

Online Training Attendance

Quick Start Guide

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Center for Development of Human Services**

About Online Training Attendance

Online Training Attendance is an on-site web-based attendance recording tool developed by the Center for Development of Human Services (CDHS). Trainers use the program to record training attendance by training session. Online Training Attendance offers several important features:

1. **Online Access:** Attendance can be submitted electronically via the Web
2. **Real-Time:** Attendance is recorded for trainings occurring on the current date
3. Attendance can be taken for trainings in which the end date has passed
4. **Add Walk-in Participants:** Trainers can register walk-in participants to the training
5. **Close File:** Trainers can close the training delivery

Obtaining Technical Support

The best way to obtain technical support is via e-mail to starssupport@bsc-cdhs.org. If the nature of your problem requires immediate assistance, please call 1 (800) 413-3210 ext. 225.

Browser Requirements

In order for you to view the pages of this application as they are meant to be displayed, you must be using Internet Explorer version 6 or above.

Open Online Training Attendance

1. Open your browser.
2. In the address line, type: <http://stars.bsc-cdhs.org/>.
3. You are now in the STARS web site. Hover the mouse over **Training Providers**, then **Online Applications**. Click **Online Training Attendance**.

Login

1. Enter the Username and Password assigned to your state training provider.
2. Click **Login**.

List of Trainings Occurring Today

This page displays a list of all pre-registered trainings occurring today that are offered by your training provider. The list is ordered by training title, start date, and training site. As you move your mouse over the list of trainings, the training that is selected will be highlighted. Click the training for which you are the trainer with your mouse to be directed to the attendance list.

Submitting Online Training Attendance

On days of the training *before* the end date:

1. Select the training for which you are the trainer in the list of trainings occurring today. You will be directed to the attendance list.
2. If there are *no* walk-in participants to register, go to step 4.
3. If there are walk-in participants to register for the training, add them first by clicking the **Add Walk-in** link to be directed to the Add Walk-in Participant(s) page. After registering walk-in participants, begin step 4. (See section *Register Walk-in Participants*.)
4. Decrease the total training sessions by 1 for those participants absent for the training session by clicking the down arrow or by typing the appropriate number in the textbox. **Note:** If there are *no* absentees or walk-in participants to register for a training session, you do not have to submit online attendance until the training end date.
5. Click **Submit**. After clicking the submit button, a confirmation box will appear “Are you sure you want to submit changes?.” Click **OK** to submit your changes or **Cancel** to not submit and remain at the current screen.
6. An alert box will appear confirming that the attendance list has been updated and you will be directed to the list of trainings occurring today.

On the training end date:

On the last day of the training, use the program to verify the total sessions attended for participants and close the training delivery file after the last training session if all walk-participants who attended your training were found in the STARS system.

1. Select the training for which you are the trainer in the list of trainings occurring today. You will be directed to the attendance list.
2. If there are *no* absentees, click **Close File**. If there are absentees, decrease the total sessions attended for those participants absent by clicking the down arrow or by typing the appropriate number in the textbox and then click **Close File**.
3. A confirmation screen will appear asking you if the training delivery file can be closed. If it is not the last training session and/or there are walk-in participants who attended your training who were *not* found in the STARS system, select **No** to keep the training file open. Otherwise, select **Yes** to close the training file.
4. The registration status and total sessions attended will be indicated for participants.

On days *after* the end date of the training:

This option is only intended for situations in which you were *not* able to submit the final attendance tally on the last day of the training. Online attendance can be submitted within 5 business days after the training end date.

1. Click the **Past Trainings** link on the Trainings Occurring Today page.
2. Select the training end date on the calendar and click the **List Trainings** button.
3. Select the training for which you are the trainer in the list. You will be directed to the attendance list.
4. If all walk-in participants were already registered, go to step 5. Otherwise, add them first by clicking the **Add Walk-in** link to be directed to the Add Walk-in Participant(s) page. After registering walk-in participants, begin step 5. (See section *Registering Walk-in Participants*.)
5. If there were *no* absentees, click **Close File**. If there were absentees, decrease the number in the textbox in the total sessions attended column for those participants absent by clicking the down arrow or by typing the appropriate number in the textbox and then click **Close File**. **Note:** In order to know which participants were absent, you may need to keep a paper record of attendance each day and refer to it when submitting attendance electronically.
6. A confirmation screen will appear asking you if the training delivery file can be closed. Select **No** to keep the training file open if there are walk-in participants who attended your training who were *not* found in the STARS system. Otherwise, select **Yes** to close the training file.
7. The registration status and total sessions attended will be indicated for participants.
8. If you kept the training delivery file open, you can make more changes to attendance by clicking the **Find Past Trainings** link, selecting a training end date on the calendar, and clicking the **List Trainings** button. Click the training for which you are the trainer in the list of trainings to be directed back to the attendance list. If you want a copy of the roster, click **Print**. Otherwise, logout.

Register Walk-in Participants

1. Click the **Add Walk-in** link in the navigation area of the attendance list to be directed to the Add Walk-in Participant(s) page.
2. Type a last name and a first name initial in the corresponding textboxes.
3. Click **Search**.
4. A grid will appear matching your search criteria. If necessary, use the grid pager navigation controls to scroll through the list of names. **Note:** Registration and attendance for walk-in participants *not found in the STARS system* will have to be recorded by paper and submitted to your training registration unit.
5. Find the participant you want to add and click **Register**.
6. A confirmation box will display asking you if you are sure you want to register the person you selected for the training. Click **OK** to register the person or click **Cancel** if you selected the wrong individual.
7. A confirmation screen will appear verifying that registration was successful for the walk-in participant you selected and it will also ask you if there are additional walk-in participants to register.
8. There are no more Walk-in Participants to Add
 - a. Click the **No** button on the Registration Successful confirmation screen to be taken back to the attendance list. The walk-in participant you registered will now be on the attendance list. If necessary, modify the total sessions for the walk-in participant you just registered.

There are additional Walk-in Participants to Add

- a. Click the **Yes** button on the Registration Successful confirmation screen to remain at the Add Walk-in Participant(s) page.
- b. Repeat steps 2-8 for each walk-in participant there is to register.
- c. When you are finished adding walk-in participants, click the **No** button on the Registration Successful confirmation screen to be taken back to the attendance list. The walk-in participants you registered will now be on the attendance list. If necessary, modify the total sessions for the walk in participants you just registered.

Add Trainee Notes


Trainers can use this section to enter which specific days, sessions, or parts of the training a trainee missed. This information is optional and should only be entered if it is necessary.

1. Click the **Add Notes** link in the navigation area of the attendance list.
2. A pop up window will open with a text area. Enter the information in the text area.
3. Click **Update** to save your data. The window will close and you will be back at the attendance list. Click **Cancel** to go back to the attendance list without saving your changes.

Multipart Trainings

If a trainee is no show for part 1 of a multipart training, an email alert will be sent to the provider or course contact. The provider or the course contact will cancel the trainee for the remaining parts of the delivery and will cancel lodging accommodations if applicable.

Print

1. To print the attendance list, click **Print** in the navigation area of the attendance list.
2. Click  and follow the onscreen instructions.

Logout

1. Click the **Logout** hyperlink in the navigation area.
2. Close the browser window.

(See the **Frequently Asked Questions** for more information.)