Student Aspiration Raising Community of Practice (STAR CoP) Database

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ACCESS

Direct access to the STAR CoP Database can be found at https://starcop-database.utاسب.edu.au/

Alternatively access to the STAR CoP and Database can be found on the University staff page.

1. Navigate to the staff page. Link to the staff page can be found on the University home page www.utas.edu.au.

2. From the staff page https://secure.utas.edu.au/staff/index you will find the link to the STAR CoP webpage.

4. Navigate to the Staff access to the Event Calendar
LOGIN

Log in is as per main username and password. Please note you will be required to use VPN if you are not accessing the database from on campus location.

Login

Access to this resource is restricted
Please enter your UTAS email username and password, and click Log In.

Username: 
Password: 

Help

What is my Username?
Your username is the part of your email address before the @ symbol.
Eg. The username for student@postoffice.sandybay.utas.edu.au would be student.
Staff members should use the same username as for internet access (eg. j blogs - don’t use jane blogs@utas.edu.au)

I forgot my password?
You will need to contact the Service Desk on 6226 1818 or visit the Service Desk on campus and have your email password reset.

What is my Password?
All students have been given an email account and password, the details are found only on your initial enrolment statement.
Staff should contact the Service Desk on (03) 6226 1818 for password enquiries.

How do I change my password?
You can change your password by going to the webmail login page and clicking the Change Password link (before you log in).
EVENT CALENDAR

The landing page upon login is the Event Calendar, showing the current months events. This screen also allows you to change the month and year view.

To view an event in full simply click on the calendar entry box.
Hovering over the event will also bring up a brief overview of the event details.
EVENT SEARCH

The Event Search page will list the current month’s events and allows you to search by keyword and between your selected dates (data range from 2007 to present).

The ‘Additional search fields’ menu allows you to detail the search to more specific criteria including Budget Code, Campus, Co-ordinator, Event Name, Event Type, Market Segment, Organisational Unit, Tasmanian Schools, Target Region and UTAS Staff.

To view an event in full simply click on the red event title in the search list.
REPORTS

The report buttons can be found below the search results list, and will allow you to save and print the data to PDF or excel spreadsheet. A Summary report based on your search parameters will give you details limited to the Event Title, Start Date, Start Time, Data Added and the Campus location. Detailed reports provide a summary list followed by the full event details for each event matching your search criteria.
SUBSCRIBE

The subscription button can also be found below the list of search results. This allows you to subscribe to the ‘Additional search fields’ parameters entered. You will receive a weekly update from Star.Cop@utas.edu.au showing any additional events matching your search criteria which have been created in the database.

The below example shows a search of Campus Tours, that occurred on Newnham Campus between Nov 2013 and Nov 2015 with the keyword Aspirations.
To subscribe to the search parameters click the Subscribe button. You will be prompted to enter a name for this subscription eg. Aspirations.
You will now find your search subscriptions listed in My Profile.

You can view the search or unsubscribe at any time. You will now receive a weekly update from Star.Cop@utas.edu.au showing any new events matching your search criteria which have been created in the database.
**iCAL**

You are able to download any event to your Outlook calendar via the `Email iCal` icon in the event view. This link can be found in the Event Title and Event Session sections.

An email will be sent to you from Star.Cop@utas.edu.au with an `.ics` file attached. Opening the file will prompt Outlook to ask if you would like the event added. Don’t forget to customise the reminder notification times.
ADD A NEW EVENT

You will be able to navigate to the Add a New Event page at any time via the left hand side menu.

When creating a new event it is MANDATORY to enter details into the Event Title, Coordinator, Organisational Unit fields, and Market Segments as well as creating at least one Event Session date and time. Mandatory fields are marked with an asterisk * as in the example below.

If you are unable to find someone in the list of coordinators or backup coordinators this means that they have never logged into the database and will be required to do so.

Only Coordinators and Backup Coordinators have permission to edit and delete their events, these will appear in your My Profile page.

Most fields will also have an information icon 📁. These icons will provide you with guidance as to the detail to enter (To view the tooltip use your curser to hover over the icon, DO NOT CLICK as this will not enable you to view the text).
It is advised you include and are consistent in the use of event names or project specific names, acronyms and relevant key words in the **keywords** field to enable later searches to include this event in results and reports. To assist in this process keywords that have been used previously will be listed for you to as per the below. Any new words will be added to this list.

Place a comma immediately after each word in order to correctly populate the field, as there is a 30 character per word limit.

Mandatory fields **MUST BE ENTERED BEFORE** being able to complete the **UTAS Staff** field. This listing is current as of Nov 2015. *When new HRMS systems are in place this feed will be integrated and up-to-date.* Add all staff who have been involved in the coordination and delivery of your event. You can begin typing the staff members name in the **Select Staff** field and select them from the list which appears.
Once the correct staff member has been selected you **MUST** select the **Add Staff** button. Staff can only be added individually.

You can also add multiple **Market Segments** using the same process of selecting the appropriate option from the drop down menu and adding your selection to the field.

The same selection and addition process applies to adding data to the **Tasmanian Schools** and **Resources Used** fields.

The remaining fields are a combination of drop down menus with the choice of only one selection, text fields, tick boxes and radio buttons.

Ambassadors are current University student volunteers who may be available to assist in your event. Selecting **Ambassador Involvement** will send an email to the Student Recruitment Domestic ambassador coordinators to notify the current ambassadors of the opportunity to participate in your event. It is advised you contact Student Recruitment directly to follow up on your request.

Selecting **Uni Info Support** will also send an email to Student Recruitment Domestic requesting their support. It is advised you contact Student Recruitment directly to follow up on your request.

The **Faculty Involvement** and **Events, Media and Marketing Involvement** requests are currently disabled. For support please contact Event, Media and Marketing and the relevant faculty directly.

It is important to follow the on screen prompts as to the correct method of data entry. Please input data for as many fields as possible to ensure we capture all relevant information.
To add the Event Dates & Times select the Add Session button which can be found at the bottom of the page below the Recommendations Field.

You can select the appropriate date and session times using the date picker tool and drop down menus for start and end time. This can be edited by the coordinator and backup coordinator at any time if your event details change. Once you have selected your date and times there is also the option to repeat these session daily, weekly or monthly until a specified date if your event has a planned sequence of occurrences. To save your date and times select the Update Session button. You are also able to add multiple sessions were there is a less regular or repetitive schedule.

EDIT

You can return to your event entry at any time to edit the contents and session times, attach documents and add or remove staff. Only the Coordinator and Backup Coordinator of the event are able to edit and delete the event entry. To edit your event select it from the list of My Events in your My Profile page. Select the Edit Event Details button, this can be found after the Event Details and before the Event Sessions in the full event view.

MY PROFILE

Your profile is populated from initial login. You will now find your name in the drop down list of coordinators and backup coordinators. You can edit and update your contact and organisational unit details at any time. Your profile will also detail any events you are the coordinator or backup coordinator for, as well as any searches you have subscribed to.
**ERRORS**

If an error occurs **DON’T PANIC**, please click the back button in your browser and refresh the page. You may be required to log in again as your session may have timed out.

If you do experience any errors whilst using the database please let us know via email to Star.Cop@utas.edu.au with a screen shot and a brief description of how the error occurred.

**FURTHER INFORMATION**

If you have any questions, feedback or to request inclusion of further details regarding the Student Aspiration Raising Community of Practice or the STAR CoP Database please contact us via email at Star.Cop@utas.edu.au.