How to Upload Documents in Native Star

PROVIDED BY: BIE – DIVISION OF PERFORMANCE AND ACCOUNTABILITY
How to Login?

On the Internet type in www.bie.edu to open the BIE website.

On the BIE homepage, look to the far right hand side, and use the scroll bar to move the page down until you see NATIVE STAR: BIE’s tool for Continuous School Improvement and click on the first highlighted word here (see blue arrow).
Welcome Page to Native Star

Enter the school Login and Password, then click on the LOGIN button.

Note: A Login and Password for the Native Star link has been provided to your School Administrator and Native Star Process Manager.
- Once logged in, this screen will appear
- Click on folder in the right hand top corner of the screen
Document Upload

Click on this button

Document Upload Tips
Ensure the documents you are uploading is located on your computer in file

1. Locate the file to upload
2. Name the document
3. Use drop down box and select the folder to add the correct folder
4. Insert a short description
5. Insert the person uploading the file
6. Click Upload
• Click the folder you uploaded the document into to verify
The document uploaded will show on the right side of the screen
Reminder

Check the State Bulletin folder for News & Updates.