Using Parent Accounts

Parents/Managers have access to view student progress, including completions and outstanding courses as well as full records reports.

Reviewing Student Records

1. Upon login to your Parent account, choose a student from the dropdown menu

2. Click on Courses

3. This will display that student's current course enrollments, and their status

Courses View

Select Student

Paulson, Iris	▼

Paulson, Iris

Courses	*Portfolios - 2021	Lesson	Grade
	1 - Mandated Reporting - 2021 (2.25 hrs)		A 90%
	Annual Training - 2021	**Lesson**	**Grade**
	Refresher: Bloodborne Pathogens - 2021 (0.5 hrs)	Take the Test	
	Refresher: PSR Core - 2021 (4 hrs)	Watch the Video	
	***Portfolios - 2021**	**Lesson**	**Grade**
	Severe Mental Illness Orientation - 2021 (1.25 hrs)		B 85%

Course Not Started—no running grade is displayed

Started but Not Complete— displays remaining lesson content and running grade

Completed Course—displays no remaining lesson content and final grade

*Portfolios - 2021	Lesson	Grade
1 - Mandated Reporting - 2021 (2.25 hrs)		A 90%
Annual Training - 2021	**Lesson**	**Grade**
Refresher: Bloodborne Pathogens - 2021 (0.5 hrs)	Watch the Video	
Refresher: PSR Core - 2021 (4 hrs)	Watch the Video	A 100%
***Portfolios - 2021**	**Lesson**	**Grade**
Severe Mental Illness Orientation - 2021 (1.25 hrs)		B 85%

Use the switchback button in the top right corner to change to exit student view and back to the Parent account home. This can also be accomplished by changing back to "Select Student" in the dropdown menu.

Select Student

Select Student
Select Student
Torrey, Ketty

Need help? Contact the **STAR Services Online Training Help Desk**.

Using Parent Accounts

From the **Home** page, click on **Reports**, then **Offline Reportings**.

Build customized reports of completed course records. Online trainings are added to the reports immediately upon completion of the entire course. You may add your own records as offline reports as well (see below).

Application Overview
- ⚙️ Account ▼
- 🕐 Dashboard ▼
- 🕐 Reports ▲
  - » Offline Reportings
- 🔔 Notifications ▼
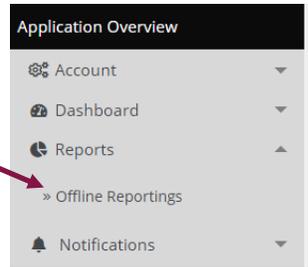
- You can view records for all of your students in the top menu, just choose a start and end date and click **Submit**.

Start Date
`2021/01/01 12:00:00`

End Date
`2021/12/31 12:00:00`

Submit

- In the bottom menu, you can filter by user and the start and end date, then click **Submit**.

Employee Filters

User
`All`

Start
`2021/01/01 12:00:00`

End
`2021/12/31 12:00:00`

Submit

NOTE: If you have a student selected from the dropdown on the Parent home page, Offline Reporting will automatically switch to pull only the records for that student. To view all, use the switch back button or return to "select student" in the dropdown.

Adding Offline Trainings

Offline Trainings are trainings that didn't happen online. You can add offline trainings for staff, allowing all training hours be stored in one place.

From the **Home** page, click on **Reports**, then **Offline Reportings**.

1. Click on **Add New**

2. Click on any student(s) to move them from the left column (employee list) to the right column (employees who attended)

3. Choose the date

4. Choose the duration

5. Enter a grade, if applicable

6. Add any notes, if desired

7. Select a title or enter a new one by choosing "Other " and entering the title into the new field that appears

8. Click **Save**

Trainee

Search...

Non-Company Facilitator
Buckley, Jeff
Paulson, Lily
Paulson, Iris

Facilitators

Non-Company Facilitator