# Directions for submitting data from Renaissance Star

How to Download the Required Data from Star (Early Literacy, Reading, and CBM)

1. After all assessments are completed, log in as an administrator. Click on **Star Reading tile** and choose **Historical Extract**.
2. Choose **Assignment Type**
	1. Choose Assignments from assessment apps, Choose Star CBM Assignment Type, Choose Star CBM Reading Assessment. Click **Apply**.
3. Select Schools to include. Click **Apply**.
4. Select the school year you want to download data for. Click **Generate Extract.**
5. When completed, click **Download Extract.**
6. Open the downloaded CSV file with a spreadsheet application (e.g., Excel). The downloaded file can be adjusted to include only data needed for state submission. Delete student names and birthdates, but leave all information indicated in the box below.
7. **Save** your downloaded file with the name of the district and year in the filename. For example:
“ScreeningData\_NamePublicSchools\_FY25”

#### Contact your Renaissance Customer Success Manager if you have questions or need help!

**The following data points must be entered into the assessment platform for each student.** These data points will be required for your data to be considered complete.

* SASID
	+ *You may also enter a local student ID number (LASID); however, SASIDs are required.*
* Grade level
* District name and/or district code where test was administered
* School name and/or 8-digit code where test was administered
* Testing window dates
* Test administration date

How to Submit the Data to DESE

1. Log in to the DESE Security Portal (<https://gateway.edu.state.ma.us/>).
2. Under Application List, select DropBox Central.
3. Inside DropBox Central, select the Literacy and Humanities Grants DropBox.
4. **Upload** the data file(s) to the Literacy and Humanities Grants DropBox.

**If you are unable to access** the Literacy and Humanities Grants drop box, please reach out to your district [directory administrator](https://www.doe.mass.edu/infoservices/data/diradmin/list.aspx) and be sure they have added the role, **Literacy and Humanities Grants Drop Box User**, to your user profile.

If you need additional assistance uploading the file to the DropBox, please consult the user guide at <https://www.doe.mass.edu/infoservices/data/diradmin/dropboxcentral.html>