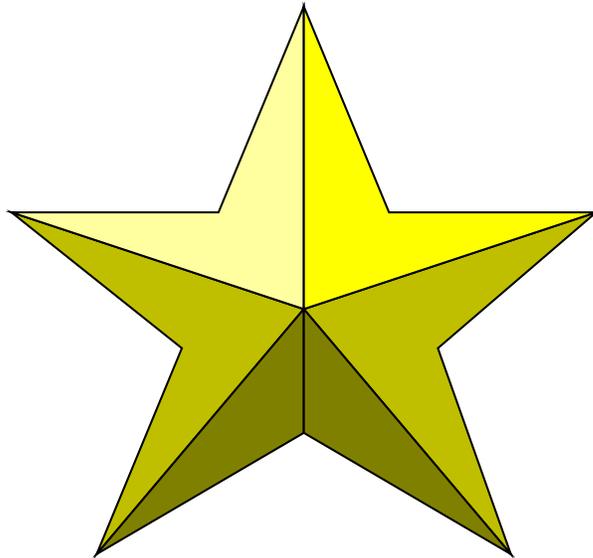


STARS II USER GUIDE



Web Access for Faculty

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INTRODUCTION

STARS II is the preeminent student admissions, registrations and tracking system especially designed for the unique processes of the Uniformed Services University. With the capabilities to perform both client and web based functionality, the STARS II system offers staff, faculty and students on-line information regarding courses, grades and applicant evaluation processing. Ultimately the STARS II systems will become a part of the Uniformed Services University Corporate Database.

USER GUIDE OVERVIEW

The STARS II User Guide is specifically designed to equip the user with instructions to successfully perform each function in the application. It is also a comprehensive reference for the user to assist with identifying screen and field definitions.

The User Guide is divided into two sections: **Tutorials** and **Screen References**. The **Tutorials** provide written step by step details on how to perform functions using the STARS II system. Within the tutorials, there will be screen shots, which give a pictorial reference as you navigate through the steps. Secondly, the **Screen References** provide a pictorial view of screens in the STARS II application that are read only and do not require the user to perform any action. Below the screen shots will be documentation of the data in each field in each screen.

CONVENTIONS

In this manual the conventions (styles) used are as follows: **Active Buttons, Bars and Menus are indicated in Bold**. Screen Names are listed below each screen and are marked as figures. Action words/phrases (indicating that you must perform some action) are indicated in Italics and underlined. **WARNINGS WILL BE HIGHLIGHTED AND IN ALL CAPS.**

NAVIGATION

Basic windows functionality is required to use the STARS II system. While using the web component, it is recommended to utilize the screen navigation buttons instead of your web browser controls.

STARS II SYSTEM FUNCTIONS

Web Component: Provides web access to students, staff and faculty for the purpose of viewing course catalog, viewing student photos, viewing grades, electronic submission of grades for verification, viewing grade point average, updating addresses, and entering and reviewing interview and clerkship information.

STARS II System Problems – Contact the UIS Helpdesk at 301-295-9800 for system problems.

Note: Privacy Act Information: This information is only used for the purpose of authentication to the Stars II System. Individual SSNs, birthdays, start dates within a department, and additional roles within a department are not provided for any other use at USUHS. Any personal information obtained will not be shared with other information systems.

TUTORIALS

The tutorials provide guidance in the performance of routine functions in STARS II. Follow each step in succession to become familiar with the functionality of the system.

Tutorial 1: Log on to STARS II On-Line

Step 1 Click on your internet browser.

Step 2 From the address line, type ieb.usuhs.mil/stars. (Figure1)

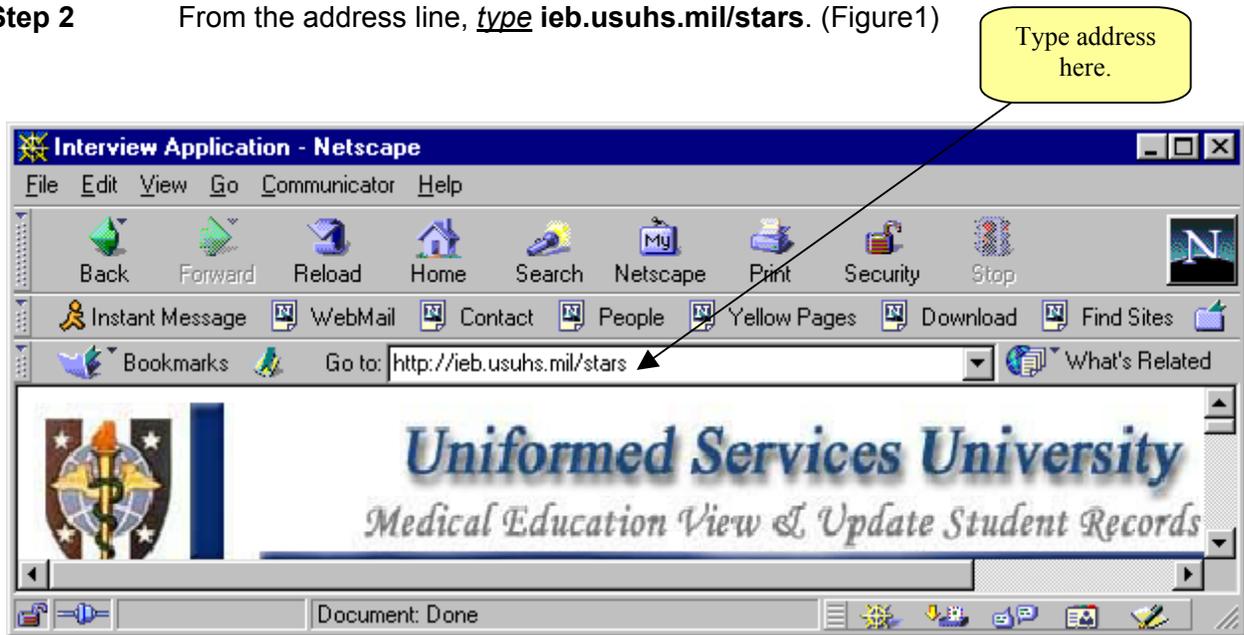


Figure 1: STARS II On-Line Internet Address

Tutorial 2: Course Catalog

Step 1 Click on the **Course Catalog** bar (Figure 2) that turns yellow when selected.

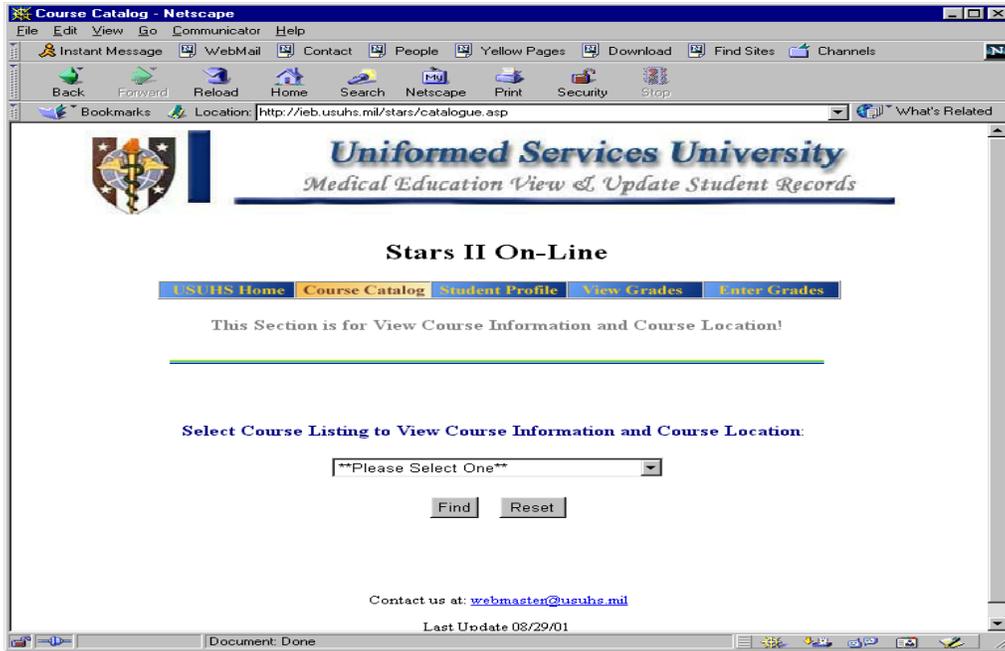


Figure 2: On-Line Course Catalog

Step 2 Click on the drop down arrow and select a department. (Figure 3)

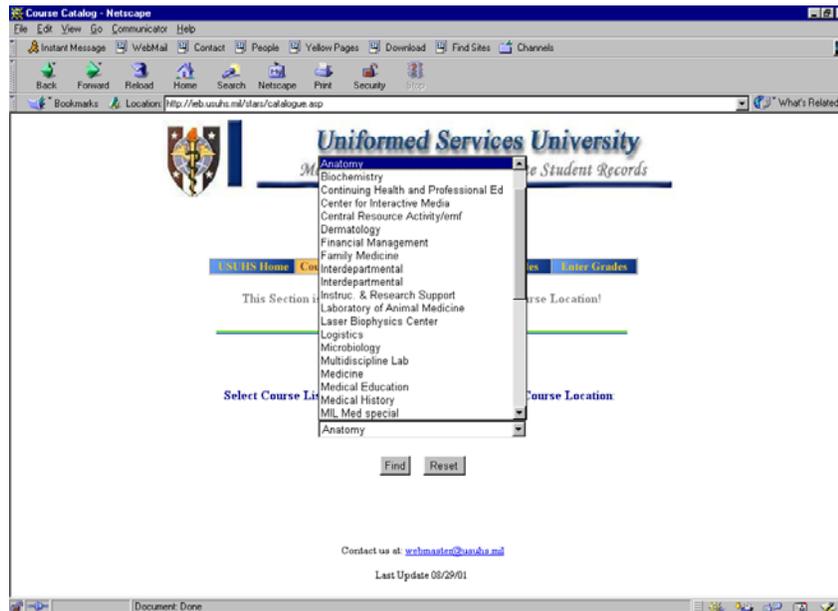


Figure 3: Course Catalog Drop Down Menu

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Step 3 Click on the **Find** button.

Step 4 Click on a hyperlink (figure 4) to view the course details.

The figure consists of two side-by-side screenshots of a Netscape browser window displaying the Stars II On-Line website. The left screenshot shows the 'Courses Catalogue Listing by Department' page. It features a table with columns for Course Number, Course Name, Department, Credit Hours, Duration, Course Coordinator, and Course Location. The right screenshot shows the 'Course Description' page for course ANAT 1011, with fields for Course Number, Course Name, Department, Credit Hours, Course Coordinator, and Course Description. A 'Back' button is visible at the bottom of the right screenshot, and an arrow points from this button to the 'Back' link at the bottom of the left screenshot.

Course Number	Course Name	Department	Credit Hours	Duration	Course Coordinator	Course Location
AT01011	ANAT II-G A /HUMAN BODY	Anatomy	6	12		USUB
AT01012	ANAT III HEAD/NECK/CNS	Anatomy	6	17		USUB
AT01018	ANAT IV CELL/TISS/ORGAN	Anatomy	5	14		USUB
ATR4102	ANATOMY RESEARCH	Anatomy	5	4		USUB
ATR4110	NEUROANATOMY CLERKSHIP	Anatomy	5	4		USUB
ATR4120	GROSS ANATOMY CLERKSHIP	Anatomy	5	4		USUB
ATR4130	SURGICAL ANATOMY CLERKSHIP	Anatomy	5	4		USUB

Course Description	
Course Number	AT01011
Course Name	ANAT II-G A /HUMAN BODY
Department	Anatomy
Credit Hours	6
Course Coordinator	
Course Description	

Figure 4: Course Listing and Description

Step 5 Click on the **Back** button to return to the Course Catalog screen.

Tutorial 3: Student Profile

Student Profile module permits users to search for an applicant's record by inputting the applicant's last name, first name or class year. It also can view individual applicant's detail information received from the AMCAS data file.

Step 1 Select the **Student Profile** bar, which will turn yellow when selected. The Student Profile Login screen appears. (Figure 5)

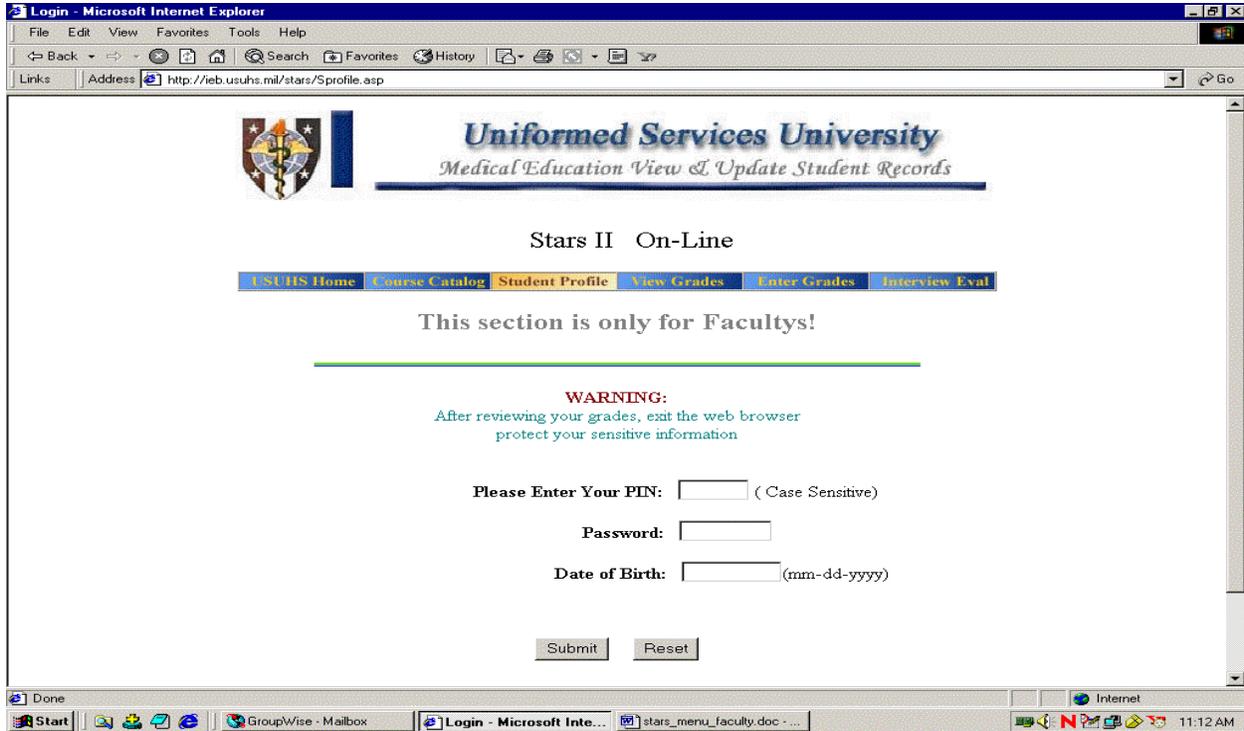


Figure 5: Student Profile Login Screen

Step 2 Enter your:
PIN: First Name Initial + Last Name Initial + Last 4 digits of SSN;
Password: SSN (no dashes); and
Birthday: mm-dd-yyyy format (must include dashes)

Step 3 Click on the **Submit** button.

Step 4 Type in the student's Last Name, First Name or Class Year. (Figure 6) Then click the **Search** button on the right. **Note: The Reset button will clear the fields you've entered data into.**

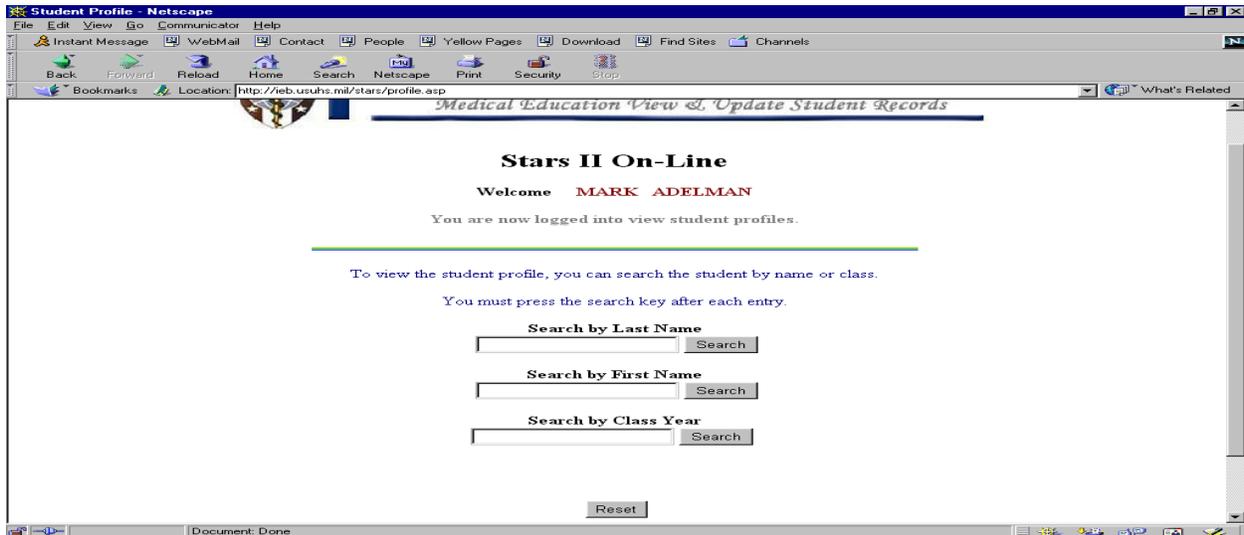


Figure 6: Student Profile Search Screen

Step 5 Once you see the student list appear on the screen (Figure 7), click the student's name whose profile you wish to view. You will then get the student profile screen which will give biographical information about the student.

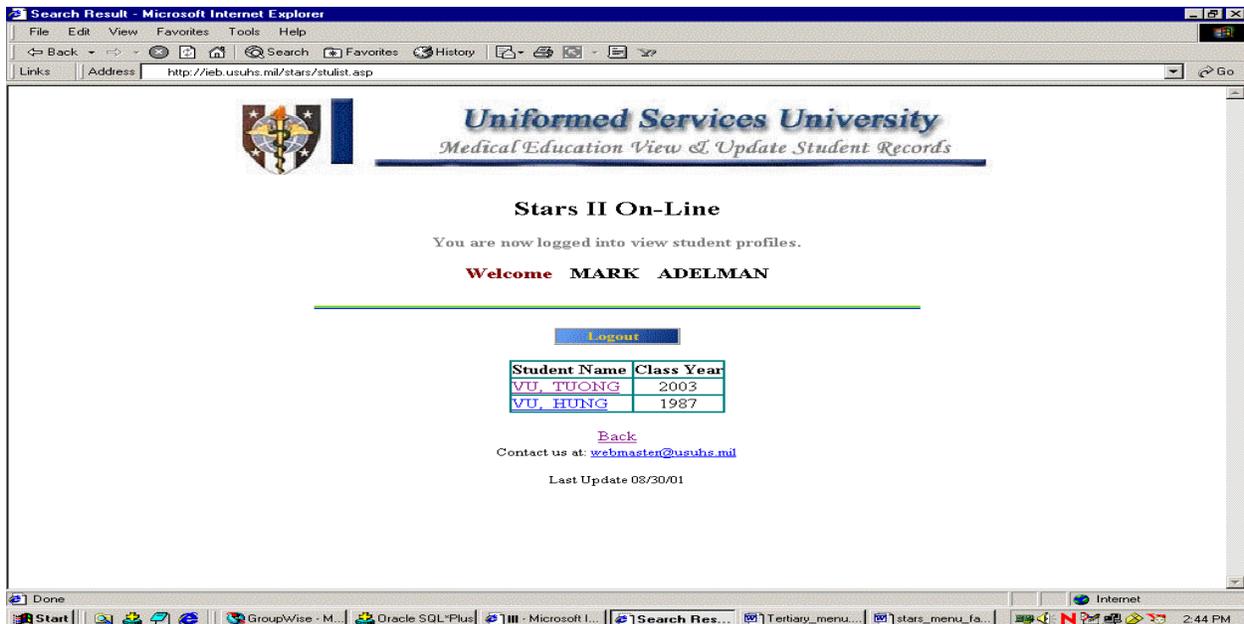


Figure 7: Student List Screen

Step 6 Click on the **Logout** button to exit the system.

Tutorial 4: Create New Password

This tutorial allows faculty who will be entering grades to create a new password after they have logged onto STARS II On-Line for the first time. Once you have created a new password, you will not be able to change it on-line. Any changes that need to be made to your password must be done through the help desk.

Step 1 Select the **Enter Grades** bar that turns yellow when selected. (Figure 8) The Enter Grades Log in screen appears.

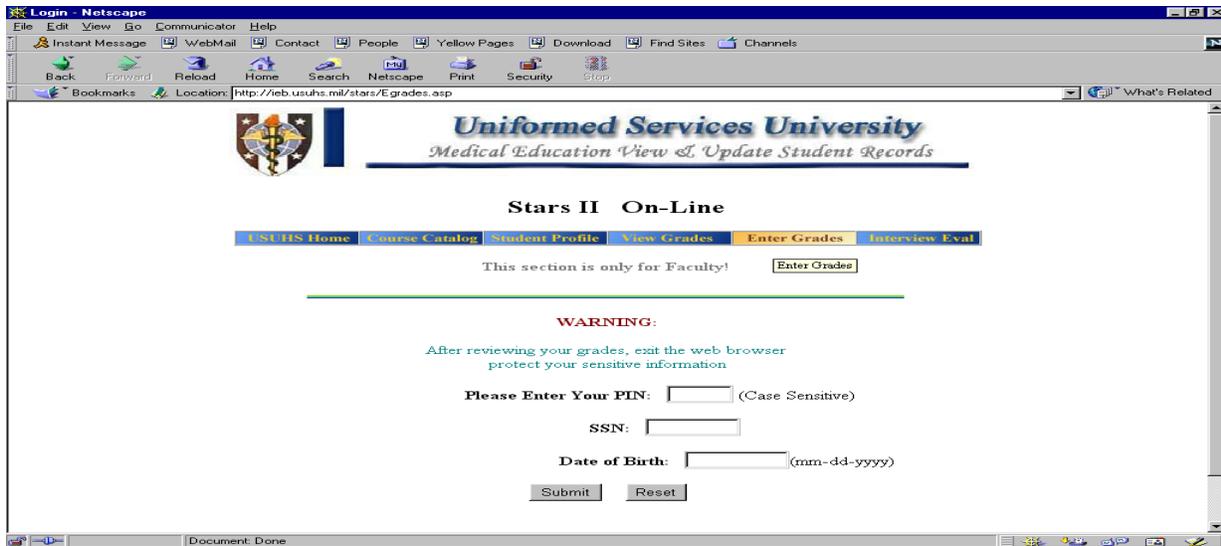


Figure 8: Enter Grades Log-in Screen

Step 2 Enter your:
Pin number: First Name Initial + Last Name Initial + Last 4 digits of SSN;
Password: SSN (no dashes); and
Date of Birth: mm-dd-yyyy format (must include dashes).

Step 3 Click on the **Submit** button. You will get a screen telling you to click on a link if you are a first time user or to log in. (Figure 9)

Step 4 If you are a first time user, click the hyperlink **click here** to create a new password. A screen will come up asking you to enter and confirm your new password.

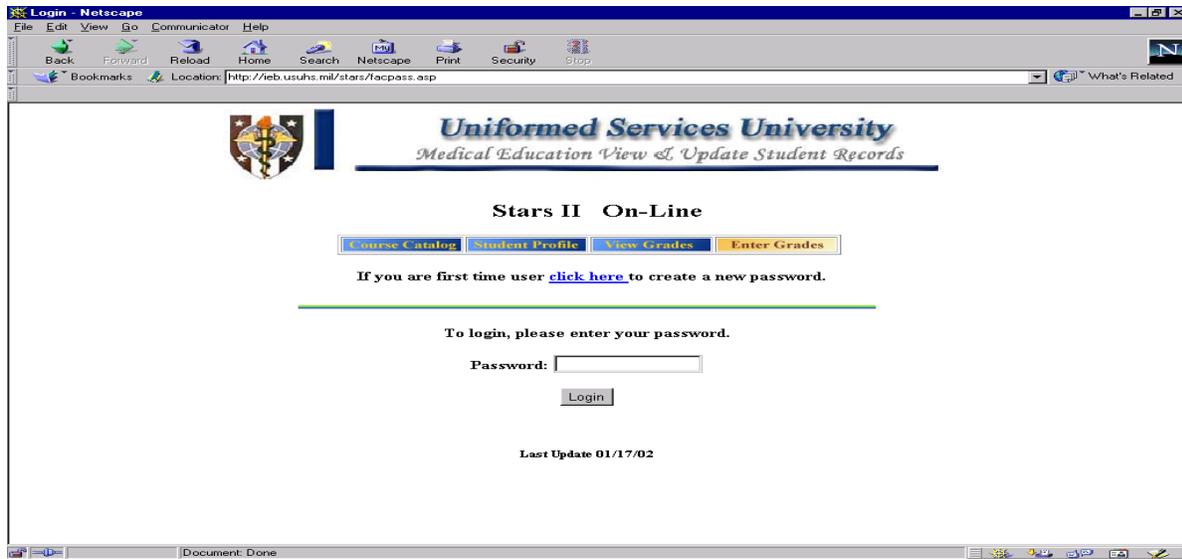


Figure 9: First Time User Log-In Screen

- Step 5 Type your new password. (Figure 10)
- Step 6 Re-type your new password to confirm it.
- Step 7 Click the **Submit** button to proceed. You will get a screen indicating that you have successfully created a new password.

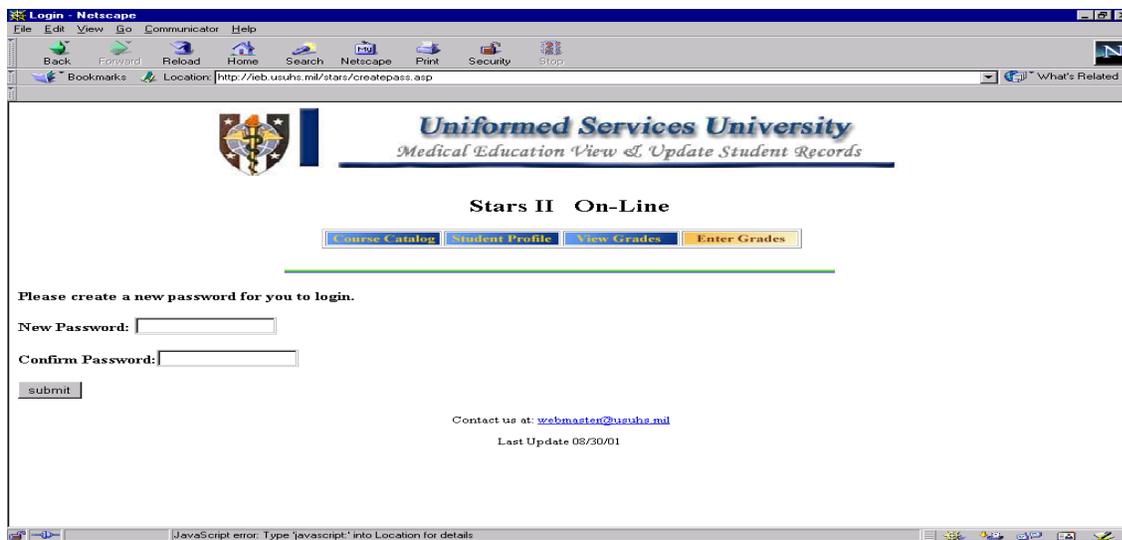


Figure 10: New Password Screen

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- Step 8** Click on the hyperlink **Login** to proceed to the next screen. (Figure 11)
- Step 9** Type in your new password.
- Step 10** Click the **login** button and proceed with steps 6-9 in Tutorial 5 to enter grades.

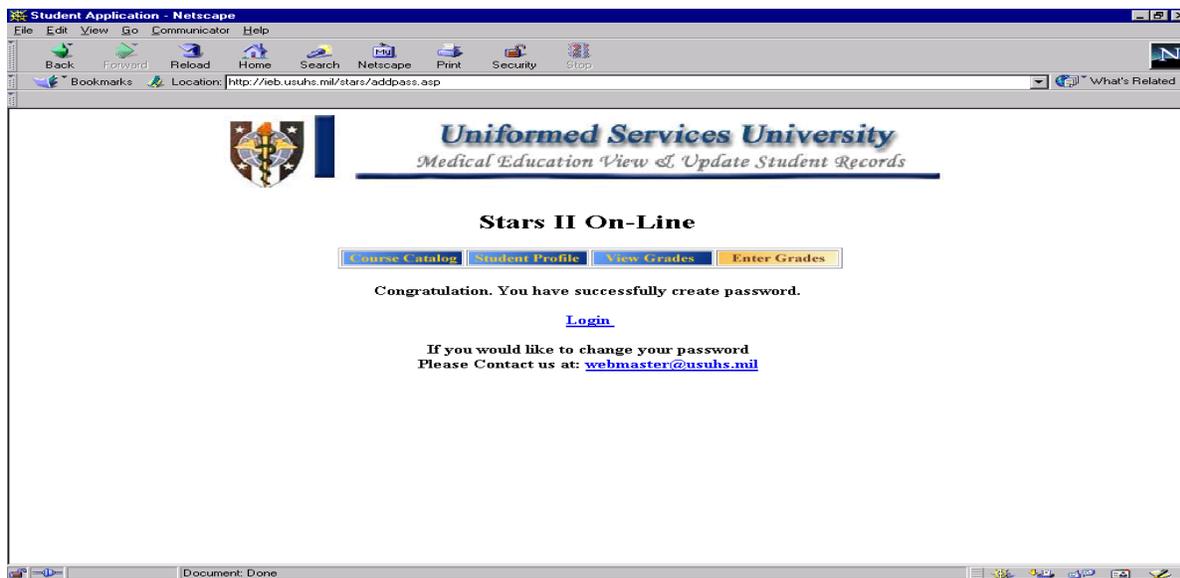


Figure 11: Successful Creation of Password Screen

Tutorial 5: Enter Grades

This tutorial allows faculty to enter or modify grades for students online. If you are a new user, you will get a message to create a new password. Follow the instructions in Tutorial 4 to create a new password.

Step 1 Select the **Enter Grades** bar which turns yellow when selected. The Enter Grades Log in screen appears. (Figure 12)

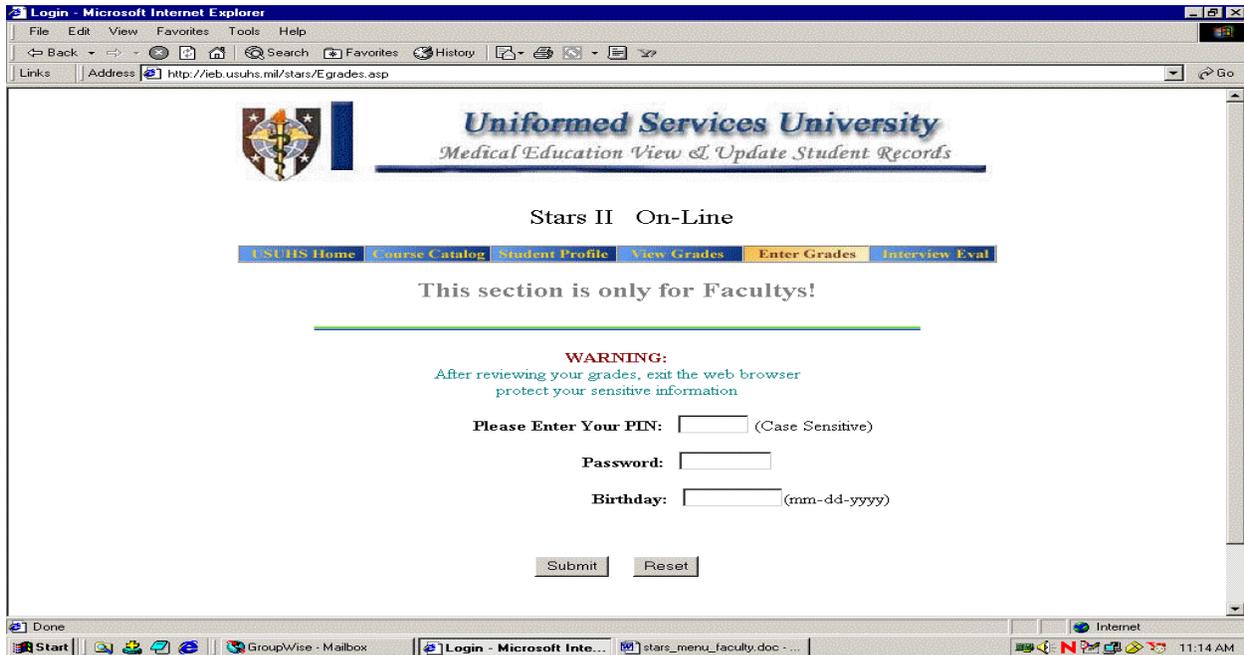


Figure 12: Enter Grades Log-in Screen

Step 2 Enter your:
PIN: First Name Initial + Last Name Initial + Last 4 digits of SSN;
Password: SSN (no dashes); and
Birthday: mm-dd-yyyy format

Step 3 Click on the **Submit** button.

Step 4 Enter your password again to confirm (Figure 13).

Step 5 Click the **login** button.

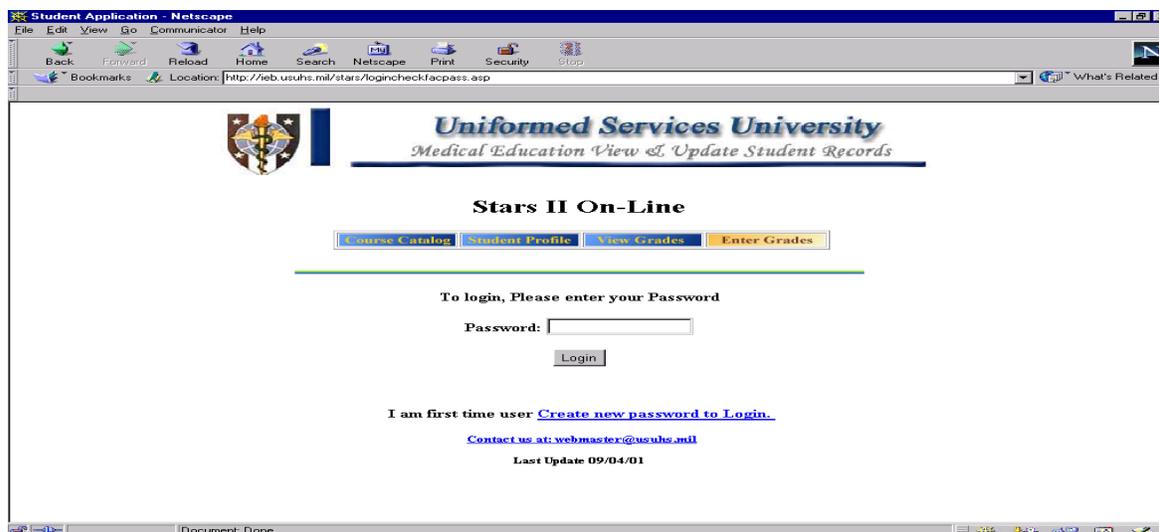


Figure 13: Login Confirmation Screen

Step 6 Click on a course number hyperlink to enter course grades. (Figure 14) All students enrolled in a specified course are listed in alphabetical order. Grades marked with an asterisk have been verified by the Registrar’s Office. **Note: The Registrar’s office will continue to manually enter grades if a faculty member chooses not to enter grades via the web.**

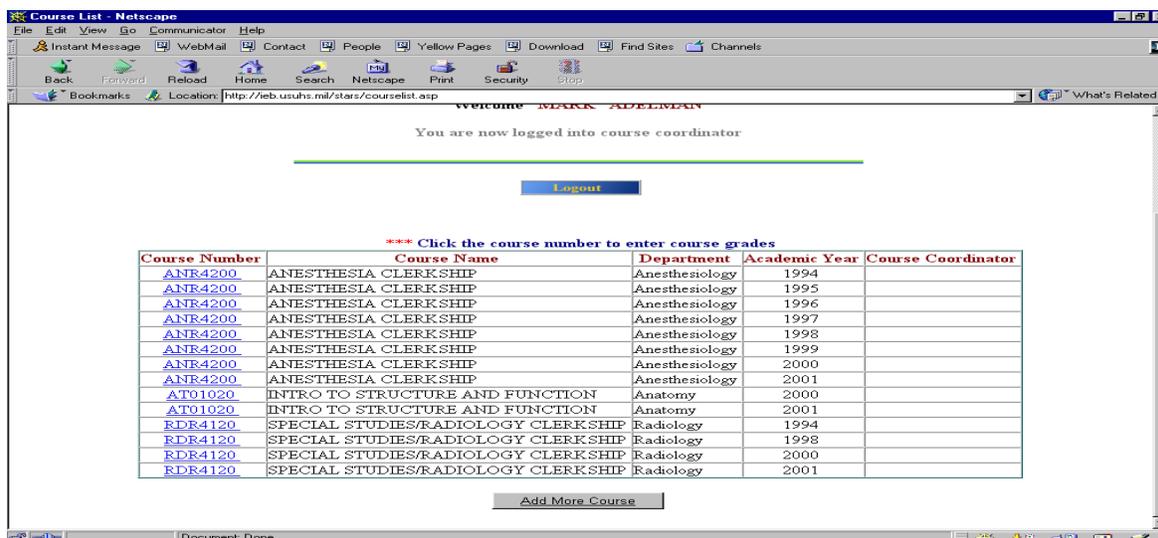


Figure 14: Course List Screen

Step 7 Enter a grade for each student.

Step 8 Click the **Submit** button to complete the process.

Step 9 Click the **logout** button to end session.

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