

Setting-up SARS TRAK

Target Audience: This document is for Lab supervisor who will set up a SARS TRAK application for the first time, or is modifying an existing SARS TRAK application.

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 are 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](#) which can be found on the SARS project page on the district website under the Technology tab.

Overview

1. SARS TRAK is constructed using two elements:
 - a. Location – used to define a department where the application is running.
 - i. Reason Codes are defined and attached to a location code.
 - ii. Users are also associated with a location or several locations.
 - iii. Users are assigned an Access Method that determines what they are allowed to do in the system.
 - iv. All users are set up by ETS.
 - b. Application – used to define the student check-in/check-out process.
 - i. Reason codes are pulled from the attached location.
 - ii. Buttons are defined within an application.
 - iii. Buttons can be tied to the reason codes and/or the classes a student is enrolled in.
2. Each user is set up by ETS with an Access Method which determines what they are allowed to do using TRAKAdmin.

Planning


Before you start setting up your applications, place a call to the Call Center and provide the following information for to be routed by the Call Center to Joe Lampo:

1. The name of the person who will be responsible for the application.
2. Locations, Foothill or De Anza.
3. What your location is called. For example BIOLAB could be the location name for the Biology lab.

ETS will create your location and provide the application owner with their login id and password. Currently it does not match your CWID and MyPortal password.

It is a good idea to use the Set-up Check List that is accessible from the SARS project page. On page one, you only need to provide the Location, Reason, Languages and a name for the application. If SARS TRAK is only being used to check students in and out, go page 5 and complete the list of questions pertaining to Check-In/Check-out Button. Answer the questions on page 7 and 8.

Creating the Application

1. Using the SARS User Administration instructions, log into the yosemite server via Remote Terminal.
2. Select and open the District Software folder.
3. Open either the SARS De Anza or SARS Foothill folder.
4. Double click the Trak Admin icon  **TRAKAdmn** to open the administration tool. The admin tool bar displays. It consists of four buttons each with a list of options:

a. Administration

- i. Application Maintenance – used to add or edit an application.
- ii. ID Format Maintenance – do not use. SARS is configured to work with our Banner eight-digit campus-wide ID numbers.
- iii. Language Maintenance – currently TRAK is set up to use English.
- iv. Location Code Maintenance – used to add or edit reason codes for the location. Locations are initially set up by ETS in GRID. This was done to allow applications to be tied to SARS GRID in the future with a minimum of work.
- v. User Name Maintenance – this will be grayed out and only available to ETS.



b. Manual Entry

- i. Manual Entry – used to enter student data in the event the network is down and the students are manually checking in and out.
- ii. Student Maintenance – use only if someone who is not a registered student needs to be able to check in and out of the system.
- iii. Students Currently Checked-in – how the lab supervisor and view which students are currently using the lab.

c. Reports

- i. A long list of reports that can be run. Reports are covered in detail in the Reports section of this document.
- ii. About – displays the release of software installed and being used.

Location Code	Location Description
ACCESS CENTER	Adaptive Learning Computer Access Center
CAREER	Career
COUNSEL	Counseling Center
DRC	Disability Resource Center
EOPS	EOPS Department 30 min Grid (obsolete)
EOPS15	EOPS Department 15 minutes grid
FINAID	Financial Aid
OTI-FH	Occupational Training Institute
PE DEPT.	Physical Education Department
PSME CENTER	Tutoring Center for PSME Classes
PTT	Pass The Torch
TESTING CENTER	Testing Center 8217
TRANS-CAREER	Transfer and Center Foothill College
TUTOR	Tutorial Center
VRC	Veterans Resource Center

5. Before you create your application, you can build your reason codes using the Location Code Maintenance Option under Application Management:

- a. Click your Location Code. Based on your security setting you will mostly only see your location.
- b. Once it displays in the Location Code box at the bottom of the box, click the Reasons button.
- c. To add a new Reason, click the Add button and then type in
 - i. Reason Code – a short all caps code
 - ii. Reason Description which will appear on a button for the student to select.

Reason Code	Reason	Duration	Cutoff	Message
DVD	Introductory DVD	30	0	
ENG TEAM	English/ESLL Team Meeting	30	0	
INDEPENDENT	Independent Study	30	0	
MATH LEADER	Meeting Math team leader and member	600	0	Meeting Between team leader and m
MATH TEAM	Math Team Meeting	30	0	
ORIENTATION	Orientation	30	0	
PRETEST	Math Pre-Test	30	0	
PTTWORK	PTT Work	30	0	
STUDENTSTAFF	Student Staff Meeting	30	0	

- iii. Duration is the default duration for a visit if this reason is selected and the students does not check out or if the students are only required to check in.
 - iv. Cutoff is the maximum duration for a visit if this reason is selected. A value of zero, indicates that there is no cutoff.
 - v. Reason Message is a more detailed message that will display on the screen if this reason is selected.
 - vi. Click the Save button to save the reason.
- d. To edit or delete a reason the list, click it and then use the appropriate button.
6. To create your application, select Application Maintenance and this screen will display:
- a. To work with an existing application, click on the title and it will appear in the application box at the bottom of the screen. Then click on the Properties button.
 - b. To add a new application, click the Add button and then enter the short application name, its description and select the language. Then click the Save button. Now click the Properties button to move to the screen which will allow you to set up the buttons.
7. The properties window consists of four tabs, the Buttons tab is displayed below:

Application	Description	Language	Disabled
ACCESS LAB	Adaptive Learning Computer Access Lab	English	No
COUNSELING	Counseling Center	English	No
COUNSELING APT	Counseling Appointment	English	No
DRC	Disability Resource Center	English	No
EOPS	EOPS Office	English	No
OTI-FH	Occupational Training Institute Foothill	English	No
PSME	PSME Center	English	No
PTT	Pass the Torch	English	No
TSF CAREER CENTER	TRANSFER & CAREER CENTERS	English	No
TUTOR	Tutorial Center	English	No

Application: [] Description: [] Default Language: [v] Disabled: []

Buttons: Add Save Cancel Delete Properties Close

Buttons | Databases | Banner & Misc. | Labels & Messages

1 of 3 Buttons

Add Cancel Delete

Option: CHECK IN/OUT Location Code: PTT

Member: []

Button Labels & Messages

Disable Button: [] Ignore Check-Out: []

Reasons: DVD, ENG TEAM, INDEPENDENT, MATH LEADER, MATH TEAM, ORIENTATION, PRETEST

Select All Deselect All

Selected Items Only

Default Reason: INDEPENDENT

Ignore Default Reason: [x] One Reason Required: [x] Allow Multiple Reasons: [] Allow Reason Messages: [] Use Classes: [] Lock Default Reason: [] Hide Default Reason: [x] Show Section on Button: [] Early Alert Integration: []

Max Checkins per day: 0 Min Minutes per session: 0

Edit Sections Required Courses Program Filter Options

Save Close

- a. Each application can be set up with one to X number of buttons. Click Add to add a button.
- b. Select an Option (Message Only, Drop-In Visit, Appointments or Check-in/Out). In this example we are using Check-in/Out.

- c. Select your Location Code. This is where the Reason Codes are stored.
- d. If you have more than one button, you can label the buttons with the Button Labels & Messages button.
- e. Clicking the Reasons button will display your list of reasons. Check the ones that are associated with this button. You must select a Default reason, but you can hide it and/or ignore it.
- f. If you check the Use Classes box on the left, the Classes button will become active. You can then view a list of the classes. When a student clicks on this button, he/she will then see buttons with the classes from the selected list that he/she is enrolled in. You can also create buttons that are not tied to classes. If you select classes, you must click on the Edit Sections button and check each section that is being used. Also verify that the term select is Active.

Course Lab Configuration

Term Information

Term: 201321 Start Date: 9/24/2012 Stop Date: 12/14/2012 Status: Active

Course	Section	Lab	Start Date	Stop Date	HBA	Addtl. Hours	Duration	Cutoff
PHYS F004A	02	<input checked="" type="checkbox"/>	9/24/2012	12/14/2012				
PHYS F004A	03	<input checked="" type="checkbox"/>	9/24/2012	12/14/2012				
PHYS F004A	04	<input checked="" type="checkbox"/>	9/24/2012	12/14/2012				
PHYS F004A	05	<input checked="" type="checkbox"/>	9/24/2012	12/14/2012				
PHYS F004A	06	<input checked="" type="checkbox"/>	9/24/2012	12/14/2012				
PHYS F004B	01	<input checked="" type="checkbox"/>	9/24/2012	12/14/2012				
PHYS F004B	02	<input checked="" type="checkbox"/>	9/24/2012	12/14/2012				
PHYS F004C	01	<input checked="" type="checkbox"/>	9/24/2012	12/14/2012				
PHYS F02AM	01	<input checked="" type="checkbox"/>	9/24/2012	12/14/2012				

Save Select All Deselect All Close

- g. Whenever you make a change, remember to click the Save button.

8. Filters are a mechanism that allows you to restrict who can use a button. For the SARS Trak applications, ETS has worked with SARS to set a flag in the student's record which is validated when the student selects the filtered button. If the flag is not set the student will receive an error message that they cannot use that option. You can also set filters tied to the application and location.
9. Databases tab is used to specify the format to be used for student IDs and when a certified person is in the lab. Be sure to check the Keep Database Open box for better performance. The Check-in Cutoff is only used if you are using SARS GRID to make appointments.

Application Properties - [PTT]

Buttons Databases Banner & Misc. Labels & Messages

☐ Use ODBC

Configuration File: [Browse]

User Name: [] Password: []

ID Options:

☐ Allow ID Toggle

☐ Generate Guest IDs

Select Valid Id Formats:

☐ LOG-IN

☒ Student ID

☐ Temp ID

Default ID Format: Student ID

Appointment Options:

☒ Keep Database Open

☐ Enable Appointment Lookup

☐ Enable Counselor Notification

Checkin Cutoff:

Minutes Before: 30

Minutes After: 30

Certified Time: ACCESS LAB

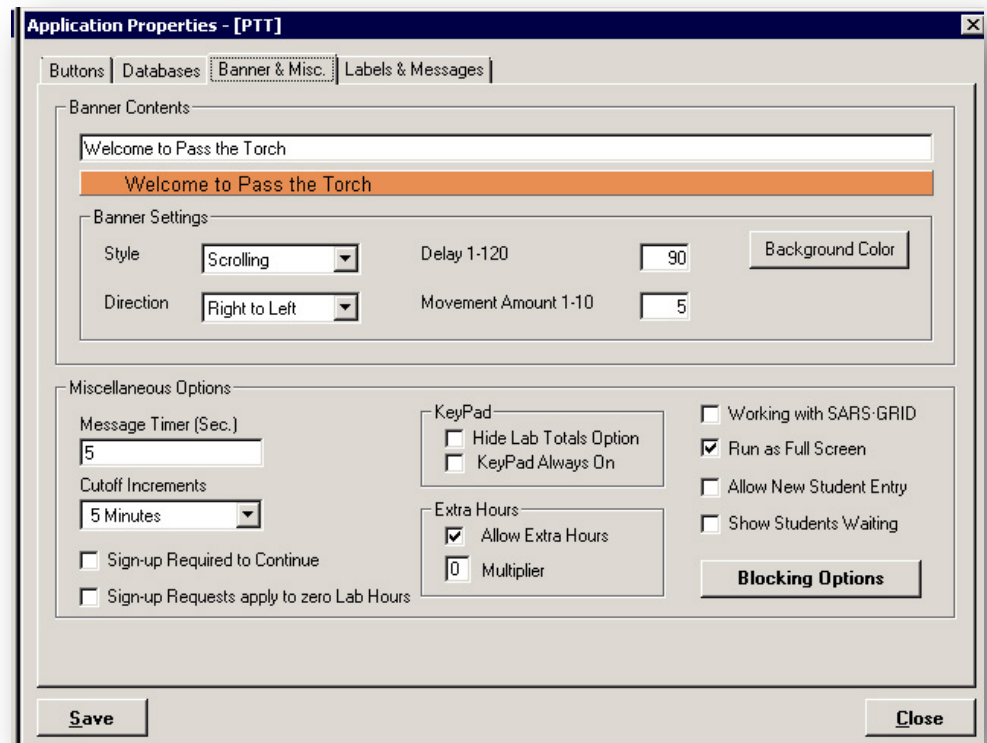
Lab ID	Day of Week	Start Time	Stop Time
MATH	Monday	08:00 AM	03:30 PM
MATH	Tuesday	08:00 AM	03:30 PM
MATH	Wednesday	08:00 AM	03:30 PM
MATH	Thursday	08:00 AM	03:30 PM
MATH	Friday	08:00 AM	03:30 PM

Save

Lab ID: [] Day of Week: Sunday Start Time: [] Stop Time: []

Save Add Cancel Delete Close

10. The third tab, Banner & Misc., is used to create a Banner that will scroll across the top of the screen. It is important to check the Run as Full Screen box. Blocking Options is used to establish global filtering criteria that will be used to allow, prevent or limit certain students from using SARS TRAK. There is also an override filter that can be defined for the location.



11. The fourth tab, Labels & Messages, allows the user to control all of the on-screen labels and messages.

