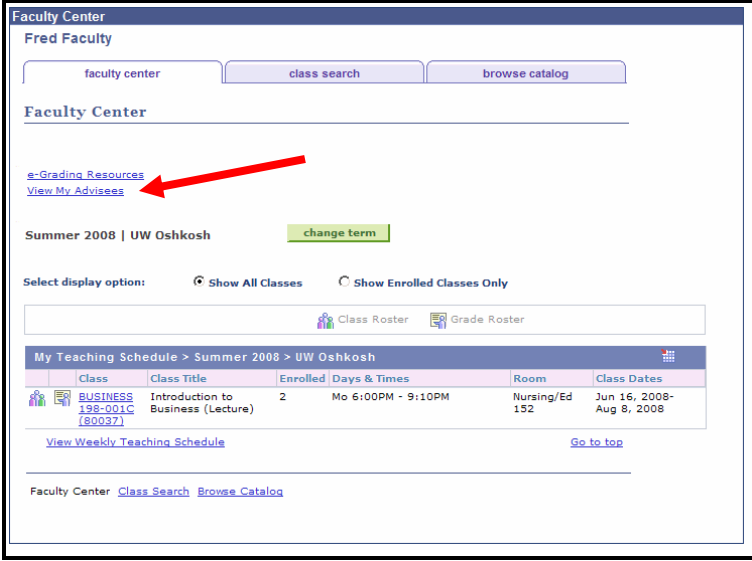
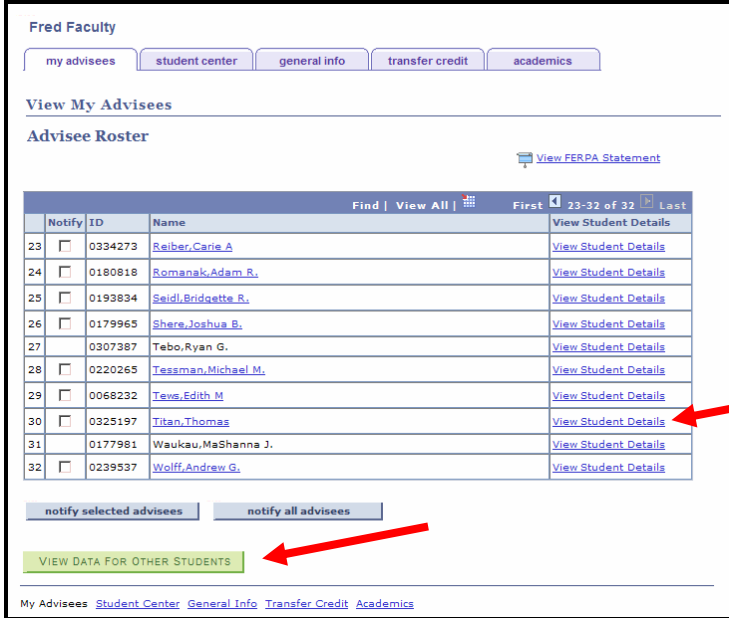







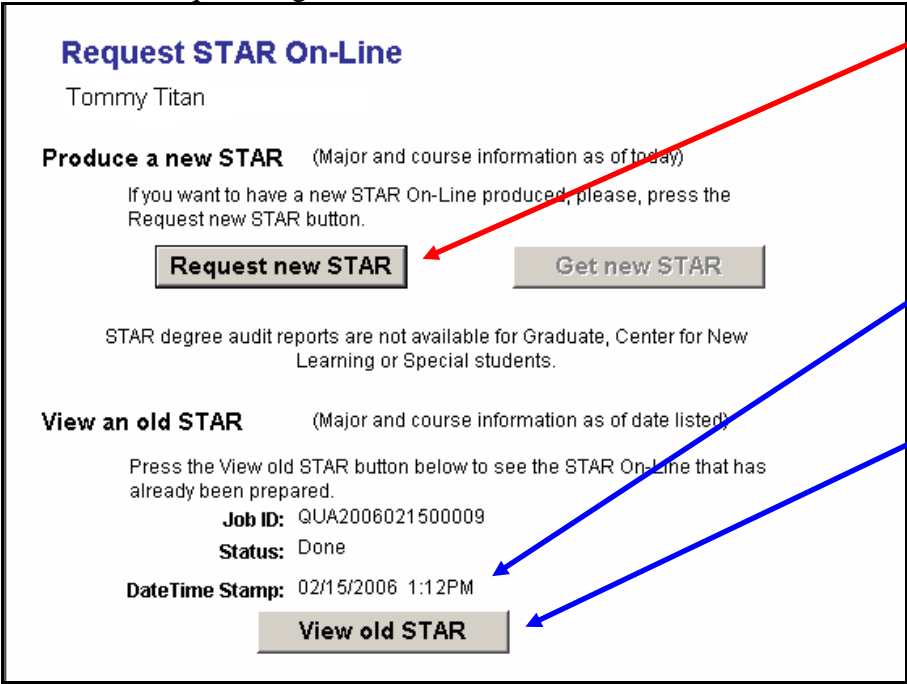


# View a STAR Report from Titan Web: Advisor View

Step	Action	Result
1.		
2.	From the Faculty Center Page shown above, click on <b>View My Advisees</b>	The Advisee Roster will display
3.		
4.	Select <u>View Student Details</u> - OR - <b>View Data For Other Students</b>  <b>Note:</b> If you have a large number of advisees you may find selecting <b>View Data For Other Students</b> more useful.	A list of all assigned advisees will be returned.  A search page will display if you select <b>View Data For Other Students</b>

Step	Action	Result										
5.	<p>If you selected <b>View Data For Other Students</b>. If you picked a student from the Advisee Roster proceed to step 7</p> <div data-bbox="534 344 1243 840" style="border: 1px solid black; padding: 10px;"> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>ID: <input type="text" value="begins with"/> </p> <p>Campus ID: <input type="text" value="begins with"/></p> <p>National ID: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>First Name: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p> </div>											
6.	<p>Enter the Student's ID in the ID box on top or search by Name.</p>	<p>The student you wish to view will be activated</p>										
7.		<div data-bbox="477 1001 1284 1627" style="border: 1px solid black; padding: 10px;"> <p>Thomas Titan ID: 0325197 </p> <p><a href="#">my advisees</a> <a href="#">student center</a> <a href="#">general info</a> <a href="#">transfer credit</a> <a href="#">aca</a></p> <p><b>Thomas's Student Center</b></p> <p>Academics</p> <p><a href="#">My Class Schedule</a> <a href="#">Shopping Cart</a></p> <p>Grades, STAR &amp; More</p> <p>Grades  </p> <ul style="list-style-type: none"> <li>Course History</li> <li>Enrollment Verification</li> <li>Grades</li> <li><b>STAR Report</b> </li> <li>Transcript: Request Of</li> <li>Transcript: View Unofficial</li> <li>Transfer Credit: Report</li> </ul> <table border="1" data-bbox="771 1260 1250 1575"> <thead> <tr> <th colspan="2">Fall 2008 Schedule</th> </tr> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>CHEM 105-B01D DIS (92095)</td> <td>We 12:40PM - 1:40PM Room: TBA</td> </tr> <tr> <td>CHEM 105-B01L LAB (92105)</td> <td>Mo 11:30AM - 1:40PM S. Halsey 402 - Gen Chemistry</td> </tr> <tr> <td>CHEM 105-B09C LEC (92094)</td> <td>TuTh 1:20PM - 2:50PM S. Halsey 109</td> </tr> </tbody> </table> <p style="text-align: right;"><a href="#">weekly schedule</a> </p> </div>	Fall 2008 Schedule		Class	Schedule	CHEM 105-B01D DIS (92095)	We 12:40PM - 1:40PM Room: TBA	CHEM 105-B01L LAB (92105)	Mo 11:30AM - 1:40PM S. Halsey 402 - Gen Chemistry	CHEM 105-B09C LEC (92094)	TuTh 1:20PM - 2:50PM S. Halsey 109
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8.	<p>Select <b>STAR Report</b> from the <b>Grades, STAR &amp; More</b> drop down box. (red arrow)</p> <p>Click the Go Arrow (green arrow)</p> <p><b>Special Note:</b> The other items on the drop-down list are also active.</p>	<p>The list of options will display as a drop-down list.</p>										

Step	Action	Result
9.	<p>The STAR Request Page looks like this:</p> 	<p>Click this button to initiate processing of the STAR</p> <p>Time Stamp for Old STAR data</p> <p>Click this button to see an old STAR. Data will be accurate through the time stamp date.</p>
10.	<p><b>Produce a new STAR section</b></p> <p>To get a STAR with current information:</p> <ul style="list-style-type: none"> <li>• Click on the Request new STAR button.</li> <li>• The processing status of your request is now displayed in the View old STAR section of the page.</li> <li>• Wait about 30 seconds and click on the <b>Get new STAR</b> button.</li> <li>• If the STAR does not appear wait 30 seconds and try again.</li> <li>• The audit to will return to your screen.</li> </ul> <p><b>View an old STAR section</b></p> <p>To view a STAR that has already been processed with the data current as of the Time Stamp:</p> <ul style="list-style-type: none"> <li>• Click on the <b>View old STAR</b></li> </ul>	<p><b>Special note about the data contained in your STAR:</b></p> <p>Your course history, major, grades and other data needed by your STAR is refreshed only when you process a New STAR. It is recommended that you use the <b>Request new STAR</b> button in most cases to be sure that the data is as up to date as possible</p> <p>The <b>View old STAR</b> button exists to give you a back-up copy of the STAR. This option should only be used if you are absolutely sure the have not been any changes to the students’s record since the Time Stamp date or if there is some technical problem that prevents a new STAR request from finishing its processing.</p>

Step	Action	Result
11.	<p><b>Request STAR On-Line</b></p> <p>Tommy Titan</p> <p><b>Produce a new STAR</b> (Major and course information as of today)</p> <p>Your request has been submitted. Your STAR On-Line is waiting to be processed. Please, wait a minute and then press the Get new STAR button.</p> <p style="text-align: center;"> <input type="button" value="Request new STAR"/> <input type="button" value="Get new STAR"/> </p> <p>STAR degree audit reports are not available for Graduate, Center for New Learning or Special students.</p> <p><b>View an old STAR</b> (Major and course information as of date listed)</p> <p>The last STAR On-Line you requested has not been prepared yet.</p> <p><b>Job ID:</b> QUA2006021500010  <b>Status:</b> Submitted - Waiting in Queue  <b>DateTime Stamp:</b> 02/15/2006 2:20PM</p> <p style="text-align: center;"><input type="button" value="View old STAR"/></p>	<div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p>Click to view your new STAR. You <u>must</u> click this button to see the STAR it will not automatically appear on your screen.</p> </div> <div style="border: 1px solid red; padding: 5px;"> <p>When the Get new STAR button is active, the processing status of your request is displayed here. Clicking the Get new STAR will refresh the status or return the new STAR to the screen.</p> </div>
12.	<p><b>STAR On-Line</b></p> <p>Tommy Titan</p> <pre> PREPARED: 08/19/05 - 15:44          Graduation date:   Adv: PROGRAM CODE: 223122216 Prg: 223122216/2000 //2000 /N-61002 /2000 /N-6 BACHELOR OF FINE ARTS DEGREE - COLLEGE OF LETTERS AND SCIENCE       FINE ARTS (GRAPHIC COMMUNICATIONS) MAJOR ===== &gt;&gt;&gt;&gt; ALL REQUIREMENTS COMPLETED --- IN-PROGRESS COURSES USED &lt;&lt;&lt;&lt; ===== IN-PROGRESS COURSES (IPLIST) ADJUSTMENTS TO THE COURSE REGISTRATIONS LISTED BELOW OR COURSES NOT COMPLETED SUCCESSFULLY WILL CHANGE THE STATUS OF THIS REPORT.  COURSES CURRENTLY BEING REPEATED WILL NOT BE LISTED WITH THE IN-PROGRESS COURSES BUT WILL BE LISTED IN THE REQUIREMENT TO WHICH THEY APPLY. ===== 0454 22-203  3.00      .00 IP Art: Concepts &amp; Creations (HU  YOU MUST APPLY FOR GRADUATION DURING THE SEMESTER PRIOR TO THE SEMESTER IN WHICH YOU WILL COMPLETE YOUR DEGREE REQUIREMENTS.  AN APPLICATION FORM IS AVAILABLE ON LINE (WWW.UWOSH.EDU/ENROLL/REGISTRATION)  CLICK GRADUATION &amp; FOLLOW INSTRUCTIONS FOR COMPLETING AND SUBMITTING FORM. =====                     </pre>	