

## Start of Quarter Setup for SARS TRAK

**Target Audience:** This document is for a Lab supervisor who is responsible for a SARS TRAK application. At the start of each quarter there are several setup steps that need to be completed before the TRAK Kiosk will recognize the classes for the new quarter. This only applies to buttons that are tied to classes.

**Objective:** After completing this setup process, you should expect the student login terminal (Kiosk) to reflect the changes you made. Local application maintenance described in this document is typically performed by a knowledgeable lab supervisor. You will not affect the SARS system setup, only the application behavior pertaining to your lab.

**Prerequisite:** see [SARS User Login Instructions](#) and [Setting up SARS TRAK](#) which can be found on the SARS project page on the district web-site under the Technology tab.

### Why You Need to Update Classes

On the first day of each quarter, the SARS system gets its first download of students and the classes they are enrolled in. You will need to tell your SARS TRAK application which quarter, classes and sections SARS should start looking at.

### Steps

1. Log in to Yosemite and open TRAKAdmin. Click the Tools button on the tool bar and select Application Maintenance.
2. Select your TRAK application and click the Properties button.
3. The screen to the right will display. Use the left/right arrows to navigate to the button(s) that have the "Use Classes" box checked. If you have several buttons that use classes, you will repeat the following steps for each button.
4. Click the Classes button at the top, next to the Reasons button. A list of all of the classes for your campus is displayed in Department order. Make sure that all of the classes that should apply to the selected button are checked. Anyone who is not enrolled in one of the checked classes will receive an error message if they click this button.
5. It is very possible that all of the courses are already checked if they are repeated quarter after quarter. Click "Save" before continuing.
6. Click the "Edit Sections" button on the lower right of the screen.

The screenshot shows the 'Application Properties - [ACCESS LAB]' window. The 'Buttons' tab is active. A list of buttons shows '2 of 2 Buttons' with 'CHECK IN/OUT' selected. Below this, the 'Option' is 'CHECK IN/OUT' and the 'Location Code' is 'ACCESS CENTER'. A 'Select A Class' button is present. The 'Reasons' list is open, showing a list of classes: ALAP F062X, ALAP F063X, ALAP F070X, ALAP F071X, ALCA F201 (checked), ALCB F201, and ALCB F202. The 'Use Classes' checkbox is checked. Other options include 'Ignore Default Reason', 'One Reason Required', 'Allow Multiple Reasons', 'Allow Reason Messages', 'Lock Default Reason', 'Hide Default Reason', 'Show Section on Button', 'Early Alert Integration', 'Max Checkins per day' (set to 9), and 'Min Minutes per session' (set to 0). The 'Edit Sections' button is highlighted. At the bottom, there are 'Save' and 'Close' buttons.

## 7. The Course Lab

Configuration to the right will display. Select the new term from the drop down list on the upper left of the display. It should display the start and end dates for the new term, and have an Active status. If it is not set to Active, call the Call Center and report the problem.

8. For each section that you want SARS TRAK to collect student hours, check the box under Lab. If it is a long list, Select All will check all of the sections listed.

9. In the Duration field, you can enter the number of minutes the system will default to in the event a student fails to check out.

10. If you have a long list of sections, all with the same setting for Duration and Cutoff, press the **F6** key on your keyboard to allow you to set Duration and Cutoff for all of the sections listed.

11. Click Save.

**Course Lab Configuration**

Term Information

Term: 201331 Start Date: 1/7/2013 Stop Date: 3/29/2013 Status: Active

| Course     | Section | Lab                                 | Start Date | Stop Date | HBA | Addtl. Hours | Duration | Cutoff |
|------------|---------|-------------------------------------|------------|-----------|-----|--------------|----------|--------|
| ALCA F201. | 01      | <input checked="" type="checkbox"/> | 1/7/2013   | 3/29/2013 |     |              | 60       |        |

Save Select All Deselect All Close

**Update Duration and Cutoff**

Default Duration: 60 Default Cutoff: 0

Update Close

### The Other Section Configuration Setting

- **START DATE:** Use to enter the earliest date when a student can check in for this class. This date may differ from the established start date for the term. This date is provided by the Banner system.
- **STOP DATE:** Use to enter the latest date that a student can check in for this class. This date may differ from the established stop date for the term. This date is provided by the Banner system.
- **HBA:** Used to display the Hours by Arrangement, if applicable, for this class. These are the amount of hours associated with the class.
- **ADDTL. HOURS:** Used to enter any hours allowed beyond the Hours by Arrangement for the class.
- **DURATION:** Use to establish the default length of a visit made for the selected class if the student fails to check out.
- **CUTOFF:** Use to establish the maximum duration of a visit for the selected class. If this time is exceeded, a student will need to enter the actual amount of time spent in the activity when checking out.