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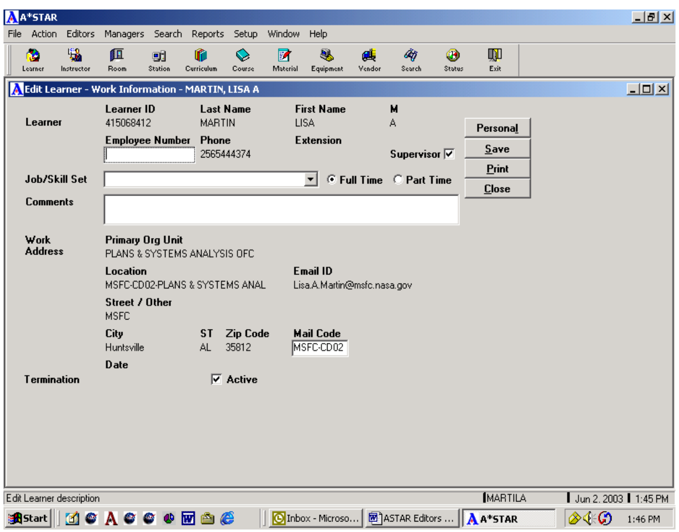
Learner Editor

A learner is an individual who is participating in training. Learners can no longer be added manually to the learner editor. With the integration of Single Sign On (SSO), learners will be added to the AdminSTAR system via SSO. You may refer to the Single Sign-On Administrator's Users Guide for information regarding the addition of learners into the system.

The following AdminSTAR data fields will be display only with the incorporation of SSO:

Work Info Screen

- Learner ID
- Last Name
- First Name
- Middle
- Phone
- Primary Org Unit
- Email ID
- Termination Date
- Active Checkbox



Personal Info Screen

- Last Name
- First Name
- Middle
- Learner ID
- Social Security Number
- Birth Date

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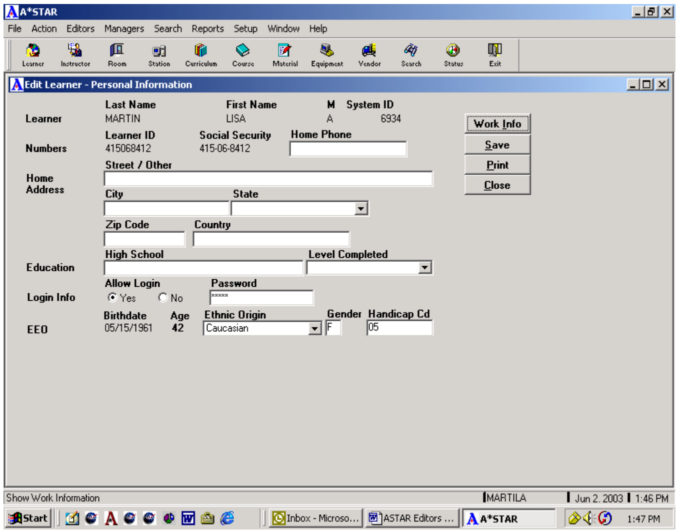

To Create an Organization Reviewer

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 Edit Learner Screen, click the **Org Reviewer** button.

To Retrieve a Range of Organizations

1. Input the Org Code utilizing the wildcard (%) search feature (i.e. MSFC-CD%) and click **Retrieve**.
2. Select the appropriate Organization and click on the **Select** button. To clear the selection, click on the **Clear** button.

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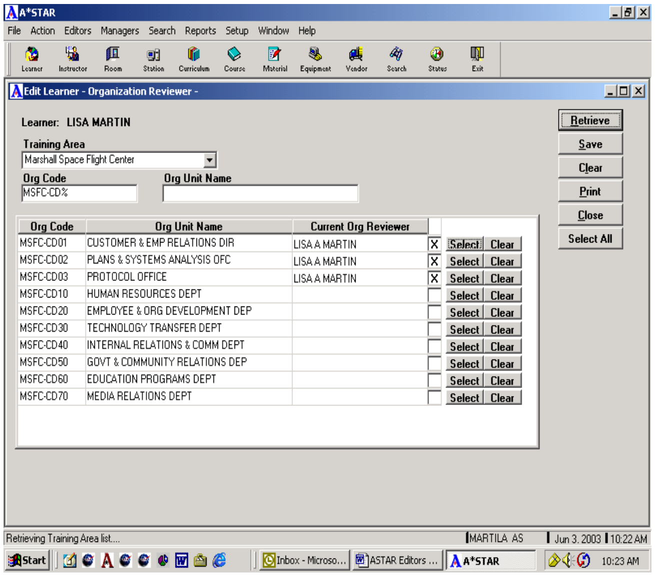
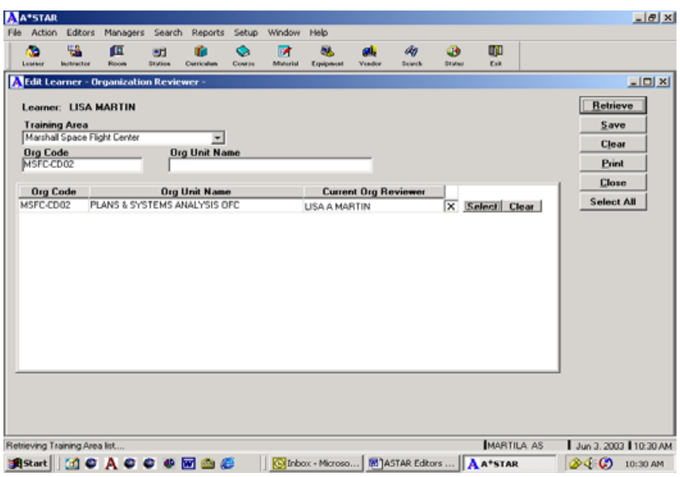


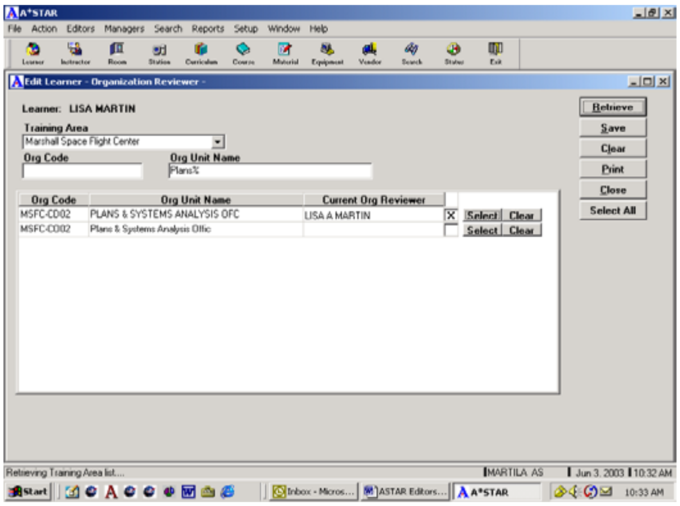
To Retrieve a Specific Organization

1. Input the Org Code utilizing the wildcard (%) search feature (i.e. MSFC-CD02) and click **Retrieve**.
2. Select the Organization and click on the **Select** button. To clear the selection, click on the **Clear** button.



To Retrieve a Specific Organization by Org Name

1. Input the Org Name utilizing the wildcard (%) search feature (i.e. Plans%) and click **Retrieve**.
2. Select the Organization and click on the **Select** button. To clear the selection, click on the **Clear** button.



To Remove a Learner as an Organization Reviewer

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.

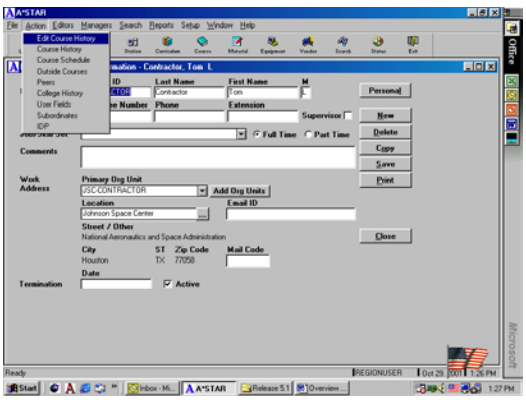
3. Select the learner, and then double-click.

4. On the Edit Learner Screen, click the **Org Reviewer** button.

5. Input the Org Code or Org Name and click **Retrieve**. Select the appropriate Organization and click on the **Clear** Button and click the **Save** button to save the record.

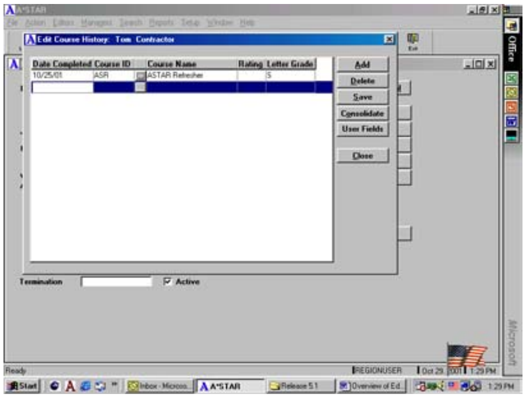
To Add a Course to a Learner's History

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.



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**



10. Click **Save**

11. Click **OK**

12. Click **Close**

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

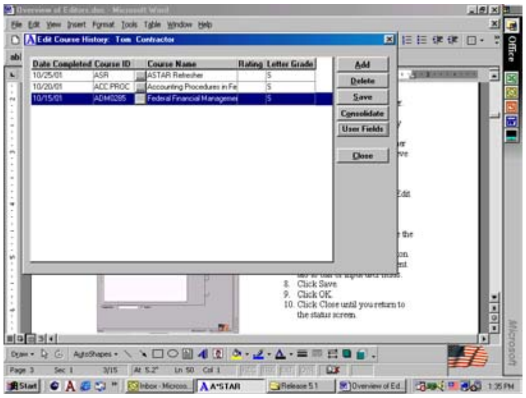
Assigning/Editing User Defined Fields in Edit Course History

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.

To Edit or Input User Defined Fields perform the following:

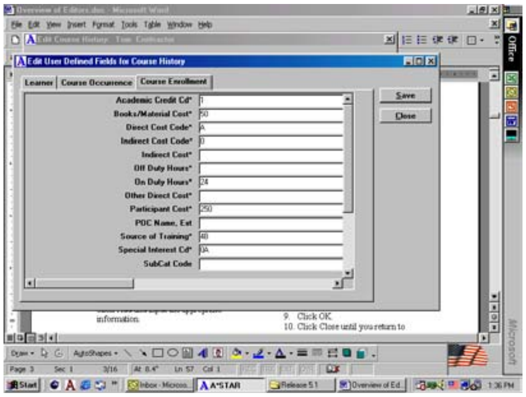
1. On the tool bar, click on the **Learner icon**.
2. Perform a search to find the Learner whose course history you want to input UDF's by entering Last Name or Learner ID and clicking on the **Retrieve** button.
3. Select the learner, and then double-click.
4. On the **Action menu**, select Edit Course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

5. Select the course to associate the UDF's.



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.

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User Defined Field Definitions

NOTE: All <u>COST</u> assigned under "Numeric" tab are <u>per person</u> costs. For Example: Participant Cost – do not input the total cost for the session, input per person cost for the occurrence.

Academic Credit Code ***- (1 Character/Numeric)***

- ***1 = No Academic Credit***
- ***2 = Graduate Academic Credit***
- ***3 = Undergraduate Academic Credit***
- ***4 = Secondary Academic Credit***

Direct Cost Code ***(1 Character/Text)***

- ***A = Installation Funded***
- ***B = Agency Funded***
- ***C = Contract Course, Funded by NASA Installation***
- ***D = Contract Course, Funded by NASA Agency***
- ***0 (zero) = No Cost***

Indirect Cost Code ***(1 Character/Text)***

- ***A = Installation Funded***
- ***B = Agency Funded***
- ***0 (zero) = No Cost***

Indirect Cost ***(Numeric)***

- ***This field designates a participant's*** *travel* ***cost associated with a training instance.***

Other Direct Cost ***(Numeric)***

- ***This field designates the direct cost, other than tuition, books, and materials (Room/Hotel Rentals, Computer Rentals, etc).***

Books/Material Cost ***(Numeric)***

- ***This field designates the books/material cost for a particular course.***

Participant Cost ***(Numeric)***

- ***This field designates the cost per participant for a training course.***

Source of Training ***(2 Characters/Text)***

- ***10 = Government – Agency***
- ***20 = Government – InterAgency***
- ***3A = Non-Gov't Designed for Agency/Education***
- ***3B = Non-Gov't Designed for Other***
- ***4A = Non-Gov't Off the Shelf, Education***
- ***4B = Non-Gov't Off the Shelf, Other***
- ***50 = State or Local Government***

Special Interest Cd ***(2 Characters/Text)*** *0 (zero)* ***not the*** *letter O*

- ***0A = No Special Program***
- ***0E = Continuing Education or Equivalent***
- ***0G = Growth Opportunity***
- ***0S = Special Training for Entry Professionals***
- ***0X = Crossover***
- ***0Y = Other Upward Mobility Program***
- ***1A = Executive Development***
- ***1B = Developmental Programs***
- ***2A = Supervision***

On-Duty Hours/Off-Duty Hours ***(Numeric)***
This field designates the number of on-duty/off-duty hours for a course.

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.

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.

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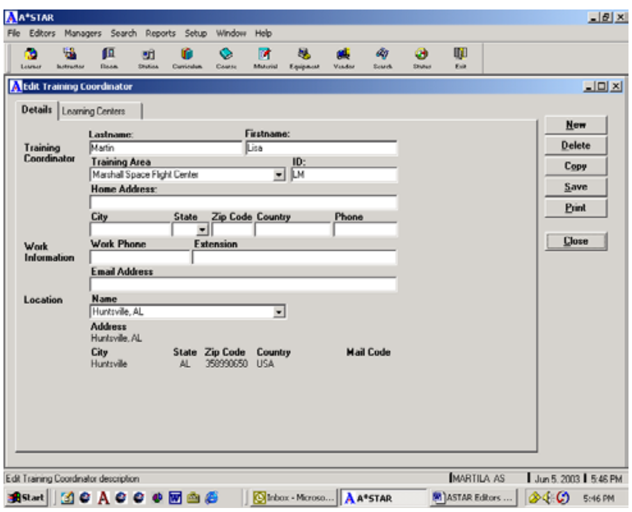
Training Coordinator

A *Training Coordinator is an individual who coordinates training for an organization. The training coordinator may or may not be an employee of the organization. Training coordinators can be associated with classroom training events within AdminSTAR. A training coordinator is not an instructor or guest speaker.*

Creating a Training Coordinator

1. On the Editors menu, point to People, and then click Training Coordinator.
2. Select the Training Area for which you want to create a Training Coordinator, and then click New.
3. Type the following required information:
    - First Name
    - Last Name
    - ID
    - Region
    - Location
4. Type any additional information.
5. Click Save.
6. Click OK, and then click Close.



To Edit a Training Coordinator

1. On the Editors menu, point to People and then click Training Coordinator.
2. Perform a search to find the training coordinator.
3. Select the training coordinator, and double-click.
4. Make your changes and then click the Save button.

To Delete a Training Coordinator

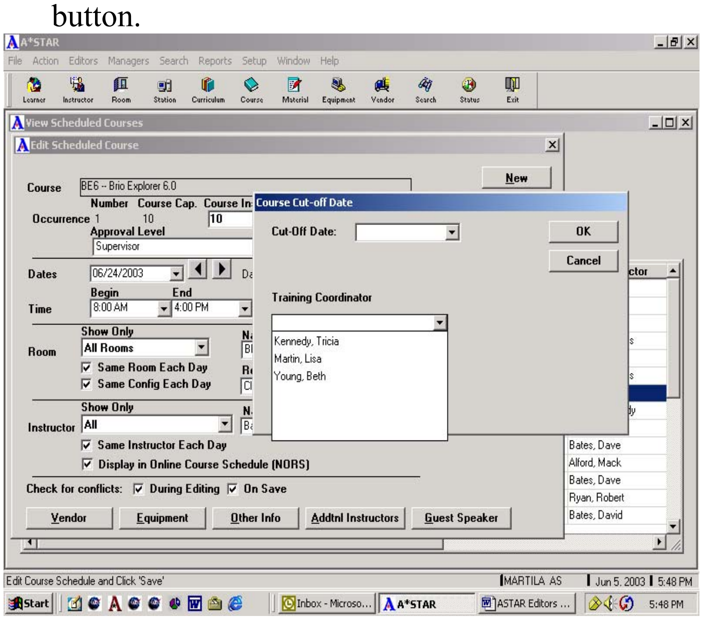
1. On the Editors menu, point to People, and then click Training Coordinator.
2. Perform a search to find the training coordinator.
3. Select the training coordinator and click the Delete button.
4. Click Yes.

Associating a Training Coordinator with Training

Once you create a training coordinator, you can associate the training coordinator with both classroom and self-study training.

To Associate a Training Coordinator with Classroom Training

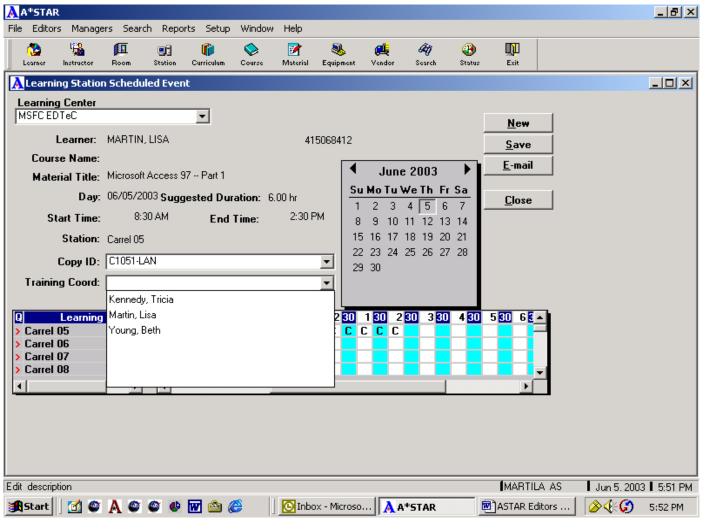
1. On the Managers menu, point to Course Manager and then click Schedule Classroom Training.
2. Perform a search to find the course.
3. Select the course you want to associate with the training coordinator with and then double-click. If you are scheduling a new course, click New and enter the information.
4. Click Other Info.
5. In the Training Coordinator list, select the Training Coordinator and then click the Ok button.



To Associate a Training Coordinator with a Self-Study Schedule

1. On the Managers menu, point to Learning Center Manager and then click Enroll/Schedule.
2. Perform a search to find the learner enrollment.
3. Select the enrollment and then double-click.

4. Select the Material Title and then click Schedule.
5. In the Training Coordinator list, select the Training Coordinator.
6. Click Save and then click OK.



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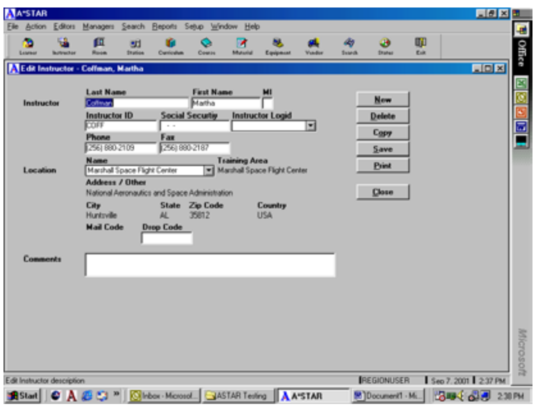
Instructor Editor

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.

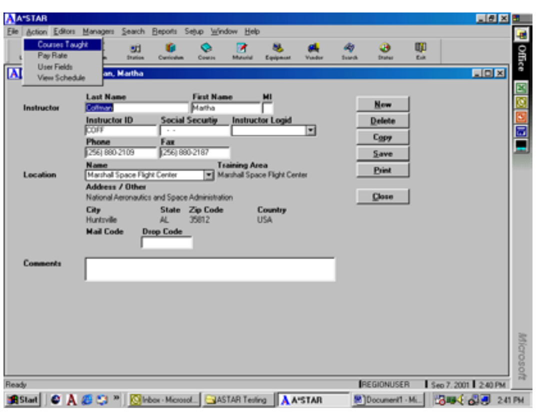
2. At the Find Instructors screen, click on the **New** button to create a new instructor record.



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.



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

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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.

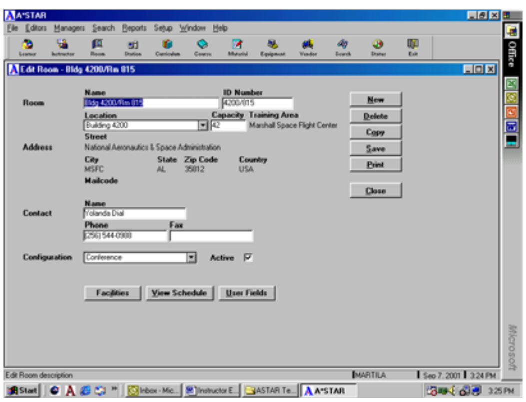
Creating a New Room for Scheduling

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.

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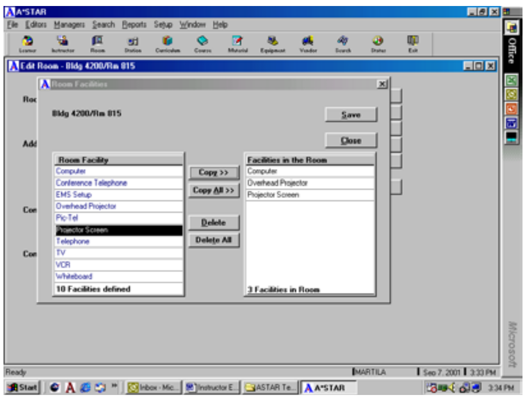
Associating Facilities with a Room

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

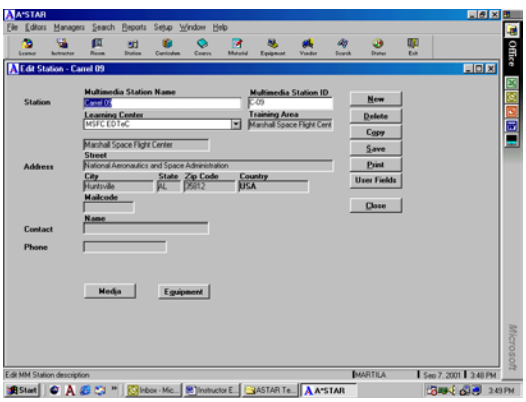
A *Learning Station* is a location in the learning center where the learner will take self paced training. A learning station may have a computer, VCR, cassette player, etc.

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

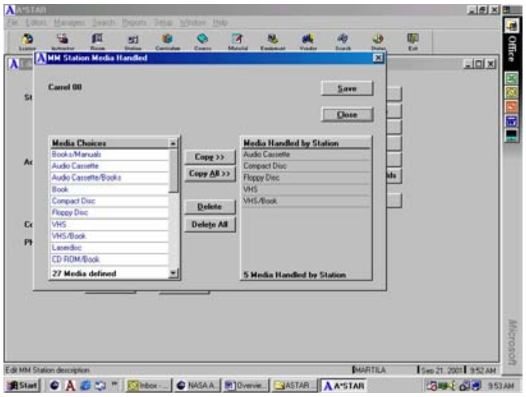
Assigning Media to learning stations enables administrators to track individual station qualifications when scheduling self-paced material. For example, if you tried to schedule a video tape at a learning station that did not have a VCR, A*STAR would automatically warn you indicating this material is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

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

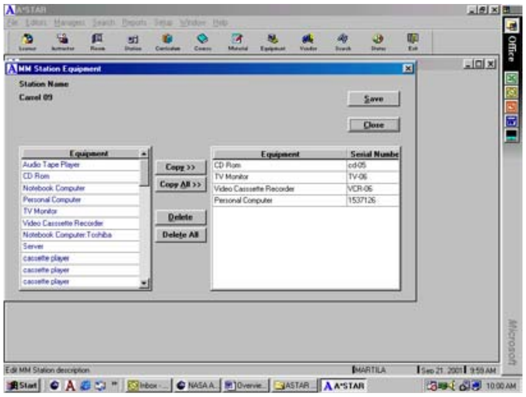
Assigning Equipment to learning stations enables administrators to locate and track equipment inventories.

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.

AdminSTAR 6.3

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.

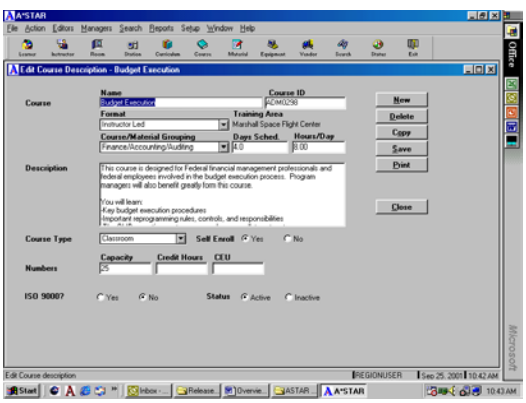
1. From the Daily Status screen, click on the **Course Editor** icon.

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, Capacity, select the Format, Course/Material Grouping, and Course Type from the drop-down menus.

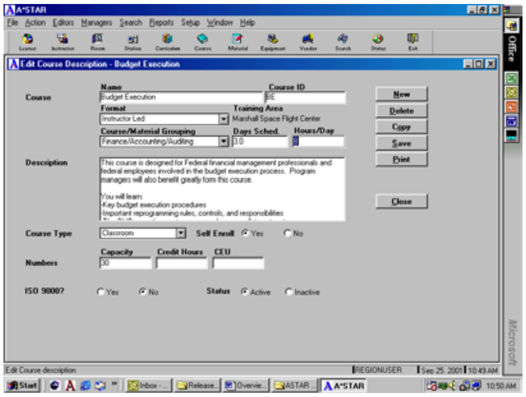
4. **Self Enroll** – Click the Yes radio button if you want learners to have the capability to register on-line for training via NORS.

5. **Status –** To display the course in the NORS catalog click the Active radio button. If you choose not to display the course in the NORS catalog, click the Inactive radio button.



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”.



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

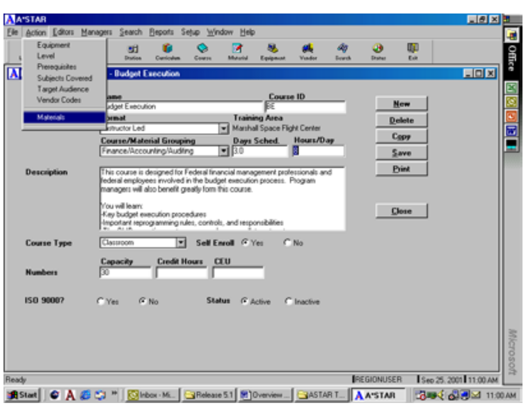
Associating Target Audiences/Subject

1. Once you have created and saved the course, you can associate target audiences/subjects covered. Click on the "**Action**" menu item and select **Target Audience** to associate a targeted audience. Select the appropriate targeted audience from the drop-down if listed. **If the targeted audience is not listed in the drop-down, contact the System Administrator by e-mail with the appropriate information for input into the system.**

2. To associate a Subject, click on the "**Action**" menu item and select **Subjects Covered.** Select the appropriate item from the drop-down.

Associating Course Materials

3. 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.



4. 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.

5. Use the various fields to refine your material search, click on the **Retrieve** button.

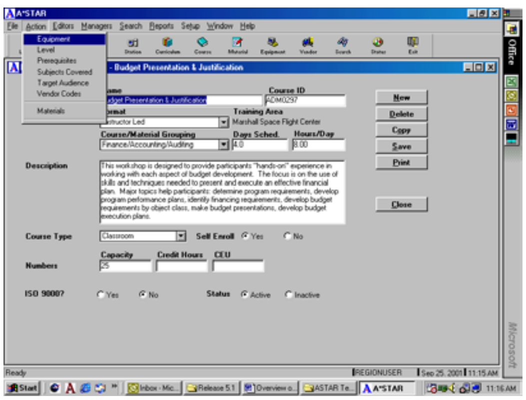
6. Once you have highlighted the desired material you want to associate to the course, click on the **Add to List** button.

7. 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 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.

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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.*

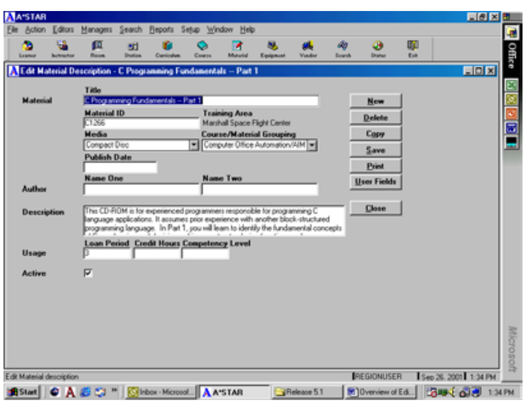
Setting up and managing course material is an optional function of A*STAR. You are not required to setup course materials in order to use the Course Manager scheduling functions. Before you can associate material to a course, you must first create a material.

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.



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:

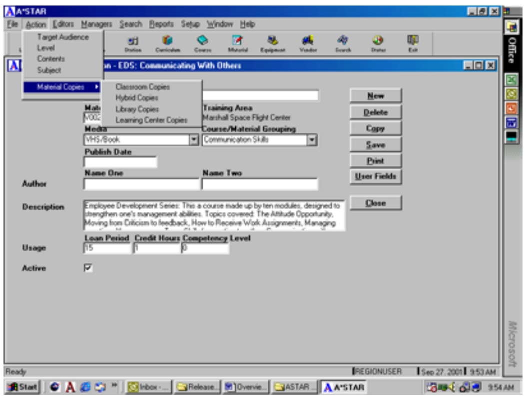
- Classroom
- Hybrid (can be used as both Library and Classroom copies)
- Library
- Learning Center

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

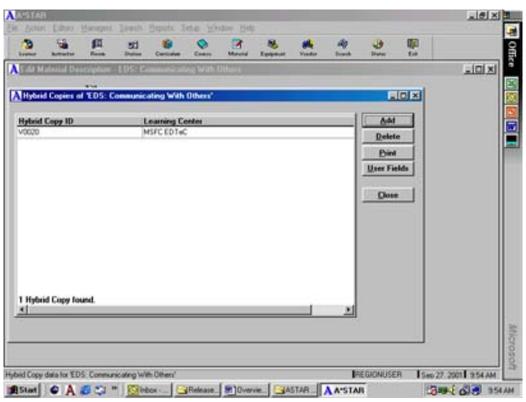
2. At the **Find Materials** screen, click on the **Retrieve** button and double-click on the material record for which you want to set up course material copies.

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.



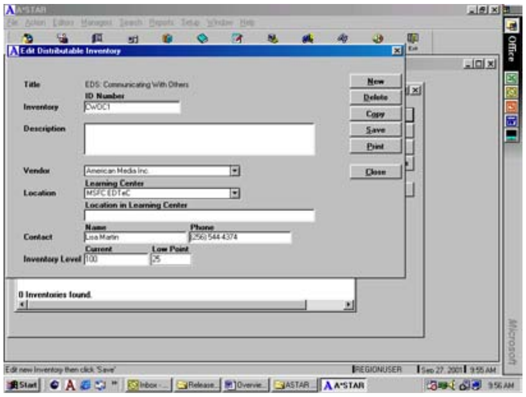
To Create a Classroom Copy

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.

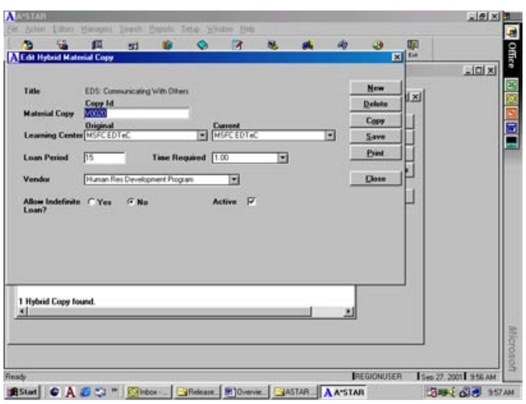


To Create a Hybrid Copy

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.



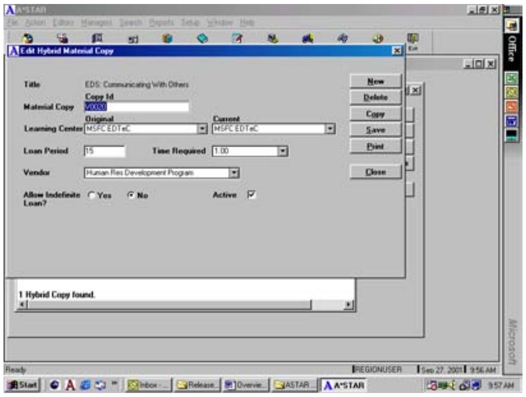
To Create a Library Copy

1. Type or select the following required information:
   - Copy ID

- Learning Center
- Loan Period

2. Add additional information (optional).

3. Check the **Action** check box if you want to loan or distribute the material.

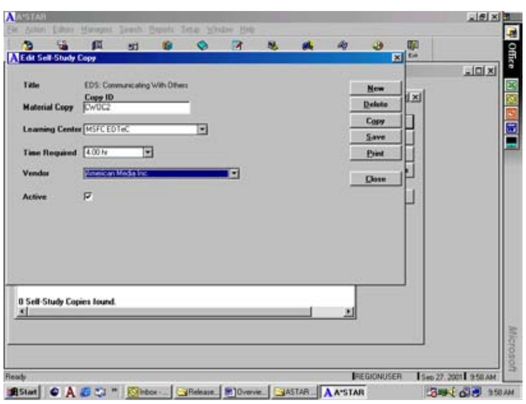


To Create a Learning Center Copy

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 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.

AdminSTAR 6.3

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.

Creating a New Equipment Type

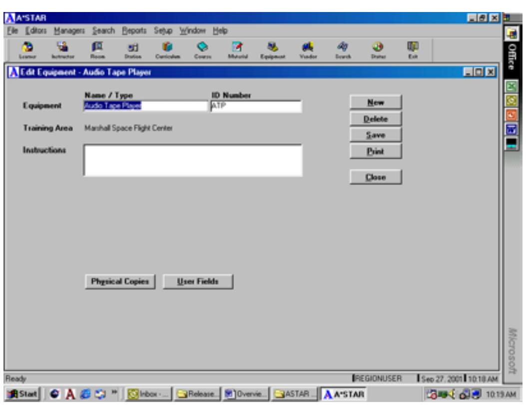
1. From the Daily Status Screen, click on the **Equipment Editor** icon.

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.

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



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.

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.

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 equipment you are checking in and out.

AdminSTAR 6.3

Vendor Editor

Vendors are suppliers of training and learning materials.

Creating a Vendor

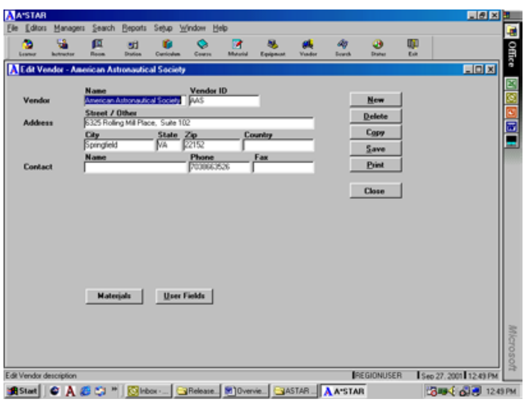
1. From the Daily Status Screen, click on the **Vendor Editor** icon.

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

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.

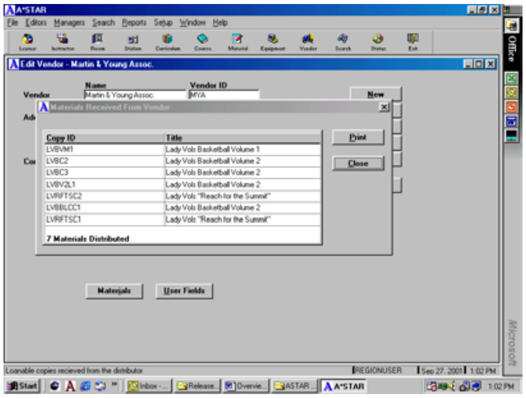
To View Materials Distributed by a Vendor

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.

AdminSTAR 6.3

AdminSTAR Managers

The five (5) Managers are the most important part of the AdminSTAR program. This is where you will perform all scheduling and tracking of Courses, Materials, Equipment, Rooms, Multimedia Learning Stations, and Evaluations.

They can be accessed by clicking on the Managers drop-down menu selection, located on the menu bar of the main AdminSTAR screen.

The Classroom Manager

In the ***Classroom Manager****, you can plan future training programs, schedule courses, instructors, rooms, enroll learners, create waitlist for courses, track course attendance and completion, create training history records and print reports.*

The Learning Center Manager

In the ***Learning Center Manager****, you can enroll Learners into Self-Study courses, schedule Learners to take self-paced training at multimedia learning stations and track their completion.*

The Library Manager

In ***the Library Manager****, you can loan and return materials, extend due dates, place Learners on waitlists, hold items, distribute materials, keep track of inventory orders and print reports.*

The Equipment Manager

In the ***Equipment Manager****, you can reserve, check-in and check-out equipment. You will also be able to view equipment currently checked out, or reserved, as well as print reports.*

The Room Manger

In the ***Room Manager***, you can reserve rooms for meetings and activities (other than courses), track room reservations and print room reports.

AdminSTAR 6.3

Course Manager

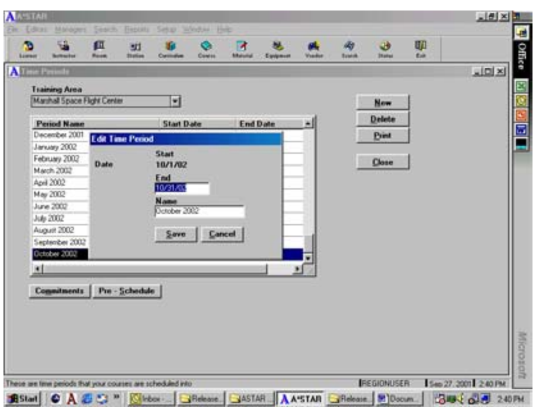
Creating Time Periods

A **Time Period** is a customized unit of time for scheduling classroom training. A*STAR offers the flexibility of accommodating training over monthly time periods. Time periods will be created on a monthly basic. You cannot have overlapping or duplicate time periods. Each part of the calendar year can only be used once. Time Periods are used to organize and plan classroom scheduling.

1. On the **Managers** Menu, point to the **Course Manager** and select the **Plan** menu item.

The first Time Period you create in the system will have the current date. This is the only point at which you can edit the start date of a course. All other time periods will have the first available date after the end of the last time period created.

2. Click on the **New** button to create a new time period.



3. Type the **End** date and press the tab key.

4. Type the **Name** and click the **Add** button.

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

To create additional time periods, click on the New button and repeat steps 1-5.

Scheduling Courses

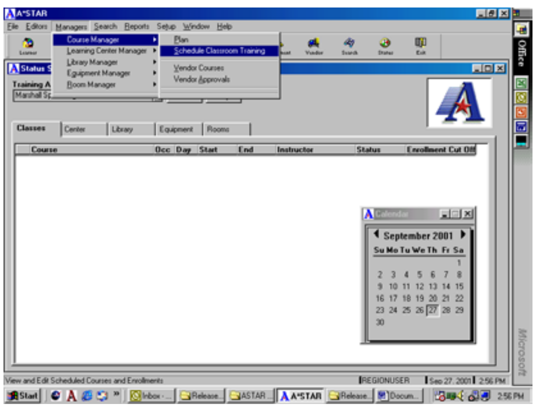
You schedule course occurrences by choosing a course and associating dates, times, rooms, and instructors. Once you have scheduled a course, you can also associate learning materials and equipment with the course occurrence.

After you create a schedule, you can:

- ***Enroll learners***
- ***Place learners on a waitlist***
- ***Record attendance and course completion***

Creating a Course Occurrence

1. On the **Managers** menu, point to **Course Manager** and select **Schedule Classroom Training**.



2. Select the appropriate **Time Period** for which you want to schedule the course and click the **New** button.

3. Click on the ellipsis button and enter search criteria and then click the **Retrieve** button or click the **Retrieve** button to bring up all the courses in the course catalog. Once you have located the course, double-click on it to schedule the occurrence or click the **OK** button.

AdminSTAR 6.3

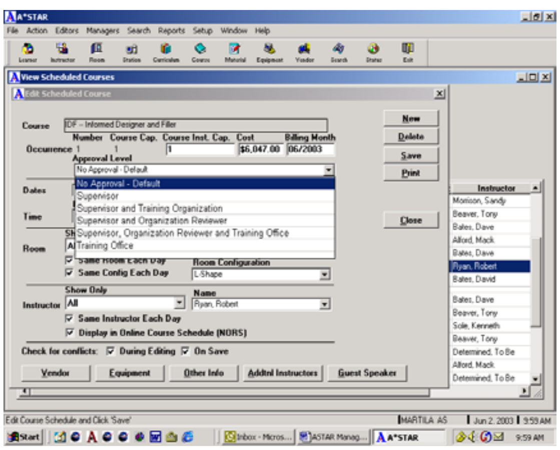
AdminSTAR allows the end-user to select the appropriate type of approval level for a specific session. Currently there are six levels of approval for onsite course sessions (No Approval – Default, Supervisor, Supervisor and Training & Dev Org, Supervisor and Org Reviewer, Supervisor, Org Reviewer & Training & Dev Org and Training & Dev Org.

To Specify an Approval Level

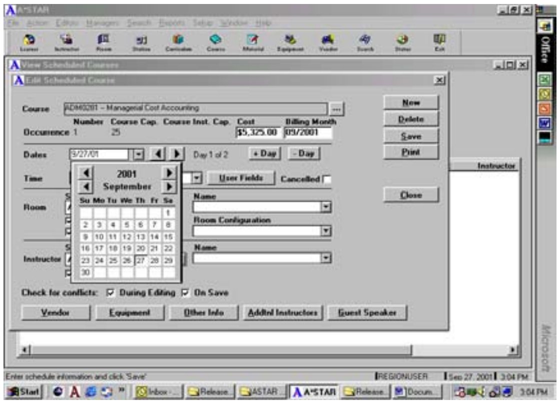
At the course occurrence, you have the capability to associate the following 6 levels of approval depending on your Center's business processes:

- ***No Approval***
- ***Supervisor***
- ***Supervisor & Training Organization***
- ***Supervisor & Organization Reviewer***
- ***Supervisor, Organization Reviewer & Training Organization***
- ***Training Organization***

4. Click on the **Approval Level** drop-down and select the appropriate approval level for the course session.



5. Click on the **Dates** drop-down and select a date for the course occurrence on the calendar.

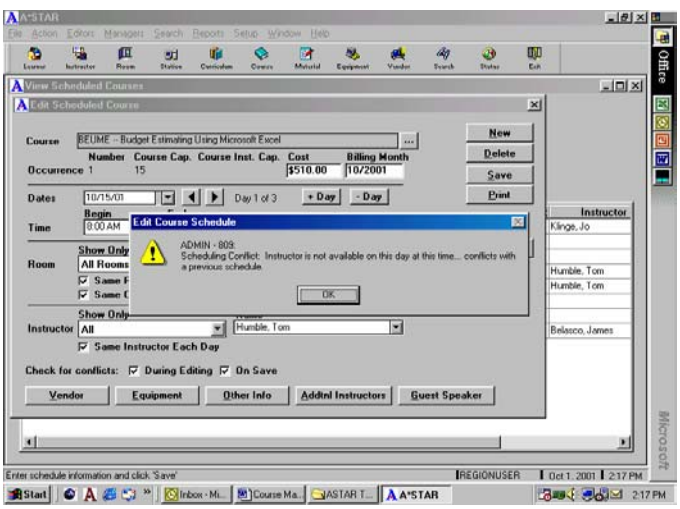


6. Select a **Room Name, Room Configuration**, and **Instructor** from the drop-down menus for the course occurrence.

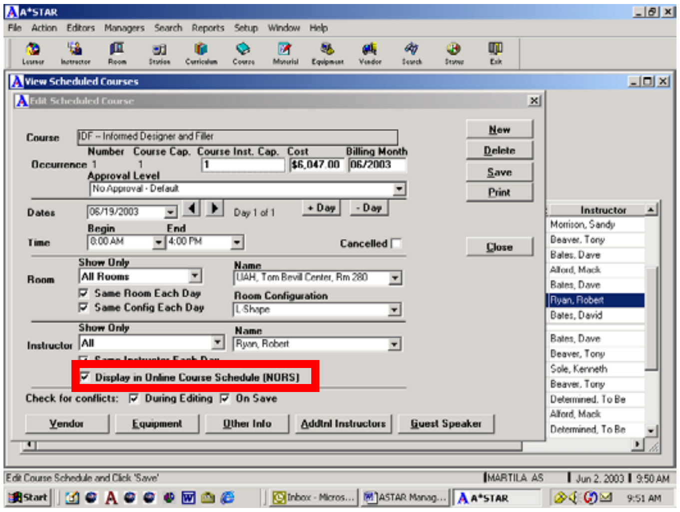
You can use the Show Only drop-down menus to limit your rooms and instructors to:

- All, Only Available, Only Qualified, or Only Qualified and Available

If you attempt to schedule a room or instructor that is either not available or not qualified, A*STAR will prompt you for action.



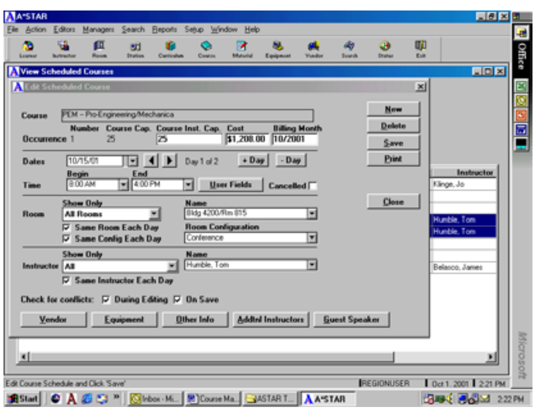
7. When creating the course session it is defaulted to show in the NORS schedule. If you choose **not to display** the session online you need to **uncheck** the "Display in Online Course Schedule (NORS)" box.



8. Once you have entered in all the course occurrence information for each day, click on the **Save** button.

Creating a Multiple Day Occurrence

If you are scheduling a course that has multiple days defined, the total number of days for the course will be indicated on the “Edit Scheduled Course” screen.



1. Click on the **arrow** buttons beside the dates drop-down to associate a date for each day of the course.

If the course does not have multiple days defined, but you would like to increase the number of days for the occurrence, click on the – Day and +Day buttons to add/subtract days.

2. Click **Save**.

3. Click **Close** to return to the Daily Status Screen if you wish not to associate a vendor, equipment, additional instructors, guest speakers, etc.

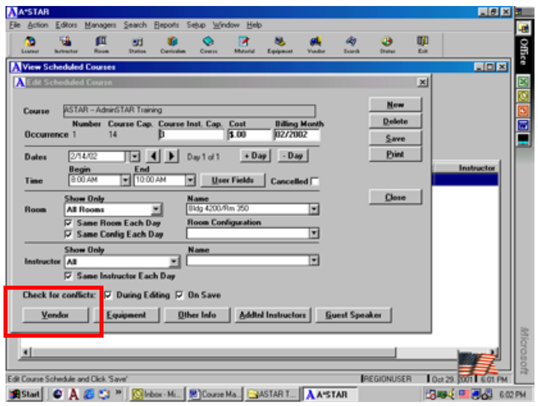
Associating a Vendor with a Course Occurrence

1. On the **Managers** menu, point to **Course Manager**, and then select **Schedule Classroom Training**, or if you are at the **Edit Scheduled Course** screen, skip to step #4.

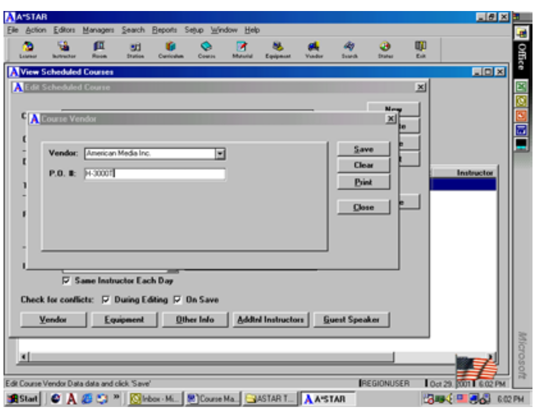
2. Perform a **search** to find the course.

3. **Select** the course, and double-click.

4. Click **Vendor**.



5. Choose the **Vendor** from the drop-down and then enter the **P.O. number**.



6. Click **Save** and then click **OK**.

7. Click **Close**.

Reserving Equipment for a Course Occurrence

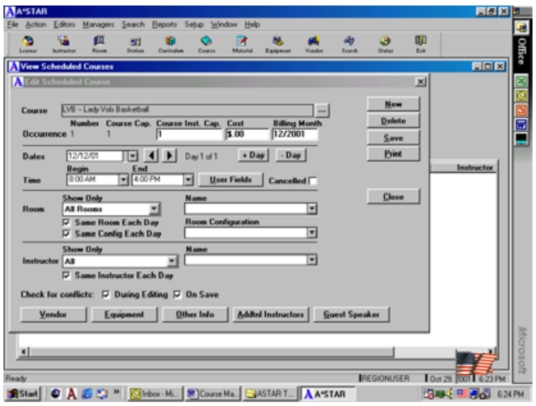
In order to reserve equipment for a course occurrence, you must first associate the equipment with the course record.

1. On the **Managers** menu, point to **Classroom Manager**, and then select **Scheduled Classroom Training**, or if you are at the Edit Scheduled Course screen, skip to step 4.

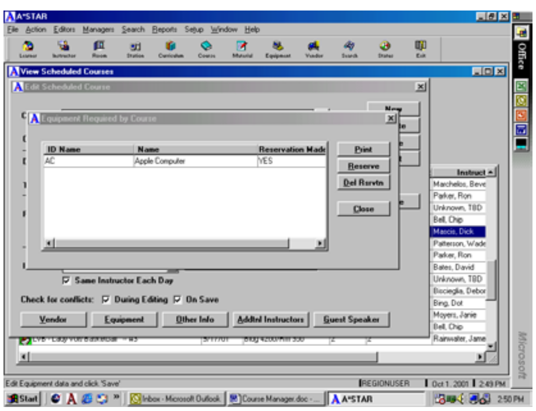
2. Perform a **search** to find the course occurrence.

3. **Select** the course and double-click.

4. **Click** Equipment.



5. **Click** on the equipment record that you would like to reserve for the course occurrence and click the **Reserve** button.



6. Specify **start/end time** by selecting appropriate time in drop-down.

7. Click **OK**.

8. Click **OK** again.

9. Click **Close.**

If the Reserve button is grayed out, the equipment cannot be reserved because the occurrence has passed.

To Delete Equipment Reservations

1. On the **Managers** menu, point to **Classroom Manager**, and then select **Scheduled Classroom Training**, or if you are at the Edit Scheduled Course screen, skip to step #4.

2. Perform a **search** to find the course occurrence.

3. **Select** the course and double-click.

4. Click **Equipment.**

5. Click on the **equipment record** that you would like to delete reservations for and click the **Del Rsrvtn** button.

6. Click **Yes**.

7. Click **OK**.

8. Click **Close**.

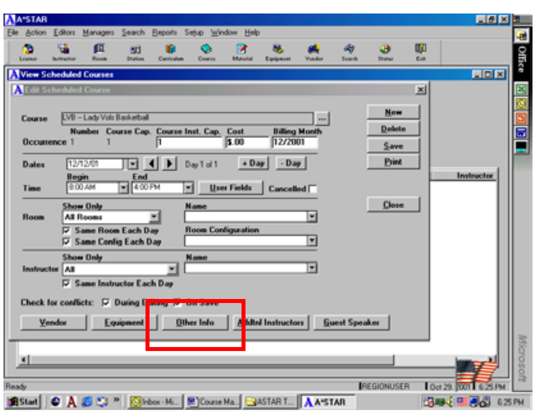
Adding a Cut-off Date/Training Coordinator

1. On the **Managers** menu, point to **Course Manager**, and select **Schedule Classroom Training** or if you are at the Edit Scheduled Course screen, go to step #4.

2. Perform a **search** to find the course occurrence.

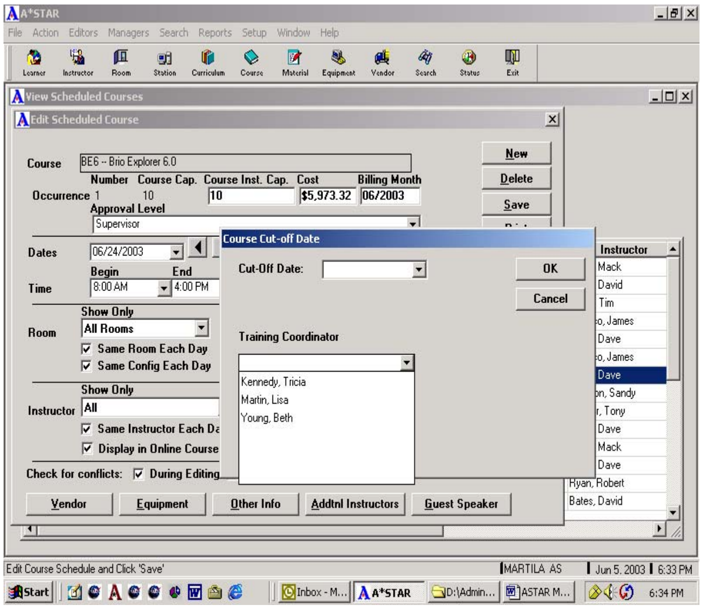
3. **Select** the course and double-click.

4. Click **Other Info**.



5. In the **Cut-Off** date drop-down, click the arrow and select the date.

6. To associate a **Training Coordinator**, click on the arrow and select the appropriate person. (To create a training coordinator, see page 11)



7. Click **OK**.

Adding Additional Instructors

1. On the **Managers** menu, point to **Course Manager**, and select **Schedule Classroom Training** or if you are at the Edit Scheduled Course screen, go to step #4.

2. Perform a **search** to find the course occurrence.

3. Select the course and double-click.

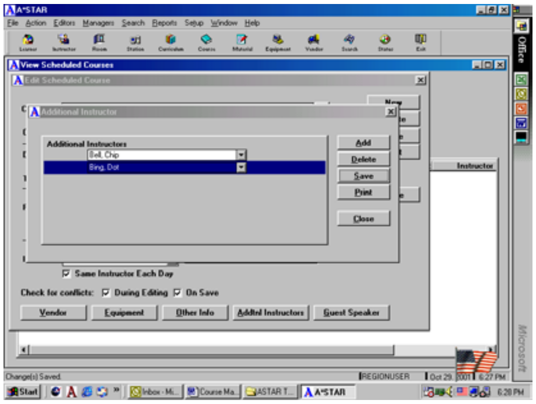
4. Click **Additional Instructors**.

5. Click **Add** and select the appropriate Instructor from the drop-down.

6. Click **Save**.

7. Click **OK**.

8. Click **Close**.



Adding Guest Speakers

1. On the **Managers** menu, point to **Course Manager** and then select **Schedule Classroom Training** or if you are at the Edit Course screen, go to step #2.

2. Perform a search to find the course occurrence.

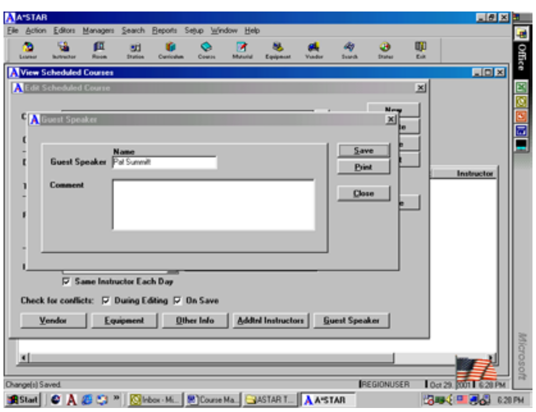
3. Select the course and double-click.

4. Click **Guest Speaker**.

5. Type the guest speaker's name and comments.

6. Click **Save**.

7. Click **Close**.



8. Click **Close**.

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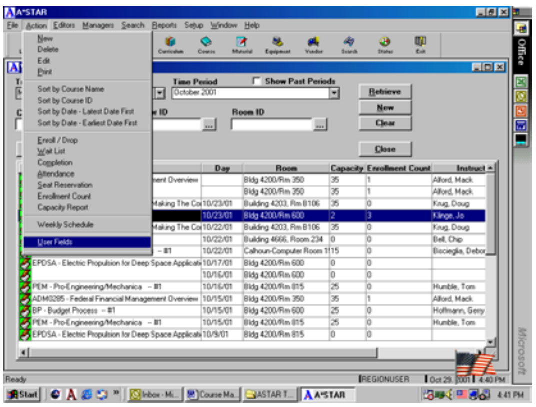
Assigning User Defined Fields to a Course Occurrence

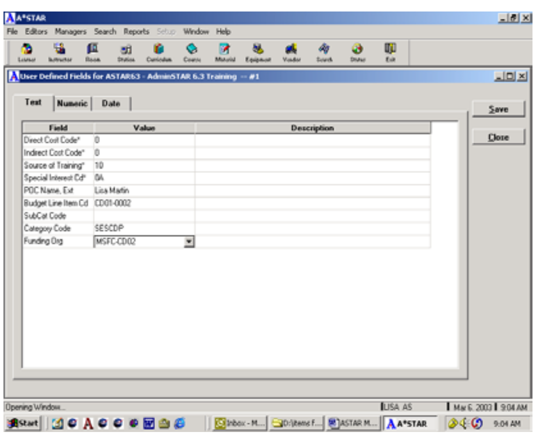
1. On the **Managers** menu, point to **Course Manager** and then select **Schedule Classroom Training**.

2. Select the **Time Period** in which the course occurrence was scheduled from the Time Period drop-down or enter **Course ID** or **Room ID** and click the **Retrieve** button.

3. **Select** the course occurrence by highlighting the occurrence and then click on the Action menu drop-down and select User Fields.



4. Input the appropriate **user fields** (text/numeric) for the course occurrence or select from the drop-downs.



5. Click **Save** and then click OK.

6. Click **Close**.

NOTE: User Fields assigned at the Course Occurrence level carry over to the Course Enrollment level, therefore eliminating duplicate entry.

AdminSTAR 6.3

User Defined Field Definitions

NOTE: All COST assigned under "Numeric" tab are per person costs. For Example: Participant Cost – do not input the total cost for the session, input per person cost for the occurrence.

Academic Credit Code ***- (1 Character/Numeric)***

- ***1 = No Academic Credit***
- ***2 = Graduate Academic Credit***
- ***3 = Undergraduate Academic Credit***
- ***4 = Secondary Academic Credit***

Direct Cost Code ***(1 Character/Text)***

- ***A = Installation Funded***
- ***B = Agency Funded***
- ***C = Contract Course, Funded by NASA Installation***
- ***D = Contract Course, Funded by NASA Agency***
- ***0 (zero) = No Cost***

Indirect Cost Code ***(1 Character/Text)***

- ***A = Installation Funded***
- ***B = Agency Funded***
- ***0 (zero) = No Cost***

Indirect Cost ***(Numeric)***

- ***This field designates a participant's*** *travel* ***cost associated with a training instance.***

Other Direct Cost ***(Numeric)***

- ***This field designates the direct cost, other than tuition, books, and materials (Room/Hotel Rentals, Computer Rentals, etc).***

Books/Material Cost ***(Numeric)***

- ***This field designates the books/material cost for a particular course.***

Participant Cost ***(Numeric)***

- ***This field designates the cost per participant for a training course.***

Source of Training ***(2 Characters/Text)***

- ***10 = Government – Agency***
- ***20 = Government – InterAgency***
- ***3A = Non-Gov't Designed for Agency/Education***
- ***3B = Non-Gov't Designed for Other***
- ***4A = Non-Gov't Off the Shelf, Education***
- ***4B = Non-Gov't Off the Shelf, Other***
- ***50 = State or Local Government***

Special Interest Cd ***(2 Characters/Text)*** *0 (zero)* **not the** *letter O*

- ***0A = No Special Program***
- ***0E = Continuing Education or Equivalent***
- ***0G = Growth Opportunity***
- ***0S = Special Training for Entry Professionals***
- ***0X = Crossover***
- ***0Y = Other Upward Mobility Program***
- ***1A = Executive Development***
- ***1B = Developmental Programs***
- ***2A = Supervision***

On-Duty Hours/Off-Duty Hours ***(Numeric)***

- ***This field designates the number of on-duty/off-duty hours for a course.***

To Edit/Update User Defined Fields at the Course Occurrence Level

1. On the **Managers** menu, point to **Course Manager** and then select **Schedule Classroom Training**.

2. Select the **Time Period** in which the course occurrence was scheduled from the Time Period drop-down or enter **Course ID** or **Room ID** and click the **Retrieve** button.

3. **Select** the course occurrence by highlighting the occurrence and then click on the Action menu drop-down and select **User Fields**.

4. Select the user fields that you would like to edit/update by clicking on the text/numeric tab and input correct info.

Note: If you change a user field at the course occurrence level and you have enrolled learners at the course enrollment level, the updated fields will reflect the changes in their records.

Enrolling and Wait Listing Learners

Once you have created courses and assigned occurrence UDF's, you can now enroll learners and perform a variety of other tasks including:

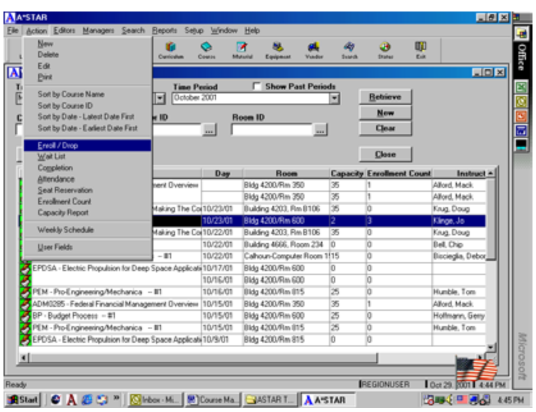
- Enroll one or more learners in a course.
- Enroll multiple learners in multiple courses.
- Change course enrollment status.
- Send confirmations and e-mails to enrolled or wait-listed learners.
- Wait-list learners.

Enrolling One or More Learners in a Course

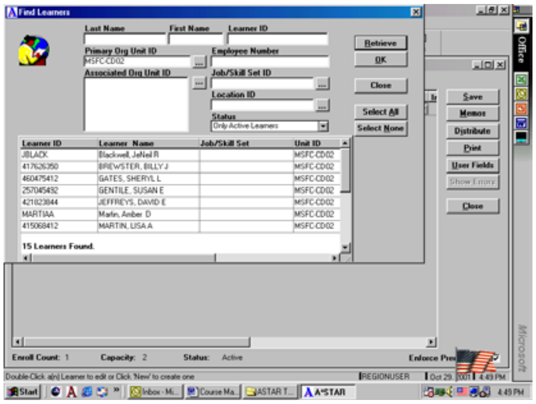
1. On the **Managers** menu, point to **Course Manager**, and then click **Schedule Classroom Training**.

2. Select the **Time Period** in which the course occurrence was scheduled from the drop-down or enter search criteria (i.e. Course ID: ADM001%, Room ID: MSFC-RM201%) and click the **Retrieve** button.

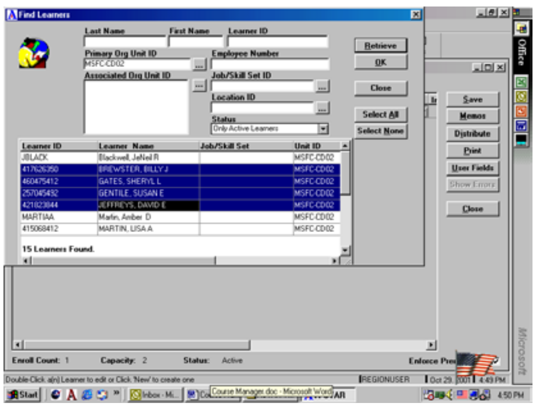
3. Select the course occurrence by highlighting the occurrence and then click on the **Action** menu drop-down and select **Enroll/Drop**.



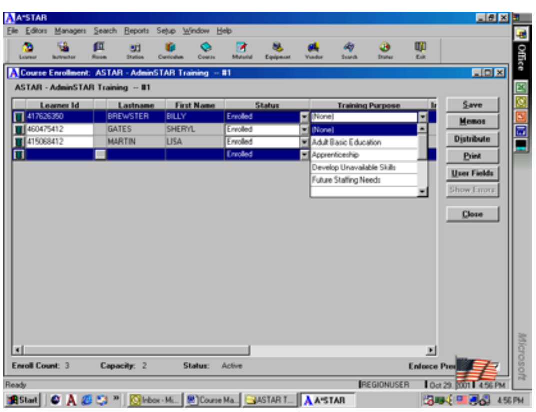
4. Click the **ellipsis (…)** button. Input the Learner ID's or Primary Org Unit (MSFC-CD02) and click on the **Retrieve** button.



5. Select the learners you want to add by highlighting them and then click **OK**.



6. Specify the training purpose by selecting the appropriate item from the **Training Purpose** drop-down. (Optional)



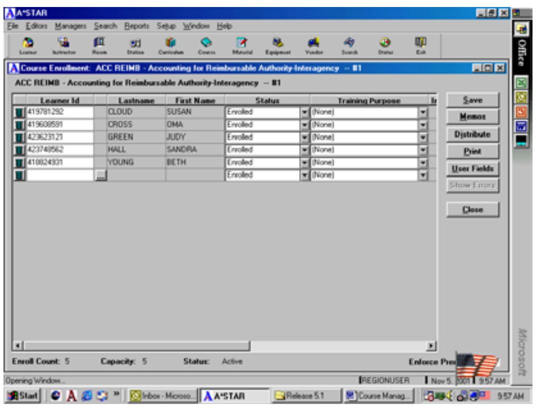
7. Click **Save**.
8. Click **OK**.
9. Click **Close**.

Editing User Defined Fields at the Course Enrollment Level

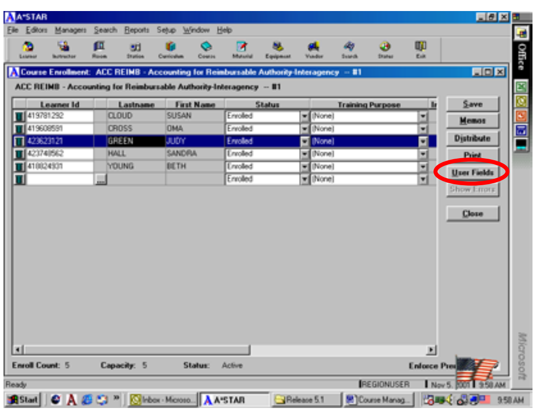
1. On the **Managers** menu, point to **Course Manager** and then select **Schedule Classroom Training**. If you are at the Course Enrollment screen, skip to step #4.

2. Select the **Time Period** in which the course occurrence is scheduled and click **Retrieve** or enter search criteria (i.e. Course ID, Room ID, etc) and click **Retrieve**.

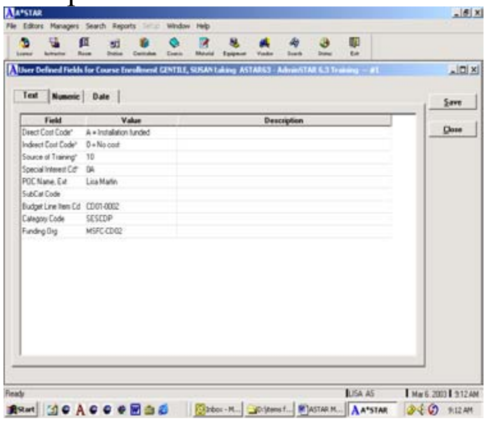
3. Select the course occurrence by highlighting the occurrence and then click on the **Action** menu drop-down and select **Enroll/Drop**.



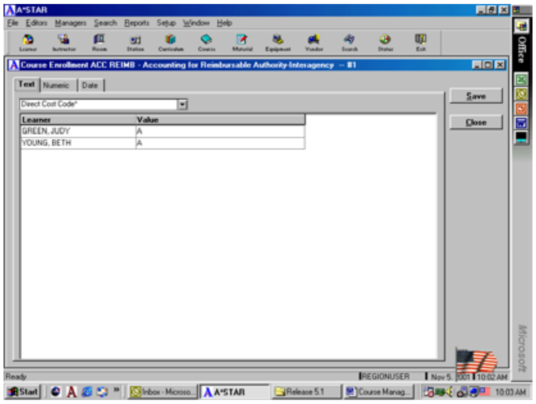
4. On the Course Enrollment screen, select the learner or learners by highlighting their name(s) and then click on the **User Fields** button.



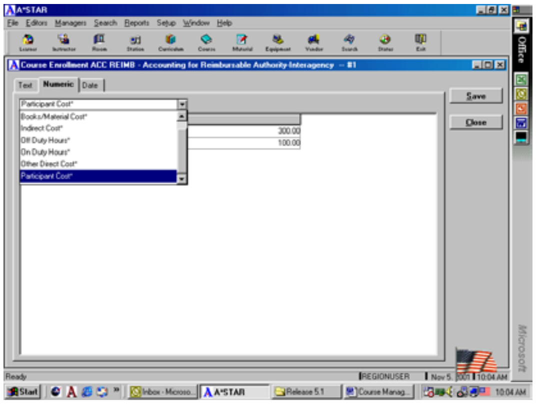
5. On the User Field screen, if you are updating a user field for a single learner or multiple learners perform the following:
   - **Single** learner: click on the **text** or **numeric** tab and locate the user field to be updated.



   - **Multiple** learners: highlight the names by clicking on each record and then click on the **User Fields** button. Note: On the Course Enrollment screen the learners selected will appear.



6. Select the appropriate user field type by clicking on the **numeric** or **text** tab, then click on the **drop-down** to locate the user field to update. Enter updated information for the learners selected.



7. Click **Save** and then click **OK**.

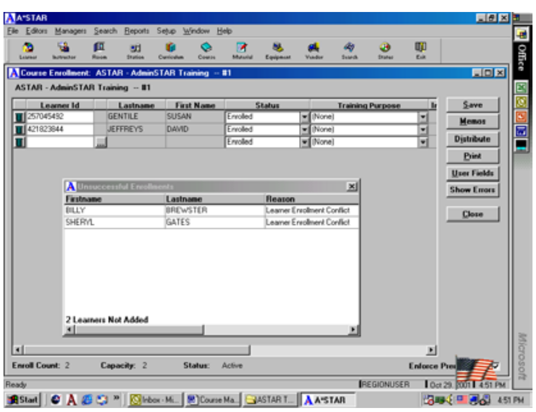
8. Click **Close**.

Overbooking of Courses

If you enroll a great number of learners than the capacity of the course, A*STAR sends you a warning message. The setting to allow overbooking of courses is set in the Training Area defaults.

If the default is set to allow overbooking, A*STAR asks if you want to overbook the course by the number. Click OK to do so.

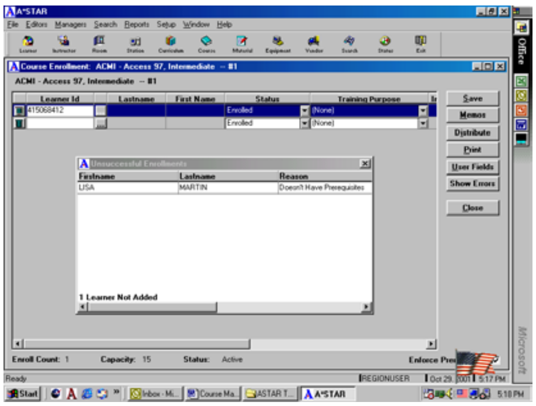
If the default is set to not allow overbooking of courses, A*STAR warns you that the class is overbooked. A*STAR will now process the enrollments of those learners over the capacity.



Enforcing Prerequisites

When you enroll learners in a course, the Enforce Prerequisites check box is checked at the bottom of the course enrollment window.

If you leave the Enforced Prerequisites checked, A*STAR advises you if a learner does not have the required prerequisites.



If you uncheck the Enforce Prerequisites check box, A*STAR allows you to enroll learners without the required prerequisites.

Monitoring Enrollments

When you enroll learners in a course, the Enforce Prerequisites check box is checked at the bottom of the course enrollment window.

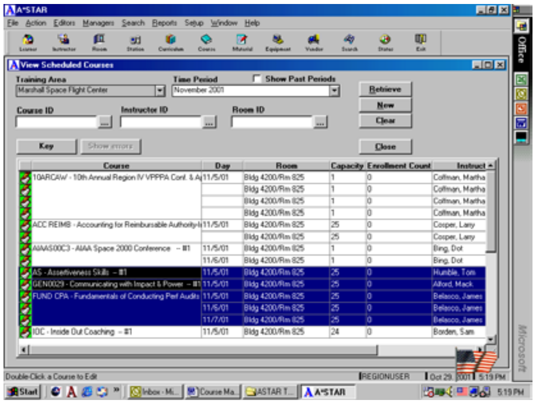
If you leave the Enforce Prerequisites box checked, A*STAR advises you if a learner does not have the required prerequisites.

If you uncheck the Enforce Prerequisites check box, A*STAR allows you to enroll learners without the required prerequisites.

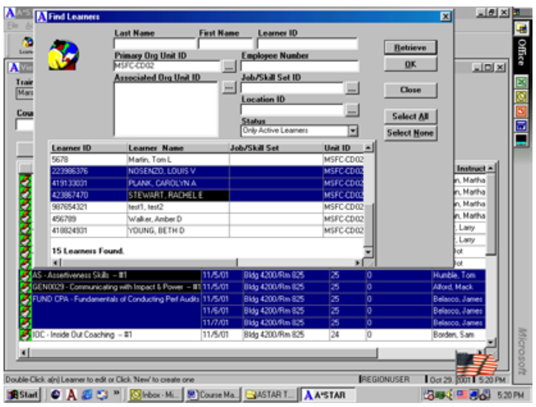
Enrolling Multiple Learners in Multiple Course Occurrences

1. On the **Managers** menu, point to **Course Manager**, and then click **Schedule Classroom Training**.

2. Select the **Time Period** in which the course occurrences were scheduled and click **Retrieve**.
3. Select the courses by selecting one course and holding down the **CTRL** key while selecting additional courses.

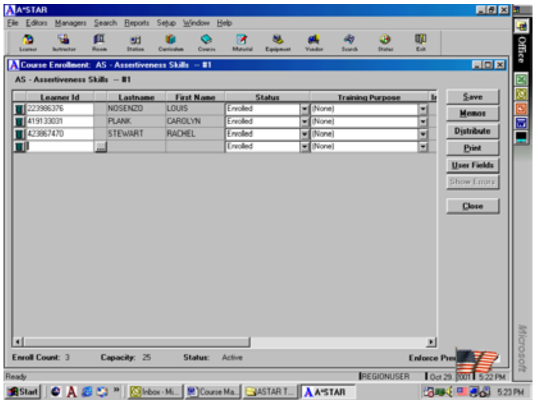


4. On the **Action** menu, click **Enroll/Drop**.



5. On the Find Learners screen, you can enroll a single learner or multiple learners for multiple course occurrences by performing the following:
   - Single learner: Enter Last Name (Smith%) or Learner ID (SSN) and click on the Retrieve button. Click the OK button to add the learner to all selected occurrences.
   - Multiple learners: Enter the Org Code in the Primary Org Unit ID field (i.e. JSC-CD20) and click Retrieve. Select the learners to enroll by highlighting their names. Click OK to add the Learners to all selected course occurrences.

If you don't know the Org ID, click on the Primary Org Unit ID ellipsis (…) button. On the Lookup Organizational Units screen, enter the name of the Organization or click Retrieve to bring up all the organizations within the Agency. To narrow down your search, enter the prefix for the Center (i.e. JSC%) in the Unit ID field and the system will bring up all the org units associated with a particular Center.



6. Click **Close**.

Change Course Enrollment Status

1. On the **Managers** menu, point to **Course Manager**, and then click **Schedule Classroom Training**.

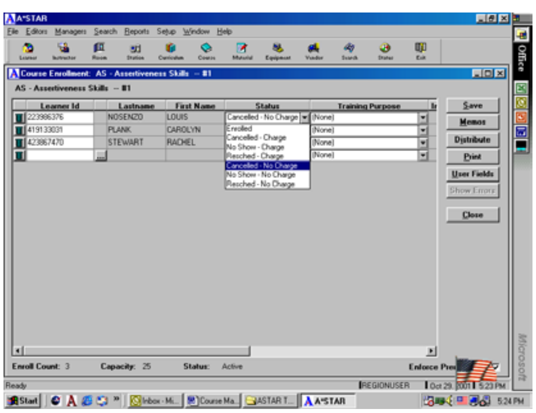
2. Select the appropriate **Time Period** in which the course occurrence was scheduled and click **Retrieve**.

3. Select the course by highlighting it.

4. On the **Action** menu, click **Enroll/Drop**.

5. Select the learner.

6. In the Status column, click on the down arrow.



7. Select the updated status, and then click **Save**.

8. Click **OK**, and then **Close**.

Sending Confirmations to Learners

You can communicate with learners who are enrolled in or wait listed for courses using the STARNOTE functionality:

To send a schedule confirmation an
e-mail address must exist in the learner's personal information record.

To Send an E-mail Confirmation

1. On the **Managers** menu, point to **Course Manager**, and then click **Schedule Classroom Training**.

2. Perform a search to find the course in which the learner is enrolled and select it by highlighting the course occurrence.

3. On the **Action** menu, click **Enroll/Drop**.

4. On the **Course Enrollment** screen, click on the **Memo** button.

5. Click on the **E-mail** button.

The system will verify that the e-mail confirmations were sent successfully or if they failed .

Wait Listing Learners

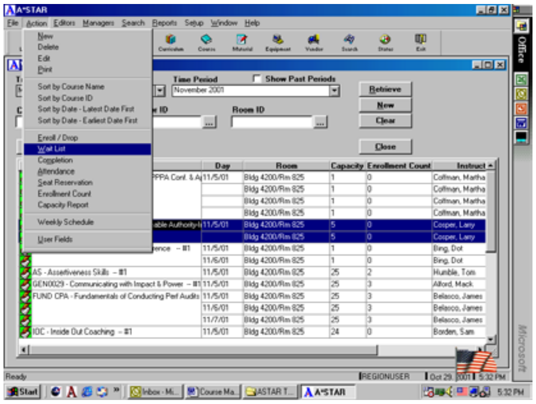
The Wait List is a prioritized list of learners (Civil Servants/Contractors) listed in order of the date they were placed on the waitlist. Courses open to both Civil Servant and Contractor personnel, Contractors are automatically placed on the waitlist. Once the enrollment cut-off is reached for a particular course, the coordinator can fill the vacant spots from the top of the list on a first come – first serve basis. Civil Servants automatically go to the top of the waitlist if the course has reached the full capacity. If a learner who is enrolled in the course is dropped, AdminSTAR alerts you that there are other learner(s) waiting to be enrolled in the course. You can then enroll from the waitlist in the course. To waitlist a learner, perform the following:

1. On the **Managers** menu, point to **Classroom Manager**, and then click **Schedule Classroom Training**.

2. Perform a search to find the course.

3. Select the course, and double-click.

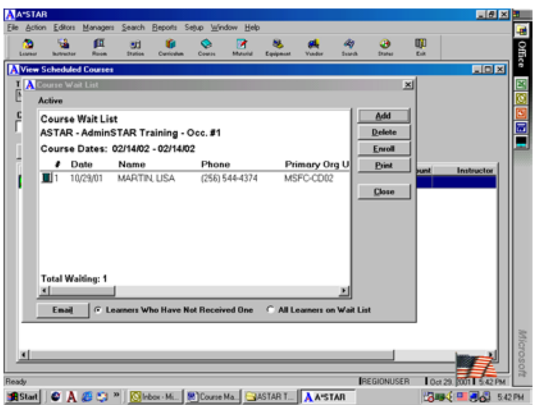
4. On the **Action** menu, select **Wait List**.



5. Click **Add**.

6. Perform a search to find the learner or learners you want to wait list. Select the learner or learners.

7. Click **Wait**.



8. Click **OK**, and then **Close**.

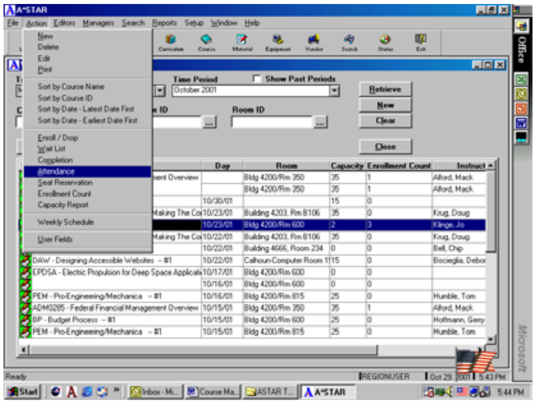
Marking Course Attendance and Completion

1. On the **Managers** menu, point to **Classroom Manager**, and then click **Schedule Classroom Training**.

2. Perform a search to find the course.

3. Select the course and double-click.

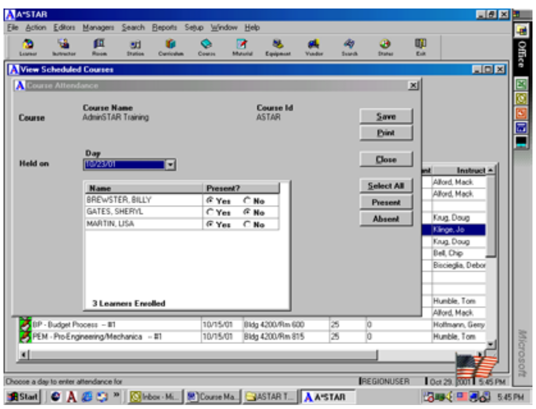
4. On the **Action** menu, select **Attendance**.



5. In the **Day list**, select the day.

6. Select the learner, and click **Present** or **Absent**.

   To indicate if all learners are present or absent, select a learner, and then click Select All. Click **Yes** or **No**.



7. Click **Save** and then click **Close**.

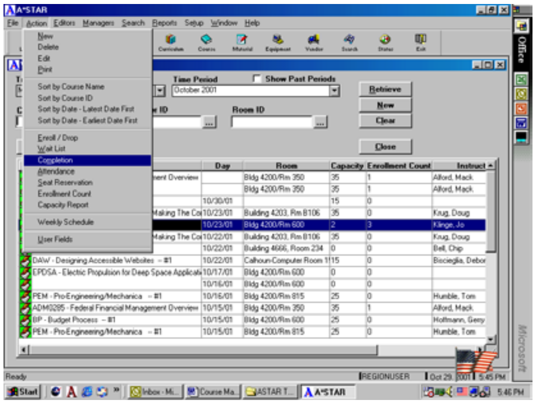
Marking Completion of a Course

1. On the **Managers** menu, point to **Classroom Manager**, and then click **Schedule Classroom Training**.

2. Perform a search to find the course.

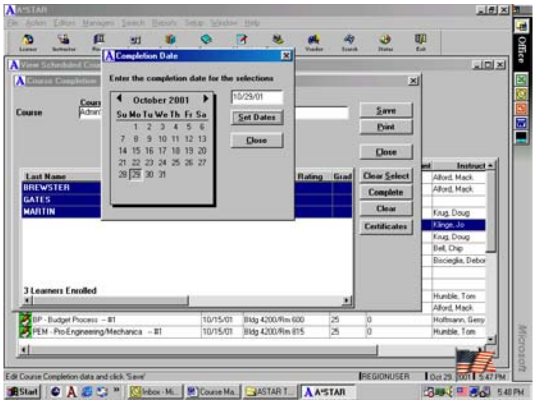
3. Select the course and double-click.

4. On the **Action** menu, click **Completion**.

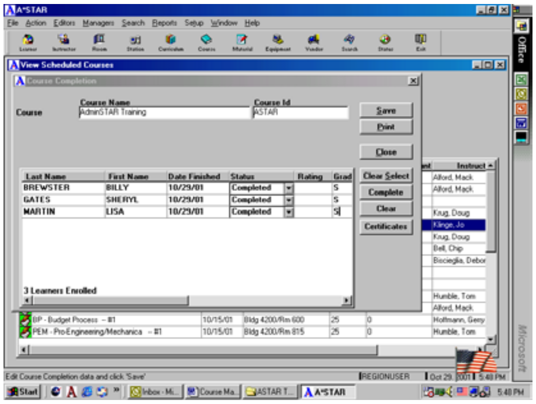


5. Select the learner for whom you want to mark completion, and click **Complete**. You can also click **Select All** to select all learners in the list.

6. Select a date from the calendar, and then click **Set Dates**.



7. Add additional information including **rating**, **grade**, and other comments.



8. Click **Save**.

Viewing Course Enrollment and Capacity

A*STAR lets you see how many learners are enrolled in a course and the capacity of a classroom. An enrollment capacity report tells you how many open seats are left in a course. The enrollment count also includes the wait list count and number of cancellations.

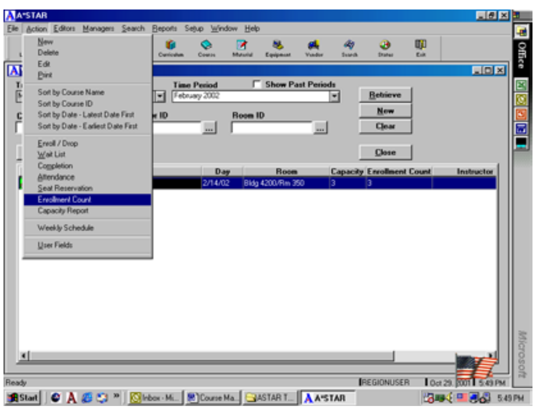
Viewing the Course Enrollment Count

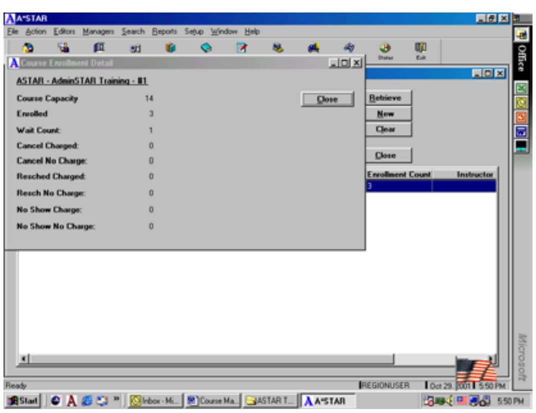
1. On the **Managers** menu, point to **Classroom Manager**, and then click **Schedule Classroom Training**.

2. Perform a search to find the course.

3. Select the course and double-click.

4. On the **Action** menu, click **Enrollment Count**.





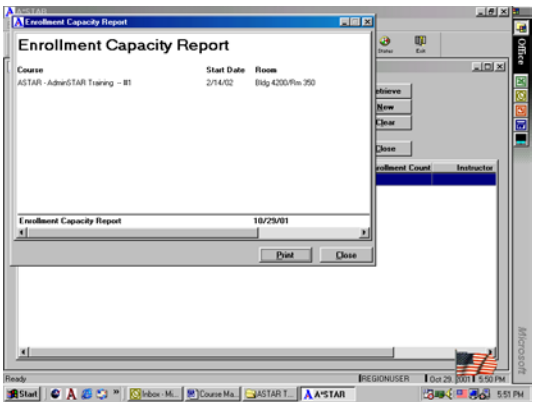
Viewing an Enrollment Capacity Report

1. On the **Managers** menu, point to **Classroom Manager**, and then click **Schedule Classroom Training**.

2. Perform a search to find the course.

3. Select the course and double-click.

4. On the **Action** menu, click **Capacity Report**.



Canceling a Course

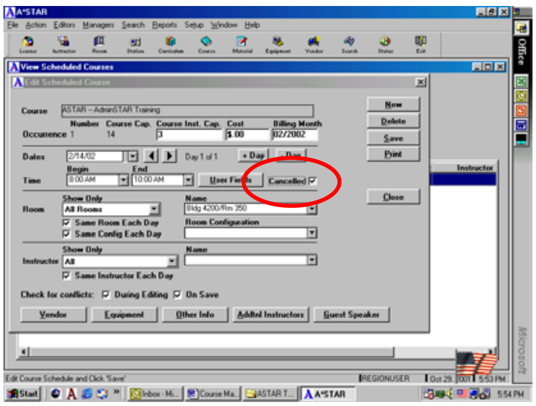
A course occurrence can be cancelled by checking the Canceled check box. When a course is canceled, the occurrence remains on the scheduling screen, but is unavailable. You can change the status of learners currently enrolled in the course, but cannot enroll new learners or add learners to the wait list.

A*STAR notifies you if there are learners enrolled in a course at the time of cancellation. You have three options:

- ***Change the status of enrolled learners to Cancel N/C***
- ***Do not change the status. Learners will remain enrolled in the course, but the course will now show as canceled.***
- ***Abort the cancellation process.***

To Cancel a Course

1. On the **Managers** menu, point to **Course Manager**, and then click **Schedule Classroom Training**.
2. Perform a search to find the course.
3. Select the course, and double-click.
4. Check the **Cancelled** check box.

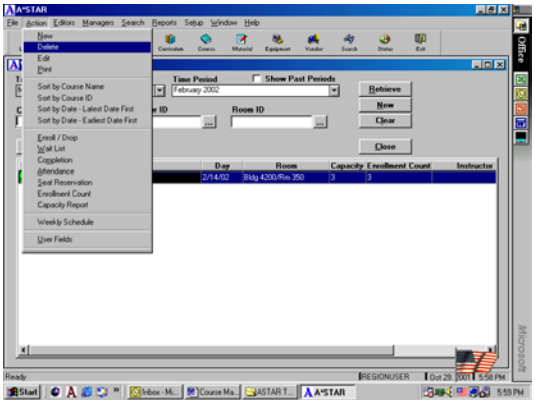


Deleting a Course Occurrence

You can delete a course occurrence in which learners are already enrolled. However, deleting a course occurrence with enrolled learners is not recommended.

To Delete a Course Occurrence

1. On the **Managers** menu, point to **Classroom Manager**, and then click **Schedule Classroom Training**.
2. Perform a search to find the course.
3. Select the course and double-click.
4. On the **Action** menu, select the **Delete** option.

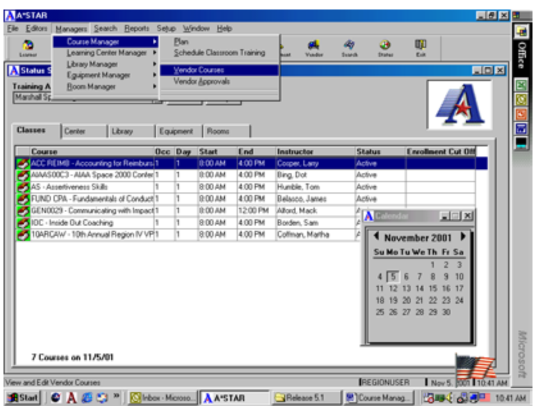


Vendor Courses

Vendor courses can be offered on-site or off-site. Examples of vendor courses could include conferences, local computer training, academic courses etc.

To Create a Vendor Course Occurrence

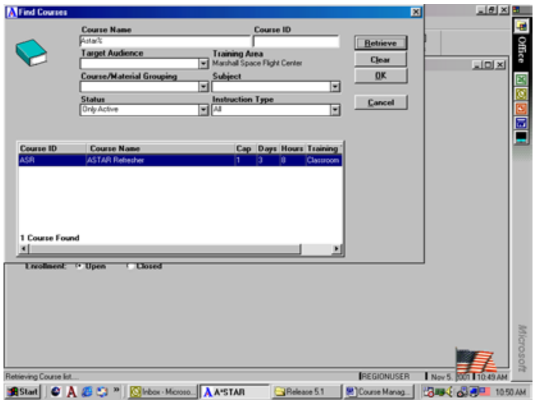
1. On the **Managers** menu, point to **Course Manager** and select **Vendor Courses**.



2. Click **New**.

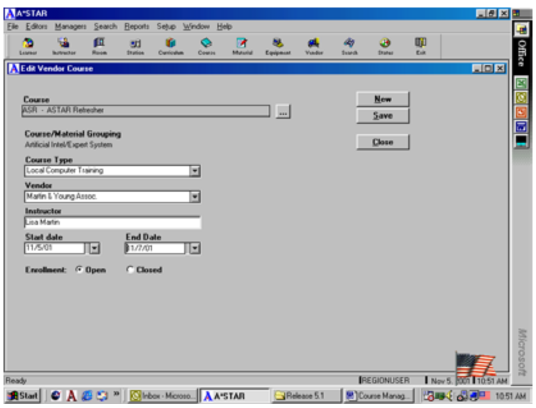
3. Click on the course **ellipsis (…)** button.

4. Perform a search to find the course by entering search criteria or click **Retrieve** to bring up all courses.



5. Select the course and then click **OK**.

6. Select the additional details including course type, vendor, start and end date.



7. Type the Instructor name in the box provided if applicable.

8. Click **Save** and then click **OK**.

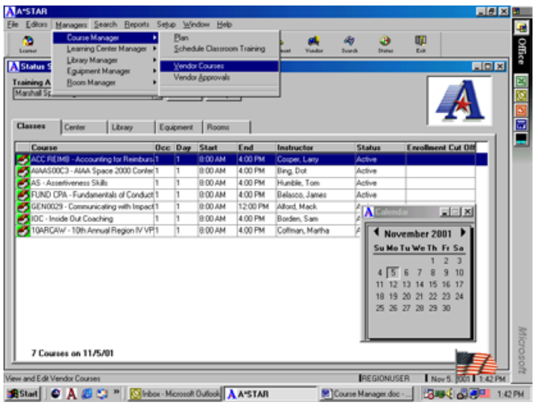
9. Click **Close** to return to the Daily Status screen.

To create additional vendor courses, click New and follow steps for creating a Vendor Course Occurrence.

Assigning User Defined Fields to a Vendor Course Occurrence

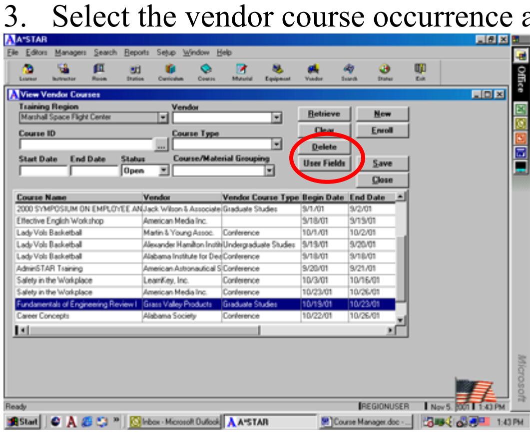
User fields assigned at the Vendor Course Occurrence level will carry over to the Vendor Course Enrollment level, therefore eliminating duplicate entry. If you change a user field at the Vendor Course Occurrence level, it will reflect in the Vendor Course Enrollment level.

1. On the **Managers** menu, point to **Course Manager**, and then select **Vendor Courses**.

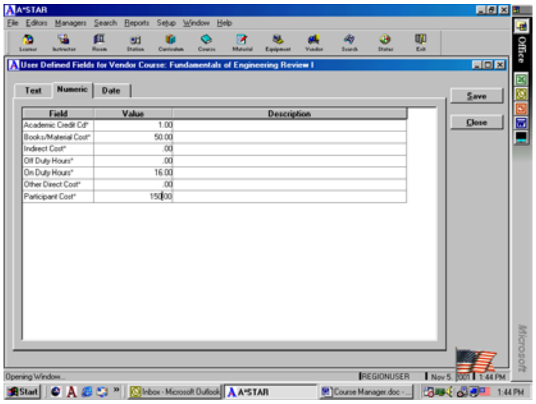


2. Perform a search to find the course by entering search criteria or click the **Retrieve** button to bring up all vendor course occurrences.

3. Select the vendor course occurrence and click on **User Fields**.



4. Input the appropriate **user fields** (text/numeric) for the vendor course occurrence.



5. Click **Save** and then click **OK**.

6. Click **Close**.

User Defined Field Definitions

Academic Credit Code ***- (1 Character/Numeric)***

- ***1 = No Academic Credit***
- ***2 = Graduate Academic Credit***
- ***3 = Undergraduate Academic Credit***
- ***4 = Secondary Academic Credit***

Direct Cost Code ***(1 Character/Text)***

- ***A = Installation Funded***
- ***B = Agency Funded***
- ***C = Contract Course, Funded by NASA Installation***
- ***D = Contract Course, Funded by NASA Agency***
- ***0 (zero) = No Cost***

Indirect Cost Code ***(1 Character/Text)***

- ***A = Installation Funded***
- ***B = Agency Funded***
- ***0 (zero) = No Cost***

Indirect Cost ***(Numeric)***

- ***This field designates a participant's*** *travel* ***cost associated with a training instance.***

Other Direct Cost ***(Numeric)***

- ***This field designates the direct cost, other than tuition, books, and materials (Room/Hotel Rentals, Computer Rentals, etc).***

Books/Material Cost ***(Numeric)***

- ***This field designates the books/material cost for a particular course.***

Participant Cost ***(Numeric)***

- ***This field designates the cost per participant for a training course.***

Source of Training ***(2 Characters/Text)***

- ***10 = Government – Agency***
- ***20 = Government – InterAgency***
- ***3A = Non-Gov't Designed for Agency/Education***
- ***3B = Non-Gov't Designed for Other***
- ***4A = Non-Gov't Off the Shelf, Education***
- ***4B = Non-Gov't Off the Shelf, Other***
- ***50 = State or Local Government***

Special Interest Cd ***(2 Characters/Text)*** *0 (zero)* ***not the*** *letter O*

- ***0A = No Special Program***
- ***0E = Continuing Education or Equivalent***
- ***0G = Growth Opportunity***
- ***0S = Special Training for Entry Professionals***
- ***0X = Crossover***
- ***0Y = Other Upward Mobility Program***
- ***1A = Executive Development***
- ***1B = Developmental Programs***
- ***2A = Supervision***

On-Duty Hours/Off-Duty Hours ***(Numeric)***

This field designates the number of on-duty/off-duty hours for a course.

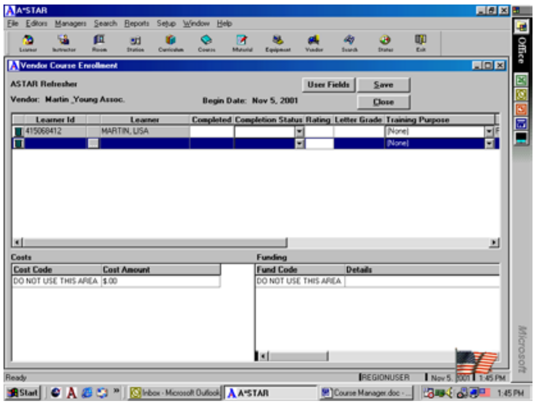
Enrolling a Learner(s) in a Vendor Course

1. On the **Managers** menu, point to **Course Manager** and then select **Vendor Courses**.

2. Perform a search to find the course by entering search criteria or click **Retrieve** to bring up all courses.

3. Select the course and click on the **Enroll** button.

4. Enter the **Learner ID** (SSN) or click on the **ellipsis (…)** button and enter search criteria to find the learner(s) you want to enroll.



5. Specify the **Training Purpose** by clicking on the Training Purpose drop-down and selecting appropriate item (i.e. Improve Performance, New Job Assignment, etc).

6. Click **Save** and then click **OK**.

7. Click **Close** to return to the Daily Status Screen.

Editing User Defined Fields at the Vendor Course Enrollment

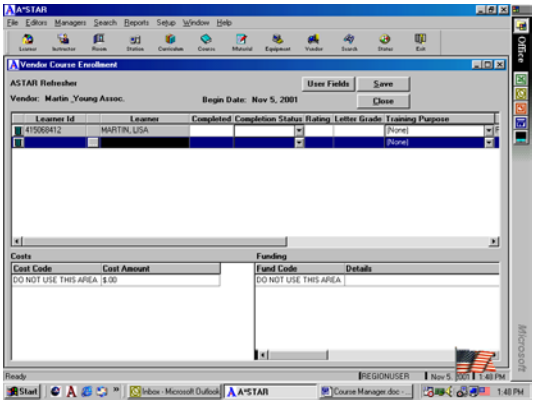
User fields that were assigned at the Vendor Course Occurrence level are carried over to the Vendor Course Enrollment level, therefore eliminating duplicate entry. At the Vendor Course Enrollment level, you can edit user fields for a specific learner(s).

1. On the **Managers** menu, point to **Course Manager**, and then select **Vendor Courses**.

2. Enter search criteria for vendor course occurrence and click **Retrieve** or click **Retrieve** to bring up all vendor course occurrences.

3. Select vendor course occurrence by highlighting the course.

4. Click on the **Enroll** button.

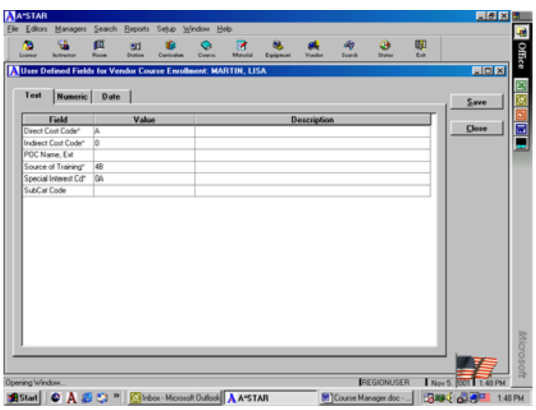


5. Select the learner to modify the user fields.

6. Click **User Fields** button.

7. On the User Defined Fields for Vendor Courses screen, select the appropriate user field type by clicking on the (**text/numeric**) tab and locate the user field to be modified.

8. Enter updated information for user field.



9. Click **Save** and then click **OK**.

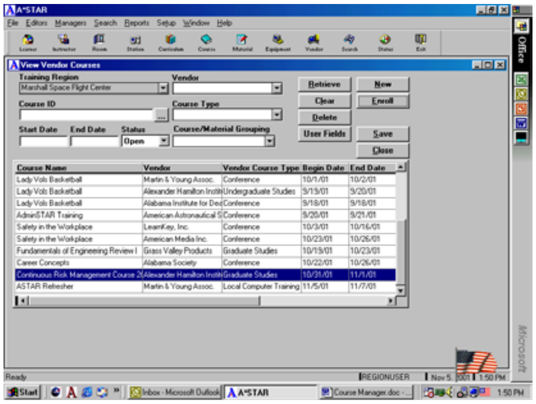
10. Click **Close** to return to Daily Status Screen.

Vendor Course Completion

In order to complete a vendor course, perform the following:

1. On the **Managers** menu, point to **Course Manager** and then select **Vendor Courses**. If you are at the Vendor Course Enrollment screen, skip to step # 5.

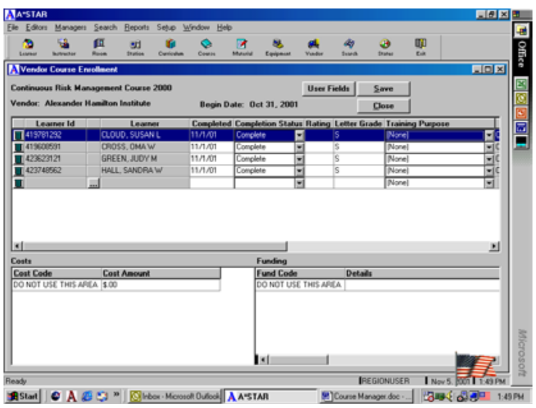
2. **Perform** a search to find the course by entering search criteria and clicking Retrieve or click Retrieve to bring up vendor course occurrences.



3. **Select** appropriate course by highlighting the record.

4. Click the **Enroll** button.

5. Enter **Completion Date**, **Select Completion Status** from drop-down, and enter **rating** or **grade**.



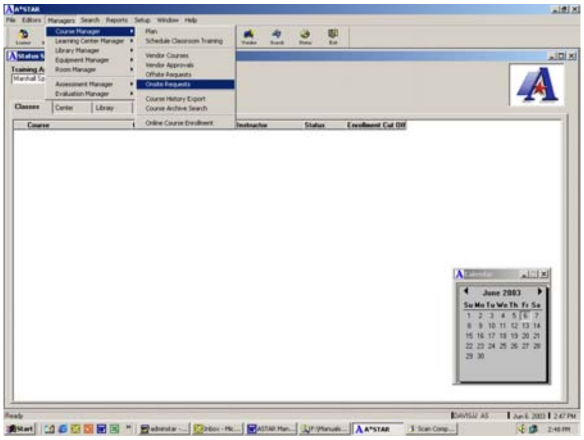
6. Click **Save**.

Onsite Request

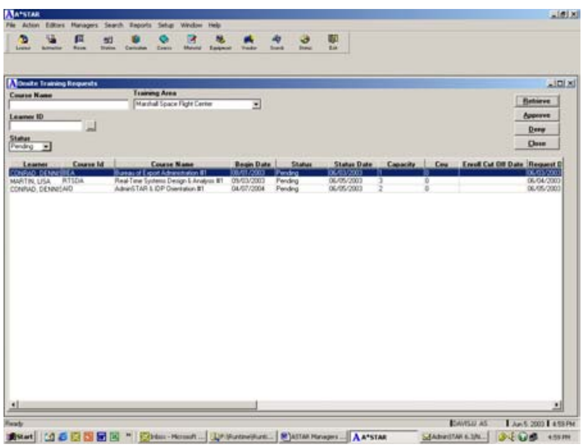
Onsite Requests are training requests, which require action from the Training and Development Organization in order for learners to attend courses scheduled through the **Course Manager** in AdminSTAR. The following approval levels have been associated with the course session: Supervisor & Training and Development Org, Supervisor, Organization Reviewer, & Training and Development Organization or Training and Development Organization.

To View/Approve/Deny an On-Site Request

1. On the **Managers** Menu, point to the **Course Manager** and select the **Onsite Requests** menu item.

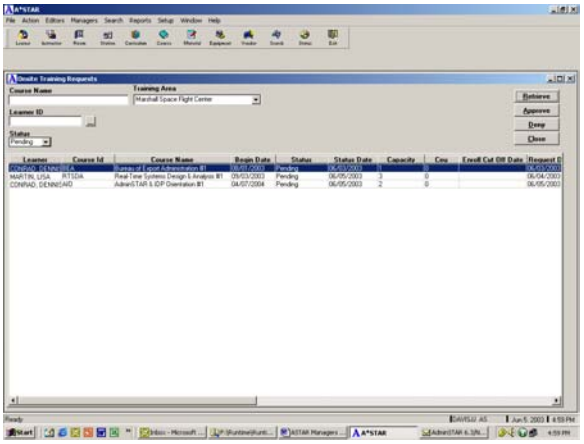


2. Type in any desired criteria and then click on the **Retrieve** button. Note: The Status field is defaulted to pending.

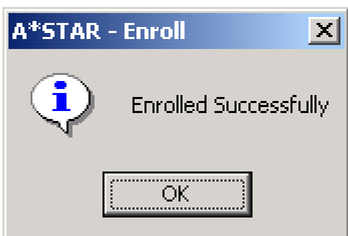


Approving Onsite Requests

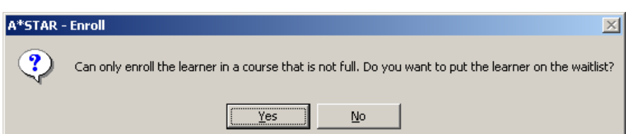
1. Select a request from the results window and then click the **Approve** button.



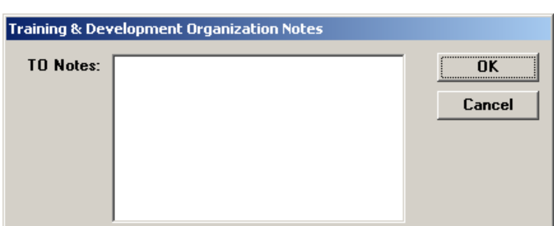
System confirms that the learner was enrolled successfully.



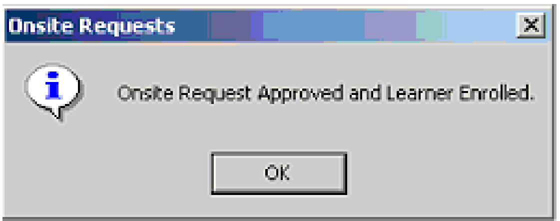
If the course is full the screen below will display that you cannot enroll a learner in a course that has a full status. However, the system will allow you to place the learner on the waitlist.



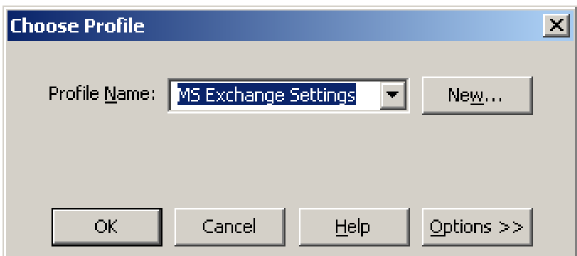
2. At the Training and Development Organization notes screen you can input any notes and then click the **OK** button to accept or **Cancel** button to decline the notes.



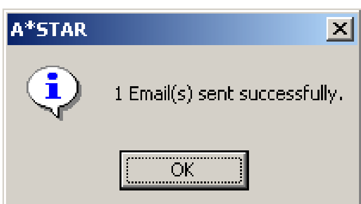
3. System message will display confirming that the onsite request was approved and learner enrolled in appropriate session. Click the **OK** button to proceed.

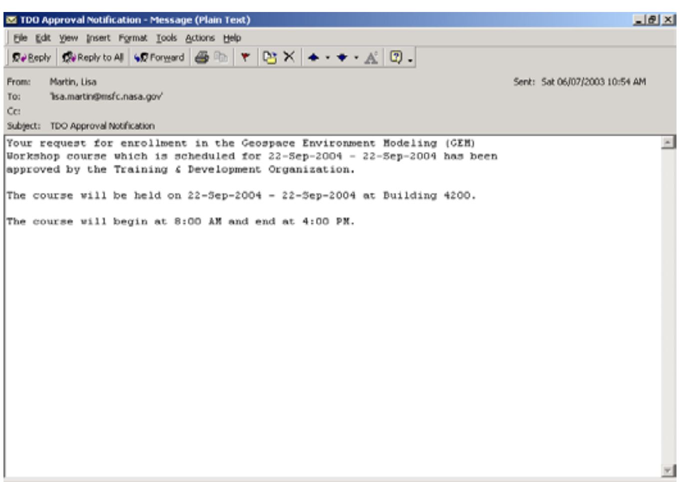


4. The E-mail profile may or may not display for selection. If email profile is not defaulted, choose a profile to use for your email and then click **OK** button.



5. System will confirm that the email confirmation(s) were sent successfully/not successfully. Click the **OK** button.

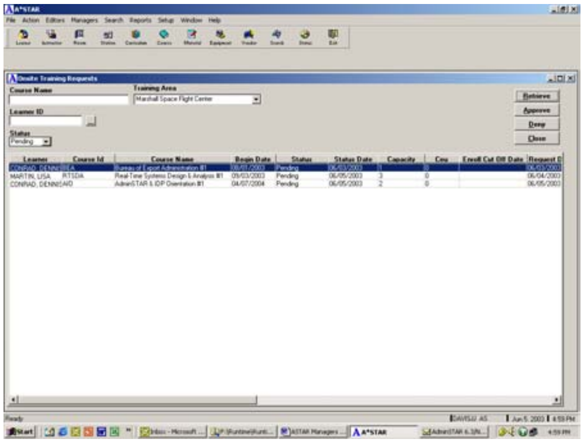




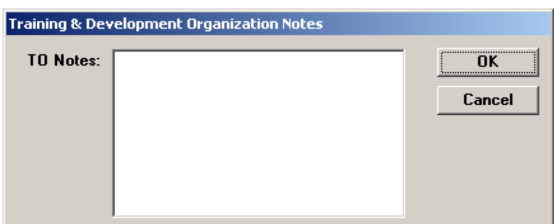
6. Click the **Close** button to return to the Daily Status Screen.

Denying Onsite Requests

1. Select a request from the results window and then click the **Deny** button.

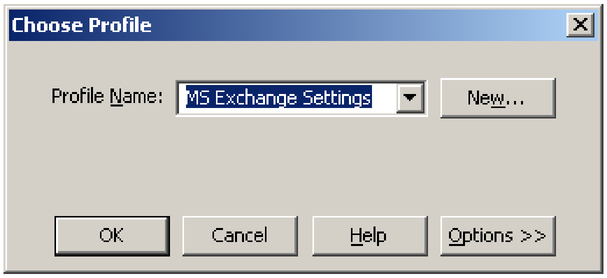


2. At the Training and Development Organization notes screen you can input any notes and then click the **OK** button to accept or **Cancel** button to decline the notes.

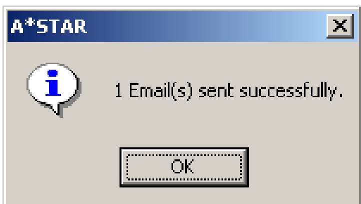


3. System will confirm that the request was denied. Click the **OK** button to proceed.

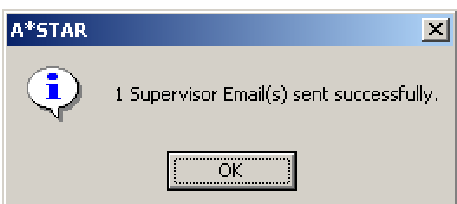
4. The E-mail profile may or may not display for selection. If email profile is not defaulted, choose a profile to use for your email and then click **OK** button.



5. System will confirm that the email confirmation(s) were sent successfully/not successfully. Click the **OK** button.



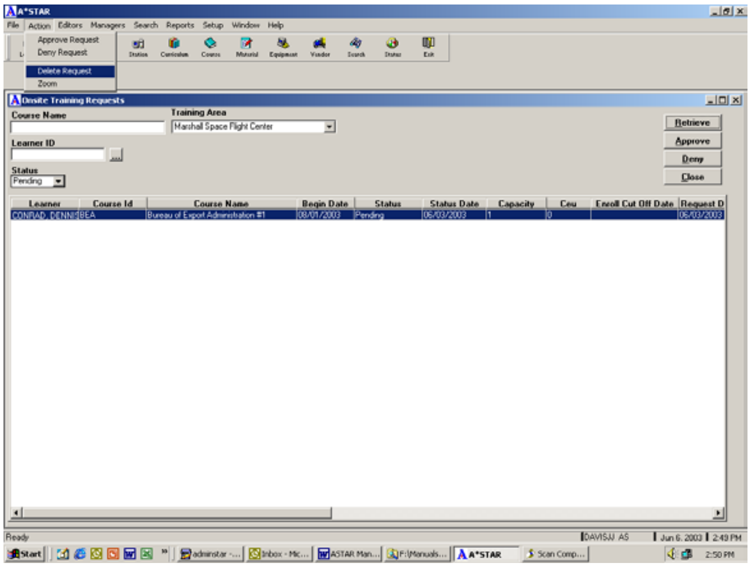
6. If request is denied, the Supervisor is notified by email. If approval level "Supervisor/Org Reviewer/Training & Dev Org has been associated with the course session, then the Org Review will also be notified that the request was denied by the Training Organization. Click the **OK** button for Supervisor/Org Reviewer email confirmation.



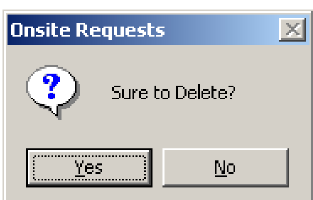
7. Click the **Close** button to return to the Daily Status Screen.

Deleting Onsite Requests

1. Select a request from the results window and then click the **Action** menu item and then **Delete Request** menu item.



2. System confirmation "Sure to Delete". Click the **Yes** button to delete the request or **No** button to not delete the request.



3. Click the **Close** button to return to the Daily Status Screen.

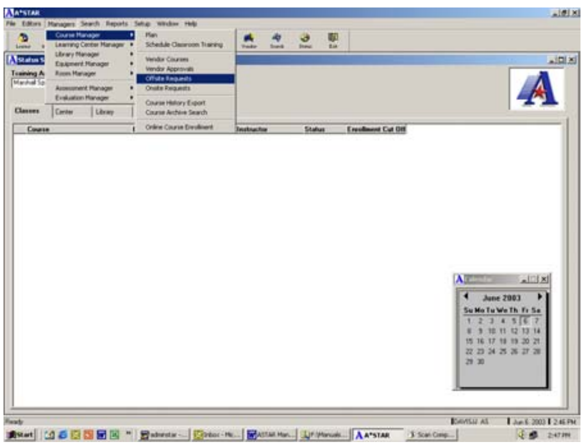
Offsite Request

Offsite Requests are requests submitted via the NASA On-Line Registration System (NORS), which require action from the Training and Development Organization in order for learners to attend offsite or unplanned courses such as Academic Training, Conferences and Local Computer Training.

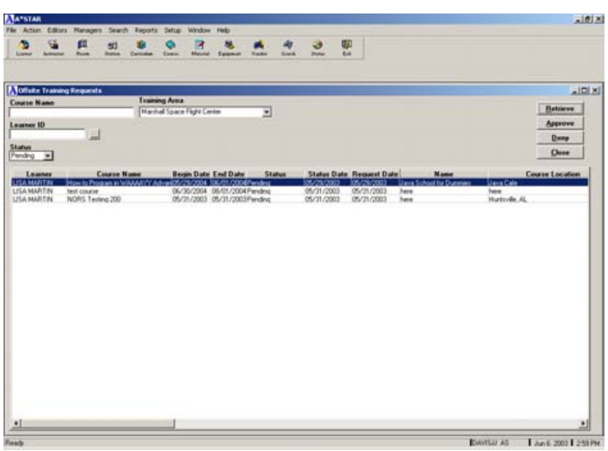
To View/Approve/Deny Offsite Requests

1. On the **Managers** Menu, point to the **Course Manager** and select the **Offsite Requests** menu item.

Note: The Status field is defaulted to pending**.**



2. Type in any desired criteria and then click on the **Retrieve** button.



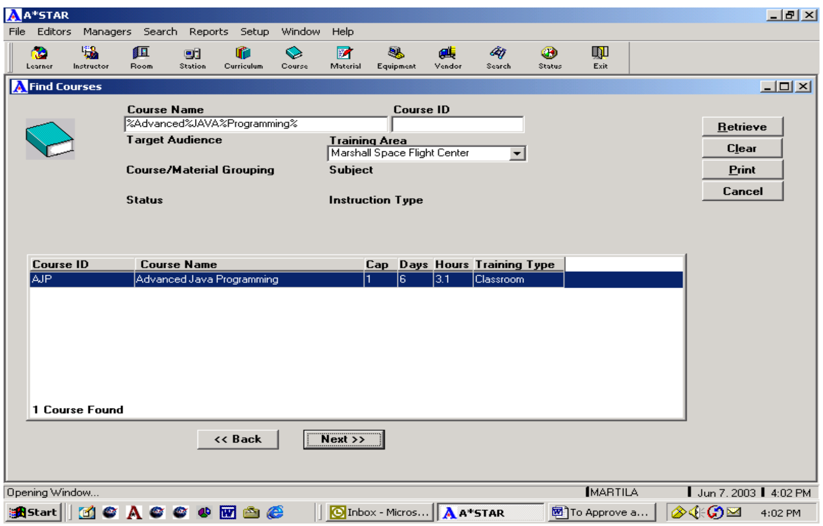
After you retrieve offsite requests, you can:

- Approve requests to create a course, create a vendor course instance, enroll learners, or waitlist learners
- Deny requests
- Delete requests

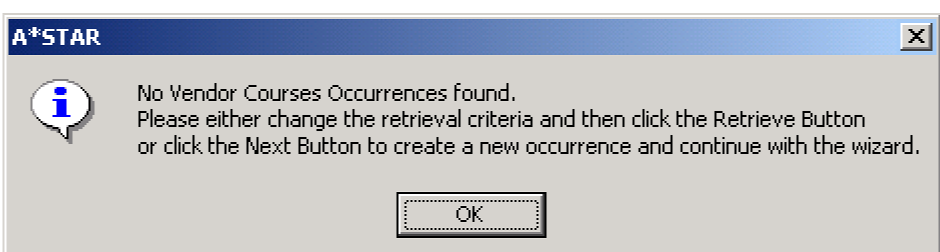
To Approve a Request With an Established Course

1. Select a request from the results window and then click the **Approve** button.

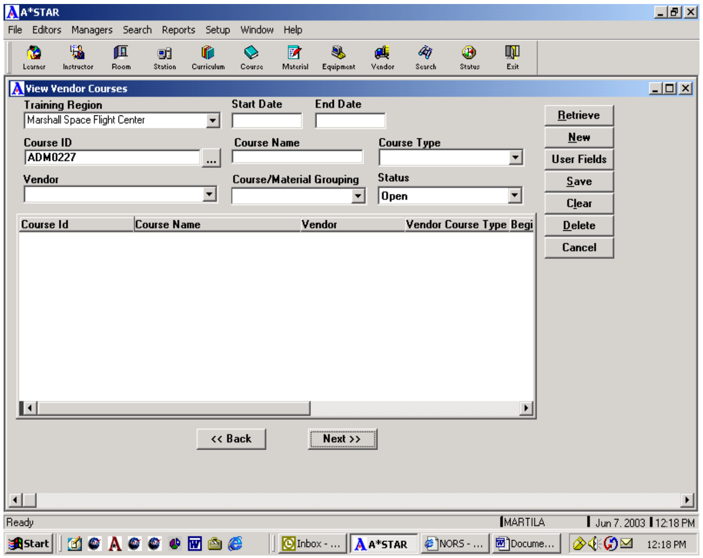
2. System will retrieve all courses that are similar. **Select** the appropriate course by highlighting it in the results window and click the **Next** button to continue.



3. **View Vendor Courses screen** – If a course occurrence has not been created for the course the system confirmation below will appear. Click the **OK** button.



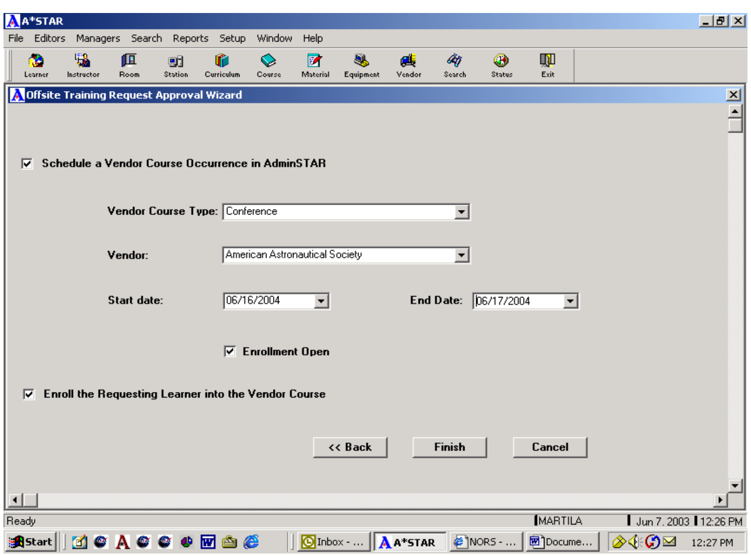
4. If you wish to create a new occurrence and continue with the wizard, click the **Next** button. Otherwise, click the **Back** button to return to the Find Courses screen and modify the retrieval criteria.



5. Offsite Training Wizard Screen
   - Select the **Vendor Course Type** and **Vendor** from the dropdowns.
   - **Start/End** date is defaulted.

   System defaults to Open Enrollment. If you uncheck the "Open Enrollment" checkbox, the system will not allow you to enroll learners into the course occurrence due to the course being closed.

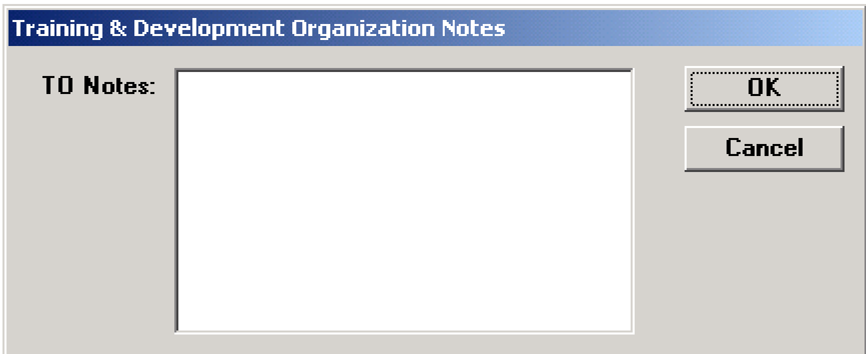
   System defaults to "Enroll Requesting Learner into Vendor Course". If you choose not to enroll the learner directly into the occurrence utilizing the wizard, then uncheck the checkbox.



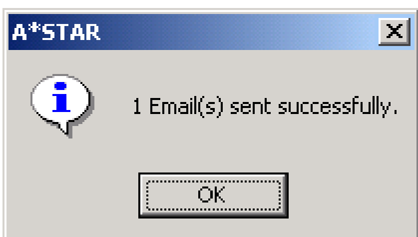
6. Upon completion of entering all pertinent information, click the **Finish** button. Click the **Back** button to return to the previous screen or **Cancel** to return to the Offsite

Training Request Screen.

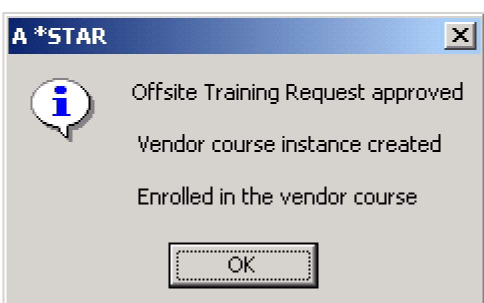
7. Enter notes into the Training & Development Organizations Notes screen if applicable and click **OK** or click **Cancel** to decline.



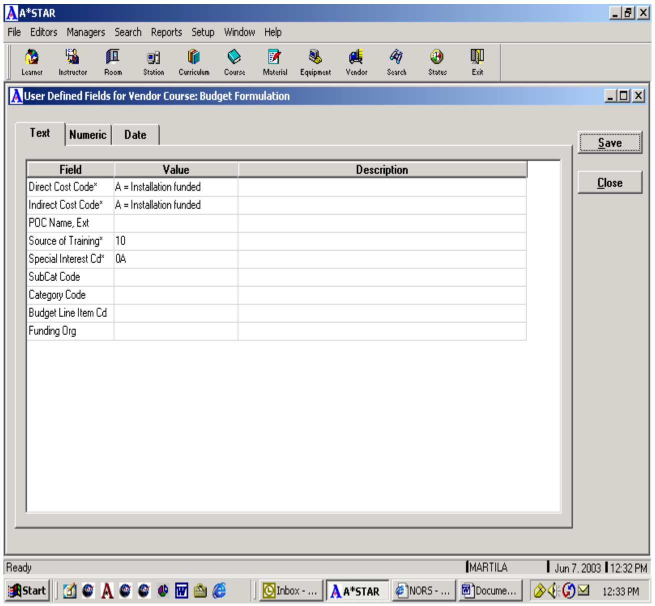
8. System confirms that email sent successfully. Click the **OK** button.



9. System confirmation that the Offsite Training Request was approved, Vendor Course Occurrence created, and the Learner was Enrolled in the Course Occurrence. Click the **OK** button.



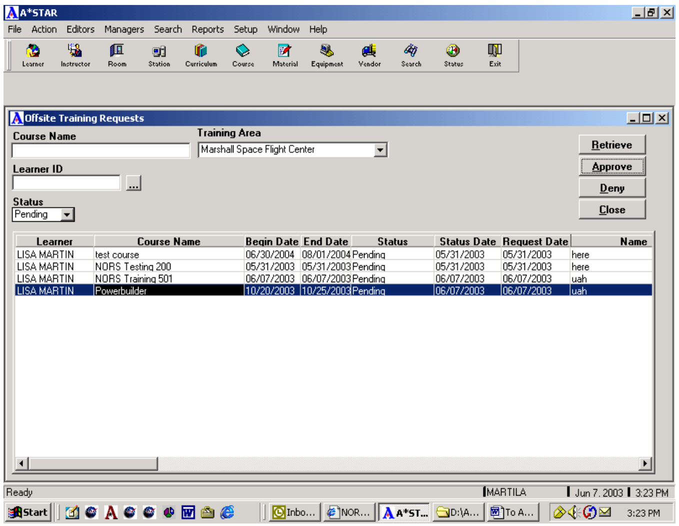
10. Input the **User Defined Fields** for the Vendor Course Occurrence and click the Save button. Click the **OK** button and click **Close** to return to the View Vendor Course Screen.



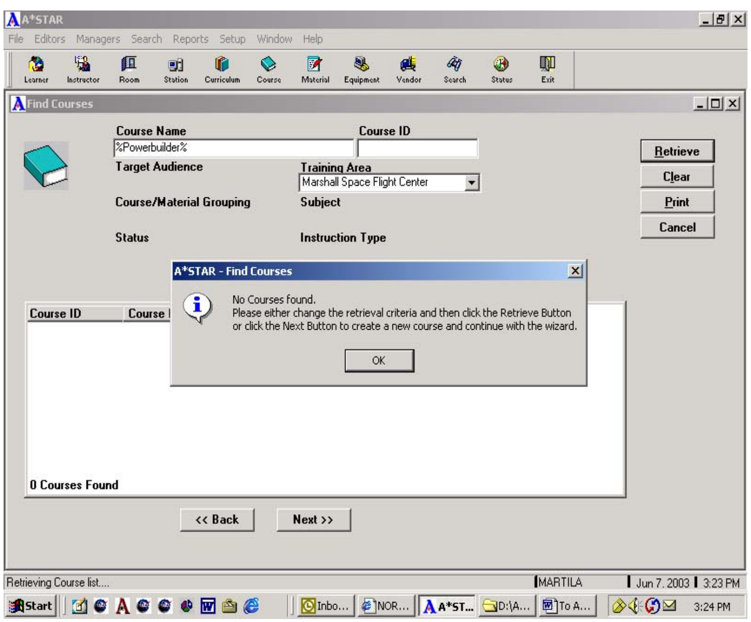
11. Click **Close** to return to the Daily Status Screen.

To Approve a Request Without An Established Course

1. Select a request from the results window and then click the **Approve** button.



2. System will retrieve all courses that are similar. If course search fails to retrieve the appropriate course a system message displays confirming that there were no courses found. Click the **OK** button.

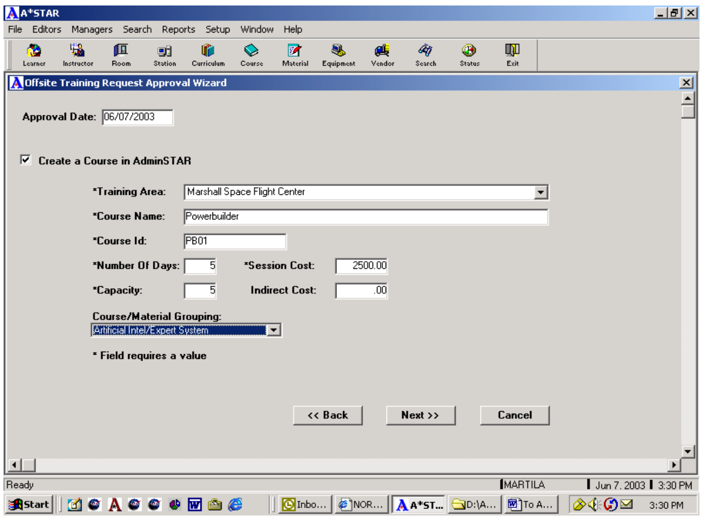


3. Click the **Next** button to create a course in the AdminSTAR Course Editor or click the **Back** button to return to the Find Courses screen and modify search criteria

4. **Offsite Training Request Approval Wizard** screen will display.
   - Create a Course in AdminSTAR is defaulted
   - Course Name will appear in the dropdown box

5. Input **Course ID**, **Number of Days**, **Capacity**, **Session Cost** and **Indirect Cost** if applicable.

6. Select **Course Material Grouping** from dropdown and click the **Next** button.

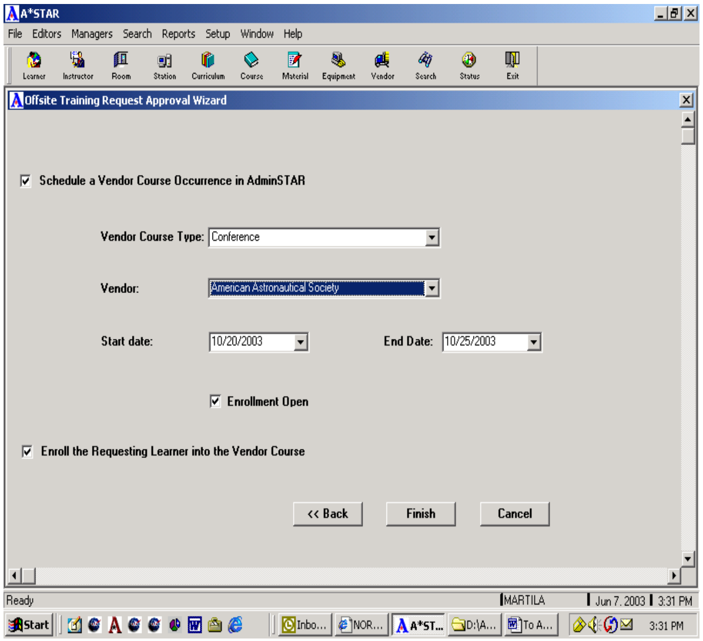


7. **Offsite Training Wizard Screen**
   - Select the **Vendor Course Type** and **Vendor** from the dropdowns.
   - **Start/End** date is defaulted.

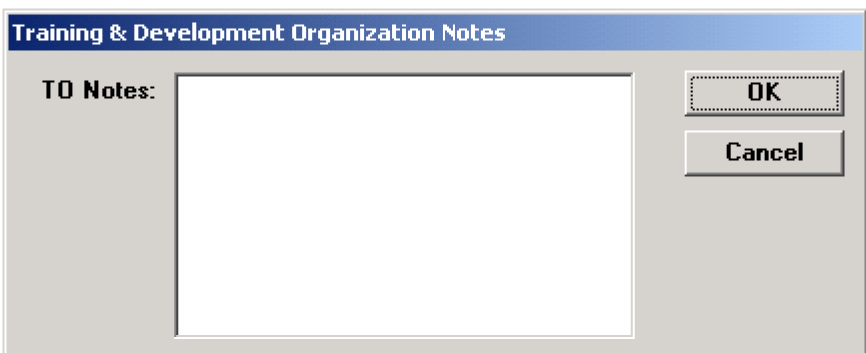
   System defaults to Open Enrollment. If you uncheck the "Open Enrollment" checkbox, the system will not allow you to enroll learners into the course occurrence due to the course being closed.

   System also defaults to "Enroll Requesting Learner into Vendor Course". If you choose not to enroll the learner directly into the occurrence utilizing the wizard, then uncheck the checkbox.

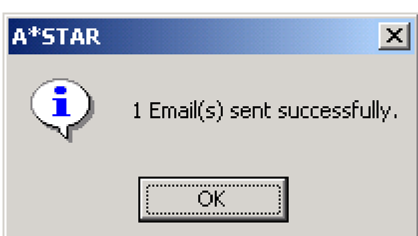
8. Upon completion of entering all pertinent information, click the **Finish** button. Click the **Back** button to return to the previous screen or **Cancel** to return to the Offsite Training Request Screen.



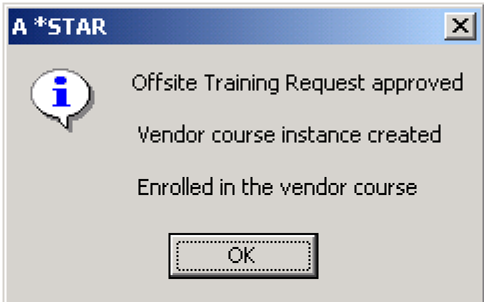
9. Enter notes into the Training & Development Organizations Notes screen if applicable and click **OK** or click **Cancel** to decline.



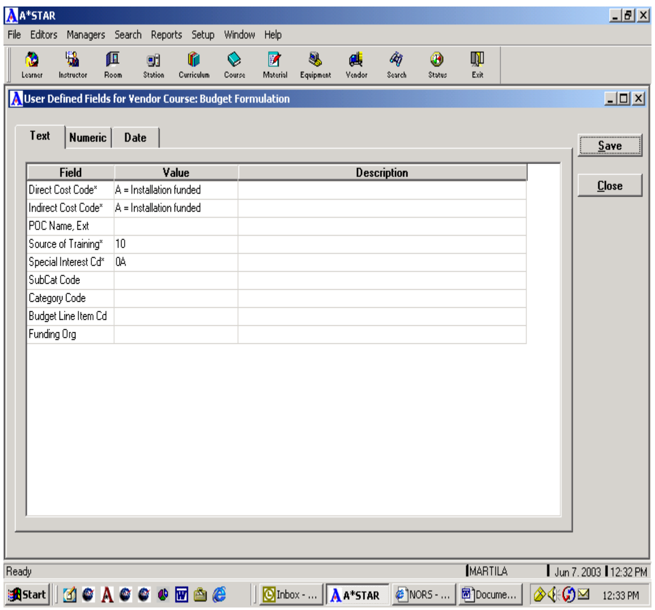
10. System confirms that email sent successfully to learner regarding approval/enrollment. Click the **OK** button.



11. System confirmation that the Offsite Training Request was approved, Vendor Course Occurrence created, and the Learner was Enrolled in the Course Occurrence. Click the **OK** button.



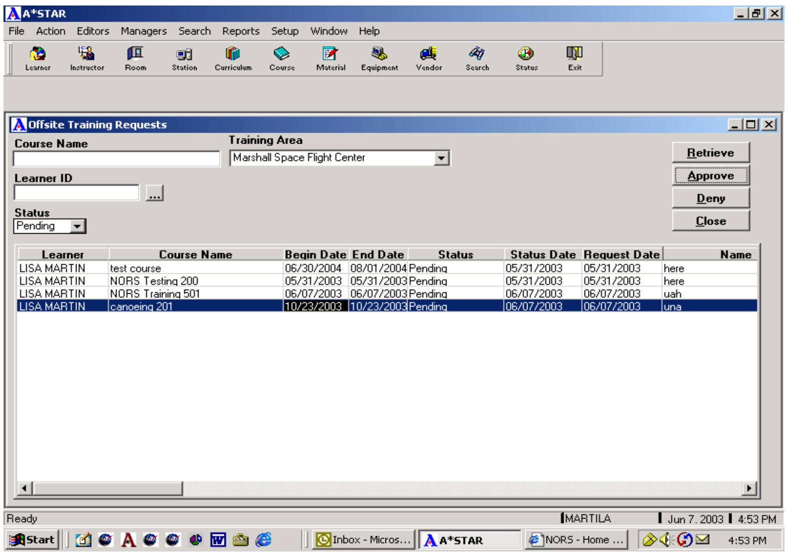
12. Input the **User Defined Fields** for the Vendor Course Occurrence and click the **Save** button. Click **Close** to return to the Daily Status Screen.



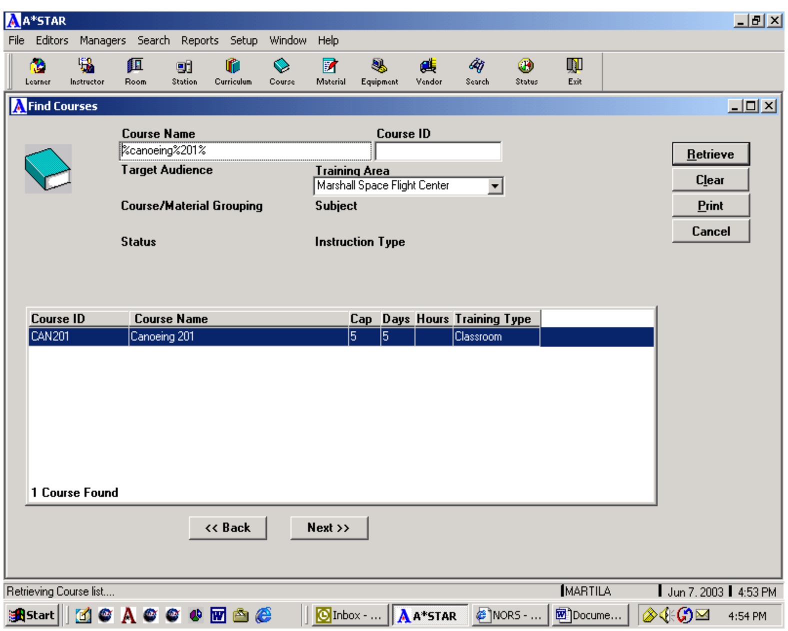
AdminSTAR 6.3

To Approve a Request With An Established Course Occurrence

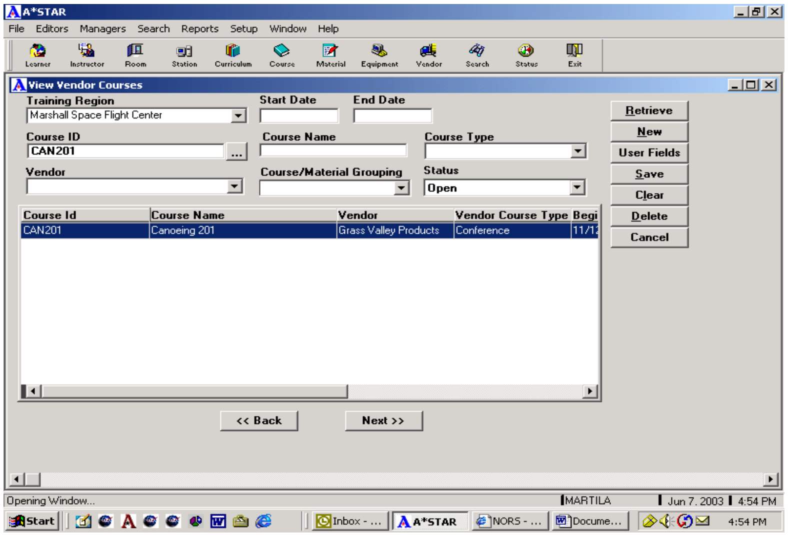
1. On the **Managers** menu, point to the **Course Manager** and select **Offsite Request** menu item.
2. Type in any desired criteria and then click on the **Retrieve** button.
3. Select the request from the results window and then click the **Approve** button.



4. System will retrieve specific course. Click on the **Next** button to proceed to the View Vendor Courses screen. Otherwise, click the **Back** button to return to the Offsite Training Request screen.



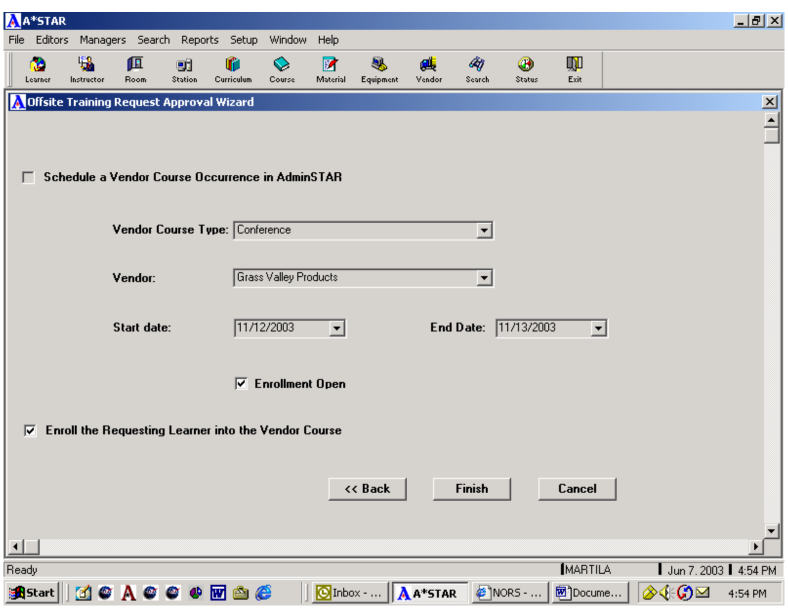
5. At the View Vendor Courses screen, the Course ID and Course information will display in the results window. **Select** the appropriate vendor course and click the **Next** button.



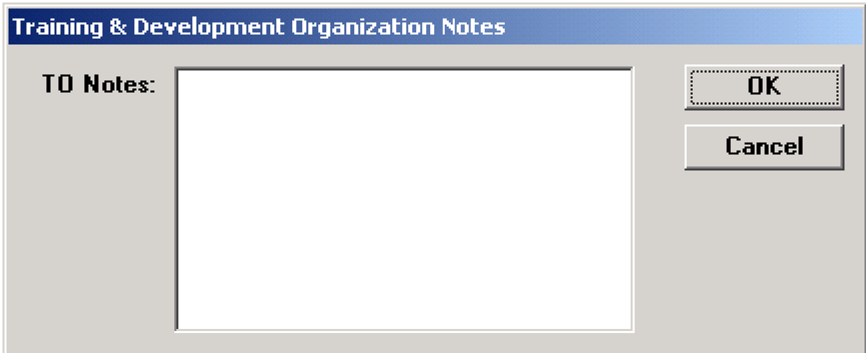
At the Offsite Training Request Approval Wizard screen, the Course Type, Vendor, Start/End Date is defaulted. In order to enroll the learner directly into the course occurrence, you will need to leave the check in the "Enroll the Requesting Learner into Vendor Course" checkbox.

6. Click the **Finish** button.

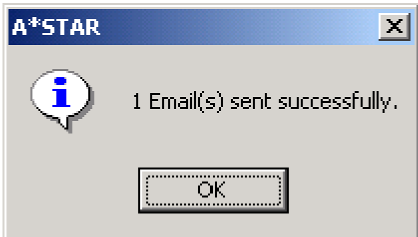
To go back to the previous screen, click the Back button or the Cancel button to return to the Daily Status Screen.



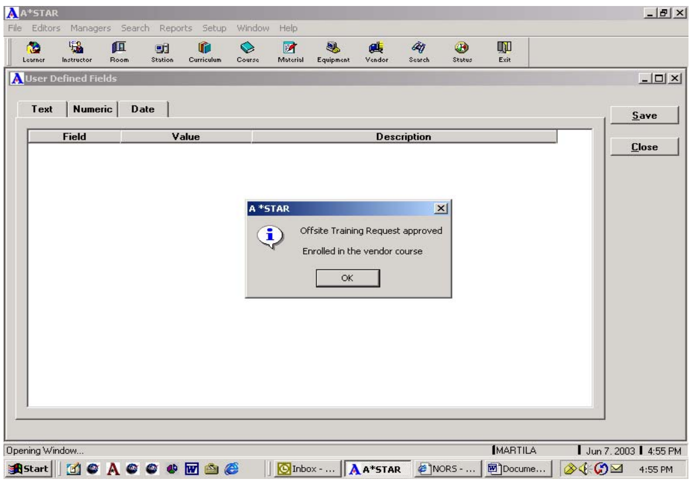
7. Enter notes into the Training & Development Organization Notes screen if applicable and click the **OK** button or click the **Cancel** button to decline.



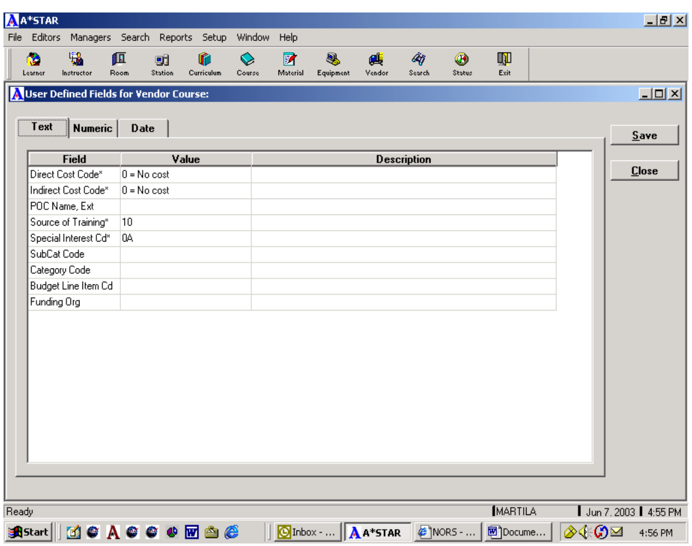
8. System confirms that emails were sent successfully to the Learner regarding the approval/enrollment status. Click the **OK** button.



9. System confirmation regarding Offsite Training Request Approved and Learner Enrolled in Vendor Course Occurrence. Click the **OK** button.

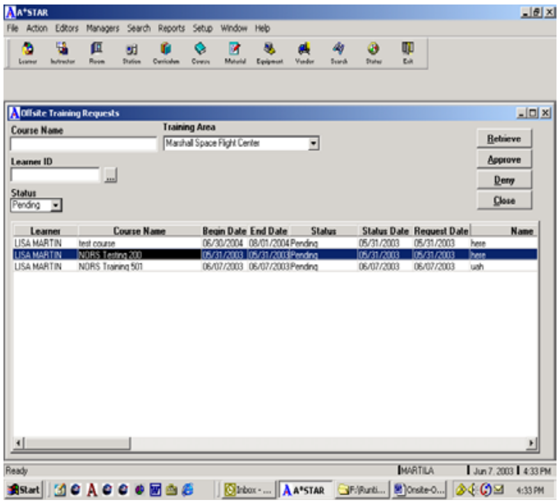


10. At the User Defined Fields screen for Vendor Courses, the user fields are defaulted for the occurrence. You may modify the existing user fields on this screen or click **Close** to return to the View Vendor Courses screen.

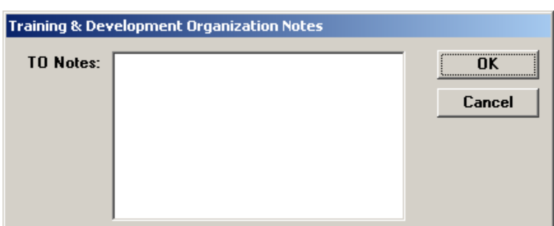


Denying Offsite Requests

1. Select a request from the results window and then click the **Deny** button.

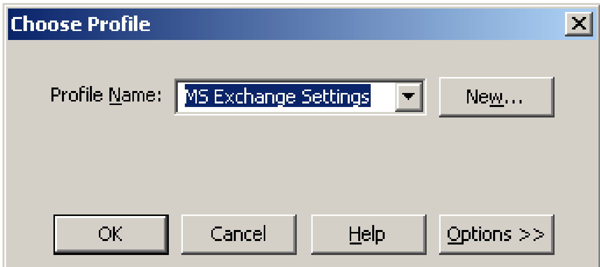


2. Enter notes into the Training & Development Organization Notes screen if applicable and click the **OK** button or click the **Cancel** button to decline.



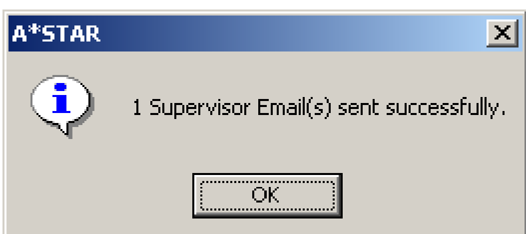
3. System confirmation regarding Offsite Request Denied. Click **OK** button.

4. May or may not see the above screen for email profile selection. Choose a profile to use for your email and then click **OK** button.

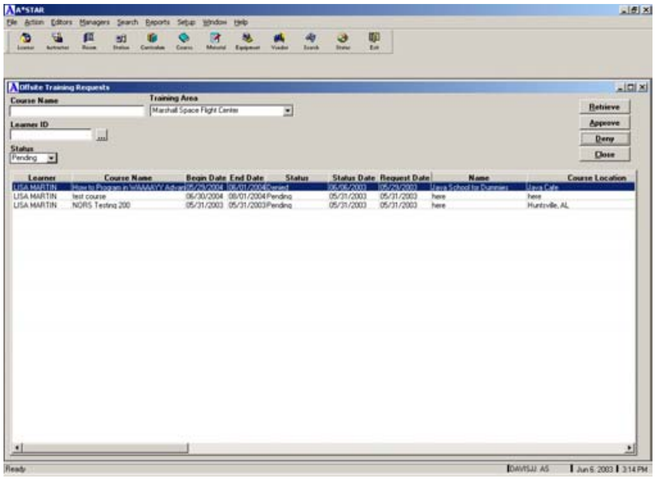


5. System confirmation that the email was sent successfully to the learner regarding request denial. Click the **OK** button.

6. System confirmation that the email was sent successfully to the supervisor regarding request denial. Click the **OK** button.



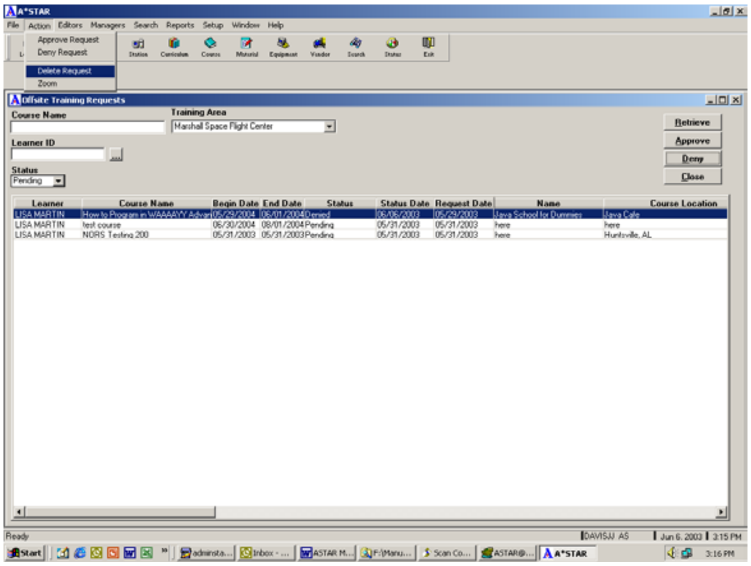
7. Click the **Close** button to return to the Daily Status Screen.



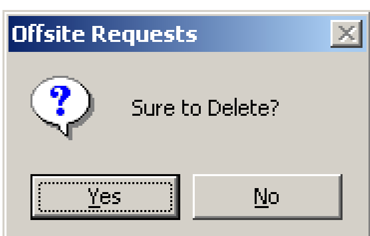
AdminSTAR 6.3

Deleting Offsite Requests

1. Select a request from the results window and then click the **Action** menu item and then **Delete** Request menu item.



2. Click the **Yes** button to delete the request or **NO** button to not delete the request.



3. System confirmation regarding Offsite Request deletion. Click the **OK** button.

4. Click the **Close** button to return to the Daily Status Screen.

Learning Center Manager

A Learning Center is a location where learners can take self-paced training at learning stations, as well as check-out learning center material.

You can manage all aspect of a learning center including:
- ***Enrolling learners in multimedia (self-study) courses***
- ***Scheduling learners for time at multimedia learning stations***
- ***Changing learning station schedules***
- ***Marking attendance, test scores, and course completion***

Enrolling a Learner in a Self-Study Course

A self-study course is made up of one or more multimedia materials. You must enroll a learner in a course that has one ore more materials associated with it. Then you schedule the learner to use a learning station in the learning center.

Before you can enroll a learner in a learning center course, you must first create the course in the Course Editor. A learning center course can consist of one or multiple course materials.

To Enroll a Learner in a Self-Study Course

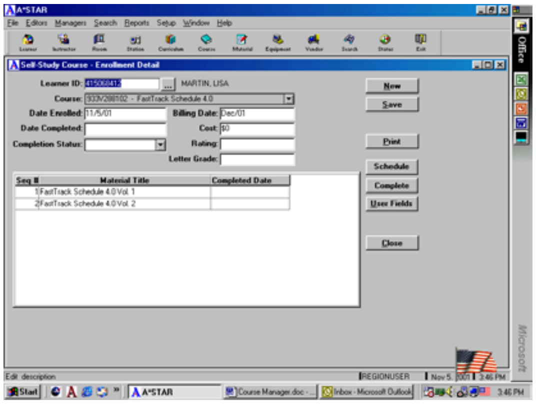
1. On the **Managers** menu, point to **Learning Center Manager**, and then click **Enroll/Schedule**.

2. Click **New**.

3. Type the **Learner ID**. If you do not know the Learner ID, click the ellipsis (…) button and click Retrieve to retrieve a list of learners. Select the learner and then click Use.

4. In the course drop-down, select the appropriate course.

5. Click **Save** and then **OK**.



Scheduling a Learner to Use a Multimedia Station

Once you have enrolled a learner in a self-study course, you can schedule the learner to use a multimedia station to complete each material title in the course. You must schedule the learner for each individual material title in the course.

Remember, you must complete the following procedure for each material title in the course.

To Schedule a Learner at a Multimedia Station

1. Select the **Material Title** in which you want to enroll the learner.

2. Do one of the following:

   - Click Schedule.
   - Double-click on the title.

3. In the Learning Center list, select the learning center.

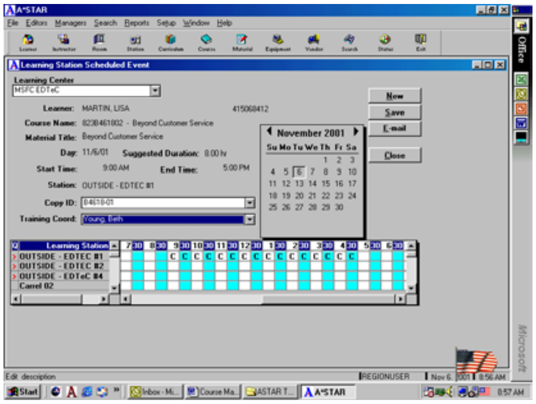
4. On the calendar, click the **date** on which you want to schedule the multimedia material.

5. In the scheduling grid, click on the **start time**.

A*STAR inserts C's on the time blocks required by the duration of the course. You can change the start time before saving the record. The number of C's which appear indicate the number of ½ hour blocks suggested by the duration of the material title.

6. In the **Copy ID** list, select the Copy ID of the material copy. The available materials are based on the learning station and times you selected.

7. In the Training Coord list, select the training coordinator if applicable.



8. Click **Save**.

Using the Scheduling Grid

The scheduling grid lets you determine when a multimedia station is available for scheduling.

- ***Learning Stations***: *All of the multimedia learning stations that have been created for a learning center will appear under the Learning Station heading. Those learning stations with a red arrow in the Q column have the equipment required to offer the multimedia training.*
- ***Times:*** *Time is divided into ½ hour increments beginning on the hour and ½ hour. The range of times available for scheduling is from 6:00 a.m. until 12:00 p.m. (Midnight).*

C's on the scheduling grid indicate that a course can be scheduled. B's indicate that a learning center is already booked.

- ***Lengthening and Shortening Course Durations:*** *You can lengthen or shorten the suggested duration (the number of C's in the blocks) by holding down the Shift key and clicking in a block greater than the suggested end time to lengthen the duration or clicking on a block less than suggested end time to shorten the duration.*
- ***Unqualified Station:*** *No Red Arrow: If you click on a row that has no red arrow in the qualified column (a learning station that is not qualified), A*STAR will ask you if you want to proceed. Clicking Yes schedules the learner at an unqualified learning station. For best results, we recommend not scheduling learners at unqualified stations.*
- ***Already Booked Time Blocks –B's:*** *If B's appear on the scheduling grid, this means the multimedia station is already booked for those specific times on that day. In order to schedule a learner, you must click on the blocks, which do not show B's.*

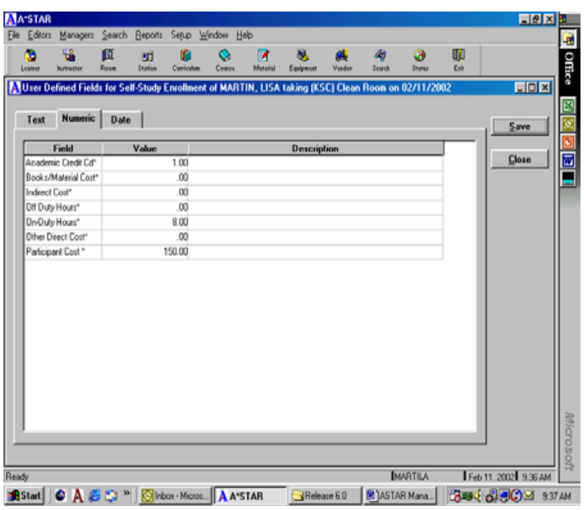
- ***Double Booking – D's:*** *If you do click on a time block of B's to schedule a course, A*STAR will warn you that you are double booking a multimedia station. If you proceed with the double booking, A*STAR indicates the double booking by the letter D in the blocks(s) where the C (current booking) conflicts with the existing booking B.*
- ***Blocked from Use – X's:*** *X's on the scheduling grid indicate that a station is blocked from use.*
- ***No Materials Available – Gray Blocks:*** *Dark gray columns indicate that no multimedia materials are available to be scheduled.*

Associating User-Defined Fields with Self-Study Enrollments

You can associate user-defined fields with enrollments in multimedia self-study courses. Before you can associate a user-defined field with a self-study enrollment, you must first enroll the learner in the course.

To Associate a User-Defined Fields with a Self-Study Enrollment

1. On the **Managers** menu, point to **Learning Center Manager**, and then click **Enroll/Schedule**.
2. Perform a search to find the self- study enrollment.
3. Select the enrollment and then double-click.
4. Click **User Fields**.
5. Select the appropriate field type (**text/numeric**) and enter data.



6. Click **Save**.

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To Change the Start Time or Edit the Schedule

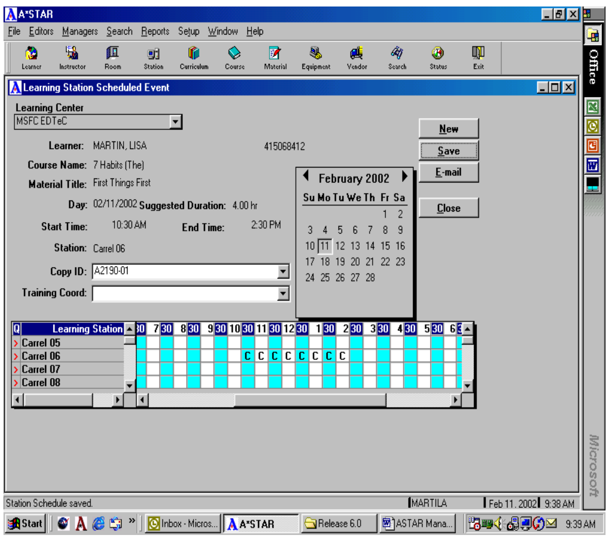
1. On the **Managers** menu, point to **Learning Center Manager**, and then click **Edit Schedules**.

2. Perform a search to find the learner.

3. Select the learner and then double-click.

4. Make your changes and then click **Save**.

5. Click **OK** and then click **Close**.



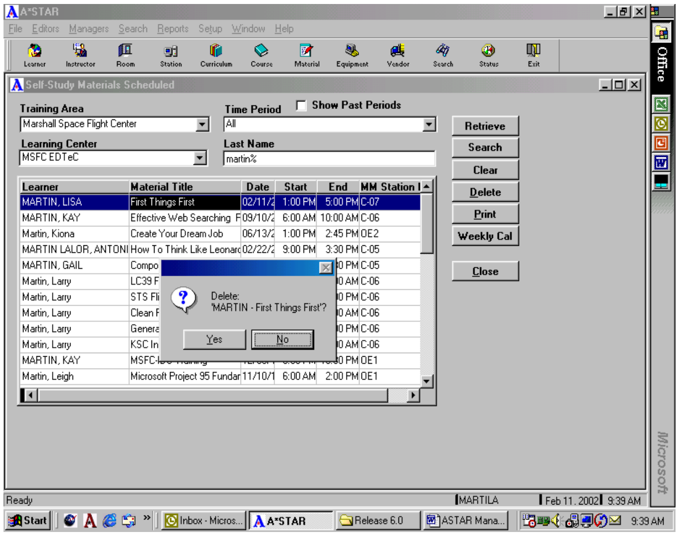
To Delete a Schedule

1. On the **Managers** menu, point to **Learning Center Manager**, and then click **Edit Schedule**.

2. Perform a search to find the learner.

3. Select the learner and then click **Delete**.

4. Click **Yes**.



Marking Attendance and Completion of Materials

Marking Attendance

A*STAR lets you mark a learner's attendance at a self-study course by recording the time a learner logs in to and out of the course. A*STAR uses the current date and time as a default.

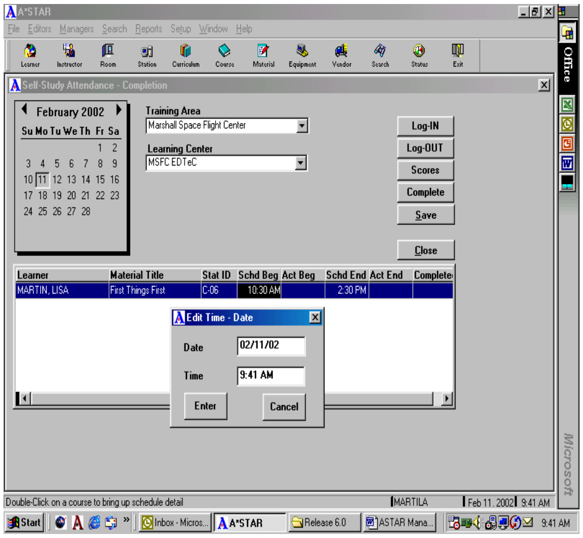
To Log a Learner In or Out

1. On the **Managers** menu, point to **Learning Center Manager**, and then click **Attend/Complete**.

2. Select the appropriate Training Area and Learning Center.

3. Select the **date** from the calendar.

4. Select the **learner** you want to log in, and click **Log In**. To log a learner out, select the **learner** and then click **Log Out**.



To Edit Log In and Log Out Times

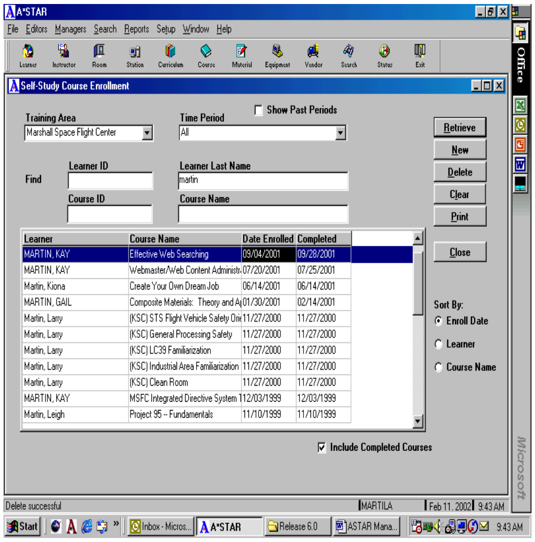
1. On the **Managers** menu, point to **Learning Center Manager**, and then click **Attend/Complete**.
2. Select the appropriate Training Area and the Learning Center.
3. Select the date from the calendar.
4. Select the learner whose time you want to edit.
5. Holding down the **Ctrl key**, click **Log In** or **Log Out**.
6. Make your changes and then click **Enter**.

Viewing and Editing Course Completion Dates

Once a learner completes all materials in a multimedia course, A*STAR automatically marks the multimedia course as completed.

To See a List of Completed Courses

1. On the **Managers** menu, point to **Learning Center Manager**, and then click **Enroll/Schedule**.
2. Check the **Completed Courses** check box.
3. Click **Retrieve**.



Editing a Course Completion Date

You can edit the completion date of a material after the course has been marked as completed. If you mark a material completed which automatically marks the course as being completed and then change the date of the completed material, A*STAR does not automatically change the date of the corresponding course.

To Edit a Course Completion Date

1. On the **Managers** menu, point to **Learning Center Manager**, and then click **Enroll/Schedule**.

2. Perform a search to find the course.

3. Select the course and then double-click.

4. In the **Date Completed** box, type the new completion date.

5. Click Save and then click OK.

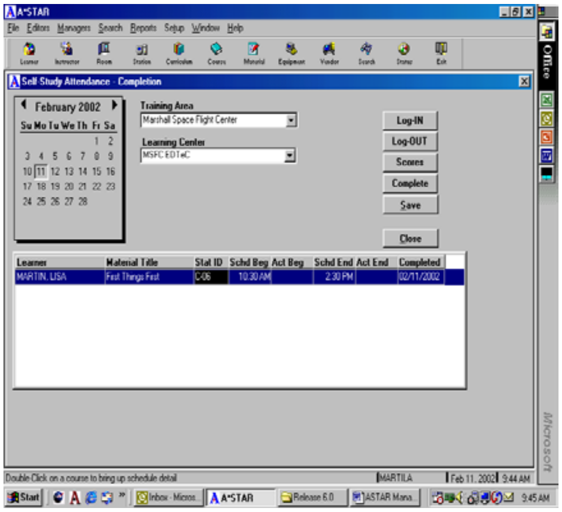
To Mark a Material Completed

Once a learner has completed a material title for the course, you can mark the material title as completed.

1. On the **Managers** menu, point to **Learning Center Manager**, and then click **Attend/Complete**.

2. Select the Training Area and Learning Center.

3. Select the **learner** and then click **Complete**. A*STAR will insert the current date in the Complete column. (You cannot edit this date).



To View a Weekly Schedule for a Learning Center

1. On the **Managers** menu, point to **Learning Center Manager**, and then click **Edit Schedule**.

2. Perform a search to find the learner.

3. Select the learner and then click **Weekly Cal**.

You can scroll through the results by day, week, or month. To see the daily schedule, click on the Date Header.

Blocking a Multimedia Station

If you need to make a station unavailable for use, you can block the station so it cannot be used during specific time periods.

1. On the **Managers** menu, point to **Learning Center Manager**, and then click **Block Stations**.

2. Select the appropriate **Training Area**, **Time Period**, and **Learning Center**.

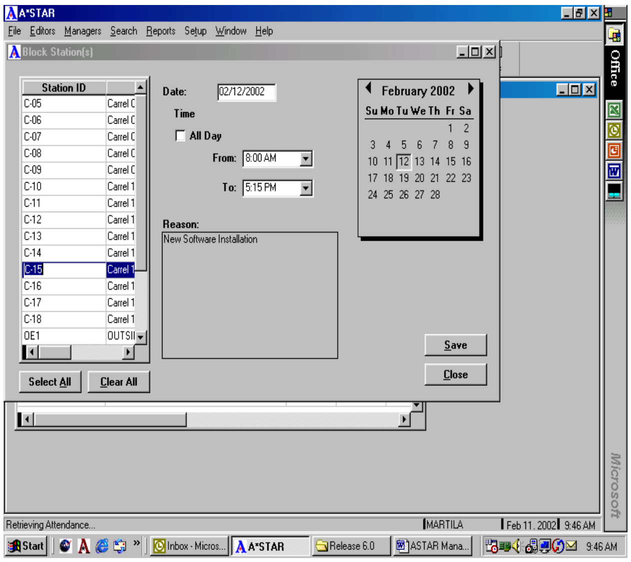
3. Click **Add**.

4. In the **Station ID list**, select the station you want to block. You can select more than one.

5. On the **calendar**, select the **date** you want to block.

6. Check the All Day box to block the station for all day. To block the station for part of a day, select the times in the from and to lists.

7. In the Reason box, type a reason if applicable.



8. Click **Save** and then click **OK**.

9. Click **Close**.

To Delete a Station Block

1. On the **Managers** menu, point to **Learning Center Manager**, and then click **Block Stations**.

2. Perform a search to find the station you want to unblock.

3. Select the station and then click **Delete**.

4. Click **Yes**.

Library Manager

Loan a Material Copy

In order to lend materials, you must have first created the materials in the Materials Editor.

To Loan a Material Copy

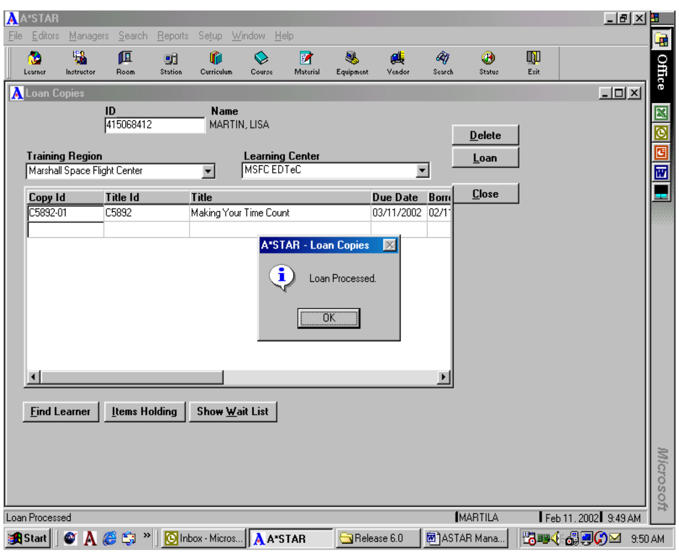
1. On the **Managers** menu, point to **Library Manager**, and then click **Loan**.

2. Select the Training Area and Training Center from which the Copy is being loaned.

3. In the ID box, type a **Learner ID**, and then press Tab. Use Find Learner to locate a Learner ID you do not know.

4. Type the **Copy ID** of the item to be loaned, and then press Tab.

5. Click **Loan**.



Extending a Due Date

1. On the **Managers** menu, point to Library Manager, and then click a **Loan**.

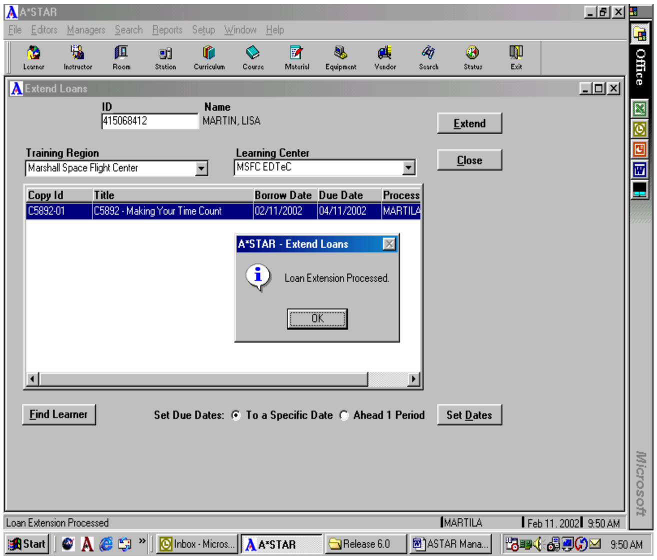
2. Select the Training Area and Training Center.

3. In the ID box, type a Learner ID, and then press Tab.

4. To extend the due date, do one of the following:
Select To a Specific Date and then type the new date in the Date Due box or click Set Dates and choose the date from the calendar.

5. If you want to extend the due date by one period, select Ahead 1 Period, and click **Set Dates**.

6. Click **Extend**.



Listing Overdue and Borrowed Materials

If a learner has overdue materials, A*STAR will automatically tell you when you attempt to loan additional materials. Additionally, you can generate a report listing that has borrowed materials.

Listing Overdue Materials

1. On the **Managers** menu, point to Library manager, and then click **Loan**.

2. In the box, type a **Learner ID**, and then press **Tab**.

3. Click **Overdue List**.

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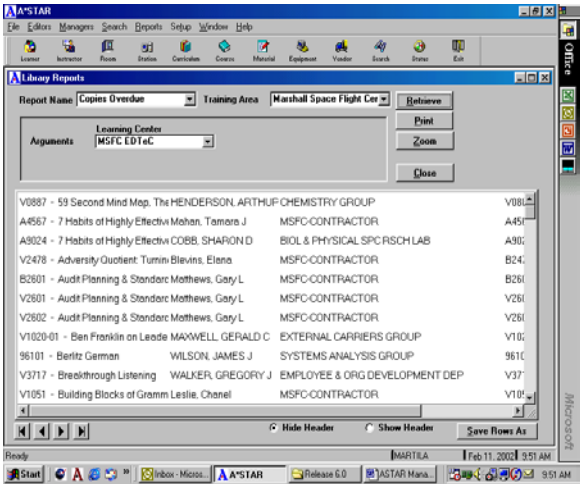


Listing Borrowed Materials

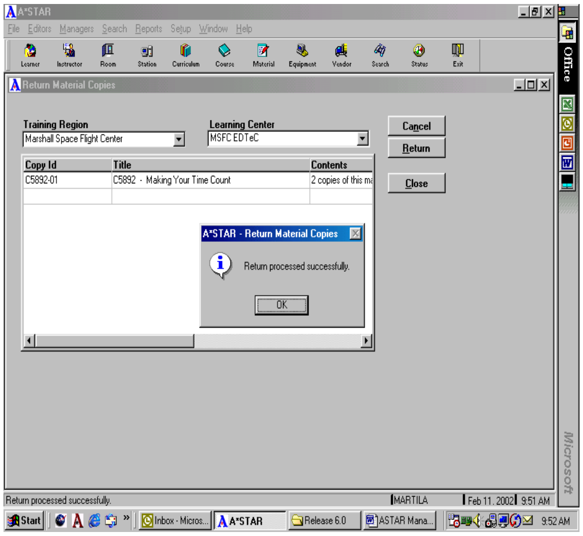
1. On the Reports menu, click **Library Reports**.
2 In the Report Name List, select the report name you want to generate.
4. In the Training Area list, select the training area.
5. Select the learning center, and then click **Retrieve**.

Returning Materials

When you return a material, A*STAR lets you know if there are learners waiting for the item. Clicking "Yes" lets you see the titles learners are waiting for. You can then select a title and go to that title's particular wait list where you will be able to loan out the material.

Return a Material Item

1. On the **Managers** menu, point to **Library Manager**, and then click **Return a Material**.
2. Select the Training Area and Learning Center at which the material is being returned.
3. Type the **Copy ID** and press **Tab**.
4. Click **Return**.



Loaning Returned Materials

If A*STAR advises you that Learners are waiting for a returned item, you can then loan out this specific copy of a returned item.

1. Select the **Title** you want to lend.
2. Click **Wait List**.
3. Select the learner you want to loan the copy to, and then click **Loan Copy**.

If you want to place the returned copy on hold, select the title and then click **Hold Copy**.

Adding a Learner to the Wait List

The wait list is a list of learners waiting for a copy of a particular material to be made available so they can borrow it. If a learner wants to borrow a material copy that is currently on loan, you can place him on a wait list.

Adding a Learner to the Wait List

1. On the **Managers** menu, point to **Library Manager**, and then click **Wait List**.
2. Select the Training Area, and click **Retrieve**. If you do not know the details of the item you want to wait list, you can use the search criteria.
3. Select the material you want to wait list, and then click **Wait List**.
4. Select the **Learning Center** and then click **Add**.
5. Find the learner you want to add to the Wait List, and then do one of the following:
6. Select the learner, and then click **Add to List** or Double-click on the learner's name.
7. Click **Close**.
8. Click **Save**.

Placing an Item on Hold

When an item is being returned, if there is a learner on the wait list waiting for the item to be returned, you can place the copy being returned on hold. Placing an item on hold gives the learner the opportunity to borrow the item.

To place the item on hold, there must be at least one copy of the item available to be loaned; that is, not checked out. There must also be a learner in the wait list waiting to borrow the material before you can place an item on hold.

You can place an item on hold once it is returned or you can use the wait list to put an item on hold. To see a list of copies on hold, click **Show Holds.**

If you want to see if a learner currently has items on hold, type the Learner ID in the Loan Copies window, and click **Items Holding**.

Placing an Item on Hold

1. On the **Managers** menu, point to **Library Manager**, then click **Wait List**.
2. Select the appropriate **Training Area**, and click **Retrieve**. If you know the item you want to retrieve, you can click **Items Holding**.
3. Do one of the following:
   - Select the item you want to put on hold, and click **Wait List**.
   - Double-click on the item.
4. Select the **Learner** for whom you want to place the item on hold and click **Hold Copy**.
5. Type the **Copy ID Number** and press **Tab**.
6. Click **Hold**.

Placing a Returned Item on Hold

1. A*STAR notifies you if there are learners waiting for the item.
2. Select the item you want to put on hold, and click **Wait List**.
3. Select the learner you want to put the copy on hold, and then click **Hold Copy**.
4. Type the **Copy ID Number** and press **Tab**.
5. Click **Hold**.

Removing a Hold

1. In the **Materials Wait List** window, select the learner you want to remove the hold.
2. Click **Remove Hold**.
3. Type the **Copy ID** and then press **Tab**. If you do not know the **Copy ID**, click **Show Holds** to see a list of IDs for copies on hold.
4. Click **Remove**.

Using E-Mail in the Library Manager

You can send a STARnote e-mail message to learners who have overdue materials or materials on hold.

Only use Make Memos and Single Memo if you are creating a word processing document. Do not use these buttons if you are sending an e-mail message.

Sending an E-Mail Message

1. On the **Managers** menu, point to **Library Manager**, and then click **Memos**.
2. In the **Memo Type** box, click on **Overdue** or **Hold List**.
3. Click **Retrieve** to see a list of learners who have materials on hold or overdue materials.
4. Click **E-Mail One** to e-mail a single learner or click **E-Mail All Learners** on the list.

Distributing and Reordering Learning Materials

A*STAR lets you keep track of how many copies of a particular material are distributed and will prompt you to reorder copies of a learning material to keep your inventory level up to date.

When you create a classroom copy of a material in the Learning Materials editor, you indicate your current inventory level of materials and the point at which you want to reorder materials to keep your inventory at the minimum level.

Tracking the Distribution of Materials

1. On the Managers menu, point to Library Manager, and then click **Distribute Copies**.
2. Type the **ID** of the learner receiving the materials, and then press **Tab**.
3. Select the **Training Area** and **Learning Center**.
4. Type the **Inventory ID** of the inventory from which you will distribute copies, and then press **Tab**.
5. In the **Number** box, type the number of copies you are distributing to the learner.
6. Click **Distribution**. A*STAR automatically informs you if the inventory level is below the point you established for it.

Tracking Inventory Orders

To ensure that you have the necessary inventory required for your training, you could track inventory levels in your library.

You set the inventory levels when you create the material copies of a material in the Learning Materials editor.

To Track Inventory Orders

1. On the **Managers** menu, point to **Library Manager**, and then click **Inventory Orders**.
2. Select the **Training Area** and **Learning Center**.
3. Type the **Inventory ID** you have ordered, and then press **Tab**.
4. In the **Distribution List**, select the **Distributor**.
5. In the **Quantity** column, type the number of copies you are ordering.
6. A*STAR automatically inserts the order date. You can edit this date.
7. Indicate when the copies were received and by whom.
6. Click **Save**.

Equipment Manager

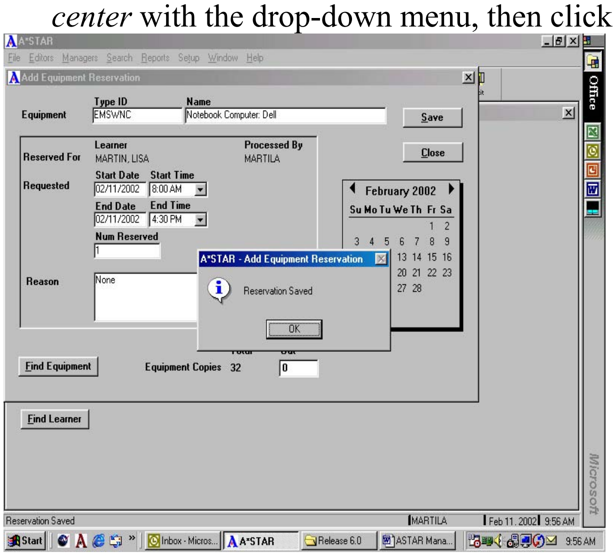
After you have created equipment types and physical copies of each equipment type, you can reserve, loan, check out, and check in pieces of equipment.

Creating Equipment Reservations

1. On the **Managers** menu, point to **Equipment Manager**, and then click **Reserve Equipment**.
2. Enter the learner **ID**, click the **Tab** key, then click the **Add** button.
3. Enter the **equipment ID**, then click the **Tab** key.

The equipment ID entered on the reservation screen is the ID of the equipment type, not the physical copy of the equipment.

4. Enter the **start and end date/time**, and **number of equipment** reserved.
5. Click on the **Find Equipment** button to **add a physical copy** for the equipment.
5. Enter the **equipment copy ID**, *contact name*, *contact phone*, and *associate a learning center* with the drop-down menu, then click the **Save** button.



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.

Canceling and Deleting Reservations

Canceling and deleting an equipment reservation is not the same action.

Canceling a reservation is useful if you want to keep records of canceled reservations or if you want to generate reports showing canceled reservations

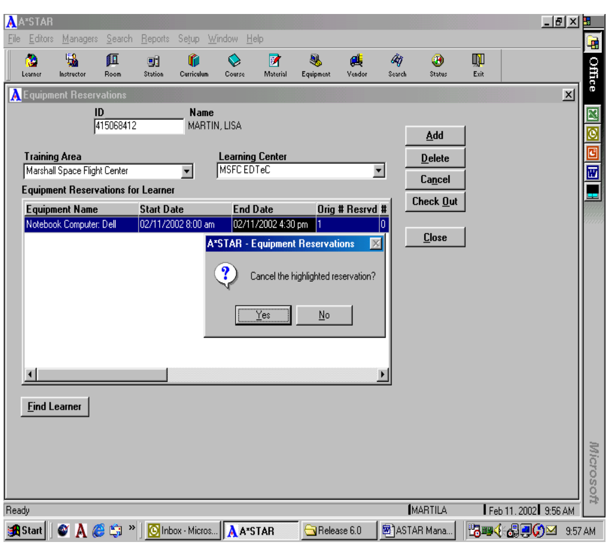
Canceling a reservation removes the record from the equipment reservations window while continuing to store the record in the database.

You cannot cancel or delete a reservation for the equipment that has copies checked out. You can only cancel or delete reservations for copies of equipment that are not currently checked out.

If copies are checked out when you cancel or delete a reservation, A*STAR sets the number checked out. For example, if you have reserved a piece of equipment, but you have not checked it out, the reservation is removed, so there is no opportunity to check it out.

To Cancel or Delete a Reservation

1. On the **Managers** menu, point to **Equipment Manager**, and then click **Reserve Equipment**.
2. In the **ID** box, type the **ID of the learner** who wants to cancel or delete the reservations, then press **Tab**.
3. Select the appropriate **Training Area** and **Learning Center**.
4. Select the reservation you want to delete or cancel.
5. Click **Delete** or **Cancel**.
6. Click **OK**.



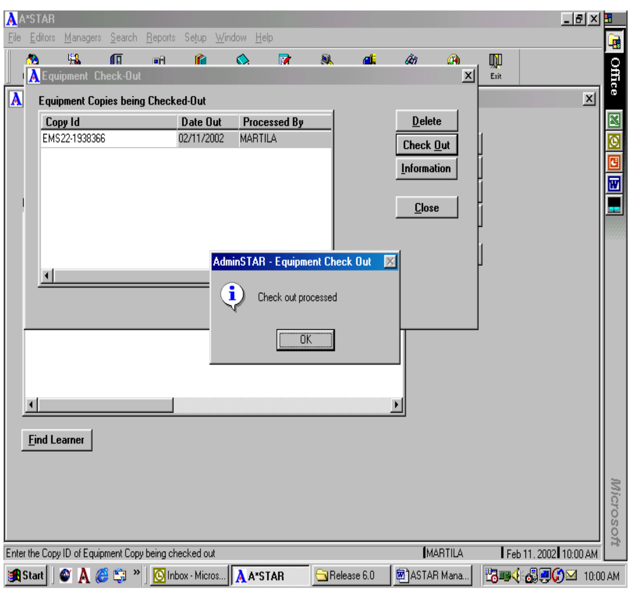
Checking Out Equipment

To check out equipment, you must retrieve the reservation for that piece of equipment.

In order to avoid scheduling conflicts, A*STAR will not let you check out an item more than 15 minutes before its reservation start time. If you want to check out an item more that 15 minutes before its reservation time, you must retrieve the reservation, change the start time, and save your changes. If A*STAR warns you about conflicts, your reservation changes will not be made.

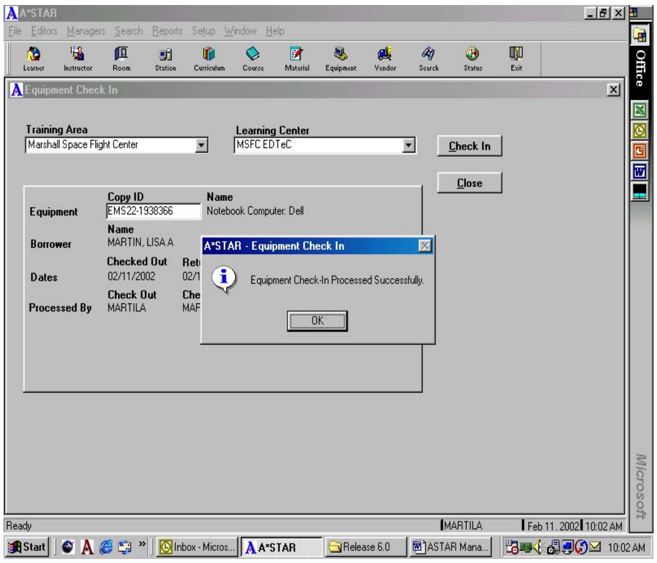
To Check out Equipment

1. On the **Managers** menu, point to **Equipment Manager**, and then click **Reserve Equipment**.
2. Type the **ID** of the *learner* or the *instructor* who wants to check the equipment out, and then press **Tab**. If you do not know the **ID**, use **Find Learner**.
3. Select the appropriate **Training Area** and **Learning Center**.
4. Select *the item* that the learner wants to check out, and then click **Check Out**.
5. Type the **Copy ID** of the item being checked out, and then click **Check Out**.



To Check In Equipment

1. On the **Managers** menu, point to **Equipment Manager**, and then click **Check In**.
2. Select the *Training Area* and *Learning Center* of the equipment being checked in.
3. Type the **Equipment Copy ID**.
4. Click **Check In**.

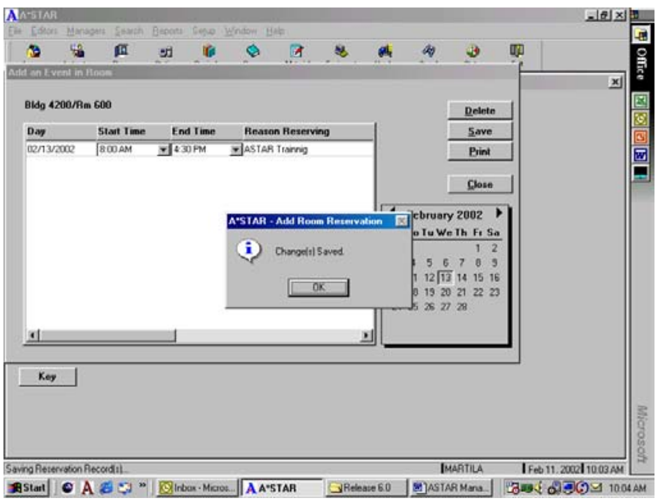


Room Manager

A*STAR Room Manager enables you to reserve and schedule rooms for non-course events, such as for meetings and conferences. You can schedule any room with Room Manager, including rooms that can be scheduled with classroom training. A*STAR provides sophisticated conflict-resolution capabilities that prevent double-booking of a room.

Reserving a Room

1. On the **Managers** menu, point to **Room Manager**, and then click **Reserve Room**.
2. Select the room you would like to schedule form the *room drop-down* menu.
3. Once you have selected the room you would like to schedule, click the **New** Button.
4. Enter the room schedule information and click the **Save** button.



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Evaluation Manager

AdminSTAR lets you build evaluations quickly and easily. Using the Question Builder, you build questions and then group the questions into sets using the Question Set Builder. Question sets are then grouped together to form evaluations.

AdminSTAR records the amount of time a learner takes to complete an evaluation, but does not time how long it takes to complete each individual question. Evaluations are distributed and completed using the NASA Online Registration System (NORS).

Creating Questions

First, you assign an ID to the question. Then you create a question stem. The stem is the actual question. Once you have created the stem, you create the answers for all but the instruction question type.

Question Types

You can create four types of questions:

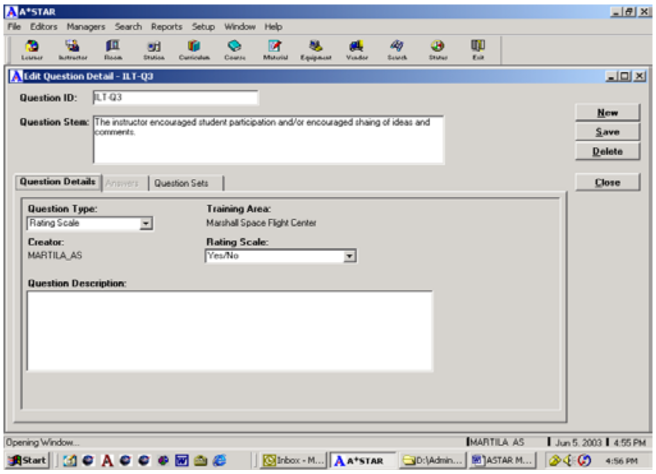
- **Multiple Choice**: A question that has more than one answer choice. You create the answer choices while creating the question.
- **Open-ended:** A question that can accommodate an unstructured answer.
- **Rating scale**: You create the question stem, and then select a rating scale from the scales created during the AdminSTAR setup process. If you do not see a scale that is suitable for your question, contact your AdminSTAR System Administrator.
- **Instruction**: A question that functions as an instruction. The only part of an instruction question that will be visible in the evaluation is the question stem. You cannot supply answers for an instruction question.

Instruction questions are useful in separating groups of questions in an evaluation.

To Create a Question

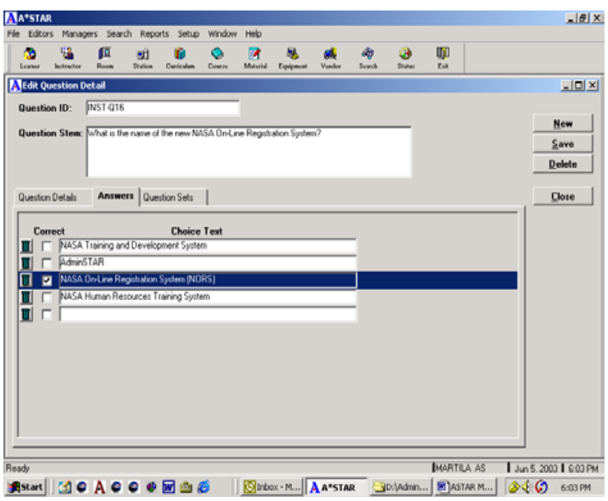
1. On the **Managers** menu, point to **Evaluation Manager**, and then click **Question Builder**.
2. Click **New**.
3. Type the following required information:
   - **Question ID**
   - **Question Stem**
4. In the **Question Details tab**, select the **Question Type**. If you select **multiple choice**, the **Answers** tab will be available. If you select a question type other than multiple choice, the Answers tab will be unavailable.

5. If you want type a description of the question.
6. Click **Save**, and then click **OK**.
7. Click **New** to add another question, or click **Close**.



To Create a Multiple Choice Question

1. In the **Answers tab**, type the text of the answer choices.
2. In the Correct column, check the Correct check box of the correct answer choice.
3. Click **Save**, and then **OK**.



If you want to create a multiple choice question which can have more than one "correct" answer, check Correct for all acceptable answer choices.

Editing a Question

You can edit a question. However, we recommend that you do not edit questions after you have created them. Once a question is associated with an evaluation and distributed to learners, editing a question can produce skewed results.

Deleting a Question

You can delete a question. However, deleting a question that is attached to an evaluation is not recommended.

To Delete a Question

1. Perform a search to find the question.
2. Select the question, and then click Delete.
3. Click OK.

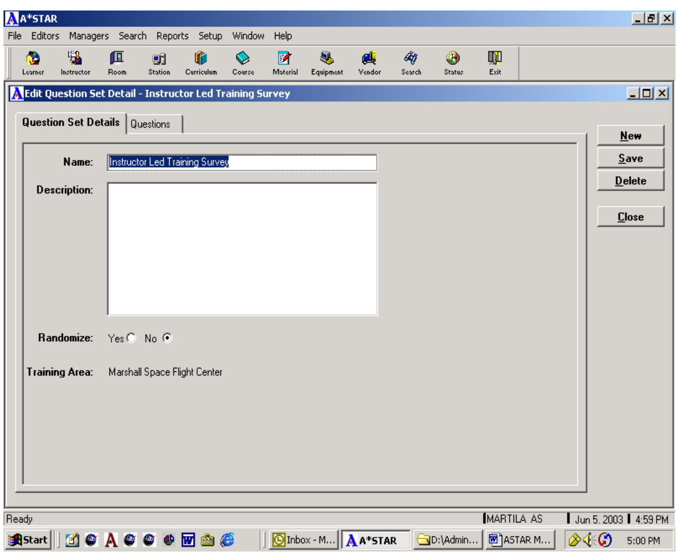
Creating Question Sets

You can associate a question with a particular question set. A question set is a container where you can store questions.

In order to associate a question with a question set, you must first create a question set.

To Create a Question Set

1. On the **Managers** menu, point to **Evaluation Manager**, and then click **Question Set Builder**.
2. Click **New**.
3. In the **Question Set Details** tab, type a name for the question set.
4. Clicking **Yes** to randomize results in the questions in that particular question set appearing in random order.



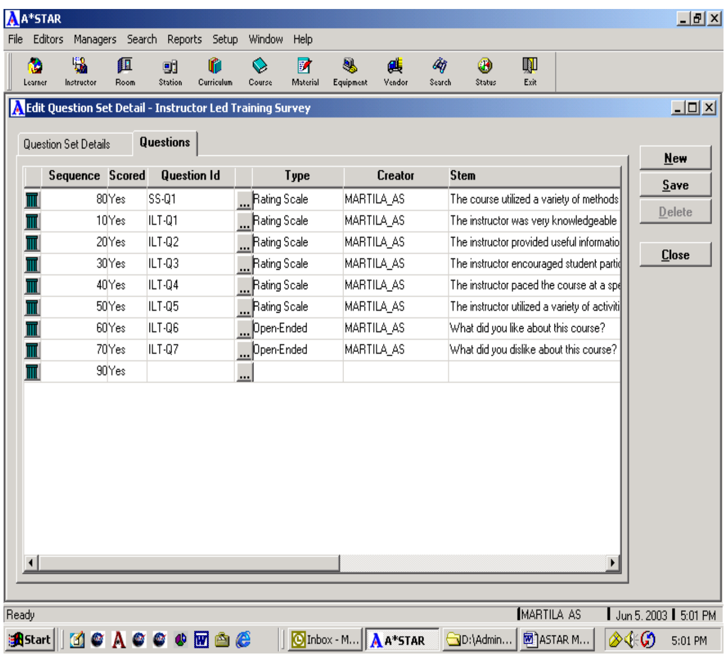
Associating Questions to a Question Set

If you have already created a question set to which you want to assign a question, you can associate a question with that particular question set. If you have not created the question set, see "Creating Question Sets".

You must have created questions in order to be able to add them to a question set. See "Creating Questions".

To Associate Questions to a Question Set

1. In the **Questions tab** in the Question ID column, click the ellipsis(…) to locate the questions you want to add to the question set.
2. Perform a search or click **Retrieve** to see a complete list of questions.
3. Select the questions, and then click **OK**.
4. In the Scored column, select whether the question is scored.
5. Click **Save**.
6. Click **OK**, and then click **Close**.



To Add Questions to an Existing Question Set

1. On the **Managers** menu, point to **Evaluation Manager**, and then click **Question Set Builder**.
2. Perform a search to find the question set or click **Retrieve** to see a complete listing of question sets.
3. Select the question set and then double-click.

Follow the above procedure for adding questions to a question set.

Editing a Question Set

To Edit a Question Set

1. On the **Managers** menu, point to **Evaluation Manager**, and then click **Question Set Builder**.
2. Do a search to find the question set.
3. Select the question set and then double-click and make changes.
4. Click **Save** and then click **OK**.

To Delete a Question Set

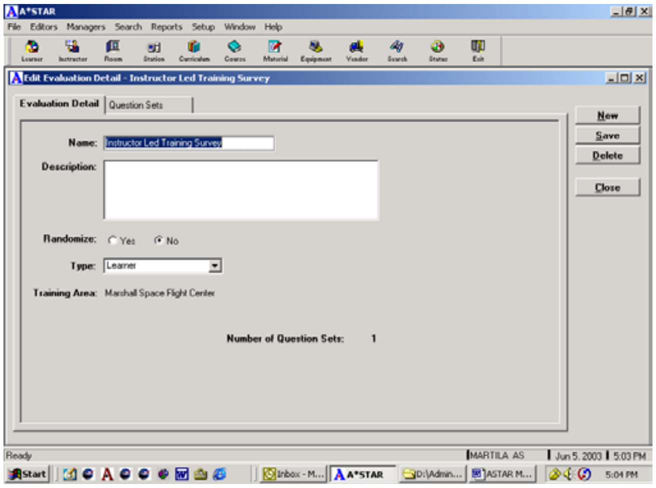
1. On the **Managers** menu, point to **Evaluation Manager**, and then click **Question Set Builder**.
2. Perform a search to find the question set.
3. Select the question set, and click the **Delete** button.
4. Click **Yes**.

Building Evaluations

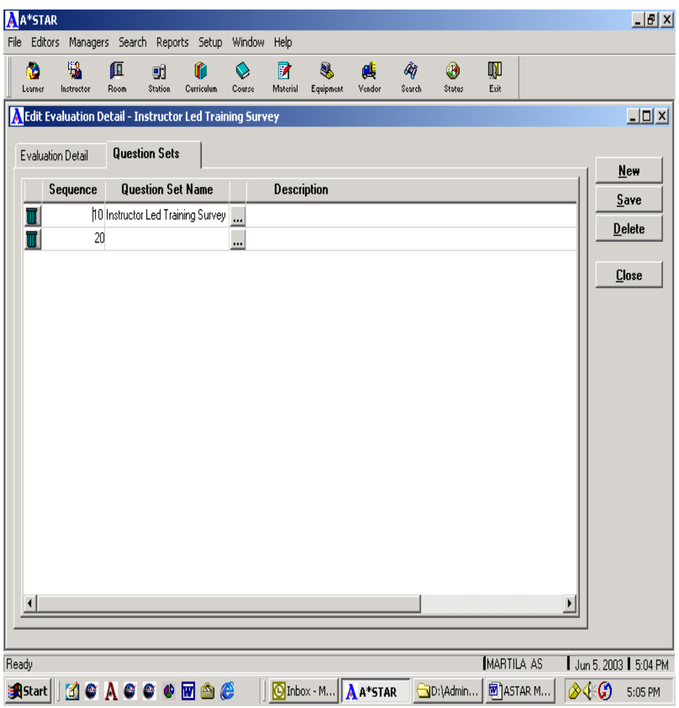
Once you have created question sets, you are ready to build evaluations by grouping question sets together. Evaluation will be accessible through the NASA On-line Registration System. Once you create an evaluation, you can attach the evaluation to classroom events.

To Build an Evaluation

1. On the **Managers** menu, point to the **Evaluation Manager**, and then click **Evaluation Builder**.
2. Click **New**.
3. In the **Evaluation Name** box, type a name.
4. Clicking **Yes** to randomize will randomize the order in which the questions set appear in the evaluation.
5. In the **Type List**, select the audience for whom the evaluation is intended. The types are defaulted and cannot be modified.



6. In the **Question Sets tab**, click the ellipsis to see a list of question sets.
7. Perform a search to find a particular question set or click **Retrieve** to see a complete listing of question sets.
8. Select the question sets you want to add to the evaluation and then click **OK**
9. Click **Save**.
10. Click **OK** and then click **Close**.



Editing an Evaluation

To Edit an Evaluation

1. On the **Managers** menu, point to **Evaluation Manager**, and then click **Evaluation Builder**.
2. Perform a search to find the evaluation.
3. Select the evaluation and then double-click and make your changes.
4. Click **Save** and then click **OK**.

To Delete an Evaluation

1. On the **Managers** menu, point to **Evaluation Manager** and then click **Evaluation Builder**.
2. Perform a search to find the evaluation.
3. Select the evaluation set, and then click the **Delete** button.
4. Click **Yes**.

Creating Course and Stand-Alone Evaluations

Once you have created an evaluation, you can choose whether you will associate an evaluation with a course or deliver the evaluation as a stand-alone evaluation.

- **Course Evaluations**
  Course evaluations are associated with a specific course occurrence. When a learner enrolls in a course, he or she will automatically receive an evaluation depending on the timing specified.

- **Stand-alone Evaluations**
  A stand-alone evaluation is not associated with a course occurrence. You can use stand-alone evaluations to evaluate items such as performance evaluations.

To Associate an Evaluation with a Course

1. On the **Managers** menu, point to **Course Manager**, and then click **Schedule Classroom Training**.
2. Perform a search to find the course with which you want to associate the evaluation.
3. Select the **Course**.
4. On the **Action** menu, click **Associate Evals**.
5. In the **Evaluation Name** column, select the evaluation you want to associate.
6. Select the **Delivery Timing**, **Evaluation Level**, and **Evaluation Type**.
7. If necessary, edit the **Start** and **End** range dates.
8. Type a Required Score if applicable.
9. Click **Save.**

10. Click **OK**, and then click **Close**.

To Create a Stand-Alone Evaluation

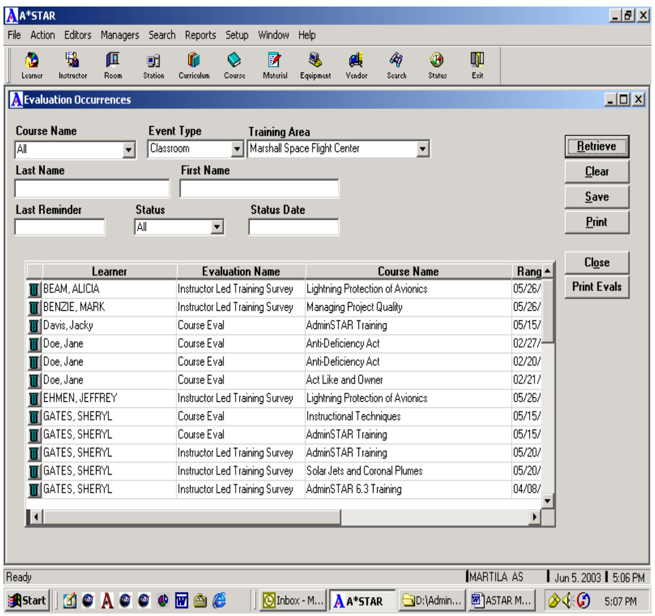
1. On the **Managers** menu, point to **Evaluation Manager**, and then click **Evaluation Builder**.
2. Perform a search to find the evaluation.
3. Select the evaluation and then click **Stand Alone**.
4. Type the following required information:
   - **Evaluation Occurrence Name**
   - **Active Date Range**
   - **Required Score**
   - **Evaluation Level**
5. In the **Learner ID** column, click the ellipsis (…) to find learners to whom you want to distribute the evaluation.
6. Perform a search to locate particular learners or click **Retrieve** to see a complete listing of learners.
7. Select the learners and then click **OK**.
8. Click **Save** and then click **Close**.

Viewing Evaluation Occurrences

As a training administrator, AdminSTAR lets you view information regarding evaluation occurrences. An evaluation occurrence is a specific instance of an evaluation.

To View an Evaluation Occurrence

1. On the **Managers** menu, point to **Evaluation Manager**, and then click **Evaluation Occurrences**.
2. Select the training area and enter in other search information and then click Retrieve.



3. Click on the Print Evals button

STARnotes

STARnotes are predefined e-mail messages you can send using AdminSTAR. System and Training Area Administrators can use STARnotes to send messages concerning the following:

- Scheduling a learner into a class or adding a learner to a waitlist for a class
- Scheduling a learner for use of a multimedia learning center station
- Notifying a learner of a library material that is overdue or on hold
- Scheduling a learner for a vendor course

The AdminSTAR e-mail messaging system is MAPI compliant and System Administrators can create STARnotes for all training areas. AdminSTAR Training Area Administrators can create STARnotes for their training areas only.

Types of STARnotes

AdminSTAR provides several types of messages. If you want to use one of these six message types, you must define the message type in the STARnotes setup. This must be done before you can create messages.

The following table lists the file name and a brief description of each message type. When creating messages, you must use these exact Ids.

STARnotes Ids

STARnote ID	Description
CLASS_CONFIRM	**Class Confirmation Memo**
HOLD	**Hold Notice Memo – Generates one e-mail message for each material on hold**
HOLD_BY_LEARNER	**Hold Notice Memo – Generates an email message listing all materials a particular learner has on hold**
OVERDUE	**Overdue Notice Memo – Generates one email message for each overdue material**
OVER_BY_LEARNER	**Overdue Notice Memo – Lists all overdue materials for a particular learner**
SELF_STUDY	**Learning Center Confirmation Memo**
Wait_List	**Waitlist Notification**

Each message can be up to 2MB in length. For each of these message types, you can create your own template using the field names from the AdminSTAR database tables. When the message is sent, the field names are replace with the appropriate information from the AdminSTAR database. You must use the EXACT field names from the AdminSTAR database tables.

AdminSTAR allows you to set up stock email messages that are stored within the database. This procedure must be performed by an AdminSTAR System or Training Area Administrator. AdminSTAR stores messages in a two level hierarchy. The first level is labeled Global. The second is specific to a particular training area. When you send an email message from a particular training area, AdminSTAR first checks in the database for messages defined for the training area from when you are sending the message. If there is no message defined for that particular training area, then AdminSTAR will pull the default message from the Global messages level.

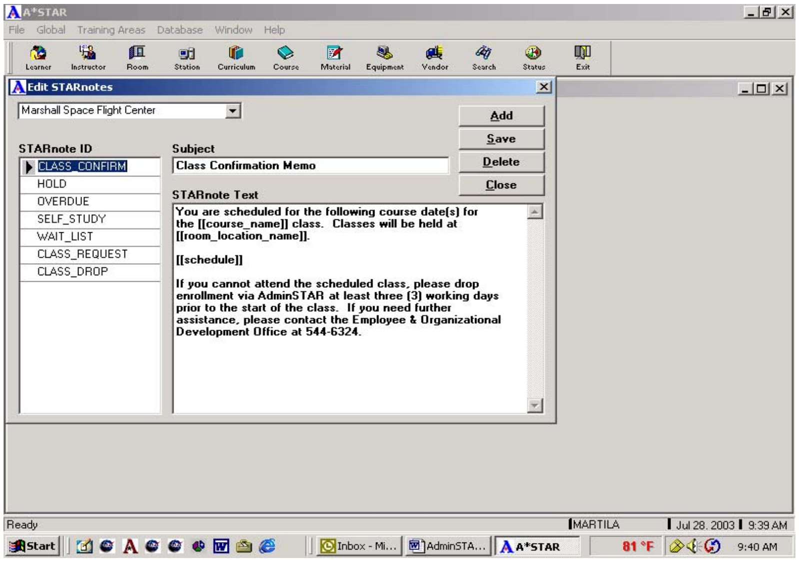
Creating STARnotes

You create the subject and text of a standardized STARnote message when first setting up AdminSTAR. Predefined STARnotes can be sent by using the Send STARnote command on the File menu in the Status Screen or by using Ctrl+Alt+S.

In order to send a STARnote, there must be an email address for the learner in the Work Information section of the Edit Learner – Work Information window.

To Create a Standardized STARnote

1. Click on Setup – Setup Screen
2. On the Training Area menu, Click STARnotes.
3. Click Add.
4. Type an exact STARnote ID in the STARnote ID box.
5. Type a subject line and text for the message.
6. Click Save and then click OK.



Inserting Data in STARnote Messages

Before sending any STARnote email messages, you must create a template for the text of the message using the field names from the AdminSTAR database tables. AdminSTAR replaces the field names with actual information.

For example, double bracketed [[lastname]] will insert the learner's last name into your email message. If no information is available for a field, the bracketed field name will be replaced with empty space. Double bracketed field names must be typed entirely in lower case or they will be ignored.

Below is an example of how you could create a Class Confirmation Memo using the CLASS_CONFIRM subject:

You are scheduled for the following [[course_name]] class. Classes will be held at [[room_location_name]].

[[schedule]]

When this email message is sent, the actual message would look like this:

You are scheduled for the following AdminSTAR Training class. Classes will be held at Marshall Space Flight Center.

Day 1: Monday, July 28, 2003, 8:00 AM to 4:00 PM at Room G13
Day 2: Tuesday, July 29, 2003, 8:00 AM to 4:00 PM at Room G14

Field Name Descriptions for Messages

For each email message type, there are certain fields you can use in the text of the message, which AdminSTAR replaces with data. You must use the exact field names as listed below. Field names must appear in double square brackets in the text of your message. A listing of each message type and its applicable fields follows.

Classroom Confirmations

You generate class confirmations using the CLASS_CONFIRM file. The following table lists the field names, which can be inserted in the text of messages created using the CLASS_CONFIRM file.

CLASS_CONFIRM Fields and Descriptions

Field Name	Description
address	Address of Learner
city	City of location
comments	Comments about the learner with regard to the course
competency_rating	Competency rating or the learner
completed	Date completed
country	Country associated with location
course_id	ID of course being confirmed
course_name	Name of course being confirmed
date_range	Range of dates for the course occurrences
department_name	Department name of learner
email_id	Email address of the learner
endtime	End time of the course
firstname	Learner's first name
lastname	Leaner's last name
letter_grade	Letter grade assigned upon completion of the course
location_address	Address of room location
location_city	City of room location
location_name	Location of Learner
location_state	State of room location
location_zip	Zip code of room location
org_unit_name	Name of Learner's primary organization unit
room_location_name	Location of classroom
room_name	Name of classroom
schedule	Complete schedule for the course
starttime	Start time of the course

state	State of location
work_phone	Learner's work phone
zip	Zip code of location

Waitlist Notices

Waitlist notices are generated using the WAIT_LIST file. The following table lists the field names, which can be inserted into the text of messages generated using the WAIT_LIST file.

WAIT_LIST Fields and Descriptions

Field Name	Description
course_id	ID of course being confirmed
course_name	Name of course being confirmed
email_id	Email address of the learner
firstname	Learner's first name
lastname	Leaner's last name
middle	Learner's middle initial
org_unit_name	Name of Learner's primary organization unit
notify_date	Date learner is to be notified
org_unit_id	ID of the learner's primary organizational unit
sequence	Leaner's priority in the waitlist
waitdate	Date learner was added to the waitlist
work_phone	Learner's work phone

Multimedia Station Scheduling Notices

You can generate notices advising them that they are scheduled to use multimedia stations for self-study training using the SELF_STUDY file. The following table lists the field names, which can be inserted in the text of messages generated using the SELF_STUDY file.

SELF_STUDY Fields and Descriptions

Field Name	Description
address	Address of the Learner's location
city	City of the learner's location
copy_id	ID of the material used for the self-study instance
country	Country of the learner's location
course_name	Name of the multimedia course

date_reserved	Date the multimedia station was reserved
day	Day the self-study course is taking place
email_id	E-mail address of learner
end_time	End time of scheduled session
firstname	Learner's first name
lastname	Learner's last name
learner_id	ID of the learner taking the course
learning_center	Name of the learning center providing the self-study course
location_name	Location of learner
org_unit_name	Name of the learner's primary organizational unit
person_reserving	Person reserving the multimedia
processed_by	Learner ID of the person processing the scheduling request
reason	Reason for the reservation
start_time	Start time of the course
station_name	Name of the multimedia station at which the course is being offered
time_required	Time required to go through the material
title	Title of the self-study course
work_phone	Learner's work phone
zip	Zip code of the learner's location

Hold Notices

You can generate two types of hold notices:

- Hold notices: a single email for each material on hold
- Hold by learner notices: a single email message for a particular learner listing all materials the learner has on hold

Hold notices generate a single email message for each material on hold. If you want to generate a single email listing all the materials a single learner has on hold, use the HOLD_BY_LEARNER ID.

You generate hold notices using the HOLD file. The following table describes the field names, which can be inserted into the text of a message generated using the HOLD file.

HOLD Fields and Descriptions

Field Name	Description
address	Address of learner's location
borrow_date	Date borrowed
city	City of learner's location
copy_id	ID of copy on hold
country	Country of learner's location

due_date	Date due back
email_id	Learner’s email address
firstname	Learner’s first name
last_notified	Date learner was last notified a material was on hold
lastname	Learner’s last name
location_name	Location of Learner
org_unit_name	Learner’s primary organizational unit
state	State of learner’s location
title	Name of the material
work_phone	Learner’s work phone
zip	Zip code of learner’s location

Hold By Learner Notices

Hold notices generate a single e-mail message for each material on hold. If you want to generate a single e-mail listing all the materials a single learner has on hold, use the HOLD_BY_LEARNER ID.

You generate hold notices using the HOLD file. The following table describes the field names, which can be inserted into the text of a message generated using the HOLD file.

HOLD_BY_LEARNER Fields and Descriptions

Field Name	Description
lastname	Learner’s last name
firstname	Learner’s first name
last_notified	Last time learner was notified that a material is on hold
work_phone	Learner’s work phone
location_name	Name of learner’s location
address	Address of Learner’s location
city	City of Learner’s location
state	State of Learner’s location
zip	Zip of Learner’s location
country	Country of Learner’s location
email_id	Learner’s email address
org_unit_name	Learner’s primary org unit

Onsite Confirmations

You generate onsite confirmations using the ONSITE_TO_DENY, ONSITE_TO_APPROVE, ONSITE_TO_WAITLIST, and ONSITE_TO_DENY_SUP files. The following table lists the field names, which can be inserted in the text of messages created using the onsite confirmations.

Onsite Confirmations Fields and Descriptions

Field Name	Description
address	Address of Learner
city	City of location
comments	Comments about the learner with regard to the course
competency_rating	Competency rating or the learner
completed	Date completed
country	Country associated with location
course_id	ID of course being confirmed
course_name	Name of course being confirmed
date_range	Range of dates for the course occurrences
department_name	Department name of learner
email_id	Email address of the learner
endtime	End time of the course
firstname	Learner's first name
lastname	Leaner's last name
letter_grade	Letter grade assigned upon completion of the course
location_address	Address of room location
location_city	City of room location
location_name	Location of Learner
location_state	State of room location
location_zip	Zip code of room location
org_unit_name	Name of Learner's primary organization unit
room_location_name	Location of classroom
room_name	Name of classroom
schedule	Complete schedule for the course
starttime	Start time of the course
state	State of location
work_phone	Learner's work phone
zip	Zip code of location
training_coord_name	Training Coordinators full name
Training_coord_phone	Training Coordinators work phone

Offsite Confirmations

You generate onsite confirmations using the OFFSITE_TO_DENY, OFFSITE_TO_APPROVE, OFFSITE_TO_ENROLLED, and OFFSITE_TO_DENY_SUP files. The following table lists the field names, which can be inserted in the text of messages created using the onsite confirmations.

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Offsite Confirmations Fields and Descriptions

Field Name	Description
course_name	Name of course being confirmed
course_description	Description of the course
course_location	Location of the course
begin_date	Begin date of the course
end_date	End date of the course
learner_name	Learner’s full name
user_comments	Learner’s comments
user_justify	Learner’s justification for requesting the course
reg_cost	Cost to register for the course
credit_hours	Credit hours to be earned for completing the course
ceu	Continuing Education Units to be awarded for completing the course
travel_cost	Travel cost to attend the course
on_duty_hours	Hours the learner was on duty during the course
off_duty_hours	Hours the learner was off duty during the course
training_purpose	The purpose of attending the course
status	Status of the course request (“P” for “Pending", “D” for "Denied", and “A” for "Approved"
status_date	Date that the current status was assigned
request_date	Date that the request was submitted
updated_by	User id of who last updated this record
name	Vendor/School name
address	Address of Vendor/School
city	City of Vendor/School
state	State of Vendor/School
country	Country associated with Vendor/School
phone	Phone number of Vendor/School
fax	Fax number of Vendor/School
contact	Person to contact at Vendor/School
web_address	Web address of Vendor/School
sup_notes	Any notes the supervisor may have entered for this request
org_reviewer_notes	Any notes the organizational reviewer may have entered for this request
to_notes	Any notes the training organization may

	have entered for this request
emp_obligation_agreement_flag	Whether the learner agreed to the employee obligation agreement or not

Deleting a STARnote

To Delete a STARnote

1. On the Training Area menu, click STARnotes.
2. Select the Training Area.
3. In the STARnote ID column, select the ID of the message you want to delete.
4. Click Delete.