



STARS Modern Thinking For Education

HOW DO I? Home Page

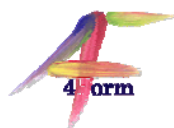
This guide describes the information displayed on the home page of STARS.

Terms Used

Term Used	Description
Account	A generic term covering the login details for an individual user.
ACTION	This details the steps you must take when following this guide.
Menu Bar	The menu options displayed near the top of each STARS page.
Online Server	A STARS installation hosted by FourForm. Access to these systems is available from anywhere via an Internet connected computer.
Role	Functionality within STARS is granted by allocating each user to a role. Roles are READ ONLY, STANDARD and ADMIN. A fourth role exists for standalone servers called SUPER USER. This role gives access to server hardware administration functions. Depending upon your login role, menu options are displayed or hidden.
Sidebar	The left-hand section of the screen with links to the most frequently used parts of STARS.
Standalone Server	A STARS installation where a server is installed on site. Access to these systems is only available from the site network and not via the Internet.
User/Username	This is a person who has access to STARS or the name that they use to log into STARS.



- To use STARS you must have your own username and password.
- Different access roles will give different access to menu options.
- Administrators can set up logins and access roles.



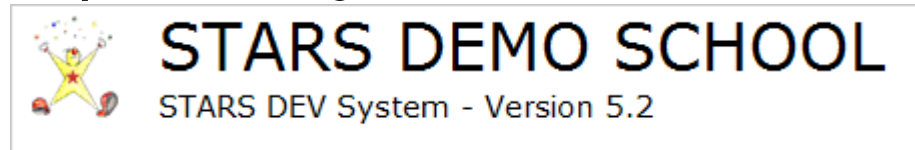
Overview

When you log into STARS or when you click on the “Home” menu option or when you have cancelled a previous option, you will be returned to the home page. The home page is an information page and a starting point when you log in or have completed another action that has returned you there.

Page Heading

On every page displayed in STARS, the heading is always displayed.

Example Screen: Heading section



Item	Description
School Name	The name of your school will be displayed. Our example shows “STARS DEMO SCHOOL”. Administrators can change this name; see the System Configuration HDI? guide for more information.
Version Number	This is the version of the software installed at your location. Our example shows version 5.2. The first number shows the major release, the second number is the sub-version for this release.



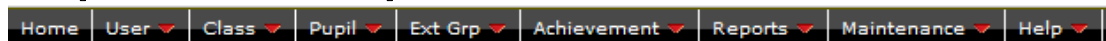
- Standalone servers need to upgrade their software when new releases become available. See later in this guide for information on how you know new versions are available.
- Online servers will always be at the latest release, upgrades are applied automatically.



Menu Bar

The section below the header is known as the “Menu Bar”. This will always be displayed wherever you are in STARS.

Example Screen: Menu bar options



The menu bar is where you access all of the options in STARS. Depending upon your login role, some options may be restricted. The example above shows all menu options, your settings may hide some of these options.



- Wherever you are in STARS, the menu bar will always be displayed.
- You can click on the “Home” menu option at any time to cancel your current action and return to the home page.
- Options are highlighted in red when you hover your mouse over them.
- Click on a top-level menu option to select or activate the menu.
- Items with sub-options have an arrow next to them.
- Hover your mouse to activate sub-options and click to select the option to run.

Greeting Section

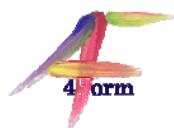
Whenever the home page is displayed the greeting message will be shown. This will identify your login name and display

Example Screen: Greetings section



The banner at the top of this section is advising us that new software updates are available. This message will be displayed when you have first logged in and updates are ready to be installed. This message will not be displayed when returning to the home page after performing another action. Administrators for standalone systems can upgrade their software using the Maintenance menu option.

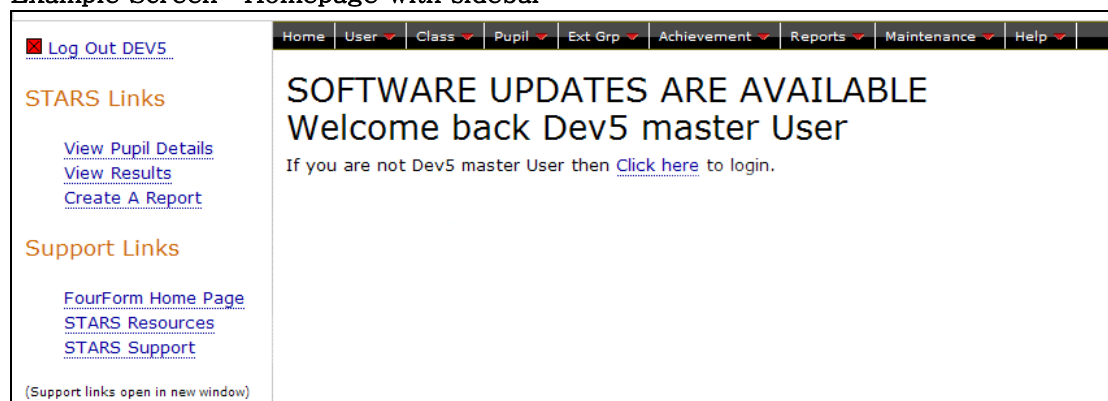
STARS has identified the person logged in from their username and displayed this in the “Welcome” section. If you wish to log out and use another username then click “Click here” to return to the login page and enter a new username and password.



Sidebar

The left hand section of every page in STARS will show the sidebar. This is a quick-links section to the most frequently used parts of STARS and also displays links to the STARS website for support and information.

Example Screen: Homepage with sidebar



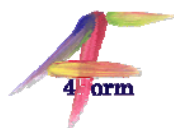
The screenshot shows the STARS homepage. At the top, there is a navigation menu with links: Home, User, Class, Pupil, Ext Grp, Achievement, Reports, Maintenance, and Help. The sidebar on the left contains a 'Log Out DEV5' link at the top, followed by 'STARS Links' with sub-links for 'View Pupil Details', 'View Results', and 'Create A Report'. Below that is 'Support Links' with sub-links for 'FourForm Home Page', 'STARS Resources', and 'STARS Support'. A note at the bottom of the sidebar says '(Support links open in new window)'. The main content area displays a message: 'SOFTWARE UPDATES ARE AVAILABLE Welcome back Dev5 master User'. Below this message, it says 'If you are not Dev5 master User then [Click here](#) to login.'



- The logout link is at the top of the sidebar; always click this item when you have finished using STARS.
- STARS links will take you directly to the selected option without needing to navigate the menu options.
- “Support Links” open in a new window.



Certain older browsers (such as Internet Explorer 6) cannot support the sidebar. If you are using an older browser then the links section will not be shown and the logout option will be displayed in the header of each page. Upgrades to the latest release of web browsers are normally free and we recommend you install the most recent version to ensure you have access to all of the features available in STARS.



Latest Results Entered

The section below the welcome message displays the last 5 packages where results have been entered. This allows you to see at a glance when results have been entered. You can also click on the package name to open the results in “Show” mode to review or quickly produce graphs.

Example Screen: Latest Results Recorded

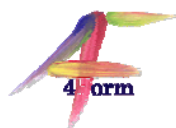
Welcome back Admin User

If you are not Admin User then [Click here](#) to login.

The latest results entered onto the system are shown below

Date	Package	Class
14/08/2010	MGP - TEACHER ASSESSMENTS	CLASS 1 (FOUNDATION)
18/02/2010	TERM 6 ENGLISH ASSESSMENT	CLASS 5 (YEAR 6)
16/11/2009	SCIENCE ASSESSMENT	CLASS 5 (YEAR 6)
04/11/2009	TERM 6 ENGLISH ASSESSMENT	CLASS 5 (YEAR 6)
04/11/2009	TERM 6 ENGLISH ASSESSMENT	CLASS 5 (YEAR 5)

NOTE: Up to 5 sets of results will be displayed from the last 12-month period.



Message Section

The centre of the home page contains a message section. Two kinds of messages can be displayed here; the first being a school message that can be added by an administrator and the second is for any messages from FourForm about the STARS system.

Example Screen: Message section

Messages

The year-end process has been completed, all pupils are now in their new classes and reception pupils have been added.

Please check that your year-groups are correct and let the office know of any problems.

If you have any results left to enter for last year then please ensure they are added as soon as possible. The Governors will be reviewing y6 results at the end of this month.

[From DEV5 on 2009-11-01]

CHECK YOUR BACKUP DISCS REGULARLY

Always allow pop-up windows from STARS and review any messages. If backups are not completing, STARS will warn you when an ADMIN user logs in.

For Year-End information, upgrade to R5.1 then select 'Help->How Do I' and then review the year-end guide.

STARS Online is now available - this can be accessed from anywhere with an Internet connection, not just from the school network. Existing customers can upgrade to the online version and receive large discounts on the current prices. Contact support@fourform.com for more information

If you need a FREE staff refresher course at your school then please contact the helpdesk to book.

Support Telephone Number: 0845 8386860

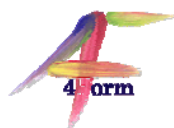
[From STARS on 2009-10-27]

Our example above shows a message from the school with information to staff. School messages are a useful way of sending out information to all users of STARS so that they can be kept informed of important details regarding STARS that are specific to your site.

The second message is automatically loaded overnight from the STARS central server. This is used by the STARS support team at FourForm to explain any important information regarding your system.



- Administrators can set up school messages. See the System Configuration HDI? guide for more information.
- See the Data Protection HDI? guide for more information on how the support team messages are loaded.



Page Trailer

At the end of every page in STARS the page trailer is displayed.

Example Screen: Page trailer



If you have email configured on the PC you are using to connect to STARS, you can click on the link to send a support email directly to FourForm. Clicking the link will launch your email program and will pre-fill the support email address. Simply enter your subject description and message and then send.

The username you have used to log into STARS is displayed to the right of the page trailer. Each person who uses STARS should have their own login.

At the foot of the page is a link to the FourForm website. Clicking this link will take you to the STARS homepage where you can explore the resources made available to support you when using STARS.

