

# Overview of A\*STAR Managers

## Course Manager

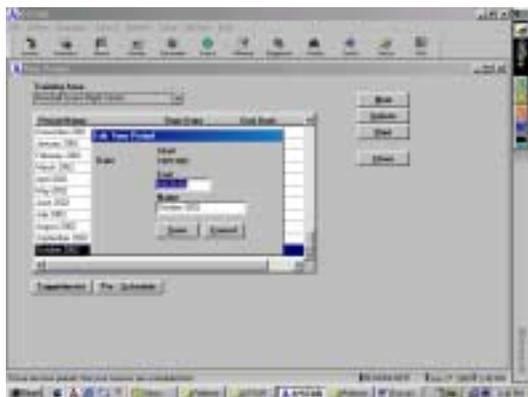
### Creating Time Periods

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

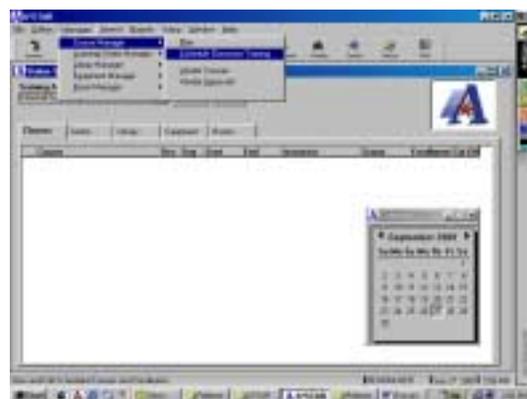
*You schedule course occurrences by choosing a course and associating dates, times, rooms, and instructors. Once you have scheduled a course, you can also associate learning materials and equipment with the course occurrence.*

*After you create a schedule, you can:*

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

### Creating a Course Occurrence

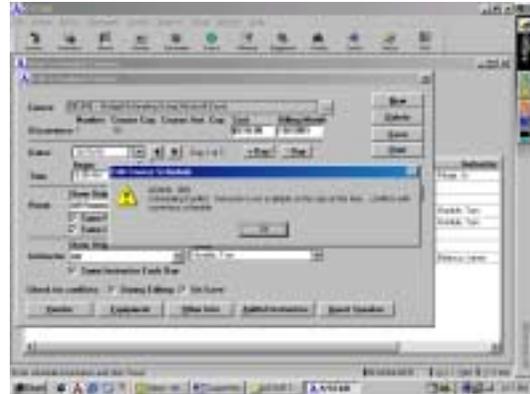
1. On the **Managers** menu, point to **Course Manager** and select **Schedule Classroom Training**.



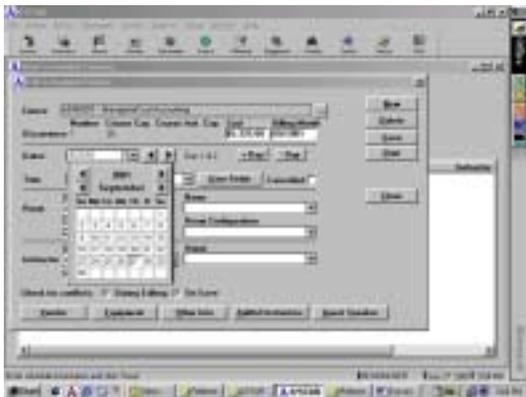
2. Select the appropriate Time Period for which you want to schedule the course and click the **New** button.

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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.



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

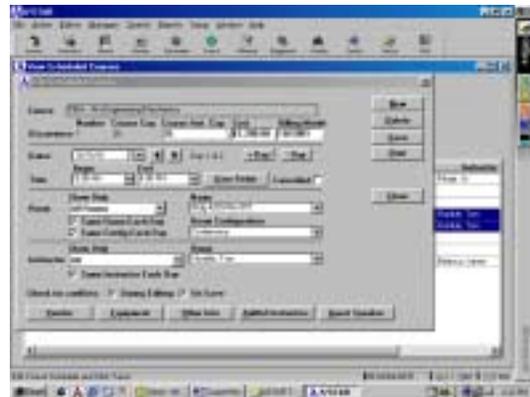


6. Once you have entered in all the course occurrence information for each day, click on the **Save** button.

## 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.*

5. 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*

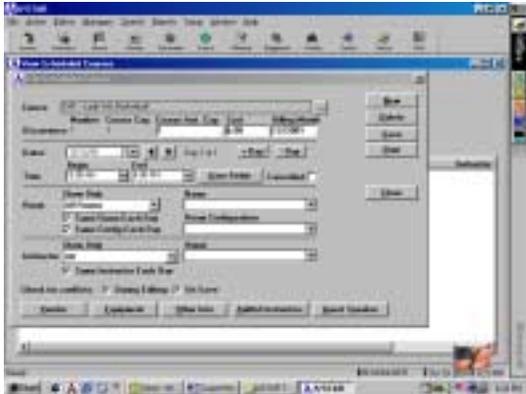
*If you attempt to schedule a room or instructor that is either not available or not qualified, A\*STAR will prompt you for action.*

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.*



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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.*

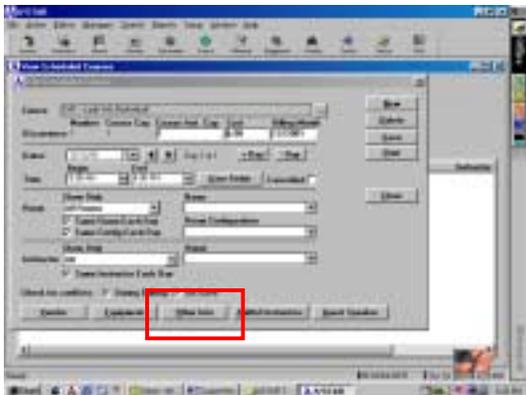
## To Delete Equipment Reservations

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 Rsrvtm** 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**.

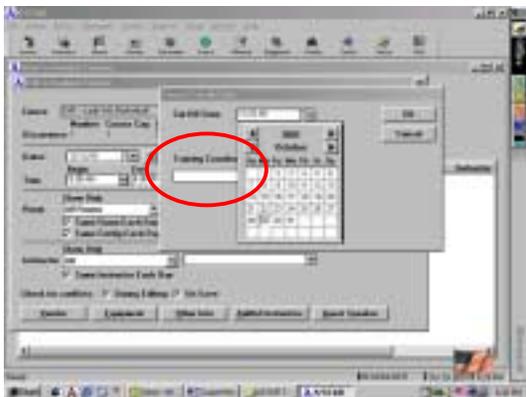
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4. Click **Additional Instructors**.
5. Click **Add** and select the appropriate Instructor from the drop-down.
6. Click **Save**.
7. Click **OK**.
8. Click **Close**.

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.



7. Click **OK**.



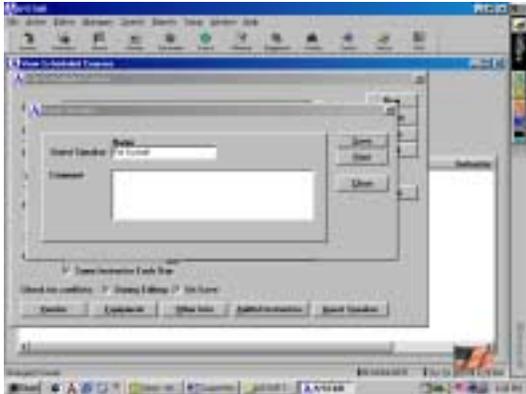
## Adding Guest Speakers

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**.

## 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.

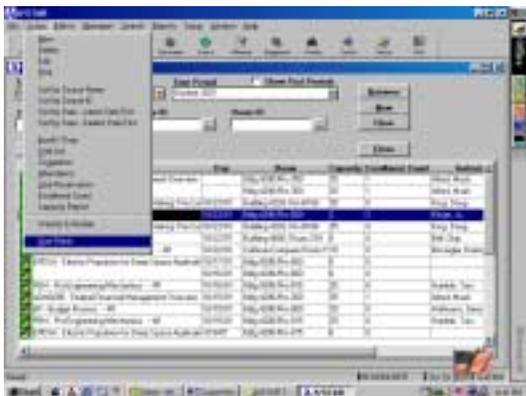
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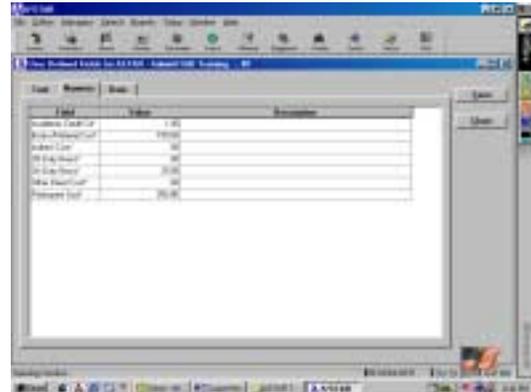
8. Click **Close**.

## 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.



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.*

## 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

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## 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

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, then the updated fields will reflect the changes in their records.*

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## 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:

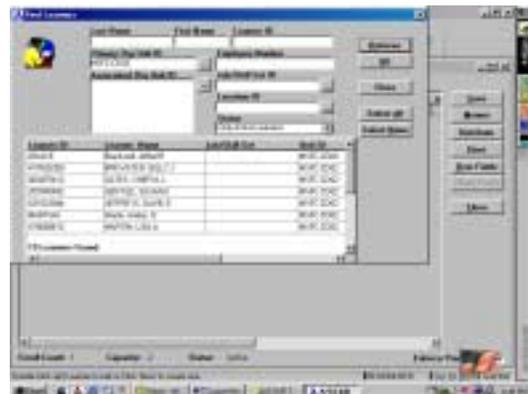
- Enroll one or more learners in a course.
- Enroll multiple learners in multiple courses.
- Change course enrollment status.
- Send confirmations and e-mails to enrolled or wait-listed learners.
- Wait-list learners.

## Enrolling One or More Learners in a Course

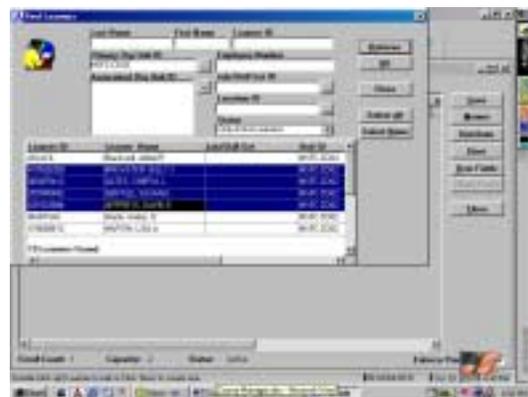
1. On the **Managers** menu, point to **Course Manager**, and then click **Schedule Classroom Training**.
2. Select the **Time Period** in which the course occurrence was scheduled from the drop-down or enter search criteria (i.e. Course ID: ADM001%, Room ID: MSFC-RM201%) and click the **Retrieve** button.
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.

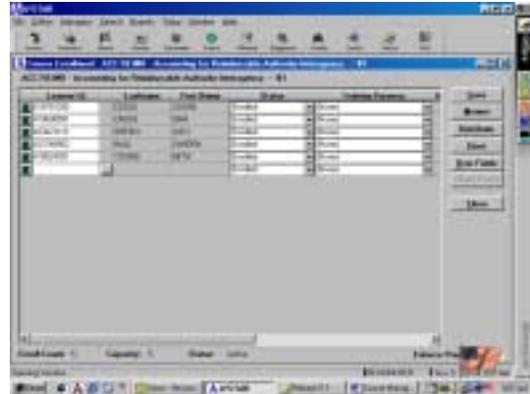
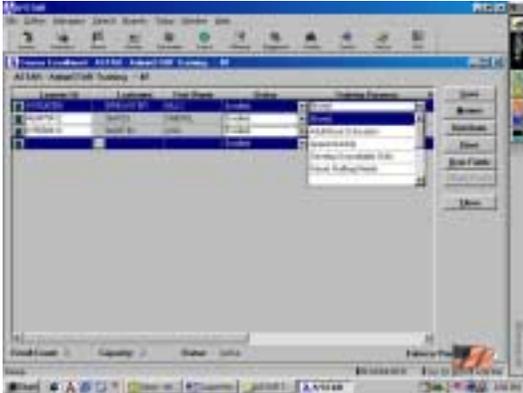


5. Select the learners you want to add by highlighting them and then click **OK**.



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

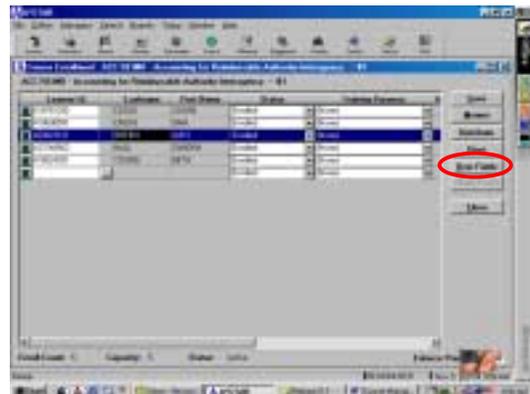


- On the Course Enrollment screen, select the learner or learners by highlighting their name(s) and then click on the **User Fields** button.

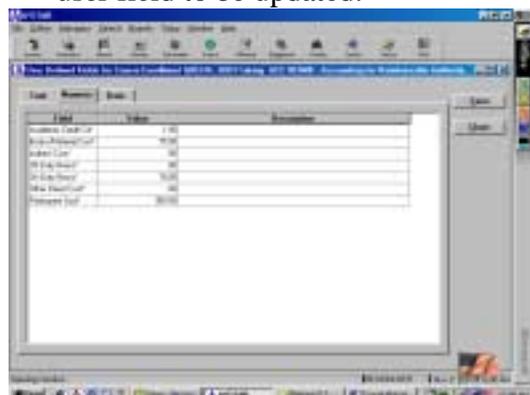
- Click **Save**.
- Click **OK**.
- Click **Close**.

## Editing User Defined Fields at the Course Enrollment Level

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

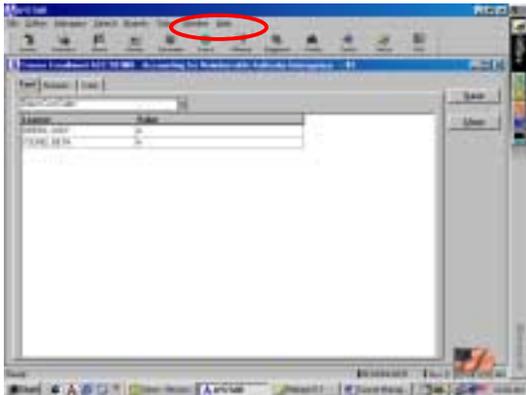


- On the User Field screen, if you have updating a user field for a single learner or multiple learners perform the following:
  - Single learner:** click on the **text** or **numeric** tab and locate the user field to be updated.

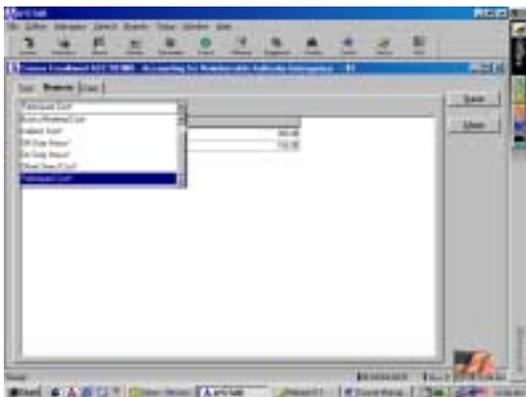


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- **Multiple learners:** highlight the names by clicking on each record and then click on the **User Fields** button. Note: On the Course Enrollment screen the learners selected will appear.



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**.

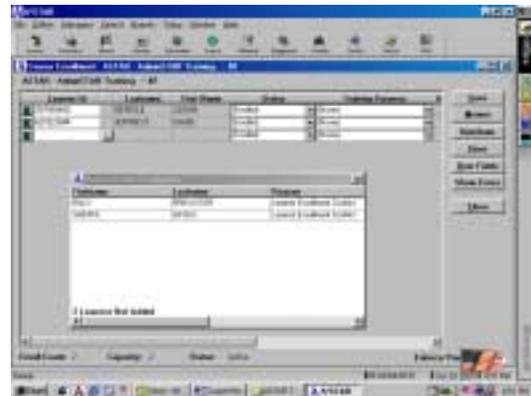
## Overbooking of Courses

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.

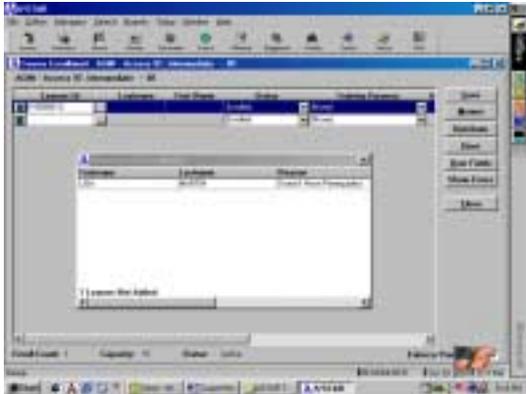


## Enforcing Prerequisites

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.

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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.

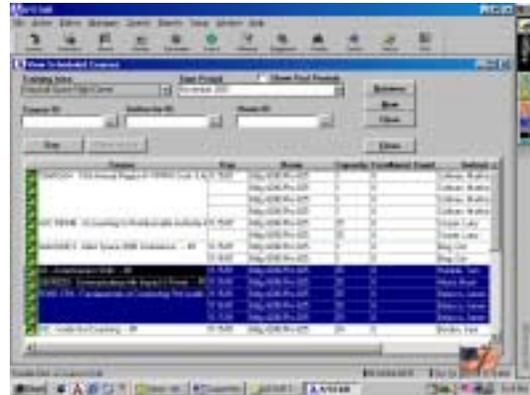
If you leave the Enforce Prerequisites box checked, A\*STAR advises you if a learner does not have the required prerequisites.

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**.

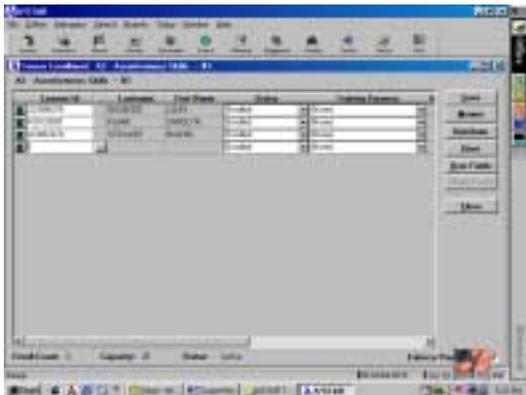
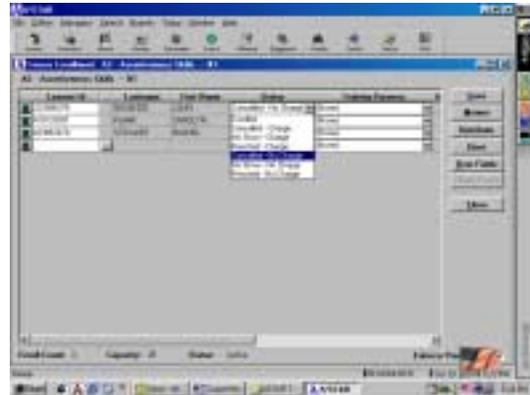


5. On the Find Learners screen, you can enroll a single learner or multiple learners for multiple course occurrences by performing the following:
  - Single learner: Enter Last Name (Smith%) or Learner ID (SSN) and click on the Retrieve button. Click the OK button to add the learner to all selected occurrences.

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- 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.
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.

*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**.

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**.

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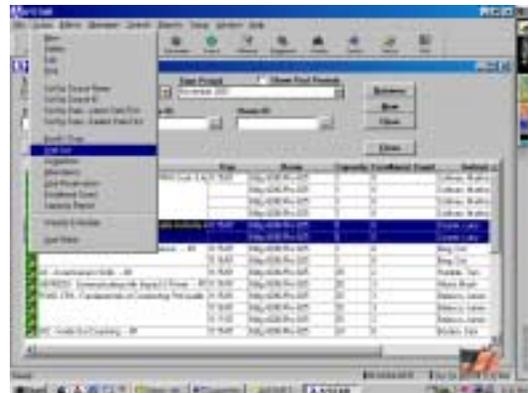
2. Perform a search to find the course in which the learner is enrolled and select it by highlighting the course occurrence.
3. On the **Action** menu, click **Enroll/Drop**.
4. On the **Course Enrollment** screen, click on the **Memo** button.
5. Click on the **E-mail** button.

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

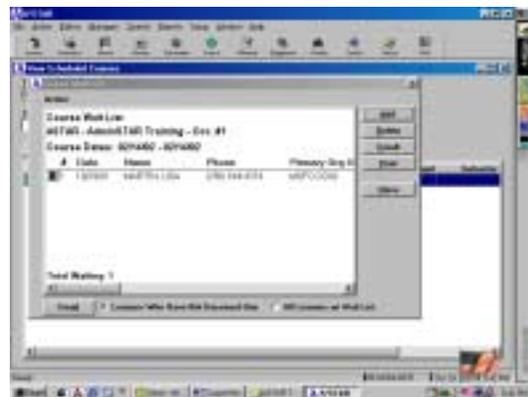
## Wait Listing Learners

The Wait List is a prioritized list of learners listed in order of the date they were placed on the list. If there is a wait list for a particular course, and if a learner who is enrolled in the course is dropped, A\*STAR alerts you that there are other learner(s) waiting to be enrolled in the course. You can then enroll from the wait list 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**.

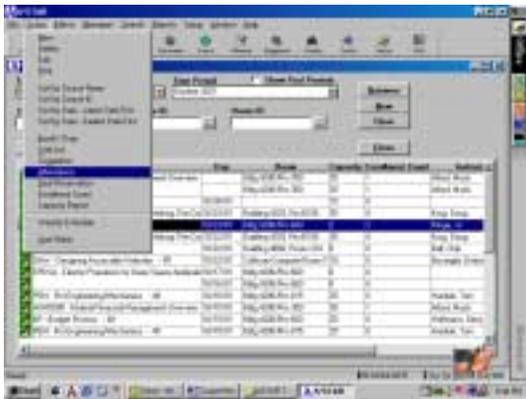


8. Click **OK**, and then **Close**.

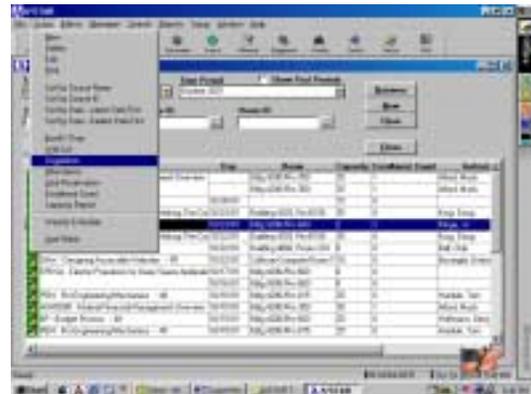
## Marking Course Attendance and Completion

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**.

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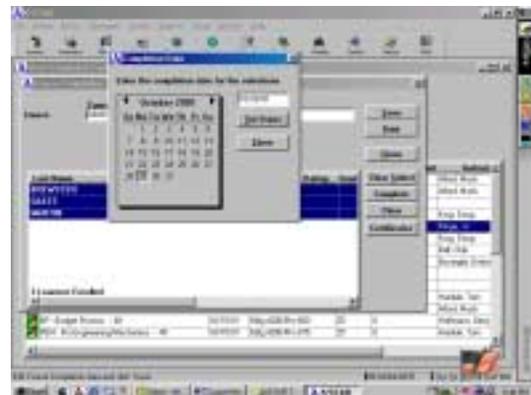
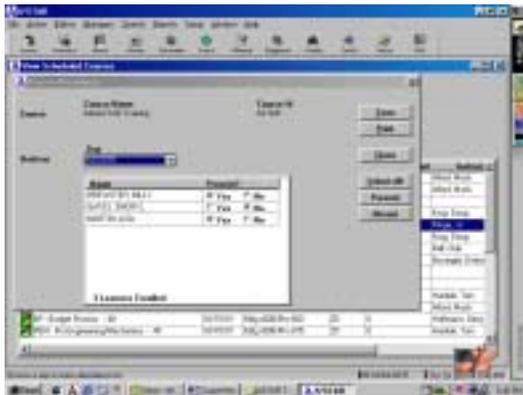
4. On the **Action** menu, click **Completion**.



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**.

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**.



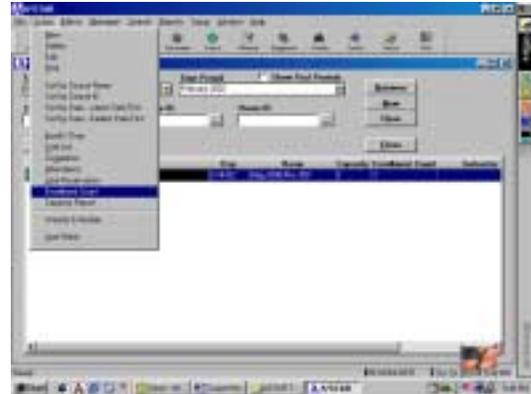
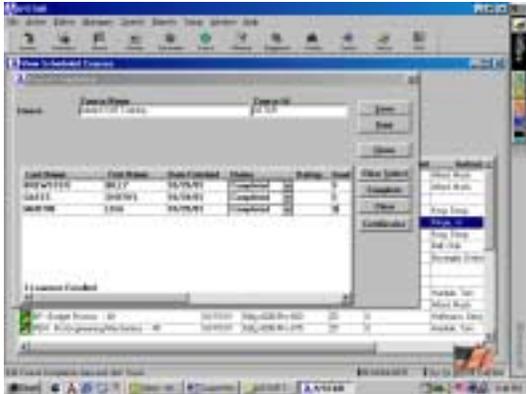
7. Click **Save** and then click **Close**.

## 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.

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

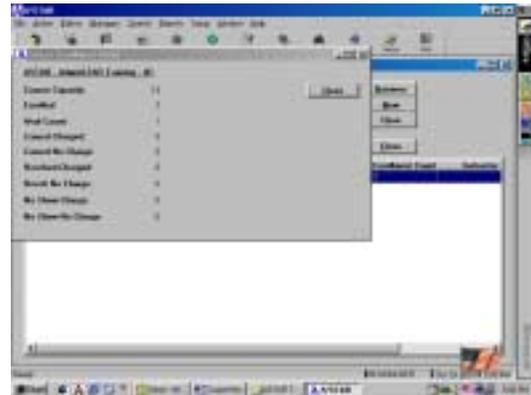
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8. Click **Save**.

## 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.



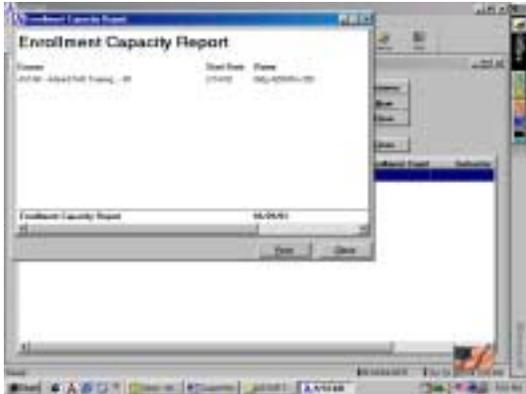
## Viewing the Course Enrollment Count

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**.

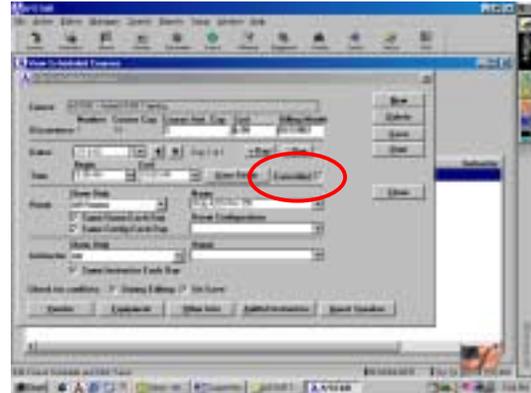
## Viewing an Enrollment Capacity Report

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**.

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4. Check the **Cancelled** check box.



## 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

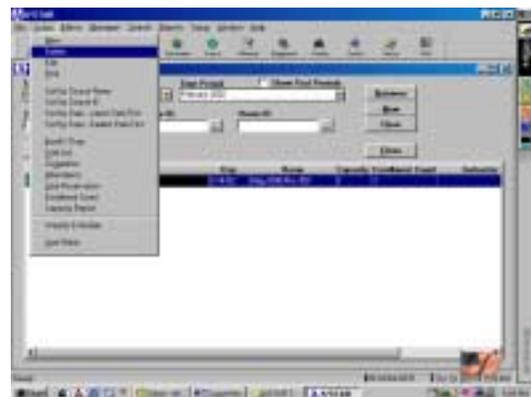
1. On the **Managers** menu, point to **Course Manager**, and then click **Schedule Classroom Training**.
2. Perform a search to find the course.
3. Select the course, and double-click.

## 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.



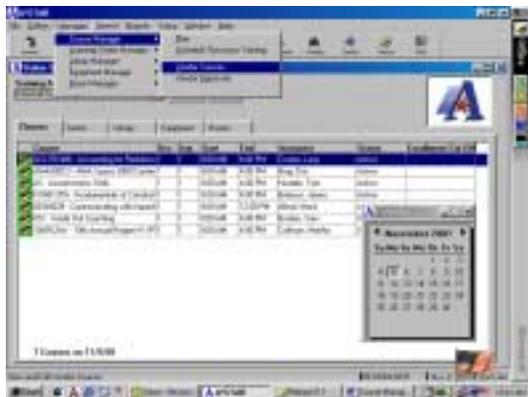
# Overview of A\*STAR Managers

## Creating Vendor Courses

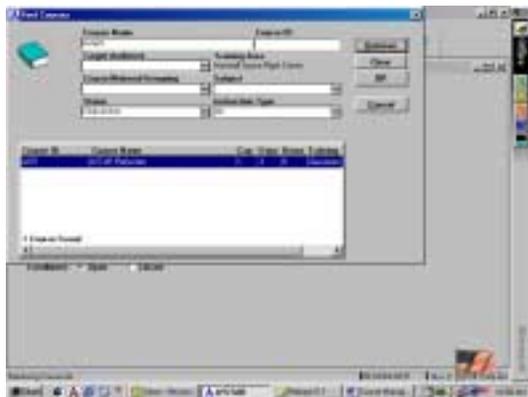
Vendor courses can be offered on-site or off-site. Examples of vendor courses could include conferences, local computer training, academic courses etc.

## To Create a Vendor Course Occurrence

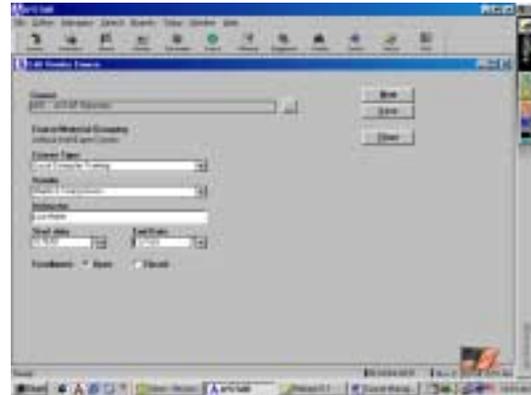
1. On the **Managers** menu, point to **Course Manager** and select **Vendor Courses**.



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.

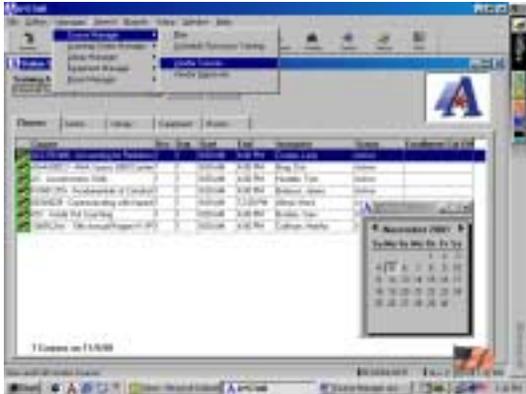
*To create additional vendor courses, click **New** and follow steps for creating a Vendor Course Occurrence.*

## Assigning User Defined Fields to a Vendor Course Occurrence

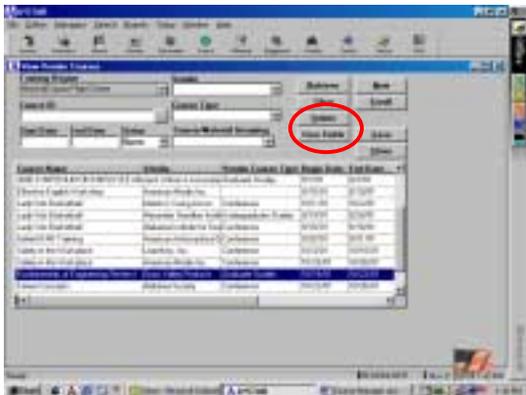
*User fields assigned at the Vendor Course Occurrence level will carry over to the Vendor Course Enrollment level, therefore eliminating duplicate entry. If you change a user field at the Vendor Course Occurrence level, it will reflect in the Vendor Course Enrollment level.*

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

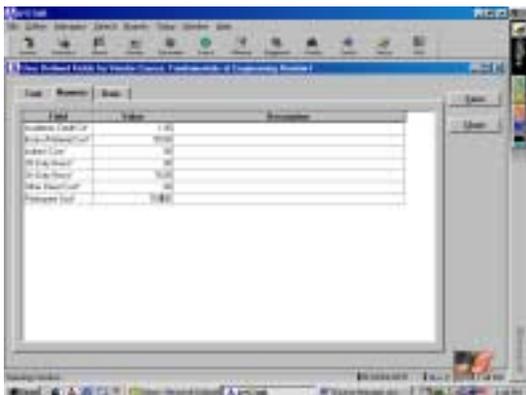
# Overview of A\*STAR Managers



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**.



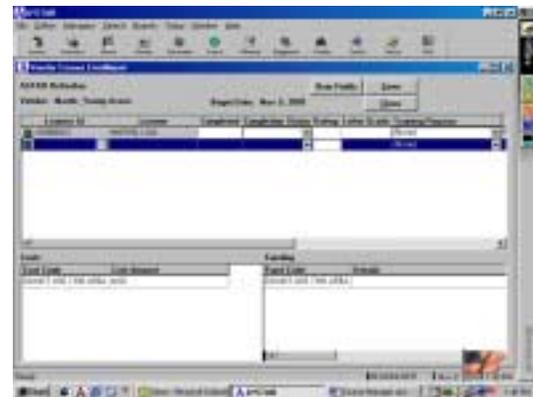
4. Input the appropriate user fields (text/numeric) for the vendor course occurrence.



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

## 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.



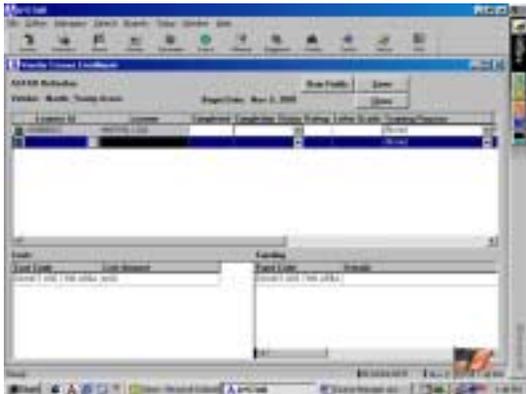
5. Specify the **Training Purpose** by clicking on the Training Purpose drop-down and selecting appropriate item (i.e. Improve Performance, New Job Assignment, etc).
6. Click **Save** and then click **OK**.
7. Click **Close** to return to the Daily Status Screen.

# Overview of A\*STAR Managers

## Editing User Defined Fields at the Vendor Course Enrollment

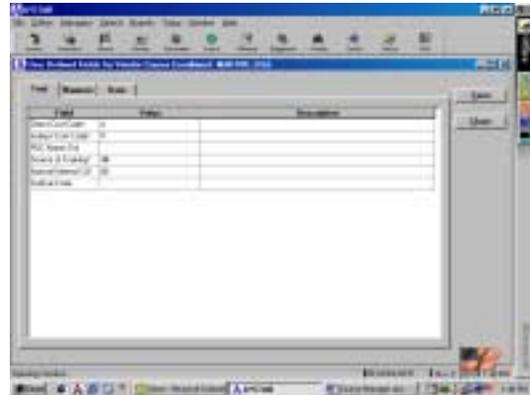
*User fields that were assigned at the Vendor Course Occurrence level are carried over to the Vendor Course Enrollment level, therefore eliminating duplicate entry. At the Vendor Course Enrollment level, you can edit user fields for a specific learner(s).*

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.



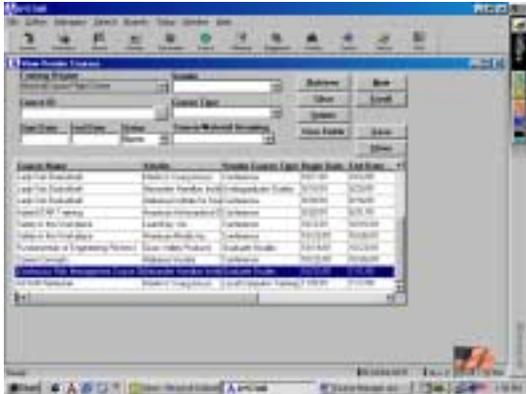
9. Click **Save** and then click **OK**.
10. Click **Close** to return to Daily Status Screen.

## Vendor Course Completion

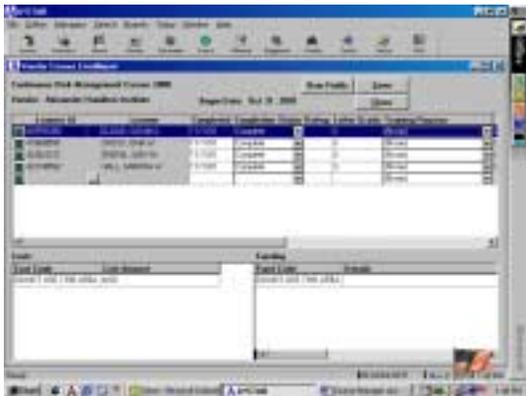
*In order to complete a vendor course, perform the following:*

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.

# Overview of A\*STAR Managers



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**.
7. Click **Close**.

## **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.

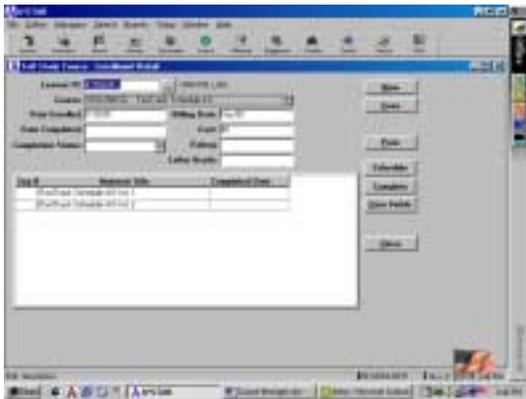
Before you can enroll a learner in a learning center course, you must first create the course in the Course Editor. A learning center course can consist of one or multiple course materials.

## **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**.

# Overview of A\*STAR Managers

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**.
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 1/2 hour blocks suggested by the duration of the material title.*

## 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.

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**.

# Overview of A\*STAR Managers

## 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.

# Overview of A\*STAR Managers

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**.

## 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**.

# Overview of A\*STAR Managers

## 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.

# Overview of A\*STAR Managers

## To Block a Learning Center Station

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**.