

ACCUTRACK USERS SETUP

When you click on Users from the Main Menu, you will see the following options.

NOTE: Depending on your version, this option may be labeled as "Students".

- **Students:** Use to set up students' data.
- **Tutors:** Use to set up tutor's data.
- **Instructors:** Use to add or edit instructors.
- **System Administrators:** Use to set up system administrators and assign them an access group.
- **Student Groups:** Allows you to view and manually build student groups. These groups can be used as filters in several places in the system.
- **Student-Athletes:** Allows you to create sports and then register students in them. You can also create the required hours for members of these teams.
- **Grants Recipients:** Allows you to create grant definitions and then assign them to students.
- **Tutor Groups:** Allows you to view and manually build tutor groups. These groups can be used as filters in several places in the system.

The following sections contain more information on the above screens.

STUDENTS

Purpose: To add a new student or modify the information for existing students.

Access: *Users* » *Students*

AccuSQL - Build 20.0.0

Close

Students

ID

449987802

First

Bubba

Middle

Last

Aaden

E-mail Address

student@mycollege.edu

Address

1

City

State

Zip

Phone

Home

4072952416

Phone note

Cell

Other

Comments

Birth Date

☒ Active

☐ Do not send Text Messages

User Name	Student Id	Active	Card Id
Aaalen, Aaalen	834009999	Yes	
Aaavery, Aaavery	837766654	Yes	
Aaden, Bubba	449987802	Yes	44998780201
Aagar, Mon	848484848	Yes	
Aahab, Bobby	998488885	Yes	
Aalysian, Sid	449988877	Yes	
Aardance, Susie	848484842	Yes	
Aardvark, Susie	949494444	Yes	
Aark, Brenda	738377666	Yes	
Aark, Sam	738377222	Yes	
Aarons, Aaron	945511225	Yes	
Aarons, Alex	929292999	Yes	
Aarons, Alice Myrtle	111335560	Yes	
Aaryan, Aallen	734999978	Yes	
Aash, Bob	995451111	Yes	
Aasher, Aaron	000224411	Yes	
Abbott, Meccsha E	990000001	Yes	



+ Add

X Delete

Edit

5268 Students ☐ Hide inactive students

Show Web

Proper Case

Set Active/Inactive

Profile

Assign Picture

Tutoring Request

Attachments

Change Password

Appointments

Registration

Visits

Tutors

Groups

Tutoring Requests

Seminars

Advanced

You will notice a list of students sorted alphabetically by the last name. The list box has four columns. The first column shows the student’s last name, first name, and middle name. The second column shows the student’s sign-in ID. The third column shows the user’s status. A “Yes” in the Active column indicates the user is active, while a “No” indicates an inactive user. The fourth column shows the secondary (Card ID that can be used for the student as an alternate sign-in credential).

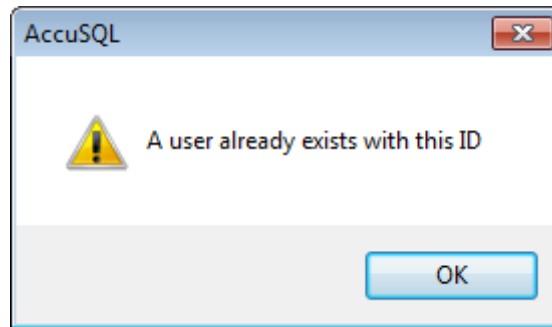
NOTE: The Card ID option for students is enabled in the Control Panel » ID Settings Options screen.

Adding a Student

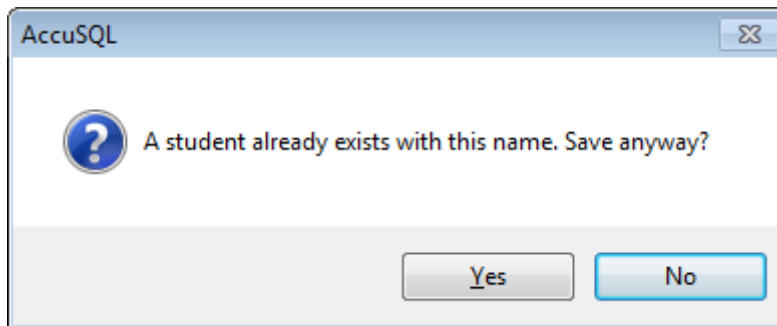
To add a new student, simply click the Add button and then fill in his or her ID number and name. You can also fill in the contact info and also click the Profile button to answer the profile questions. Click the “Save” button to save your entry.

You do not need to hold the **Shift** key down while entering the first letter of the name. **AccuSQL** or **AccuTrack** will automatically capitalize the first letter of the name as you type it.

If the **user ID** you are saving is already in the database, you will see a warning message, and you will not be allowed to save the duplicate ID.





If the **name** you are entering matches another name in the database, you will see a warning message. However, you will be allowed to save the duplicate name if it has a different user ID number.



Click on the "Yes" button to save the record, or click on the "No" button to cancel.

Editing a Student

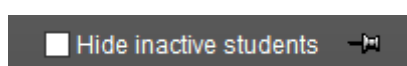
To **edit** a student record, first, highlight the name by clicking on it. If you don't see the name, use the up  and down  buttons in the vertical scroll bar, or the scroll bar itself to find it. You can also click in the grid area under student name or student ID and start typing the last name or Student ID to find the record. To edit the record, click on it and then click the "**Edit**" button. You can also double click on the record to go into edit mode. The student's info will be copied to the text boxes and become editable. Make your changes and then click the "**Save**" button to keep the changes, or click on the "**Cancel**" button to keep the data as is.

Making a Student Inactive

To **inactivate** a student, edit the student as described above, uncheck the "Active" checkbox, and save the record. When the student is inactive, a "No" will appear in the active column of the list box. Inactive students are not allowed to sign in, however, you can still run reports on them.

Hide Inactive Students (Pin)

If you inactivate students not in the import file when performing a Student Information import or set students to inactive manually, you can now hide and pin the student view grid to show inactive students or not. When the pin is like this, it is in an unpinned state:

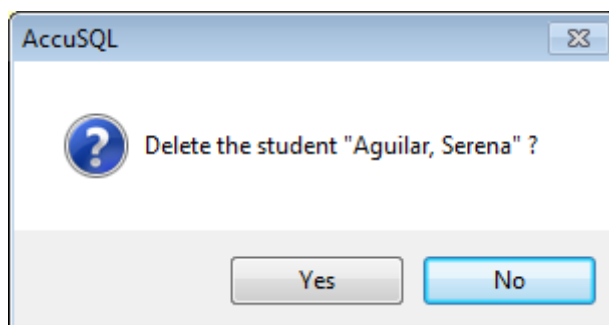


To hide inactive students, click the checkbox. If you want to pin to always hiding inactive students, click the checkbox and then click the pin. It will then display in a pinned state.

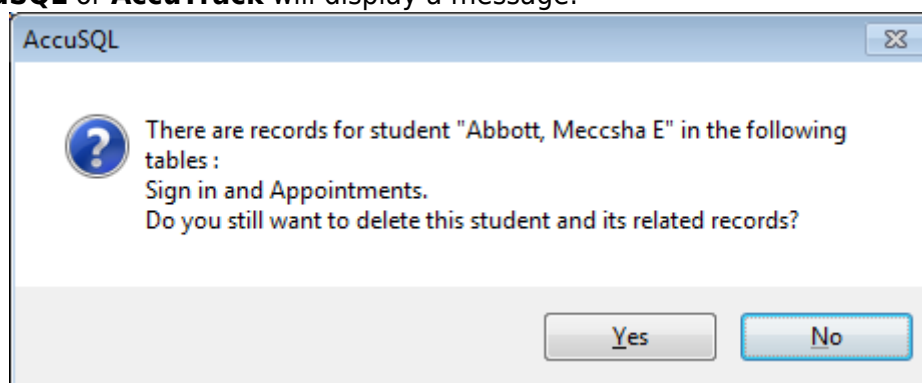
☒ Hide inactive students

Deleting a Student

To delete a student, first, highlight the name, and then click on “Delete”. You will see a confirmation message:



If you answer “Yes”, **AccuSQL** or **AccuTrack** will check the database to see if there are related records in other tables. If no related records exist, **AccuSQL** or **AccuTrack** will delete the student; otherwise, **AccuSQL** or **AccuTrack** will display a message:



The message above says that this student has sign-in records and some messages. If you answer “Yes”, **AccuSQL** or **AccuTrack** will delete the student's record and all related records, such as sign-in records, appointments, and messages.

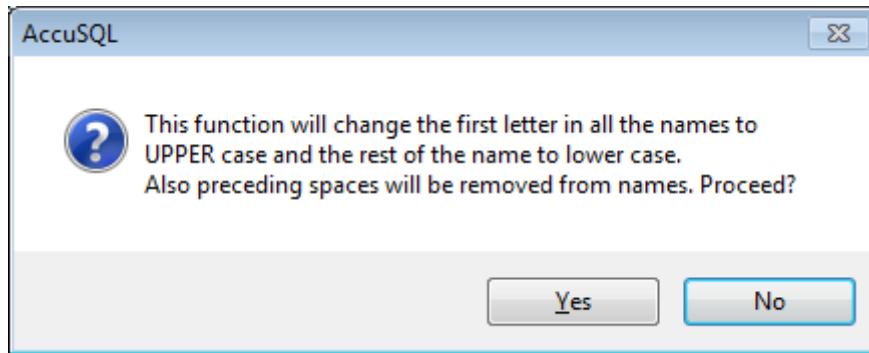
Be extremely careful about deleting ANY information. If you delete data, you will lose all associated data with that deleted record. It is highly recommended you instead inactivate the record.

Changing the capitalization of the entered names

If students enter their names during their first sign-in session, the names might have the wrong capitalization. Some names might be in all UPPER caps, or in rEVERSE caps. You can force proper name capitalization in two ways: 1) By setting the option “Force proper name capitalization...” in the Options screen. 2) By using the proper name capitalization function in the Modify Students screen. To use the proper capitalization, click on the “Proper Case” button.

Proper Case

AccuSQL or **AccuTrack** will display a confirmation message:



Click "Yes" to proceed.

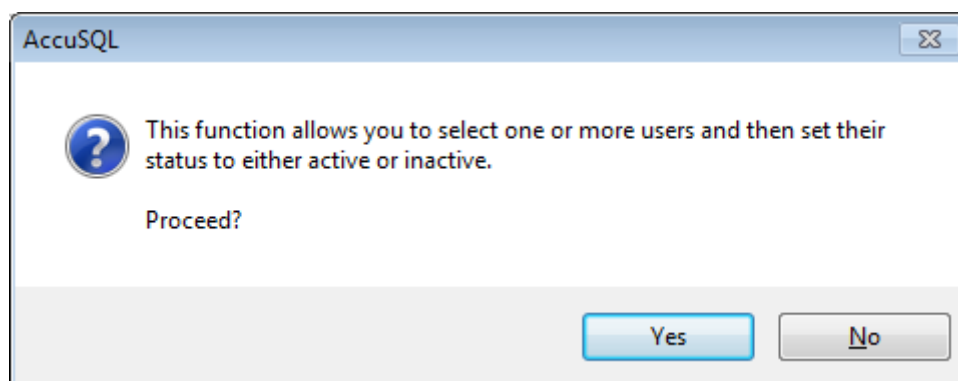
This function will change the first letter in the name to the uppercase, and the rest of the name to lowercase. It will not fix the capitalization of names like "mcdonald" instead of "McDonald" you would get "Mcdonald."

Show Web (Registrations)

Use this button if you have the **AccuSQL** or **AccuTrack** Web Gateway module and you allow students to register via the web. When you click on this button you will see a list of students who signed up as new students via the web. To allow these students to schedule appointments, edit these records and make them active.

Set Active/inactive

Use this button to activate or inactivate one or more students. When you click Set Active/Inactive, you will be presented with an information box about this function. Click Yes to proceed.



In the grid select any records, you want to activate or inactivate, and then click Close. Tip: If you right-click on the Status grid for either an Active or Inactive record, you can then select "Filter on this value" » "Starts with" to show only active or inactive records:

AccuSQL

✓	First Name	Middle N	Last Name	ID	Status
<input type="checkbox"/>	Aaalen		Aaalen	834009999	Active
<input type="checkbox"/>	Aaavery		Aaavery	837766654	Active
<input type="checkbox"/>	Mon		Aagar	848484848	Active
<input type="checkbox"/>	Bobby		Aahab	998488885	Inactiv
<input type="checkbox"/>	Susie		Aard	848484842	A
<input type="checkbox"/>	Aaron		Aarons	945511225	A
<input type="checkbox"/>	Alex		Aarons	929292999	A
<input type="checkbox"/>	Alice	Myrtle	Aarons	111335560	A
<input type="checkbox"/>	Bob		Aash	995451111	A
<input type="checkbox"/>	Aaron		Aasher	000224411	A
<input type="checkbox"/>	Meccsha	E	Abbott	990000033	A
<input type="checkbox"/>	Hattie	Martin	Abdelmuhsen	924335362	I
<input type="checkbox"/>	Ernest	M	Abdur-rahman	473279562	A
<input type="checkbox"/>	Joey	Elaine	Abdur-rahman	340844191	Active
<input type="checkbox"/>	Ellie	A	Abel	990001786	Active
<input type="checkbox"/>	Myranda	L	Abercrombie	246577141	Inactiv
<input type="checkbox"/>	Laqueta	B	Abid	990000029	Active
<input type="checkbox"/>	Omid	R	Ables	911923779	Active
<input type="checkbox"/>	Tyheshia	Kay	Abramowski	247657342	Active
<input type="checkbox"/>	Jesrael	M	Abro	366591663	Active
<input type="checkbox"/>	Calinda	D	Absher	346546164	Active
<input type="checkbox"/>	Candi	L	Absher	463993250	Active
<input type="checkbox"/>	Christyal	Frank	Absher	00242846	Active
<input type="checkbox"/>	Hung	Branson	Absher	912564557	Active
<input type="checkbox"/>	Angeneque	Clayton	Acevedo-bauerfei	581723436	Active

Filter on this value

Filter excluding this value

Filter on selected

Filter on not selected

Clear Filter

Select all

Unselect all

Revert selection

Starts with

Exact value

Close

After you have filtered on Status, you can then right-click in the grid and choose to **Select All** button to select all the records:

AccuSQL

✓	First Name	Middle N	Last Name	ID	Status
<input type="checkbox"/>	Bobby		Aahab	998488885	Inactiv
<input type="checkbox"/>	Hattie	Martin	Abdelmuhsen	924335362	Inactiv
<input type="checkbox"/>	Myranda	L	Abercrombie	246577141	Inactiv
<input type="checkbox"/>	Allen	R	Asama	027971418	Inactiv
<input type="checkbox"/>	Juli	Y	Fallace	032136489	Inactiv
<input type="checkbox"/>	Star	Denice	Herrin		Inactiv

Filter on this value

Filter excluding this value

Filter on selected

Filter on not selected

Clear Filter

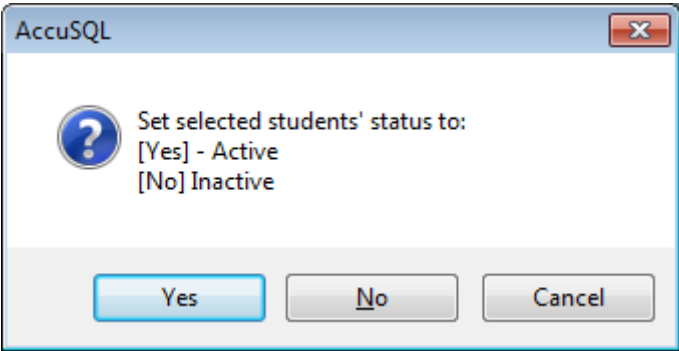
Select all

Unselect all

Revert selection

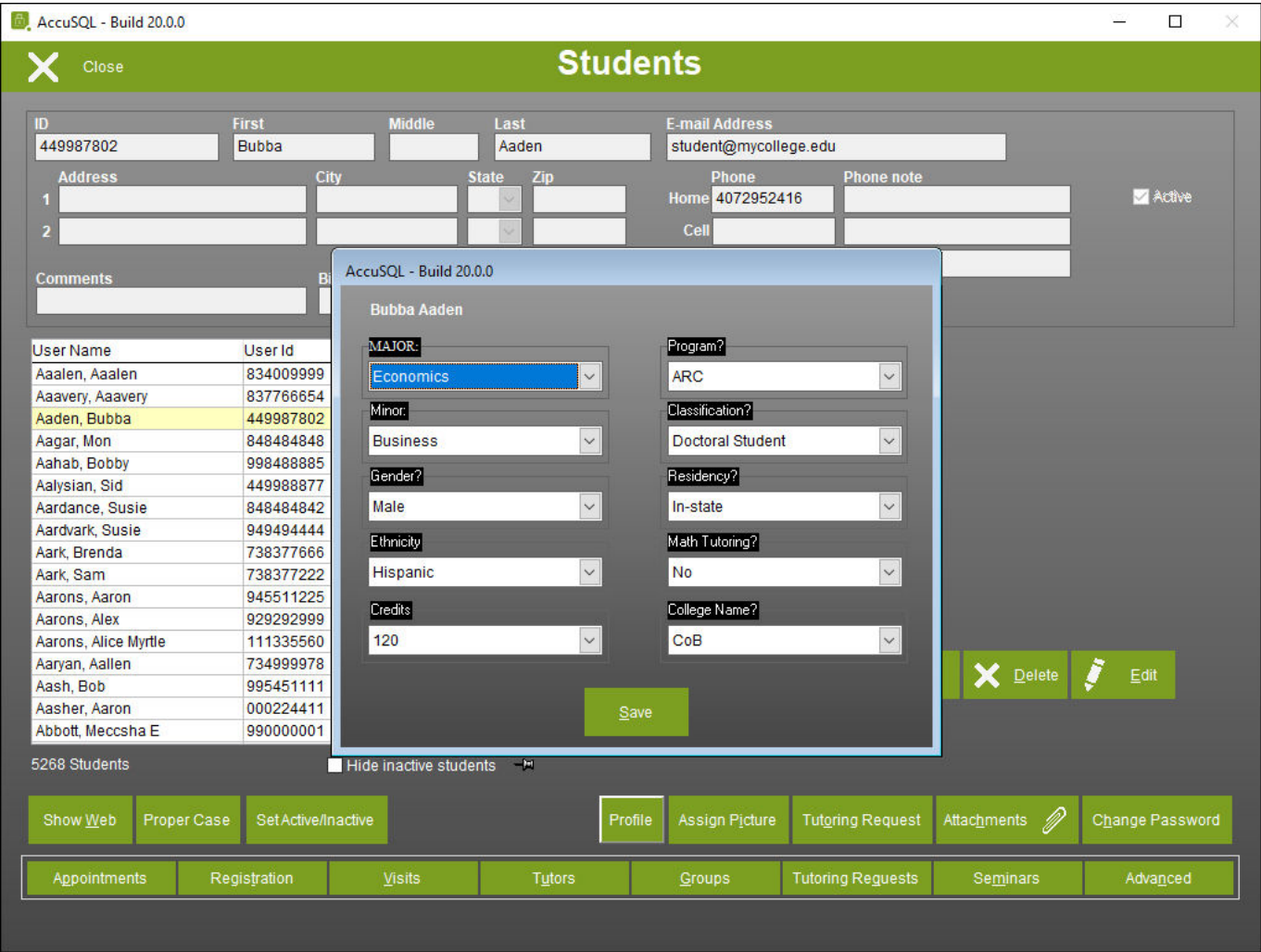
Close

Click Close after selecting the records you want, and then click Yes to set the selected records to Active or No to set them to Inactive.



Adding Profile Data to a Student Record

Select a student and then click the Profile button to add profile information for the student. Profile questions and answers allow you to collect additional information, such as demographic data, or anything you would like to collect about your students. When you click the Profile button, you can add or edit any of the 10 profile fields that are available.

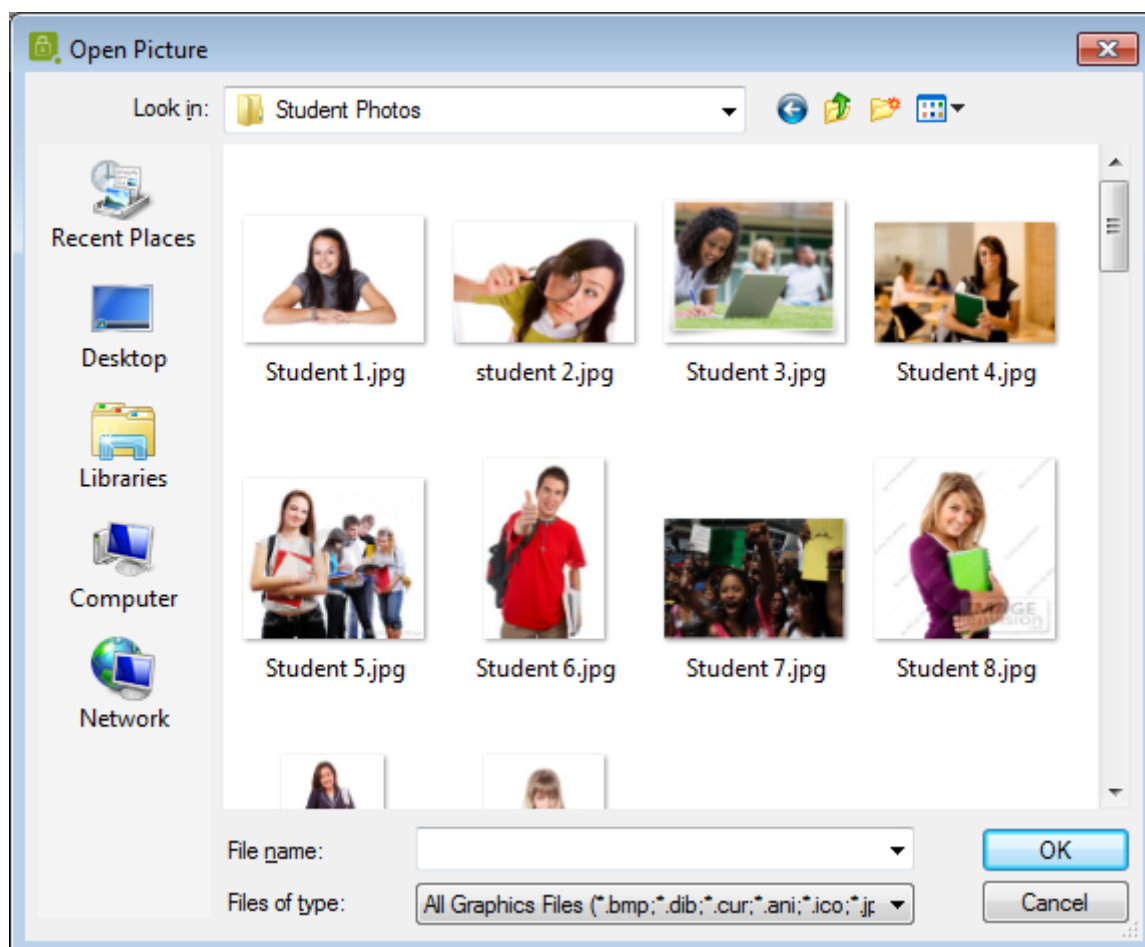


Click save to save your selections, or Cancel to discard them.

Profile fields and their values are set up in the **Student Demographics > Profile Setup** screen.

Assign Picture

Click this button to assign a picture for the selected student. Recommended size is 200×200 pixels and you can use a .bmp, .png, .jpg or .gif file. When you click Assign Picture you will be presented with an Open Picture navigation screen where you can locate the picture you want to use and then click OK.



The selected will display on the **Students** screen for that student.

If you want to assign photos to several students at once, you can use the **Database > Import > Student Photos** option.

Attachments

Use this option to assign external files with the selected student record. When you click Attachments, a screen will open where you can click Add to add a new attachment:

AccuSQL - Build 20.0.0

X Close

Attachments

Description
Student Probation Form

StudentAaden, Bubba [449987802]...

Phone Number4072952416

DescriptionStudent Probation Form

FilenameC:\USERS\ENGINEERICA\DOCUMENTS\ENGINEERICA DOCS\ACCUTRACK-ACCUSQL\ACCUTRACK...

AddDeleteEditViewPrint

Student: By default, it selects the current student you have selected on the main **Students** screen. If you want to select a different student, click the ... button to find them.

Phone Number: System populated.

Description: Enter a name for the attachment.

Filename: Click the ... button to navigate to the file you want to attach. After selecting the file click OK. Note: If it is not a Word document, change the Files of Type drop-down to see all files.

Save: Click to save the attachment link.

View: Click to view the attachment in the default program associated with it.

Print: Click to print the document. Warning: when you click Print, it will print the document immediately.

Change Password

Click this button to change the current password for the selected student. Passwords are used when students log into the Student Pad, use Web Gateway to make appointments, or use sign into the Computer Lab Plugin and you have Add-ons » Setup » Computer Lab Options set to require student password at sign-in. After you click Change Password, a screen will open where you can enter the new

password and then enter it again to confirm and click Done. The passwords are case-sensitive. If you do not want to change the password, you can click the Cancel button.

AccuSQL - Build 20.0.0

Close

Students

ID

449987802

First

Bubba

Middle

Last

Aaden

E-mail Address

student@mycollege.edu

Address

1

City

State

Zip

Phone

Home

4072952416

Phone note

Comments

Birth Date

☒ Active

☐ Do not send Text Messages

User Name	User Id	Active	Card Id
Aaalen, Aaalen	834009999	Yes	
Aaavery, Aaavery	837766654	Yes	
Aaden, Bubba	449987802	Yes	44998
Aagar, Mon	848484848	Yes	
Aahab, Bobby	998488885	Yes	
Aalsian, Sid	449988877	Yes	
Aardance, Susie	848484842	Yes	
Aardvark, Susie	949494444	Yes	
Aark, Brenda	738377666	Yes	
Aark, Sam	738377222	Yes	
Aarons, Aaron	945511225	Yes	
Aarons, Alex	929292999	Yes	
Aarons, Alice Myrtle	111335560	Yes	
Aaryan, Aallen	734999978	Yes	
Aash, Bob	995451111	Yes	
Aasher, Aaron	000224411	Yes	
Abbott, Meccsha E	990000001	Yes	

Change Password

New password:

Confirm New password:

Done

Cancel

+ Add

X Delete

Edit

5268 Students

☐ Hide inactive students

Show Web

Proper Case

Set Active/Inactive

Profile

Assign Picture

Tutoring Request

Attachments

Change Password

Appointments

Registration

Visits

Tutors

Groups

Tutoring Requests

Seminars

Advanced

If you want to set all of the student passwords to either the same as their IDs or to their lower case last name, you can do so in the System Access » Reset Student Passwords screen. You can also import a password for students as part of the Student Information import. Passwords are required for students to be able to access the Student Pad from the main **AccuSQL** or **AccuTrack** sign-in screen, to login to Web Gateway MVC to make an online appointment, and can optionally be used for the Computer Lab plugin sign-in screen.

Using the Students Central Toolbar

Appointments

Registration

Visits

Tutors

Groups

Tutoring Requests

Seminars

Advanced

The bottom of the Modify Student screen has a toolbar that provides detailed information on the selected student. Start by selecting the student from the Students list box, and then click on one of the available buttons:

- Appointments:** Shows the scheduled appointments for the selected student (current semester).
- Registration:** Shows the activities (classes) to which the selected student is registered.

Visits: Shows the visits for the selected student (current semester).

Tutors: Shows the tutors that helped the student this semester.

Groups: Shows the student groups of which the student is a member.

Tutoring Requests: Shows the tutoring requests the selected student made this semester.

Advanced: Provides you with more control over the reports, including changing the reporting period and exporting the report to an HTML form, a Word document, or an Excel sheet.

The screenshot displays the 'Students' management interface in AccuSQL. The main form is for editing a student's profile. A modal window titled 'Students Central' is overlaid, providing options to select multiple items (using Ctrl+Click) and to change their order. The modal includes a 'Period' dropdown set to 'This Semester', a date range selector (From: Wed, Jan 01, 2020, 12:00 AM to To: Sun, May 31, 2020, 11:59 PM), and a list of items to select: Appointments, Registered Activities, Visits, Tutors, Groups, Tutoring Requests, and Seminars. Action buttons for Preview, Save as HTML, Save as Word Document, and Save as Excel Workbook are also present. The background interface shows a list of students, with 'Aaden, Bubba' selected. The bottom navigation bar includes tabs for Appointments, Registration, Visits, Tutors, Groups, Tutoring Requests, Seminars, and Advanced.

TUTORS

Module: *Users > Tutors*

Purpose: Enter and modify tutors.

Access: From **System Administration**, click on **Users > Tutors**.

Tutors

Tutor Last Name	First Name	Active
Acto	Actavius	Yes
Adams	Karen Tomcat	Yes
Admin	Test	Yes
Alvarez	Laura	Yes
Bannon	Glynda	Yes
Belcher	Tina	Yes
Bower	Laura	Yes
Bright	Cindy	Yes
Center	Testing	Yes
Connelly	Sean	Yes
Cruise	Tom	Yes

☐ Hide inactive tutors

Category	Activity ID	Activity
Advising		Adv Appt
Advising		Career Placement
Advising		Degree Audit
Advising		Grad Check
Advising		Graduation Meeting
Advising		New Student
Advising		Review Session
Counseling		Academic Counseling
Counseling		Personal Counseling
Course Tutoring		English World Lit 1 "TEST"
Course Tutoring		English World Lit 2
Course Tutoring		Environmental Biology

Add/Remove Assignments

ID: 877777777
 Address: _____
 City: _____ State: FL Zip: _____
 Pay Type: Peer Tutor Pay Rate: \$ 10.00
 Pay method: ☒ For Work hours ☐ For Appointments

First Name: Karen Tomcat
 E-Mail: _____
 Phone: Home _____ Cell _____ Other _____
 Phone note: Preferred _____ Major: _____
 Do not send text messages: ☐ Active: ☒


Can tutor serve different activities during a group session?

- ☐ Use configuration setting
- ☒ Yes, can serve
- ☐ No, cannot serve

Max # of students in a group appointment:

Start Date: Tue, Feb 11, 2020 End Date: Tue, Feb 11, 2020

Notes:



Assign Picture Remove Picture

Allow tutor to change own availability

- ☐ Use configuration setting
- ☐ Yes
- ☒ No

+ Add
Edit
X Delete

Attachments
Change Password

Tutor Schedule
Tutor Off Times
Scheduler (Classic)

Appointments
Sign-ins
Sessions
Assignments
Advanced

Adding a Tutor

To add a new tutor, Click the Add button and enter his or her ID number and enter the first and last name. You can also enter the phone number, e-mail address, and street address, among other items. The e-mail address will be used if you want to send e-mail notifications of appointments or use other types of email messaging for the tutor. The street address is useful if you want to print address labels for the tutors. The cell phone number will be used if you decide to use text messaging.

Editing a Tutor

To edit a tutor record, double click on the tutor's name in the tutor list box on the left side of the screen. When you are done editing, click on "**Save**" to keep the changes or on "**Cancel**" to void them.

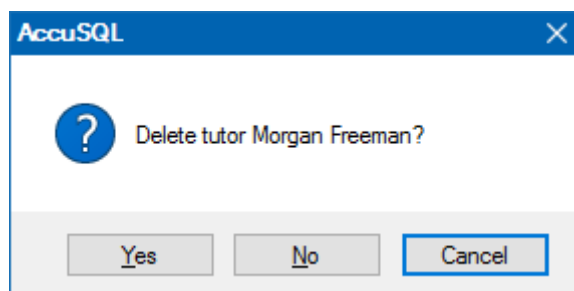
Making a Tutor inactive

Tutors you enter in the Tutors screen will show up in the Tutor selection screen during student sign-in and in the scheduling appointments screens. If you no longer wish for a tutor to appear in these screens, you can make him or her “inactive”. To do this, edit the record by double-clicking on the name in the Tutor list box, then click on the “Active” checkbox to clear it. Click on “**Save**” to keep the

changes. You will notice “No” appearing in the Active column for this tutor.

Deleting a Tutor

To delete a tutor, select her name in the Tutor list box by clicking on it and click on “Delete”. If this tutor does not have any other related records, you will see this message:



Answer “**Yes**” to proceed.

Be extremely careful about deleting ANY information. If you delete data, you will lose all associated data with that deleted record. It is highly recommended you instead inactivate the record.

Attachments

Use this option to assign external files with the selected tutor record. When you click Attachments, a screen will open where you can click Add to add a new attachment:

Student: By default, it selects the current tutor you have selected on the main **Students** screen. If you want to select a different tutor, click the ... button to find them.

Phone Number: System populated.

Description: Enter a name for the attachment.

Filename: Click the ... button to navigate to the file you want to attach. After selecting the file click OK. Note: If it is not a Word document, change the Files of Type drop-down to see all files.

Save: Click to save the attachment link.

View: Click to view the attachment in the default program associated with it.

Print: Click to print the document. Warning: when you click Print, it will print the document immediately.

Change Password

Click this button to change the current password for the selected tutor. Passwords are used when tutors log into the Tutor Pad or use Web Gateway to view or cancel appointments. After you click Change Password, a screen will open where you can enter the new password and then enter it again to confirm and click Done. The passwords are case-sensitive. If you do not want to change the

password, you can click the Cancel button.

The screenshot shows the 'Tutors' screen in AccuSQL. At the top, there's a green header with 'Close' and 'Tutors'. Below this, there are two main sections: 'Tutor' and 'Assignments'.

Tutor Table:

Last Name	First Name	Active
Acto	Actavius	Yes
Adams	Karen Tomcat	Yes
Admin	Test	Yes
Alvarez	Laura	Yes
Bannon	Glynda	Yes
Belcher	Tina	Yes
Bower	Laura	Yes
Bright	Cindy	Yes
Center	Testing	Yes
Connery	Sean	Yes
Cruise	Tom	Yes

Assignments Table:

Category	Activity ID	Activity
Advising		Adv Appt
Advising		Career Placement
Advising		Degree Audit
Advising		Grad Check
Advising		Graduation Meeting
Advising		New Student
Advising		Review Session
Counseling		Academic Counseling
Counseling		Personal Counseling
Course Tutoring		English World Lit 1 "TEST"
Course Tutoring		English World Lit 2
Course Tutoring		Environmental Biology

Below the tables, there's a 'Change Password' dialog box for tutor Karen Tomcat Adams. It has fields for 'New password:' and 'Confirm New password:', both containing asterisks. There are 'Done' and 'Cancel' buttons.

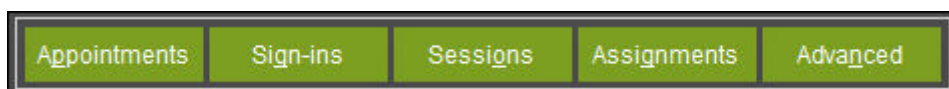
The main form below the dialog box contains fields for tutor details: ID (87777777), First Name (Karen Tomcat), Last Name (Adams), Address, City, Pay Type (Peer Tutor), Pay Rate (\$ 10.00), Pay method (For Work hours, For Appointments), Other, Start Date (Tue, Feb 11, 2020), End Date (Tue, Feb 11, 2020), and a Notes field. There are also checkboxes for 'Can tutor serve different activities during a group session?' and 'Allow tutor to change own availability'.

At the bottom, there's a 'Tutor Central Toolbar' with buttons for 'Appointments', 'Sign-ins', 'Sessions', 'Assignments', and 'Advanced'.

If you want to set all of the tutor passwords to either the same as their IDs or to their lower case last name, you can do so in the System Access » Reset Student Passwords screen. Select the Tutor checkbox only if you want to only reset tutor passwords and not student passwords too.

Using the Tutor Central Toolbar

At the bottom of the Tutors screen, you will see the Tutor Central Toolbar. This toolbar contains buttons that will provide more information on the selected tutor. This information includes:



Appointments: Shows this semester's appointment for the selected tutor.

Sign-ins: Shows this semester's sign-ins for the selected tutor.

Sessions: Shows the tutoring sessions for the selected tutor during the current semester.

Assignments: Shows the tutoring assignments for the selected tutor during the current semester.

Advanced: Shows a form that allows you more control of the reports on the selected tutor. This

includes changing the reporting period (from the default 'this semester' period) and the ability to export the report to HTML format, Word document, or Excel sheet.

The screenshot shows the 'Tutors' window in AccuSQL. It features a table of tutors with columns for Last Name, First Name, and Active status. A 'Tutors Central' dialog box is overlaid, providing options to select items, set a period, and export data. The dialog box includes a 'Period' dropdown set to 'This Semester', a date range from 'Wed, Jan 01, 2020, 12:00 AM' to 'Sun, May 31, 2020, 11:59 PM', and buttons for 'Preview', 'Save as HTML', 'Save as Word Document', and 'Save as Excel Workbook'. The background window also shows a list of assignments and a 'Tutor Schedule' section at the bottom.

PAY RATES

Next, you can define the **Pay Type** for this tutor. This is useful if you want **AccuSQL** or **AccuTrack** to calculate the pay for the tutor. Select the pay rate by using the drop-down box. The default pay rate will be shown in the "Pay rate" Text box. You can change the default by typing in a different rate if needed. **AccuSQL** or **AccuTrack** will make sure the entered amount is between the minimum and maximum pay rate for this **Pay Type**. Next, select how the tutor is paid: For Work Hours or For Appointments by using the Pay Method options group. This definition will determine how **AccuSQL** or **AccuTrack** calculates the tutor's pay. Note: Tutor pay rates are defined in the Tutor Visits Tracking » Pay Rates screen discussed later in detail.

ADD/REMOVE ASSIGNMENTS

Next, you need to tell **AccuSQL** or **AccuTrack** the categories/services and activities the tutors provide help with by:

1. Searching for the Tutor in the list (at the top-left) and selecting them.
2. Clicking the **Add/Remove Assignments** button and then using the Selection List Boxes

control.

You must assign the activities to the tutors if you want the **Student** to be able to pick a **Tutor** when they sign-in to the system or schedule an appointment. When the student signs into the **Center/Local Lab** (or makes an appointment if you enable that) then the **Tutors** that show up in the **Tutor Selection** picklist are the **Tutors** who have the activity the **Student** selected assigned to them. Also, if you plan to use appointment scheduling, then you must not only set up the **Tutor Activity Assignments** here in this section, but must also create their **Tutor Schedule** (which we'll discuss later).

AccuSQL - Build 20.0.0

Close

Tutors

Tutor

Last Name	First Name	Active
Acto	Actavius	Yes
Adams		
Admin		
Alvarez		
Bannon		
Belcher		
Bower		
Bright		
Center		
Connery		
Cruise		

Assignments

Category	Activity ID	Activity
Advising		Adv Appt

Activities

Category	ActivityID	Activity	Active
Advising		Survey Question	Yes
Advising		Veteran Grad Check	Yes
Advising	Personal Research	Personal Research	Yes
Advising	SOC	Introduction to soccer	Yes
Computer Lab		Academic Use	Yes
Computer Lab		Non-Academic Use	Yes
Course Tutoring	AAA2202	Art Appreciation	Yes
Course Tutoring	ACP400	Advanced C++ Programming	Yes

Assigned Activities

Category	ActivityID	Activity	Active
Advising		Adv Appt	Yes
Advising		Career Placement	Yes
Advising		Degree Audit	Yes
Advising		Grad Check	Yes
Advising		Graduation Meeting	Yes
Advising		New Student	Yes
Advising		Review Session	Yes
Counseling		Academic Counseling	Yes

Duplicate Assignments

Hide inactive activities

OK

Cancel

Assign Picture

Remove Picture

Add

Edit

Delete

Attachments

Change Password

Tutor Schedule

Tutor Off Times

Scheduler (Classic)

Appointments

Sign-ins

Sessions

Assignments

Advanced

The list box at the top portion of the screen shows the available activities as you entered them (or imported them) on the **Activities** screen. The list box on the bottom shows the activities associated with the selected tutor. To select an activity, double click on it or use the Selection List Boxes buttons. When you are done selecting activities, click on "OK" to add them for the selected tutor. Tutor activity assignments determine, along with the tutors' schedule, if the tutor will show up in the picklist when a student signs in and picks that activity. So if a student selects English Composition 1, for example, the tutors that have English Composition 1 as an activity assignment and also have a schedule indicating they are working will show up in the picklist when a student signs in or schedules an appointment.

click in the grid for a column you want to sort on and then begin typing to zoom in on that value. After you have the value you want, right-click on the grid to filter on that value, among other options. For example, in the following screen, the Category Math Classes has been typed.

<https://www.attendance-tracking.com/docs/>

Printed on 2024/03/28 05:43

AccuSQL - Build 20.0.0

Close

Tutors

Tutor

Last Name

Freeman

Gibson

Guzman

Hanks

Humphrie

Jackson

Jones

Lansbury

Leno

McHenry

Murphy

ID

000444

Address

22 Suns

Pay Type

Pro Tutor

Can tutor during a

Use configuration setting

Yes, can serve

No, cannot serve

group appointment

0

Allow tutor to change own availability

Use configuration setting

Yes

No

Assign Picture

Remove Picture

Assigned Activities

Duplicate Assignments

Hide inactive activities

OK

Cancel

Category

ActivityID

Activity

Active

Learning Center

201830-30083-ENGL1

Critical Thinking & Literature

Yes

Learning Center

LC01

Course Assignment

Yes

Learning Center

LC02

Sunday Open Lab

Yes

Math Classes

General Math Lab Usage

Yes

Math Classes

55248

MAC 2311C Calculus I

Yes

Math Classes

55249

MAC 2311C Calculus I

Yes

Math Classes

55250

MAC 2311C Calculus I

Yes

Math Classes

55265

MAC 2312 Calculus II

Yes

Category

ActivityID

Activity

Active

+

Add

Edit

Delete

Attachments

Change Password

Tutor Schedule

Tutor Off Times

Scheduler (Classic)

Appointments

Sign-ins

Sessions

Assignments

Advanced

Notes

good tutor

By right-clicking in the top grid now, you can filter on **Exact values** that have a Category of “Math Classes”:

Engineerica Documentation - <https://www.attendance-tracking.com/docs/>

AccuSQL - Build 20.0.0

Close

Tutors

Tutor

Last Nam

Freeman

Gibson

Guzman

Hanks

Humphrie

Jackson

Jones

Lansbury

Leno

McHenry

Murphy

ID

000444

Address

22 Suns

Pay Type

Pro Tutor

Can tutor during a

• Use configuration setting

• Yes, can serve

• No, cannot serve

Allow tutor to change own availability

• Use configuration setting

• Yes

• No

group appointment

0

Assign Picture

Remove Picture

Notes

good tutor

+ Add

Edit

Delete

Attachments

Change Password

Tutor Schedule

Tutor Off Times

Scheduler (Classic)

Appointments

Sign-ins

Sessions

Assignments

Advanced

Assignments

Activities

Category	ActivityID	Activity	Active
Learning Center	201830-30083-ENGL1	Critical Thinking & Literature	Yes
Learning Center	LC01	Course Assignment	Yes
Learning Center	LC02	Sunday Open Lab	Yes
Math Classes		General Math Lab Usage	Yes
Math Classe		MAC 2311C Calculus I	Yes
Math Classe		MAC 2311C Calculus I	Yes
Math Classe		MAC 2311C Calculus I	Yes
Math Classe	5265	MAC 2312 Calculus II	Yes

Filter on this value

Filter excluding this value

Filter on selected

Filter on not selected

Clear Filter

Select all

Unselect all

Revert selection

Starts with

Exact value

Assigned Activities

ActivityID	Activity	Active
------------	----------	--------

Duplicate Assignments

Hide inactive activities

OK

Cancel

Use configuration setting

Yes, can serve

No, cannot serve

Allow tutor to change own availability

Use configuration setting

Yes

No

Assign Picture

Remove Picture

Notes

good tutor

+ Add

Edit

Delete

Attachments

Change Password

Tutor Schedule

Tutor Off Times

Scheduler (Classic)

Appointments

Sign-ins

Sessions

Assignments

Advanced

At this point, the list at the top will then only contain **Activities** that are assigned to the “Math Classes” **Category**. You can now click the first value at the top, then hold the Shift key on the keyboard, and select the last value.

AccuSQL - Build 20.0.0

Close

Tutors

Tutor

Last Name

Freeman

Gibson

Guzman

Hanks

Humphrie

Jackson

Jones

Lansbury

Leno

McHenry

Murphy

<

ID

0004444

Address

22 Sunse

Pay Type

Pro Tutor

Can tutor during a

• Use configuration setting

• Yes, can serve

• No, cannot serve

Allow tutor to change own availability

• Use configuration setting

• Yes

• No

Assignment

Activities

Category	Activity/ID	Activity	Active
Math Classes	MAT111B	College Algebra I LAB	Yes
Math Classes	MAT113	College Trigonometry	Yes
Math Classes	MAT114	College Trigonometry	Yes
Math Classes	MAT115	College Algebra II	Yes
Math Classes	MAT116	College Algebra II	Yes
Math Classes	MAT117	College Trigonometry II	Yes
Math Classes	MAT118	College Trigonometry II	Yes
Math Classes	MAT119	Pre-Calculus	Yes

Assigned Activities

Category	Activity/ID	Activity	Active
----------	-------------	----------	--------

Duplicate Assignments

Hide inactive activities

OK


Cancel

group appointment

0

Assign Picture

Remove Picture



Tue, Feb 11, 2020

Tue, Feb 11, 2020

Notes

good tutor

+ Add

Edit

Delete

Attachments

Change Password

Tutor Schedule

Tutor Off Times

Scheduler (Classic)

Appointments

Sign-ins

Sessions

Assignments

Advanced

And once that is done simply click the single down arrow to move all of those selected **Activities** to the **Assigned Activities** lower portion of that screen. To finalize this process click the **OK** button.

Tutors

Assignments

Activities	Category	ActivityID	Activity	Active
Freeman	Advising		Adv Appt	Yes
Gibson	Advising		Career Placement	Yes
Guzman	Advising		Degree Audit	Yes
Hanks	Advising		Grad Check	Yes
Humphries	Advising		Graduation Meeting	Yes
Jackson	Advising		New Student	Yes
Jones	Advising		Review Session	Yes
Lansbury	Advising		Survey Question	Yes
Leno				
McHenry				
Murphy				

Assigned Activities	Category	ActivityID	Activity	Active
	Math Classes		General Math Lab Usage	Yes
	Math Classes	55248	MAC 2311C Calculus I	Yes
	Math Classes	55249	MAC 2311C Calculus I	Yes
	Math Classes	55250	MAC 2311C Calculus I	Yes
	Math Classes	55265	MAC 2312 Calculus II	Yes
	Math Classes	55266	MAC 2312 Calculus III	Yes
	Math Classes	55300	MAC 2313 - Calculus III	Yes
	Math Classes	55301	MAC 2313 - Calculus III	Yes

☐ Hide inactive activities

OK Cancel

group appointment

Use configuration setting
 Yes, can serve
 No, cannot serve

Allow tutor to change own availability
 Use configuration setting Yes No

Assign Picture Remove Picture

Notes
good tutor


+ Add Edit X Delete Attachments Change Password

Tutor Schedule Tutor Off Times Scheduler (Classic) Appointments Sign-ins Sessions Assignments Advanced


If you want the student to pick a tutor after they choose an activity, you would select the Show Tutor Selection at sign-in screen option in **Sign-in Setup > Setup > Tutor Selection Screen Options**.

Hide Inactive Activities

If you have activities that are not active - as determined by your “selected” options for the current Semester, mentioned in detail later -, you can hide and pin the active view grid to show inactive activities or not. When the pin is like this, it is in an unpinned state:

☐ Hide inactive activities 

To hide inactive activities, click the checkbox. If you want to pin to always hiding inactive activities, click the checkbox and click the pin. It will then display in a pinned state.

☒ Hide inactive activities 

DUPLICATING ACTIVITY ASSIGNMENTS

Once you have assigned the activities to a tutor, then you can duplicate those assignments to one or more other tutors automatically by clicking the Duplicate Assignments button. To duplicate assignments, click on the tutor whose assignments you would like to duplicate and then click the Add/Remove Assignments button.

AccuSQL - Build 20.0.0

Tutors

Tutor Last Name

Freeman

Gibson

Guzman

Hanks

Humphrie

Jackson

Jones

Lansbury

Leno

McHenry

Murphy

Category	ActivityID	Activity	Active
Advising		Adv Appt	Yes
Advising		Career Placement	Yes
Advising		Degree Audit	Yes
Advising		Grad Check	Yes
Advising		Graduation Meeting	Yes
Advising		New Student	Yes
Advising		Review Session	Yes
Advising		Survey Question	Yes

Category	ActivityID	Activity	Active
Math Classes		General Math Lab Usage	Yes
Math Classes	55248	MAC 2311C Calculus I	Yes
Math Classes	55249	MAC 2311C Calculus I	Yes
Math Classes	55250	MAC 2311C Calculus I	Yes
Math Classes	55265	MAC 2312 Calculus II	Yes
Math Classes	55266	MAC 2312 Calculus II	Yes
Math Classes	55300	MAC 2313 - Calculus III	Yes
Math Classes	55301	MAC 2313 - Calculus III	Yes

Assigned Activities

Duplicate Assignments

☐ Hide inactive activities

OK Cancel

Can tutor during a group session?

- ☐ Use configuration setting
- ☐ Yes, can serve
- ☐ No, cannot serve

group appointment 0

Allow tutor to change own availability

- ☐ Use configuration setting
- ☐ Yes
- ☐ No

Assign Picture Remove Picture

Notes: good tutor

+ Add

✎ Edit

✕ Delete

Attachments

Change Password

Tutor Schedule

Tutor Off Times

Scheduler (Classic)

Appointments

Sign-ins

Sessions

Assignments

Advanced

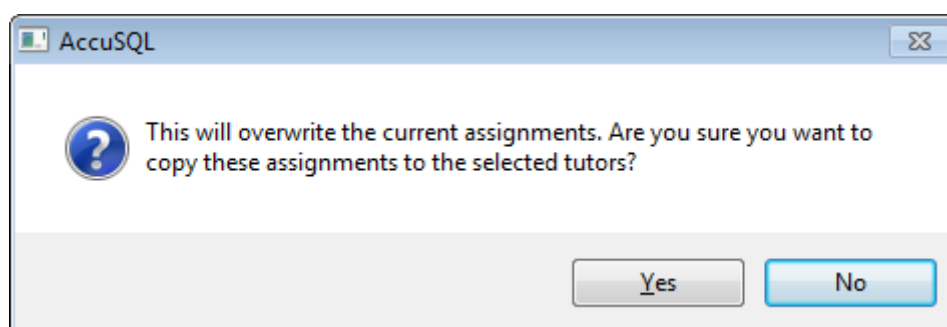
Click the **Duplicate Assignments** button to open a list of tutors. **Select all the tutors** you want to have the same schedule and then click the **Close** button:

AccuSQL - Build 20.0.0

✓	First Name	Last Name	ID	Status
<input type="checkbox"/>	Actavius	Acto	000887221	Active
<input type="checkbox"/>	Karen Tomc	Adams	877777777	Active
<input type="checkbox"/>	Test	Admin	111111111	Active
<input type="checkbox"/>	Laura	Alvarez	123123112	Active
<input type="checkbox"/>	Glynda	Bannon	990002057	Active
<input type="checkbox"/>	Tina	Belcher	066066066	Active
<input type="checkbox"/>	Laura	Bower	00270341	Active
<input type="checkbox"/>	Cindy	Bright	000555555	Active
<input type="checkbox"/>	Testing	Center	999888777	Active
<input checked="" type="checkbox"/>	Sean	Connery	000333333	Active
<input type="checkbox"/>	Tom	Cruise	000006714	Active
<input checked="" type="checkbox"/>	Cameron	Diaz	000222222	Active
<input type="checkbox"/>	Clint	Eastwood	000837039	Active
<input type="checkbox"/>	Sally	Field	000498544	Active
<input type="checkbox"/>	Harrison	Ford	000830761	Active
<input type="checkbox"/>	Morgan	Freeman	000444444	Active
<input type="checkbox"/>	Mel	Gibson	000640832	Active
<input type="checkbox"/>	Julian	Guzman	123456798	Active
<input type="checkbox"/>	Tom	Hanks	000638704	Active
<input type="checkbox"/>	Tammy	Humphries	333000000	Active
<input type="checkbox"/>	Samuel L.	Jackson	000156969	Active
<input checked="" type="checkbox"/>	Nick	Jones	123456789	Active
<input type="checkbox"/>	Angela	Lansbury	000008877	Active
<input type="checkbox"/>	Jay	Leno	000008899	Active
<input type="checkbox"/>	Mary Lou	McHenry	000666666	Active

Close

The system will check to make sure you are not creating orphaned appointments by duplicating the assignments. If appointments will be orphaned, the assignments will not be copied for the tutor or tutors that would cause that condition. A confirmation message will then appear where you can confirm that you want to duplicate the assignments. Click **Yes** to complete the action or **No** to cancel it.



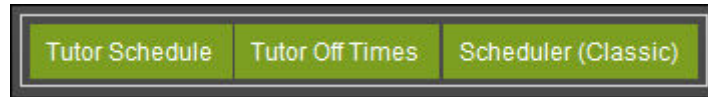
Now you can search for a tutor to whom you duplicated the assignment list to see they have the same assignments.

ENTERING TUTOR SCHEDULES

Module: Users »Tutors

Purpose: Enter and modify tutor's schedule.

Access: From Tutors screen.



Before using the appointments scheduling module, you will need to tell **AccuSQL** or **AccuTrack** the work hours of your tutors. You can also create regular (semester) schedules, custom schedules, and off times for tutors. These options are discussed in more detail in the sections that follow.

Scheduler (Classic)

Use the **Scheduler (Classic)** button if you want to have an easy way to drag the tutor schedules into the days of the week indicating when tutors will be available for appointments. The **Scheduler (Classic)** is used to creating recurring schedules through the end of the current semester. However, if you need to create custom schedules that change from week to week or month to month, you can define the regular semester schedule here, but then go create a custom schedule over top of this "semester schedule" using the **Tutor Schedule** button.

The schedule you create using Scheduler (Classic) is the same as the Regular schedule you define using the Tutor Schedule option. Think of it as the "now until the end of the semester" schedule. If you update a schedule using Scheduler (Classic), that schedule will also be updated for the Regular schedule in the Tutor Schedule screen and vice-versa. Custom schedules can only be defined using the Tutor Schedule screen. Custom schedules are handy if your tutors work different hours from week to week.

On the left of the screen, you will see the tutor you are currently working with. The list box next to it shows the activities assigned to the selected tutor. To the right of this list box, you will see the “Hours” list box. You can use this box to select the work hours for the tutor. On the right side of the screen, you will see seven small boxes representing the days of the week. The selected tutor’s work hours are dragged into these boxes.

Entering Tutor Schedule

To enter the schedule for a tutor, follow these steps:

1. Select the time period of the first shift in the Hours list box. For example, if the tutor is scheduled to work 8:00 AM to 12:00 PM, click on the 8:00 AM time with the mouse, and press the Shift key and hold it down and then click on the 12:00 PM time. This will highlight all of the time values between 8 AM and 12 PM.
2. Drag the highlighted time to the appropriate day list box. For example, If the selected tutor works 8 AM to 12 PM Mondays, Wednesdays and Fridays, click on one of the highlighted times above once with the mouse and hold the left mouse button down and move the mouse pointer to the Monday list box and let go of the mouse button. You will see the hours 8:00 AM to 12:00 PM appear in the Monday box. Next, drag and drop the same value to the Wednesday and to the Friday boxes.
3. Enter the rest of the times following steps 2 and 3 above. For example, if the tutor works from 1:00 PM to 5:00 PM on Monday, Wednesday, and Friday, follow the steps to add this time period

to the appropriate day boxes.

4. Click on "Save" to keep the changes.

Adjusting Tutor Schedule

You can add hours to an entered schedule by simply dragging the new time and dropping it in the appropriate day box. To remove a time period from one of the Day list boxes highlight the period then press the Delete key on your keyboard. Click on "Save" to keep the changes. You can use the History and Appointment buttons at the bottom of the screen to see the past sign-ins and scheduled appointments by students for the selected tutor.

Allow Tutor to change own Availability

You can enable tutors to access to create their own custom schedules using either **AccuSQL** or Web Gateway MVC. If enabled, tutors can use the **Schedule** button from the Tutor Pad in **AccuSQL** to set their schedules on a weekly basis, or in Web Gateway MVC, they would use the Custom Weekly Availability option to set their weekly schedules. Any schedules created by the tutors using this method will be added as automatically as Custom schedules in the Tutor Schedule screen.

There are three options for determining if tutors can set their own custom schedules or not. Use configuration settings will apply the rules for the tutor as determined by the **Appointments Options » Allow tutor to change their own availability X days in advance** settings. By selecting **Yes**; this means the selected tutor can add their own schedule regardless of the **Appointments Options » Allow tutor to change their own availability X days in advance** settings. By selecting **No**; this means the selected tutor cannot add their own schedule regardless of the **Appointments Options » Allow tutor to change their own availability X days in advance** settings.

Tutor Schedule screen

The Tutor Schedule screen is used if you would like to define a regular (semester) and/or a custom schedule for the tutor. For tutors to show in in the students picklist when they sign in to **AccuTrack/AccuSQL** or when they schedule an appointment, the tutors must typically have two items: activity assignments and schedule

If you prefer to not use tutor schedules at all, you can show all tutors whether or not they have a schedule in the *Sign-in Setup > Setup > Tutor Selection* Screen Options by selecting the "Tutor list includes all tutors assigned to an activity regardless of their availability" checkbox. In this case, when a student selects a particular activity to sign into, all tutors that have that activity assigned to them will show up in the pick list, whether or not they have a tutoring schedule. Remember, you must use **Tutor Schedules** if you intend to use appointment scheduling.

After you select a tutor in the Tutors, screen, click the Tutor Schedule button to open the screen where you can enter the tutor's availability using this option.

[illegible]

To enter a Regular (semester) schedule for the tutor, perform the following steps:

1. Make sure you have REGULAR selected in the Schedules grid.
2. Click your mouse button in the bottom day and time grid to drag the schedule for the tutor into the grid. You SHOULD NOT click Add first, jut directly drag in the grid (Add is used to add a custom schedule only).
3. Click Save.
4. In the following example, the tutor has a schedule for 8 AM to 12 PM, then an hour off then from 1 PM to 6 PM.

[illegible]

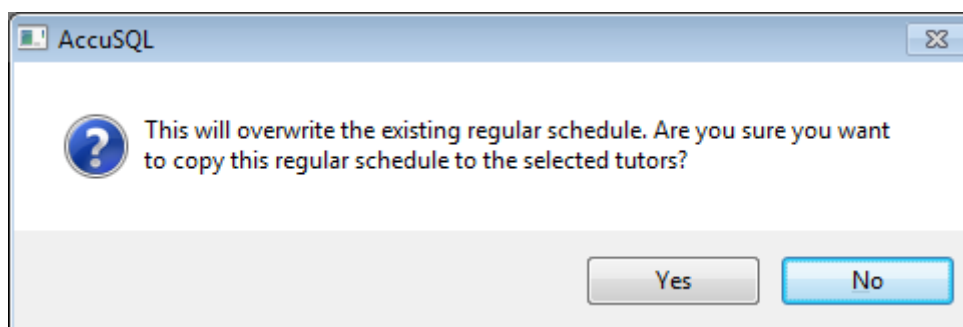
DUPLICATING A SCHEDULE

Once you have created a REGULAR schedule for a tutor, then you can duplicate that schedule to one or more tutors automatically by clicking the Duplicate Schedule button. To duplicate a schedule, click on the tutor whose schedule you would like to duplicate and then click the Tutor Schedule button.

Only REGULAR schedules can be duplicated. Custom schedules cannot be duplicated.

Click the Duplicate Schedule button to open a list of tutors. Click the tutors you want to duplicate the REGULAR schedule to and then click the Close button:

The system will check to make sure you are not creating orphaned appointments by duplicating the schedule. If appointments will be orphaned, the schedule will not be copied for the tutor or tutors that would cause that condition. A confirmation message will then appear where you can confirm that you want to duplicate the schedule. Click Yes to complete the action or No to cancel it.



You can select a tutor to whom you duplicated the schedule and then click the Tutor Schedule to see the results.

ADDING A CUSTOM SCHEDULE

The Default option in the Schedules grid shows the REGULAR “semester” schedule (if any) for the tutor as defined in the Tutor Schedule screen. To add a **Custom Schedule** for a specific date range,

click the Add button. In the From and To boxes click the start and end date for this schedule (or can be for a week, a month, or whatever range works for you) and then you will drag in the grid for when the tutor works for that date range then click Save. Look at the display below the grid to see the time you are dragging for. Now click Add again and go through the same process for the next **From** and **To** the period of time (if necessary) until you have built the schedule the way you want. In the following example, the tutor has a REGULAR schedule from 8 AM to 12 PM and then 1 PM to 5 PM. If however, you click on the **Custom schedule** in the grid, the tutor works also from 6 PM to 7 PM from May 4, 2020, through May 15, 2020.

The screenshot shows the 'Tutor Scheduler' window in AccuSQL - Build 20.0.0. The interface includes a 'Close' button, a 'Duplicate Schedule' button, and a 'Schedules' table.

Schedule	From	To
REGULAR	//	//
Custom	05/04/2020	05/15/2020

Below the table, there are date pickers for 'From' (Mon, May 04, 2020) and 'To' (Fri, May 15, 2020), along with 'Cancel' and 'Save' buttons.

The main grid displays the schedule for Morgan Freeman. The grid has columns for time slots from 07 AM to 10 PM and rows for days of the week. Green shading indicates scheduled time.

Schedule	07 AM	08 AM	09 AM	10 AM	11 AM	12 PM	01 PM	02 PM	03 PM	04 PM	05 PM	06 PM	07 PM	08 PM	09 PM	10 PM
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
Sunday																

Below the grid, there is a summary bar for 'Freeman, Morgan' showing '[Monday] - [07:25 PM]'. At the bottom, there are radio buttons for 'Schedule as:' (Exclusive only, Group only, Both, None, Off time) and 'Schedule for:' (No specific activity or service, Specific Activity, Specific Service).

Green in the grid indicates you are scheduling the tutor for both drop-in only (one on one) and group appointments. You can choose the Schedule as radio buttons on the bottom left of the screen to create the time as something different than that. In the **Schedule for:** area, you can specify the tutor schedule for a specific activity and/or service. That means the student will only see the tutor as available if they select that specific activity and/or service and 1) the tutor has that activity assignment and 2) the tutor has that specific activity scheduled here. In the following example a tutor has a REGULAR schedule from 8 AM to 12 PM then 1 PM to 5 PM. From May 4, 2020, through May 15, 2020, she also works from 6 PM to 7 PM. On, April 20, 2020, through April 24, 2020, she is only available from 2 PM through 4 PM for "Supplemental Instruction" **Service** since a specific activity was selected for that **Custom schedule**.

Tutor Scheduler

Tutor: **Morgan Freeman**

Duplicate Schedule

Schedule	From	To
REGULAR	//	//
Custom	04/20/2020	04/24/2020
Custom	05/04/2020	05/15/2020

From: ☒ Mon, Apr 20, 2020

To: ☒ Fri, Apr 24, 2020

Schedule	07 AM	08 AM	09 AM	10 AM	11 AM	12 PM	01 PM	02 PM	03 PM	04 PM	05 PM	06 PM	07 PM	08 PM	09 PM	10 PM
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
Sunday																

Freeman, Morgan

[Monday] - [05:25 PM]

Schedule as:

- ☒ Exclusive only
- ☐ Group only
- ☐ Both
- ☐ None
- ☐ Off time

Schedule for:

- ☒ No specific activity or service
- ☐ Specific Activity
- ☐ Specific Service

And finally, the same tutor is available from all day from February 10, 2020, through February 14, 2020, but only for **One-on-one appointments (Exclusive Only)** for **Personal Research**.

If you move your mouse over a specific block of time, you can see the particular activity or service you have specified for the tutor in the display area below the data grid. You can also use the area below the data grid to know the exact start and end times you are dragging in the grid.

ALLOW TUTOR SCHEDULING USING WEB GATEWAY MVC

Web Gateway MVC is a plugin module for **AccuSQL** that allows students to schedule appointments, register for seminars/workshops, take surveys, and more all from the convenience of a web browser. You can now allow tutors to create their own “semester” or custom schedules through Web Gateway. These schedules are then reviewed and approved by **AccuSQL** admins.



Video Learning Series: Allowing tutors to set schedules using Web Gateway MVC

View video at: <https://www.youtube.com/watch?v=HI9XWEt-uqo>

INSTRUCTORS

Module: *Users > Instructors*

Purpose: Enter activity (course) instructors.

Access: From **Users** click on **Instructors**.

There are at least five advantages of entering instructors in **AccuSQL** or **AccuTrack**:

1. To generate a report for each instructor detailing the activity of his or her students. For example, if you have an ESL instructor that gives her students extra credit for attendance at your lab, you can generate a report for that instructor detailing her students' attendance.
2. You can schedule reports to go out to all your instructors for the dates and times you specify and for a particular period of time using the Set schedule for instructor's attendance reports screen in the Control Panel » Activity Screen Options menu.
3. To show the instructors for a class in the Activity Selection screen. This will help the students identify their class for selection.
4. To print out address labels for instructors
5. You can have tutors email their session notes directly to the instructors after they record them.

To enter instructors, click Users » Instructors:

Last Name	First Name
Allen	Woody
Alvarez	Laura
Armstrong	Nick
Armstrong	Rick
Basso	Chetan
Blogit	Chet
Coppola	Francis F.
Forester	David
Hollan	Wendy
Howard	Ron
Lab	Assistant
Lucas	George
Nassa	Mike
Nickell	Kimberly
Reamsly	Mary
Solace	Laura
Woo	John
Woods	James
Zemeckis	Robert

First Name: Ron Last Name: Howard

Address: 226 Jones ST City: Orlando State: FL Zip: 32288

Email: davidf@engineerica.com

Add Delete Edit

The list box in the center of the screen displays the current instructors. To add a new instructor, click Add and type his or her name in the text boxes. You can also enter the instructor's address and email address. Click on the "Add" button to complete the entry. The name will move from the text boxes to the list box. Note: To edit an instructor, double click on the name in the list box. The data will be copied to the text boxes where you can make the changes. Click the "Save" button to keep the changes. To delete a name in the list; highlight it and, then click on the "Delete" button. **AccuSQL** or **AccuTrack** will ask you to confirm before proceeding with the deletion.



Video Learning Series: Using Instructor Selection

View video at: https://www.youtube.com/watch?v=13_8xllKe6Q

If you import your instructors while you are importing your activities (classes) then the Instructors will automatically be added not only to the activity, but also to the Instructors screen. If you plan to send out attendance reports to instructors, they must have a valid email address entered.

SYSTEM ADMINISTRATORS

Use this option to add new system users to **AccuSQL** or **AccuTrack** and assign them to Access Groups. This option is discussed in detail in the [System Access >> System Administrators](#) section of this document.

STUDENT GROUPS

Purpose: To create groups of students.

Access: From System Administration, click on **Users » Student Groups**.



Video Learning Series: Creating & Using Student Groups

View video at: <https://www.youtube.com/watch?v=XEI4sbwmFAQ>

On this screen, you will be able to group students by some kind of classification you can create for your needs. For example, you may have a group of First Year, or At-Risk students that you would like to add to a group. The groups you create can be used in several places, perhaps most importantly as a report filter. For example, you could run a Zero Visits report for students in your At-Risk group to determine who may be in need of intervention. Student Groups are used in numerous places throughout the software, including:

- Student groups can be used as a report filter in numerous reports.
- You can register student groups to activities.
- You can manually sign in student groups.
- You can message student groups.
- You can present custom surveys to student groups.
- You can limit seminar registrations for specific members of student groups.

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X

Close

Student Groups

Groups

Description

Rejected SAR

Former Military

CIS Dream Team

At Risk

zero

In State

FORME MIL MATH

Work Studies

Zees

Julian's At-Risk Kid

Students with Scienc

WR-Test Group

Female English Stude

ALL

Test Group

Freshman

Group At Risk

Add

Delete

Edit

Group members count 12

Set Group Members to Inactive

Not Selected

Name

Id

Aaalen, Aaalen

834009999

Aaavery, Aaavery

837766654

Aaden, Bubba

449987802

Aagar, Mon

848484848

Aahab, Bobby

998488885

Aalysian, Sid

449988877

Aardance, Susie

848484842

Aardvark, Susie

949494444

Aark, Brenda

738377666

Aark, Sam

738377222

Aarons, Aaron

945511225

Aarons, Alex

929292999

Aarons, Alice Myrtle

111335560

Aaryan, Aallen

734999978

Abbott, Meccsha E

990000001

Abdelmuhsen, Hattie Martin

924335362

Abdur-rahman, Ernest M

473279562

Abdur-rahman, Joey Elaine

340844191

Abel, Ellie A

990001786

Abercrombie, Myranda L

246577141

Abid, Laqueta B

990000029

Ables, Omid R

911923779

Abramowski, Tyheshia Kay

247657342

Abro, Jesrael M

366591663

Absher, Calinda D

346546164

Absher, Candi L

463993250

Absher, Christyal Frank

00242846

Absher, Hung Branson

912564557

Acevedo-bauerfeind, Britney

453635231

Acevedo-bauerfeind, France

322529517

Acker, Tonette G

990002059

Acuff, Darin R

933603018

Students

Name

Id

Aash, Bob

995451111

Aasher, Aaron

000224411

Acevedo-bauerfeind, Angen

581723436

Alvarez, Laura

555555555

Armstrong, Nick

666666666

Basoz, Cetin

222222222

Blodgett, Chadd

333333333

Dean, James

888888888

Farias, Roxanne Michael

825474060

Foster, David

444444444

Jancic, Diego

777777777

Nash, Mike

999999999

You will notice a list of groups on the left. When you select one of the groups, its members are shown in the “Selected” box.

Adding a Student Group

To add a new group, click on “Add” and enter the group name. Next, select the students you want to add to this group using the Selection List Boxes control. Click the “Save” button to add your entry.

You can also create a group from an import file using the Import Wizard, via the Reports screen and/or via the Profile Query screen.

Editing a Student Group

To **edit** a group record, highlight the group by clicking on it. If you don't see the group, use the up and down buttons in the vertical scroll bar to find it. To edit the record, click on the “**Edit**” button. The group's description will be copied to the text boxes. Make your changes there and add or remove group members if needed. Click on the “**Save**” button to keep the changes, or click on the “**Cancel**” button to keep the data as is.

Deleting a Student Group

To **delete** a group, highlight the group, and then click on “**Delete**”. You will see a confirmation message. Click “**Yes**” to delete the group.

Setting Group Members to Inactive

If you click the Set Group Members to Inactive button, you can set every member of the Student Group to inactive. Setting to inactive will inactivate the student record for each student in the group. Remember, if students are set to inactive you will still retain all of their sign-in and other data, but they will be unable to sign into the system.

STUDENT-ATHLETES

Purpose: To add and edit Sports for athlete tracking and required hours.
Access: From System Administration, click on Users»Student Athletes.

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Close

Student Athletes

Sport: Baseball

Modify Sports

Required Hours

Not Selected

Students

Selected

Name

Aaalen, Aaalen

Aaavery, Aaavery

Aaden, Bubba

Aagar, Mon

Aahab, Bobby

Aalsian, Sid

Aardance, Susie

Aardvark, Susie

Aark, Brenda

Aark, Sam

Aarons, Aaron

Aarons, Alex

Aarons, Alice Myrtle

Aaryan, Aallen

Aash, Bob

Aasher, Aaron

Abdelmuhsen, Hattie Martin

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Name

Abbott, Meccsha E

Abdur-rahman, Joey Elaine

Abel, Ellie A

Ables, Omid R

Abramowski, Tyheshia Kay

Absher, Candi L

Absher, Hung Branson

Acevedo-bauerfeind, Britney C

Acuff, Marlo M

Acuff, Nolan Clayton

Pogue, Claryice N

Pokky, Ami A

Register

Selected: 12

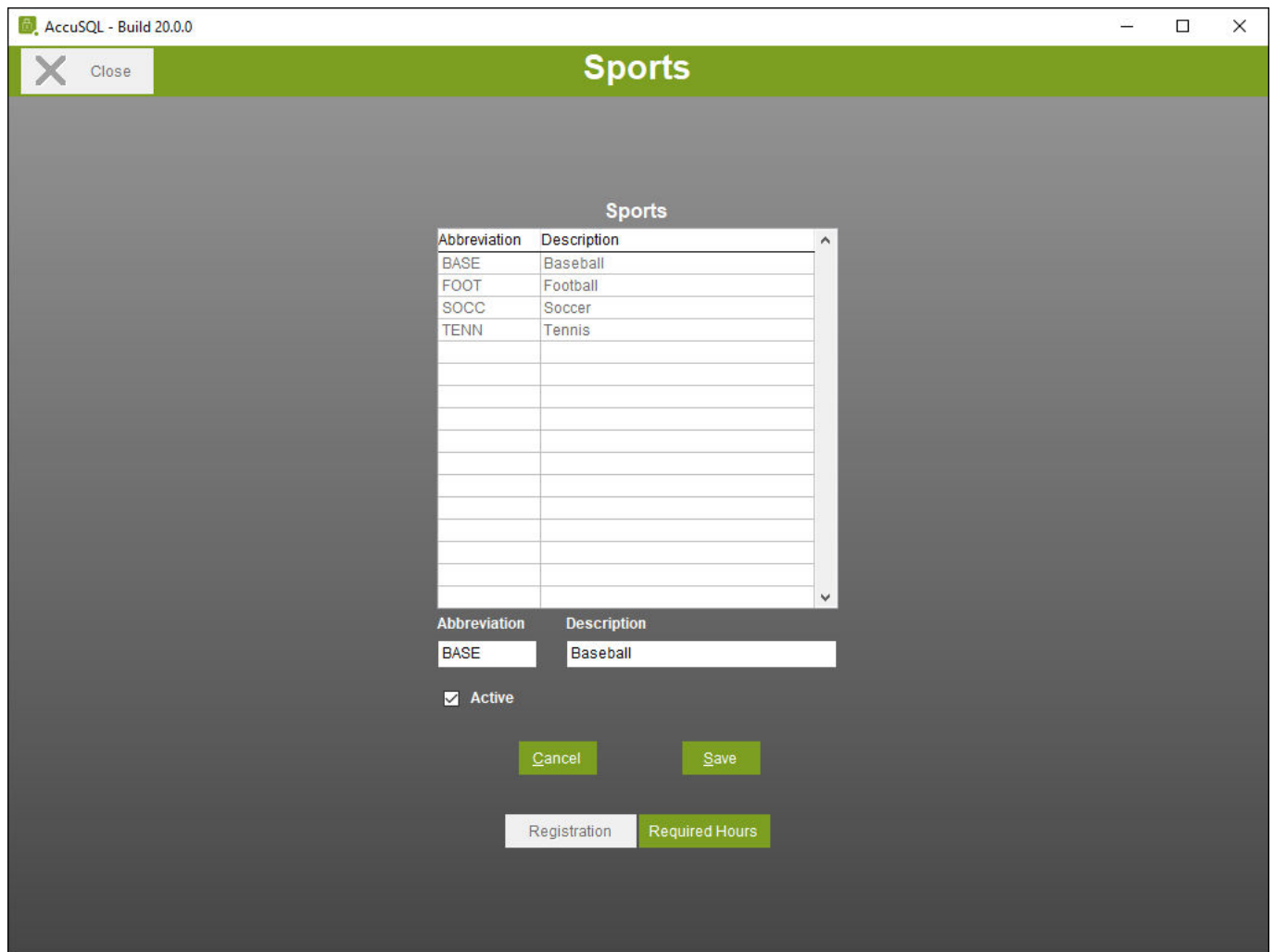
To register a student in a sport, use the Selection List Boxes control. Start by selecting the sport from the Sport drop-down box. If you do not have any sports defined, you will need to click Modify Sports to

create them (discussed in a minute). Next, select the students that are members of the selected sport by moving their names to the “Selected” box on the right. Finally, click on “Register”.

To drop a student, simply move the name back to the “Not Selected” box and click on “Register”.

Adding a Sport

To **add** a new sport, click the **Modify Sports** button, click the **Add** button, fill in the sport’s abbreviation, and then the description. Click the **“Save”** button to save your entry.



Abbreviation	Description
BASE	Baseball
FOOT	Football
SOCC	Soccer
TENN	Tennis

Abbreviation: BASE Description: Baseball

☒ Active

Cancel Save

Registration Required Hours

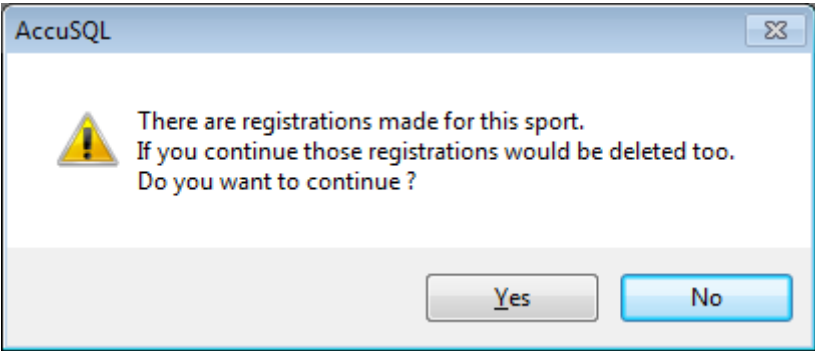
Editing a Sport

To **edit** a sport, highlight the sport by clicking on it. To edit the record, click on the **“Edit”** button. The sport's info will be copied to the text boxes. Make your changes there and then click on the **“Save”** button to keep the changes, or click on the **“Cancel”** button to keep the data as is.

Deleting a Sport

To delete a sport, highlight the sport, and then click “Delete”. If this sport does not have any

registrations, you will see a confirmation message. If you answer “Yes”, the sport will be deleted. If the sport has students registered to it, **AccuSQL** or **AccuTrack** will display a message:

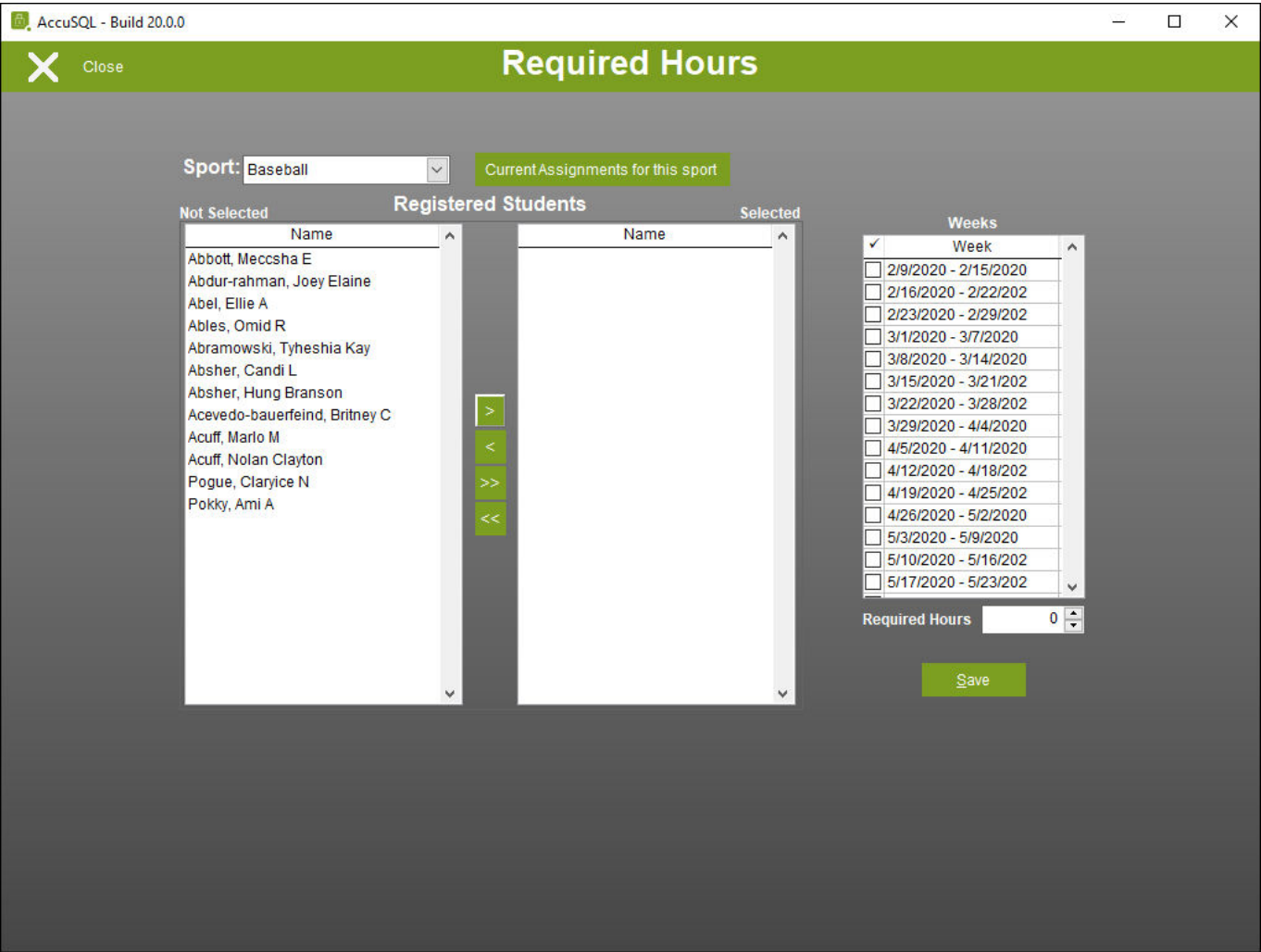


The message above says that this sport has registered students. If you answer “Yes”, **AccuSQL** or **AccuTrack** will delete the sport's record and all related records.

Required Hours Screen

Purpose: To add required attendance hours for each student athlete.

Access: From System Administration, click the **Student Athletes » Required Hours** button.



Use this screen to indicate the required weekly attendance hours per student-athlete. Start by selecting the sport from the Sport drop-down box. Next select one or all athletes registered to this sport by using the Selection List Boxes control. Next, select the weeks you want to assign hours using

Last update:

Last update:

Last update:

Last update:

Last update:

Last update:

Student	Activity	Grant	Assigned On
Abel, Ellie A	55249 MAC 2311C Calculus I [Math Classes]	BRIGHT FUTURES	03/10/2017 09:4
Absher, Calinda D	BIOL1100-001 Biology 1 [Course Tutoring]	PELL	11/06/2014 02:0
Rod, Sant	001-FA19-CB314 Base NCBO [DEBA0001]	PELL	01/31/2020 11:3

Student: ...
Activity: ...
Grant: ...

Notes

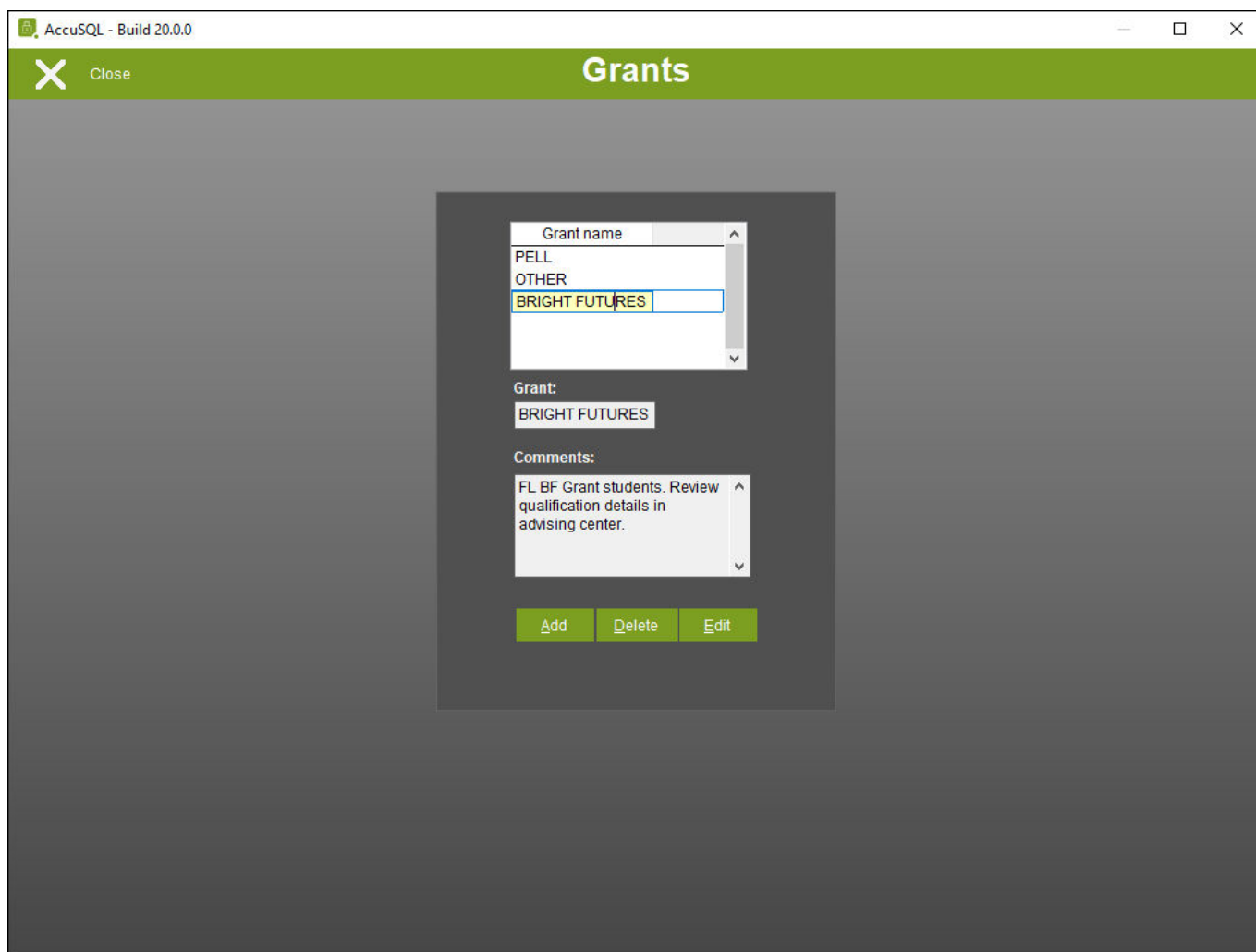
Add
Delete
Edit
Modify Grants

Use this screen to record your grant's assignments. To add a new assignment, click on the **"Add"** button. Select the student by using the ... button next to Student. Select the class by using the "..." button next to the "Activity" box. Finally, select the grant by using the "..." button next to the Grant. If you like, you can also add notes in the Notes box. To keep your changes click the **"Save"** button. If you do not have any grant types defined yet, click the Modify Grants button (discussed in the next section).

To edit a grant assignment, select it from the list box and then click on the "Edit" button. Make your changes and click on the **"Save"** button.

Modify Grants

To create new grant types, click the Modify Grants button from the Grants Recipients screen.



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Close

Grants

Grant name

PELL
OTHER
BRIGHT FUTURES

Grant:
BRIGHT FUTURES

Comments:
FL BF Grant students. Review qualification details in advising center.

Add Delete Edit

To enter a grant, click on **“Add”**, type the grant’s name, and enter any comments you like. Click on **“Save”** to add the grant:

To edit a grant, select it from the list box located at the top of the screen and click Edit. Make your changes and click on **“Save”**.

TUTOR GROUPS

Purpose: Create groups to place your tutors into.

Access: From System Administration, click Users»Tutor Groups.

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✕ Close
 Tutor Groups

Groups

Description
Pro Tutors
Peer Tutors
Algebra Tutors
Counselors

Group

Cancel
Save

Group members count

Set Group Members to Inactive

Not Selected
Selected

Name	Id
Actto, Actavius	000887221
Adams, Karen 'Tomcat'	877777777
Admin, Test	111111111
Alvarez, Laura	123123112
Bannon, Glynda	990002057
Belcher, Tina	066066066
Bower, Laura	00270341
Bright, Cindy	000555555
Center, Testing	999888777
Connery, Sean	000333333
Cruise, Tom	000006714
Freeman, Morgan	000444444
Gibson, Mel	000640832
Guzman, Julian	123456798
Hanks, Tom	000638704
Humphries, Tammy	333000000
Jackson, Samuel L.	000156969
Jones, Nick	123456789
Lansbury, Angela	000008877
Leno, Jay	000008899
McHenry, Mary Lou	000666666
Murphy, Eddie	000932543
Nicholson, Jack	000919580
Nilkason, Mary	BNIKLAS1
Perez, Joquin	012345789
Person, Joe	551166884
Person, Other	888444444
Person, Tour	949494888
Photographer, Campus	464655555
Podres, John	444000000
Potter, Harry	000777777
Roberts, Julia	000737966

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The tutor group option allows users to place tutors into different categories. This feature is useful in separating full-time from part-time tutors, social sciences tutors from math tutors, etc. The tutor groups can then be used to filter certain reports, for group messaging, and more.

Adding a Tutor Group

To **add** a new group, click on “**Add**” and enter the group name. Next, select the tutors you want to add to this group using the Selection List Boxes control. Click the “**Save**” button to add your entry.

Editing a Tutor Group

To **edit** a group record, highlight the group by clicking on it. To edit the record, click on the “Edit” button. The group's description will be copied to the text boxes. Make your changes there and add or remove group members if needed. Click on the “**Save**” button to keep the changes, or click on the “**Revert**” button to keep the data as is.

Deleting a Tutor Group

To **delete** a group, highlight the group, and then click on “**Delete**”. You will see a confirmation message. Click “**Yes**” to delete the group.

Setting Group Members to Inactive

If you click the Set Group Members to Inactive button, you can set every member of the Tutor Group to inactive. Setting to inactive will inactivate the tutor record for each tutor in the group. Remember, if tutors are set to inactive you will still retain all of their sign-in and other data, but they will be unable to sign into the system.

If you have a tutor that is also a student with the same ID number and you inactivate the tutor record, then they tutor will not be able to sign in as a student or a tutor. You can get around that by editing the tutor record and changing the ID number perhaps by changing the first digit to an I for inactive. By changing the tutor ID, it will enable the user to sign into the system in a student capacity as long as their student record is still active.

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