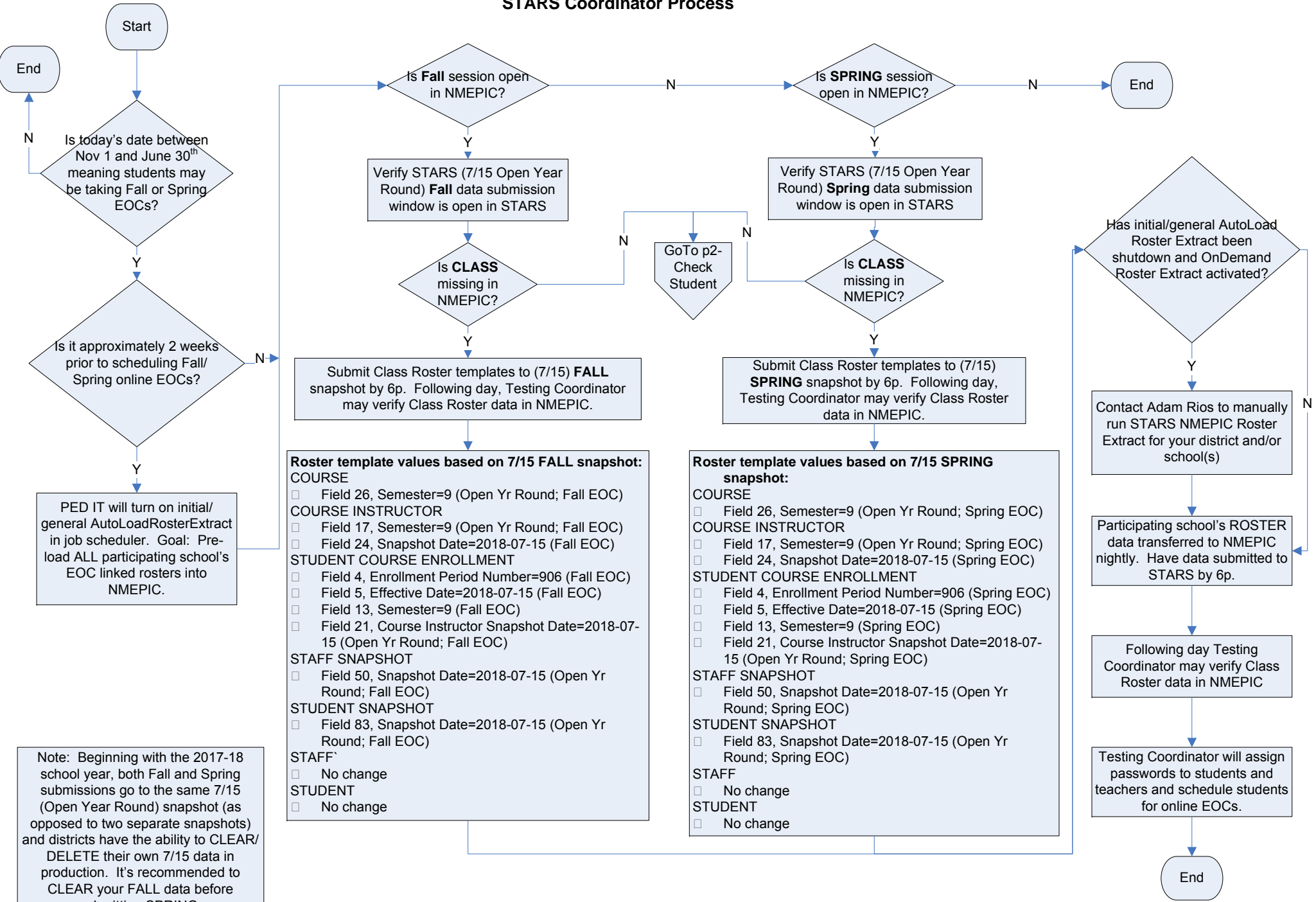


NMEPIC Flowchart of Rosters & Students 2018-19

STARS Coordinator Process



- Roster template values based on 7/15 FALL snapshot:**
- COURSE
 - Field 26, Semester=9 (Open Yr Round; Fall EOC)
 - COURSE INSTRUCTOR
 - Field 17, Semester=9 (Open Yr Round; Fall EOC)
 - Field 24, Snapshot Date=2018-07-15 (Fall EOC)
 - STUDENT COURSE ENROLLMENT
 - Field 4, Enrollment Period Number=906 (Fall EOC)
 - Field 5, Effective Date=2018-07-15 (Fall EOC)
 - Field 13, Semester=9 (Fall EOC)
 - Field 21, Course Instructor Snapshot Date=2018-07-15 (Open Yr Round; Fall EOC)
 - STAFF SNAPSHOT
 - Field 50, Snapshot Date=2018-07-15 (Open Yr Round; Fall EOC)
 - STUDENT SNAPSHOT
 - Field 83, Snapshot Date=2018-07-15 (Open Yr Round; Fall EOC)
 - STAFF
 - No change
 - STUDENT
 - No change

- Roster template values based on 7/15 SPRING snapshot:**
- COURSE
 - Field 26, Semester=9 (Open Yr Round; Spring EOC)
 - COURSE INSTRUCTOR
 - Field 17, Semester=9 (Open Yr Round; Spring EOC)
 - Field 24, Snapshot Date=2018-07-15 (Spring EOC)
 - STUDENT COURSE ENROLLMENT
 - Field 4, Enrollment Period Number=906 (Spring EOC)
 - Field 5, Effective Date=2018-07-15 (Spring EOC)
 - Field 13, Semester=9 (Spring EOC)
 - Field 21, Course Instructor Snapshot Date=2018-07-15 (Open Yr Round; Spring EOC)
 - STAFF SNAPSHOT
 - Field 50, Snapshot Date=2018-07-15 (Open Yr Round; Spring EOC)
 - STUDENT SNAPSHOT
 - Field 83, Snapshot Date=2018-07-15 (Open Yr Round; Spring EOC)
 - STAFF
 - No change
 - STUDENT
 - No change

Note: Beginning with the 2017-18 school year, both Fall and Spring submissions go to the same 7/15 (Open Year Round) snapshot (as opposed to two separate snapshots) and districts have the ability to CLEAR/DELETE their own 7/15 data in production. It's recommended to CLEAR your FALL data before submitting SPRING.

NMEPIC Flowchart of Rosters & Students 2018-19

STARS Coordinator Process

STARS reports to run for verifying data to be transferred to NMEPIC-Student Transfer:

District verification: Only data appearing in this STARS report will be transferred: [District and Location Reports > Template Verification Reports > Student > Student Template Verification](#)

Parms: SchoolYr=current year; District

Purpose: Allows student (Student ID) to be added to existing roster (class) in NMEPIC for scheduling online EOC

STARS reports to run for verifying data to be transferred to NMEPIC-Roster Transfer:

Folder: [District and Location Reports > NMEPIC:](#)

[NMEPIC Detailed Class Roster](#)

Parms: Courses=EOC (leave default) to show only course codes with EOCs attached, because only these courses get transferred. Select 7/15 (Open Year Round; FALL or SPRING) snapshot, because only these get transferred.

[NMEPIC Course Code EOC Crosswalk](#)

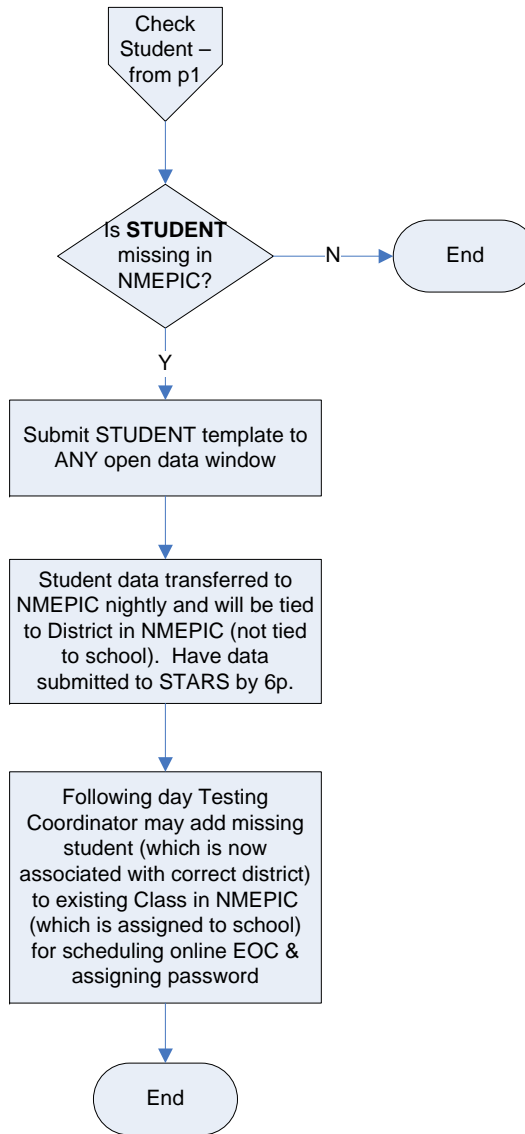
- lists course codes with their EOC test codes
- only these course codes get transferred

[NMEPIC Schools](#)

- lists schools participating in NMEPIC
- only these schools get transferred

Differences between STARS Detailed Class Roster reports:

- NMEPIC Detailed Class Roster
 - If teacher is not found in Staff Snapshot (only in STAFF), still includes roster data for NMEPIC transfer (meaning dual credit and online/distance learning classes are transferred for scheduling these students to take EOCs) e.g. Includes Dummy Staff ID teacher's rosters
- Detailed Class Roster
 - Only includes roster record if TEACHER is found in Staff Snapshot e.g. Omits Dummy Staff ID teacher's rosters for Teacher Eval



Differences between AutoLoadRosterExtract and OnDemandRosterExtract:

- AutoLoadRosterExtract will run nightly for approximately 2-3 weeks whose purpose is to pre-load NMEPIC with ALL participating school's class rosters (teachers and students) so testing coordinators may schedule students to take online EOCs. All participating schools rosters whose course codes are linked to an EOC AND found in the 7/15 Open Year Round (representing FALL or SPRING) tables in STARS will automatically be transferred to NMEPIC. Beware: If Testing Coordinators have moved students between rosters or assigned different teachers in NMEPIC, this automatic nightly transfer may revert them back.
- If the AutoLoadRosterExtract is not active, then districts must use the OnDemandRosterExtract method, which requires a manual extract by Adam Rios (PED). This process allows districts to control what roster data will be transferred from STARS to NMEPIC and when (to prevent NMEPIC changes from reverting back to STARS).

Differences between Roster and Student NMEPIC transfer files:

- STUDENT template is year-based; Class Roster templates are snapshot-based.
- Rosters are associated with a school; Students are associated with a district.
- Staff IDs are masked; Student IDs are not.

Legend:

- EOC=End of Course Exam
- LM=Learning Mate
- NMEPIC=EPIC application hosted by LM for scheduling and administering online EOCs
- OneRoster=format of .csv files sent to LM