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### **STARS Milestones Integration Overview**

Overgrad allows NYCPS counselors the ability to complete select STARS College and Career Planning tracker fields and experiences via Overgrad milestones and custom fields. Reminder, Overgrad data feeds into STARS, but experiences logged in the STARS directly do not feed back into Overgrad currently.

The following STARS fields and experiences can be completed for a student in Overgrad:

Fields:

- [Career Goals](#)
- [Career Goals- Career Plan Note](#)
- [Confirmed Postsecondary Plan](#) (**GRDT Discharge Code**) - (Plan, School or Program Name, Verification, Verification Date, Postsecondary Plan Notes)\*\*

**Only exiting students should have a confirmed postsecondary plan entered. All Postsecondary plan fields must be completed before they will be successfully uploaded to STARS. Incomplete entries (i.e, missing a verification date or program name, etc) will not be uploaded to STARS.**

Experiences:

- [1 on 1 Postsecondary Planning Conference](#)
- [Annual Individual Progress Review](#)
- [Built a Strong Match Postsecondary List](#)
- [Career Exploration Activity](#)
- [Connected to a Bridge program](#)
- [Postsecondary Options Exploration Activity](#)
- [Reviewed Plan for Match](#)



Once you have made updates in Overgrad, your work is done. Overgrad will send over your data to the central office and you will see your records reflected in STARS on a weekly basis with data being sent over every Thursday afternoon and processed on Fridays..

## Fields

### Career Goals

This field can be logged by either the educator or student. It includes the same pathway options as the STARS College and Career Planning Tracker and looks like this in STARS:

A screenshot of the "Career Goals" form in the STARS system. The form is titled "Career Goals" in blue. It contains a dropdown menu labeled "What is the student's current area of career interest or intended career pathway?" with "--Select--" as the current selection. Below the dropdown is a link to "check out [careertech](#), [onetonline](#), or other resources for definition of cluster and titles". To the right of the dropdown is a "College and Career Advisor" dropdown menu, also with "--Select--" as the current selection. Below this is a link "Click Here for additional information". At the bottom of the form is a large text area labeled "Use this space to input additional detail about the student's future goals and career plan." To the right of the text area are two buttons: "Add/Edit/Delete Experience" (blue) and "Annual Individual Progress Review" (red).

For Educators, this field can be logged from the Career tab of an individual student's profile page.



## Khalid Ahmed ...

Senior at Liberty High School (Demo)

85 Unweighted GPA

Khalid's Last Login

Use Student's Account

Student Overview

Milestones

Application Manager

Financial

Agriculture, Food & Natural Resources

Programs

Careers

Documents

Interactions

Profile

Chosen Career

Master

Add Career(s)

Submit

Cancel



NOTES



TASKS



MESSAGES

Help



Students can also self report this field by going to My Future -> My Careers and selecting their Chosen Career Cluster..

### Career Goals- Career Plan Note

This field should be updated on an annual basis and refers to the following section of the STARS College and Career Planning Tracker:

This field can be found on the Profile section of the student overview page in the section titled Career Goals. Remember to hit the checkmark to save any notes you input.

#### Dempsey Miller ...

Senior at Overgrad Test School  
75 Unweighted GPA 25 ACT 1020 SAT  
Dempsey's Last Login 3 minutes ago

Use Student's Account

Student Overview Milestones Application Manager Financial Aid College List Programs Careers **Profile**



Career Goals

Future Goals - Career Plan ⓘ

## College and Career Advisor

This field will be uploaded to the STARS College and Career Planning tracker based on the “Assigned Counselor” field in Overgrad.

**Career Goals**

What is the student's current area of career interest or intended career pathway?

--Select--

check out [careertech](#), [onetonline](#), or other resources for definition of cluster and titles

Use this space to input additional detail about the student's future goals and career plan.

**College and Career Advisor**

--Select--

[Click Here](#) for additional information

Add/Edit/Delete Experience

Annual Individual Progress Review

The field can be updated individually from a student's Profile page or in bulk via the bulk importer.

Academics

Unweighted GPA

83

Weighted GPA

83

Assigned Counselor

Post High School Plan



## Confirmed Postsecondary Plan

In the STARS College and Career Planning Tracker this looks like:

### Postsecondary Plan

Please choose a plan for the student

H - NY STATE PRIVATE COLLEGE - 4 YR PROGRAM ▼

Name of the College or Program

\*\*\* Required

How did you confirm the plan?

--Select-- ▼ \*\*\* Required

Date you confirmed the plan

\*\*\* Required

All fields will appear in the section titled Confirmed Postsecondary Plan within a student's profile page. Update the fields as necessary by clicking on the pencil icon to edit and hitting the check mark to save your change.

**All Postsecondary plan fields must be completed before they will be successfully uploaded to STARS. Incomplete entries (i.e, missing a verification date or program name, etc) will not be uploaded to STARS.**

### Confirmed Postsecondary Plan

Postsecondary Plan ⓘ

Postsecondary School or Program Name ⓘ

Postsecondary Plan Verification ⓘ

Postsecondary Plan Verification Date ⓘ

Postsecondary Plan Notes ⓘ



## STARS Experiences

As seen in the image below, Overgrad milestones with an asterisk next to the title will be associated with a STARS experience.

| 9th Grade<br>Class of 2027                                                         | 10th Grade<br>Class of 2026                                                         | 11th Grade<br>Class of 2025                                                         | 12th Grade<br>Class of 2024                                                         |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 9th-Annual Individual Progress Review*<br>Counselor Verification Required          | 10th-Annual Individual Progress Review*<br>Counselor Verification Required          | 11th-Annual Individual Progress Review*<br>Counselor Verification Required          | 12th-Annual Individual Progress Review*<br>Counselor Verification Required          |
| 9th-Career Exploration Activity*<br>Counselor Verification Required                | 10th-Career Exploration Activity*<br>Counselor Verification Required                | 1 on 1 Postsecondary Planning Conference*<br>Counselor Verification Required        | 1 on 1 Postsecondary Planning Conference*<br>Counselor Verification Required        |
| 9th-Postsecondary Options Exploration Activity*<br>Counselor Verification Required | 10th-Postsecondary Options Exploration Activity*<br>Counselor Verification Required | 11th-Career Exploration Activity*<br>Counselor Verification Required                | 12th-Career Exploration Activity*<br>Counselor Verification Required                |
| Follow 3 careers                                                                   | Follow 6 colleges                                                                   | 11th-Postsecondary Options Exploration Activity*<br>Counselor Verification Required | 12th-Postsecondary Options Exploration Activity*<br>Counselor Verification Required |
| Reflect on your personality assessment results                                     | Follow 3 postsecondary programs                                                     | Sign up for college entrance exam(s)                                                | Submit 3 college applications                                                       |
| Take personality assessment                                                        | Follow 3 high school programs                                                       | Request teacher evaluation(s)                                                       |                                                                                     |

## Logging Individual Experiences

- Go to a student's profile page on Overgrad and click on the "Milestones" tab.

**Felicia Hernandez** ...

Junior at Overgrad Test School

82 Unweighted GPA 23 ACT 1140 SAT

Felicia's Last Login 2 months ago

Use Student's Account

Student Overview

**Milestones**

Application Manager

College List

Programs

Careers

Profile

- Click on the Experience that you would like to complete. In this example we will be completing an 11th grade annual IPR.



Student Overview   **Milestones**   Application Manager   College List   Programs   Careers   Profile

| 9th Grade                                                                                                                                              | 10th Grade                                                                                                                    | 11th Grade                                                                                                            | 12th Grade                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>✓ Annual Individual Progress Review*<br/>✓ Counselor Verified</div> <div>✓ Career Exploration Activity (PA,FRNYC)*<br/>✓ Counselor Verified</div> | <div>✓ Annual Individual Progress Review*</div> <div>✓ Career Exploration Activity (PA,FRNYC)*<br/>✓ Counselor Verified</div> | <div>✓ Annual Individual Progress Review*<br/>✓ Counselor Verified</div> <div>✓ Add extracurriculars and awards</div> | <div>✓ Annual Individual Progress Review*<br/>✓ Counselor Verified</div> <div>✓ Career Exploration Activity or Career Development Experience (PA, FRNYC)*</div> |

3. The pop up window will show an “+ADD NOTE” link below the Save button which you will use to add the note associated with the relevant milestone- in this case an IPR. Once you have added your note, hit save and you will see it appear at the bottom of your window below the Save button.

✕

✓ **Annual Individual Progress Review\***  
Complete 12/22/23

✓ Counselor Verification 12/22/23

Description & Instructions

Track Completion  
Complete

Counselor Verification  
✓ Verify milestone completion

Start Date      End Date  
08/01/2023      07/31/2024

Save

+ ADD NOTE

📎 Attended Career Fair at Jacob Javits focused on STEM pathways  
Raymundo Emmerich      01/09/24

📎 Attended career conference 11/13

Add a Note ✕

Note

Cancel      Save

4. A few things to keep in mind for individual milestones:
- If you would like to add multiple instances of a milestone, add multiple notes. Each note will be treated as a separate input of a STARS milestone (i.e., two notes under an IPR will equal to completed IPR's for a student)



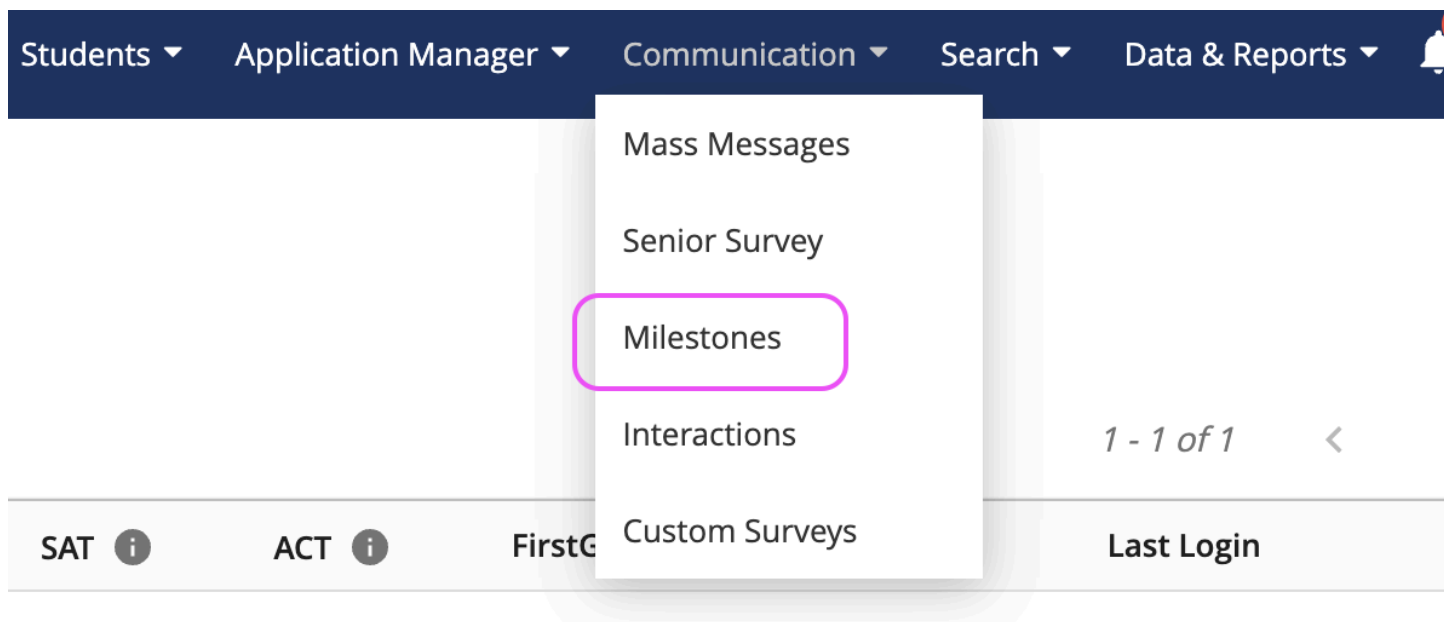


- b. The date you input a milestone will be the date associated with the record in STARS. If the milestone is input on a different date from when it happened, simply include the date of your completion in the note text.
- c. **Notes will be visible to students so you should format your note accordingly. If you would like the note to not be visible to students, input it directly into STARS.**

## Bulk Uploading Experiences

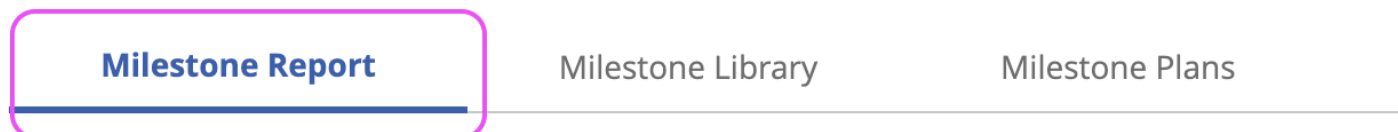
This feature is particularly useful for updating experiences such as Career Exploration Activity and Postsecondary Exploration Activity. For example, you may have taken your entire junior class or a large group of students on a college visit. This will allow you to input the same note for multiple students.

1. Go to the Communication menu and select “Milestones”



2. Select “Milestone Report” from the tabs below Milestones.

## Milestones



3. **Select the milestone and grad year for who you are trying to bulk upload a milestone for.** For example, in this case we are trying to complete a Career Exploration Activity for all 10th graders who were offered a career fair.

Manage **Report**

Academic Year **Grad Years (1)** Student Counselor High School Milestone Status Counselor Verification Completion Status [reset filters](#)

☐ **Milestone**  
☐ Take personality assessment  
☐ Take personality assessment  
☐ Take personality assessment  
☐ Take personality assessment  
☐ Take personality assessment  
☐ Take personality assessment  
☐ Take personality assessment  
☐ Take personality assessment  
☐ Take personality assessment

☐ Follow 5 colleges  
☐ Apply to 1 high school program  
☐ Follow 3 high school programs  
☐ Follow 3 postsecondary programs  
☐ Annual Individual Progress Review\*  
☒ **Career Exploration Activity (PA,FRNYC)\***  
**11th Grade**  
**12th Grade**

4. You can either individually check off a group of students or utilize the checkbox at the top of the table to select all students. You can then click the three dots that appear in the blue bar next to the number of selected students and update the status, verify milestone, or bulk add a note as you would for an individual student milestone.

15 milestones selected

Update Status

Verify Milestone

Add Note

1 - 15 of 15

<

>

| <input checked="" type="checkbox"/> | Milestone                               | Student           | ↓<br>Grade<br>Level | Counselor          | Status ⓘ                          | Counselor<br>Verification |
|-------------------------------------|-----------------------------------------|-------------------|---------------------|--------------------|-----------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | Career Exploration Activity (PA,FRNYC)* | Ayers, Ben        | 10                  | Emmerich, Raymundo | <div><div></div></div> Incomplete | ...                       |
| <input checked="" type="checkbox"/> | Career Exploration Activity (PA,FRNYC)* | Corwin, Delilah   | 10                  |                    | <div><div></div></div> Incomplete | ...                       |
| <input checked="" type="checkbox"/> | Career Exploration Activity (PA,FRNYC)* | Lebsack, Fritz    | 10                  | Legros, Ona        | <div><div></div></div> Incomplete | ...                       |
| <input checked="" type="checkbox"/> | Career Exploration Activity (PA,FRNYC)* | Feeney, Vidal     | 10                  |                    | <div><div></div></div> Incomplete | ...                       |
| <input checked="" type="checkbox"/> | Career Exploration Activity (PA,FRNYC)* | Weber, Icie       | 10                  | Smith, Michelle    | <div><div></div></div> Incomplete | ...                       |
| <input checked="" type="checkbox"/> | Career Exploration Activity (PA,FRNYC)* | Heaney, Herbert   | 10                  |                    | <div><div></div></div> Incomplete | ...                       |
| <input checked="" type="checkbox"/> | Career Exploration Activity (PA,FRNYC)* | Willms, Valentina | 10                  | Legros, Ona        | <div><div></div></div> Incomplete | ...                       |
| <input checked="" type="checkbox"/> | Career Exploration Activity (PA,FRNYC)* | VonRueden, Meda   | 10                  | Smith, Michelle    | <div><div></div></div> Incomplete | ...                       |
| <input checked="" type="checkbox"/> | Career Exploration Activity (PA,FRNYC)* | Hessel, Louvenia  | 10                  |                    | <div><div></div></div> Incomplete | ...                       |
| <input checked="" type="checkbox"/> | Career Exploration Activity (PA,FRNYC)* | Hyatt, Isom       | 10                  | Michaels, Jane     | <div><div></div></div> Incomplete | ...                       |

5. A few things to keep in mind for bulk milestones:
- Always be sure to select a grad year in addition to a milestone. Not doing so will complete the milestone you selected for students in all grade levels.**



If you require additional support or have more questions, please reach out to [support@overgrad.com](mailto:support@overgrad.com).