

## PART VI –PC TRACK AND PC TRACK CONTROL

### 6.0 Overview

PC Track is a separate application that works in conjunction with SARS Anywhere and SARS Track for use specifically in computer labs. It is intended to limit what can be done on the individual computers in the lab. It also keeps track of the amount of time a student spends using a computer in the lab, as well as the specific class that is associated with the student's computer use.

When a student signs in and starts a session on a computer, PC Track creates a file in the student's Student History in SARS Anywhere. The information includes the following: Application, Button, Course, and the Date and Time that the student logged in. When the student finishes a session, PC Track adds the Stop Time to the student record. This information will be available from any report in SARS Anywhere that reports student history information.

The PC Track Control application is a separately installed program for use by PC Track system administrators. It resides on a centrally located master computer. It may be used to configure each computer in the computer lab. It may also be used to monitor all machines in use in a given Application. The system administrator can perform the following actions for one or more computers:

- View all active sessions.
- Cancel session time limits.
- Restore session time limits.
- Cancel maximum session counts.
- Restore maximum session counts.
- End sessions.

## 6.1 Installation Guide

The PC Track application must be installed on each and every computer in the computer lab.

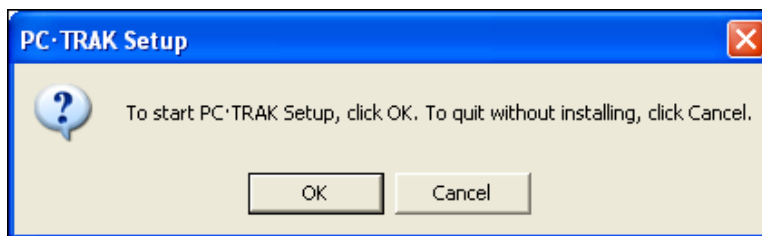
The PC Track Control application must be installed on the master computer that is in a centralized location.

### 6.1.1 Installing PC Track on Each Workstation

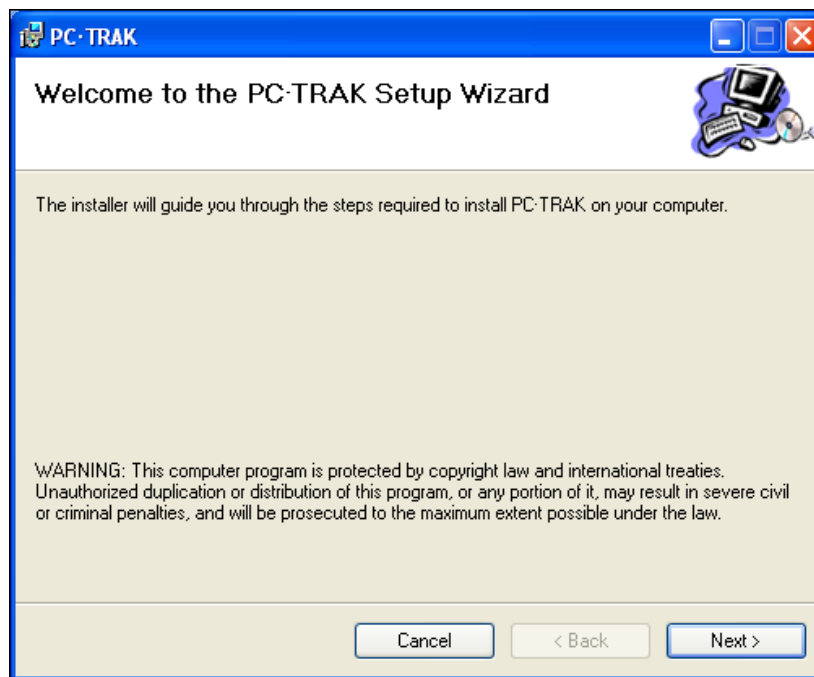
1. From Windows Explorer, navigate to the location of the PC Track Setup program.

**Example:** X:\...\PcTrak Setup\

2. Double click on the Setup.exe file. The following message will be displayed:

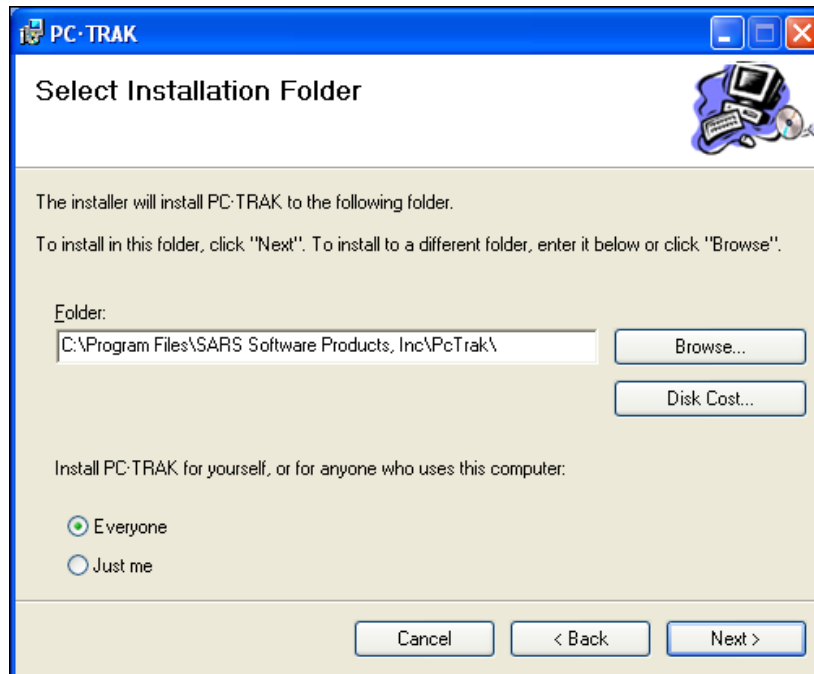


3. Click on OK. The following Welcome screen will be displayed:

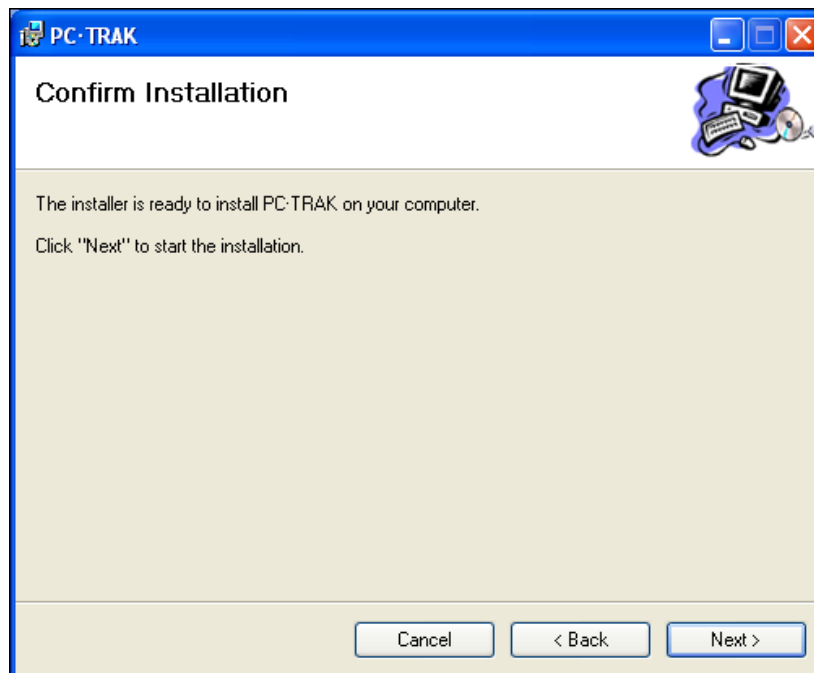


4. Click on NEXT. The following screen will be displayed:

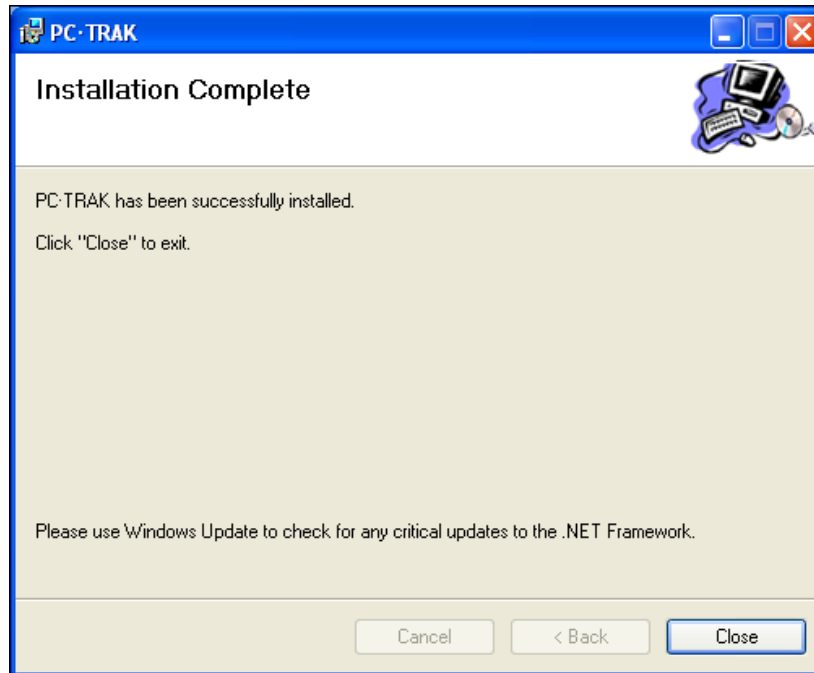




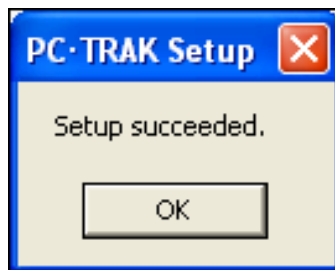
5. Note the folder path on the SELECT INSTALLATION FOLDER screen.
6. Under “Install PC-TRAK for yourself, or for anyone who uses this computer,” click on either EVERYONE or JUST ME. If multiple user names and passwords may be used to start up the lab machines, EVERYONE is the recommended selection.
7. Click on NEXT. The following screen will be displayed:



8. Click on NEXT to initiate the installation process. The following screen will be displayed:



9. Click on CLOSE. The following message will be displayed:



The PC Track icon will appear on the desktop of each computer on which it is installed. The program – PcTrak.exe – will reside in:

**“C:\Program Files\SARS Software Products, Inc\PcTrak\”**

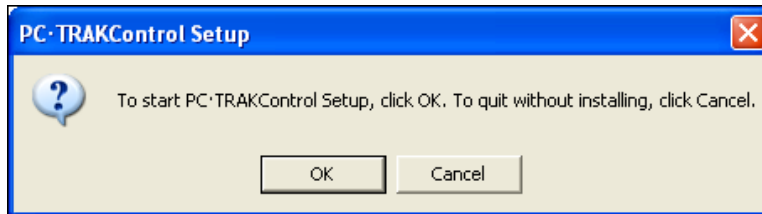
The program will also appear on the list of programs from the Start button.

## 6.1.2 Installing PC Track Control

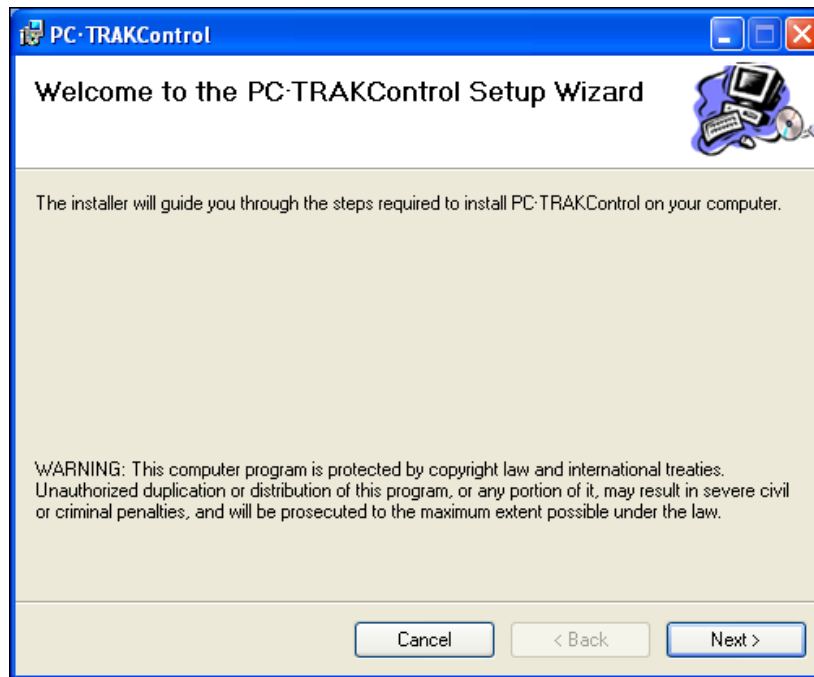
1. From Windows Explorer, navigate to the location of the PC Track Control Setup program.

**Example:** X:\...\PcTrakControl Setup

2. Double click on the Setup.exe file. The following message will be displayed:

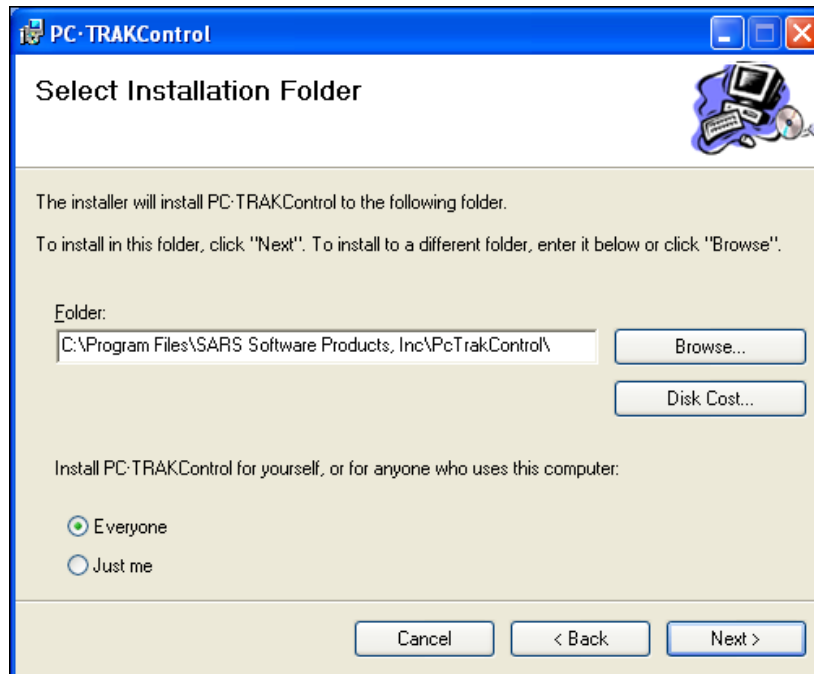


3. Click on OK. The following Welcome screen will be displayed:

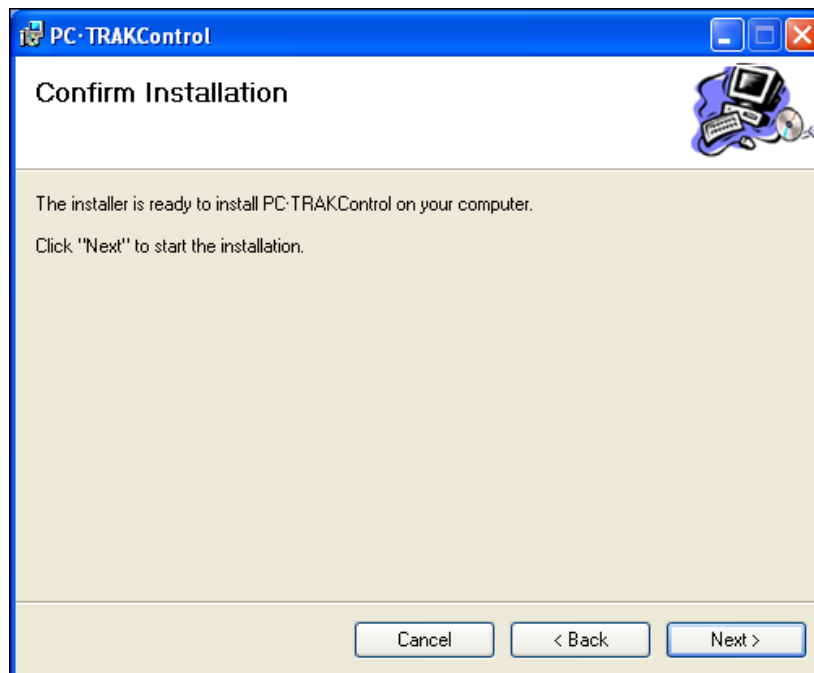


4. Click on NEXT. The following screen will be displayed:

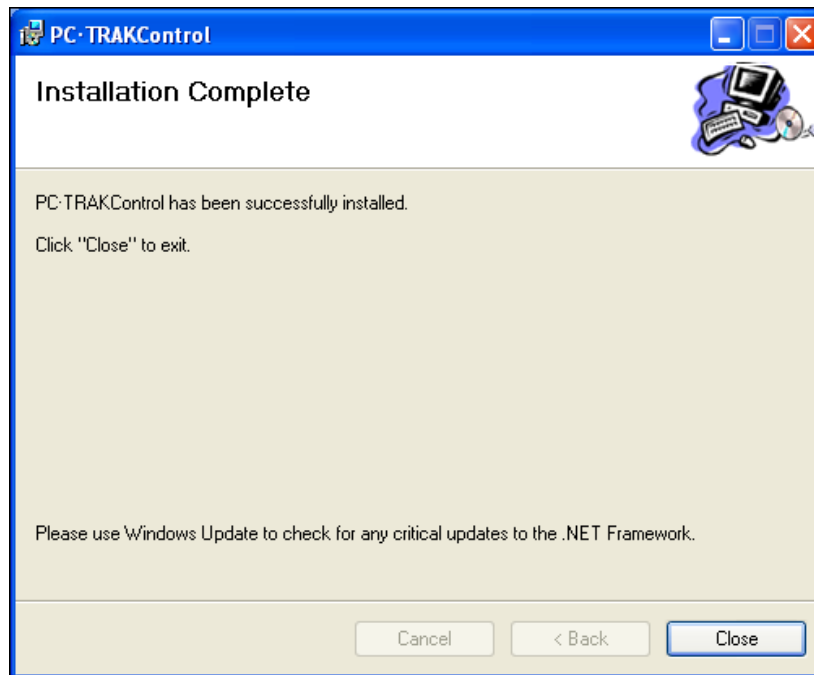




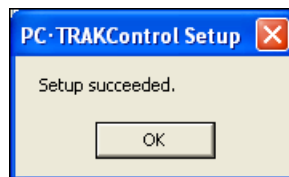
5. Note the folder path on the SELECT INSTALLATION FOLDER screen.
6. Under “Install PC-TRAKControl for yourself, or for anyone who uses this computer,” click on either EVERYONE or JUST ME. If more than one person will be using this application, EVERYONE is the recommended selection.
7. Click on NEXT. The following screen will be displayed:



8. Click on NEXT to initiate the installation process. The following screen will be displayed:



9. Click on CLOSE. The following message will be displayed:



The PC Track Control icon will appear on the desktop of each computer on which it is installed. The program – PcTrakControl.exe – will reside in:

**“C:\Program Files\SARS Software Products, Inc\PC-TRAKControl\”**

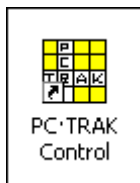
The program will also appear on the list of programs from the Start button.

## 6.2 Configuration Guide

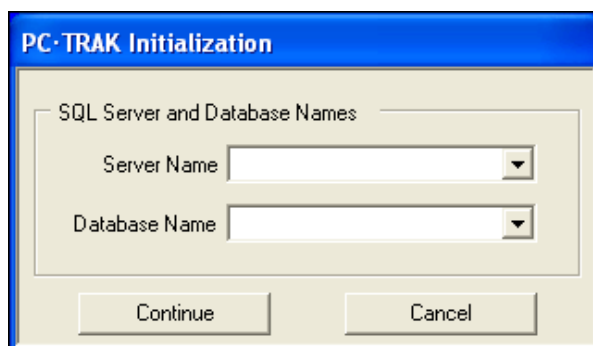
After PC Track has been installed, it must be configured for each computer in the computer lab. This task may be performed from any computer in the lab, but it must be completed for each computer. The configuration feature is contained within PC Track Control.

### 6.2.1 Configuring PC Track

1. Double-click on PC Track Control icon on the desktop. It looks like this:



2. If this is the first login after installation of the PC Track application, the following screen will be displayed:



The options are:

- SQL SERVER AND DATABASE NAMES:

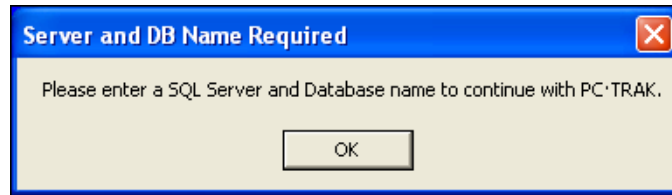
**SERVER NAME:** Use to select or enter the name of the server that contains the SARS applications and databases.

**DATABASE NAME:** Use to select or enter the name of the SARS database to be used for this application.

- CONTINUE: Use to proceed to the PC Track Configuration screen.
- CANCEL: Use to close the PC track Initialization screen.

- a. In **SERVER NAME ▼**, select (or type in) the name of the server that contains the SARS applications and databases that are being used by PC Track.
- b. In **DATABASE NAME ▼**, select (or type in) the name of the database that is being used for SARS Anywhere.
- c. Click on **CONTINUE**. If no entry is made in the server and/or database name fields, the following screen will be displayed:





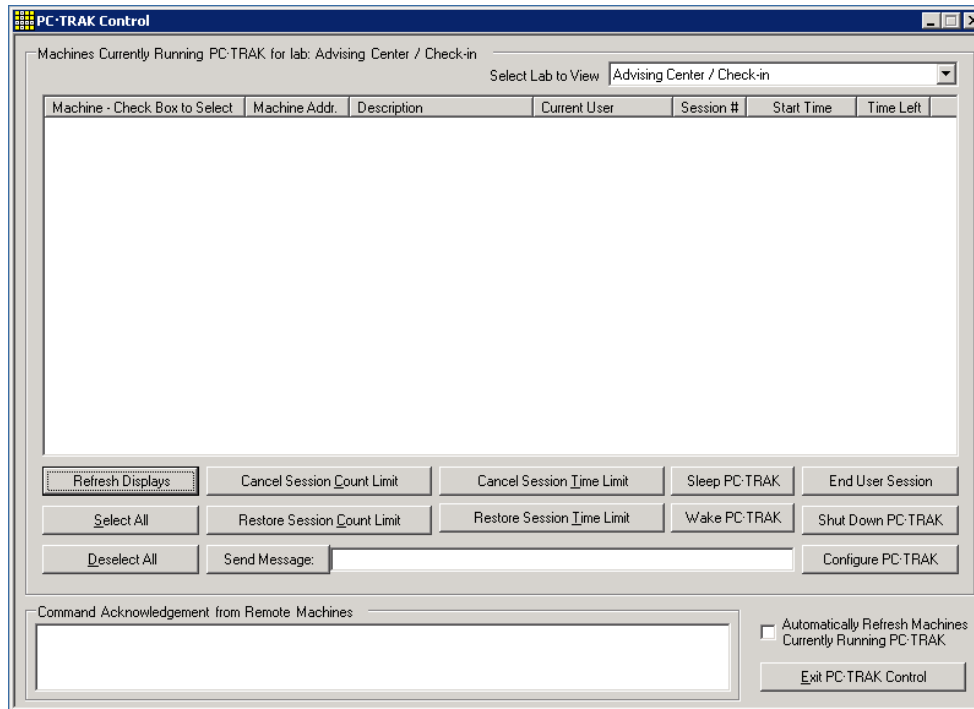
- d. Click on OK.
- e. Re-enter the server name and database name.
- f. Click on OK. The PC Track Control Log In screen will be displayed. It looks like this:



The options are:

USER NAME:	Use to enter the system administrator's User Name (e.g., ADMIN).
PASSWORD:	Use to enter the system administrator's Password (e.g., ADMIN).
START:	Use to open the PC Track Control application.
EXIT:	Use to close PC Track Control.

3. Type the word ADMIN in the USER NAME field and press ↵.
4. Type the word ADMIN in the PASSWORD field and press the TAB or ENTER key to activate the START button.
5. Click on START to display the PC Track Control screen. It looks like this:



At this point, the only needed option is:

- **CONFIGURE PC-TRAK:** Use to gain access to the PC Track configuration screen.
6. Click on CONFIGURE PC-TRAK.

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**Note**

Be patient. After clicking on CONFIGURE, the application will search for all machines that are available for use with PC Track. This may take awhile.

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Here is an example of the configuration screen:

Machine Name - Check to Select	IP Address	Description	
<input checked="" type="checkbox"/>	10.19.44.107	Not running	First Row Machine 1
<input checked="" type="checkbox"/>	10.19.44.123	Not running	First Row Machine 2
<input checked="" type="checkbox"/>	10.19.144.117	Not running	First Row Machine 3
<input checked="" type="checkbox"/>	10.19.44.105	Not running	First Row Machine 4
<input checked="" type="checkbox"/>	10.19.44.100	Not running	First Row Machine 5
<input checked="" type="checkbox"/>	10.19.44.103	Not running	Second Row Machine 1
<input checked="" type="checkbox"/>	10.19.44.23	Not running	Second Row Machine 2
<input checked="" type="checkbox"/>	10.19.44.29	Not running	Second Row Machine 3
<input checked="" type="checkbox"/>	10.19.44.106	Not running	Second Row Machine 4
<input checked="" type="checkbox"/>	10.19.44.27	Not running	Second Row Machine 5

The options are:

- SARS DATABASE SERVER AND NAME:

SERVER NAME:

Use to select or enter the name of the server that contains the SARS applications and databases.

DATABASE NAME:

Use to select or enter the name of the SARS database to be used for this application.

- APPLICATION/BUTTON/MACHINE ASSOCIATION:

APPLICATIONS:

Use to select the Application to be displayed as the default when a student checks in (e.g., Labs). A special application may be created that does not use classes as reasons to allow students to use PC Track without selecting a class.

BUTTONS:

Use to select the Button name that will be associated with the PC (e.g., check-in & out of Computer Lab).

MACHINE NAME OR IP ADDRESS:

Use to add a machine, if it is not listed in the right-hand column. If the machine does not have a name, its IP address may be entered in this field and added using the ADD button. This

- information will be displayed in the adjacent panel.
- DESCRIPTION (OPTIONAL): Use to enter an explanation of the location of the machine (e.g., Front Row). This information will be displayed in the adjacent panel.
- **SESSION NUMBER AND TIMER SETTINGS:**
    - LIMIT SESSION DURATION: Use to activate the option to limit the total duration of a single session. This selection will apply to all courses or other reasons falling within the Application and Reason selection for which the lab is configured.
    - MINUTES: Use to select or enter the maximum duration for a session (from 0 to unlimited).
    - LIMIT SESSION IDLE TIME: Use to activate the option to set a maximum amount of time that will elapse without a keyboard action or mouse click before the session shuts down. The Idle Timeout setting cannot be overridden for a session, but the user will never lose a session as long as he simply responds to the Idle Timeout warning screen in time.
    - MINUTES: Use to select or enter the number of idle minutes (from 2 to 60).
    - LIMIT # OF SESSIONS PER DAY: Use to activate the option to select the maximum number of sessions that a student may participate in on a given day. Selecting this option applies to all courses or other reasons falling within the Application and Reason selection for which the lab is configured. Thus, a student who has used the maximum number of sessions per day in one lab may still go to a different lab and be permitting additional PC Track sessions, as long as the courses/reasons don't overlap with those worked under earlier.
    - SESSIONS: Use to select or enter the maximum number of sessions (from 1 to 50).
  - **OTHER SETTINGS:**
    - CLOSE ALL APPLICATIONS UPON NEW USER LOGIN: Use to close down all applications that are running on a machine when a session times out and a new user signs on the same machine. This prevents the new user from viewing any work that was performed by the previous student.
    - ALLOW ID TOGGLE (F9): Use to activate the feature that permits users to enter alternative student ID formats.

MASK STUDENT ID:	Use to hide student identification numbers or characters as they are entered.
ALLOW SIMULTANEOUS STUDENT LOGINS:	Use to permit a student to log in to PC Track in a different lab without logging out of the initial session.
DON'T END TRAK SESSIONS:	Use to prevent a student's current SARS Track session from being checked out when the student checks in to use PC Track.
REQUIRE ACCEPTANCE OF TERMS OF USAGE:	Use to display a Terms of Use message and require that the user accept those terms before permitting use of PC Track.
PATH TO RICH TEXT (.RTF) FILE DESCRIBING TERMS OF USAGE:	Use to select the path to the location where the Terms of Usage file is stored.
TCP PORT # FOR PC-TRAK CONTROL:	Use to select the Port number that PC Track and PC Track Control will use to communicate. (Acceptable range is 49152-65535, but the recommended default for PC Track is 55000.) If a firewall is in place, this port must also be open for use by PC-TRAK.exe and PC-TRAK Control.exe.
DHCP IN USE:	Use to allow Machine Name to be used instead of IP Address for identifying each of the computers used in the lab for this application.
USE WINDOWS LOGON NAME:	Use to allow students to log into PC Track at the time the students log into a computer with his/her own active directory account.
• MACHINE NAME – CHECK TO SELECT:	Use to select all of the computers that are to share the current configuration settings. The list of names displayed will initially include all machines that are already configured for the same button as the current machine, their IP addresses, and their descriptions.
SELECT ALL:	Use to check all machines on the list.
FIND ALL MACHINES:	Use to search for other machines to be displayed for selection. Using this option may be very slow because it will search for all accessible machines on the network.
LOOK UP IP ADDRS:	Use to automatically generate a list of all the IP addresses of the computers on the network that will be used for this application. This eliminates the need to enter each computer's IP address separately.
DESELECT ALL:	Use to uncheck all machines on the list.

- SAVE SELECTIONS: Use to save the selected settings.
- CLOSE: Use to close the CONFIGURE PC-TRAK screen.

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**Hint**

In the following setup process, make your selections on the left-hand side of the screen first. Then select all machine names on the right-hand side of the screen that will be used with this configuration.

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7. Click on SERVER NAME and select the server that contains the SARS applications and databases.
8. Click on DATABASE NAME and select or type in the name of the SARS database that is being used for this application.
9. Click on APPLICATIONS and select the desired application (e.g., Labs). If students will be permitted to use PC Track without associating their sessions with classes, use an application that does not have “Use Classes as Reasons” selected.
10. Click on BUTTONS and select the Button name that will be associated with the PC (e.g., check-in & out of Computer Lab).
11. (Skip Machine Name and Description unless the name of the machine is not displayed in the right-hand column.)
12. In SESSION NUMBER AND TIMER SETTINGS, select or enter the settings for this application as follows.
  - a. [Optional] Click on the LIMIT SESSION DURATION checkbox to activate the MINUTES field. Then click on the up or down arrow to select the maximum number of minutes that will be allowed for a single session before the session is automatically logged out (e.g., 60).
  - b. [Optional] Click on the LIMIT SESSION IDLE TIME checkbox to activate the option for session shut down if a machine is idle for too long. This will activate the MINUTES field. Click on the up or down arrow to select the maximum amount of time that will elapse without a keyboard action or mouse click action before the session shuts down due to inactivity (e.g., 10). The minimum idle time is 2 minutes; the maximum idle time is 60 minutes.
  - c. [Optional] Click on LIMIT # OF SESSIONS PER DAY to activate the option to control the number of sessions that a student may participate in on a given day. This will activate the SESSIONS field. Click on the up or down arrow to select the maximum number of sessions that will be permitted (e.g., 5).
13. In OTHER SETTINGS, select or enter the settings for this application as follows.
  - a. (Recommended) Click on CLOSE ALL APPLICATIONS UPON NEW USER LOGIN to prevent a new user from viewing any work that was performed by the previous student.
  - b. Click on ALLOW ID TOGGLE (F9) to permit users to sign on with alternate student ID formats.
  - c. If desired, click on MASK STUDENT ID to hide student identification numbers or characters as they are entered on the screen.

- d. If desired, click on ALLOW SIMULTANEOUS STUDENT LOGINS to permit a student to initiate a session in another lab while the student's session in a different lab is still open.
- e. If desired, click on DON'T END TRAK SESSIONS to prevent a student's current SARS Track session from being checked out when the student checks in to use PC Track.
- f. Click on REQUIRE ACCEPTANCE OF TERMS OF USAGE if users will be required to read and confirm that they accept the school's terms of use. Then enter or browse to select the path to the file where the Terms of Usage is stored.

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**Note**

The school will need to develop its own Terms of Usage and store it as a Rich Text Format (RTF) file.

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- g. In the TCP PORT # FOR PC-TRAK CONTROL field, enter the number of the port that PC Track and PC Track Control will use to communicate. The recommended default is 55000. It is recommended that the default port number be used, because it is consistent with the other SARS software port assignments.

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**Note**

If a firewall is running on PC Track or PC Track Control, the selected TCP port must be open in the firewall and the PCTRAK.exe and PCTRAKControl.exe must be given permission to use that port in the firewall application.

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- h. If desired, click on DHCP IN USE to allow the machine name, rather than the IP Address of the computer, to be used as its identification in the lab for this application.
  - i. Click on USE WINDOWS LOGON NAME to allow students to log into a PC Track computer with their own active directory account.
14. Click on the checkbox adjacent to each MACHINE NAME to be selected for use with the current configuration.

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**Note**

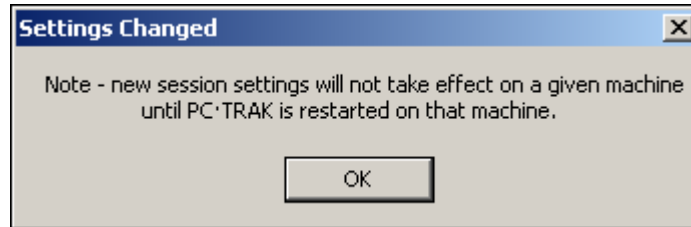
The initial list of machine names will include all machines that are already configured for the same button as the current machine. If the desired machine is not on the list, choose one of the options below:

- i. Click on MACHINE NAME on the left-hand side of the screen and type in the name of the machine; then click on ADD. The new machine name will be added to the list. Then check or re-check all desired machines.
- ii. To search for other machines, click on FIND ALL MACHINES. The system will search for all possible machines on the network. Then check or re-check all desired machines. Be patient; this option may take a long time.
- iii. To automatically generate a list of all the IP addresses of the computers on the network in order to identify those to be used in this application, click on LOOK UP IP ADDRS. This will eliminate the need to enter each computer's IP address separately.
- iv. To identify each machine more specifically as to its location or other feature, click on the machine name. Then type in a description in the DESCRIPTION field on the left-hand side of the screen. Then click on UPD. To assign the same

description to more than one machine, hold down the CTRL key while clicking on the desired machine names; then click on UPD. The description will be displayed.

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15. When done, click on **SAVE SELECTIONS**. The following confirmation screen will be displayed:



16. Click on **OK**.



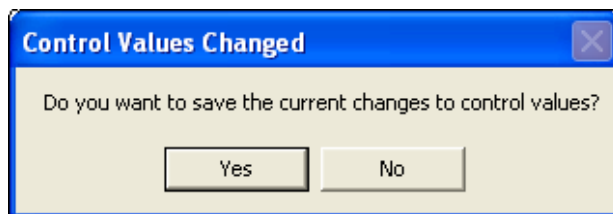
## 6.2.2 Changing Configuration Settings

1. Click on the PC Track Control icon.
2. Enter the system administrator's USER NAME and PASSWORD.
2. Click on START to display the PC Track Control screen.
3. Click on CONFIGURE PC-TRAK to display the configuration screen.
4. Make the desired changes.
5. Click on SAVE SELECTIONS.

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### Note

If you attempt to close the CONFIGURATION screen before clicking on SAVE SELECTIONS, the following confirmation screen will be displayed:



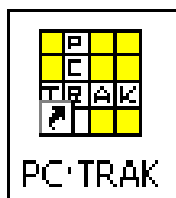
Click on YES to proceed.

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## 6.2.3 Establishing Connectivity for PC Track Machines

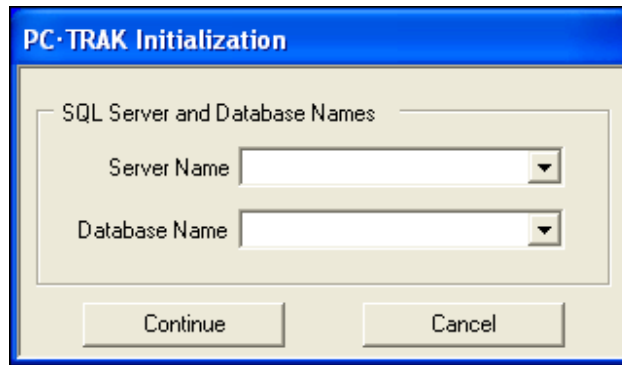
Each computer being used in a computer lab must have the text file providing database connectivity. This may be accomplished by either starting PC Track and responding to the dialog box, as described below, or by copying a previously-created ConfigCrypt.txt file to the location of the PC Track executable.

1. Double-click on the PC Track icon on the desktop. It looks like this:



2. If this is the first login after installation of the PC Track application, the following screen will be displayed:





The options are:

- SQL SERVER AND DATABASE NAMES:

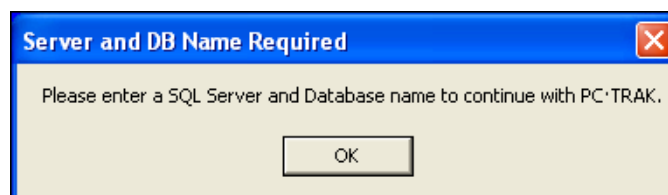
**SERVER NAME:** Use to select or enter the name of the server that contains the SARS applications and databases.

**DATABASE NAME:** Use to select or enter the name of the SARS database to be used for this application.

- CONTINUE: Use to proceed to the PC Track Configuration screen.

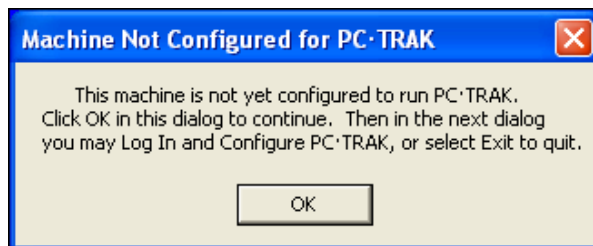
- CANCEL: Use to close the PC Track Initialization screen.

3. In **SERVER NAME ▼**, select (or type in) the name of the server that contains the SARS applications and databases that are being used by PC Track.
4. In **DATABASE NAME ▼**, select (or type in) the name of the database that is being used for SARS Anywhere.
5. Click on **CONTINUE**. If no entry is made in steps 3 and/or 4, the following screen will be displayed:

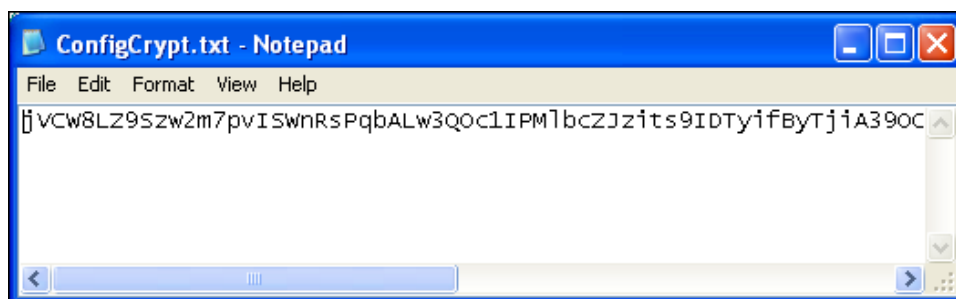


- a. Click on **OK**.
  - b. Re-enter the server name and database name.
6. If no machine has been selected from a previous configuration (first time after installation of program), the following screen will be displayed:



**Note**

At this point, a ConfigCrypt.txt document will have been created. It contains the encrypted SQL Server connection string that will be saved in the PC Track setup program. Here is an example:



(If it becomes necessary to start over with a new configuration, delete this file, which is located in the PC Track setup folder.) This file will also be changed whenever the server and/or database names are changed from the configuration screen.

7. Click on OK. The PC Track Log In screen will be displayed.

## 6.2.4 Testing Configuration Settings

It is a good idea to test the configuration settings to make sure that they are set correctly. Items to test may include the following:

1. Whether the system administrator is able to properly log in and out and to configure the application.
2. [If REQUIRE ACCEPTANCE OF TERMS OF USAGE option is selected] Whether the desired Terms of Usage screen is displayed upon student sign in.
3. Whether the student Sign-in screen covers the entire screen after PC Track is opened and ready for use.

**Hint**

The screen is properly installed if no other option is displayed anywhere on the computer monitor.

4. Whether the Sign-in screen disappears when a student signs in and starts a work session.
5. Whether the TIME LEFT dialog box is working properly. Test this by following the steps below:

- a. First ensure that an entry has been made in the LIMIT SESSION OR DURATION field on the Configuration screen.
  - b. Sign in as a student.
  - c. Note whether the TIME LEFT dialog box is displayed in the lower right-hand corner of the screen. If so, this feature is working properly.
6. Whether the SESSION IDLE TIME shut down option is working properly. Test this by following the steps below:
- a. Log on to PC Track Control and go to the Configuration screen.
  - b. On the Configuration screen, ensure that LIMIT SESSION IDLE TIME is checked, and then select 3 in the MINUTES field.
  - c. Close the Configuration screen and shut down PC Track Control.
  - d. Open PC Track.
  - e. Sign in as a student.
  - f. Wait two minutes without touching the keyboard or clicking the mouse.
  - g. Note whether the “Your session is about to end” message is displayed when 60 seconds are remaining. If so, this feature is working properly.
7. Whether clicking on the SIGN OUT button on the Docking Bar during a session logs the student off the system and causes the Sign-in screen to be re-displayed. Test this by following the steps below:
- a. Sign in as a student.
  - b. With a session running, click on the SIGN OUT button on the Docking Bar. If this action signs the student out and the Sign-in screen is re-displayed, the feature is working properly.
8. Whether open applications used by a previous student are closed automatically when a different student signs onto the same machine. Test this by following the steps below:
- a. Log on to PC Track Control and go to the Configuration screen.
  - b. On the Configuration screen, ensure that “Close all applications upon new login” is checked.
  - c. Close the Configuration screen and shut down PC Track Control.
  - d. Open PC Track.
  - e. Sign in as a student.
  - f. Open a calculator and leave the calculator open.
  - g. Let the session time out or click on the SIGN OUT button on the Docking Bar to end the session early.

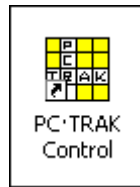
- h. Sign in with a different student ID. If the calculator is not displayed on the desktop, this feature is working properly.
9. Whether applications opened by a student who signs out and them back in before another user does remain open on the desktop. Test this by following the steps below:
  - a. Log on to PC Track Control and go to the Configuration screen.
  - b. On the Configuration screen, ensure that CLOSE ALL APPLICATIONS UPON NEW USER LOGIN is checked.
  - c. Close the Configuration screen and shut down PC Track Control.
  - d. Open PC Track.
  - e. Sign in as a student.
  - f. Open a calculator and leave the calculator open.
  - g. Let the session time out or click on the SIGN OUT button on the Docking Bar to end the session early.
  - h. Sign back in as the same student. If the calculator is still open on the desktop, this feature is working properly.
10. Whether the Student History database in SARS Anywhere properly records a student session that has been started and ended. Test this by following the steps below:
  - a. Sign in on a machine as a student.
  - b. Complete a session.
  - c. Go to Student History in SARS Anywhere and note whether the session is properly recorded. If so, this feature is working properly.

### 6.3 Using PC Track Control to Monitor Activity

PC Track Control is used to make initial configurations and make changes to those configurations. After an application is set up, however, PC Track Control may also be used to monitor all machines in use in a given Application. The system administrator can perform the following actions for one or more computers:

- View all active sessions.
- Cancel session time limits.
- Restore session time limits.
- Cancel maximum session counts.
- Restore maximum session counts.
- End sessions.

1. Double-click on PC Track Control icon on the master computer desktop. It looks like this:

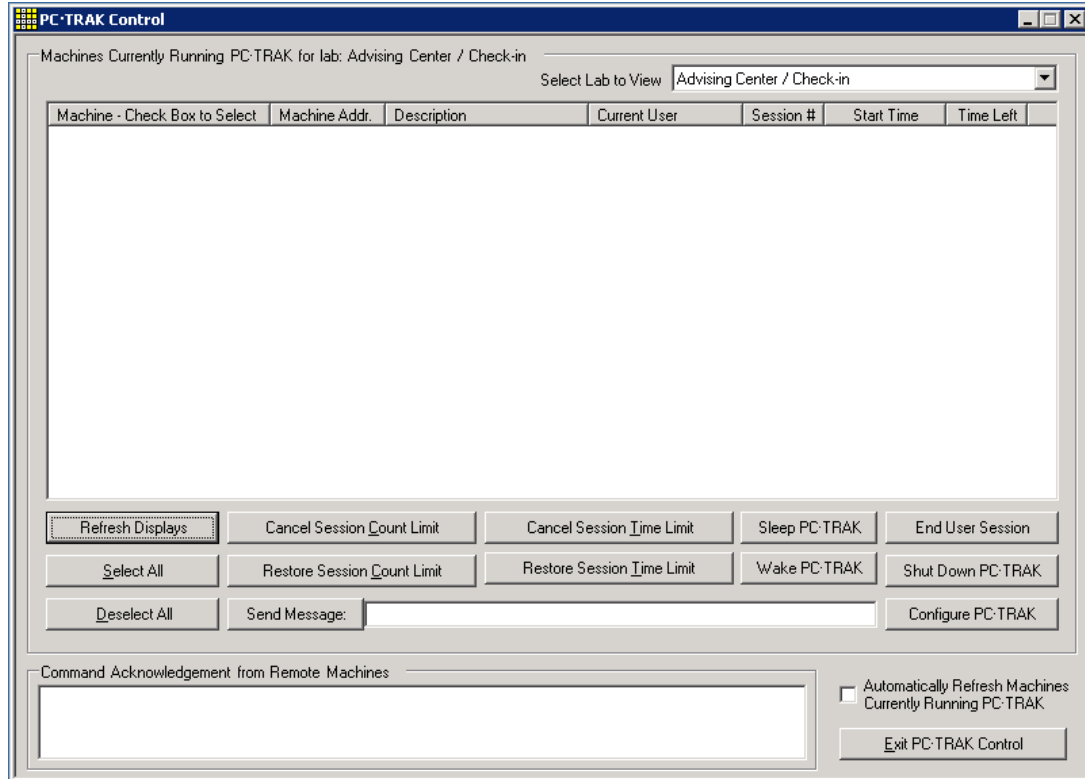


The following log in screen will be displayed:



2. Enter your USER NAME and your PASSWORD.
3. Press the TAB or ENTER key. The START button will be enabled.
4. Click on START to display the PC Track Control screen. Here is an example:





If the screen is blank, click on REFRESH DISPLAYS. If it remains blank, no sessions are active at this time. If it contains one or more lines of information, there are active sessions.

The options are:

- MACHINE NAME – CHECK BOX TO SELECT: Use to select the machine(s) for which changes are to be made.
- MACHINE ADDR: Used to identify the IP address of each machine.
- DESCRIPTION: Used to provide more information about the location of each machine.
- CURRENT USER: Used to identify the name of the student who is currently using the machine.
- SESSION #: Used to identify the number of session the current student user has had on the machine.
- START TIME: Used to denote the time when the current session for the current user started.
- TIME LEFT: Used to denote the amount of time remaining in the current session.
- REFRESH DISPLAYS: Use to display the most current status of the active machines.

- **SELECT ALL:** Use to check all of the boxes for machines that are currently active.
- **DESELECT ALL:** Use to uncheck all of the boxes for machines that are active.
- **CANCEL SESSION COUNT LIMIT:** Use to override the maximum number of sessions that has been established for the selected machine(s).
- **RESTORE SESSION COUNT LIMIT:** Use to cancel the session count override and restore the default session count limit for the selected machine(s).
- **CANCEL SESSION TIME LIMIT:** Use to override the session time limit that has been established for the selected machine(s).
- **RESTORE SESSION TIME LIMIT:** Use to cancel the session time limit override and restore the default session time limit for the selected machine(s).
- **SLEEP PC-TRAK:** Use to hide the PC Track student log-in screen to allow a non-student to use the computer by bypassing the student log-in. PC Track is not shut down when this feature is used, but rather continues to run in the background on the computer.
- **WAKE PC-TRAK:** Use to unhide the PC Track student log-in screen and restore the student log-in process to use the computer.
- **END USER SESSION:** Use to cancel an active session for the selected machine(s).
- **SHUT DOWN PC-TRAK:** Use to close the PC Track program on the selected computer.
- **SEND MESSAGE:** Use to type in a message to the user of the selected machine and send it immediately.
- **CONFIGURE PC-TRAK:** Use to open the CONFIGURE PC-TRAK screen.
- **COMMAND ACKNOWLEDGEMENT FROM REMOTE MACHINES:** Use to view a description of the action that has been taken.
- **AUTOMATICALLY REFRESH MACHINES CURRENTLY RUNNING PC-TRAK:** Use to automatically display the most current status of the active machines without the need to click on Refresh Displays.
- **EXIT PC-TRAK CONTROL:** Use to close the PC Track Control program.



5. To select a machine, click on the checkbox adjacent to the MACHINE – CHECK BOX TO SELECT field, or click on SELECT ALL to select all machines that are active.
6. To override the session count for the selected machine(s), click on CANCEL SESSION COUNT LIMIT. A description of the action will be displayed in the COMMAND RESPONSES dialog box. Using this option will enable a student to use the machine for an unlimited number of sessions on a single day. To undo this action, click on RESTORE SESSION COUNT LIMIT.
7. To override the session time limit for the selected machine(s), click on CANCEL SESSION TIME LIMIT. A description of the action will be displayed in THE COMMAND RESPONSES dialog box. Using this option will allow a student to use the machine for an unlimited amount of time. To undo this action, click on RESTORE SESSION TIME LIMIT.
8. To hide the PC Track student log-in screen so that non-student users can use the computer without logging in as a student, click on SLEEP PC-TRAK.
9. To reestablish the PC Track student log-in screen on a computer, click on WAKE PC-TRAK.
10. To end an active session now for the selected machine(s), click on END USER SESSION.

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**Notes**

Clicking on an action effectuates the change immediately.

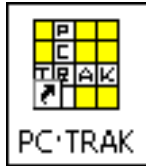
Clicking on REFRESH DISPLAY will update the screen to show the new status of each machine.

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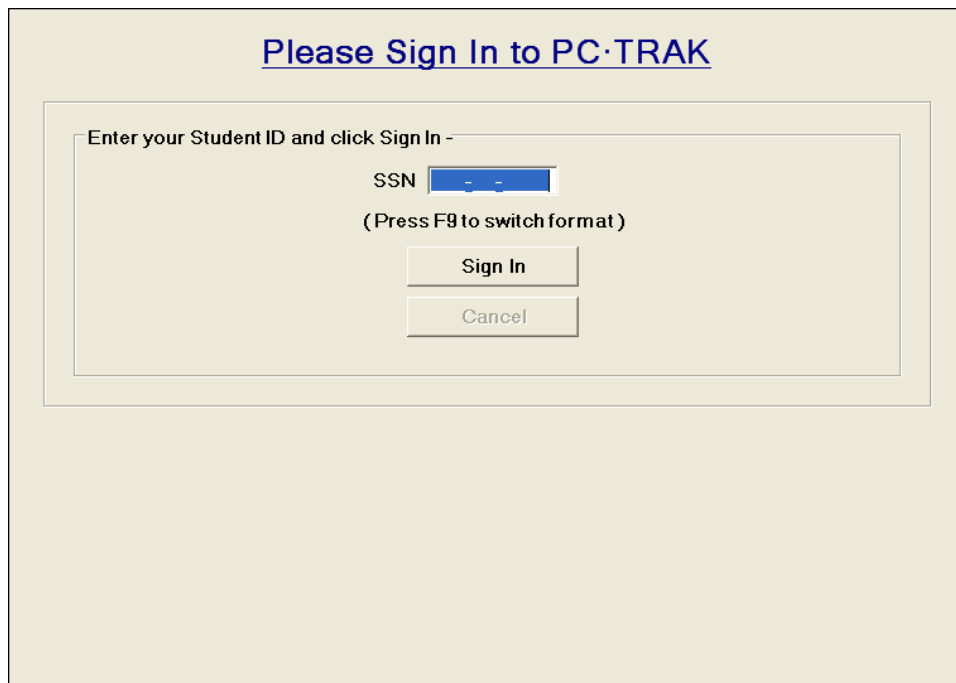
11. To close the PC Track application on a computer, click on SHUT DOWN PC-TRAK.
12. To send a message to a user, click on the desired machine, type in a message in the dialog box adjacent to the SEND MESSAGE button, and then click on SEND MESSAGE.
13. Click on AUTOMATICALLY REFRESH MACHINES CURRENTLY RUNNING PC-TRAK to display the most current status of the active machines without the need to click on Refresh Displays.
14. When done, click on EXIT PC-TRAK CONTROL.

## 6.4 Using PC Track – For Students

A PC Track program icon will be displayed on each computer desktop in the Computer Lab. It looks like this:



1. Double click on PC Track icon on the desktop. A student sign in screen will be displayed. Here is an example:

The sign-in screen has a light beige background. At the top, the text 'Please Sign In to PC·TRAK' is displayed in blue. Below this, there is a white rectangular box with a thin border. Inside this box, the text 'Enter your Student ID and click Sign In -' is followed by 'SSN' and a blue input field containing three dashes. Below the input field, the text '(Press F9 to switch format)' is displayed. At the bottom of the white box, there are two buttons: 'Sign In' and 'Cancel'.

2. Enter the student's Student ID or Press **F9** to change the student ID format and then enter the student ID number in the proper format.
3. [If REQUIRE ACCEPTANCE OF TERMS OF USE option has been selected] After the maximum number of letters/digits has been entered, a TERMS OF USAGE screen will be displayed. Here is an example:

## Please Sign In to PC-TRAK

**Please click below to indicate your acceptance of these terms of lab equipment usage -**

**Terms of Use and Legal Disclaimer**

**READ VERY CAREFULLY**

Welcome to North Bay College's PC-TRAK site. Our goal is to provide students access to computers for educational purposes. To further this goal, we have established a Terms of Use and Privacy Policy as set forth below.

BY USING THIS SITE, YOU AGREE TO AND ACCEPT THE FOLLOWING TERMS, CONDITIONS, AND NOTICES (WE RESERVE THE RIGHT TO CHANGE, UPDATE, AND REVISE THESE TERMS OF USE AT OUR SOLE DISCRETION.):

1. You agree to use this site for lawful purposes only.
2. You agree that you will not post on or transmit through the site any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, sexually explicit, profane, hateful, racially, ethnically, or otherwise objectionable material of any kind, including but not limited to any material that encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable local, state, national, or international law. User agrees that it will not use any forums for the purpose of spamming, uploading viruses or other harmful components and posting libelous or invasive information, or advertising to or inducing Users to buy or sell products or services or to make donations.

**I Accept the Terms of Usage**       **I Do Not Accept the Terms of Usage**

Read the terms and then click on I ACCEPT THE TERMS OF USAGE and then click on CONTINUE.

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**Note**

If the student selects I DO NOT ACCEPT THE TERMS OF USAGE, access to the session will be denied. The following message will be displayed:

**Sign in cancelled due to Non-Acceptance of Terms of Usage.**

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4. After accepting the Terms of Usage, a list of classes will be displayed automatically. Otherwise, click on SIGN IN. A list of classes in which the student is enrolled will be displayed. Here is an example:



**Please Sign In to PC·TRAK**

Currently Signed In - FIELDS, JESSICA

SSN

(Press F9 to switch format)

Select the course/reason you are working on today

Subject	Course ID	Description
MATH	MATH 025	Elementary Algebra
MATH	MATH 025	Elementary Algebra
MATH	MATH 012	Prealgebra
MATH	MATH 034S	Probability and Statistics
MATH	MATH 034S	Probability and Statistics

5. Click on the class that is to be associated with the current computer lab session. This will activate the START WORKING button. Here is an example:

**Please Sign In to PC·TRAK**

Currently Signed In - FIELDS, JESSICA

SSN

(Press F9 to switch format)

Select the course/reason you are working on today

Subject	Course ID	Description
MATH	MATH 025	Elementary Algebra
MATH	MATH 025	Elementary Algebra
MATH	MATH 012	Prealgebra
MATH	MATH 034S	Probability and Statistics
MATH	MATH 034S	Probability and Statistics

6. Click on **START WORKING**. The sign in screen will disappear and the computer will be available for use.

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**Note**

If the student has signed in to an Application for which classes are not being used as reasons, the class selection screen will not be displayed. The student will be able to start a session immediately.

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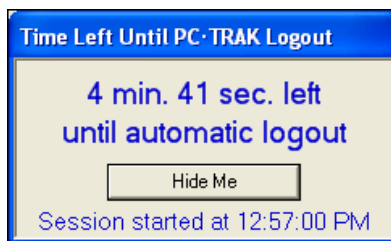
7. A Docking Bar placed at the top of the screen will display the time at which the session started, an indication that PC Track is Running, the time remaining for the session, and a Sign Out button. Here is an example:



- a. To move the Docking Bar to the left- or right-hand margin, right click anywhere within the bar (except for the SIGN OUT button) to display the following menu:



- b. Click on **DOCK LEFT** or on **DOCK RIGHT**. The Docking Bar will move and be displayed horizontally on the selected edge of the screen.
8. A timer will also be placed on the lower right-hand section of the screen. Here is an example:



The screen shows the time the session started, as well as a countdown clock indicating the amount of time before the student will be automatically logged out.

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**Note**

Every time another minute elapses, the message box will fade back in as another reminder. To bring it to full opacity, simply rest the mouse over the screen.

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- a. To move the box to another location on the screen, left click anywhere on the message box and drag it to the desired location.
- b. To hide the box, click on **HIDE ME**. The message icon will be placed on the lower right-hand task bar. (Resting the cursor over the icon will display the amount of time remaining for the session.)
- c. To re-display the Timer, right click anywhere within the Docking Bar (except for the SIGN OUT button) to display the following menu:



Click on SHOW TIMER. The Timer will be displayed again.

9. To end the session early, click on the SIGN OUT button on the Docking Bar. This will close the session for the student who has signed on.

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### Notes

If the configuration option for CLOSE ALL APPLICATIONS UPON NEW LOGIN is activated, and a session times out, any applications that were running will be closed. If the same student returns to the machine after timing out, the applications that the student was working with will still be open on the screen. However, if a different student signs in, the previous applications will be closed prior to opening PC Track for the new student.

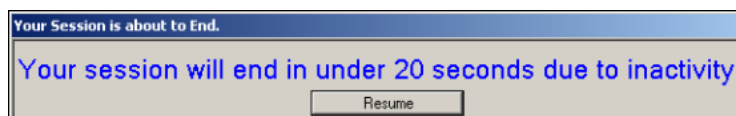
Students may sign in and out of PC Track up to the maximum number of sessions per day established by the system administrator. If a student attempts to sign in after having used up all allotted sessions for a day, the sign in screen will display the following message:

**“You have already used the maximum number of sessions allowed per day.”**

In such a case, the student should click on CANCEL and return the next day.

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10. The system may be set up to shut down automatically if no keyboard or mouse clicks occur for a specified amount of time. A warning message will be displayed 60 seconds before shut down. Here is an example:



To prevent the session from shutting down, click on RESUME. The countdown clock will re-start.

## 6.5 Closing PC Track – For Administrators

1. From the PC Track sign-in screen, press **Alt-S**. The PC Track Log-in screen will be displayed. Here is an example:



2. Enter the system administrator's USER NAME.
3. Enter the system administrator's PASSWORD.
4. Click on SHUT DOWN.

## 6.6 PC Track FAQs

- Q.** Does the Sessions Per Day limit apply to all computer labs or just to each specific lab?
- A.** It applies to all courses or other reasons falling within the Application and Reason selection that the lab is configured for. So a student who has used the allowed number of sessions per day in one lab may go to a different lab and have additional PC Track sessions, as long as the courses/reasons don't overlap with those worked under earlier.
- Q.** Do the Session Number/Timeout Overrides apply to all sessions on a machine or just the current one?
- A.** If the number of sessions limit is overridden on a given machine, any student may sign on to that machine as many times as they want, until either, 1) PC Track is stopped and restarted on that machine, thereby reestablishing the default setting, or 2) the override is lifted from the PC Track Control program. The same goes for the session timeout override.
- Q.** Can the Session Idle Time limit be overridden for a session?
- A.** No, the Idle Timeout will always be in effect if that option is selected at the time PC Track is started on the machine. However, users may simply respond to the Idle Timeout warning screen in time in order to retain their sessions.
- Q.** What happens if a user of the machine running PC Track powers off or unplugs the machine?
- A.** When the user starts a session in PC Track, an entry is written in the user's history log and, by default, the Start and Stop times of the session are the same. So if the user were to shut off the machine, that session would be logged as having started, but no time would have been accumulated to be reported as credit toward the course or other reason for

which he had signed in. As long as the user signs out by the normal method, or is timed out by PC Track, or is forced off from the PC Track Control screen, the duration of the session will be accurately recorded. For this reason, it is helpful to employ the Idle Timeout setting, so the student will not receive credit for time not worked, especially when the session duration is not limited.

- Q.** Can a PC Track user sign on to more than one computer at a time?
- A.** Yes, users can sign in simultaneously to as many sessions as they want on different computers, up to the limit of the Number of Sessions Per Day as configured in PC Track. If that setting differs from lab to lab, the users would be limited at any time by the sessions limit in the particular lab they try to sign into next. Thus, one lab may let them sign in as many times as they like, but another lab may disallow use for the rest of the day.