

Record

Connect

Report

Success



Recording Visits

Visit data provides the essential data to review your services. It is the primary function of every tracking system, from paper and pencil to spreadsheets to your Trac System. The visit data assists with everything from evaluating student success to acquiring funds for your program. While there are many tools available to record visits, the Kiosks and the Log Listings provide flexible, real-time login services to your students. Participants in this session will review the basics of the login features, as well as discover some more advanced options to customize your login processes. Come and see why the Kiosks and the Log Listing are the preferred methods for recording your visits.

Log Student Window

- Appears at the Top of Every page in the Trac System and allows Students to be logged in either using their Name or ID number. This can also be set up to work with a card reader or barcode scanner allowing students to sign in using their student ID card

Quick Visits

- Allows you the ability to quickly create visits after the visit has taken place or if your computer/internet is inaccessible
 - To activate the Quick Visit link on your Main Menu, go to the Trac Navigation -> TracMan Icon -> My Prefs -> Check the Quick Visits box -> Click Save.

Batch Entry/S.I. Batch Entry

- Allows you to record visits for a Group, Workshop, or SI Session.

The screenshot shows the 'Batch Visit Entry' window. At the top, it displays the date '04/07/2017', time in '8:35a', and time out '8:35a'. The center is 'Demo Learning Center', the reason is 'General Tutoring', and the section is 'BIO 102 01'. The consultant is 'Joan Treavor' and the location is 'Library'. There are tabs for 'Batch Entry' and 'SI Batch Entry'. Below the tabs, there is an ID field with a dropdown menu showing '(SELECTED for prev 38952 students)' and a 'Remember Notes' checkbox. A 'Notes' text area is present. At the bottom, there is a table of students with columns for '43 Students enrolled & visited for BIO 102 01' and '0 Students enrolled & never visited for BIO 102 01'. The table lists names like Ace, Cocky, Adams, Betty, Adams, Jay, Alger, Tanner N, and Allen, Lauren, each with a 'No' status and a checkbox.

Dynamic Kiosks

- Allows Users to Pre-select the fields for the Student when they log in to a Kiosk.
 - When setting up the Kiosk, you will check the Dynamic Kiosk Box and then select the options below that you would like to pre-select once signed in to the kiosk.

The screenshot shows the 'Groups Entry' window. It displays 'ID: 14' and 'Group Name: Demo TT Admins'. There are tabs for 'Center Access', 'User List', 'KIOSK List', 'Scheduling', 'Student Entry', 'Log In/Out', and 'Admin / Modules'. The 'KIOSK List' tab is active. Below the tabs, there is a section for 'KIOSK List for this Group:' with fields for 'Sequence: 248', 'KIOSK Name: Demo TT Test Kiosk', 'Linked subcenter: Demo Learning Center', 'Linked Location:', 'Linked consultant:', and 'Functionality: In-Out'. There is a 'Show Students' dropdown menu showing 'Smith, John' and a 'Log Resource' checkbox. A red box highlights the 'Dynamic KIOSK Options Setup' section, which contains a grid of checkboxes for 'Consultant', 'Subject', 'Reason', 'Location', 'Custom 1', 'Custom 2', 'Custom 3', 'Custom 4', 'Custom 5', 'Custom 6', 'Custom 7', and 'Custom 8'. A black arrow points to the 'Dynamic KIOSK Options Setup' section.

The screenshot shows the 'Dynamic KIOSK Settings' window. It contains the text 'Enter the settings for future logins:'. Below this, there are three dropdown menus: 'Select an Advisor:' with 'Bart, Joe' selected, 'Choose A Subject:' with 'ENG101 01 20112 First Year Composition' selected, and 'Select a Visit Reason:' with 'Peer Study Group' selected.