

Introduction

SARSTRAK and PCTRAK are essentially the same system. The difference in the systems is that SARSTRAK is implemented using a check-in station typically located at the entrance of a lab; PCTRAK is instead installed on every computer with the check-in software appearing on student login. SARSTRAK can be also be used for student self-service check-in to the SARSGRID appointment system.

Configuration

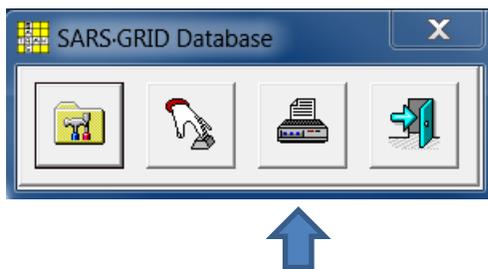
SARSTRAK/PCTRAK (or simply TRAK) is set up at FLC (main campus and centers) to use both generic reason codes and/or student registered classes. Generic codes will appear for all students checking into the system, while only the student's registered classes will appear (according to the list of allowable classes to be selected for the lab). Many labs (such as the tutoring centers) track all classes and some labs (such as the Reading & Writing centers) only allow tutoring/tracking for specific classes to be done in their areas.

Reports

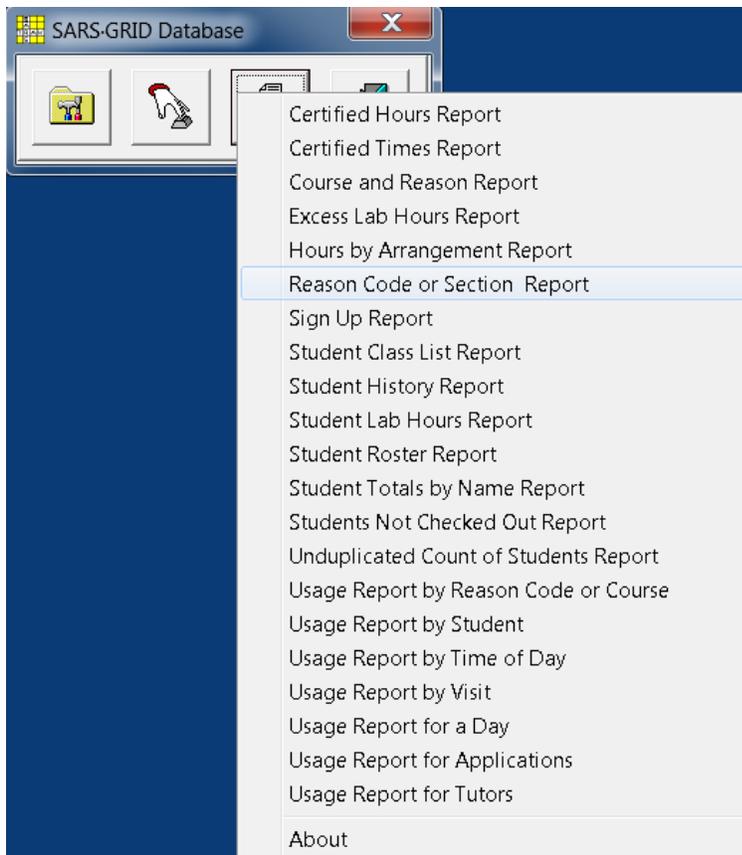
Reports are available using the administrative application (TRAK ADMIN) that is part of the TRAK software. TRAK ADMIN accounts can be made available by contacting the IT Services Department at x6561 or by submitting a request for help at our website <http://itservices.flc.losrios.edu>.

There are numerous reports available through the TRAK ADMIN application. Some of reports that will probably be used the most will be described below, but it's suggested that you experiment with the different reports to see what's available.

After logging on to TRAK ADMIN, reports are available by selecting the printer button from the TRAK ADMIN menu.



A list of available reports will appear.



Reason Code or Section Report

This is probably the most-used report. When selecting this report, the following window will appear:

A screenshot of the 'Reason Code or Section Report' dialog box. The title bar reads 'Reason Code or Section Report'. The dialog contains several fields and options:

- Application:** A dropdown menu with 'EDC-RWC' selected.
- From Date:** A date field with '10/1 /2012' selected.
- Button:** A dropdown menu with 'CHECK-IN/OUT' selected.
- To Date:** A date field with '10/1 /2012' selected.
- Reason Codes:** A dropdown menu with 'NONE' selected.
- Term:** A dropdown menu with 'NONE' selected.
- Courses:** A dropdown menu with 'ALL' selected.
- Hour Options:** Three radio buttons: '60 Minute Hour' (selected), '50 Minute Hour', and 'Both'.
- Detail Options:** Two radio buttons: 'Detail' and 'Summary' (selected).
- Time Options:** Two radio buttons: 'Hours with Minutes' (selected) and 'Hours with Decimals'.
- Preview Report:** A checkbox that is currently unchecked.
- Buttons:** Four buttons at the bottom: 'Print', 'Export', 'Reset', and 'Close'.

There are some nuances with this report that you'll need to understand; this is particularly true if you are tracking both generic reasons and courses.

First, under the APPLICATION drop-down arrow select the area from which you want to draw data on. Let's use FLC-TUTORING in the following examples.

Here, we select FLC-TUTORING under the APPLICATION button:

The screenshot shows a dialog box titled "Reason Code or Section Report". It contains several dropdown menus and radio button options. The "Application" dropdown is set to "FLC-TUTORING", "From Date" is "10/1 /2012", "Button" is "CHECK-IN/OUT", and "To Date" is "10/1 /2012". The "Reason Codes" dropdown is set to "NONE", "Term" is "NONE", and "Courses" is "ALL". There are three groups of radio buttons: "60 Minute Hour" (selected), "50 Minute Hour", and "Both"; "Detail" and "Summary" (with "Summary" selected); and "Hours with Minutes" (selected), "Hours with Decimals", and "Preview Report" (checkbox). At the bottom are buttons for "Print", "Export", "Reset", and "Close".

Next, you'll notice the BUTTON selection. The default selection is typically 'CHECK-IN/OUT'. Just leave this default selected.

Now for the tricking part ...

If you're tracking both generic reason codes and student courses in a lab, you can't pull reports for both at the same time in this particular report (Reason Code or Section Code Report); you have to pull the reports separately.

Reason Code or Section Code Report – Reason Codes (Generic)

So, let's first pull a report on a generic reason code. FLC-TUTORING currently uses a generic reason code called CALWORKS. Select this reason code:

Reason Code or Section Report

Application: FLC-TUTORING From Date: 10/1/2012

Button: CHECK-IN/OUT To Date: 10/1/2012

Reason Codes: CALWORKS

Term: NONE Courses: ALL

60 Minute Hour
 Detail
 Hours with Minutes
 50 Minute Hour
 Summary
 Hours with Decimals
 Both
 Preview Report

Now, select a date range (top right of the window). In this example, we'll select the month of September 2012:

Reason Code or Section Report

Application: FLC-TUTORING From Date: 9/1/2012

Button: CHECK-IN/OUT To Date: 9/30/2012

Reason Codes: CALWORKS

Term: NONE Courses: ALL

60 Minute Hour
 Detail
 Hours with Minutes
 50 Minute Hour
 Summary
 Hours with Decimals
 Both
 Preview Report

You'll notice that the TERM and COURSES selections are grayed out; this is because we are pulling a report on generic reason codes under REASON CODES in this report window.

The next thing you'll want to do is select 60 Minute Hour or 50 Minute Hour and if you want your report in minutes (Hours with Minutes) or in decimals (Hours with Decimals). As shown above, we'll keep the defaults (60 minutes and with minutes).

To see your report without printing it, check the PREVIEW REPORT box.

The last choice you'll need to make is whether or not to see the report in **DETAIL** or **SUMMARY**. A **SUMMARY** report looks as follows:

Reason Code Summary Report

09/01/2012 - 09/30/2012

FLC-TUTORING

CHECK-IN/OUT

Reason Code	Visits	60 Minute Hours		Undup count
		Hours	Minutes	
CALWORKS	513	761	16	202
Total:	513	761	16	202

A **DETAIL** report will appear like this:

Reason Code Detail Report

09/01/2012 - 09/30/2012

FLC-TUTORING

CALWORKS

CHECK-IN/OUT

ID	Student Name	Visits	60 Min Hours	
			Hours	Minutes
[REDACTED]	[REDACTED]	5	5	20
[REDACTED]	[REDACTED]	3	3	3
[REDACTED]	[REDACTED]	3	4	14
[REDACTED]	[REDACTED]	1	0	1
[REDACTED]	[REDACTED]	1	3	0
[REDACTED]	[REDACTED]	1	3	0
[REDACTED]	[REDACTED]	1	3	0
[REDACTED]	[REDACTED]	1	0	9
[REDACTED]	[REDACTED]	1	0	3
[REDACTED]	[REDACTED]	1	0	16
Total:		513	761	16

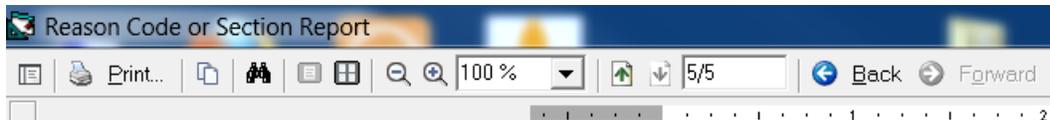
Unduplicated Count:	202
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Date: 10/1/2012 11:07:18 AM

Page: 5

To report we just pulled is actually five pages in length, but to shorten this document only a snapshot has been taken for illustration purposes. You'll notice that each student is listed with the number of visits and hours/minutes. The bottom of the report shows the Unduplicated Count of visits, meaning that for this particular report and timeframe a total of 202 different students attended the lab. Including multiple visits by the same student, the total number of visits was 513.

When previewing a multi-page report, please note that to change pages you'll want to select the up or down arrow at the top of the report.



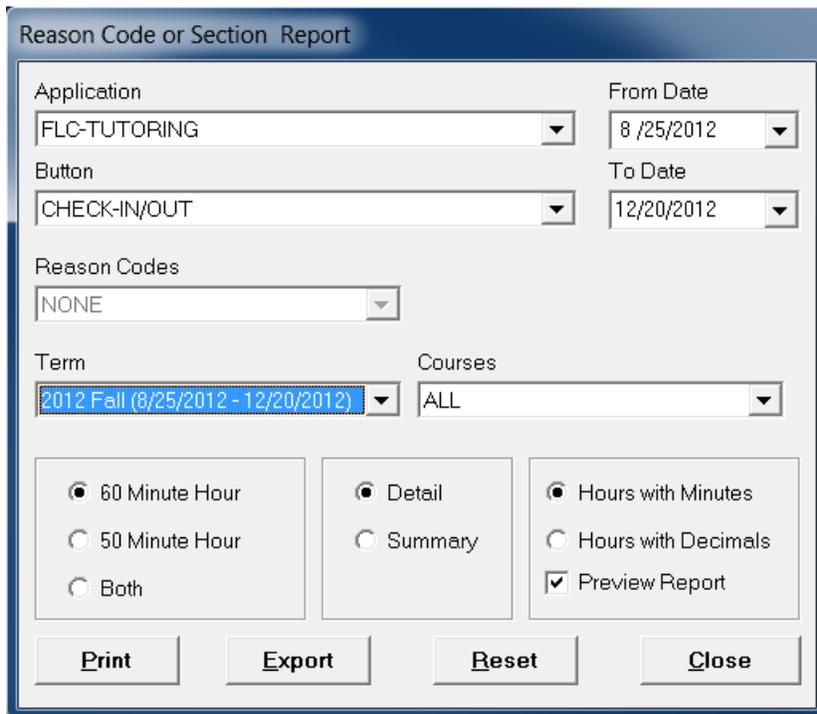
You can also print the report from this screen as well.

Reason Code or Section Code Report – Reason Codes (Courses)

Now, let's pull a report for the courses that are tracked. We'll use the same report (Reason Code or Section Code Report) and same area (FLC-TUTORING).

The difference this time is that we'll set our date range using the TERM selection button. We'll also leave the REASON CODES selection set to None (we picked CALWORKS in the prior example).

So, let's set the REASON CODES button back to NONE and we'll pick the TERM to be for Fall 2012.



The screenshot shows a dialog box titled "Reason Code or Section Report". It contains several fields and options:

- Application:** FLC-TUTORING
- From Date:** 8/25/2012
- Button:** CHECK-IN/OUT
- To Date:** 12/20/2012
- Reason Codes:** NONE
- Term:** 2012 Fall (8/25/2012 - 12/20/2012)
- Courses:** ALL
- Options:**
 - 60 Minute Hour
 - 50 Minute Hour
 - Both
 - Detail
 - Summary
 - Hours with Minutes
 - Hours with Decimals
 - Preview Report
- Buttons:** Print, Export, Reset, Close

Please notice that the FROM DATE and TO DATE are prefilled to the start and stop of the semester. If you want, you can further limit the date range to a more specific period of time, but you must first select the TERM before changing the date range.

The next selection to be made is what COURSES you want to see. The default selection for COURSES is 'ALL'. In the following example, we'll leave the COURSES selection to 'ALL' and also leave the default selections of 60 Minute Hour and Hours with Minutes. The Summary report will look as follows:

Section Summary Report

08/25/2012 - 12/20/2012

FLC-TUTORING

CHECK-IN/OUT

Subject	Course	Section	Visits	60 Minute Hour		Undup count
				Hours	Minutes	
ACCT	311					
		15256	3	3	48	2
ANTH	301					
		15266	2	1	9	1
BIOL	400					
		15290	1	3	0	1
BIOL	430					
		15691	1	0	46	1
STAT	300					
		15654	19	16	41	1
Report Totals:			486	692	32	170

As before, to keep this document shorter we'll only show part of the actual report. Please take note of the Unduplicated Count column. For ACCT 311 above, it shows a total number of visits to be 3 but an unduplicated count of 2. This means that 2 different students visited the lab 3 different times (meaning that one student visited more than once).

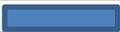
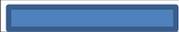
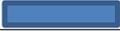
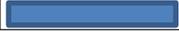
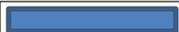
Pulling the same report, if you select **DETAIL** for the report options you'll see something similar to the following:

Section Detail Report

08/25/2012 - 12/20/2012

FLC-TUTORING

CHECK-IN/OUT

Subject	Course	Section	Student ID	Student's Name	Visits	60 Minute Hour	
						Hours	Minutes
ACCT	311						
		15256	Instructor: Skelly,Paul				
					1	1	48
					2	2	0
Total for Section: 15256					3	3	48
ANTH	301						
		15266	Instructor: Stratton,Susan				
					2	1	9
Total for Section: 15266					2	1	9

Reason Code or Section Report – WORKSHOP CENTRAL

For those of you using the FL2-238 Workshop Central room, you'll pull reports using the same method as discussed above for generic reason codes. The Workshop Central room uses only generic reason codes (i.e., ACAD-WKSHOP, ASSESS-WKSHOP, etc.).

You'll want to select FLC-FL2-238 as the APPLICATION selection. Pick your date range. Then, select ALL for the REASON CODES or a specific reason code. Then, choose either SUMMARY OR DETAIL for your report format.

An example of a SUMMARY report would look like this:

Reason Code Summary Report

09/01/2012 - 10/01/2012

FLC-FL2-238

CHECK-IN/CHECK-OUT

Reason Code	Visits	60 Minute Hours		Undup count
		Hours	Minutes	
ACAD-WKSHOP	17	12	33	0
ASSESS-WKSHOP	2	0	4	0
CAREER-WKSHOP	1	0	1	0
COUN-WORKSHOP	1	1	0	0
DEFAULT	1	0	1	0
MATH-WKSHOP	9	7	33	0
MATRIC-WKSHOP	46	43	53	0
SI-MATH100	7	6	25	0
SI-MATH120	16	15	42	0
TUTOR-WKSHOP	1	0	49	0
Total:	101	88	1	83

The DETAIL report would look like this:

Reason Code Detail Report

09/01/2012 - 10/01/2012

FLC-FL2-238

ACAD-WKSHOP

CHECK-IN/CHECK-OUT

ID	Student Name	Visits	60 Min Hours	
			Hours	Minutes
[REDACTED]	[REDACTED]	1	1	2
[REDACTED]	[REDACTED]	1	1	0
[REDACTED]	[REDACTED]	1	1	0
[REDACTED]	[REDACTED]	2	0	2
[REDACTED]	[REDACTED]	1	1	0
[REDACTED]	[REDACTED]	1	0	1
[REDACTED]	[REDACTED]	1	1	0
[REDACTED]	[REDACTED]	1	0	1
[REDACTED]	[REDACTED]	1	1	0
[REDACTED]	[REDACTED]	1	1	0
[REDACTED]	[REDACTED]	1	1	0
[REDACTED]	[REDACTED]	1	1	0
[REDACTED]	[REDACTED]	1	1	0
[REDACTED]	[REDACTED]	1	1	0
[REDACTED]	[REDACTED]	1	1	0
[REDACTED]	[REDACTED]	1	0	27
Total:		17	12	33

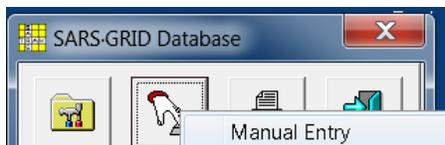
ALL reason codes were selected (i.e., all workshops). Although not shown in the above example, each workshop would be shown on a separate page in the report (if you selected ALL workshops for the report).

Manual Student Activity Maintenance Screen

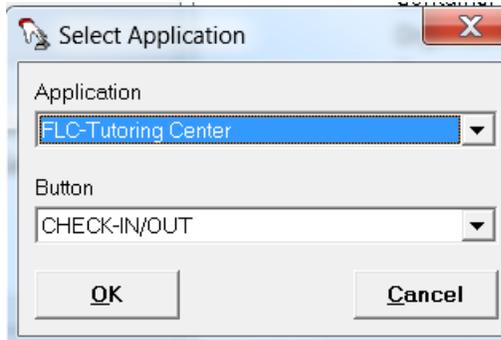
The Manual Student Activity Maintenance Screen can be used to manually record reason code/course data for a student or update existing data. The screen can be found by first clicking on the Manual Entry button is found on the TRAK ADMIN menu:



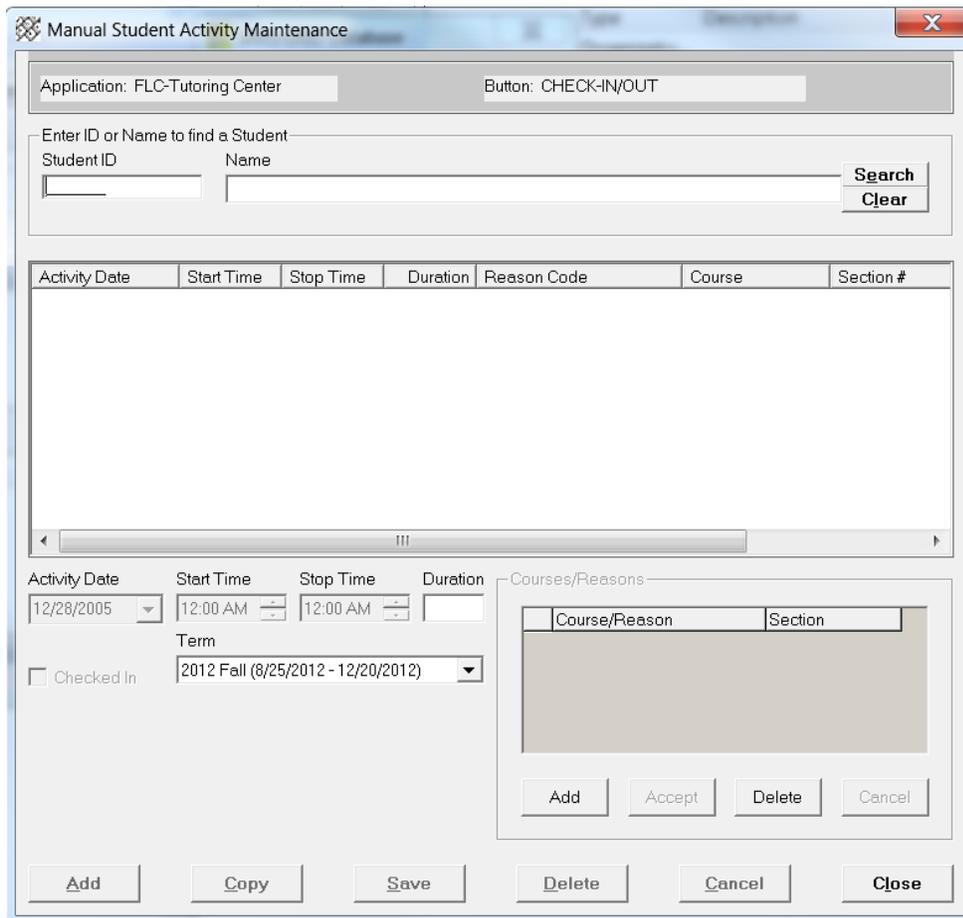
When you click on the button shown above, the next option is 'MANUAL ENTRY'.



Next, select the area (our Application) that you want to make changes in and leave the Button left at its default (CHECK-IN/OUT). We'll use FLC-TUTORING as an example.



The following screen will appear:



To record new data or edit existing data, first enter a student ID (not prefaced by the W).

Adding Data

- a. Search for a student (don't include the W).
- b. Select the appropriate Term.
- c. Select the Activity Date and Start Time and Stop Time.
- d. Check the 'CHECKED IN' button. Once you do this, the duration will be automatically calculated.
- e. Click the ADD button under Courses/Reasons.
- f. The dropdown button below Course/Reason will show the available reasons. You should see any generic reasons as well as any courses the student is registered in.
- g. Choose the appropriate Section if a course is picked.
- h. Click SAVE.

An example of a saved new entry will look as follows:

Manual Student Activity Maintenance

Application: FLC-Tutoring Center Button: CHECK-IN/OUT

Enter ID or Name to find a Student

Student ID Name

0002832 COSENTINO, JAMES L. **Search**
Clear

Activity Date	Start Time	Stop Time	Duration	Reason Code	Course	Section #	Checked In	Chg
10/1/2012	03:24 PM	06:24 PM	180	CALWORKS			Yes	

Activity Date Start Time Stop Time Duration

10/1/2012 03:31 PM 03:31 PM

Term

Checked In 2012 Fall (8/25/2012 - 12/20/2012)

Courses/Reasons

Course/Reason	Section

Add **Accept** **Delete** **Cancel**

Add **Copy** **Save** **Delete** **Cancel** **Close**

The above screen will also be what you will see if the student already has data for this location.

Changing Data

- Search for a student (no W is included in the Student ID).
- Highlight the entry that you need to change.

Manual Student Activity Maintenance

Application: FLC-Tutoring Center Button: CHECK-IN/OUT

Enter ID or Name to find a Student

Student ID: 0002832 Name: COSENTINO, JAMES L. Search Clear

Activity Date	Start Time	Stop Time	Duration	Reason Code	Course	Section #	Checked In	Chg
10/1/2012	03:24 PM	06:24 PM	180	CALWORKS			Yes	

Activity Date: 10/1/2012 Start Time: 03:24 PM Stop Time: 06:24 PM Duration: 180

Term: 2012 Fall (8/25/2012 - 12/20/2012) Checked In

Courses/Reasons

Course/Reason	Section
▶ CALWORKS	

Add Accept Delete Cancel

Add Copy Save Delete Cancel Close

The various fields (Activity Date, Start Time, Stop Time, Courses/Reason) will be available for changing.

- Change any area that is necessary by changing the appropriate field and then clicking SAVE.
- You can also delete an entry in its entirety by highlighting the entry (as shown above) and then clicking the DELETE button at the very bottom of the screen.