NMEPIC STARS Guidance

**Changes 2018-19 school year:**

* None

**Description:**

NMEPIC refers to a process (first introduced in 2016-17) which allows class rosters to be transferred from STARS to an application called EPIC; so testing coordinators may schedule students to take online End-of-Course Exams (EOCs) within the EPIC application. PED also receives these EOC scores back from EPIC and loads them into the Assessment Fact template; therefore, online EPIC EOC scores will NOT be loaded by school districts into STARS. However, non-online EOCs scores (those taken on paper) will be loaded by school districts. EOC scores not in EPIC (because some districts give their own EOCs) will also need to be loaded by school districts.

**Purpose:**

To allow testing coordinators to schedule students to take online end-of-course exams (EOCs) in an application called EPIC. Student’s test scores will be loaded into the STARS Assessment Fact template. Data originates in STARS via a class roster to ensure correct Student IDs and Staff IDs are used. The course codes are used for determining the end-of-course exams to schedule.

## Business Rules:

* Only data submitted to the 7/15 (Open Year Round) snapshot date will be transferred to EPIC
* Two sets of data are transferred:
  + Class Rosters
    - Associates a Course Code to a student and their teacher; assessments can then be tied to students via the course codes
  + STUDENT template data
    - Allows a student who transfers to your school district to be added to an EXISTING CLASSS ROSTER in EPIC. Because staff are associated with a district code in both STARS and EPIC, only students who belong to your district in STARS are available to testing coordinators in EPIC.
* Only schools listed in the STARS report [NMEPIC Schools](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/NMEPIC/NMEPIC%20Schools.rdl) (folder NMEPIC) are transferred to EPIC. These are the participating schools.
* Only Course Codes tied to EOCs are transferred to EPIC
  + In the NMEPIC folder, run these two reports:
    - [NMEPIC Detailed Class Roster](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/NMEPIC/NMEPIC%20Detailed%20Class%20Roster.rdl)
      * When the prompt **COURSES=EOC** is specified, these are the courses that will be transferred; ALL is available for troubleshooting other courses which may have been submitted inadvertently.
    - [NMEPIC Course Code EOC Crosswalk](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/NMEPIC/NMEPIC%20Course%20Code%20EOC%20Crosswalk.rdl)
      * Shows a list of valid End-of-Course Exam, Test Description Codes (key fields which make a test unique) and their associated 4-alphanumeric course code.
* Data must be submitted to STARS by 6pm to be transferred to EPIC that evening.
* If FALL data was submitted to the 7/15 snapshot, then before submitting SPRING data, DELETE all the course template data by deleting COURSE (which will automatically delete COURSE, COURSE INSTRUCTOR and COURSE ENROLL data as well).

Note: This will also delete all the ECOT roster data as well, which is ok because this data would have been transferred to ECOT earlier. In addition, districts can delete 7/15 snapshot date data themselves without having to request a delete from the STARS help desk. Individual Staff Snapshot, Student Snapshot, Course Instructor and Student Course Enrollment record deletes are also available to districts.

**How often to submit NMEPIC data to the 7/15 (Open Year Round) snapshot date?**

**Assessment Data Windows:**

* Fall
* Spring

Note: Due to test retakes (when students do not receive a passing score), the submission window may last several months.

**Templates to submit to 7/15 for NMEPIC class roster creation:**

STAFF, STAFF SNAPSHOT, STUDENT, STUDENT SNAPSHOT, COURSE, COURSE INSTRUCTOR & COURSE ENROLL

* Ensure any templates that reference a Snapshot Date (including snapshot place-holder fields) contain the values relating to the snapshot date
  + COURSE
    - Field 26, Semester valid values: **9** = 7/15 Open Year Round
  + COURSE INSTRUCTOR
    - Field 17, Semester valid values: **9** = 7/15 Open Year Round
    - Field 18, Class Period valid values:
      * For PreK
        + **AM** (morning); **PM** (afternoon) or **FD** (full-day)
      * For K-12
        + **FD** (Full-day; typically for Kindergarten),

**SEM** (semester); **TRI** (trimester); **YR** (Year-long); **BLK** (Block Scheduling); **SP** (Self-Paced); **QTR** (Quarter); **PO** (Pull-out)

* + - Field 24, Snapshot Date valid values 2018-19: **2018-07-15** = 7/15 Open Year Round
  + COURSE ENROLL
    - Field 4, Enrollment Period Number valid values: **906** = 7/15 Open Year Round
    - Field 5, Effective Date valid values 2018-19: **2018-07-15** = 7/15 Open Year Round
    - Field 13, Semester valid values: **9** = 7/15 Open Year Round
    - Field 21, Course Instructor Snapshot Date valid values 2018-19: **2018-07-15** = 7/15 Open Year Round
  + STAFF SNAPSHOT
    - Field 50, Snapshot Date valid values 2018-19: **2018-07-15** = 7/15 Open Year Round
  + STUDENT SNAPSHOT
    - Field 83, Snapshot Date valid values 2018-19: **2018-07-15** = 7/15 Open Year Round
  + STAFF
    - No change for NMEPIC
  + STUDENT
    - No change for NMEPIC

**Template to submit to 7/15 for NMEPIC Student creation:**

STUDENT

* To add students to an existing EPIC class roster, its only necessary to submit the ***STUDENT*** template
* Not until a student is associated with your district will you see the student in EPIC

**NMEPIC STARS reports:**

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| [STARS Home](https://eui.ped.state.nm.us/sites/stars) > [STARS Test Reporting](https://eui.ped.state.nm.us/sites/stars/Test) > [Public Folders](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders) > [eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify) > [District and Location Reports](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports) > [NMEPIC](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/NMEPIC) |

[NMEPIC Schools](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/NMEPIC/NMEPIC%20Schools.rdl)

* Lists participating schools whose rosters will be transferred to NMEPIC
* If any participating schools are not listed, please contact Adam Rios (Adam.Rios@state.nm.us) to have them added. Only District Codes and Location Codes listed that match your COURSE INSTRUCTOR & STUDENT COURSE ENROLLMENT data will be transferred to NMEPIC.

[NMEPIC Detailed Class Roster](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/NMEPIC/NMEPIC%20Detailed%20Class%20Roster.rdl)

* Run this report to verify roster data for transfer
* Dummy Staff ID rosters are included for distance learning and dual credit, so these students may be scheduled for EOCs if necessary
* Report was modeled after “Detailed Class Roster for Teachers” and lists students enrolled in courses with their teacher. Only the PRIMARY INSTRUCTOR (Teacher of Record) is transferred to NMEPIC, not the “other instructors” because a class can only be associated with one teacher in the EPIC system.
* Snapshot parameter specified will be **YYYY-07-15** (for both Fall and Spring)
* To see EXACTLY which rosters will (or were) transferred to NMEPIC, leave the default parameter for **COURSES = EOC**, so only those courses tied to an EOC will be displayed. For trouble-shooting purposes, you may want to change this value to ALL. For example, if you’re wondering why a particular course wasn’t transferred to NMEPIC yet you submitted this Class Roster to the 7/15 snapshot date, try running the report specifying COURSES=ALL parameter. You’ll need to change the course code to an EOC course code for transfer.

## Support contacts:

For STARS NMEPIC or EPIC support, contact Adam Rios at: Adam.Rios@state.nm.us

For STARS EDM loading issues or questions, please contact the STARS help desk at:

***PED-STARSAdmin@state.nm.us***