



Reports

- SI Comparison Report
 - With Access Rights – Go to Trac Navigation -> Tracman Icon -> Reports -> select 'Registrations' from dropdown, choose 'SI Comparison' -> enter course in Visit Search and Registration Search -> enter information specific for your search -> click Generate
 - Note: Both Visit Search and Registration Search must be exactly the same.*
 - Report Details SI Group vs Non SI Group vs Total
 - Visits per Earned Grade
 - Visits per Combined Grades
 - Grade Point Average
 - Total Sessions Offered
 - Total Contact Hours
 - Mean Number of Sessions
 - Mean Size of Sessions
 - Effect of SI Attendance
 - Withdrawal Breakdown

- SI Session Listing
 - With Access Rights – Go to Trac Navigation -> Tracman Icon -> Reports -> select 'Registrations' from dropdown, choose 'SI Session Listing' -> enter course in Visit Search and Registration Search -> choose Sort By preferences -> click Generate
 - Note: Both Visit Search and Registration Search must be exactly the same.*
 - Report Details Sessions Attended with various options for sorting data
 - Date
 - Tutor
 - Center
 - Reason
 - Attended?
 - # Attended

Batch Visits

- Batch Entry
 - Go to Quick Visit box -> click on Create a Batch Visit -> use drop down to choose Center -> select Choose -> enter information specific for your visit entry (Date, Time in, Time out, Consultant, Location, Reason, Section)
 - Enter student ID -> select Create Visit(s)
Note: Add multiple students by choosing SELECTED using a prior search.

- SI Batch Entry
 - Go to Quick Visit box -> click on Create a Batch Visit -> use drop down to choose Center -> select Choose -> enter information specific for your visit entry (Date, Time in, Time out, Consultant, Location, Reason, Section)
 - Select Show Enrolled/Similar Visits -> click checkbox(es) for students in the list -> click Batch Create
Note: Add multiple students by choosing SELECTED using a prior search.

- Batch Scan
 - Go to Quick Visit box -> click on Create a Batch Visit -> use drop down to choose Center -> select Choose -> enter information specific for your visit entry (Date, Time in, Time out, Consultant, Location, Reason, Section)
 - Select Choose File to load the visit file -> click Process Scans
Note: Must work with Redrock to configure the batch scanning process.

Create Import File for Batch Scan

Step 1: Using a computer with a card swipe reader attached, open Notepad on PC or TextEdit on Mac.

Step 2: Have students swipe in with their ID card. Identifying data will generate in the text file.

Step 3: Save the file as a .txt (text file) or .rtf (rich text file).

Step 4: Upload the visit file into TutorTrac using the Batch Scan process.