

Setup Learning Requests in STARS

STARS Learning Administrators may setup learning requests for catalog items through STARS **Maintain Catalog Items** component.

The navigation is *Enterprise Learning > Catalog > Maintain Items*.

Item Details | **Attributes** | **Delivery Method**

Save | Create New | Delete | [Send Notifications](#) | [Return to Catalog Item Search](#)

Catalog Item Basic Data Find | View All First 1 of 1 Last

Basic Data | [Prerequisites](#) | [Equivalents](#) | [Notes and Attachments](#) | [Security](#)

***Catalog Item Long Name:**

***Catalog Item Short Name:** [Program Relationship](#)

***Course Code:**

Owner:

***Catalog Item Status:**

***Effective Date:**

***Description:**

Catalog Item Abstract:

***Approval Type:**

***Offering:** Internal External

Education Units:

Estimated Cost: **Currency Code:**

Enable Learning Request

Learning Request Threshold:

Basic Data | [Prerequisites](#) | [Equivalents](#) | [Notes and Attachments](#) | [Security](#)

[Correct History](#) | [Previous](#) | [Next](#)

STARS Learning Administrators setup learning request with following two steps:

- (1) Select the check box "Enable Learning Request" on Item Details page.
- (2) Enter the number of learning request for the item in the field "Learning Request Threshold" on Item Details page.

Enable Learning Request	<p>Indicate whether requests for new learning can be made.</p> <p>Enable learning request for the item so that learners will be able to search the item as a STARS "Existing" item on Submit Learning Request page.</p> <div data-bbox="412 506 1474 814" style="border: 1px solid #ccc; padding: 10px;"><p><input checked="" type="radio"/> Existing - Use this option to request a new activity for an existing course in the catalog</p><p>Catalog Item: <input type="text" value="STARS Course Testing"/> <input type="button" value="Search"/></p><p><input type="radio"/> New - Use this option to request a new course not found in the catalog</p><p>Category: <input type="text"/></p><p>Title: <input type="text"/></p></div>
Learning Request Threshold	<p>Enter the number of learning requests for the catalog item that will trigger a notification to STARS learning administrators.</p> <p>An email notification will be sending out to all learning administrators once the number of requests exceeds the number entered for Learning Request Threshold.</p> <div data-bbox="412 1031 1552 1465" style="border: 1px dashed #ccc; padding: 10px;"><p>Subject: <input type="text" value="Learning Request Threshold Met"/></p><p>Dear Sheldon,</p><p>This email informs you that 2 seats have been requested for the catalog item:</p><p>STARS Course Testing</p><p>Please go to STARS Maintain Learning Request page to review your demand. Please do not respond to this email.</p><p>Thank you.</p></div> <p>For example, One-on-One training provided by ITS team may put a Zero for Learning Request Threshold.</p>