the username and password when they log in. If there are siblings at the school then each will have a unique username and password.

Only pupils at still at school have active logins, as soon as a pupil is moved into an archive class the login is disabled and cannot manually be changed.

Never give out usernames or passwords to anyone but the parent or carer.



**Never give out usernames or password by telephone, email or any other insecure route.**

Usernames and passwords cannot be changed except by clicking the “Generate New Password” link. This will ask you to confirm that a new password is required and then generate one for you. If the pupil name has changed since the last username was generated then this will change too.

## Printing Login Information For Parents

Login information can be printed in one of two ways, either for a single pupil or for a whole class/Extended Group.

To print out the information for a single pupil:

- Select Pupil→Show” from the menu bar
- Select a class or Extended Group from the drop-down list
- Click “Accept” to continue
- Select a pupil from the pupil drop-down list that is now displayed
- Click “Accept” to continue
- Click on the “Print Login Details” link next to the username (as shown in the previous section of this guide)

To print out the information for a whole class or group:

- Select “Pupil→Show” from the menu bar
- Select a class or Extended Group from the drop-down list
- Click the “Class View” button
- Click on the “Print Class/Group Parental Login Details” link (as shown below)




### Example Screen: Printing Login Details For A Class Or Group

Class Details	
Class Name	Y6 UNICORN
NC Year	Y6
<a href="#">Print Class Parental Login Details</a>	

Both options produce the same information to be printed out for the parents or carers. The class/Extended Group option will create a report for all pupils selected and display two items per A4 page whereas the pupil option only produces information for the selected pupil.

### Example Screen: Parent & Carer Login Details

Parental Login Details - STARS DEMO SCHOOL	
Pupil Name	DUCKWORTH, VERA
Date Of Birth	14/01/1995
Current Class	Y6 UNICORN
National Curriculum Year	Y6
Username	DUCKW338
Password	5JX5CWY56E
Web Address For Login	https://parent_site/school_name
 These login details are specific to the pupil shown above. Never disclose your Username or Password to anyone else.	
1 record found to display	
<input type="button" value="Back"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>	

**NOTE:** The web address will be different to the example shown above.

Click the “Print” button to send the document to your printer.



- The web address will show the full address that is needed to access the parent and carer site. Note the “https” at the start of the address instead of “WWW”. This indicates that the site is secure and encrypted.
- Use your browser “Print Preview” option to see how the document will be shown on your printer.

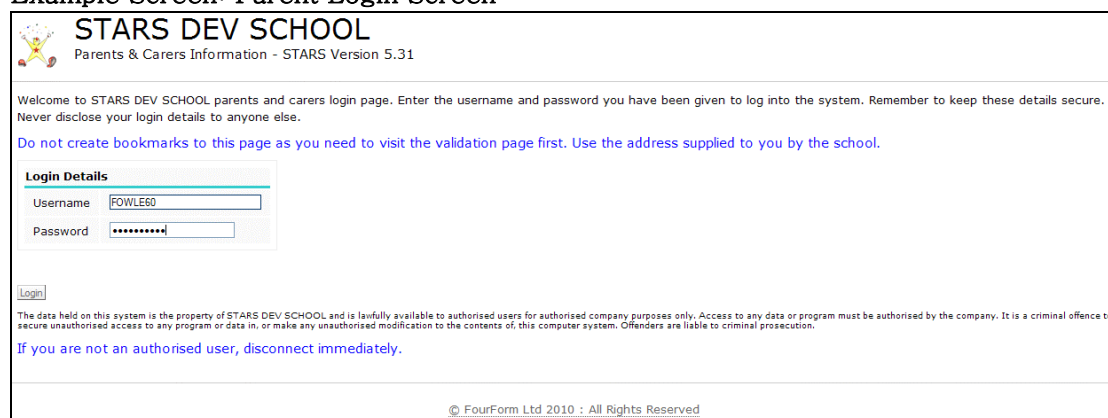


## How Information Is Displayed To Parents & Carers

Parents and carers log in to the site using the username and password given to them for an individual pupil.

After typing the address into their browser (which will be in the format `https://parent_site/school_name`), the parent or carer will see the login screen as shown below. They need to enter the username and password given to them and then click “Login” to continue.

### Example Screen: Parent Login Screen



**STARS DEV SCHOOL**  
Parents & Carers Information - STARS Version 5.31

Welcome to STARS DEV SCHOOL parents and carers login page. Enter the username and password you have been given to log into the system. Remember to keep these details secure. Never disclose your login details to anyone else.

Do not create bookmarks to this page as you need to visit the validation page first. Use the address supplied to you by the school.

**Login Details**

Username

Password

The data held on this system is the property of STARS DEV SCHOOL and is lawfully available to authorised users for authorised company purposes only. Access to any data or program must be authorised by the company. It is a criminal offence to secure unauthorised access to any program or data in, or make any unauthorised modification to the contents of, this computer system. Offenders are liable to criminal prosecution.

If you are not an authorised user, disconnect immediately.

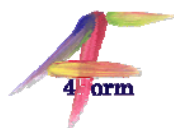
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- The parent and carer site is completely separate from your STARS system.
- The username and password are **not** case-sensitive.
- Each username and password will only show information for one pupil.



Never give out usernames or passwords to your STARS site to parents or carers.



Once logged in they will be presented with a single page with all of the information you have decided to share.

### Example Screen: Parent & Carer Information Screen

Log Out FOWLE60

**STARS DEV SCHOOL**  
Parents & Carers Information - STARS Version 5.31

#### Information For Parents & Carers

Welcome to the parents and carers information page for Pauline. The information available is shown below, to view additional details you need to click the "On" radio buttons for each section. To hide the information click on the "Off" radio buttons. When you have finished reviewing the information, be sure to click on the "Log Out" button to end this session.

Here is the basic information stored for Pauline:

Pupil Details	
Name	PAULINE FOWLER
Current Class	CLASS 5 (YEAR 6)
National Curriculum Year	Y6
Date of Birth	18/01/2000
Gender	Female
Ethnicity	White
Free School Meals	No
English as an Additional Language	No
Joined in NC Year	Foundation

Here is the information about any Special Education Needs recorded for Pauline:

Pupil Special Education Needs Information	
Current SEN Status	Not Applicable
View SEN History	On: <input type="radio"/> Off: <input checked="" type="radio"/>

To make the whole page easier to view, some information needs to be turned on by clicking the "On" radio buttons. The section will then expand to show more detail.



- Parents and carers cannot change any information on the system, they can only view the information that you have shared from your STARS system.

When the "Pupil Achievement and Results Information" section is expanded, package names are displayed along with the year and National Curriculum year that they were achieved in.

### Example Screen: Expanded Achievement Information

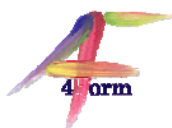
Here is the achievement and result information recorded for Pauline:

#### Pupil Achievement & Results Information

View Achievement Summary      On:  Off:  (4 records )

Package	Year	NC Year	Compare
KS1 SATS ENGLISH	2005/2006	Y2	<input type="checkbox"/>
TERM 6 ENGLISH ASSESSMENT	2007/2008	Y4	<input type="checkbox"/>
TERM 6 ENGLISH ASSESSMENT	2008/2009	Y5	<input type="checkbox"/>
TERM 6 ENGLISH ASSESSMENT	2009/2010	Y6	<input type="checkbox"/>

4 records found to display



Each package can then be further expanded to show the items and results. Placing a tick in the “Compare” checkbox will expand the package to show the results. Removing the tick closes the selection back up and hides all of the items in the package.

### Example Screen: Expanded Package

The screenshot shows a web interface titled "Pupil Achievement & Results Information". At the top, it says "View Achievement Summary" and "On:  Off:  (4 records)". Below this is a table with columns: Package, Year, NC Year, and Compare. The "Compare" column has a checked checkbox. Below the table is a link: "Click on a column heading to sort the table".

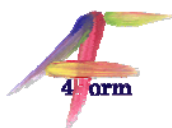
The main content is a table with three columns: Item, Result/Level, and Quantile (What's This?).

Item	Result/Level	Quantile (What's This?)
READ TEST LEVEL 2 SCORE (SHEET 1)	22 <a href="#">Possible Results</a>	0 4 8 12 16 20 24 28 [Green blocks] [Red dot at 22]
READ TEST LEVEL 2 LEVEL (SHEET 1)	3 <a href="#">Possible Results</a>	1 2C 2B 2A 3 [Green blocks] [Red dot at 3]
READ TEST LEVEL 3 SCORE (SHEET 1)	15 <a href="#">Possible Results</a>	0 4 8 12 16 20 24 28 [Green blocks] [Red dot at 15]
READ TEST LEVEL 3 LEVEL (SHEET 1)	L3 <a href="#">Possible Results</a>	L3 NOT [Green bar] [Red dot at L3]
TEACHER ASSESSMENT LEVEL READING (SHEET 1)	L3 <a href="#">Possible Results</a>	W L1 L2C L2B L2A L3 L4 [Green blocks] [Red dot at L3]
SPELLING TEST (SHEET 1)	5 <a href="#">Possible Results</a>	0 1 2 3 4 5 6 7 [Green blocks] [Red dot at 5]

Once expanded the results for each package item are displayed. Each item is explained in detail below.

Heading	Description
Item	This is the package item. If you shared free text columns then these will be displayed here too.
Result/Level	This is the actual result recorded for the item. Clicking on the “Possible Results” link will open another window to show the range of results that could be achieved.
Quantile	<p>The range of results (for example 0–20) is split into blocks. A block is colour-coded green where pupils from the peer group have achieved a result in a particular block of results. The result for the pupil being displayed is shown in the appropriate block by a red circle.</p> <p>This allows parents to see how the pupil results compare against all results in the peer group. The peer group is calculated from all pupils in the same class who have results recorded for the package item.</p>

**NOTE:** Only package items with results recorded for the pupil will be displayed.





- The quantile units are calculated automatically. A maximum of 10 blocks will be displayed with the result range evenly distributed through them.
- The quantile section does not identify any other pupils nor does it identify how many pupils are in each block.

## Logging Out

Once the parent or carer has finished reviewing the information they should log out using the “Log Out” option located at the top of the screen. Closing the browser will also terminate the session and they will need to log in again when they next visit the site.

