So, you want a course added to STAR ELM? We'll need to know the following information to enter it correctly.

Item	Item Description	Your Response
Course Long Name	This can be fairly long (40 characters?)	
Course Code	Some courses are part of a series and the instructors are particular about this naming convention. e.g. HCM 101, HCM 102, etc. If this is new or not part of a series, please recommend a short course code name such as BEN 101	
Does this course or class already exist in ELM?	Yes/No	
ILT or eLearning	Is this Instructor Led Training or an eLearning? If eLearning, please specify what type of software, such as a Storyline Project, YouTube video, live webinar, etc.	
Short Course Description	Please describe the course in 254 characters or less. This is a limitation of ELM. 254 characters is about four short sentences or three long ones. For example, this paragraph is about 200 characters.	
Effective Date	This is the date the course will show up in a search in ELM. It's not the date of the class.	
Security	Who can sign up? Only DOA? Other agencies? Or any state employee (Enterprise)? Also, can contractors take this training? The most common types are 1. *DOA (and attached agencies)-No Contractors* or 2. *Enterprise - No Contractors.*	
Approval Type	Can anyone take it or does a learner need a supervisor's permission? By default, Instructor Led Trainings require supervisor permission and eLearning courses do not.	

Instructor(s)	Please list a primary instructor. If there is more than one, please list any other instructors.	
Minimum and Max Enrollment	Usually the number of seats in a room. But please specify. If less than the minimum number enrolls, we cancel the course. If more than the max enrolls, they are put on a waitlist.	
Last Enroll Date	The more days between this and the course date, the more time it allows someone on a waitlist to enroll. However, for a course that is not full, it prevents people from signing up. We recommend the day before the course date.	
Waitlist	Do you allow a waitlist? If so, how many can be added? If someone drops the course when it's full, the first waitlisted person takes the spot. The default is 5.	
Class Date(s) ,Times, location	If more than one session of this course is offered, please list all dates, start and end times, and location details.	
Last Date to Drop	This is usually the day before, but you can choose 3 days or more to allow the waitlists to work. If someone wants to drop after this date but can't, the status in their transcript is No Show and that won't allow a waitlisted person to enroll. 1-2 days is a good compromise.	
Materials/ Attachments	Do you have any course materials you want to attach to the course enrollment? If so, include them as a PDF or PPT. If you want to include a link as part of the enrollment, include it here.	