

If you have any queries, please contact [solehelp@worc.ac.uk](mailto:solehelp@worc.ac.uk)

# Allocating StARs Guide



**University  
of Worcester**

If you have any queries, please contact [solehelp@worc.ac.uk](mailto:solehelp@worc.ac.uk)

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## 1.0: Uploading a student as a StAR

1.1: Once you have logged into SOLE, click on 'Staff Home Page'.

University of Worcester

STUDENT ON-LINE ENVIRONMENT

Logged In: Russell Wheldon (Wher1)

ADMISSIONS TUTOR

AGENT PORTAL

WELCOME

CONFIRM ATTENDANCE

REGISTER NOW

CONFIRM ATTENDANCE

CONTACT DETAILS

STUDENT NOTICES

CEREMONY

STAFF NOTICES

**STAFF HOME PAGE**

**Reports**

[Applicant Details](#)

[Applicant Day Statistics](#)

**Useful Links**

[UCAS qualifications](#)

[UCAS weblink](#)

[Admissions Policy](#)

[APL Policy](#)

[Applicant Visit Days](#) **new!**

1.2: Look under the heading called 'Course Leader Actions', click on the link called 'Update course StARs for 2014/2015'.

STUDENT ON-LINE ENVIRONMENT

Logged In: Russell Wheldon (Wher1)

ADMISSIONS TUTOR

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STUDENT NOTICES

CEREMONY

STAFF NOTICES

**STAFF HOME PAGE**

REGISTRY STAFF

APPLICATION

APPLICANT INFO

**Timetable Information**

[Check Module Targets/Spaces](#) **new!**

**firstpoint**

[Module Directory](#) **new!**

[Print a transcript](#) **new!**

[Manage assessment appointments](#) **new!**

[Print Assessment Coversheet](#) **updated**

[Print Reassessment Coversheet](#) **updated**

[Receipt an assessment](#)

[Student Look Up](#)

[Undo Receipt](#)

[Issue an ID card / Record DBS Information](#) **new!**

[Find an 'open/free' module](#)

[Complete a Withdrawal Request](#)

[Submitted Withdrawal Forms](#)

**Feedback**

[Upload Feedback](#) **updated**

[Student Feedback Charter](#) **new!**

[Upload Feedback Guidance \[pptx\]](#) **updated**

[Student Feedback Form](#)

[Masters/MBA Feedback Form](#)

[IS Final Agreed Grade Form](#)

[Sounds Good Project](#)

**Course Leader Actions**

[Course Leaders Report](#)

[Course Handbook Upload](#) **updated**

[View / update course StARs prior to 2014/2015](#) **new!**

[Course Handbook Upload - AO](#)

[Course Change Requests](#)

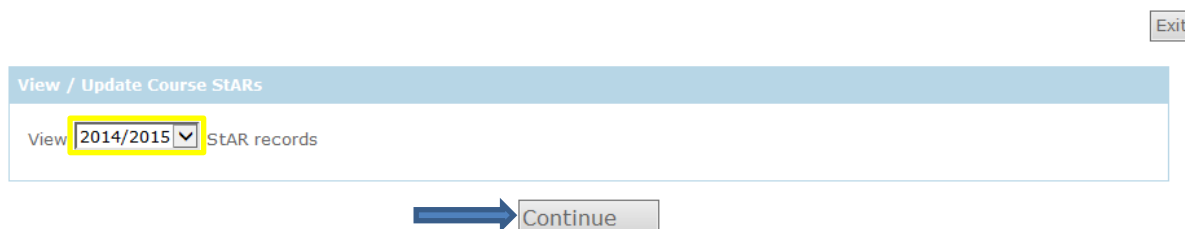
[Update course StARs for 2014/2015](#)

[Check module details](#) **new!**

**Please Note:** Only the course leader can have access to the 'Course Leader Actions' heading. If you are the course leader and cannot see this heading, please contact [solehelp@worc.ac.uk](mailto:solehelp@worc.ac.uk)

If you have any queries, please contact [solehelp@worc.ac.uk](mailto:solehelp@worc.ac.uk)

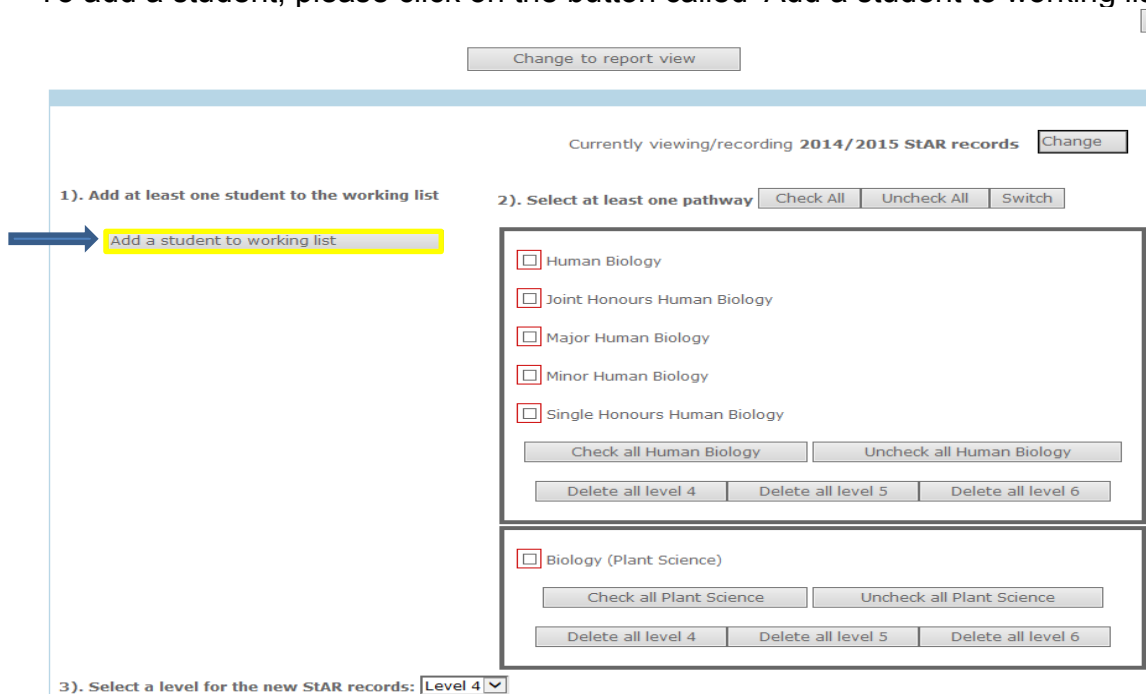
1.3: When you click on the 'Update course StARs for 2014/2015' link for the first time you will be presented with this screen. Check the academic year is correct and click 'Continue'.



View / Update Course StARs

View  STAR records

1.4: You will be presented with a screen that requires you to complete the options in order. The pathway that you are the course leader for will be listed under option 2, if you are the course leader for more than one pathway, they will be in separate boxes. To add a student, please click on the button called 'Add a student to working list'.



Change to report view

Currently viewing/recording 2014/2015 STAR records

1). Add at least one student to the working list

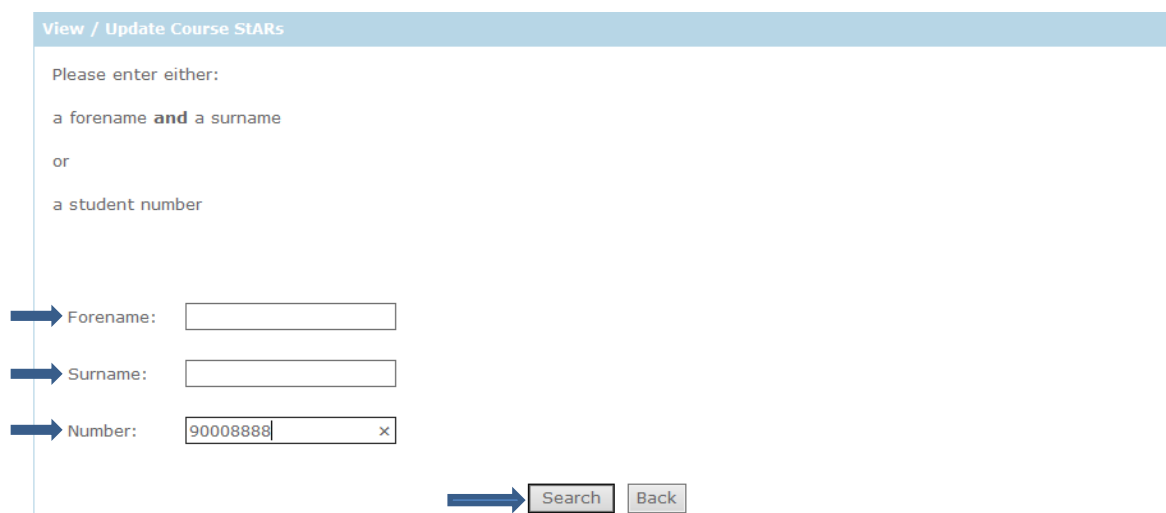
2). Select at least one pathway

- Human Biology
- Joint Honours Human Biology
- Major Human Biology
- Minor Human Biology
- Single Honours Human Biology

- Biology (Plant Science)

3). Select a level for the new STAR records:

1.5: Please enter either a student's Forename and Surname or a student number and click on 'Search'.



View / Update Course StARs

Please enter either:  
a forename **and** a surname  
or  
a student number

Forename:

Surname:

Number:

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1.6: You will be presented with a list of details and a picture of the student you have searched for. If this is the student you want to select, please click on the tick box. If this is not the correct student, please click 'Back'.

View / Update Course StARs

Please choose the correct student below

<input type="checkbox"/>	Name: Tom Hanks Started: 2010/2011 Status: Current Route: Single Honours Human Biology	<input type="checkbox"/>
--------------------------	---	--------------------------

Back

1.7: The student you have selected to be a StAR will appear under option 1. You can assign the student to an individual or multiple pathways by clicking on the boxes in option 2. Once you have selected the pathway(s), click on the drop down box in option 3 and select the level of the course you want the StAR to be uploaded to. Double check the details are correct in all three options before proceeding, once you are satisfied click on the button '4) Add students to selected courses'.

In the example below the student will be uploaded as the StAR for the Single Honours Human Biology course at level 4.

Change to report view

Currently viewing/recording 2014/2015 StAR records Change

1). Add at least one student to the working list

Tom Hanks

Add another student to working list

Edit working list

Clear working list

2). Select at least one pathway Check All Uncheck All Switch

Human Biology

Joint Honours Human Biology

Major Human Biology

Minor Human Biology

Single Honours Human Biology

Check all Human Biology Uncheck all Human Biology

Delete all level 4 Delete all level 5 Delete all level 6

Biology (Plant Science)

Check all Plant Science Uncheck all Plant Science

Delete all level 4 Delete all level 5 Delete all level 6

3). Select a level for the new StAR records: Level 4

4) Add students to selected courses

**Please Note:** If a student is going to be assigned as a StAR for all of the pathways, you can click on 'Check All' next to option 2 to highlight all of the pathways.

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1.8: The student and their level will appear under the pathway name when they are assigned as a StAR. If you want to delete a student from a pathway, click on the 'Delete' button next to the student's name. To delete all students, on all pathways from a level, click on the 'Delete all level 4', 'Delete all level 5' or 'Delete all level 6' buttons.

Change to report view

---

Currently viewing/recording 2014/2015 StAR records Change

1). Add at least one student to the working list

Tom Hanks

Add another student to working list

Edit working list

Clear working list

2). Select at least one pathway Check All Uncheck All Switch

Human Biology

Joint Honours Human Biology

Major Human Biology

Minor Human Biology

Single Honours Human Biology  
Tom Hanks Level 4 Delete

Check all Human Biology Uncheck all Human Biology

Delete all level 4 Delete all level 5 Delete all level 6

Biology (Plant Science)

Check all Plant Science Uncheck all Plant Science

Delete all level 4 Delete all level 5 Delete all level 6

1.9: To add a new student as a StAR, click on the 'Clear working list' box and repeat step 1.4.

Change to report view

---

Currently viewing/recording 2014/2015 StAR records Change

1). Add at least one student to the working list

Tom Hanks

Add another student to working list

Edit working list

Clear working list

2). Select at least one pathway Check All Uncheck All Switch

Human Biology

Joint Honours Human Biology

Major Human Biology

Minor Human Biology

Single Honours Human Biology  
Tom Hanks Level 4 Delete

Check all Human Biology Uncheck all Human Biology

Delete all level 4 Delete all level 5 Delete all level 6

Biology (Plant Science)

Check all Plant Science Uncheck all Plant Science

Delete all level 4 Delete all level 5 Delete all level 6

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## 2.0: Uploading multiple students as StARs

**Please Note:** When you are adding multiple students as StARs, this can only be done if the students are on the same pathway and level.

2.1: You will be presented with a screen that requires you to complete the options in order. The pathway that you are the course leader for will be listed under option 2, if you are the course leader for more than one pathway, they will be in separate boxes. To add a student, please click on the button called 'Add a student to working list'.

Change to report view

Exit

Currently viewing/recording 2014/2015 STAR records

1). Add at least one student to the working list

2). Select at least one pathway

Human Biology

Joint Honours Human Biology

Major Human Biology

Minor Human Biology

Single Honours Human Biology

Biology (Plant Science)

3). Select a level for the new STAR records:

2.2: Please enter either a student's Forename and Surname or a student number and click on 'Search'.

View / Update Course StARs

Please enter either:

a forename **and** a surname

or

a student number

Forename:

Surname:

Number:  x

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2.3: You will be presented with a list of details and a picture of the student you have searched for. If this is the student you want to select, please click on the tick box. If this is not the correct student, please click 'Back'.

View / Update Course StARs

Please choose the correct student below

<input type="checkbox"/>	Name: Tom Hanks Started: 2010/2011 Status: Current Route: Single Honours Human Biology	
--------------------------	---	--

Back

2.4: The student you have selected to be a StAR will appear under option 1. To add another student click on the button called 'Add another student to working list'.

Change to report view

Currently viewing/recording 2014/2015 StAR records Change

1). Add at least one student to the working list

Tom Hanks

**Add another student to working list**

Edit working list

Clear working list

2). Select at least one pathway Check All Uncheck All Switch

- Human Biology
- Joint Honours Human Biology
- Major Human Biology
- Minor Human Biology
- Single Honours Human Biology

Check all Human Biology Uncheck all Human Biology

Delete all level 4 Delete all level 5 Delete all level 6

- Biology (Plant Science)

Check all Plant Science Uncheck all Plant Science

Delete all level 4 Delete all level 5 Delete all level 6

3). Select a level for the new STAR records: Level 4

4). Add students to selected courses

2.5: Please enter either a student's Forename and Surname or a student number and click on 'Search'.

View / Update Course StARs

Please enter either:

a forename **and** a surname

or

a student number

Forename:

Surname:

Number:

Search Back



If you have any queries, please contact [solehelp@worc.ac.uk](mailto:solehelp@worc.ac.uk)

2.6: You will be presented with list of details and a picture of the student you have searched for. If this is the student you want to select, please click on the tick box. If this is the incorrect student, please click on the 'Back' button.

View / Update Course StARs

Please choose the correct student below

<input type="checkbox"/>	Name: Adam Hartley Started: 2013/2014 Status: Current Route: Single Honours Human Biology	
--------------------------	--	--

Back

2.7: The students you have selected to be StARs will appear under option 1. You can assign the students to an individual or multiple pathways by clicking on the boxes in option 2. Once you have selected the pathway(s), click on the drop down box in option 3 and select the level of the course you want the StARs to be uploaded to. Double check the details are correct in all three options before proceeding, once you are satisfied click on the button '4) Add students to selected courses'.

In the example below the students will be uploaded as StARs for Joints Honours Human Biology and Biology (Plant Science) course at level 4.

Change to report view

Currently viewing/recording 2014/2015 StAR records Change

1). Add at least one student to the working list

Tom Hanks  
Adam Hartley

Add another student to working list

Edit working list

Clear working list

2). Select at least one pathway Check All Uncheck All Switch

Human Biology  
 Joint Honours Human Biology  
 Major Human Biology  
 Minor Human Biology  
 Single Honours Human Biology

Check all Human Biology Uncheck all Human Biology

Delete all level 4 Delete all level 5 Delete all level 6

Biology (Plant Science)

Check all Plant Science Uncheck all Plant Science

Delete all level 4 Delete all level 5 Delete all level 6

3). Select a level for the new StAR records: Level 4

4) Add students to selected courses

**Please Note:** You can select more than two students to upload as StARs for the same pathway(s) and level. To add another student please repeat step 2.4.

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2.8: The students and their level will appear under the pathway name when they are assigned as StARs. If you want to delete a student(s) from a pathway, click on the 'Delete' button next to the student's name. To delete all students, on all pathways from a level, click on the 'Delete all level 4', 'Delete all level 5' or 'Delete all level 6' buttons.

The screenshot shows a web interface for managing StAR records. At the top, there is a button 'Change to report view' and a status bar 'Currently viewing/recording 2014/2015 StAR records' with a 'Change' button. The interface is divided into four main steps:

- 1). Add at least one student to the working list:** Lists 'Tom Hanks' and 'Adam Hartley'. Includes buttons for 'Add another student to working list', 'Edit working list', and 'Clear working list'.
- 2). Select at least one pathway:** Features a 'Check All', 'Uncheck All', and 'Switch' button. Two pathways are selected:
  - Joint Honours Human Biology:** Shows 'Adam Hartley Level 4' and 'Tom Hanks Level 4', each with a 'Delete' button. Below are buttons for 'Check all Human Biology', 'Uncheck all Human Biology', and 'Delete all level 4', 'Delete all level 5', 'Delete all level 6'.
  - Biology (Plant Science):** Shows 'Adam Hartley Level 4' and 'Tom Hanks Level 4', each with a 'Delete' button. Below are buttons for 'Check all Plant Science', 'Uncheck all Plant Science', and 'Delete all level 4', 'Delete all level 5', 'Delete all level 6'.
- 3). Select a level for the new StAR records:** A dropdown menu is set to 'Level 4'.
- 4). Add students to selected courses:** A button at the bottom.

2.9: To add a new group of students as StARs, click on the 'Clear working list' box and repeat step 2.1.

This screenshot is identical to the previous one, but with a blue arrow pointing to the 'Clear working list' button in step 1, which is highlighted with a yellow box. This indicates the action to be taken to start a new group of students.

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### 3.0: View current StARs

3.1: To view or contact the current StARs uploaded to a pathway, click on the 'Change to report view'

Currently viewing/recording 2014/2015 StAR records

1). Add at least one student to the working list

2). Select at least one pathway

Human Biology

Joint Honours Human Biology  
Adam Hartley Level 4   
Tom Hanks Level 4

Major Human Biology

Minor Human Biology

Single Honours Human Biology

Biology (Plant Science)  
Adam Hartley Level 4   
Tom Hanks Level 4

3). Select a level for the new StAR records:

3.2: You will be presented with a screen that requires you to complete the options in order. Firstly, select the level of a pathway. Secondly, choose an individual or multiple pathways. Finally, click on the '3). Show StARs' button. If you want to search for all levels and pathways click on the 'Check All' buttons in option 1 and 2. In this example, I am searching for level 4 StARs on the Joint Honours Human Biology course.

1). Select at least 1 level:

Level 4  
 Level 5  
 Level 6

2). Select at least 1 pathway:

Human Biology

Joint Honours Human Biology

Major Human Biology

Minor Human Biology

Single Honours Human Biology

Biology (Plant Science)

No records found

Student	Level	Pathway	Email
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3.3: The StARs and their details will be displayed at the bottom of the screen. The StARs institution email addresses are provided if you need to contact them.

1). Select at least 1 level:

Level 4  
 Level 5  
 Level 6

2). Select at least 1 pathway:

Human Biology  
 Joint Honours Human Biology  
 Major Human Biology  
 Minor Human Biology  
 Single Honours Human Biology

Biology (Plant Science)

Student	Level	Pathway	Email
Adam Hartley	Level 4	Joint Honours Human Biology	<a href="mailto:a.hartley@worc.ac.uk">a.hartley@worc.ac.uk</a>
Tom Hanks	Level 4	Joint Honours Human Biology	<a href="mailto:r.wheldon@worc.ac.uk">r.wheldon@worc.ac.uk</a>

[a.hartley@worc.ac.uk;r.wheldon@worc.ac.uk;](mailto:a.hartley@worc.ac.uk;r.wheldon@worc.ac.uk)

3.4: To add another StAR or go back to the previous page, click on the 'Change to edit view' button. To search for additional StARs, repeat step 3.2.

1). Select at least 1 level:

Level 4  
 Level 5  
 Level 6

2). Select at least 1 pathway:

Human Biology  
 Joint Honours Human Biology  
 Major Human Biology  
 Minor Human Biology  
 Single Honours Human Biology

Biology (Plant Science)

Student	Level	Pathway	Email
Adam Hartley	Level 4	Joint Honours Human Biology	<a href="mailto:a.hartley@worc.ac.uk">a.hartley@worc.ac.uk</a>
Tom Hanks	Level 4	Joint Honours Human Biology	<a href="mailto:r.wheldon@worc.ac.uk">r.wheldon@worc.ac.uk</a>

[a.hartley@worc.ac.uk;r.wheldon@worc.ac.uk;](mailto:a.hartley@worc.ac.uk;r.wheldon@worc.ac.uk)