PRINCIPAL STAR CHART HOW TO GUIDE

Visit www.txstarchart.org. Once there click on the Login link.

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Enter the district and campus code and your password. For password recovery please enter the campus code and click on <u>Send Password</u>. *Example: BL Gray = 108911041, SNJH= 108911042, etc.…*

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Once logged in you can view your teacher list by selecting it at the top of the page. If you need to add teachers just type in their first and last name then click <u>Add Teacher</u>. Any teachers with new accounts will have a default password of password. They will need to see the Teacher Star Chart guide for assistance with logging in and setting up their profile.
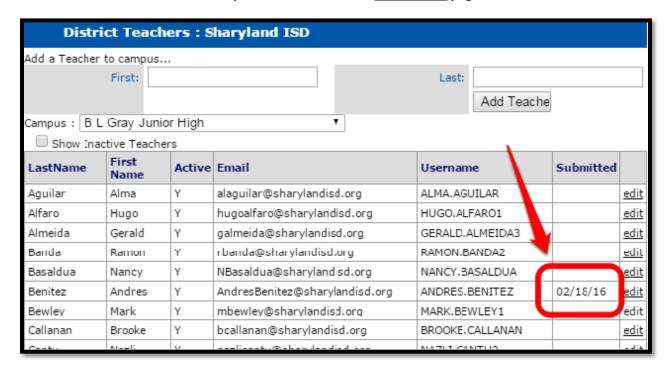

If you need to deactivate teachers that are no longer at your campus please click <u>Edit</u> on the far right side of the row.

Once there you can remove the check mark by Active Teacher and click Update. They will no longer appear on your active teachers list.

You can see the submittal status of your staff when on the Teacher List page as well.

The Teacher List page can be printed to PDF and emailed to your campus staff if needed.