Administrator Guide - Videos

Accudemia 7.0 - What's New? Video Gallery

Accudemia 7.0 - Announcement

Engineerica Systems *Published on Jul. 9, 2019*

1. **New Intuitive Layout**
   - **Menu Optimization** - This allows for easier navigation to common areas and direct links to section in lengthy settings screens.
2. **Streamlined Tasks**
   - **Admin's "Manage Center" Screen** - This area consolidated many common areas and functions used to manage your area.
3. **Time Saving Processes**
   - **Quick Views** - This allows you to keep up the screen you were working on but perform simple functions in an over-layered right-side menu.
4. **Improved Student Experience**
   - **Appointment Scheduling** - Improved the Appointment Scheduling by providing a uniform step-by-step scheduling process used by admins, tutors, and students alike.

Accudemia 7.0 - New Appointments

Engineerica Systems *Published on Jul. 18, 2019*

- **The *new way* to Create an Appointment**
   1. Navigate to *Quick View > New Appointment*.
   2. Search for and select a *Student*.
   3. Next search for the name of the center or service that you are looking for and select a *Center based on Services needed*.
   4. Next search and select a *Subject Area* from the list.
   Note: *This option can be removed if your Center is not using Subject Areas selection.*
   5. Finally pick an available time-slot and confirm the appointment selections.
- **Admins still have access to *previous methods.***
   - Access the previous Appointment Schedulers through the menu under *Center Attendance > Appointments and selecting the preferred option.*

Accudemia 7.0 - Manage Centers Screen

[Engineerica Systems](#) *Published on Jul. 18, 2019*

- **Combines several frequently used screens**
    1. *Who's In?*
    2. *Intake System*
    3. *Manual Sign-In/Sign-out*
- **How to launch/enable a waiting line.**
    1. Login to your account as an Admin with your User ID and Password.
    2. **Enable the Waiting line tool**
        1. Start by clicking the *Center Attendance > Manage Center* option on the menu.
        2. Once there click the **Settings** (Gear Symbol) in the top-right and then click the **Enable** (Green) button where it states **Waiting Line (Disabled)**.
- **How to Add a Student to a Waiting line.**
    1. Using the new *Quick > Sign-in Station* menu option while logged-in will bring up a right-side Sign-in Station menu.
    2. Next simply type in the Student's ID number (just as the Student would on an actual Sign-in Station).
    3. Finally go through all of the selection options for the normal *Walk-in* process setup for that center. Once you complete this step the Student will be placed in the waiting line (which will appear in the *Manage Center* screen).
- **How to Sign-in a Student from the Waiting line.**
    1. In the *Manage Center* screen under the *Waiting* heading now hover over the Student's name to click the **Sign-in Student** (Arrow) button.
    2. Next a pop-up window will be displayed asking what you want to do. Optionally add a comment and *select the available Tutor they are meeting with at the Center*.
       Note: *Now they will appear under the Signed-In heading/section.*
- **How to Sign-out a Student from the Center.**
    1. In the *Manage Center* screen under the *Signed-In* heading now select the Student to get several options to appear.
    2. Optionally you can *add a comment*, complete a *Session Assessment*, *Put them back in line*, or simply click the **Sign-out** (Arrow) button to sign them out.

Accudemia 7.0 - Kiosk Quick View Tutorial

[Engineerica Systems](#) *Published on Jul. 18, 2019*

- **Sign-in a Student using Quick View**
    1. Navigate to *Quick View > Sign-in Station*.
    2. Using the new menu option while logged-in as an admin will bring up a right-side Sign-in Station menu. This allows admins to Sign-in the Student without leaving their screen they are working on. Or if you need to setup a new *Computer Sign-in Station* in the top-right of this menu there is a **Setup Kiosk & logout** option.

> **Note:** *The students can now complete the Sign-in process on their own if you selected the* **Setup Kiosk & logout** *option.*

3. Next simply type in the Student's ID number (just as the Student would on an actual Sign-in Station).
4. Finally go through all of the selection options for the normal *Walk-in* process setup for that center. Once you complete this step the Student will appear in the *Manage Center* screen.

Accudemia 7.0 - Download & Install ADX

Engineerica Systems *Published on Nov. 27, 2019*

In this video we simply see how to download and install the Accudemia Data eXchange (ADX) software that will be used to import CSV data files into Accudemia.

What's new in Accudemia 7.0? Webinar

Engineerica Systems *Published on Dec. 23, 2019*

In this video we go through in more detail all of the new features for Administrators in the Accudemia 7.0 release.

Staff and Tutor Introduction to Accudemia 7.0

Engineerica Systems *Published on Jan. 10, 2020*

In this video we go through in more detail all of the new features for Staff and Tutors in the Accudemia 7.0 release.

Accudemia 7.0 - Zoom Integration Admin Guide

Engineerica Systems *Published on Aug. 12, 2020*

In this video we go through the steps an Admin must perform to setup Zoom Integration for their Accudemia 7.0 software.

Sign-up for a future webinar:

https://www.engineerica.com/accudemia/webinars/#sign-up

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