

Overview of A*STAR Editors

Learner Editor

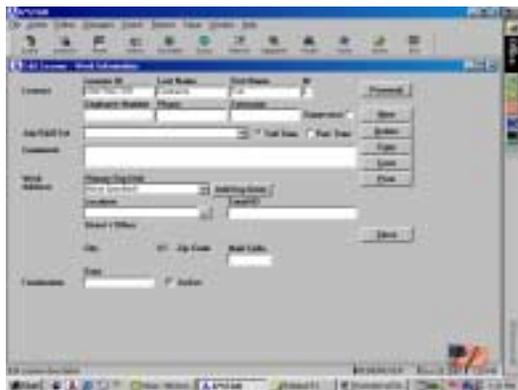
A learner is an individual who is participating in training.

NOTE: Contractors are the **“only”** learners that should be added to the Learner Editor in A*STAR. NASA employees (Civil Servants) are imported from the NASA Personnel Payroll System and are refreshed on a weekly basis.

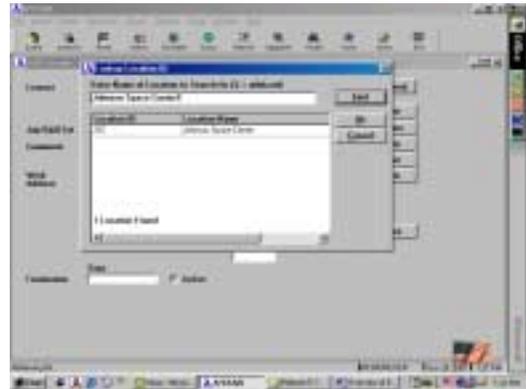
A*STAR lets you manage all aspects of a learner’s training including enrolling a learner in a course.

To Create a Learner (Contractor)

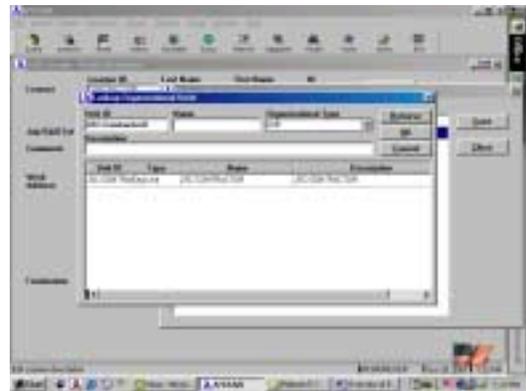
1. Do one of the following:
 - On the tool bar, click the **Learner icon**.
 - On the **Editors menu**, point to People, and then click Learner.
2. Click **New**.
3. Type the following required information.
 - Learner ID
 - Last Name
 - First Name



4. Click on the **Location ellipsis (...)** to look-up the appropriate location.
5. Enter **name of Location** to search for and press enter on the keyboard or click the Find button (i.e. Johnson Space Center%)



6. Select the Location and click **OK**
7. Click the **Save** button
8. Click on the **Add Org Units** button, click OK and then click on the **Org Unit ID ellipsis (..)**
9. Enter search criteria to look-up organizational units (i.e. Unit ID = JSC – Contractor or Name = JSC - Contractor) and click **Retrieve**.



10. Select the appropriate **Primary Org Unit** and click **OK**.

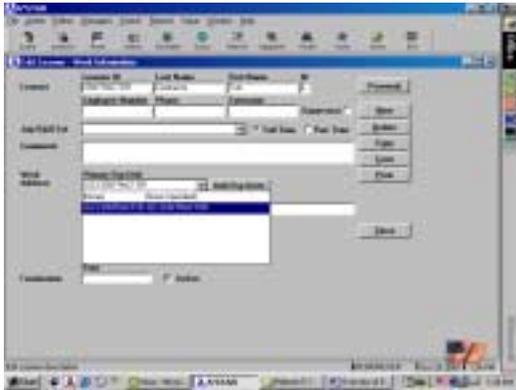
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11. Click **Save**.

12. Click **Ok**.

13. Click **Close**.

14. Click on the **Primary Org Unit drop-down** and select appropriate Org Unit (i.e. JSC – Contractor)



15. Click **Save**

16. If you want to be able to send the learner e-mail confirmation or Starnotes, type in the E-mail ID.

17. Click **Close**.

Note: If you don't want to allow Contractors to log-in into the A*STAR database and register on-line for training then perform the following:

18. Do one of the following:

- On the tool bar, click **Learner icon**.
- On the Editors menu, point to People, and then click Learner.

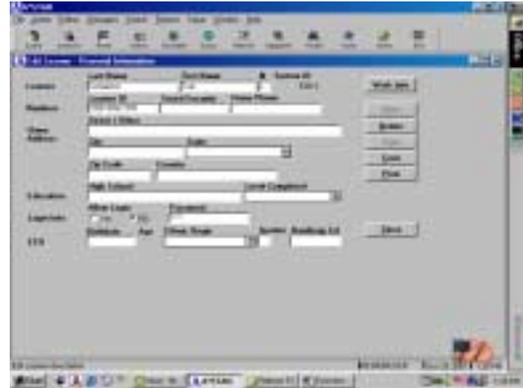
19. Enter search criteria (i.e. Learner ID = 123456789 or Primary Org Unit = MSFC-CD02)

20. Click **Retrieve**

21. Double click on the Learner

22. Click on the **Personal button**

23. On the Allow Login option, select the **(NO)** radio button



24. Click **Save**

25. Click **OK**

26. Click New to add another Learner (Contractor), or click Close to return to the Find Learners screen.

To Add a Course to a Learner's History

1. On the tool bar, click the **Learner icon**.
2. Perform a search to find the Learner whose course history you want to edit by entering Last Name or Learner ID and clicking on the **Retrieve** button.
3. Select the learner, and then double-click.
4. On the **Action menu**, click Edit Course History.

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To add additional completed courses, click **Add** and input the appropriate information.

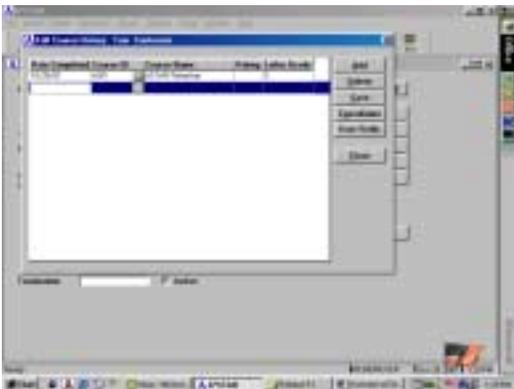
Assigning/Editing User Defined Fields in Edit Course History

In the “Edit Course History” area, you can add training history records for a particular learner who has completed a local computer training class, conference, academic study or classroom training course.

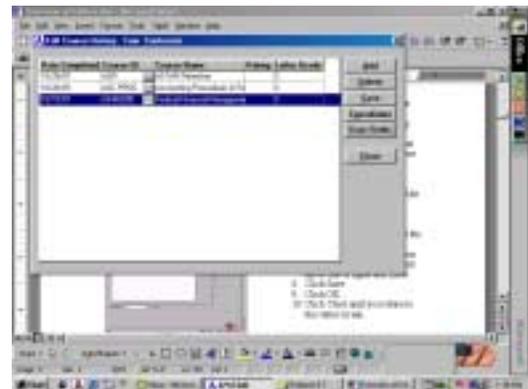
5. Click **Add** button.
6. Input the **Date Completed**, **Course ID** or click on the **ellipsis (...)** to look-up the course.
7. Enter search criteria (i.e. Course Title = Contracting% or Course ID = CONF%) or click **Retrieve** to bring up all courses.
8. Select the appropriate course and click **OK**
9. Input **rating or grade**

To Edit or Input User Defined Fields perform the following:

1. On the tool bar, click on the **Learner icon**.
2. Perform a search to find the Learner whose course history you want to input UDF's by entering Last Name or Learner ID and clicking on the **Retrieve** button.
3. Select the learner, and then double-click.
4. On the **Action menu**, select Edit Course History.
5. Select the course to associate the UDF's.

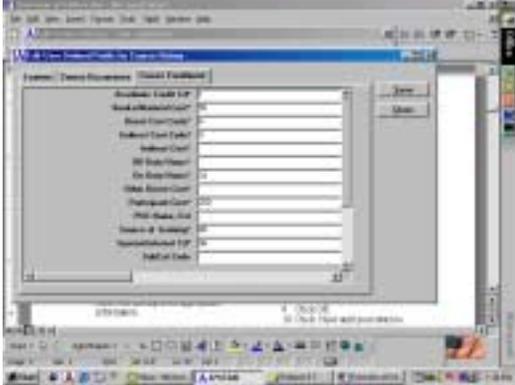


10. Click **Save**
11. Click **OK**
12. Click **Close**



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6. Click on the **User Fields** button.
7. Click on the **Course Enrollment tab** to edit or input user fields.



8. Click **Add** and input appropriate UDF's.
9. Click **Save**.
10. Click **OK**.
11. Click **Close** until you return to the status screen.

Consolidating Course Histories

Sometimes a learner is entered in the database ore than once. As a result, the same learner may have two or more learner Ids. A*STAR provides you with a way to consolidate the course histories of the learner.

Once you merge the two histories, you can make the extra learner ID(s) inactive, leaving you with a single course history and learner ID for the learner.

To Consolidate Course Histories

1. On the tool bar, click the **Learner icon**.
2. Do a search to find the learner whose course history you want to edit.
3. Select the learner, and then double-click.
4. On the **Action menu**, click Edit Course History.
5. Click **Consolidate**
6. Type the ID of the learner whose history you want to merge
7. Click **Find**.
8. Click **Merge**, and then click **Close**.
9. Click **Save**, and then click **OK**.

Viewing a Course History

You can view a listing of all a learner's completed courses.

To view a Course History

1. On the tool bar, click the **Learner icon**.
2. Do a search to find the learner whose course history you want to view.
3. Select the learner, and double-click..
4. On the **Action menu**, click Course History.

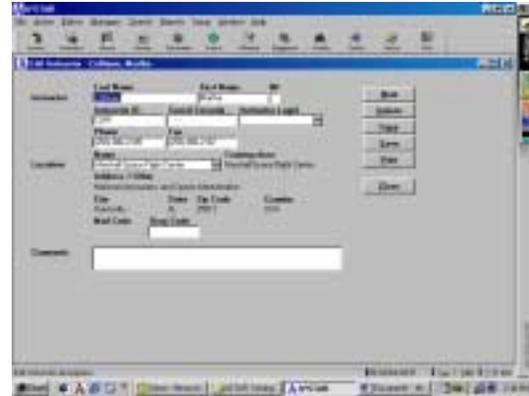
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Viewing Scheduled Courses

You can view a complete list of all courses a learner is scheduled to take.

To View Scheduled Courses

1. On the tool bar, click **Learner icon**.
2. Select the learner, and then double-click.
3. Do a search to find the learner whose course history you want to edit.
4. On the **Action menu**, click Course Schedule.



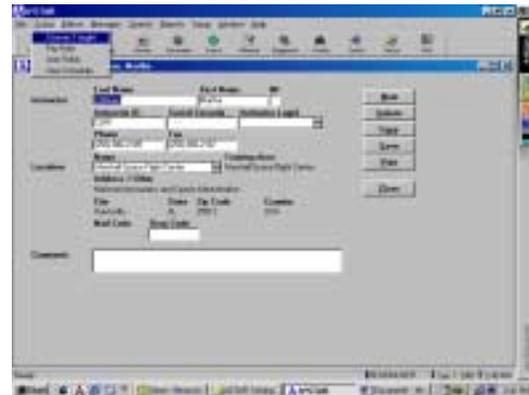
3. Enter the Instructor information, select the Instructor Location from the drop-down menu. Type any additional information (optional).
4. Click the **Save** button to save the instructor record.
5. Once you have created and saved the instructor, you can identify instructor qualifications. Click on the “**Action**” menu item to select “Courses Taught” to associate courses.

Instructor Editor

An *Instructor* is a person that will be scheduled to provide instructor-led courses, either inside or outside your organization.

Creating New Instructors for Classroom Courses

1. From the Daily Status screen, click on the **Instructor Editor** icon.
2. At the Find Instructors screen, click on the **New** button to create a new instructor record.



6. All of the instructor qualifications will be displayed on the “Courses Instructor is Qualified to Teach” screen. Click on the Add button to add course material inventory.
7. After retrieving the courses, click on the course(s) you want to add to the

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instructors qualified list, then click the **Add to List** button.

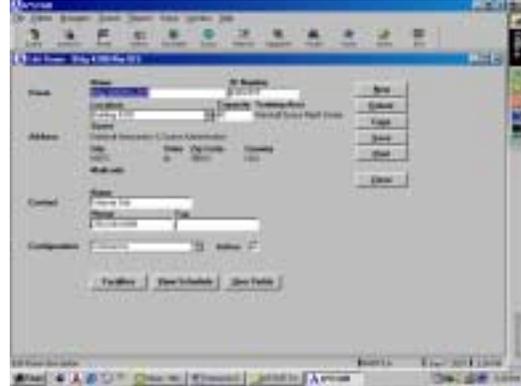
Room Editor

A*STAR allows you to manage all room reservation and scheduling in your organization. You can create rooms to be used as classrooms as well as rooms to be used for other events, such as meetings or conferences. Before you can schedule a room using the Room Manager, you must first create the room.

Creating a New Room for Scheduling

1. From the Daily Status screen, click on the **Room Editor** icon.
2. At the Find Rooms screen, click on the **New** button to create a new room record.
3. Enter the Room information, then select the room Location and the room Configuration from the drop-down menus. Type any additional information (optional).

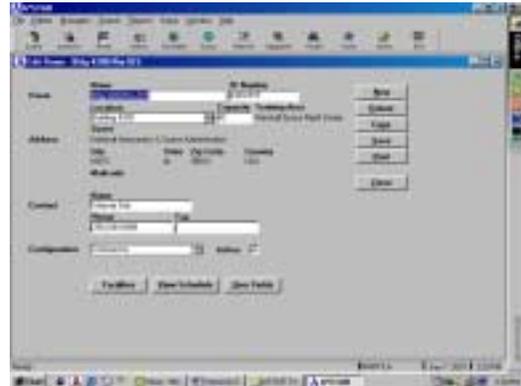
*Room Configurations and Locations are created by the System Administrator using the Setup functions of A*STAR. If you do not have the required location and/or configuration in the drop-down menus, send an e-mail to your System Administrator.*



4. Click the **Save** button to save the room record.

Associating Facilities with a Room

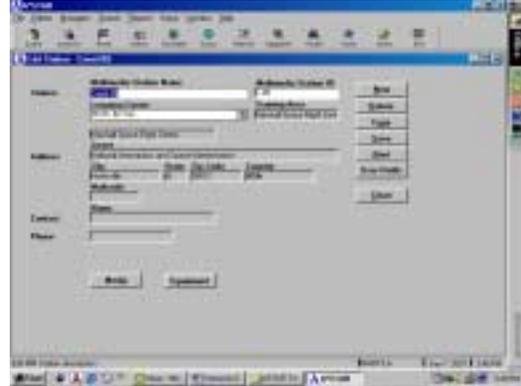
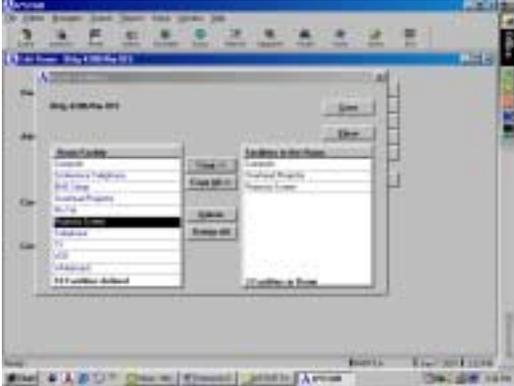
1. Once you have saved the room record, click on the **Facilities** button to associate room facilities.



Room facilities can include computers, projector screens, overhead projectors, etc.

2. Click on the room facility that you would like to associate to the room and click on the **Copy** button and then click **Save**.

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Station Editor

A *Learning Station* is a location in the learning center where the learner will take self paced training. A learning station may have a computer, VCR, cassette player, etc.

In order to schedule a learner for self-paced training at a Learning Center, you must create the Stations that will be scheduled.

1. From the Daily Status screen, click on the **Station Editor** icon.
2. Click on the **New** button to create a new learning station record.
3. Enter the Multimedia Station Name, Multimedia Station ID, and select a Learning Center from the drop-down menu. Type any additional information (optional).

4. Once you have entered the station information, click on the **Save** button.

The Multimedia Station Name, Multimedia Station ID, and Learning Center fields are required when creating a new Learning Station record.

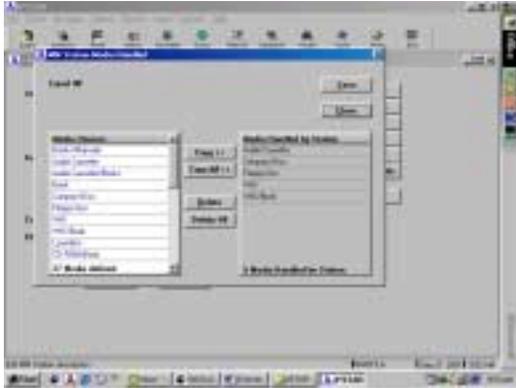
Assigning Learning Station Media

Assigning Media to learning stations enables administrators to track individual station qualifications when scheduling self-paced material. For example, if you tried to schedule a video tape at a learning station that did not have a VCR, A*STAR would automatically warn you indicating this material is not supported.

1. From the Daily Status screen, click on the Station Editor button.
2. At the Find Stations screen, click on the Retrieve button and double-click on the station record for which you want to set up station media.
3. Click on the **Media** button to assign Station Media.

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4. Highlight the Media you want to assign to the station and click on the **Copy>>** button.



Station media can also be assigned by double-clicking on each selected Media choice.

5. Click the **Save** button once you have associated the Media Handled by Station and click the **Close** button.

*Systems Administrators are the only A*STAR administrators who have the capability of adding station media. If the station media you require is not listed in the Media choices window, send an e-mail to the System Administrator with the appropriate information.*

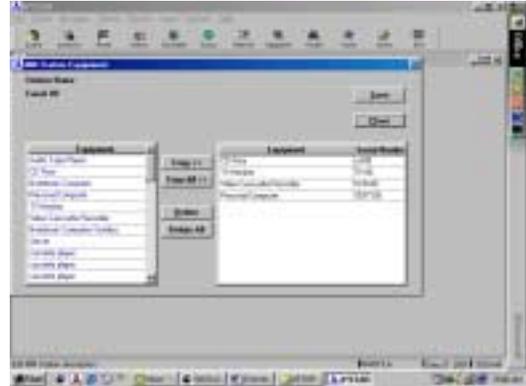
Assigning Learning Station Equipment

Assigning Equipment to learning stations enables administrators to locate and track equipment inventories.

1. From the Daily Status Screen, click on the **Station Editor** icon.
2. At the Find Stations screen, click on the **Retrieve** button and double-click on the station record for which

you want to set up station equipment.

3. Click on the **Equipment** button to assign Station Equipment.
4. Highlight the Equipment you want to assign to the station and click on the **Copy>>** button.



5. Enter the Equipment Serial Number after you have added the equipment to the station.
6. Once you have associated the equipment to the station and entered the serial numbers, click on the **Save** button and click **Close**.

Course Editor

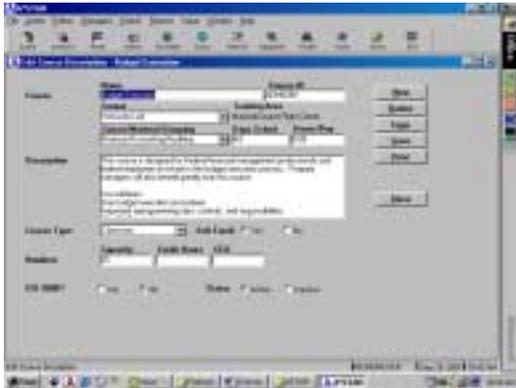
Creating Instructor-led Courses

An Instructor-led Course is a course that will be scheduled and managed in a classroom environment with an instructor. Instructor-led courses are created in the Course Editor, using the same function as you would use to create a self-study course.

1. From the Daily Status screen, click on the **Course Editor** icon.

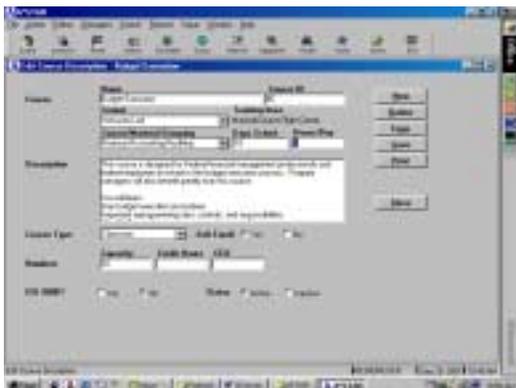
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2. At the Find Courses screen, click on the **New** button to create a new course record.
3. Enter the Course Name, Course Id, Days Scheduled, Hours/Day, Description, and Capacity, select the Format, Course/Material Grouping, and Course Type from the drop-down menus.



The Description field is not required to save the course record. The Days Scheduled and Hours/Day you define on this screen will be the defaults when you schedule the course.

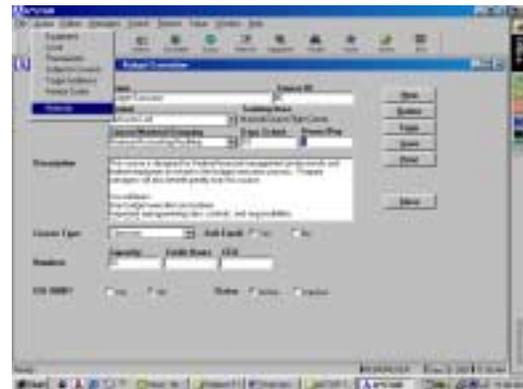
The Course Type drop-down menu will determine if this course is administered using the A*STAR Course Manager or the Learning Center. Make sure if you are creating instructor-led courses, you select "Classroom".



4. Click the **Save** button to save the course record.

Associating Course Materials

1. Once you have created and saved the course, you can associate classroom materials. Click on the "Action" menu item and select Materials to associate materials.



2. If you have not defined any classroom material, A*STAR will provide a "No Data Found" prompt. Click on **Add** button to add material to this course.
3. Use the various fields to refine your material search, click on the **Retrieve** button.
4. Once you have highlighted the desired material you want to associate to the course, click on the **Add to List** button.
5. Click the **Save** button to save the material associated with the course and then click **Close**.

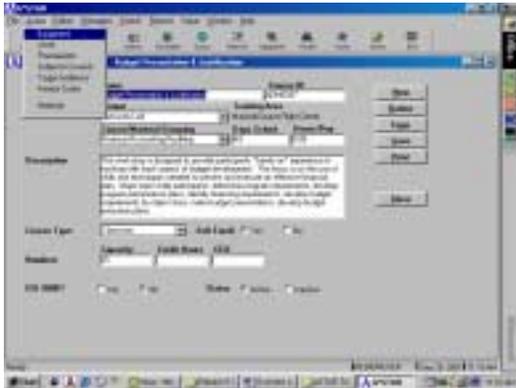
Once a material is linked with a course, you have the capability of tracking material inventories and

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managing material distributions when scheduling an instructor-led course.

Associating Course Equipment

1. Once you have created and saved the course, you can associate classroom equipment. Click on the “Action” menu item and select Equipment to associate equipment.



2. If you have not defined any classroom equipment, A*STAR will provide a “No Data Found” prompt. Click on the **Add** button to add material to this course.
3. Use the various fields to refine your equipment search, click the **Retrieve** button.
4. Once you have highlighted the desired equipment you want to associate with the course, click on the **Add to List** button.
5. Click the **Save** button to save the equipment associated with the course.

Once equipment is linked with a course, you have the capability of creating equipment reservations when scheduling an instructor-led occurrence.

Material Editor

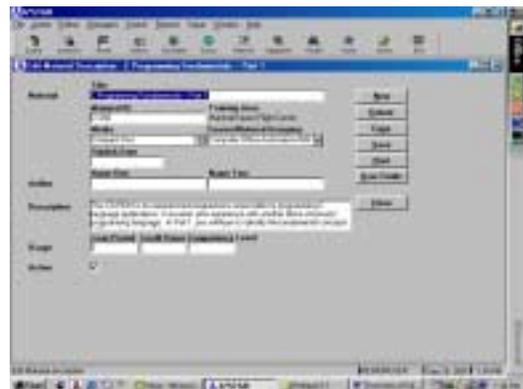
Classroom Material can be created and associated with classroom training. Associating materials to courses enables you to track inventory levels and distributions of materials such as:

- *Workbooks*
- *Manuals*
- *Study Guides, etc.*

Setting up and managing course material is an optional function of A*STAR. You are not required to setup course materials in order to use the Course Manager scheduling functions. Before you can associate material to a course, you must first create a material.

Creating Classroom Material

1. From the Daily Status screen, click on the **Material Editor** icon.
2. At the Find Materials screen, click on the **New** button to create a new material record.
3. Enter the Material Title and ID, then select the Media and Course/Material Grouping from the drop-down menu.



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4. Click the **Save** button to save the material record.

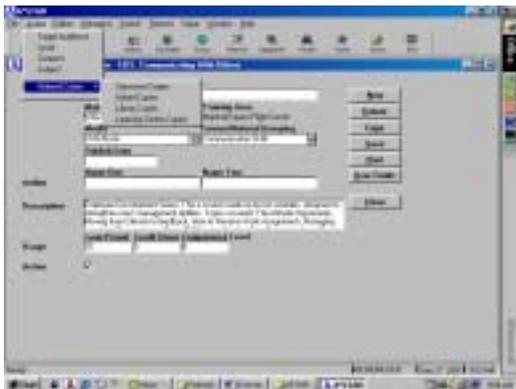
Creating a Copy of a Learning Material Title

You can create records for each individual copy of a material title. The record for each copy of a material is based on where it will be used.

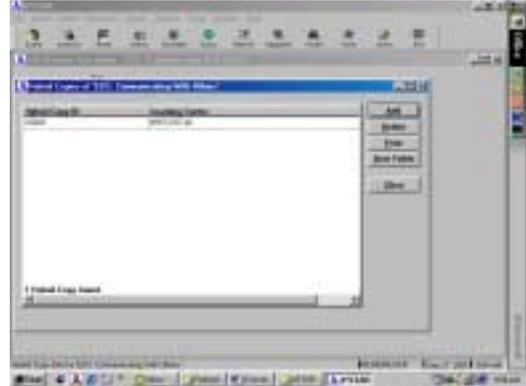
A*STAR provides four categories of material copies:

- Classroom
- Hybrid (can be used as both Library and Classroom copies)
- Library
- Learning Center

1. From the Daily Status screen, click on the Material Editor icon.
2. At the Find Materials screen, click on the Retrieve button and double-click on the material record for which you want to set up course material copies.
3. Select the title, and then double-click.
4. On the “Action” menu, point to Material Copies, and then choose a type of copy.



5. Click the Add button.

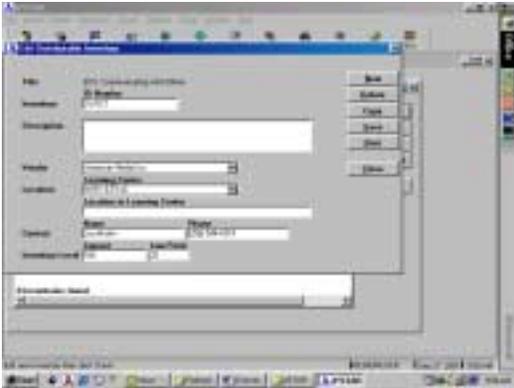


To Create a Classroom Copy

1. Type or select the following required information:
 - ID Number
 - Learning Center
 - Current Level
 - Low Level
2. Type any additional information (optional)
3. Click **Save** to save the record.

*A*STAR will automatically calculate the material copy inventory levels, as they are distributed. When the material copy inventory exceeds the Low Point, you will be notified and prompted for action.*

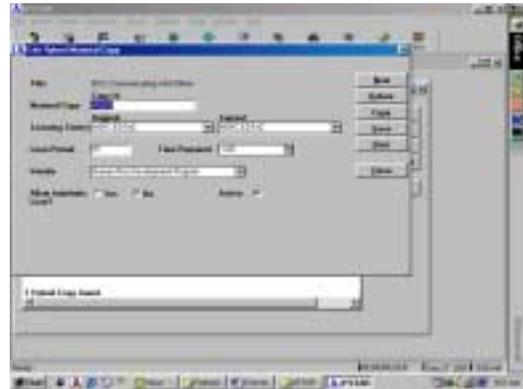
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To Create a Hybrid Copy

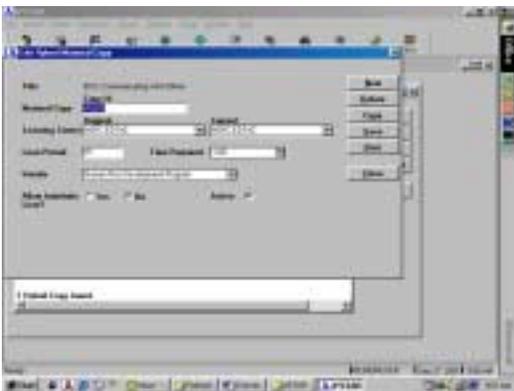
1. Type or select the following required information:
 - Copy ID
 - Learning Center
 - Loan Period
 - Time Required
2. Add any additional information (optional).
3. Check the Active check box is you want to loan and distribute the material.

2. Add additional information (optional).
3. Check the Action check box if you want to loan or distribute the material.



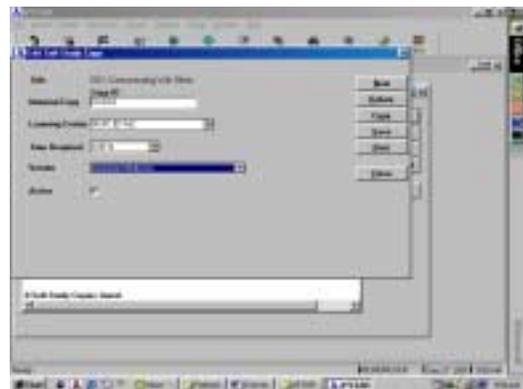
To Create a Learning Center Copy

1. Type the following required information:
 - Copy ID
 - Learning Center
 - Time Required
2. Add any additional information (optional).
3. Check the Action check box to loan and distribute the material copy.



To Create a Library Copy

1. Type or select the following required information:
 - Copy ID
 - Learning Center
 - Loan Period



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To save time when creating copies to be used at the same location, use the Copy button. Clicking Copy creates a new record with all the copy information except the ID number. Type the new ID number, and then click Save.

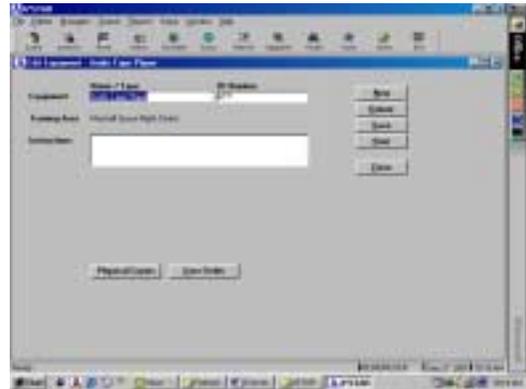
which can be reserved, scheduled, and tracked.

4. Once you have saved the equipment record, click on the **Physical Copies** button to create individual equipment copies.

Equipment Editor

Creating New Equipment

*A*STAR lets you manage scheduling, reservations, and inventory for equipment within your organization. You can create equipment to be used in classrooms as well as for other events, such as meetings or conferences.*



Before you can schedule equipment using the Equipment Manager, you must first create the type and physical copy of the equipment.

All of the physical copies for the specified equipment are identified on the Equipment Copies screen. Each physical copy of the equipment has a unique identifier and can be scheduled individually.

Creating a New Equipment Type

1. From the Daily Status Screen, click on the **Equipment Editor** icon.
2. At the Find Equipment screen, click on the **New** button to create an equipment record.
3. Enter the Equipment information, then click the **Save** button to save the record.

5. Click on the **New** button to add a physical copy for the equipment.
6. Enter the Equipment Copy ID, Contact Name, Contact Phone, and associate a Learning Center using the drop-down menu, then click the **Save Button**.

Now that you have created an equipment type, you can create physical copies of the equipment,

The Learning Center is the physical location from which the equipment will be scheduled. Each center can have a separate equipment inventory within your organization.

When creating physical copies of equipment, remember that you can use a bar-coding system to create specific equipment copy ID's. This will streamline the management process by enabling you to scan each piece of

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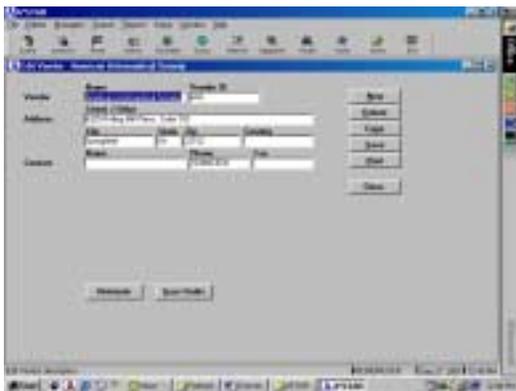
equipment you are checking in and out.

Vendor Editor

Vendors are suppliers of training and learning materials.

Creating a Vendor

1. From the Daily Status Screen, click on the **Vendor Editor** icon.
2. At the Find Vendor screen, click on the **New** button to create a vendor record.
3. Type and select the following required information:
 - Name
 - Vendor ID
4. Type any additional information including:
 - Address
 - Contact Information
5. Click the **Save** button to save the Vendor record.



If you have more than one vendor in the same training area, you can use Copy to save time. Clicking copy transfers all information except for the

name and vendor ID from this record to a new record. Type the Name and Vendor ID and then click Save.

To Edit a Vendor

1. From the Daily Status Screen, click on the **Vendor Editor** icon.
2. At the Find Vendor screen, enter search criteria and click on the **Retrieve** button.
3. Select the Vendor and double-click.
4. Make changes and then click on the **Save** button to save changes.
5. Click OK.
6. Click **Close** button to return to Daily Status Screen.

To Delete a Vendor

1. From the Daily Status Screen, click on the **Vendor Editor** icon.
2. At the Find Vendor screen, enter search criteria and click on the **Retrieve** button.
3. Select the Vendor and double-click.
4. Click on the **Delete** button.
5. Click on the **Yes** button to confirm delete.
6. Click OK.
7. Click the **Close** button to return to the Daily Status Screen.

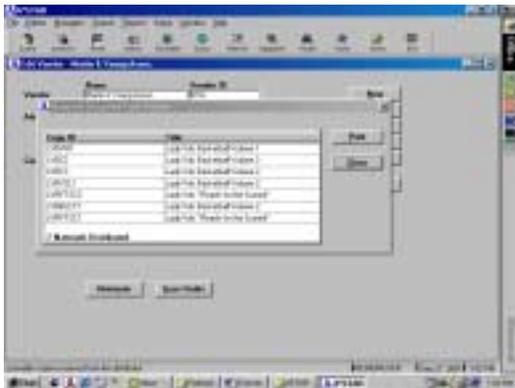
Viewing Materials Distributed by a Vendor

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*You can view a list of all materials your organization has received from a particular vendor. When you create a copy of a learning material title, you specify the vendor for the material. A*STAR uses this information to provide a report of materials provided by a particular vendor.*

To View Materials Distributed by a Vendor

1. From the Daily Status Screen, click on the **Vendor Editor** icon.
2. At the Find Vendor screen, enter search criteria and click on the **Retrieve** button.
3. Select the Vendor and double-click.
4. Click on the **Materials** button to view materials.



5. Click the **Close** button to return to the Daily Status screen.