

STAR Course Management

Worsfold Software Ltd
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Contents

Chapter	Page
0. Licensing and Warranty information	v
Conventions	vii
1. Overview and Installation	1.1
1.1 Overview	1.1
1.2 Installation	1.2
2. Setting up	2.1
2.1 Overview	2.1
2.2 Edit Users	2.2
2.3 Configuration (Defaults and Income budgets)	2.4
3. Courses	3.1
3.1 Overview	3.1
3.2 Setting up a course	3.2
3.3 Attaching students to a course	3.10
3.4 Entering students' results for an assessment	3.15
3.5 Financial details of courses	3.15

4. Printing	4.1
4.1 Course lists	4.2
4.2 List of courses	4.3
4.3 Student lists	4.3
4.4 Funding report forms	4.6
4.5 Financial Summary	4.13
4.6 Gender / Ethnicity analysis	4.14
5. Utilities	5.1
5.1 The End-of-Year process	5.1
5.2 Sending results to your SMS	5.4
5.3 Making or restoring a backup	5.7
5.4 Emailing your database	5.10
5.5 Importing Classroom Manager results	5.11
5.6 Importing the latest standards from NZQA	5.12
6. Using the web site	6.1
6.1 Using the Worsfold Software web site	6.1

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Conventions used in this manual

Most of the examples used in this manual are from a database of fictitious students and tutors. If and when examples are from actual centres and actual students a black rectangle has been used to obscure names.

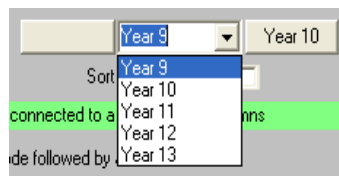
<Enter> means 'Press the Enter key'

'Ctrl' refers to the Control key, which probably has 'Ctrl' on your keyboard.

Alt' refers to the 'Alt' key on your keyboard.

Each chapter begins with an overview of the topics covered therein.

The pages of each chapter are number according to the chapter. If you find a topic in the contents or the index in which you are interested then you will find both the chapter number and the page number associated with the topic, e.g. 'The specification of courses 3.12' means that this topic is to be found on page 12 of chapter 3.



These are popup lists, even though they pull down.

Multiselecting

Frequently you will wish to make multiple selections from lists. The standard way to do this is to hold down the Control key ('Ctrl') while selecting from the list by left-clicking with your mouse.

Chapter 1

Overview and Installation

What is covered in this chapter?	Page
1.1 Overview	1.1
1.2 Installation	1.2

1.1 Overview

This package has been written using Microsoft's Visual basic 6 and employs a single Access database for each year of operation e.g. star2007.mdb

Its purpose is to make it possible for schools to manage their STAR courses.

The basic processes include :

1. The definition of courses, involving
 - a code
 - a title
 - assessments (unit standards, other outcomes)
 - Financial details (budgeted income and costs)
2. The attachment of students to courses
3. The entry of student results
4. A printing utility which allows you to :

- a. Print course lists (of students taking courses).
 - b. Print student lists
 - c. The generation of Ministry of Education returns.
 - d. The printing of a financial summary
 - e. The printing of an ethnicity/gender analysis
5. Several utilities which allow you to :
- a. Run an end-of-year process
 - b. Export data to your SMS
 - c. Make or restore backups of the data
 - d. Email your database
 - e. Import the latest standards from NZQA

1.2 Installation

STAR Course Manager is supplied on a CD and a registration file will be emailed at the time of sending the CD.

The CD contains the installation process which involves three sets of files.

1. The full install including system Files

This process will install the package (which consists of a program and several support files) and will also install the system files. These are files which your computer requires to enable it to run the STAR software. They include such things as the printer functions, the Access database functions and the like. These must be installed on EVERY computer which runs the STAR package, even if it is accessed across a network. The system files are a small subset of the system files installed to run MUSAC software.

If you do require to install the system files then you should ensure that no other programs are running when you do the installation.

If your school has installed the MUSAC system files then there is no need to run the

full install. The second installation process (below) is sufficient.

Over two hundred schools are currently running the software and a small number of these have experienced difficulties installing the system files. In all cases (but one) it has been possible to proceed by separately installing three particular system files. The three files concerned are also on the CD, in a separate directory named (strangely enough) '\system files'. This directory also contains a small 'read me text file which contains the following instructions for the manual installation of the system files.

"Please find here three files which have occasionally caused installation problems when installing the STAR software package. They are part of the system files which need to be installed on each terminal accessing the program. If you do not have sufficient rights (Administrator rights) during the installation of the system files then these three may well not be installed correctly.

The three files are :

CPWCTL32.OCX

COMPPL32.DLL

COMPPL32.LIB

All three should be copied in to your \windows\system32 directory.

Once there the two renamed files should be registered on your computer. To do this, click on the Start button and select 'Run' then type e.g.

`regsvr32 cpwctl32.ocx`

and press OK This will register the first of the two.

Repeat the process for the other : `regsvr32 comppl32.dll`"

We have come across one machine which has caused a lot of trouble during attempts to get the package up and running. It is a 64-bit Windows Vista laptop which seems to have a degree of protection designed to thwart even the most simple installation process. We have managed to get the program up and running, but only after rewriting a section of it which used a 32-bit section of code, which the Vista environment was completely unable to handle.

Networking

Should you wish to install the package on a network (for which it is ideally suited) then simply install the package (without system files – see section 2 below) on the file server, and create a shortcut to the program on each of the terminals wishing to access the package. Each terminal WILL require the system files, so you will need to use this installation processes on each terminal – and then remove the \star directory and all of its contents on each terminal. (At present this is the simplest way of getting the necessary system files installed).

2. The installation of just the STAR program

This process installs just the program itself and a few support files. No system files are involved. These need only be installed once – on your computer or, in the case of network use, on the fileserver.

3. The manual

The manual is supplied as a word document on the CD. It is also supplied as an on-line help file and this is included in both of the installation processes above as well as being found separately in the \manual directory on the CD.

Installation

Insert the CDRom into your computer and close the CDRom drive door. The installation menu should automatically appear after a few seconds. If it does NOT appear then use Windows Explorer to find your CDRom drive and on it find the program STARINSTALL.EXE. Run this program by double clicking on it. The installation menu should appear.

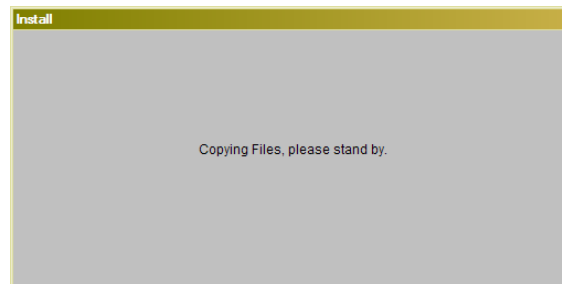


On this screen you will see the three buttons corresponding to the three processes described above.

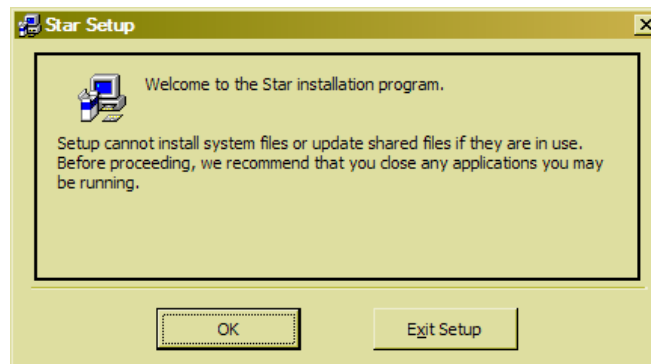
Click on the button on the left which you require for your installation.

Install STAR and system files.

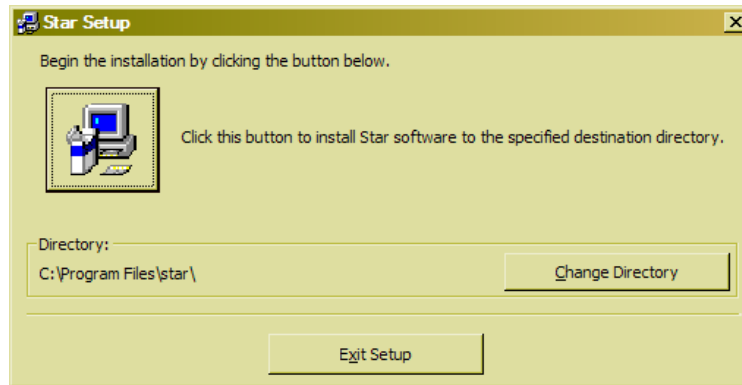
The first screen shown will appear, ...



...followed shortly by the welcome screen, also shown below. As suggested above, you should have closed down other programs prior to beginning this installation. The welcome screen reminds you of this.

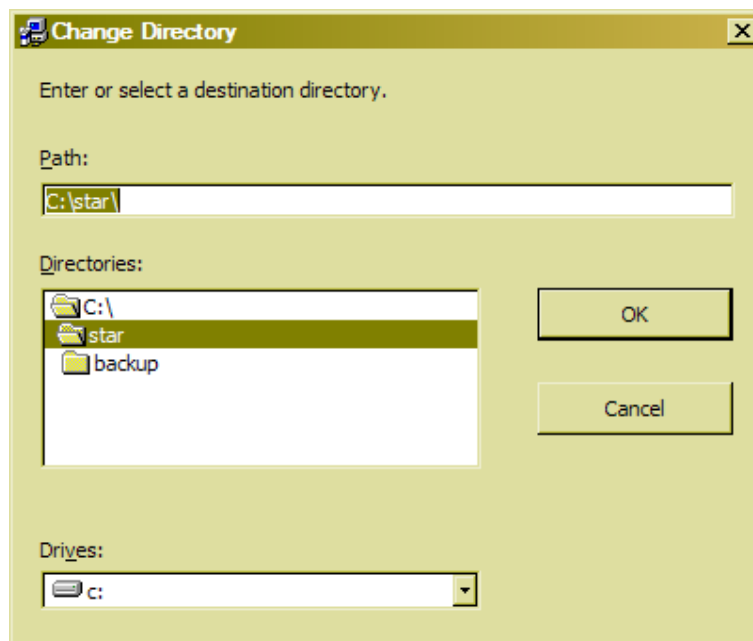


Once you click "OK" to proceed, the first step is to identify the directory into which you wish to install the STAR package. The suggested directory is, strangely enough, "\\star". The installation screen below is offering a sensible alternative, that is, to install into a star directory under the \\Program files directory.



If you are happy with this then proceed to click on the large button with a picture on it – to begin the installation itself.

If you wish to select a different directory then click on the 'Change directory' button. This will lead you to the following screen.

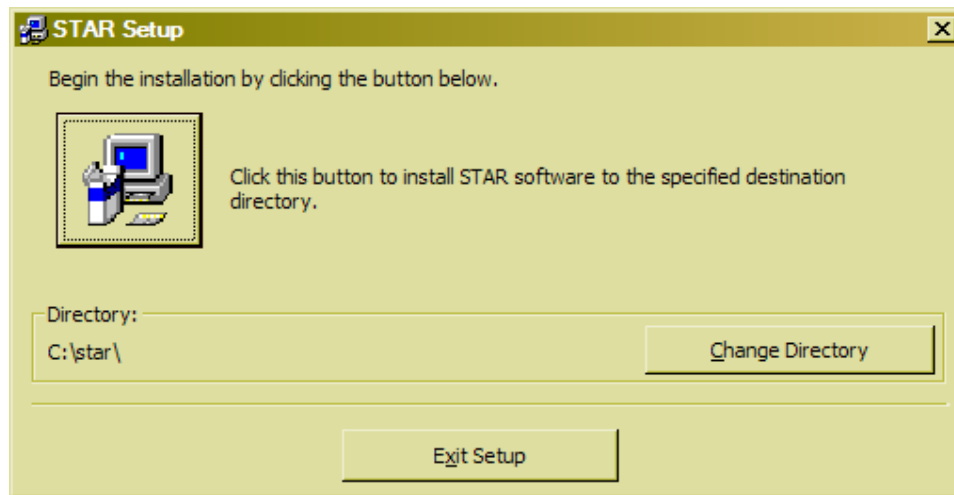


Navigate to the directory into which you wish to have the \star directory created.

If you have previously installed STAR then you should select the existing \star directory as your installation choice. Do NOT install in another star directory as multiple installations can lead to multiple frustrations!

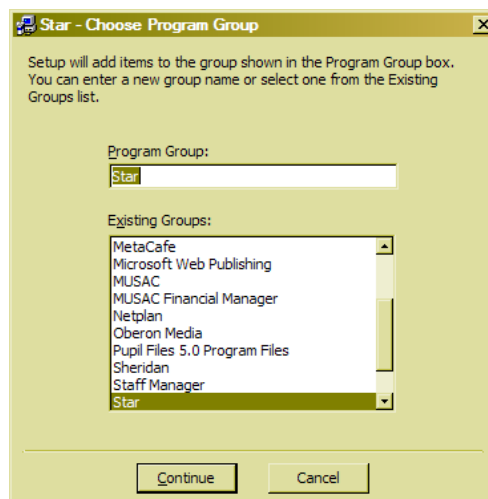
Once you have made your choice of directory, click on the 'OK' button and you will

arrive, once again, at the following screen.

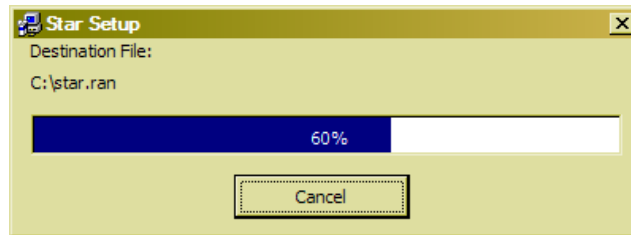


This time you will be ready to click on the large button with an icon, to commence the actual installation.

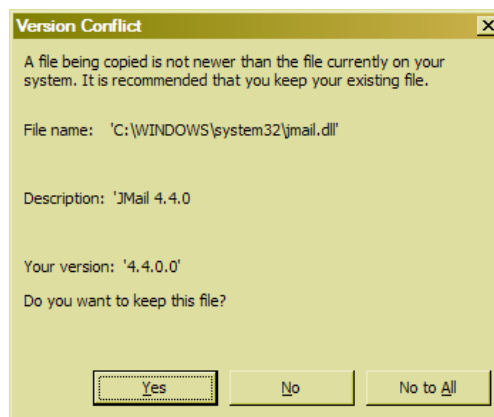
Prior to this occurring, you will be asked to nominate a group, as shown below. The choice of 'Star' seems appropriate.



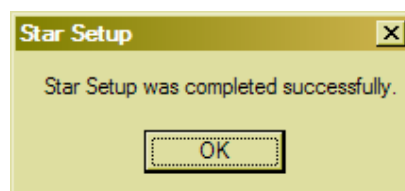
Continuing, the installation progress will be displayed.



During the installation of the system files, a check is made to ensure that the version being installed is NOT earlier than an existing version previously installed by the installation of another package on your computer. Should this occur then a screen such as that shown below will be displayed.



The correct replay to this screen is to click on the 'Yes' button – to KEEP the existing later version.



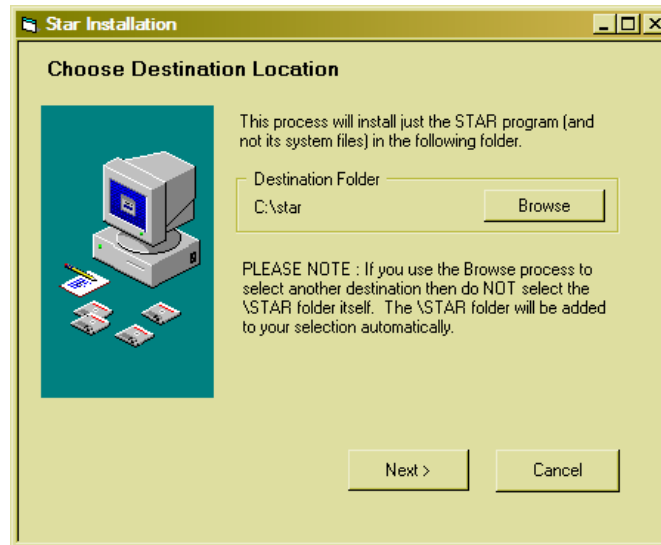
Once the process has been completed, you will receive the following message.

Please note the description of and solution to the difficulty experienced during installation in a small number of schools, described earlier in this chapter, page 1-3.

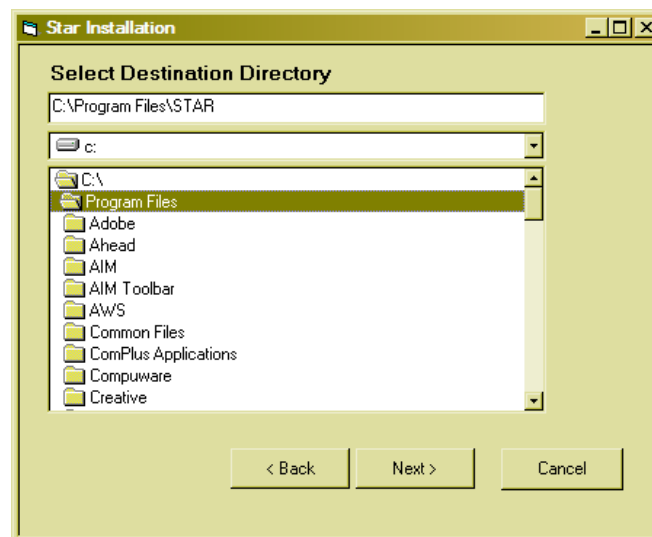
Install just STAR

If you have already installed the MUSAC system files on to your computer (remember that they must be installed on to every terminal which accesses STAR) then this is the process for you.

This first screen offers the default installation directory – the \star directory off the root directory of your current machine, as shown below.

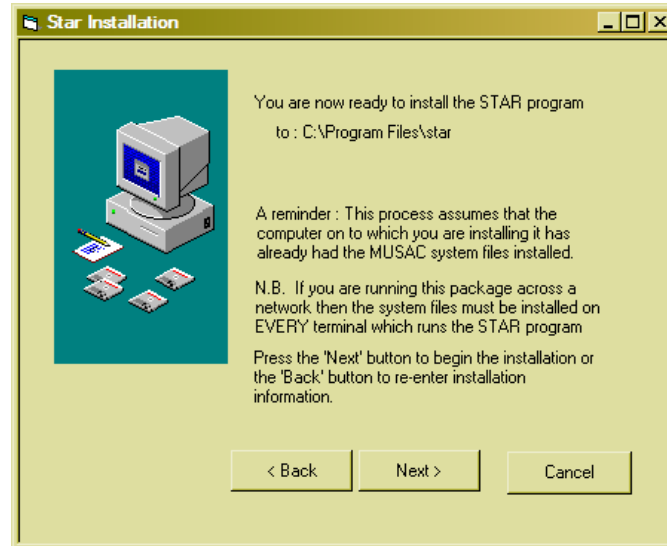


Should you wish to install into a different location then click on the 'Browse' button. This will lead you to the following screen, via which you can navigate to your desired destination.

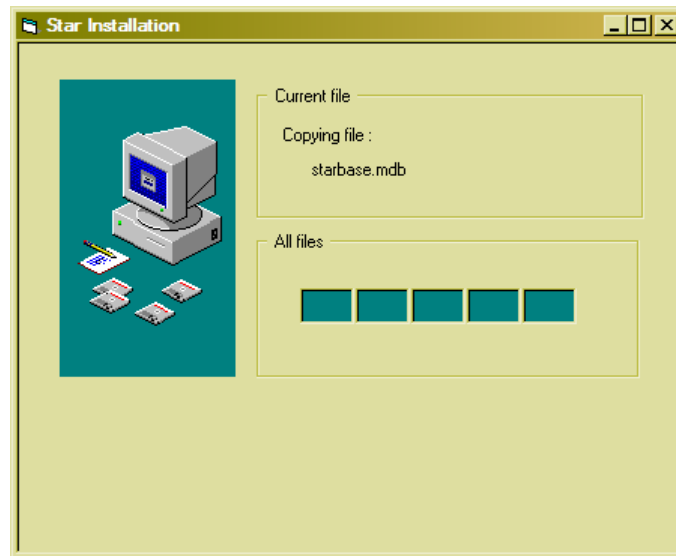


Once again, do NOT navigate to an existing \star directory. Instead, navigate to the directory one level higher. If you keep an eye on the display at the top of the screen (above) you will see that the \star directory has been added to your choice automatically.

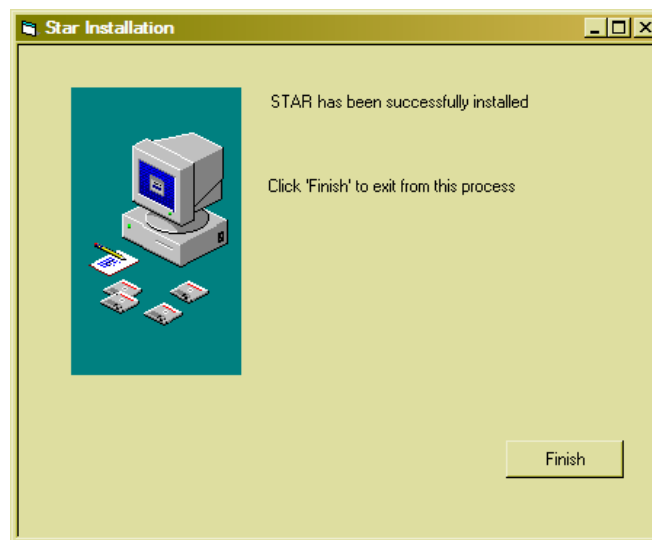
Once you are satisfied, click 'Next' and you will arrive at the final confirmation screen, shown below.



Click the 'Next' button to commence the installation – which simply involves the copying of a few files from the CD to the \star directory (which will be automatically created if necessary) off the nominated directory. The progress screen below will let you know what is being copied.



Once the process is complete, the following screen will be displayed, and your task here is done!



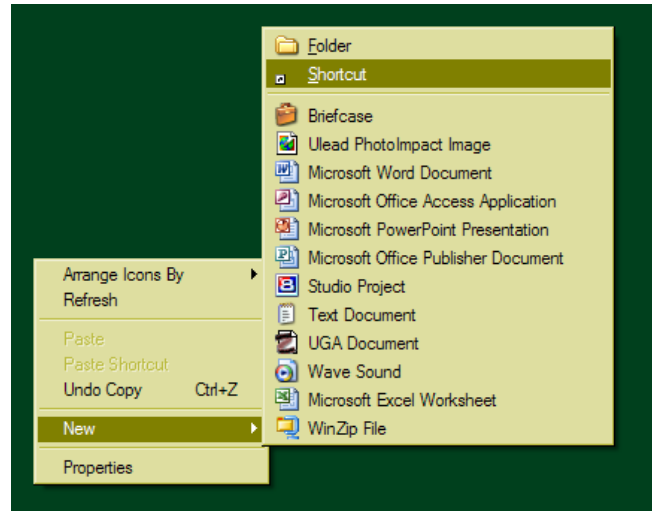
The manual

The STAR Course Management manual is included on the CD in the form of a Microsoft Word document. Clicking on the third button will cause the manual to be loaded into Microsoft Word.

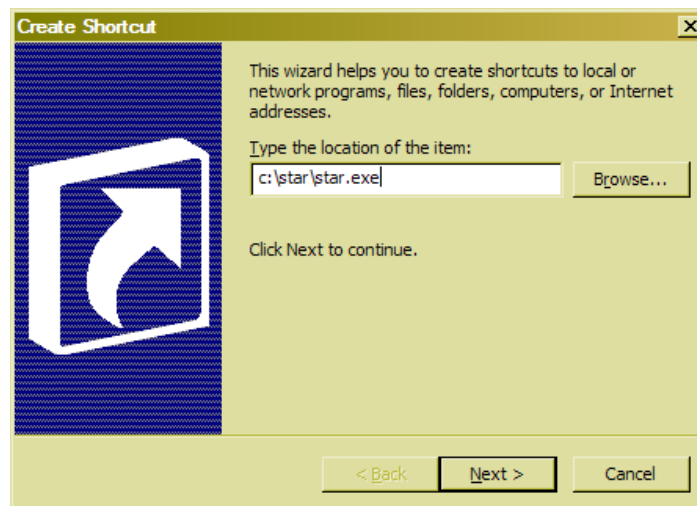
Running the program

STAR consists of one application file called star.exe and this is found in your \star directory.

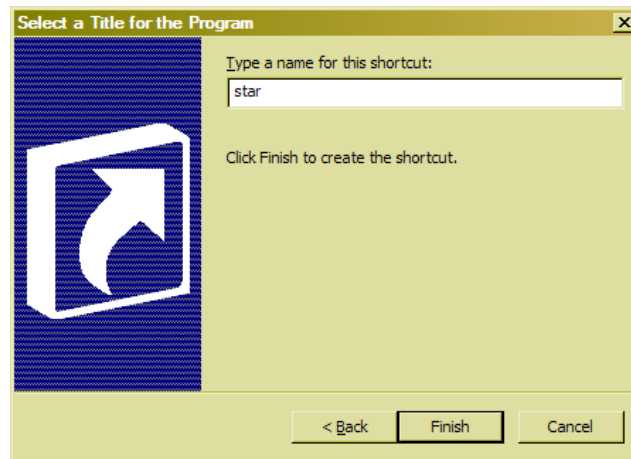
You will probably wish to create a shortcut to this program and to have this shortcut on your desktop. To do this, right click with your mouse on the desk top....



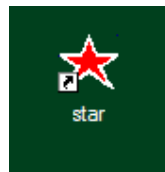
Select 'New' followed by 'Shortcut', as shown above. The following dialogue (or one like it, depending on the version of Windows which you are running) will appear. Either 'Browse' to identify the location of star.exe or type it in if you know it. Then click 'Next'



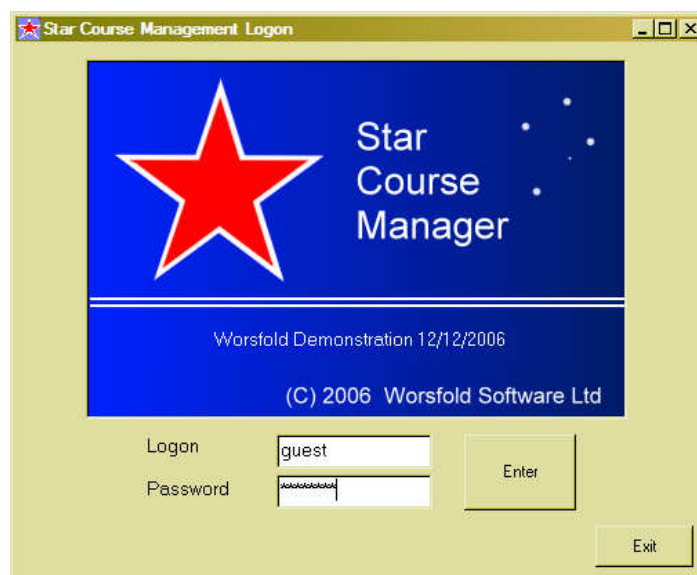
The second step will appear....



... displaying the screen name 'star.exe'. You might wish to change this to e.g. 'star'. When you have finished, click 'Finish' and your new shortcut will appear.

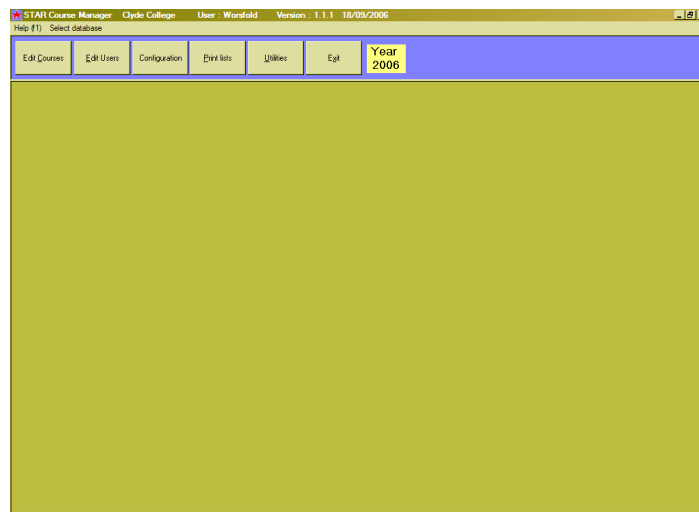


Now, to access the program you simply have to double click on the shortcut. Doing so will lead you to the opening ('Splash') screen for the package.



Initially, you should enter using the entry code : **guest** and password : **worsfold**
Later on, you will set you own entry or entries up and may wish to change the password for 'guest' so that others cannot enter uninvited.

Once you have successfully logged on you will arrive at the main package screen, from whence all other processes occur.



Once in the program, follow these steps to get up and running.

- 1. Click on the HELP menu to access the help screens.**
- 2. Use the 'Edit Users' button to enter yourself, and any others as users - allocating the correct package rights to each.**
- 4. Enter your courses**
- 5. Attach your students to their courses**
- 6. Print course lists and various other analyses.**

Licensing

The program is licensed to a school on an annual basis. The initial license is recognised by a small file named 'starreg.lic'. This is a registration file which contains your school name. It is emailed to you at the time when your order for the package is mailed to you.

If you have NOT copied your license file into your \star directory then the program

will run perfectly but you will be unable to send printouts to your printer. Any data you enter will be held perfectly safely in the database and will NOT be lost when you DO put your license file into place.

The email which is sent out with the license file is reproduced below.

"Star Order confirmation and registration

Greetings from Worsfold Software Ltd

You have recently ordered the Star Course Management package and this has been put in the post to you.

Please find attached a small registration file. This file is not intended to be opened. It is simply an encrypted registration file.

Once you have installed the package, copy this file to your new \star directory. This will indicate to the program that the package has been registered for your school for 2008.

If there is no file attached then please contact me, either by email at the above address, or by phone on 03 449 2094.

If you have any questions or comments or suggestions concerning the package please do not hesitate to contact me."

Please note that, as described in the email, the small file attachment is NOT intended to be 'opened', but simply copied or 'saved as' into your \star directory. If, in spite of these instructions, you did attempt to open the file, and immediately emailed me to let me know that it would not open, then you are not alone!

Subsequent licensing

After your first year of use of the package, an invoice will be sent to you for the annual license fee (currently \$85.00 + GST for 2008). On receipt of the payment, a school-specific password will be sent to you, which you can use to license the package for the new year. License invoices are not posted until April and you have at least two further months before you will start being asked for a password.

This concludes the installation process. If you have any questions please either :

call Worsfold Software PH 03 449 2094

or e-mail to randcbutler@paradise.net.nz

Chapter 2

Setting up

What's in this chapter?	Page
2.1 Overview	2.1
2.2 Edit Users	2.2
2.3 Configuration (Defaults and Income budgets)	2.4

2.1 Overview

There are two processes involved in the initial setting up of the package. These are :

Users

You must specify the names and passwords of those people whom you wish to allow access to the package.

Configuration

There is a number of details which need to be specified in order to make the package work in your school. These include :

- An optional link to MUSAC's Classroom Manager
- Your school's MOE number
- Your wishes re display of unit standards
- The four terms' income budgets for the year
- The entry of financial details of overhead (non-course specific) costs

Later, once courses have been specified, you can also nominate individual course income budgets through this area.

The two areas are accessed via the second and third buttons on the main screen.

Let's take these in the order listed above.

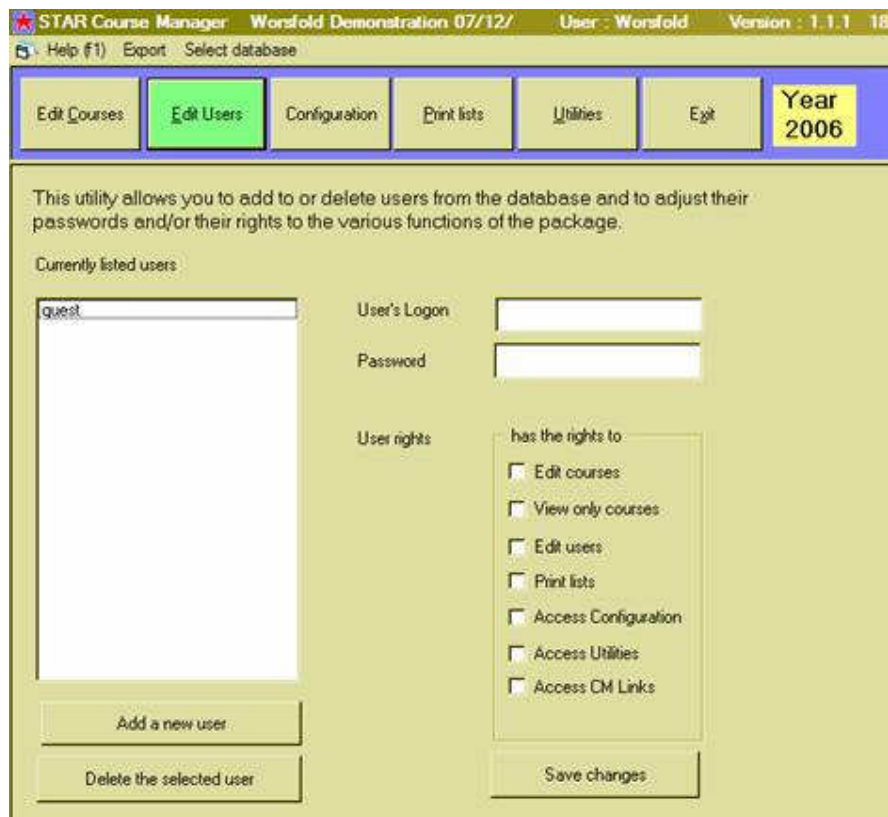
2.2 Editing Users

The first thing that you should do, having entered the package for the first time, is to register yourself as a user, so that, in future, you can log on as yourself and have your own personal settings recognised.

Click on the 'Edit Users' button at the top of the main screen.



It will turn green and the User data entry screen will appear.

The screenshot shows the 'STAR Course Manager' application window. The title bar includes 'Worsfold Demonstration 07/12/' and 'User: Worsfold'. The menu bar has 'Help (F1)', 'Export', and 'Select database'. A toolbar at the top contains buttons for 'Edit Courses', 'Edit Users' (highlighted in green), 'Configuration', 'Print lists', 'Utilities', and 'Exit'. A 'Year 2006' button is also present. The main area contains a text box with the instruction: 'This utility allows you to add to or delete users from the database and to adjust their passwords and/or their rights to the various functions of the package.' Below this is a section titled 'Currently listed users' with a list box containing 'quest'. To the right are input fields for 'User's Logon' and 'Password', and a 'User rights' section with a list of checkboxes: 'Edit courses', 'View only courses', 'Edit users', 'Print lists', 'Access Configuration', 'Access Utilities', and 'Access CM Links'. At the bottom are buttons for 'Add a new user', 'Delete the selected user', and 'Save changes'.

Initially, only the user 'guest' will be listed. Click 'Add a new user', followed by the entry you wish to type when you log on, followed by the password which you wish to use to access STAR.

A word or two concerning passwords : Books have been written concerning passwords. Your password should be a simple code which you will easily remember but that no-one else, knowing you, might be able to guess. Many folk use their mother's maiden name. Names of your children, your pets, your middle name, your wedding anniversary, your birthday etc are the first choice of those wishing to guess your password. Your choice should also involve both ends of the keyboard so that anyone watching cannot follow the movement of your hands.

Once you have these two details entered.....



The screenshot shows a web-based form for configuring a user. It has a light green background. At the top left, there are two labels: 'User's Logon' and 'Password'. To the right of 'User's Logon' is a text input field containing the name 'Rory'. To the right of 'Password' is a text input field filled with asterisks. Below these is a section labeled 'User rights'. To the right of this label is a box titled 'has the rights to' which contains a list of permissions, each with a checkbox. The permissions are: 'Edit courses' (checked), 'View only courses' (unchecked), 'Edit users' (checked), 'Print lists' (checked), 'Access Configuration' (checked), 'Access Utilities' (checked), and 'Access CM Links' (checked). At the bottom of the form is a red button with the text 'Save changes'.

Label	Value
User's Logon	Rory
Password	XXXXXXXXXX

User rights	has the rights to
	<input checked="" type="checkbox"/> Edit courses
	<input type="checkbox"/> View only courses
	<input checked="" type="checkbox"/> Edit users
	<input checked="" type="checkbox"/> Print lists
	<input checked="" type="checkbox"/> Access Configuration
	<input checked="" type="checkbox"/> Access Utilities
	<input checked="" type="checkbox"/> Access CM Links

Save changes

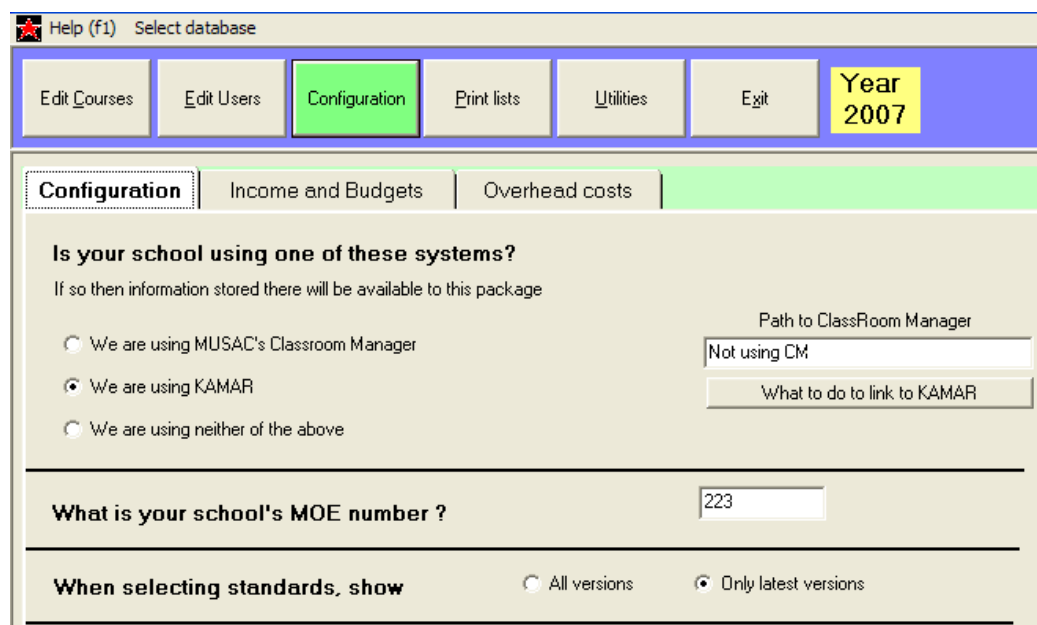
.. choose those access rights which you wish to allocate to yourself.

Once you have made your selection, click the red 'Save changes' button and your new user will be added to the list.

At this stage you might like to exit from the package and sign on as yourself. Please remember to change the password for user : 'guest' to something other than 'worsfold'.

2.3 Configuration

The second area to visit in preparing your package for use is the 'Configuration' area. Click on the 'Configuration' button at the top of the main screen and the following screen will appear.



This screen has three tabs – located at the top of the lower half of the screen. The first is labelled 'Configuration' and leads to the screen shown above. This area can be used to specify three details.

1. Configuration

a. Is your school using one of these systems?

The package is designed to work well regardless of whether or not you are using a Student Management System. Currently there are two systems which support this STAR package.

i) If your school is using MUSAC's Classroom Manager then you will not have to type in students' names as these will be retrieved from that package. Also, as you link a course to an option class (or classes), each of the unit standards taken by members of that class (or classes) will be automatically added to the course. Finally, when you do attach the students to the course (a process which happens automatically at the click of a button) then all of the students' results will also be imported into the Star database.

To link to Classroom Manager you must specify the path (directory structure) where the cm database is to be found.

To do this, click in the white data-entry area under the heading 'Path to ClassRoom Manager'. (You may notice the use of a capital R in the middle of 'ClassRoom'. This was an idiosyncratic move taken at the early stages in the design of that package.) The following small window will appear.

If you have arrived here unintentionally then click on the 'Not using CM' button and the link will not be created. Otherwise, use the listing to navigate to where your school's CM database is stored. Note : You should double-click to select a setting. This will cause subdirectories to be displayed. A possible final display might look like:





Once the correct path is shown where the arrow above is pointing, click on the button labelled 'That's it' to have your information stored.

Please note that the package does NOT support UNC path names. (These are network locations which appear as e.g. '\\zeus\Apps\star' – starting with a double back-slash. Please have you IT expert 'map the drive' so that you may select it e.g. 'm:\apps\star'.

ii) KAMAR also provides the ability to link to STAR. KAMAR provides an export facility which generates a file of student information. The title of this file is 'worsfold.csv' and you should generate it and copy to your \star directory. If this file is found (and you have indicated on the screen above that you are linking to KAMAR – by clicking in the second option button on the left) then, when you go to attach students to courses those found in the KAMAR export file will be listed for you.

This process does also allow you to connect a course to one or more option classes, but the package is unable to either recognise attached unit standards or to retrieve students' unit standards results.

iii) If your school is using neither MUSAC not Kamar than indicate this by clicking on the third option – 'using neither'.

b. What is your school's MOE number.

Enter the correct number, without any leading zeroes, as shown below.

What is your school's MOE number ?

225

c. When selecting standards

You have the choice of displaying either all unit standards or just the latest version of each. This process will be covered in detail in the following chapter. In the meantime, make your initial choice here. You can always change your mind and revisit this screen later. There are currently some 48500 plus unit standards on file and the fewer you have to hunt through the better. (Mind you, there is, of course, a fast way to enter a standard without having to load them all....)

Make your selection as shown below.

When selecting standards, show

☒ All versions

☐ Only latest versions

2. Income and budgets

The second tab is labelled 'Income and budgets'. Click on this tab and the following screen will be displayed.

The left hand side of the screen is used to display income details and the right hand side lists your courses and their budgeted expenditures.

Enter details of your annual income for 2007				Course budgets for 2007		
Please note that budgets are NET of G.S.T.						
Income carried forward from 2006	7936.00	Confirmed ?		Code	Title	Budget
First installment (confirmed)	21528.79	<input checked="" type="checkbox"/>		AgNZ	Agriculture	16500.00
Second installment (confirmed)	21528.79	<input checked="" type="checkbox"/>		ANIM	Animal Care	18370.20
Third installment (confirmed)	21528.79	<input checked="" type="checkbox"/>		ANBR	Animal Care - Birds/R	321.78
Fourth installment (confirmed)	21528.79	<input checked="" type="checkbox"/>		ATV	ATV Course	250.00
Total income available for 2007	94051.16			AUTO	Automotive	0.00
Total allocated	79577.71			AVIAT	Aviation	413.33
Contingencies <small>What's this?</small>	0.00			BART	Bartenders Certificate	4000.00
Total unallocated	14473.45			BARI	Barista	711.11
Wish list (possible future expenditure)				CARP	Carpentry	142.22
				LIFEC	Early Childhood Educa	6050.00
				ECE	Early Childhood Educ	2700.00
				Eng	Engineering	125.00
				EN12	Enterprise12	2910.72
				EN13	Enterprise13	596.11
				EQUI	Equine	840.93
				1AID	First Aid	1644.45
				FORK	Forklift Licence	80.00
				FURNI	Furniture Making	168.29
				T&T	Introduction to Travel	650.00
				LIFCM	Life Skills Car Mainte	471.00
				LIFDR	Life Skills Drive Plan	700.00
				LIF1S	Life Skills First Aid	1600.00
				LIFS	Life Skills SAFE	5386.67
				LIFSS	Life Skills Study and S	0.00
				LIFT	LifeSkills Tourism	103.00
						2250.00

Initially, of course, there is no data displayed. The above display is from a school at the end of the year.

On the left hand side of the screen you should enter the five amounts : the amount 'carried forward' from the previous year and the four anticipated term income figures. As each term's amount is received you will have to revisit this screen to ensure that the amount entered is correct, and to click on the check box alongside to confirm that you have done so.

In the screen above you can see that \$7963 has been carried forward as a surplus from the previous year and that the instalments for each of the four terms has been entered and confirmed.

The total income is automatically calculated and displayed, followed by any such amount which you have 'set aside' for contingencies – unanticipated expenditures. The 'Total unallocated' indicates how much of the total income (less contingencies) has NOT YET been allocated to courses or overheads.

After you have entered your courses (as explained in the next chapter) return to this screen and allocate budgets to each course and to overheads.

3. Overheads

Overheads are expenditures which do not relate to specific courses – e.g. the cost of this software, or the cost of attending a STAR Coordinators' training course. The third tab leads you to the following screen via which you may record details of overhead expenditures – both budgeted and actual expenditure.

Configuration		Income and Budgets		Overhead costs	
Non-course-specific expenditure (Overheads)					
Please remember that all costs are NET of G.S.T.					
Funding details	Budgeted funding	19500.00	Total allocated : \$17840.00		Balance unallocated : \$1660.00
	Budget	Cost	Details * = Not required for MoE returns		
Administration costs	900.00	1041.18	* Misc Admin, Stationary etc- \$690.55 Photo copying - \$351.25		
Staffing costs (school)	8000.00	7750.00	10 hours per week at \$25.00		
Staffing support					
Course costs	100.00		*		
Materials costs	240.00	300.00	Electrical set up costs and material for new comps.		
Travel costs	100.00	136.40	* Travel Reimbursement		
Capital equipment	6000.00	7012.95	Computers for STAR Courses		
Other costs	2500.00	3190.09	CATE Fees, Conference Cost (PD) Conference air travel , Conference accomodation		
Total STAR non-course-specific expenditure		19430.62			
Surplus to be rolled over to next year		69.38			
Surplus percentage		.36			

The above example shows that a budget of \$19500 has been allocated to overheads and that, by the end of the year, a total of \$19430 has actually been spent, leaving a small surplus to be carried forward to the new year.

Note that only \$17840 of the total budget has actually been allocated to cost centres.

Chapter 3

Courses

What's in this chapter?	Page
3.1 Overview	3.1
3.2 Setting up a course	3.2
3.3 Attaching students to a course	3.10
3.4 Entering students' results for an assessment	3.15
3.5 Financial details of courses	3.15

3.1 Overview

This section of the package is the core component wherein the courses are defined, students attached and results entered.

The main screen for the process is as shown below. At the left hand side of the screen is a list area where previously defined courses will appear. Below that are four buttons used to manage a particular course and to view the students attached.

The top half of the right hand side of the screen contains the course-specific details.

Below that are three tabs used to specify :

- Attached unit standards
- Attached other outcomes (e.g. certificates)
- The course's financial details (costs)

Courses

Course ID	Course title
AgNZ	Agriculture
LIF1S	Life Skills First Aid
FURNI	Furniture Making
AVIAT	Aviation
LIFDR	Life Skills Drive Plan
LIFEC	Early Childhood Education
LIFT	LifeSkills Tourism
LIFCM	Life Skills Car Maintenance
RETAI	Retail
TEREO	Te Reo Maori
ECE	Early Childhood Education
1AID	First Aid
T&T	Introduction to Travel and Touris
EQUI	Equine
BARI	Barista
MPA 11	Maori Performing Arts 11
OED13	Outdoor Education
BART	Barenders Certificate
EN12	Enterprise12

Course title: Life Skills Car Maintenance

Course ID: LIFCM

Type: ☒ Current ☐ Cancelled

Start date: 10/09/2007

End date: 16/11/2007

Hours: 28 Class(es):

Comment:

Received students' results: ☒
 Received attendance record: ☐
 Received certificate: ☐
 Entered students' results: ☒
 Invoice received: ☐

Attached standards | Other outcomes | Financial details

Attached standards
 Right-click title to delete

Either enter the code or : Select standards

U/S No.	Ver.	Lev.	Creds	Standard title	Provider name
17458	4	2	2	Demonstrate knowledge of	Havelock North High S
20969	2	1	2	Demonstrate procedures w	Havelock North High S

Add a new course | Save changes | Delete selected course | View students (17)

3.2 Setting up a course

To add a course click on the first of the four buttons – the 'Add a new course'. This will clear out the display of any previous course details, leaving the screen ready for you to enter :

a) The title of your course.

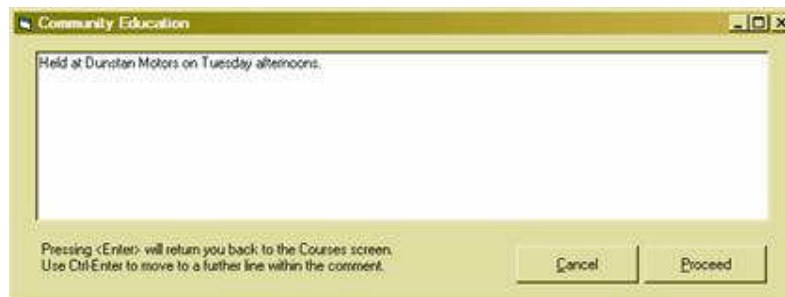
Keep the titles as reasonably short as possible. Excessively long titles could cause difficulties in generating lists as they would have to wrap onto a second line and this can affect the beauty of a list. You can have more than one course with the same title but this can naturally lead to confusion. For example, you might have a particular one-term course which runs four times during the year. While the four can and must be distinguished via their course code, it could also be useful to include a term number in their title. E.g. 'First Aid (Tm1)', 'First Aid (Tm2)' etc. This is over to you though – two or more courses MAY share the same title. The maximum length of a course title is 50 characters.

b) The course code

Each course must have a distinct code of up to 9 alpha-numeric characters. This is used for easy recognition and to attach students to courses. Make sure that your codes do make it possible to identify particular courses. Try to avoid using a simple numeric code (e.g. 6125) and, instead, use something more indicative of the course

name (e.g. FA1 or FAid1).

- c) Is the course 'Current' or has it been 'Cancelled' ?
- d) Enter the start date of the course in the format dd/mm/yyyy. The program has been taught to accept an entry such as 3/4/6 and will change this to 03/04/2006 for you.
- e) Enter the end date of the course.
- f) Enter the total number of hours which the course occupies.
- g) Enter any comment which you wish to record concerning the course. This might well be a reminder to yourself of some detail concerning the course. When you click in the comment area to enter a comment a window will appear providing a somewhat larger entry area, as shown below.



On the right hand side of this area are five tick boxes, which you may use to record the facts that certain events relating to the course have, in fact, occurred during the year. You can, later on, print out a list of courses showing the contents of their tick boxes. This gives you an immediate picture of 'where you are up to'.

Class(es)

Just below the five tick boxes is a field titled 'Clas(es)'. This is used to link the course to one or more option classes. This field will not be visible unless you have indicated that you are using either MUSAC or Kamar as your Student Management System. If you DO link to a class then, if you are using MUSAC, then any unit standards taken by the option class (as found in the subject markbook) will be automatically added and displayed below. Later, when connecting to students (for either MUSAC or Kamar) all of the students in the option class will automatically be added to this course. In addition, if you are using MUSAC, then any result they have for unit standards will also be automatically loaded and displayed.

Further details of the process are provided below.

Next we move to the assessments involved in the course. These are entered via the first two tabs below the course details area. Courses may involve unit standards and/or other outcomes such as certificates. For the purpose of illustration in this manual we shall enter three courses, one of which involves unit standards, one a certificate and one which involves both unit standards and a certificate.

Course 1 Automotive Engineering

First, add the course details, as shown below.

Course title	Automotive Engineering		
Course ID	AE001	Received students' results	<input type="checkbox"/>
Type	<input checked="" type="radio"/> Current <input type="radio"/> Cancelled	Received attendance record	<input type="checkbox"/>
Start date	03/04/2006	Received certificate	<input type="checkbox"/>
End date	05/07/2006	Entered students' results	<input type="checkbox"/>
Hours	24	Invoice received	<input type="checkbox"/>
	Class(es)		
Comment	Held at Dunstan Motors on Tuesday afternoons.		

We'll deal with the linking to classes later. The following description applies if you are NOT using MUSAC.

This course involves four unit standards, numbers 233, 236, 238 and 240

The simplest way to specify the standards is to type their number and version directly on to the table. Once both of these have been specified, the program will fetch most of the rest of the information from the file of attached standards. (for the IT interested : the package comes with two files of standards. The first is a sequential file of all unit standards used to populate the list of standards – as discussed below. The second is a random access file of the same information used for fast access to retrieve information relating to a known standard.)

If you are not sure of the standard number and version then you'll have to resort to selecting the standard from the displayed list.

Let's assume that you know that the first standard is number 233 version 8 but that you are not sure of the version numbers of the other three, 236, 238 and 240. Type in 233 and 8 into the grid as shown....

Code	Ver.	Lev.	Creds	Title	Provider name
233	8				

..., and press <Enter>, and the rest of the information will be retrieved.

However, before the information is displayed the program will open another window asking you to select the provider of the standard. The window for this is shown below.

Provider	Code	Loc.
----------	------	------

Initially there are no providers listed, so click on the button at the bottom of the screen to 'Add or edit the list of providers'. The following screen will appear.

Provider	Code	Loc.
----------	------	------

Provider name

Provider number (e.g. 225)

Location code (e.g. 5)

Note that location numbers are required for providers of unit standards

Delete this provider Add a new provider Save changes Close

Add a new provider by entering their details on the right hand side of the screen. (I'm assuming for this manual that our local garage here in Clyde is a registered provider...)

Provider	Code	Loc.
Dunstan Motors Ltd	2346	3

Provider name

Provider number (e.g. 225)

Location code (e.g. 5)

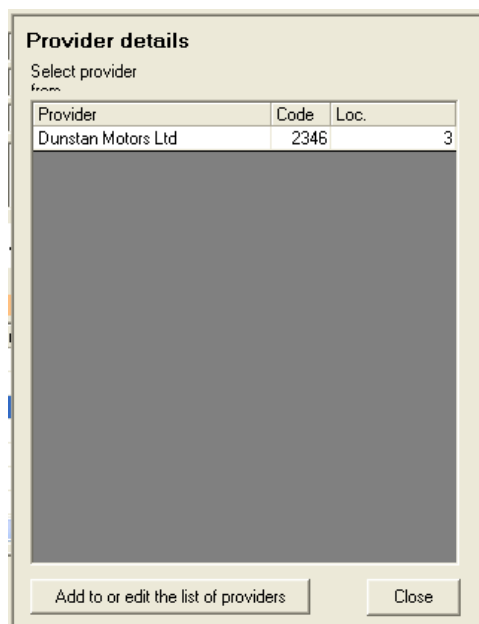
Note that location numbers are required for providers of unit standards

Delete this provider Add a new provider Save changes Close

If you do not know the provider number or the location number then these should be obtainable from your NZQA Coordinator, from the NZQA website (where it is not altogether a simple matter to find the information), or by phoning the provider directly. Enter the information on to the right hand side of the screen and click 'Save changes'. Now the new entry will appear on the list on the left hand side of the screen, as shown above.

You can return to edit the information, to delete the provider, or to add further new providers at any stage.

Once you have finished, click 'Close' and you will return to the previous screen, where the new provider will be listed.

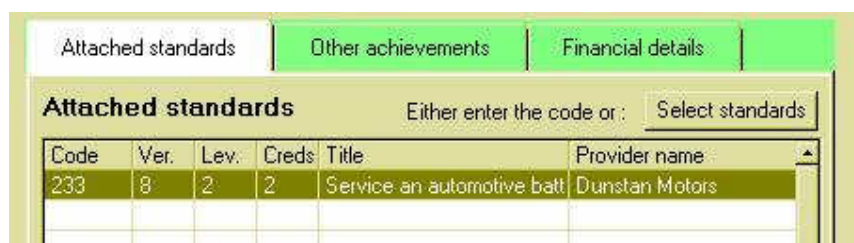


The 'Provider details' dialog box contains a table with the following data:

Provider	Code	Loc.
Dunstan Motors Ltd	2346	3

Below the table is a large grey rectangular area. At the bottom of the dialog are two buttons: 'Add to or edit the list of providers' and 'Close'.

Select the provider from this list and all of the information will be displayed back on the course screen as shown below.



The course screen has three tabs: 'Attached standards' (selected), 'Other achievements', and 'Financial details'. Below the tabs is a section titled 'Attached standards' with a sub-header 'Either enter the code or: Select standards'. Below this is a table with the following data:

Code	Ver.	Lev.	Creds	Title	Provider name
233	8	2	2	Service an automotive batt	Dunstan Motors

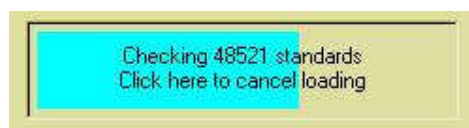
You can use the horizontal slide to see that the rest of the information is also displayed :

Provider name	Prov. cod	Loc	Domain
Dunstan Motors	6648	3	Automotive Electrical and Electronic

Next we'll turn our attention to the other three standards, the versions of which we are not sure. Click on the button on the top right hand corner of the grid labelled 'Display standards'. The left hand side of the screen will be replaced by a list of standards. The program does have to scan through over 48000 of them so it may take some time. It will be considerably faster if you have elected to only display the latest version of each standard.

(From time to time the NZQA release an updated file of standards. Each time this happens, a new file will be prepared for the STAR package, along with its random access version, and both will be made available via the Worsfold Software website.)

The process of loading the standards is as shown below....



.. and the resulting list :

Code	Ver	Title
1	4	Prepare and sow outdoor tree
4	4	Maintain hand tools and servi
12	4	Handle wire
14	4	Demonstrate knowledge of sc
15	4	Demonstrate knowledge of cr
16	4	Demonstrate knowledge of p
18	4	Demonstrate understanding o
19	4	Make minor repairs of horticult
21	4	Maintain agricultural and hort
27	4	Cultivate by tractor mounted i
30	4	Demonstrate knowledge of ag
31	4	Lay and maintain agricultural i
33	4	Explain properties of soil
34	4	Demonstrate knowledge of th
35	4	Demonstrate knowledge of fe
36	4	Select fencing materials
37	4	Install fencing wire
38	4	Install posts and batters for fe
39	4	Install fence netting
41	4	Install wooden horizontal and
42	4	Construct and install rails and
43	5	Maintain a chainsaw
44	4	Establish and maintain natural
50	4	Prepare seedbeds and sow cr
56	5	Attend to customer enquiries f
57	5	Provide customer service in a

Provider name	Prov. cod	Loc	Domain
Dunstan Motors	6648	3	Automotive Electrical and Electronic

Scroll down the list to find our numbers 236, 238 and 240, and, by holding down the Control key, multi-select the three of them, as shown below.

232	7	Test an automotive electrical
233	8	Service an automotive battery,
234	8	Describe automotive starting &
235	8	Describe automotive ignition s
236	7	Service automotive cooling sy
237	7	Describe automotive brake, sl
238	7	Remove and replace wheels .
239	8	Demonstrate knowledge of au
240	8	Demonstrate knowledge of pe
241	7	Describe the operation of a di
242	7	Change the fluid and bleed a
243	8	Carry out basic tuning on a fo
244	8	Disassemble and reassemble

If you hover over a standard then its title will be displayed in full as a 'tooltip', as shown :

235	8	Describe automotive ignition s	Provider name:	Prov. cod	Loc
236	7	Service automotive cooling sy	Dunstan Motors:	6648	3
237	7	Describe automotive brake, sl			
238	7	Remove and replace wheels .			
239	8	Demonstrate knowledge of au			
240	8	Remove and replace wheels and types and balance wheels			
241	7	Describe the operation of a di			

Once you have selected the standards, click the button at the bottom labelled 'Add selected standards'. A message will appear ...



... reminding you to add the information relating to the provider.

The three new standards will have been added to the grid, as shown below.

Code	Ver.	Lev.	Creds	Title	Provider name
233	8	2	2	Service an automotive batt	Dunstan Motors
236	7	2	4	Service automotive cooling	
238	7	2	2	Remove and replace whee	
240	8	2	3	Demonstrate knowledge of	

Click in the 'Provider name' column to have the small window explained above displayed, and enter the relevant information. You will only have to do this once, and the information entered will be filled in for all remaining standards, as shown below.

Code	Ver.	Lev.	Creds	Title	Provider name
233	8	2	2	Service an automotive batt	Dunstan Motors
236	7	2	4	Service automotive cooling	Dunstan Motors
238	7	2	2	Remove and replace whee	Dunstan Motors
240	8	2	3	Demonstrate knowledge of	Dunstan Motors

Click on the 'Hide' button to hide the display of standards. (If you wish to 'Select standards' again during this section then you will find that they have already been loaded and the display will occur instantly, without the need to relearn them all.)

Now the 'Save changes' button will be coloured a dull sort of red – to remind you of the next step.

4	Service automotive co
2	Remove and replace
3	Demonstrate knowled

Click on this button and your first course has been successfully defined. We'll deal with the attachment of students and their results shortly.

Now lets define a First Aid course for which there is a certificate. The course is provided by the local St. John Ambulance. Click on the button labelled 'Add a new course' – to clear the display of the Automotive course, and enter the course details as shown :

The screenshot shows a form for creating a course. The fields are as follows:

- Title:** First Aid
- Code:** FA001
- Type:** ☒ Current ☐ Cancelled
- Start date:** 04/04/2006
- End date:** 06/04/2006
- Hours:** 12
- Comment:** Held in the local St. John rooms every Wednesday afternoon

To the right of the date fields, a note reads: "N.B. Please use the format dd/mm/yyyy for all dates".

Below the form are three tabs: "Attached standards" (highlighted in green), "Other achievements", and "Financial details".

Under the "Other achievements" tab, there is a section titled "Other assessments" containing a table:

Certificate	Abbrev.	Provider	Provider code

Click on the second tab, labelled 'Other achievements', to enter the details of the certificate.

This screenshot shows the same form as above, but with the "Other achievements" tab selected. The "Other assessments" table now contains one entry:

Certificate	Abbrev.	Provider	Provider code
First Aid for beginners	FA1	St. John	8765

Once this is done, 'Save changes' and our second course is defined.

When you click on the 'Provider' space, the 'Provider selection' window detailed above will appear and you can either select from a previously-defined provider or add a new one. Note that the Provider Location code is NOT required in the case of 'Other assessments'. This information is only essential for unit standards.

Finally, for the purpose of demonstrating a particular feature in the MOE returns, we'll define a third course which involves both unit standards and an 'Other achievement'. Let's make this a course concerning the anatomy of animals for which we'll use standards 4514 and 4529 (both version 4) and we'll also include a certificate entitled 'Know your beast'. The course will be offered by the Bendigo Game Packers.

Title:
 Code:
 Type: ☒ Current ☐ Cancelled
 Start date: N.B. Please use the format dd/mm/yyyy for all dates
 End date:
 Hours:
 Comment:

Attached standards Other achievements Financial details

Attached standards Either enter the code or :

Code	Ver.	Lev.	Creds	Title	Provider name
4514	4	1	2	Locate and identify deer ar	Bendigo Game Packers
4529	4	1	2	Locate and identify goat ar	Bendigo Game Packers

Finally, before saving, click on the second tab and enter the details of the certificate.

Attached standards **Other achievements** Financial details

Other assessments

Certificate	Abbrev.	Provider	Provider code
Know your beast	KB1	Bendigo Game Packar	6735

Once this is down, save the changes and our three courses will now appear in the list. We can, at any stage, return and reselect a course in order to alter its details.

Courses	
Code	Title
AE001	Automotive Engineering
FA001	First Aid
AA001	Animal Anatomy

Let's now turn our attention back to that 'Class(es)' data field.

For the sake of the demonstration, lets create a fictitious course taken by students in a particular Year 12 Food technology class. I've chosen this one for the demonstration as I know that the class in question is taking unit standards as part of

their course. Once I'm entered the course details in the usual way, as shown below...

Course title	Food Technology		
Course ID	FT101	Received students' results	<input type="checkbox"/>
Type	<input checked="" type="radio"/> Current <input type="radio"/> Cancelled	Received attendance record	<input type="checkbox"/>
Start date	05/05/2006	Received certificate	<input type="checkbox"/>
End date	25/07/2006	Entered students' results	<input type="checkbox"/>
Hours	34	Invoice received	<input type="checkbox"/>
Class(es)			
Comment			

... I'll click in the 'Class(es)' area. This causes the current set of options to be displayed :

Select the class or classes whose student all take this course

Selection of option classes for auto-selection of students
Course : Food Technology

Students who are members of any classes selected below will AUTOMATICALLY be entered against the course shown above. Membership can be checked on request at any time to add new students.

Year : Option set :

	U	V	W	X	Y	Z	A
9	9DTFWES		9ARTLEW				
	9GRADUF		9JAPMCK				
	9MADCCO		9PEREDS				
	9MUSWAR		9TECCUR				
	9TSKDON		9TELDON				
			9CMPRDK				
		10CMPWAR		10ARTLEW			
		10DTFWES		10DTTGRY			
		10HTHWAL		10ECOLIS			
		10JAPMCK		10GRADUF			
		10MADCCO		10MUSWAR			
		10PEREDS		10TSKDON			
11	11ENGKIR	11ENGAKJ	11ESLEVA	11CMPDVI	11ARTLEW	11BUSLIS	
	11MATASH	11ENGFAZ	11HORELL	11ESLEVA	11CMPDVI	11DTFWES	
	11MATATK	11ENGRDK	11ISCOSB	11GEOPAR	11DTFGRY	11DTTGRY	

OK

Next, I'll slide the right hand side down and select the Food technology course in question :

Select the class or classes whose student all take this course

Selection of option classes for auto-selection of students

Course : Food Technology

Students who are members of any classes selected below will AUTOMATICALLY be entered against the course shown above. Membership can be checked on request at any time to add new students.

Year : Option set :

U	V	W	X	Y	Z	A
11PMAMCF	11ENIWL	11SCIGIB	11JAPMCK	11HISJOP	11GRADUF	
11PMATIM	11ESLEVA	11SCJQA	11LSPWLN	11HTHWAL	11MAOCCO	
	11MATTIM	11SCWRI	11PEDWAL	11LSPWLN	11PEDGOS	
			11PEREDS	11MUSWAR	11YASWLN	
			11TECCUR	11TSKCUR		
			11YASWLN	11YASWLN		
12 12BSTLIS	12DIYDUF	12DTFGRY	12CHMOSB	12ACCLIS	12ARTLEW	
12CMPDVI	12TTGTRY	12MATTIM	12MAASH	12CISGIB	12BIDELL	
12ENGAKI	12ECOLIS	12MUSWAR	12GMAMCF	12GMAMCF	12CMPDVI	
12PEREDS	12GEOJOP	12SMAMCF	12PEDMCD	12GRADON	12ENGFAZ	
12TRNWIL	12HISEWI	12DIYDUF	12PHYGIB	12MAOCCO	12ENIRDK	
	12MATMCF	12TRNWIL	12TERCOO	12TOUPAR	12TRNWIL	
	12TRNWIL		12TRNWIL	12TRNWIL		
	12TECDON					
13 13PEDMCD	13ARTLEW	13CMMWLR	13BIOWRI	13CALATK	13PEREDS	

OK

Once I've done this, I click OK, and the following message appears :

star

There were 3 Unit Standards attached to the nominated option class(es) and these have been added to the course and recorded in the database.

To remove an unrequired standard right-click on the unit standard title

OK

This tells me that three unit standards are found attached to the electronic markbook for this class and that these standards will be attached to the course. Click OK, and there they are :

Attached standards Other outcomes Financial details

Attached standards Either enter the code or : Select standards

Right-click title to delete

U/S No.	Ver.	Lev.	Creds	Standard title	Provider name
15621	2	2	2	Develop, with guidance, ar	Wanganui City College
15626	2	2	4	Demonstrate use of multi-fu	Wanganui City College
6646	3	2	5	Develop a food product	Wanganui City College

There is a lengthy list of domains from which unit standards may NOT be included in STAR courses. (This list can be viewed via 'Utilities / Import NZQA Unit Standards'). Should you attempt to manually attach unit standards from excluded domains then they will not be listed for selection. Should you attempt to have them attach via a connection to an option class then a message will appear telling you that such standards have been excluded.

In the meantime, this completes the discussion of the definition of courses. We'll look at the purpose of the third tab, 'Financial Details', later in this chapter. Let's turn our attention now to the attachment of students to the courses.

3.3 Attaching students to courses

You will have noticed a bright yellow button at the bottom of the left hand side of the courses screen.



Select the first course, and click this button. The following screen will appear.

[illegible]

Not surprisingly, there are no students listed. There are several buttons at the bottom of the screen. A grid listing any attached students is displayed. Across the

top is a column for each of the assessments (unit standards and/or others). There is also a second 'Date' column for each assessment. (You may or may not wish to use these columns).

At the right hand side there are three buttons the purpose of each of which is fairly obvious.

- The "Print" button sends a copy of the displayed information to your printer. This printout is simply a 'screen-dump' of the grid. You can obtain nicer lists by following the instructions in the following chapter.
- The second button ('Display Gender/Ethnicity') causes the two columns for these to be displayed (or hidden if they are already displayed).
- The third button either displays or hides the 'Date' columns.

At the left hand end at the bottom three alternatives now occur depending on whether or not your school is using MUSAC's Classroom Manager, Kamar or neither.

- If you are using neither then there will be a single button at the left hand end of the bottom display labelled 'Add a new student'.
- If you are using MUSAC or Kamar then this button will be titled 'Attach students'.
- If you are using MUSAC or Kamar AND you have attached one or more option classes to the course then a second button will appear in the bottom left hand corner labelled 'Update from classes'

Let's start with the second of these. Click on the button labelled 'Attach students' and a list of the students in either Classroom Manager or Kamar will be displayed, as shown below. This display has been shortened for the illustration and student names have been hidden – since they have come from a real school – the identity of which has been lost in the mists of time.

Attach students to the course : Automotive Engineering

Select from :

Family name	First names	Year
Aaa	A	8
ADDLEY	H	11
AH-HOI-MURRAY	E	11
AHN	J	12
AHURIRI	C	9
AIKEN	A	13
AKI	T	9
AKI	T	10
ALBERT	M	10
ALBERT	P	10

☐ Show Year 9
 ☐ 10
 ☐ 11
 ☐ 12
 ☐ 13
 ☐ 14
 ☐ All

Selected students (Click to remove)

Save and return to List of attached students

Initially ALL students will be displayed. At the bottom of the display are a range of check boxes which you can use to filter a particular year or years of students. For example, if I wish to display just my year 11 and year 12 students, then I click on the '11' and '12' check boxes, resulting in the following display.

Select from :

Family name	First names	Year
ADDLEY	H	11
AH-HOI-MURRAY	E	11
AHN	J	12
ALEXANDER	C	12
ALLEN	D	12
ALLEN	D	11
ALSTON	J	11
AMER	B	12
ANDERSON	B	12
ANDERSON	J	11
ANDERSON	T	12
ANDERSON	E	12

☐ Show Year 9
 ☐ 10
 ☒ 11
 ☒ 12
 ☐ 13
 ☐ 14
 ☐ All

Selected students (Click to remove)

Save and return to List of attached students

Now only my year 11 and 12 students are displayed. Select the students taking the Automotive Engineering course by clicking on the students. In the example below, several students have been selected.

Attach students to the course : Automotive Engineering

Select from :

Family name	First names	Year
GOODARE	C	12
GORDON	N	11
GOTO	S	12
GOULD	K	12
GRAY	A	11
GRAY	N	11
GREENAWAY	M	12
GREENAWAY	J	12
GREENEM	J	12
GRIGG	J	12
GRIMES	M	11
GUSH	T	11
HACKETT	B	12
HAMILTON-HINA	A	11

Selected students (Click to remove)

ALLEN, D	Year : 11 Gender : Ma
ANDERSON	h William Year : 12 (
ANDREW	our Year : 12 Gend
ASHBY, J	ear : 11 Gender : M
BAKER, S	Year : 11 Gender : M
BEECH, J	er Year : 12 Gende
HAMMON	on Year : 11 Gende
GRIMES,	Year : 11 Gender :
HARTELL	h William Year : 11 (
HARTLEY,	Year : 11 Gender : M

To remove a student at this stage, click on their name in the right hand list of selected students.

Once you are satisfied with your selection click on the button labelled 'Save and return to List of attached students', and you will find that your students have been added to the course :

Students taking the course : Automotive Engineering

Unit or Assessment		233	236	238	240
Version		8	7	7	8
Student	Year	N / A / X	N / A / X	N / A / X	N / A / X
ALLEN, Dav	11				
ANDERSON	12				
ANDREWS	12				
ASHBY, Jan	11				
BAKER, Sha	11				
BEECH, Joh	12				
GRIMES, M	11				
HAMMOND	11				
HARTELL, C	11				
HARTLEY, A	11				

The spreadsheet has four results columns relating to the four unit standards attached to the course.

To remove a student from the course, right-click on their name on the left hand side of this table. You will be asked to confirm your intention.

Now lets return and add students to our first aid course. This time, we'll assume that

your school is NOT using Classroom Manager or Kamar. This time, when you click on the button to 'Add a new student' the following screen will appear. This screen lists all of the students which the package already knows about and has, on the left hand side, an area where you can add your new student. If the student you are about to add is already listed then simply select them from the displayed list. (You can multi-select from this list by holding down the Control key as you select.)

Students taking the course : First Aid

Unit or Assessment	First Aid for b
Version	FA1
Student	Year Passed Y/N

Add a new student

Family name:

First name(s):

Year level:

Gender:

Ethnicity:

or select from students enrolled in other courses
(Use Ctrl-click to multi-select)

ALLEN, D. m Year: 12

ANDERSON, J. m Year: 12

ANDREW, J. m Year: 11

ASHBY, J. m Year: 11

BAKER, S. m Year: 12

BEECH, J. m Year: 11

GRIMES, R. m Year: 11

HAMMOND, J. m Year: 11

HARTLEY, J. m Year: 11

I'll add three new students manually (by entering their details) and then select a further four from our list of students already known. You will notice above that the Gender and Ethnicity fields have buttons which allow you to make the current selection the default. For example, should you have a majority of Maori girls in your school you might wish to make Female and Maori the default for gender and Ethnicity respectively. This means that, as you add further new students you will not need to make a choice for either of these fields.

Students taking the course : First Aid

Unit or Assessment	First Aid for b
Version	FA1
Student	Year Passed Y/N
Afamas...	12
ANDERSON, William	12
BAKER, ...	11
Bloggs, P...	11
Doe, Jim	12
HARTLEY, William	11

Having added the seven students and having returned to the student list display (above) you will notice that, as expected, the course has only one assessment – the First Aid for beginners certificate.

I will now add a few students to the Animal Anatomy course ...

Students taking the course : Animal Anatomy				
Unit or Assessment		4514	4529	Know your b
Version		4	4	KB01
Student	Year	N / A / X	N / A / X	Passed Y/N
Afari	12			
AND	12			
BAK	11			
Blog	11			
Char	12			
Doe	12			
HAR	11			
HAR	11			
John	12			

Finally, lets move to our food technology course, to which we attached an option class. (N.B. You should only attach an option class if all (or most of) the students in the class are taking the course in question.)

In this case the third button alternative appears – a button labelled 'Update from classes'. Click on this button and all of the students in the class will be automatically added to the course. If you are using MUSAC then any results they already have in Classroom Manager for the unit standards attached will also be imported, stored and displayed.

... and we are done with this section.

Along the way I've made sure that, for the purposes of this demonstration, there are students taking more than one course.

But just before we go – here is what a screen looks like when Gender/Ethnicities are displayed and Dates are also shown. Note that you can edit names, genders and ethnicities via this display.

Students taking the course : Automotive Engineering												
Right-click on name to remove			Right-click in a results column heading to 'Fill a column with...'									
Unit or Assessment				233	233	236	236	238	238	240	240	
Version				8	8	8	8	8	8	8	8	
Student	Year	Gender	Ethnicity	N/A/X/Y	Date	N/A/X/Y	Date	N/A/X/Y	Date	N/A/X/Y	Date	
ANDERSON, Todd Stewart	12	Male	European	A	13/01/2008	N	13/01/2008	A	13/01/2008	A	13/01/2008	
ANGUS, Joshua Paul	12	Male	Maori	A	13/01/2008	N	13/01/2008	A	13/01/2008	A	13/01/2008	
BARCLAY, Philip James	12	Male	European	A	13/01/2008	A	13/01/2008	A	13/01/2008	N	13/01/2008	
BEECH, Jordan Christopher	12	Male	Maori	A	13/01/2008	N	13/01/2008	N	13/01/2008	A	13/01/2008	
BLACK, Brian Leslie	12	Male	European	A	13/01/2008	N	13/01/2008	A	13/01/2008	A	13/01/2008	
BOUSKILL, William John	12	Male	European	N	13/01/2008	A	13/01/2008	A	13/01/2008	A	13/01/2008	
BRETT, Philip Leigh	12	Male	European	A	13/01/2008	N	13/01/2008	A	13/01/2008	A	13/01/2008	
BUTTERS, Keith Alexander	12	Male	European	A	13/01/2008	N	13/01/2008	N	13/01/2008	X	13/01/2008	
CANDISH, Sam Harris	12	Male	European	A	13/01/2008	A	13/01/2008	A	13/01/2008	A	13/01/2008	
EVANS, Shaan Vryn	12	Male	Maori	N	13/01/2008	N	13/01/2008	A	13/01/2008	A	13/01/2008	
HACKETT, Bryce Joseph	12	Male	European	A	13/01/2008	A	13/01/2008	A	13/01/2008	N	13/01/2008	
KAILAH, Stephen	12	Male	Polynesian	A	13/01/2008	N	13/01/2008	N	13/01/2008	A	13/01/2008	
LARKIN, Conway Te Hunga Benry	12	Male	Maori	N	13/01/2008	A	13/01/2008	A	13/01/2008	A	13/01/2008	
MORRISSEY, Travis William	12	Male	Maori	A	13/01/2008	N	13/01/2008	N	13/01/2008	N	13/01/2008	
P&R&T, Henare Hemi	12	Male	Maori	n	13/01/2008	A	13/01/2008	A	13/01/2008	A	13/01/2008	

Adding students who have left

A number of requests for help have been received from schools using either MUSAC or Kamar. They've attached the students taking a particular course either via a linked option class or by selecting from the list of students in the database. The situation has arisen where they now wish to add one or more further students who have left the school and no longer appear in the list of available students.

Here is the solution. Go to Configuration and turn OFF the link to MUSAC or Kamar, but selecting the 'We use neither' option. Now when you return to the course and view students the button at the bottom of the screen allows you to 'Add a new student' by filling in their details rather than by selecting them from a list. Once you have finished adding the new students return to configuration and switch your link to MUSAC or Kamar back on.

3.4 Entering students' results for an assessment

You will have already decided that you know how to do this....

... and you will probably be right! You simply go to the 'View students' screen and enter the result on to the spreadsheet for the course.

If the assessment is a unit standard then the possibilities are :

N = Not achieved

A = Achieved

X = Withdrawn from this standard

If the assessment is an 'other achievement' then the possibilities are ;

Y = Passed

N = Not passed

X = Withdrawn from this assessment

An example from the Automotive Engineering course is shown below.

Students taking the course : Automotive Engineering						
Right-click on name to remove			Right-click in a results column heading to 'Fill a column with...'			
Unit or Assessment		233	236	238	240	
Version		8	8	8	8	
Student	Year	N/A/X/Y	N/A/X/Y	N/A/X/Y	N/A/X/Y	
ANDERSON Stewart	12	A	N	A	A	
ANGUS John	12	A	N	A	A	
BARCLAY James	12	A	A	A	N	
BEECH Christopher	12	A	N	N	A	
BLACK John	12	A	N	A	A	
BOUSFIELD John	12	N	A	A	A	
BRETT James	12	A	N	A	A	
BUTLER Alexander	12	A	N	N	X	
CANDY James	12	A	A	A	A	
EVANS James	12	N	N	A	A	
HACKBURN Joseph	12	A	A	A	N	
KAILASH John	12	A	N	N	A	
LARK Hunga Benny	12	N	A	A	A	
MORRIS William	12	A	N	N	N	
PARSONS James	12	n	A	A	A	
ROBINSON James	12	A	N	n	N	
TUNNEY Andrew	12	A	a	A	A	
WILLIAMS James	12	A	N	A	A	

Following the instruction at the top of the screen you can fill a selected column with a result – e.g. A = Achieved. To do this, right-click in the column heading of the column concerned and the following small window will appear.

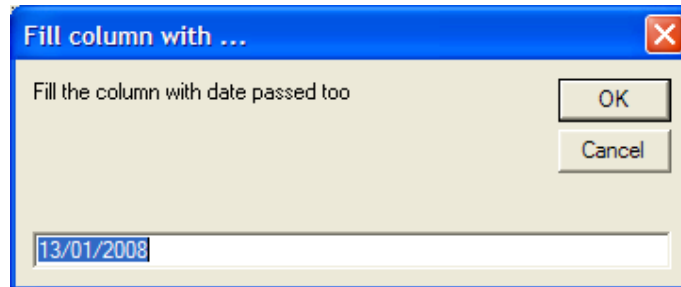
Fill column with ...

Fill the column with N/A/X/Y - please select result
N.B. You cannot globally overwrite existing X results

OK

Cancel

Enter the result with which you wish to fill the column, and a second small window will appear, asking you to indicate the date of the assessment.



Click OK and the information will be added to your spreadsheet.

The program attempts to anticipate your wishes as far as the date of assessment is concerned. (Remember, if you are not interested in recording the dates of assessment then simply hide the date columns and skip over the last step above.)

If you change a date by editing it then this will then become your 'favourite date' as far as the program is concerned and the entry of new data will subsequently have this new date automatically added to the date column.

3.5 Financial details of courses

The third tab on the courses screen is labelled 'Financial details'

Before doing that let's revisit our configuration area and set up the three income budgets for the courses.

Enter details of your annual income for 2007

Please note that budgets are NET of G.S.T.

Income carried forward from 2006	356.00		
First installment (confirmed)	24480.00	Confirmed ?	<input checked="" type="checkbox"/>
Second installment (confirmed)	24480.00		<input checked="" type="checkbox"/>
Third installment (confirmed)	24480.00		<input checked="" type="checkbox"/>
Fourth installment (confirmed)	24480.00		<input checked="" type="checkbox"/>
Total income available for 2007	98276.00		
Total allocated	22650.00		
Contingencies What's this?	0.00		
Total unallocated	75626.00		
Wish list (possible future expenditure)	Print_wish_list		

Item	Cost	Course	Cost centre
New laser printer	699		Capital

Course budgets for 2007

Code	Title	Budget
	Overheads	19500.00
AA001	Animal Anatomy	300.00
AE001	Automotive Engineeri	1400.00
FA001	First Aid	450.00
FT101	Food Technology	1000.00

Having done that, we can see that now a total of \$22650 of our gross income budget has been allocated, leaving a balance of \$75626 for our other courses.

Now return to the 'Courses' screen and select a course then click on the third tab. The screen will appear as shown below.

Financial details relating to : Automotive Engineering AE001 (18 students)

Please remember that all costs are NET of G.S.T.

Course funding details

Budgeted funding	1400.00	Student contribution *	0.00	Total Income *	1400.00
-------------------------	---------	-------------------------------	------	-----------------------	---------

Details * = Not required for MoE returns

Administration costs		*	
Staffing costs (school)			
Staffing support			
Course costs		*	
Materials costs			
Travel costs		*	
Capital equipment			
Other costs			

Total STAR expenditure

Surplus to be rolled over to next year **	1400.00	Internal surplus *	1400.00
Surplus percentage ***	100.00		

< Previous course Next > course

* N.B. Student contributions are not included in the MoE returns
 ** N.B. As reported in MoE returns

Fill in the relevant details. These are used to complete the Ministry of Education returns – dealt with in the next chapter. An example of a completed screen might appear as :

Financial details relating to : Automotive Engineering AE001 (18 students)

Please remember that all costs are NET of G.S.T.

Course funding details

Budgeted funding	<input type="text" value="1400.00"/>	Student contribution *	<input type="text" value="0.00"/>	Total Income *	<input type="text" value="1400.00"/>
-------------------------	--------------------------------------	-------------------------------	-----------------------------------	-----------------------	--------------------------------------

Details * = Not required for MoE returns

Administration costs	<input type="text" value="150.00"/>	*	<input type="text" value="Contribution to course admin"/>
Staffing costs (school)	<input type="text" value="0.00"/>		<input type="text"/>
Staffing support	<input type="text" value="200.00"/>		<input type="text" value="2 x relief teachers for Special display day."/>
Course costs	<input type="text" value="640.00"/>	*	<input type="text" value="Fees paid to Dunstan Motors"/>
Materials costs	<input type="text" value="300.00"/>		<input type="text" value="Boxes of nuts and bolts and spare fan belts."/>
Travel costs	<input type="text" value="20.00"/>	*	<input type="text" value="Taxi to fetch injured student."/>
Capital equipment	<input type="text" value="0.00"/>		<input type="text"/>
Other costs	<input type="text"/>		<input type="text"/>

Total STAR expenditure

Surplus to be rolled over to next year **	<input type="text" value="90.00"/>	Internal surplus *	<input type="text" value="90.00"/>	<input type="button" value=" < Previous course"/>	<input type="button" value=" Next > course"/>
Surplus percentage **	<input type="text" value="6.43"/>				

* N.B. Student contributions are not included in the MoE returns
 ** N.B. As reported in MoE returns

Note that you can also specify / adjust the income budget via this screen.

The Button in the bottom right hand corner of the screen returns you to the rest of the course details.

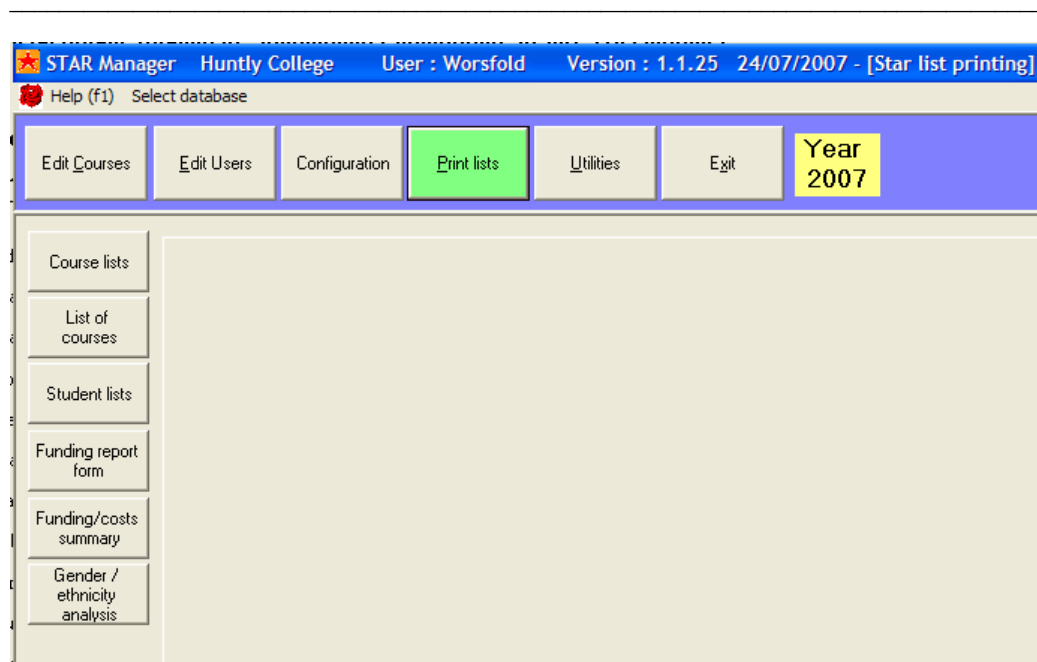
I'll just duck away and fill in sample costs for the other two courses, so that we'll be ready for the next chapter.

Chapter 4

Print Lists

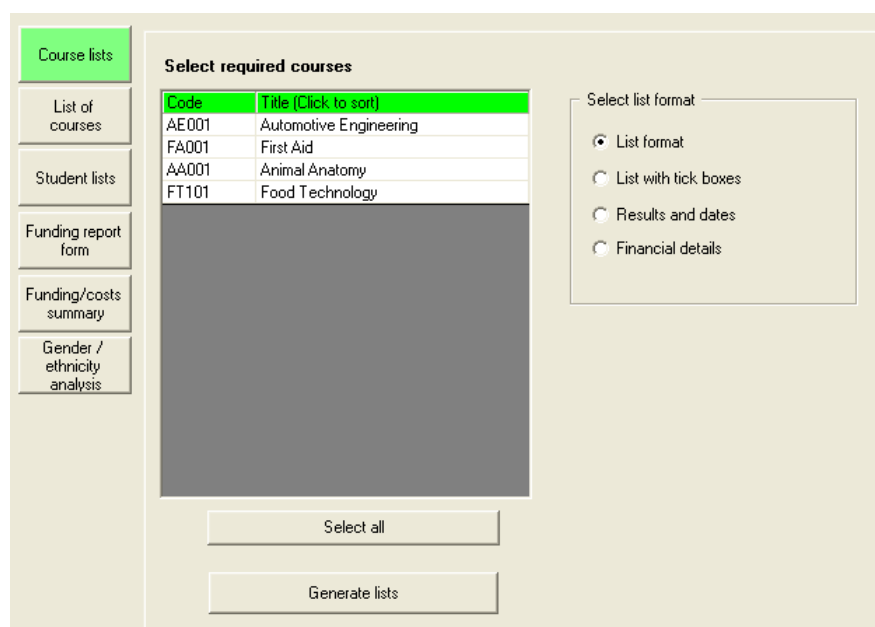
What's in this chapter?	Page
4.1 Course lists	4.2
4.2 List of courses	4.3
4.3 Student lists	4.3
4.4 Funding report forms	4.6
4.5 Funding/costs summary	4.6
4.6 Gender / Ethnicity analysis	4.6

The 'Print Lists' button provides access to a list printing utility via which you can produce a range of lists in a variety of formats, the Ministry of Education Funding report forms and a couple of other useful analyses. The main printing screen is shown below, with the six buttons down the left hand side of the screen.



4.1 Course Lists

There are two formats of course lists. These are selected via the 'course lists' screen shown below.



Either select (or multi-select) individual courses or click on the 'Select all' button. (To multi-select, hold down the Control key and click on the required course titles).

Once you have made your selection, click on the 'Generate lists' button. The following approval window will appear....



... via which you can change the setting for your printer. Once you are happy with the settings click on the "OK" button and you will reach the preview screen, as shown below. The first of the selected courses will be displayed.

a) List format

AE001 Automotive Engineering	
Student	Year
ALLEN, D	11
ANDERSON, J	12
ANDREW, J	12
ASHBY, J	11
BAKER, S	11
BEECH, J	12
GRIMES, J	11
HAMMOND, J	11
HARTELL, J	11
HARTLEY, J	11

Number of students : 10

This illustration is of the 'list' format.

At the top of the screen are several buttons :



These are used to manipulate the previews. The display above indicates that we are currently viewing the first of three pages. The small arrow buttons can be used to move backwards and forwards through the preview pages. The magnifying glass can be used to enlarge or reduce the displayed image. The faster way of doing this is to simply double-click on the display. Each time you do so it will enlarge. Once the display is too big for the window you can hold down the left mouse button and drag the image around. Double-right-clicking can be used to reduce the size of the display. The final two buttons can be used to send all of the pages or just the currently displayed page to your printer.

Examples of the three other formats are shown below.

b) List with results'

This is similar to the 'screen dump' format mentioned in the previous chapter.

AE001 Automotive Engineering					
Unit or Assessment		233	236	238	240
Version		8	7	7	8
Student	Year	N/A/X	N/A/X	N/A/X	N/A/X
ALLEN, D	11	A	N	A	N
ANDERSON, M	12	A	A	A	A
ANDREWS, J	12	A	A	A	A
ASHBY, J	11	A	A	A	N
BAKER, S	11	N	A	A	N
BEECH, J	12	A	A	A	N
GRIMES, M	11	N	A	N	A
HAMMOND, J	11	N	N	A	A
HARTELL, J	11	A	N	N	A
HARTLEY, J	11	A	N	N	A

Number of students : 10

c) Results and dates

AE001 Automotive Engineering Start 3/04/2006 End 5/07/2006

Student		Year	Unit	Ver	Result	Date	Credits	
AND		dd Stewart	12	233	8	A	13/01/2008	2
				236	8	N	13/01/2008	
				238	8	A	13/01/2008	2
				240	8	A	13/01/2008	3
ANC		Paul	12	233	8	A	13/01/2008	2
				236	8	N	13/01/2008	
				238	8	A	13/01/2008	2
				240	8	A	13/01/2008	3
BAR		o James	12	233	8	A	13/01/2008	2
				236	8	A	13/01/2008	4
				238	8	A	13/01/2008	2
				240	8	N	13/01/2008	
BEE		Christopher	12	233	8	A	13/01/2008	2
				236	8	N	13/01/2008	
				238	8	N	13/01/2008	
				240	8	A	13/01/2008	3
BLA	eslie	12	233	8	A	13/01/2008	2	
			236	8	N	13/01/2008		
			238	8	A	13/01/2008	2	
			240	8	A	13/01/2008	3	

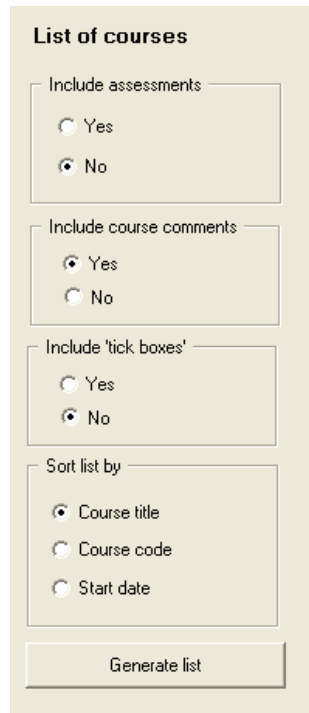
d) Financial details

Course : AE001 (Automotive Engineering)		
Income		
Budget	\$1400.00	
Student contribution	\$0.00	
Total income	\$1400.00	
Expenditure		
Item	Amount	Details
Administration	\$150.00	Contribution to course admin
Staff (School)		
Staff (Support)	\$200.00	2 x relief teachers for Special display day.
Course costs	\$640.00	Fees paid to Dunstan Motors
Materials	\$300.00	Boxes of nuts and bolts and spare fan belts.
Travel	\$20.00	Taxi to fetch injured student.
Capital		
Other		
Total expenditure	\$1310.00	
Budget balance	\$90.00	

This format is intended to provide you with a 'template' which you can hand to your accounts person when requested the required summarised information relating to courses. This may or may not be a practical solution!

4.2 List of courses

This time there are four possible choices to make, as shown below.



The screenshot shows a form titled "List of courses" with four sections of options:

- Include assessments**: Radio buttons for "Yes" and "No". "No" is selected.
- Include course comments**: Radio buttons for "Yes" and "No". "Yes" is selected.
- Include 'tick boxes'**: Radio buttons for "Yes" and "No". "No" is selected.
- Sort list by**: Radio buttons for "Course title", "Course code", and "Start date". "Course title" is selected.

At the bottom of the form is a button labeled "Generate list".

You may or may not wish to include assessments in your list.

You may or may not wish to include course comments in your list.

You may or may not wish to include 'tick boxes' in your list.

You may have the list sorted according to any of the three possibilities shown.

The example below includes assessments and comments and is sorted on the course title.

Worsfold Demonstration 07/12/					List of courses				
Course	Code	Start date	End date	Hours					
Animal Anatomy	AA001	04/04/2006	24/04/2006	8					
Unit Titles	Code	Version	Level	Credits	Provider	Locn	Domain		
Locate and identify deer	4514	4	1	2	6735	5	Slaughter and		
Locate and identify goat	4529	4	1	2	6735	5	Slaughter and		
Certificates	Code	Provider	Code						
Know your beast	KB01	Bendigo Game Packers	6735						
Bendigo Game Packers are offering this course provided we can get 6 takers. To be held on Mondays from									
Automotive Engineering	AE001	03/04/2006	05/07/2006	24					
Unit Titles	Code	Version	Level	Credits	Provider	Locn	Domain		
Service an automotive battery	233	8	2	2	6648	3	Automotive		
Service automotive cooling	236	7	2	4	6648	3	Engine Repairs		
Remove and replace wheels	238	7	2	2	6648	3	Tyres		
Demonstrate knowledge of	240	8	2	3	6648	3	Automotive		
Held at Dunstan Motors on Tuesday afternoons									
First Aid	FA001	04/04/2006	06/04/2006	12					
Certificates	Code	Provider	Code						
First Aid for beginners	FA1	St John	8765						
Held in the local St John rooms every Wednesday afternoon									

There is a wide range of possible formats, so have a play with the settings to identify that which provides you with the version which you find most useful.

4.3 Student lists

This time there are only two decisions to make – how much information you wish to have included in your list and how you wish the lists to be sorted.

List of students

Include in list

☐ Names and years only
 ☒ Include courses
 ☐ Include courses and achievements

Order students by

☐ Name
 ☒ Year level

Generate list

The example shows a couple of students with all information shown.

AN	Jul	12	Automotive Engineering	233 v8 Lev2	A Cr:2
	Male Maori			236 v8 Lev2	N
				238 v8 Lev2	A Cr:2
				240 v8 Lev2	A Cr:3
	Total credits gained				7
	Male Maori				
	Total credits gained				0
BA	nes	12	Automotive Engineering	233 v8 Lev2	A Cr:2
	Male European			236 v8 Lev2	A Cr:4
				238 v8 Lev2	A Cr:2
				240 v8 Lev2	N
	Total credits gained				8
	Female Maori				
	Total credits gained				0
	Female European				
	Total credits gained				0

4.3 Funding report form

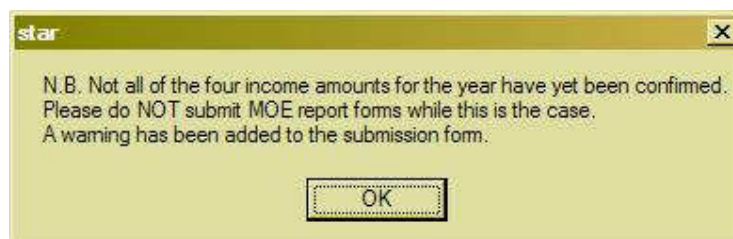
Here there are no choices. You get the lot, every time! There is just a single button

...

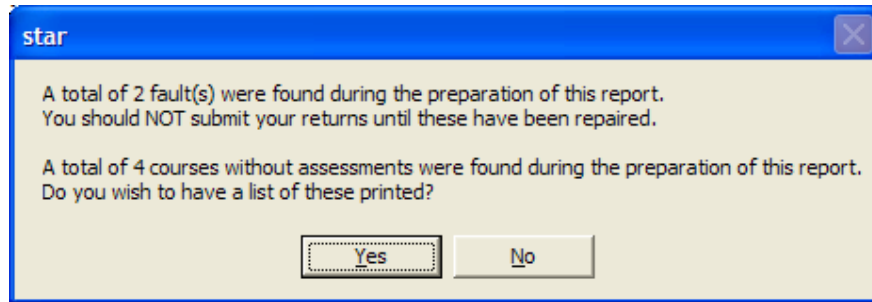
MOE Funding report form

Generate return

.. which you click to produce the report. If you have not yet confirmed all four of the income budgets for the year then the following message will be displayed.



Click 'OK' and you will proceed to generate the report. During the process a variety of checks is made on the data and any faults found will be reported via a message, an example of which is shown below.



You will notice that there are two types of errors.

a) 'Crucial' or 'Fatal' errors the occurrence of which should prevent you from sending in your returns until they have been repaired. An example of such an error is a missing provider for a unit standard or other assessment.

b) 'Non-crucial' errors which would not stop you from submitting your returns. An example of such an error is a course which had no assessments – neither unit standards nor other assessments.

N.B. Financial details for courses excluded via the second type of error ARE included in the financial summary which forms part of the returns.

The various pages of the report are reproduced, in a reduced format, below.

Page 1 : The school details page.

SECONDARY TERTIARY ALIGNMENT RESOURCE (STAR) FUNDING REPORT FORM : PARTS A, B AND C (The 2006 version)

Advice regarding the Secondary Tertiary Alignment Resource (STAR) Funding Report Form

This form is for the use of secondary, composite and special school boards that receive Secondary Tertiary Alignment Resource (STAR) funding. Each year schools are required to maintain this form to confirm that Crown funds allocated for STAR have been used for the purpose intended.

Further information and help

Further information on STAR funding can be found at:

- The Funding, Staffing and Allowances Handbook www.minedu.govt.nz/goto/resourcinghandbook
- The Resourcing Division Contact Centre: Phone: (04) 463 8383 Fax: (04) 463 8374 Email: resourcing@minedu.govt.nz

School No : 225 School Name : Worsfold Demonstration 07/12/

This report on the use of the STAR in 2006 is a true and accurate record of the use of the resource.

Name of principal : _____ Name of coordinator : _____

Contact email and phone number for the coordinator : Ph : _____ Email : _____

Signature of principal : _____ Signature of coordinator : _____

STAR Funding Report Form
www.minedu.govt.nz/goto/resourcinghandbook

Printed using Worsfold Software Ltd's STAR software

Resourcing Division, Ministry of Education
Page 1 of 4

It is intended to have the various school details automatically filled in on the first page in an upcoming release.

Page 2 : Courses involving unit standards

STAR 2007 PROGRAMME PART A: STUDENT ACHIEVEMENT WHERE THERE ARE UNIT STANDARDS (Please complete one line for each course/experience offered. Add more lines if needed.)								
Courses/Experiences	Domain	No. of students	Unit Standard Number(s) / Levels	Total Stds. Achvd.	Total Creds. Achvd.	Length of Course	Courses/Experiences provider	Provider Number
Adventure Career Options	Visitor Services	9	18236 Ver1 Lev2	9	18	24	Cpt	7302
			Totals	9	18			
Animal Welfare	Service Sector - Core Skills	2	56 Ver5 Lev1	2	4	20	Academy	9259
			Totals	2	4			
Armed Services	Service Sector - Core Skills	3	62 Ver4 Lev2	0	0	24	vision college	8886
			Totals	0	0			
Beautician	Service Sector - Core Skills	1	62 Ver4 Lev2	1	2	20	Academy	9259
			Totals	1	2			
Cafe Service	Food and Beverage Service	2	14435 Ver2 Lev3	2	6	11	AVONMORE	8874
			Totals	2	6			
Carpentry and Joinery	Occupational Health and Safety Practice		497 Ver6 Lev1	0	0	20	Academy	9259
			Totals	0	0			
Coffee Culture	Food and Beverage Service	1	17286 Ver3 Lev2	1	2	11	Avonmore	8874
		1	17287 Ver3 Lev2	1	2			
			Totals	2	4			
Coffee Culture	Food and Beverage Service	4	17286 Ver3 Lev2	4	8	11	Avonmore	8874
		4	17287 Ver3 Lev2	4	8			
			Totals	8	16			
Police Training	Core Skills	2	3489 Ver4 Lev1	4	8	20	Academy	9259

Showing at the bottom :

	Provide		Totals	12	24			
Grand Totals								
19		55		54	117		Net number of providers	7
	Net students	45						

Page 3 : Courses involving 'Other achievements'

STAR 2007 PROGRAMME PART B: STUDENT ACHIEVEMENT WHERE THERE ARE OTHER ASSESSMENTS (Please complete one line for each course/experience offered. Add more lines if needed.)						
Courses/Experiences	Number of students in course/experience	Certificates or other outcomes including working towards unit standards (1)	Number of students achieving outcome	Length of the Course (in hours)	Name of Course Provider (if provided by staff at your school write 'Own school')	Provider Number
Introduction to Interior Design	8	Introduction to Interior design	0	18		
		Totals	0			
Grand Totals						
1	8	1	0		Net number of Providers	1
	Net students	8				

Page 4 : Overall Summary Information

This report provides quite a lot of overall summary detail regarding your courses. In the example below the 'full school' information is shown on the right hand side of the first of the two tables. This information will only be available if you are linked to either MUSAC or Kamar.

STAR 2007 PROGRAMME PARTS A & B: SUMMARY INFORMATION

Overall summary information

Table 1 Students by Gender and Ethnicity

Student Group	Students assisted by STAR						Total School Roll (Star assisted years only (3))					
	Male			Female			Male			Female		
	No.	% (1)	No.	%	No.	%	No.	% (2)	No.	%	No.	%
Year 11	3	1.95	5	7.46	8	3.62	154	69.68	67	30.32	221	100.00
Year 12	14	11.11	9	13.24	23	11.86	126	64.95	68	35.05	194	100.00
Year 13	6	3.28	15	17.65	21	7.84	183	68.28	85	31.72	268	100.00
European	19	9.69	21	28.77	40	14.87	196	72.86	73	27.14	269	100.00
Maori	2	1.05	4	3.85	6	2.03	191	64.75	104	35.25	295	100.00
Pasifika	2	6.90	3	23.08	5	11.90	29	69.05	13	30.95	42	100.00
Asian		0.00	1	5.00	1	1.92	32	61.54	20	38.46	52	100.00
Total	23	4.97	29	13.18	52	7.61	463	67.79	220	32.21	683	100.00

(1) Percentages on the left hand side of the table are calculated as proportions of the same group on the right hand side.

(2) Percentages on the right hand side of the table are calculated as proportions of the total number of students in the row concerned.

(3) Only those years for which there are students assisted by Star are shown.

Table 2 Global Statistics

1	Net number of courses / experiences	20
2	Total number of enrolments in courses / experiences	63
3	Net number of students taking courses / experiences	52
4	Percentage of all courses / experiences which are school-provided *	0.00
5	Percentage of all courses / experiences which are provided externally	100.00
6	Number of students gaining one or more unit standard credits	54
7	Number of students gaining one or more Part B outcomes	0
8	Number of unit standards being pursued	60
9	Number of unit standards passed	54
10	Success rate for students pursuing unit standards	90.00
11	Number of Part B outcomes being pursued	8
12	Number of Part B outcomes passed	0
13	Success rate for students pursuing Part B outcomes	0.00
14	Total number of outcomes / assessments being pursued	68
15	Total number of outcomes / assessments achieved	54
16	Overall success rate	79.41
17	Net number of providers used	8

* School-provided courses are deemed to be those for whom the provider code of the first assessment is that of the school itself.

Page 5 : Part C : The financial record

STAR PROGRAMME PART C: FINANCIAL RECORD			
Details of your STAR funding and expenditure net of GST			
STAR Funding received for current year (A)*	\$9960.00	Administration costs (1)	105.00
		Staffing provided by the school (2) (Details attached)	35.00
STAR Funding rolled over from previous year (B)	\$356.00	Staffing - support (3) (Details attached)	182.00
		Course costs (fees to external providers)	128.50
		Cost of materials (4) (Details attached)	173.90
		Travel (transport to and from venues)	110.00
		Capital equipment (5) (Details attached)	62.50
		Other costs (Details attached)	25.00
Total STAR funding available in year 2006 (A + B)	\$10316.00	Total STAR Funding Expenditure (C)	\$21.90
		Leftover to be rolled over to next year - difference (A+B)-C	\$494.10
		Percentage left over	92.03

N.B. Only 2 of the four incomes for the year have yet been confirmed
Please do NOT submit this form while this is the case.

Explanatory notes:

(A) Initially this will be the amount recorded on the 'Entitlement notice' sent to schools in October of the previous year. In October of the current year the figure will have to be the sum of the four actual payments made by the Ministry during the year.

(B) This figure is the amount, less any sent back to the Ministry, brought forward from the previous year. Please write '0' if none was rolled over. It is a Ministry requirement (see Appendix A in the STAR Handbook) that the left over amount be rolled over. STAR is tagged money!

(1) Including photo-copying, Compact Discs, related office expenses.

(2) The portion of the salary of a teacher. This will be documented as a journal transfer to salaries approved by the STAR coordinator.

(3) Including the Coordinator, office assistant, staffing administration time allowances.

(4) Including course booklets, write-on notes, and course textbooks.

(5) For STAR courses, e.g. automotive hoist etc.

STAR Funding Return Form
www.mta.govt.nz/go/resources/highems

Printed using Worsfold Software Ltd's STAR software

Resources Division, Ministry of Education
Page 4 of 4

In the middle of the above display you will see a large warning indicating that you have not yet confirmed the four incomes for the year. Once you have done so this warning will not appear.

Page 6 : The comments page.

You will notice that the page above refers to a variety of costs, several of which have the notation '(Details attached)'. This page provides a printout of those details. An example of this is shown below.

STAR Funding course by course costs details

Please include with Returns Part C

Staff costs - school		
Course	Cost	Details
Automotive Engineering	35.00	Cover for 30mins at start of course
Total	35.00	

Staff costs - support		
Course	Cost	Details
Automotive Engineering	182.00	Support as required
Total	182.00	

Materials costs		
Course	Cost	Details
First Aid	136.40	Bandages and slings - to belong to the students, and notes - lots of printed notes!
Total	136.40	

Capital costs		
Course	Cost	Details
Automotive Engineering	62.50	Fee for hireage of hoist
Total	62.50	

4.4 Funding / costs summary

Here, again, there are no choices. You get the lot, every time! There is just a single button.

STAR Funding summary

Generate summary

This summary is designed to provide you with a single, one-click summary of all of your financial information.

While the data in the example below is somewhat spurious and incomplete, please feel the thickness and not the width. I'm sure that your own data will look a lot more sensible.

STAR Funding course by course analysis

(Do not return this sheet to the Ministry of Education - as it is not part of the returns)

Course	Income		Costs								Total	Surplus	%
	Budget	Students Contrib*	Admin	Staff A	Staff B	Course	Materials	Travel	Capital	Other			
Adventure Career	0.00	0.00	0.00	0.00	0.00	1520.11	0.00	0.00	0.00	0.00	1520.11	-1520.11	0.00
Animal Welfare	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Armed Services	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	200.00	-200.00	0.00
Beautician	0.00	0.00	0.00	0.00	0.00	239.00	0.00	0.00	0.00	0.00	239.00	-239.00	0.00
Beauty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cafe Service	0.00	0.00	0.00	0.00	0.00	264.00	0.00	0.00	0.00	0.00	264.00	-264.00	0.00
Carpentry and	0.00	0.00	0.00	0.00	0.00	239.07	0.00	0.00	0.00	0.00	239.07	-239.07	0.00
Coffee Culture	0.00	0.00	0.00	0.00	0.00	132.00	0.00	0.00	0.00	0.00	132.00	-132.00	0.00
Coffee Culture	0.00	0.00	0.00	0.00	0.00	528.00	0.00	0.00	0.00	0.00	528.00	-528.00	0.00
Driving Licence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Flight Attending	0.00	0.00	0.00	0.00	0.00	888.89	0.00	0.00	0.00	0.00	888.89	-888.89	0.00
Hairdressing	0.00	0.00	0.00	0.00	0.00	212.51	0.00	0.00	0.00	0.00	212.51	-212.51	0.00
Hairdressing	0.00	0.00	0.00	0.00	0.00	594.00	0.00	0.00	0.00	0.00	594.00	-594.00	0.00
Introduction to	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leadership	0.00	0.00	0.00	0.00	0.00	836.00	0.00	180.44	0.00	0.00	1016.44	-1016.44	0.00
Media Bites	0.00	0.00	0.00	0.00	0.00	425.00	0.00	0.00	0.00	0.00	425.00	-425.00	0.00
Miniflow	0.00	0.00	0.00	0.00	0.00	162.00	0.00	0.00	0.00	0.00	162.00	-162.00	0.00
PC 1	0.00	0.00	0.00	0.00	0.00	396.00	0.00	0.00	0.00	0.00	396.00	-396.00	0.00
PC 2	0.00	0.00	0.00	0.00	0.00	396.00	0.00	0.00	0.00	0.00	396.00	-396.00	0.00
Personal	0.00	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	400.00	-400.00	0.00
Police Careers	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	200.00	-200.00	0.00
Police Careers	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	200.00	-200.00	0.00
Practical First Aid	0.00	0.00	0.00	0.00	0.00	5066.87	0.00	0.00	0.00	0.00	5066.87	-5066.87	0.00
Toddler and Toddlers	0.00	0.00	140.00	0.00	0.00	450.00	0.00	0.00	0.00	0.00	590.00	-590.00	0.00
Overhead costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand totals	0.00	0.00	140.00	0.00	0.00	13349.25	0.00	180.44	0.00	0.00	13669.69	-13669.69	0.00

N.B. The Income column displays the budgeted income and is NOT (but is presumably related to) the year's four income amounts.

Total income available (excluding students' contributions)	\$0.00
Total budgeted expenditure	\$0.00
Set aside for contingencies	\$0.00
Surplus available for inclusion in budgets	\$0.00
Total actual expenditure to date	13669.69
Current unspent surplus to date	-13669.69

There is a deficit of income over expenditure of \$13669.69

4.5 Gender / Ethnicity analysis

This time you do get choices.

Gender / Ethnicity Analysis

Analysis options

☒ Course by course analysis (separate pages)
☐ Course by course analysis (all in one list)
☐ Course totals only summary
☒ Include each assessment's 'Passed' numbers

Generate the summary

There are three basic formats to choose from and, with each, you can elect in

include or exclude the 'number of passes' in each category. An example of one of the formats is shown below (in two pieces – as it is in landscape format).

Ethnicity	European			Maori			Pasifika			Asian	
Course/Standard	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female
Plunk Tots and Toddlers											
Standard 10021 Ver 2	3	6	9	2	1	3		2	2		
Passes	3	6	9	1		1		2	2		
Total students	3	6	9	2	1	3		2	2		
Total assessments	3	6	9	2	1	3		2	2		
Total passes	3	6	9	1		1		2	2		

	Asian			Other			Totals		
tal	Male	Female	Total	Male	Female	Total	Male	Female	Total
2							5	9	14
2							4	8	12
2							5	9	14
2							5	9	14
2							4	8	12

This concludes our discussion of the various lists available for printing. We move now to the Utilities.

Chapter 5

The Utilities

What's in this chapter?	Page
5.1 The End-of-Year process	5.1
5.2 Export results	5.4
5.3 Making or restoring a backup	5.7
5.4 Emailing your database	5.10
5.5 Importing Classroom Manager results	5.11
5.6 Import NZQA Unit Standards	5.13

5.1 The End-of-year process

Each year the STAR Course Management package uses a different database. The database is named according to the year, e.g. star2007.mdb

At the end of each year you must prepare for the new year by running the end-of-year rollover process. Click on the first of the five utilities buttons :



The following screen will appear.

End-of-Year processes **Please read carefully**

The end-of-year process makes a copy of your current database which can then be re-accessed at any stage. It also allows you to remove entries from the current database so that you can use it for the new year. This process can be done at any time but can only be done once.

☒ Make a copy of the current database. (It will be called star2008.mdb and you will be able to access it again at any time in the future.) This step is compulsory.

All students and their results will be removed from courses. Remember that you can always return to a previous year to revisit the students and their results from that year.

You may or may not wish to retain your current year's course definitions into the new year.

Courses ☒ Retain all of this years courses - with their standards and/or certificates

☐ Retain the income and course budgets

☐ Retain the course expenditure details

N.B. Should you retain courses then an attempt will be made to convert the start and end dates to their equivalents in the new year. You may still wish to cross check these to see that the attempt has been successful.

If deleted, you will be able to bring back in courses from the previous year.

Proceed

As detailed on the illustration above, the end-of-year process involves the following :

A copy will be made of your current year's database and it will be renamed for the new year. (You can always return to any previous year, via the menu item 'Select database' at the top of the main screen.)

The next step is to remove those entries from the database which will not apply to the new year. This will be the names of the students, their attachment to courses, and their results.

Next, you have the option to retain or remove the current year's course definitions. If you are running the same courses again the following year then this will be a useful step as it will save you a considerable amount of time. If you do wish to retain the current year's course for the following year then make sure that you have ticked the check box near the bottom left of the screen illustrated above.

You can also elect to retain the Income budgets and the individual course total budgets.

You can also elect to retain the individual course expenditures.

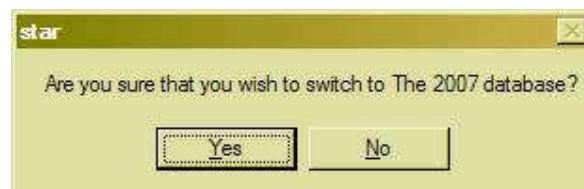
Once you are ready to proceed, click on the 'Proceed' button and it will all happen remarkably quickly. A message such as that shown below will appear to confirm that it has been done.



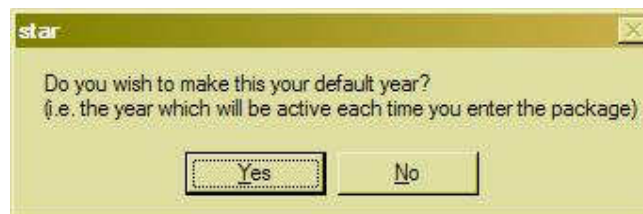
Now, if you go to the menu item mentioned above – to 'Select database' – at the top of the main screen, you will find that you have a new choice.



Select the new year's database and the following question will be asked :



Presumably you do, so click 'Yes'. You will then be asked if you wish to make this new year the default year i.e. the year which will be selected each time you enter the package. At some stage you will reply 'Yes' to this question. This process allows you to switch back to a previous year on a temporary basis.

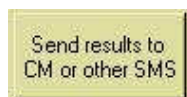


Once a year has been selected it will be displayed at the top of the main screen, thus:



5.2 Sending results to your SMS

The second utilities button :



... accesses a screen via which you can export your STAR data, both unit standards and student results, in a text file which could then be accessed by your school's Student Management System. In the case of MUSAC a routine has already been written in Classroom Manager which provides the facility to import this data into its own database.

The screen involved is shown below.

Export results to Classroom Manager or another Student Management System

This utility allows you to send a file of previously unsent changes (newly attached standards and students results) to Classroom Manager or another SMS. In CM the NZQA Utilities area will check for this file and provide the opportunity to import the results into the CM database.

The following standards have been attached to courses and have not yet been exported.

Code	Ver	Level	Credits	Title	Provider	Location
233	8	2		2 Service an automotive battery	6648	3
236	7	2		4 Service automotive cooling systems	6648	3
238	7	2		2 Remove and replace wheels and tyres, and	6648	3
240	8	2		3 Demonstrate knowledge of petrol fuel system	6648	3
4514	4	1		2 Locate and identify deer anatomical features	6735	5
4529	4	1		2 Locate and identify goat anatomical features	6735	5

The following students are taking the listed standards and these have not yet been exported.

Family name	First names	Code	Ver	Level	Credits	Result	Provider	Location
Afamasaga	Jenny	4514	4	1	2	N	6735	5
Afamasaga	Jenny	4529	4	1	2	A	6735	5
ALLEN	David Tipene	233	8	2	2	A	6648	3
ALLEN	David Tipene	236	7	2	4	N	6648	3
ALLEN	David Tipene	238	7	2	2	A	6648	3
ALLEN	David Tipene	240	8	2	3	N	6648	3

Relist ALL standards and students Export this information

This screen displays two sets of data.

- a) The upper grid lists all of the unit standards attached to courses which have not yet been submitted via a text file to your SMS. As a submission file is created each standard is tagged so that it will not be resubmitted via a subsequent file.
- b) The lower grid, in a similar manner, lists all of the students and their achievements for unit standards. These will be required by your SMS to deliver a file of results to the NZQA.

The name of the file is 'starexport.txt'

If your school is using Classroom Manager then the file will be created in the cm directory as specified via 'Configuration'. If not then the file will be created in the \star directory from whence it may be copied to a different location.

Note that each time a dump is made to the file the new information is appended to that already on the file. The existing file and its contents are not replaced by a new dump.

Once you have clicked on the button labelled 'Export this information' then the process will take place and the following message will be displayed. Either :



or



There is a button at the bottom of the screen which allows you to request a full dump of ALL units standards and ALL student results.

An example of a portion of the export file :

```

U233 8 2 2 Service an automotive battery          66483
U236 7 2 4 Service automotive cooling systems     66483
U238 7 2 2 Remove and replace wheels and tyres, and balance wheels 66483
U240 8 2 3 Demonstrate knowledge of petrol fuel systems 66483
U4514 4 1 2 Locate and identify deer anatomical features 67355
U4529 4 1 2 Locate and identify goat anatomical features 67355
S999900732 Afamasaga Jenny 4514 4 N67355
S999900732 Afamasaga Jenny 4529 4 A67355
S999900170 ALLEN David Tipene 233 8 A66483
S999900170 ALLEN David Tipene 236 7 N66483
S999900170 ALLEN David Tipene 238 7 A66483
S999900170 ALLEN David Tipene 240 8 N66483
S999900036 ANDERSON Bevan John William 233 8 A66483
S999900036 ANDERSON Bevan John William 236 7 A66483

```

The above display has been modified a little to fit onto this screen. There are two types of records :

U records – relating to unit standards

R records – relating to students.

If your SMS does not yet have a facility to import standards and data from such a file then you might be able to persuade your SMS developers to incorporate such a facility. The necessary details, which you would have to supply to them, are as follows.

U record structure :

Field	Title	Start position	Length
1	Record type (U)	1	1
2	Unit standard number	2	5
3	Unit standard version	7	2
4	Unit standard level	9	2
5	Unit standard credits	11	3
6	Unit standard description	14	140
7	Unit standard provider code	154	4

8	Unit standard provider location	158	2
---	---------------------------------	-----	---

R record structure :

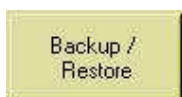
Field	Title	Start position	Length
1	Record type (S)	1	1
2	Student ID	2	10
3	Student family name	12	30
4	Student first names	42	30
5	Unit standard number	72	5
6	Unit standard version	77	2
7	Unit standard result	79	1
8	Unit standard provider code	80	4
9	Unit standard provider location	84	2

N.B. The student ID will be the correct number in the case of a school using Classroom Manager, but will be a number e.g. 999900014 for other SMS systems.

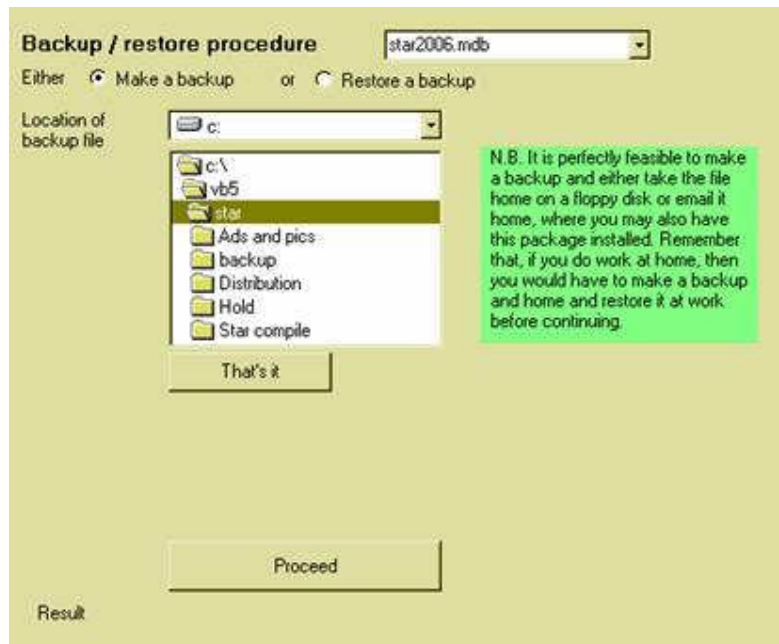
Should you wish to have your SMS provider contact the author to enable a valid ID to be used then please encourage them to make contact via the details at the start of this manual.

5.3 Making or restoring a backup

The third utilities button ...



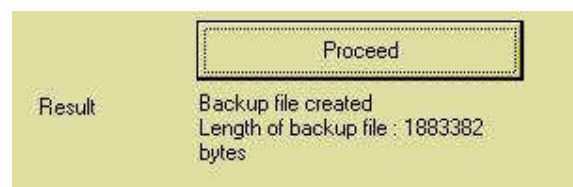
... leads you to the following screen :



Near the top of the screen are two option buttons which allow you to decide whether it is a backup or a restore which you are wishing to do. The screen above illustrates the former.

a) Making a backup

Select the location for your backup file and, when ready, click 'Proceed'. Once the process has been completed the results will be displayed below the 'Proceed' button e.g.



Note the message in the green box on the screen :

N.B. It is perfectly feasible to make a backup and either take the file home on a floppy disk or email it home, where you may also have this package installed. Remember that, if you do work at home, then you would have to make a backup at home and restore it at work before continuing.

b) Restoring a previously made backup

Click on the second option button near the top of the screen and the restoration process screen, shown below, will be displayed. The only difference is the inclusion of a list of existing backups found in the nominated directory, shown at the bottom of this screen.

Backup / restore procedure star2006.mdb

Either ☐ Make a backup or ☒ Restore a backup

Location of backup file c:\

- vb5
- star
- backup

That's it

Select back to restore star2006.zip

Backup file
The name of the file is
ceddmmmyyy.zip

Proceed

Result

N.B. It is perfectly feasible to make a backup and either take the file home on a floppy disk or email it home, where you may also have this package installed. Remember that, if you do work at home, then you would have to make a backup and home and restore it at work before continuing.

Use the directory listing above to identify the location of the backup file which you wish to restore, and click 'That's it' when you have done so. Any backups found in that location will be listed below.

Select the backup file which you wish to restore and click on the 'Proceed' button. The backup will be unpacked and restored to your \star directory and the information concerning this will be displayed at the bottom of the screen. An example of such a message is shown below.

Result

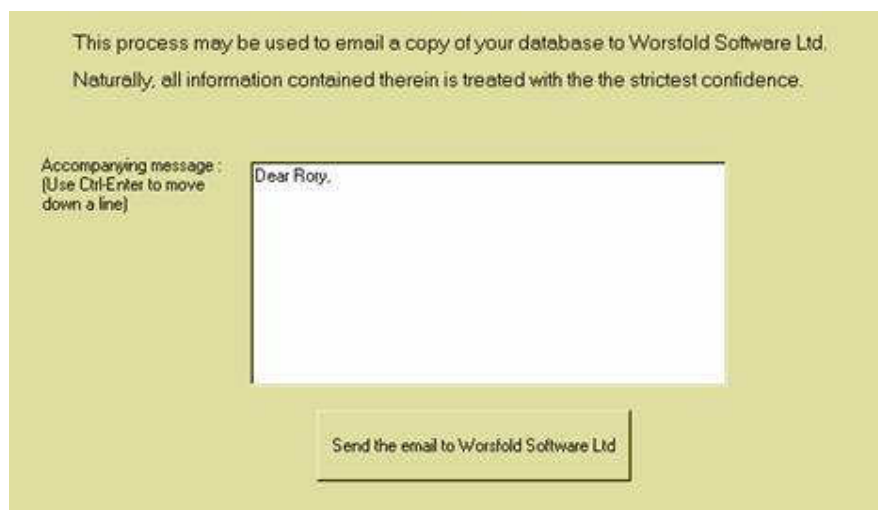
Database file : star2006.mdb
restored
Length = 9801728 bytes

5.4 Emailing your database to Worsfold Software

Should you experience a problem with the package then it may be necessary to forward a copy of your database to Worsfold Software Ltd to enable the exact cause to be identified and corrected. The need for this step will be decided through discussion with the author. Should it be necessary then click on the button :



... and the following screen will be displayed :



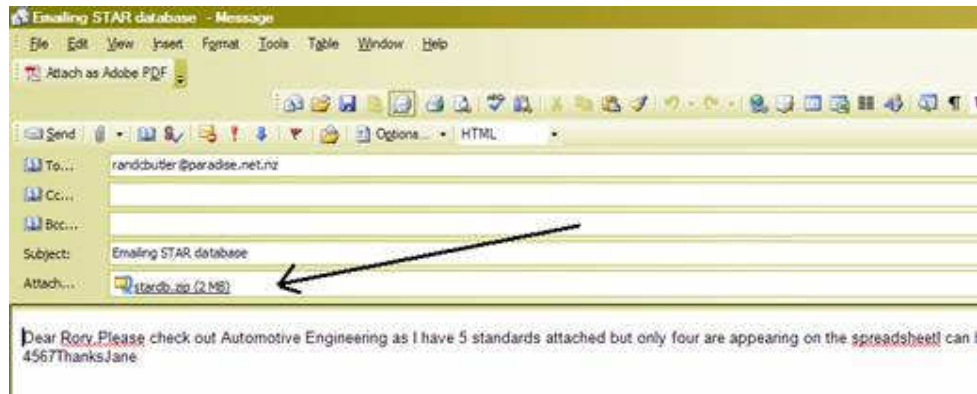
All that you should be required to do is to enter a suitable message (e.g. Please check out Automotive Engineering as I have 5 standards attached but only four are appearing on the spreadsheet) and click on the 'Send' button.

This SHOULD take you to your email software, with a zipped file named using your school name and ending in .rhb as an attachment.

A message concerning this will be shown :



The process makes a copy of your database, renames it, compresses it, and sends it as an attachment to your email program. In testing, I have sometimes found that the process of attaching the zip file can be somewhat unreliable. It's success depends on the settings for your email program. Should all go well then the screen should appear as e.g. :



Note the attachment - stardb.zip - to which the arrow is pointing above.

Note also that your lovely message did not come through with line feeds. You might like to adjust that before sending.... But its not essential. What IS essential is the attachment. If there is no attachment then please attach the zip file which will be named 'stardb.zip' and will be found in your \star directory. To attach it click on the paper clip icon and navigate to the \star directory.

My experience of many years with databases suggests that the arrival of a backup usually makes solving a particular problem relatively simple.

5.5 Importing results from Classroom Manager

If you school is using MUSAC's Classroom Manager then this button will be visible.



The purpose of this utility is to update your star database with any relevant results already held in your school's cm database. It is possible that, prior to using this package, your school had manually attached particular unit standards to students and had already entered results. If this was the case then these results would be displayed on the screen ready for importation into your star database.

Clicking on this button will display the following screen.

Import existing results from Classroom Manager

Student	Code	Version	Current result	CM result
ALLEN, D	240	8	N	A
ALLEN, D	236	7	N	A
BAKER, S	233	8	N	A
BAKER, S	240	8	N	A
BAKER, S	233	8	N	A
BAKER, S	233	8	N	A
BAKER, S	240	8	N	A
BAKER, S	240	8	N	A
BEECH, J	240	8	N	A
GRIMES, J	233	8	N	A
GRIMES, J	238	7	N	A
HAMMON, J	236	7	N	A
HAMMON, J	233	8	N	A

CM Results

Total results in STAR :
Matching results : 93
(These have been removed from the display)

Results not yet in CM : 0
(These have also been removed - these should be exported using the export utility)

Importable results : 0

Import these results from CM

Differing results : 13

Update these results from CM

The information displayed indicates that there were 93 results in the database which already matched those in CM and that these have not been displayed. Further, there were NO results in the STAR database which had not already been imported into cm.

It did find 13 results which differed between CM and STAR. The existing results and the new results are displayed in the table.

To have these changes made to your star database click on the button labelled 'Update these results from CM'.

Similarly, had there been any results in cm for which there were NO entries in STAR then you would have been able to import these.

5.6 Import the latest Unit Standards from NZQA

Each release of this package will include the current version of the file of unit standards provided by NZQA. This utility is used to import standards from this file directly into the database so that they are then available for connection to courses.

The screen for the process is shown below. Listed on the screen are the excluded domains. Unit standards from these domains will not be imported as they cannot be attached to STAR courses.

Import the latest unit standards from NZQA

To carry out this process you must have obtained the file 'standards.txt' from NZQA. This process will extract the latest versions of units standards from that file into your star database.

Please ensure that the file 'standards.txt' from NZQA has been copied into your \star directory.

The file 'standards.txt' dated 17/05/2007 has been found in your star directory.

Proceed to import unit standards

Please note that during the import process the left hand list may appear to freeze. The process is still proceeding.

Please note : This process will take a few minutes to import over 50,000 versions of the units standards.

Excluded domains

Standards in the following domains will NOT be imported and will NOT be available to be included in STAR courses.

Dance Choreography
Dance Choreography
Dance Performance
Dance Perspectives
Drama Creation
Drama Performance
Drama Studies
Making Music
Music Studies
Music Technology
Art History
Practical Art
Accounting I Generic
Text and Information Management I Generic

To import the new standards, click on the 'Proceed to import unit standards' button and the process will occur quite rapidly.

Chapter 6

Using the web site

What's in this chapter?	Page
6.1 Using the Worsfold Software web site	6.1

6.1 Using the Worsfold Software web site

Early in 2005 a web site was established to enable users of the Worsfold Software packages to stay up to date with both the latest enhancements and the latest version.

If, for some reason, you discover a fault in the software then please check the web site first. It may very well be that others have discovered it before you and it has already been rectified and made available.

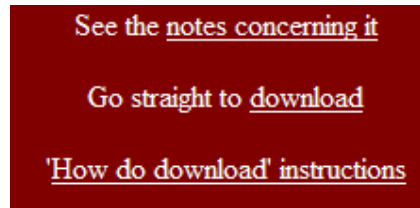
The name of the web site is : www.worsfoldsoftware.co.nz

The 'Home' page is shown below.



Users of Star should keep an eye on the left hand panel, where latest information is added to the top every time a change is made. Links here (white underlined text) take you to three places of immediate interest.





At the top of the screen are some buttons....



.. and, while you are welcome to browse them all, the one of most interest to STAR users is the first : Products, which leads to the Products page, shown below.



The third button on this screen takes you to the STAR page, shown below.



While this screen tells you about the package, there are two links of particular interest. These are the first and third down the left hand side.

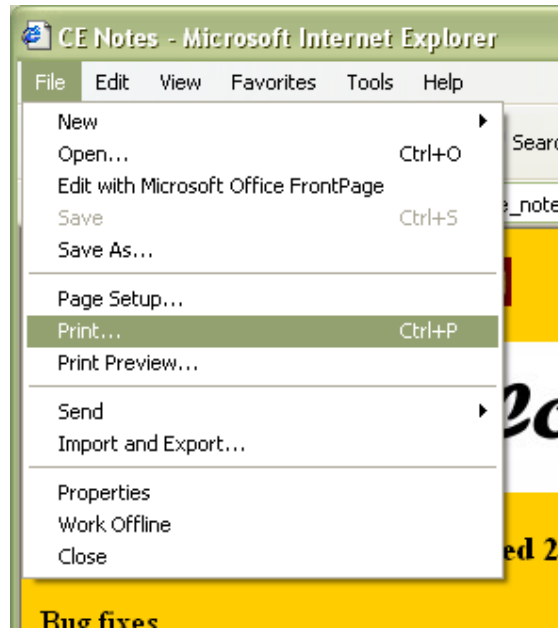
Latest changes

Whenever a change is made to the package the details of the changes made will be reported on the Community Education notes pages, accessed via this link.

This page is shown below.



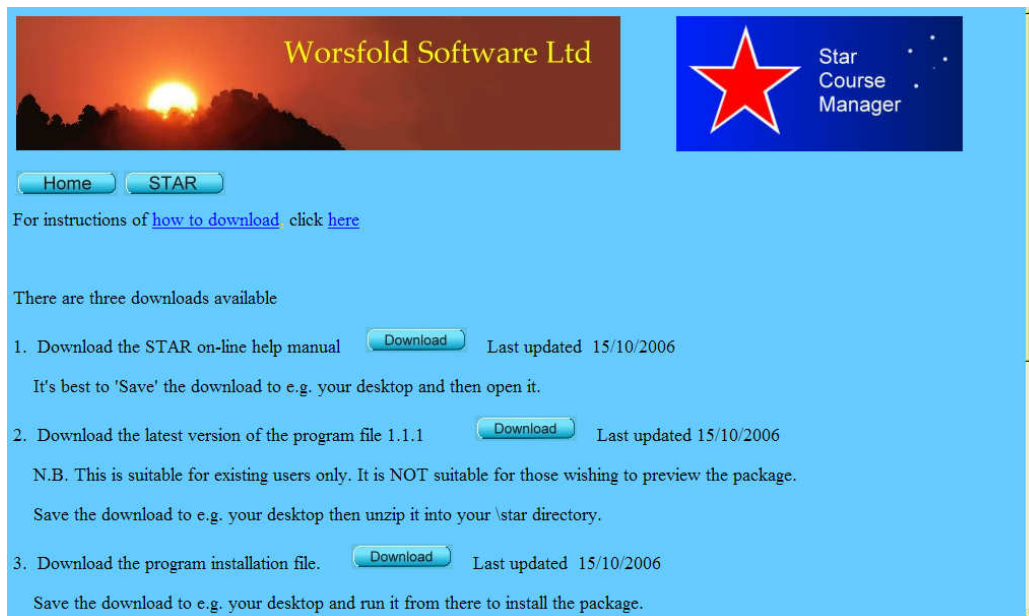
This pages lists all the changes (both bug fixes and enhancement, with the latest changes reported at the top of the page. If you so wish, you can print this page via the menu at the top of your browser, e.g.



The other link of particular interest is that which accesses the download screen. This is available via both the link on the STAR screen and the link on the notes screen.



The download screen appears as shown below.



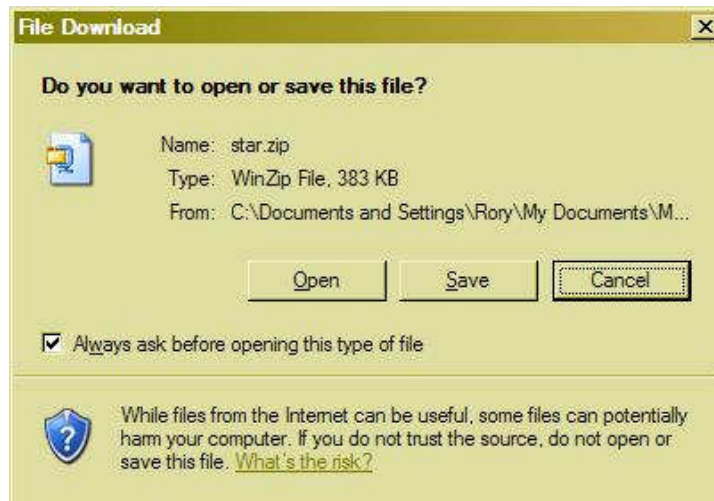
The download required is the second one – the latest version of the program file.

The link in blue towards the top of this area provides full instructions on how to process the download. These instructions are reproduced here:

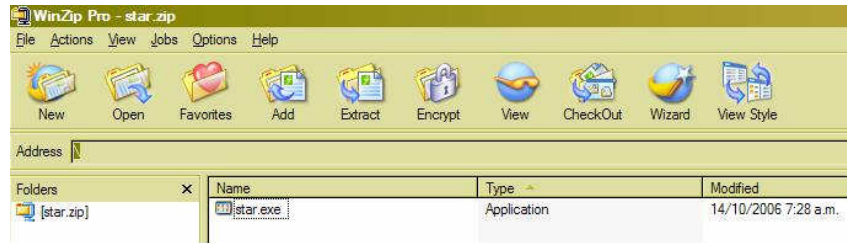


How to install from the download (in three easy steps!)

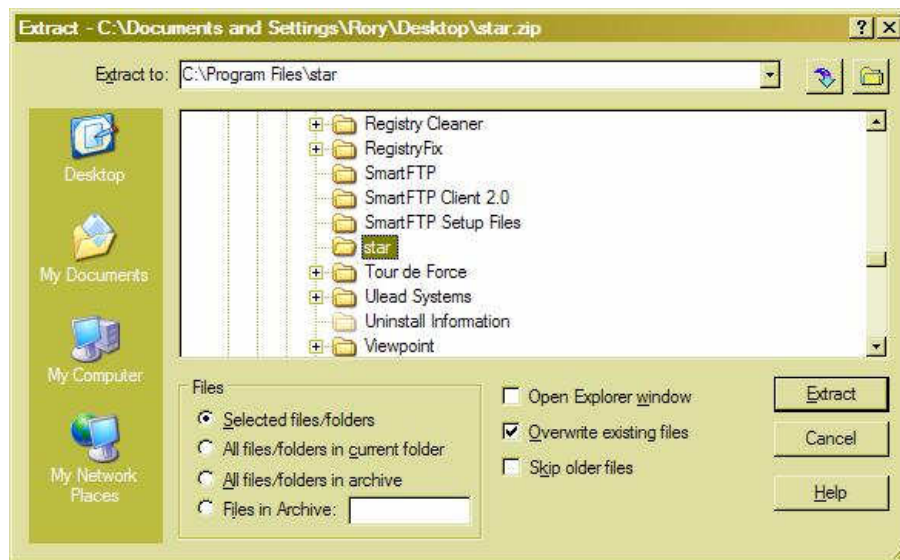
1. Exit from the package if it is currently running.
2. Click on the 'Download' button. A dialogue will ask you if you wish to 'Open' or 'Save' the file. I've always preferred to 'Save' as, if the installation needs to be repeated, or I wish to install in more than one place, then 'Save'ing the download file makes this easy. I always save it to my desktop, then, when I have completely finished with the download, I can delete it. An example of this dialogue is shown below.



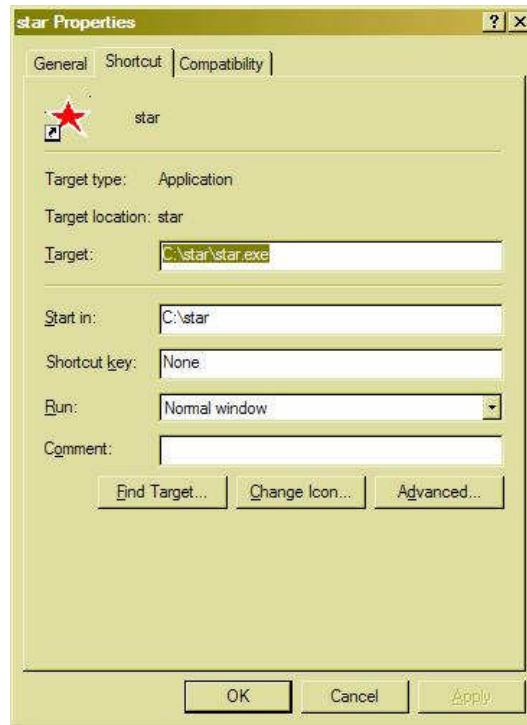
3. Once you have completed the download to your desktop exit from the web site (having read and maybe even have printed the notes concerning the latest enhancements) and double-click on the download on your desktop. The download is called star.zip. When you double-click on it, it will open into 'Winzip', as shown below.



Click on the 'Extract' button and navigate to your \star directory. An example of this is shown below.



If you do now know where your \star directory is then you can find out by right-clicking on your desktop short-cut and selecting 'Properties'. The location will be displayed as the target. An example of this is shown below.



Copy and paste, or simply type, the target (e.g. c:\star) into the 'Extract to' field on the extract dialogue (see two illustrations back...) and then click the 'Extract' button in the top right hand corner of the window. If you are asked whether or not you wish to overwrite the existing file, then the answer is 'Yes'. That is exactly what you are trying to do - to replace the old version with the new one.

N.B. Installing a new version of the program will NOT touch your data. Your data lives in a database named e.g. star2005.mdb and this is not affected by installing a new version of the program.

If you wish to print out these instructions then go to the top left hand corner of the screen now, and select File / Print.

This brings us to the end of the manual.

Please feel free to contact the author to suggest enhancements to the package and/or the manual.

Contact details :

Phone 03 449 2094

Email : randcbutler@paradise.net.nz

INDEX

A

Access database	1.1
Access rights	2.3
Attaching students	3.10

B

Backup	5.7
--------------	-----

C

Configuration	2.1
Conventions.....	vii
Copyright	v
Course code	3.2
Course lists.....	4.2
Course title	3.2
Courses	3.1

D

Download latest version	6.4
-------------------------------	-----

E

Editing Users	2.2
Emailing your database	5.10
End-of-year process	5.1
Entering students' results	3.15
Entry code.....	1.5
Export file structure	5.5
Exporting a file of data	5.5

F

Financial details	3.15
Funding report form	4.6

I

Importing from Classroom Manager	5.11
Income and budgets	2.6
Install from a download.....	6.5
Installation	1.2

L	
Latest changes.....	6.3
License.....	v
List of courses	4.4
M	
MOE funding report.....	4.6
MOE number	2.6
MUSAC.....	2.4
MUSAC's Classroom Manager.....	2.4, 3.11
O	
Other achievements	3.8
Other SMSs	5.4
P	
Password - first entry	1.5
Passwords	2.3
Print Lists	4.1
Providers	3.7
S	
Sending results to your SMS	5.4
Setting up	2.1
Shortcut	1.10
Statistics.....	4.6
Student lists	4.5
Students' results	3.15
System files	1.2, 1.3
U	
Unit standards	3.3
Utilities.....	5.1
W	
Warranty	v
Web site.....	6.1
