PART III -- USING SARS TRACK

3.0 Using the Check-In Entry Screen -- Overview

Once SARS Track has been set up, it is extremely simple to use. SARS Track may be used to record student visits at any number of school sites, such as the counseling center, the library, a lab, or other services. Student check-in and check out occurs at a personal computer located at each entry/exit. In addition, if SARS Track is linked with SARS Anywhere, students may be given the option to use it to make same day or future appointments and to check in for Drop-In Visits. The Check-In screen is touch-compatible, so users may either touch the screen to make their selections or use the mouse to click on the selections.

This section discusses the routine daily activities to be performed by each site administration, and the steps for students to follow in checking in and out of a service site or when making a same day or future appointment.

3.1 How to Set up the Check-In Screen

Each system should be started each day and closed down at the end of the day, either manually or via the Auto Shutdown option in SARS Track. The steps that follow describe the start-up process.

1. Double click on the SARS Track ENTRY icon to display the CURRENT APPLICATION SELECTIONS screen. Here is an example:

2. Click on the desired Application and click on CONTINUE, -or-
   Simply click on CONTINUE to start up the application that was last selected on this PC. The SARS Track Enter screen will be displayed for that location. Here is an example:
3.1.1 How to Configure a Receipt Printer

An option exists to configure a Receipt Printer to permit students to print reminder receipts from the Check-In Entry Screen when they make appointments using SARS Track. This is a one-time setup procedure that must be performed for each application where receipts are desired.

1. Press F7 to display the RECEIPT PRINTER CONFIGURATION screen. Here is an example of the screen when not using a print server:
Here is an example of the screen if USE PRINT SERVER is selected.

The options are:

- **USE PRINT SERVER:** Use to direct printing of appointment reminder labels to the PC to which the label printer is attached.

- **PRINT SERVER DIRECTORY:** Use to select the directory for use by the Print Server.

- **REMINDER PRINTER:** Use (if USE PRINT SERVER is not checked) to select the printer that will be used for printing appointment reminders.

- **PAPER TYPE:** Use to specify the type of paper on which the appointment reminder will be printed.

  - **PLAIN PAPER:** Use to establish that the appointment reminder will be printed on whatever paper is currently loaded in the printer.

  - **SMALL LABELS:** Use to establish that the appointment reminder will be printed on a 1.125” X 3.5” label [Dymo Address Label #30252 – adhesive or Seiko Label # SLP-1RL – adhesive]. The small label will print the name of the student and advisor; the appointment date, day and time; and the advisor’s room number if this option is being used. [Small is the only option available for Dymo LabelWriter 300.]

  - **LARGE LABELS:** Use to establish that the appointment reminder will be printed on a 2.35” X 4” label [Dymo Shipping Label #30256 – adhesive], a 2.125” X 4” label [Seiko Label # SLP-SRL – adhesive], or a 2 7/16” wide continuous feed thermal tape [Dymo Receipt paper #30270]. The large label will print the entries from the Reminder Settings screen, as well as the name of the student and advisor; the appointment date, day and time; and the advisor’s
room number if this option is being used. [Requires Dymo LabelWriter 330.]

- **ORIENTATION:** Use to specify whether the appointment reminder will be printed in PORTRAIT or LANDSCAPE format. If no selection is made, orientation defaults to Landscape when using labels and to Portrait when using plain paper.

- **SAVE:** Use to save entries or changes.

- **CLOSE:** Use to close the screen.

2. If a Print Server will be used to print appointment reminders, click on **USE PRINT SERVER.** The **PRINT SERVER DIRECTORY** field will be enabled. Select the appropriate print server directory. The location is controlled by the location of the SARS Database. Here are two examples:

   n:\sarstrak\PrntSrvr\MathLab
   n:\sarstrak\PrntSrvr\ComputerLab

   **Note** Do not check **USE PRINT SERVER** on the PC to which the label printer is connected.

3. If a Print Server will **not** be used, leave **USE PRINT SERVER** unchecked.

4. Select the printer to be used for appointment reminders.

   **Note** If your label printer is not included in the list of printers, review the instructions that came with the label printer on installing print drivers.

5. Select the paper type (plain paper, small label or large label). If large label is selected, see the **WARNING** message at the end of this section.

6. Select the orientation (portrait or landscape) for the reminder.

7. Click on **SAVE.**

8. Repeat the above steps for each application on this PC.

9. After establishing the printer settings in SARS Track, you must search every property page for label types in Windows itself to verify that any additional place where label types are specified is consistent with the printer chosen for reminder printing. The location of those settings may vary with each version of Windows or printer driver.
Here is an example of the steps that may be followed to verify the printer driver settings in the Windows XP environment:

- From the Windows Control Panel, click on the PRINTERS option.
- Right-click on the printer being used for labels.
- Click on PROPERTIES.
- Click on the tab labeled DEVICE SETTINGS and select the correct label type.
- Click on APPLY.
- Click on the tab labeled GENERAL.
- Then click on PRINTING PREFERENCES.
- Then click on ADVANCED. Verify or change the label type to correspond with the label type that is to be used in the printer.
- Click on OK to exit out of the sub-screens.

**Warning**
If the Large Label option has been selected, shipping label 30256 may or may not be compatible with the label printer. If this is the case, select a different label number (such as 30323) that is marked “shipping.” Print a test label until you have verified that the label selected is compatible and prints correctly.

**Note:** There are two different Keypad Options: Numeric or Alpha/Numeric. Most users select the Numeric Keypad Option in the Registry Controls.

**Note**
To display this screen with a complete AlphaNumeric KeyPad, see Section 2.7.7 for instructions on modifying the TRAK_2001.ini file.
3.1.2 How to Configure the SARS Track Enter Screen

An option exists to configure the SARS Track Enter screen for certain display options and prompts.

1. Click on the SARS·ENTER icon on the desktop.

2. Press **F8** to display a login screen. Here is an example:

   ![Login Screen Example]

3. Click on **USERNAME** and enter your SARS Track administrative username.

4. Click on **PASSWORD** and enter your SARS Track administrative password.

5. Click on **OK**. A SARS Track Configuration screen will be displayed. Here is an example:

   ![Configuration Screen Example]

The options are:

- **STUDENT NAME DISPLAY OPTIONS:**
DISPLAY: Use to enable the STUDENT NAME sub-panel in order to configure the display format of the student’s name on the screen.

DO NOT DISPLAY: Use to prevent the student’s name from being displayed on the screen. Selecting this option disables the STUDENT NAME sub-panel.

• STUDENT NAME:

ABBREVIATE STUDENT NAME: Use to enable the FORMAT OF NAME IN SARS DATABASE sub-panel and to specify the manner in which student names will be displayed on the SARS Track Enter screen.

FORMAT OF NAME IN SARS DATABASE:

FIRST LAST Use to display the first initial of the first name and then the full last of the student’s name on the screen.

LAST, FIRST Use to display the student’s last name, followed by a comma, followed by the first initial of his or her first name.

LAST FIRST Use to display the full last name followed by the first initial of the first name of the student (not comma separation).

• LOGIN PROMPTS:

PROMPT FOR CELL PHONE NUMBER: Use to have the system ask the student to enter his or her cell phone number.

PROMPT FOR EMAIL ADDRESS: Use to have the system ask the student to enter his or her email address.

• STUDENT SELF ASSIGN TUTOR:

PROMPT FOR STUDENT TO SELF ASSIGN TUTOR AT CHECK IN: Use to have the system prompt the student at check-in to self-assign a tutor by selecting from a list of tutors.

TUTOR LIST BASED ON CLASSES/SPECIALTY GROUP LINK: Use to display only those tutors who are linked to the student's classes and/or specialty group.

ALL TUTORS: Use to display a list of all tutors for selection.

• OK: Use to approve and save the selections.

• CLOSE: Use to exit the screen.
6. In the **STUDENT NAME DISPLAY OPTIONS** panel, click on either **DISPLAY** or **DO NOT DISPLAY**.

7. [If Display is selected] To display only an abbreviated form of students' names, click on **ABBREVIATE STUDENT NAMES**. This action will enable the panel entitled **FORMAT OF NAMES IN SARS DATABASE**. Then click on **FIRST LAST, LAST, FIRST** or **LAST FIRST** to specify the desired format.

8. In the **LOGIN PROMPTS** panel, click on **PROMPT FOR CELL PHONE NUMBER** and/or **PROMPT FOR EMAIL ADDRESS**.

9. [optional] In the **STUDENT SELF ASSIGN TUTOR** panel, click on **PROMPT FOR STUDENT TO SELF ASSIGN TUTOR AT CHECK IN**, if this option is desired. Then,
   
   a. Click on **TUTOR LIST BASED ON CLASSES/SPECIALTY GROUP LINK** to display a list of choices that are linked to the student's classes and/or specialty group.

   -or-

   b. Click on **ALL TUTORS** to display a list of all tutors.

10. Click on **OK**.

11. Click on **CLOSE**.
3.1.3 How to Enable the Voice Configuration Screen

[under development]
3.1.4 How to Close the Check-In Screen

At the end of each day on which a service site is open for student activities, the site SARS Track manager should close down the Check-In Screen on each sign-in PC. The screen does not display a shutdown instruction. This security feature is intended to prevent students from inadvertently closing Check-In Screens that are not monitored during the day.

1. Hold down the ALT key while pressing the S key (ALT-S). The following logoff password screen will be displayed:

![SARS-TRAK Enter Logoff in Progress](image)

2. Enter either (a) the logoff password (TRAKER) or (b) the Username Traker password. The SARS Track Check-In Screen will be closed.
3.2 How Students Use SARS Track

Students will use SARS Track to record their use of school services and, if available, to check in for drop-in visits or scheduled appointments, to make same day or future appointments, and to check in and out of tutoring sessions. In addition, when initially checking in, a student may be able to view his or her own lab attendance totals by clicking on the CHECK LAB ATTENDANCE TOTALS option, which will be displayed in the upper left-hand corner (if that option has been enabled).

Here is an example of that option on a check-in screen for which the KeyPad display option has not been selected and CHECK LAB ATTENDANCE TOTALS has been turned on.

To check lab attendance totals, follow the steps below:

1. Click on CHECK LAB ATTENDANCE TOTALS either before or after signing in to display an HOURS SUMMARY screen.
   a. If before signing in, enter the Student ID number in the space provided.
   b. If after signing in, the Hours Summary will be displayed and the Student ID field will contain asterisks indicated the student's ID number.
Here is an example of the HOURS SUMMARY screen when the 60-minute hour option is selected.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Visits</th>
<th>50-Minutes Per Hour</th>
<th>60-Minutes Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>201</td>
<td>123456</td>
<td>34</td>
<td>3 Hours 5 Minutes</td>
<td>2 Hours 30 Minutes</td>
</tr>
<tr>
<td>Eng</td>
<td>201</td>
<td>123456</td>
<td>23</td>
<td>4 Hours 25 Minutes</td>
<td>26 Hours 7 Minutes</td>
</tr>
<tr>
<td>Math</td>
<td>201</td>
<td>777777</td>
<td>10</td>
<td>7 Minutes</td>
<td>7 Minutes</td>
</tr>
</tbody>
</table>

A list of courses will be displayed, showing, for each Subject/Course/Section, the number of visits, the amount of time spent during the current week, the total time spent, the total for the Location, and the Maximum Lab Hours required for the course. Times may be displayed in either 50-minute hours or 60-minute hours. This information is for viewing only.

2. To display the times in 50-minute hours, click on 50 in the Minutes Per Hour panel. Here is an example of the same information as above when the 50-minute hour option is selected:
3. When done viewing the information, click on CONTINUE. The screen will close and the student will be able to continue with the selections.

3.2.1 How to Check In for a Scheduled Appointment

[This feature is applicable only if the selected SARS Track Application is linked to SARS Anywhere and the APPOINTMENT LOOKUP feature has been enabled. See “How to Establish Database Settings” at Section 2.7.6, Part II.]

When a student arrives at a SARS Track entry point, the computer monitor will display an initial greeting screen.

1. Depending upon the setup at the service site:
   a. Slide the student’s student ID card through a card reader or scan the card using a scanning device, or
   b. Enter the student’s ID number using the keyboard or the touch screen keypad on the monitor if the ID card is not available or if there is no card reader or scanning device.

   **Notes**
   If the ID format that is displayed differs from the student’s ID, (e.g., a Banner format rather than Student ID), press F9 to toggle the ID field to accept the correct format.

2. If a scheduled appointment is detected, the student’s attendance will be recorded [if the Appointment Lookup feature has been activated], and the advisor will be notified of his/her arrival [if the Counselor Notification feature has been activated].

3. If the system does not find a booked appointment, a “No Appointment Found” message will be displayed, and the student will be prompted to either abort the check-in or to proceed. To abort the session, the student should click on No.

   **Note**
   To eliminate the “No Appointment Found” message, the System Administrator may use the ADMIN program to find the message in the LABELS AND MESSAGES screen in APPLICATION PROPERTIES and then blank out the existing message in the field labeled “Enter Replacement Label or Message.” (See “How to Establish Labels and Messages” in Part II, Section 2.7.8.)

4. Proceed as directed by the messages on the screen.

3.2.2 How to Make a Same Day Appointment

[This feature is applicable only if the selected SARS Track Application is linked to SARS Anywhere and the option to make a same day appointment has been established.]

When a student arrives at a SARS Track entry point, the computer monitor will display an initial greeting screen.

1. Depending upon the setup at the service site:
   a. Slide the student’s student ID card through a card reader or scan the card using a scanning device, or
b. Enter the student's ID number using the keyboard or the touch screen keypad on the monitor if the ID card is not available or if there is no card reader or scanning device.

Notes
If the ID format that is displayed differs from the student's ID (e.g., a Banner format rather than Student ID), press **F9** to toggle the ID field to accept the correct format.

If the student does not have an ID number and the college has established an option to create a temporary or guest ID, press **F12**. A New Student Information screen will be displayed and the student will be prompted to enter his First Name, Last Name, Birth Date and Contact Phone. After clicking on CONTINUE, the student will see a TEMPORARY ID screen showing the temporary or guest ID number that has been assigned. Here is an example:

![Temporary ID: SG0007974](image)

2. If the student's ID number is not found in the system and the Application has provided the option for the student to make a manual entry to use SARS Track, a NEW STUDENT INFORMATION screen will be displayed. Here is an example:

![New Student Information](image)

a. Confirm that the Student ID number displayed on the screen is correct.

b. Complete the information in the fields listed on the screen.
c. Click on CONTINUE. A screen will display the options. Here is an example:

![Screen capture of SARS Track User Manual]

3. Click on the button provided for making a same day appointment.

4. If more than one Reason Code has been assigned to this type of visit, a button for each possible reason will be displayed. Click on the button(s) indicating the reason(s) for the appointment. Each selected reason will assume the color of the screen banner. (To de-select a reason, simply click on it again. The button will revert to its default color.)
Here is an example of the reason selection screen:

5. If the system is set up to allow the student to select more than one reason, a CONTINUE button will be displayed. Click on CONTINUE to proceed to the APPOINTMENT SELECTION screen.
Here is an example:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>Counselor Name</th>
<th>Day</th>
<th>Room...</th>
<th>Duration</th>
<th>Stop Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/28/2013</td>
<td>12:15 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>12:30 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>12:30 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>1:00 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>1:15 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>1:15 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>1:30 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>1:30 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>1:45 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>1:45 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>2:00 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>2:15 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>2:15 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>2:30 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>2:45 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>2:45 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>3:00 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>3:15 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>3:15 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>3:30 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>3:30 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>3:45 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>3:45 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>4:00 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>4:15 PM</td>
</tr>
</tbody>
</table>

**Note**
If the student has been assigned to a specific advisor/counselor in SARS Anywhere, the screen will include only the options for that individual. See Section 14.1 in the SARS Anywhere User Manual.

6. Click on the desired appointment.
7. Click on CONTINUE. An APPOINTMENT CONFIRMATION screen will be displayed.
8. Click on CONTINUE. A closing message will be displayed, and an appointment reminder will be printed, if that option has been enabled.

### 3.2.3 How to Make a Future Appointment

[Applicable only if the selected SARS Track application is linked to SARS Anywhere and the option to make a future appointment has been established.]

When a student arrives at a SARS Track entry point, the computer monitor will display an initial greeting screen in the default language.

1. Depending upon the setup at the service site:
   a. Slide the student’s student ID card through a card reader or scan the card using a scanning device, or
b. Enter the student’s ID number using the keyboard or the touch screen keypad on the monitor if the ID card is not available or if there is no card reader or scanning device.

**Notes**

If the ID format that is displayed differs from the student’s ID (e.g., a Banner format rather than Student ID), press F9 to toggle the ID field to accept the correct format.

If the student does not have an ID number and the college has established an option to create a Guest ID, press F12. A New Student Information screen will be displayed and the student will be prompted to enter his First Name, Last Name, Birth Date and Contact Phone. After clicking on CONTINUE, the student will see a TEMPORARY ID screen showing the temporary or guest ID number that has been assigned. Here is an example:

![](temp_id.png)

2. If the student’s ID number is not found in the system and the Application has provided the option for the student to make a manual entry to use SARS Track, a screen such as the following will be displayed:

![](new_student_info.png)

a. Confirm that the Student ID number displayed on the screen is correct.

b. Complete the information in the fields listed on the screen.

c. Click on CONTINUE. A screen will display the options.
3. Click on the button provided for making a future appointment.

4. If more than one Reason Code has been assigned to this type of visit, a button for each possible reason will be displayed. Click on the button(s) indicating the reason(s) for the appointment. Each selected reason will assume the color of the screen banner. (To deselect a reason, simply click on it again. The button will revert to its default color.)

5. If the system is set up to require the student to select more than one reason, a CONTINUE button will be displayed. Click on CONTINUE to proceed to a screen showing the selection criteria. Here is an example:

![Selection Criteria for Appointment Table]

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Counselor Name</th>
<th>Day of Week</th>
<th>Earliest Appt. Time</th>
<th>Latest Appt. Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANY</td>
<td>Hilary Rock</td>
<td>MON</td>
<td>08:45 AM</td>
<td>08:15 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TUE</td>
<td>09:00 AM</td>
<td>08:45 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WED</td>
<td>09:15 AM</td>
<td>09:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>THU</td>
<td>09:30 AM</td>
<td>09:15 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FRI</td>
<td>09:45 AM</td>
<td>09:30 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10:00 AM</td>
<td>09:45 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10:15 AM</td>
<td>10:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10:30 AM</td>
<td>10:15 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10:45 AM</td>
<td>10:30 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:00 AM</td>
<td>10:45 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:15 AM</td>
<td>11:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30 AM</td>
<td>11:15 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:45 AM</td>
<td>11:30 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12:00 PM</td>
<td>11:45 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12:15 PM</td>
<td>12:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12:30 PM</td>
<td>12:15 PM</td>
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<td></td>
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<td></td>
<td>12:45 PM</td>
<td>12:30 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01:00 PM</td>
<td>12:45 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01:15 PM</td>
<td>01:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01:30 PM</td>
<td>01:15 PM</td>
</tr>
</tbody>
</table>

a. In SPECIALTY, click on a specialty to limit the choice of advisors to those associated with the specialty, or click on ANY to include all advisors.

b. In ADVISOR NAME, click on ANY, or on a specific advisor name, to choose an advisor.

**Note**
If the student has been assigned to a specific advisor/counselor in SARS Anywhere, the screen will include only the options for that individual. See Section 14.1 in the SARS Anywhere User Manual.

c. In DAY OF WEEK, click on the day of the week, or on ANY, to choose an appointment day.

d. In EARLIEST APPT. TIME, click on the earliest start time for the desired appointment. The system will only seek available appointment slots that begin at that time or later.

e. In LATEST APPT. TIME, click on the desired end time. The system will not seek any available appointment slots that end after the selected time.
f. Click on FIND APPOINTMENTS. Another screen will display all available appointments that fall within the selected parameters. Here is an example:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>Counselor Name</th>
<th>Day</th>
<th>Room</th>
<th>Duration</th>
<th>Stop Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/28/2013</td>
<td>12:15 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>12:30 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>12:30 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>1:00 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>1:15 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>1:15 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>1:30 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>1:30 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>1:45 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>1:45 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>2:00 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>2:15 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>2:15 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>2:30 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>2:45 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>2:45 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>3:00 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>3:15 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>3:15 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>3:30 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>3:30 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>3:45 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>3:45 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>5/28/2013</td>
<td>4:00 PM</td>
<td>Hilary Rock</td>
<td>Tue</td>
<td></td>
<td>0.25 Hour</td>
<td>4:15 PM</td>
</tr>
</tbody>
</table>

6. Click on the desired appointment.

7. Click on CONTINUE. An APPOINTMENT CONFIRMATION screen will be displayed. Here is an example:

**Appointment Booked**

<table>
<thead>
<tr>
<th>Counselor:</th>
<th>Hilary Rock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>5/28/2013</td>
</tr>
<tr>
<td>Day:</td>
<td>Wed</td>
</tr>
<tr>
<td>Time:</td>
<td>9:30 AM</td>
</tr>
<tr>
<td>Room:</td>
<td></td>
</tr>
<tr>
<td>Reason:</td>
<td>GENERAL STUDY</td>
</tr>
</tbody>
</table>

Click on Continue to commit appointment.
8. Click on CONTINUE. A closing message will be displayed, and an appointment reminder will be printed, if that option has been enabled.

3.2.4 How to Check In for a Drop-In Visit

1. Depending upon the setup at the service site:

   a. Slide the student’s student ID card through a card reader or scan the card using a scanning device, or

   b. Enter the student’s ID number using the keyboard or the touch screen keypad on the monitor if the ID card is not available or if there is no card reader or scanning device.

Notes
If the ID format that is displayed differs from the student’s ID (e.g., a Banner format rather than Student ID), press F9 to toggle the ID field to accept the correct format.

If the student does not have an ID number and the college has established an option to create a Guest ID, press F12. A New Student Information screen will be displayed and the student will be prompted to enter his First Name, Last Name, Birth Date and Contact Phone. After clicking on CONTINUE, the student will see a TEMPORARY ID screen showing the temporary or guest ID number that has been assigned. Here is an example:

![Temporary ID: SG0007974]

This is your temporary Student ID number. Please make a note of this number for future use.
SG0007974

OK

2. If the student’s ID number is not found in the system and the Application has provided the option for the student to make a manual entry to use SARS Track, a screen such as the following will be displayed:
a. Confirm that the Student ID number displayed on the screen is correct.

b. Complete the information in the fields listed on the screen.

c. Click on CONTINUE. A screen will display the options.

3. Click on the button that provides for a student to register for a Drop In visit.

4. If more than one Reason Code has been assigned to this type of visit, a button for each possible reason will be displayed. Click on the button(s) indicating the reason(s) for the appointment. Each selected reason will assume the color of the screen banner. (To deselect a reason, simply click on it again. The button will revert to its default color.)

5. Proceed as directed by the message on the screen.

**Note**
The Number of Students Waiting message at the bottom of the screen will display the number of students currently waiting to be seen for a drop-in visit.

### 3.2.5 How to Check In and Out for a Site Visit

1. Depending upon the setup at the service site:
   
a. Slide the student’s student ID card through a card reader or scan the card using a scanning device, or

b. Enter the student's ID number using the keyboard or the touch screen keypad on the monitor if the ID card is not available or if there is no card reader or scanning device.

**Notes**
If the ID format that is displayed differs from the student’s ID (e.g., a Banner format rather than Student ID), press F9 to toggle the ID field to accept the correct format.
If the student does not have an ID number and the college has established an option to create a Guest ID, press F12. A New Student Information screen will be displayed and the student will be prompted to enter his First Name, Last Name, Birth Date and Contact Phone. After clicking on CONTINUE, the student will see a Temporary ID screen showing the temporary or guest ID number that has been assigned. Here is an example:

![Temporary ID: SG0007974](image)

This is your temporary Student ID number. Please make a note of this number for future use.

SG0007974

OK

2. If the student’s ID number is not found in the system and the Application has provided the option for the student to make a manual entry to use SARS Track, a screen such as the following will be displayed:

![New Student Information](image)

- Confirm that the Student ID number displayed on the screen is correct.
- Complete the information in the fields listed on the screen.
- Click on CONTINUE. A screen will display the options.

**Note**

If a message is displayed stating that the required hours by arrangement have been reached, the student will be given the option to enroll in another lab. If the student selects this option, a Sign Up Report will be generated and staff may use it to enroll the student in another lab.

3. Click on the button that prompts the student to check in to this site.

4. If more than one reason code is associated with this type of visit, a button for each possible reason will be displayed. Click on the button(s) indicating the reason(s) for the
appointment. Each selected reason will assume the color of the screen banner. (To de-
select a reason, simply click on it again. The button will revert to its default color.)

5. Proceed as directed by the message on the screen.

6. After completing the visit:
   a. Slide the student’s ID card through the card reader or scan the card using a scanning
device.
   b. Enter the student’s ID number through the keyboard or the touch screen keypad if the
PIC or scanning device is not available.

These actions complete the tracking activity for the session by recording the time that the
student exited the site. The information will be stored in the database.

3.2.6 How Tutors Use the Check In and Out Screen

[Applicable only if the selected SARS Track Application is linked to SARS Anywhere.]

An additional component exists for using the Check-In screen in tutoring centers. The purpose
of this component is twofold:

• To enable a tutor to assign the student to himself or herself so that the assignment can be
added to the student’s record and also to create a record of the tutor’s activities, and

• To adjust the start and stop times in the event that a student must wait to see the tutor after
checking in using the self-service module.

Note
Each tutor must be added to SARS Anywhere on the SHORT NAME MAINTENANCE screen, given
a Short Name, and assigned to the desired tutoring location(s). (See SHORT NAME
MAINTENANCE in the SARS Anywhere Administration Manual at Section 4.8 and 4.8.1.)

The following steps are for the tutor. After the student has checked into the tutoring site, the
tutor must take the following steps:

1. On the Check-In screen, press F10. This action will bring up a screen entitled STUDENTS
WAITING FOR A TUTOR. The screen will display a list of students who have checked in and
are waiting for a tutor. It will show the student’s name, the check-in time, and the Course or
Reason Selected.
Here is an example:

<table>
<thead>
<tr>
<th>Students Name</th>
<th>Check-in Time</th>
<th>Course or Reason Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROWN, BOB</td>
<td>06:54 AM</td>
<td>MATH 101</td>
</tr>
<tr>
<td>FRANCO, FRED</td>
<td>06:57 AM</td>
<td>MATH 200</td>
</tr>
<tr>
<td>JONES, SUE</td>
<td>06:57 AM</td>
<td>MATH 101</td>
</tr>
<tr>
<td>SMITH, JOHN</td>
<td>06:53 AM</td>
<td>MATH 101</td>
</tr>
</tbody>
</table>

The options are:

- **REFRESH:** Use to ensure that the screen is showing the most current data.

- **CLOSE:** Use to exit the screen.

2. Click anywhere on the line containing the name of the student to be selected. This action will display a TUTOR SELECTION FORM. Here is an example:

The options are:

- **WHICH TUTOR:** Use to select the tutor’s SHORT NAME.

- **CANCEL:** Use to cancel the action and return to the STUDENTS WAITING FOR A TUTOR screen.
• **START:** Use after selecting the tutor’s SHORT NAME to begin the tutoring session.

3. Click on WHICH TUTOR ▼ and select the SHORT NAME of the tutor who will be working with the selected student. This action will ensure that the name of the tutor is added to the log in Student History in SARS Anywhere.

4. Click on START to indicate that the tutoring session is beginning. This action will re-set the start time to the actual time that the START button was selected and ensures that any waiting time is not counted toward the tutoring session.

5. When the tutoring session is completed, the tutor should remind the student to check out using the self-service module. THE STUDENT MUST CHECK OUT. This action will adjust the stop time for the tutoring session.

**WARNING**
If the student does not check out using SARS Track, the time spent in the tutoring session will not be credited.
3.3 Manual Data Entry -- Overview

This Section discusses two methods that may be used by a site administrator to record student activities and student information manually: The MANUAL ENTRY screen and the STUDENT MAINTENANCE screen.

3.4 Manual Data Entry Using the Manual Entry Screen

The MANUAL ENTRY screen is used when it is necessary to enter usage information that could not be captured automatically by SARS Track.

The Manual Entry screen can be used in any of the following circumstances:

- To enter information about service usage that occurred prior to obtaining SARS Track;
- To enter student usage information after the fact when a SARS Track computer is not available at a service site.

**Warning** The Manual Entry Screen should not be used to enter drop-in visits. It is intended solely for check-in/check-out activities.

A user must have the following access rights to work with the Manual Entry screen:

(See "Access Code Maintenance" at Section 2.3 and "User Name Maintenance" at Section 2.4, Part II.)
3.4.1 How to Enter Student Activities Manually

1. Double click on the SARS Track ADMIN icon to display the tool bar.

2. Click on MANUAL ENTRY.

   The following drop down list will be displayed:

   Manual Entry
   Student Maintenance
   Students currently checked-in

3. Click on MANUAL ENTRY to select the desired Application and Button. Here is an example of the screen layout.

   ![Select Application Window]

   a. Click on APPLICATION ▼ and then select the desired application.

   b. Click on BUTTON ▼ and then select the desired Button name.

   c. Click on OK to display the MANUAL STUDENT ACTIVITY MAINTENANCE screen. Depending on whether classes are being used as reasons, one of two screens will be displayed.
Here is an example of the MANUAL STUDENT ACTIVITY MAINTENANCE screen for applications and buttons in which classes are not used as reasons:
On the next page is an example of the MANUAL STUDENT ACTIVITY MAINTENANCE screen for applications and buttons in which classes are used:

The screen displays the following information for a selected student: Activity Date, Start Time, Stop Time, Duration, Reason Code, Course, Section #, Checked In, and Chg (Change). A Y (“yes”) in the CHG column indicates that a change has been made to the student’s record.

The following options are available:

- **ENTER ID OR NAME TO FIND A STUDENT:** Use to retrieve information about a student.
  - **ID:** Use to display or enter the student’s identification number (Banner ID, or other SID).
  - **NAME:** Use to display or enter the student’s last name, first name
  - **SEARCH:** Use to find a student when the ID number is not known.
  - **CLEAR:** Use to clear the screen for another entry in ID or NAME.
• **ACTIVITY DATE:** Use to establish/enter the date on which the student participated in the activity.

• **START TIME:** Use to display or enter the beginning time of the activity.

• **STOP TIME:** Use to display or enter the ending time of the activity.

• **DURATION:** Use to view the total time spent in the activity (calculated by the Start Time and Stop Time).

• **REASON CODE:** [If not using classes] Use to display and to select the purpose for the specific activity. The default code will be displayed initially. Select from a list of existing codes.

• **SECTION #:** [Applicable only when classes are being used.]

• **CHECKED IN:** Use to indicate whether a student checked out of an activity. (When the box is checked, it means the student checked in but did not check out. Unchecking the box will check the student out manually. When the box is not checked, it means the student checked in and out.)

• **CHANGE:** Use to view changes made to a record when a Y is displayed on the CHG column.

• **TERM:** [If using classes] Use to select the school term for which the information will apply.

• **COURSES/REASONS:** Use to display or enter the course, section number and/or reason related to the selected entry. Also use to change the course (if using classes) or reason (if not using classes) when it is necessary to make corrections to an entry.

**ADD:** Use to insert a new line for entry of a course, section and/or reason for the selected student entry.

**ACCEPT:** Use to save any changes made to a course, section and/or reason.

**DELETE:** Use to remove a course, section and/or reason from the selected student entry.

**CANCEL:** Use to abort any action that has been started.

• **ADD:** Use to make fields available to enter new data.

• **SAVE:** Use to save new entries or changes.

• **DELETE:** Use to remove an entry.

• **CANCEL:** Use to terminate the action without saving.
CLOSE: Use to exit the screen and return to the previous screen or to the tool bar.

4. Type the student’s ID number in the ID field (e.g., Banner ID, Colleague ID, PeopleSoft ID). If a student previously scheduled an appointment or if information about a student is stored in a linked SARS Anywhere Database, the student’s name will appear automatically after typing the ID number.

Notes

If the student’s ID format is different from that displayed in the ID field, click on the field and then press F9. The field will change to accept a secondary format, or (if more than two ID formats exist in the system), an ID FORMAT SELECTION screen will be displayed from which the format may be selected for use.

You may change all the information on the MANNUAL ENTRY screen except for the ID number. To change the ID number, use the STUDENT MAINTENANCE screen. (See “Manual Entry Data Using the Student Maintenance Screen” in Section 3.6 in this Part).

5. If the student is not found in the database, type the student’s last name, first name in NAME (for example, Smith, John). This method will provide a more usable report when sorting by names.

6. To add an activity, click on ADD.
   a. Click on ACTIVITY DATE ▼ and then select or enter the date of the activity.
   b. Click on START TIME. Enter or select the time at which the student arrived for the activity. First click to highlight the hour field and use the arrows to select the correct hour. Then click to highlight the minutes field and use the arrows to select the correct minutes. Finally, click to highlight the AM/PM field and make the appropriate selection. (Typing in the desired number or letter will also cause the times to change.)
   c. Click on STOP TIME. Enter the time at which the student departed the service site in the same manner as described in step b, above.
   d. Note the duration of the activity in the DURATION field. (If the duration is incorrect, make changes to the START TIME or STOP TIME.)
   e. Click on TERM ▼ and then select the school term for which the information applies.
   f. If classes are not being used, click on COURSE/REASON ▼. Select from the list the code that most closely corresponds with the purpose of the visit or activity.

Note
If no Reason Code on the list is applicable, select the code that most closely represents the reason for the activity.

g. If Classes are being used, the user may view, add or change the courses or sections for the activity. This will display those courses (and sections) in which the student is currently enrolled and that this application supports. Then click on COURSE/REASON ▼ to select a different course and click on SECTION ▼ to select a different section number. To store the selections, click on ACCEPT.
h. To view the changes made to a record for which a Y is displayed in the CHG column, highlight the entry, then right mouse click to display a RECORD CHANGE DETAIL screen. Here is an example:

![Record Change Detail](image)

i. Click on the desired entry to review the details, which will be displayed on the screen. When done, click on CLOSE.

j. Click on SAVE to store the entries.

7. To revise or update existing activity data, click on the line containing the activity. Then select or enter the correct information using the methods described in step 6, above.

8. Click on CLOSE.
3.5 Manual Data Entry Using the Student Maintenance Screen

Site administrators may use the STUDENT MAINTENANCE screen to manually enter a student ID and name.

If an existing SARS Database is not being used or imported for use in SARS Track, student information must be entered into a SARS Track Students Database before the Check In Screen will recognize a student-initiated arrival at a service site. The STUDENT MAINTENANCE screen is useful for SARS Track sites that are not using a SARS Database and that find it easier to enter student information manually than to import a flat file of a student database.

The STUDENT MAINTENANCE screen in SARS Track may be used only for entering a student name and ID number. Other information may be added only on the Student Maintenance Screen in SARS Anywhere.

A user must have the following access rights to work with the STUDENT MAINTENANCE screen:

(See "Access Code Maintenance" at Section 2.6 and "User Name Maintenance" at Section 2.7, Part II.)

3.5.1 How to Add a New Student

Use this option to add a new student and/or the student’s activity to the SARS Database.

1. Double click on the SARS Track ADMIN icon to display the tool bar.

2. Click on MANUAL ENTRY.

3. Click on STUDENT MAINTENANCE from the drop down list to display the STUDENT MAINTENANCE screen. Here is a sample of the screen layout:
The following options appear on this screen:

- **ENTER ID OR NAME TO FIND A STUDENT:** Use to retrieve information about a student.
  
  - **ID:** Use to display or enter the student’s ID number.
  
  - **NAME:** Use to display or enter the student’s last name, first name.
  
  - **SEARCH:** Use to find a student when the ID number is not known.
  
  - **CLEAR:** Use to clear the screen for another entry in ID or NAME.

- **ADD:** Use to make fields available to enter new data.

- **SAVE:** Use to save new entries or changes made on the screen.

- **CANCEL:** Use to terminate the action without saving.

- **CLASS LIST:** Use to permit the system administrator to assign a day pass to a course that is currently not one to which the student is attending.

- **CLOSE:** Use to exit the screen.

4. Click on **ADD**.

5. Type the student’s ID number in **ID** (e.g., Banner ID, Colleague ID, PeopleSoft ID).

**Note**

If the student’s ID format is different from that displayed in the ID field, click on the field and then press **F9**. The field will change to accept a secondary format, or (if more than two ID formats exist in the system), an ID FORMAT SELECTION screen will be displayed from which the format may be selected for use.

6. In the **NAME** field, enter the name of the student. The format of the student’s name should be: **LAST NAME, FIRST NAME**.

7. To temporarily assign a student a day pass to a course that the student is not currently attending, click on **CLASS LIST**.
The following screen will be displayed:

![Current Student Classes](image)

The list will display all classes in which the student is currently enrolled.

a. To add a class, click on ADD. The following screen will be displayed:

![Add Class](image)

b. Click on TERM ▼ and select the desired term from the list.

c. Click on CLASS ▼ and select the class from the list.

d. Click on SECTION ▼ and select the section from the list.

e. Click on ADD. The class will be added for the day. The class will be removed automatically whenever the import of class information is run next, unless the student has since registered for the course and the data is in that file.

8. Click on SAVE.

9. Click on CLOSE.
3.5.2 How to Set Up Blocking Options for a Student

In some instances, it may be desirable to establish settings for a specific student that will control that student's access to selected services in SARS Track. To establish these settings, follow the steps below:

1. Double click on the SARS Track ADMIN icon to display the tool bar.

2. Click on MANUAL ENTRY.

3. Click on STUDENT MAINTENANCE from the drop down list to display the STUDENT MAINTENANCE screen. Here is an example:

The relevant options are:

- **ENTER ID OR NAME TO FIND A STUDENT:**
  - **ID:** Use to display or enter the student's ID number.
  - **NAME:** Use to display or enter the student's last name, first name.
  - **SEARCH:** Use to find a student when the ID number is not known.
  - **CLEAR:** Use to clear the screen for another entry in ID or NAME.

- **CLOSE:** Use to exit the screen.

4. Enter the student's ID number in the STUDENT ID field and then enter the name in the NAME field, or click on SEARCH to search for the student.

5. Press **Alt + B**. An Application Maintenance screen will be displayed.
Here is an example:

![Application Maintenance Table](image)

**Note** This screen is used only for the purpose of selecting an application and to use the Blocking Options button on the lower left-hand side of the screen.

6. Click on the application for which blocking options for the selected student will be made. This will enable the BLOCKING OPTIONS button.

7. Click on BLOCKING OPTIONS. A BLOCKING OPTIONS screen will be displayed. Here is an example:

![Blocking Options](image)

**Note** The available blocking options will consist of all Additional Information Questions created to filter students’ use of SARS Track to book appointments, use the drop-in screen, or use the check-in/check-out screen. Those filters were created in Location Maintenance for each application. This screen may be used as a program filter for a specific student.

8. To select or change the blocking options for this student,

a. Click on BOOKING APPOINTMENTS ▼ and select the relevant option. For example, if the student should be prevented from booking appointments using SARS Track because of too many “no-shows,” select an option to prevent student from using this option.
Note If the desired option does not exist on the menu, go to Location Maintenance and create a blocking option/filter. See Part II, Section 2.2.1.

b. Click on DROP-IN ▼ and select the relevant option.

c. Click on CHECK-IN / CHECK-OUT ▼ and select the relevant option.

d. Click on SAVE.

e. Click on CLOSE to exit Blocking Options.

9. Click on CLOSE to exit Application Maintenance.

10. Click on CLOSE to exit Student Maintenance.
3.6 How to View Students Currently Checked In

Site administrators may use the STUDENT CURRENTLY CHECKED-IN screen to view those students who are currently in a selected Application.

A user must have the following access rights to work with the STUDENTS CORRECTLY CHECKED IN screen:

1. Double click on the SARS Track ADMIN icon to display the tool bar.
2. Click on MANUAL ENTRY.
3. Click on STUDENT MAINTENANCE from the drop down list to display the STUDENT MAINTENANCE screen.

(See “Access Code Maintenance” at Section 2.3 and “User Name Maintenance” at Section 2.4, Part II.)
Here is a sample of the screen layout:

<table>
<thead>
<tr>
<th>Students Name</th>
<th>Check-in Time</th>
<th>Button Selected</th>
<th>Course or Reason Selected</th>
<th>Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANKER, STEVEN</td>
<td>11:29 AM</td>
<td>General Use</td>
<td>ASTR 100</td>
<td>C BURNS</td>
</tr>
</tbody>
</table>

The options are:

- **APPLICATION:** Use to select the desired application.
- **ASSIGN / RE-ASSIGN:** Use to assign a selected student to a tutor or to reassign a selected student from one tutor to another. This option is enabled only if the user has been assigned the Manual Entry permission in Access Code Maintenance.
- **DELETE:** Use to delete the selected student from the list.
- **REFRESH:** Use to refresh the screen.
- **CHECKOUT:** Use to check the selected student out of the session.
- **CLOSE:** Use to exit the screen.

4. Click on **APPLICATION ▼** and select the application to be viewed. All students currently checked in will be displayed on the screen, along with the time each student checked in and the button the student selected.
5. [If the Assign / Re-Assign button is enabled] To assign or re-assign a student to another tutor, click on the student’s name; then click on ASSIGN / RE-ASSIGN to open an assignment screen. Here is an example:

![Assign to:]

- Earl Bednarek
- Cathy Burns
- Sally O'Brien
- Hilary Rock

a. Click of the desired name.

b. Click OK.

6. To delete a student from the list, click on the student’s name; then click on DELETE.

7. To check the student out of the session, click on the student’s name; then click on CHECKOUT.

8. To refresh the screen, click on REFRESH.

9. When done, click on CLOSE.