

MSTAR Universal Screener

Getting Started: Username and password help



To access the MSTAR Universal Screener, teachers and students need TMSDS usernames and passwords. **Do you have 2010-2011 TMSDS usernames and passwords?**

- If your answer is **no**, go to *Section 1*.
- If your answer is **yes** or **I don't know**, go to *Section 2*.

Section 1: I do not have 2010–2011 TMSDS usernames and passwords for my students or teachers.

To generate teacher and student Usernames and Passwords, user data must first be submitted to CORE K12. Go to **tmsds.org** and click the **District/School Enrollment** link.



The PDFs in these sections outline step-by-step instructions and explanations of how the information templates should be populated.

The Excel Files are the templates that must be used to submit all user data to CORE K12. Some information is mandatory, some is optional.

IMPORTANT NOTE: Student information **MUST** include class; teacher information **MUST** include subject and grade taught.

TMSDS user data is submitted to CORE K12 in .csv tab delimited file, which is then converted into the TMSDS program creating usernames and passwords for administrators, teachers, and students.

Email the file as directed using the subject line indicated. If you have a question, please contact CORE K12's customer service department at 888-778-7737, contact your Regional ESC or email tmsds@region10.org.

Enrolling in TMSDS

Follow the four steps below to give your campus or district access to TMSDS.

Step 1 – Learn How to Sign Up



[How to Upload Your Data](#) - A video demonstrating the steps to enroll



[How to Upload Your Data](#) - Written directions of the steps to enroll



[Trouble generating a PDF?](#)

Step 2 – Create Your User Data



[Student-Teacher Data Layout](#) - The data fields needed to create accounts and classes for students and teachers



[Student-Teacher Data Sample](#) - A sample of the Text file that will be posted to the FTP site



[Student-Teacher Data Template](#) - A template to enter your actual student, teacher, and class information



[Administrator Data Layout](#) - The data fields needed to create accounts for administrators



[Administrator Data Sample](#) - A sample of the Text file that will be posted to the FTP site



[Administrator Data Template](#) - A template to enter your actual administrator information

Step 3 – Email CORE K12

Send an email to K12Support@corek12.com. Use a subject line of "Enrollment for [Your Campus or District name]". Include your contact information (name, phone number, preferred email) in the body.

Step 4 – Send Your Data

Please Note

The current contract with TEA provides for multiple imports. Your school or district may send in a file once a week to ensure that you maintain the most current student population information within the system.

Even if users have a TMSDS user name and password from last year, an updated SIS file has to be sent to CORE K12 for the 2010 - 2011 school year. In order to do this, please follow the steps listed above.

Section 2: I do have 2010–2011 TMSDS usernames and passwords for my students or I'm not sure.

First, check for teacher and student usernames and passwords by logging into **tmsds.org**. If you are taken to the portal page and asked to select if you'd like to go to TMSDS or MSTAR, then you have 2010-2011 TMSDS user names and passwords in the system. If you do not see the portal page, you need to submit a data file for 2010-2011. Go to [Section 1](#) for more information.

Once you are logged on, go into the MSTAR portal. On the **Home** page, you should see a list of classes. Check to be certain all your classes are listed. If you see all your classes, your students are ready to test. Go to program materials to download the administration manual, test codes, and other important information.

If you do not see all your classes, click the **To create a new class, click here** link above this list to create each class following the steps below.

Class Name	Grade/Course
Math 8 GUTIERREZ Period 1	8th
Math 8 GUTIERREZ Period 2	8th
Math 8 GUTIERREZ Period 4	8th

Records: 1 - 5 of 5 - Pages: 1

Create a New Class

Enter a **Class/Group Name**. Please note that students will see the class name on their site and the name is visible in TMSDS reporting.

Select a **Grade** for the class to determine the default grade-level of content when creating assessments or assigning Skill Resources.

Select all subjects that will be taught in this class.

To automatically assign the previously selected Course and Grade for this class, select click here. To add grades and courses manually, select the each desired grade from the **Available Courses** field and click the Add button. To remove a grade, select the grade from the **Selected Courses** field on the right, then click the Remove button.

Click the **Save** button once the class parameters have been chosen.

Add students to the class by choosing a student group from the drop-down menu. Once selected, the students in that group will appear in the left field. Add students to the Roster by selecting each name and selecting the **Add** button, or add the entire group by selecting the **Add All** button.

Create Class

Fields marked with an asterisk * are required

* **Class/Group Name**

Class/Group Short Name

Select a grade for this class/group. The selected grade will determine the default grade-level of content when creating assessments or assigning resources. Please Note: You will still be able to access content in any grade level.

* **Grade**

Select each subject you are responsible for teaching this group.

* **Subjects**

☐ ELA
☐ History/Social Science
☒ Math
☐ Science

Room Number

Select one or more courses that apply to this class.
To populate Selected Course section with default courses that match the grade and subjects you have selected, [click here](#).

* **Courses**

Available Courses

- ELA 7
- ELA 8
- ELA 9
- ELA 10
- HSS 7
- HSS 8
- HSS 10
- Math 1
- Math 2
- Math 3

Add

Add All

Remove

Remove All

Selected Courses

- ELA 6

Save **Cancel**

Entering a **Class/Group Short Name** or a **Room Number** are not required, but may be helpful to your program for reporting purposes.

Add/Remove Students

[Click here to create a new student account.](#)

Choose students to view

Students in your classes

Students in Grade 6

Students in your classes

Students in the school

Roster for Period 1 English (23 Students)

- BANUELOS, TREVOR(Grade 6)
- BARAJAS, MARTHA(Grade 6)
- BARBA, SALOMON(Grade 6)
- BARRERA, WILLIAM(Grade 6)
- BARRIOSABELARDE, SIMON(Grade 6)
- BERNAL, HANNAH(Grade 6)
- BLANK, BERNARD(Grade 6)
- WRIGHT, TIMOTHY(Grade 6)
- ZECENA, FRANCISCO(Grade 6)
- ZULOAGA, GINA(Grade 6)

Add
Add All
Remove
Remove All

Save **Cancel**