



TRACK & TIME[®] USER GUIDE

CONTENTS

| | |
|---|---|
| Key Terminology | 2 |
| Accessing the Program..... | 2 |
| Initial Set up of Track & Time [®] | 3 |
| 1. SETTING UP USERS | 3 |
| 2. SETTING UP SUBJECTS | 3 |
| 3. SETTING UP THE CALENDAR | 4 |
| 4. ADDING STUDENTS..... | 5 |
| Force Logoff | 5 |
| Data Entry | 6 |
| 1. MANAGE STUDENT LAB HISTORY | 6 |
| 2. STUDENT LAB PROFILES..... | 7 |
| Reports..... | 8 |
| 1. DAILY LOG..... | 8 |
| 2. DATE RANGE STATUS..... | 8 |
| 3. STUDENT HISTORY..... | 8 |
| 4. NO TIME IN THE LAB/ TIME NEEDED | 8 |
| 5. COUNTING REPORT | 8 |
| 6. NINE WEEK/SIX WEEK REPORT | 8 |
| 7. LISTING REPORTS..... | 8 |
| Tips and Tricks..... | 9 |

IMPORTANT: YOU WILL NEED TO RUN THE PROGRAM USING [GOOGLE CHROME](#). FUNCTIONALITY IS LIMITED WITH INTERNET EXPLORER. YOU MAY NEED THE HELP OF YOUR IT DEPARTMENT TO DOWNLOAD THE NEW BROWSER.

KEY TERMINOLOGY

Track & Time[©] Software- used in any lab setting and provides educators with a simple, easy, and secure method for recording the amount of time that a student spends studying in the lab (and provides easy access to, and reporting of, this data at the click of a mouse).

Student Login- used for allowing students to log themselves into the lab (and selecting the subject that they are there to study in that session). You will use the “Lab Staff” user for this.

Admin Login (both Campus and District Administrators)- used for adding, editing, and/or deleting students, subjects, users, etc., as well as running reports, editing time entries and performing other functions.

ACCESSING THE PROGRAM

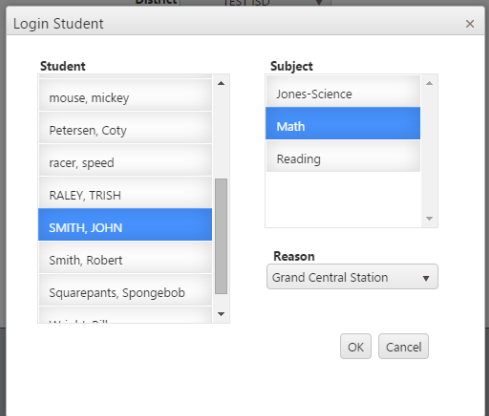
1. To begin using the software, open your web browser. We strongly recommend using **Google Chrome**. Learn how to browse happy at <http://browsehapp.com/>.
2. In the url address bar enter: ttweb2.cldtx.org.
3. Teacher must log in with username and password for students to have access to program.

Username: your email address

Password: password

***Note:** you will want to log in with your “lab staff” username so that students only see his or her campus in the drop down menu.

4. Students will click on the “GO” (Green Light).
5. After the student selects his/her name from the list, he/she will then choose the subject (and reason, if applicable) for visiting the lab.
6. For the student to log out of the program, simply click on the “STOP” (Red Light) and select their name.



The screenshot shows a 'Login Student' dialog box with the following elements:

- Student:** A dropdown menu with a list of names: mouse, mickey; Petersen, Coty; racer, speed; RALEY, TRISH; **SMITH, JOHN** (highlighted); Smith, Robert; Squarepants, Spongebob.
- Subject:** A dropdown menu with a list of subjects: Jones-Science; **Math** (highlighted); Reading.
- Reason:** A dropdown menu with the value 'Grand Central Station'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

INITIAL SET UP OF TRACK & TIME[®]

1. SETTING UP USERS

Each license will need at least two users. One will be designated as Lab Staff and one will be the Campus Admin. The Lab Staff user has very limited access and is used for students to clock in and out of the lab. It is safe to leave a computer logged into this screen in your classroom. That said, only District or Campus Administrators can add or edit users. These users can be the same person, but will require different usernames. For example, if the Campus Admin is john.smith@yourschool.net, the Lab Staff user can be john.smith. If the username you select has already be claimed, you may append numbers or use alternate username.

1. Click **Admin** from the main menu, then **Manage Users**.
2. To add a new user, select **Add User**.
3. Enter user information, using a valid email address for the Username.
4. Determine the role of the user.
 - a. **Lab Staff** is used only to log students in and out.
 - b. **Campus Admin** can make changes within the program and run reports.
5. Click **Save**.

2. SETTING UP SUBJECTS

To access the administrative section of Track & Time[®] you will use the same url and the same log in information. You will need to log in with an administrator login.

Since the subjects studied at each campus and district may vary, you can customize what subjects are listed when students log in to the Track & Time[®] program. To make changes to the subject list, click **Admin** from the main menu and then click **Manage Subjects**. The subjects will appear in a grid.

Adding a Subject

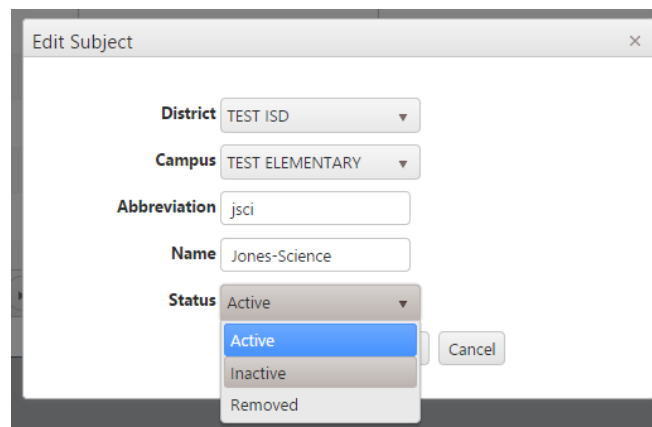
1. Click **Admin** from the main menu, then **Manage Subjects**, the Subjects grid appears.
2. Click **Add Subject**.
3. Type the name and abbreviation (i.e. Mathematics and Math).
4. Click **OK**.

Editing a Subject

1. Click **Admin** from the main menu, then **Manage Subjects**, the Subjects grid appears.
2. To edit an existing subject, just click the **Edit** button.
3. Make any necessary edits.
4. If a subject is set to inactive, it will no longer appear in the student log in list.
5. Click **OK** to save your changes.

IMPORTANT NOTE:

Rather than deleting subjects, it is recommended that you either edit the subject (change it to something else) or make it inactive. (To make a subject inactive, follow the steps above to edit a subject.)



3. SETTING UP THE CALENDAR

Prior to running the Six or Nine Weeks Report, you'll need to first set up your Six Week calendar (week by week) for your district. The entire district shares the same calendar and must be updated by the DISTRICT ADMIN.

1. Click **Admin** from the main menu, then **Manage Calendars**.
2. Select either 6 Week Calendar or 9 Week Calendar, as it applies.
3. Enter the starting and ending dates for each grading period for the year.
4. Click the calendar symbol on each start and end box.
5. Scroll to the correct month then select the day.
6. Click **Save**.



4. ADDING STUDENTS

You will need to add students to the Track & Time[®] software initially and then later, as students are assigned to the Lab.

If you are a district admin user, you can add students to any lab in the district and you'll see all of the students for the entire district (and the campus to which they are assigned). If you're a campus admin, you'll see only the students assigned to your campus.

Adding a Student

If this is your first time to use the software, more than likely no students will be in the list. To add a student:

1. Click **Admin** from the main menu then click **Manage Students** and the students will appear in a grid.
2. Click **Add Student**.
3. Enter the appropriate information for the student.
4. Click **Save**.

NOTE: If you are a District Admin user, you'll also need to specify which campus the new student should be saved for. If you are a Campus Admin, your campus will already be selected.

FORCE LOGOFF

Inevitably, a student will forget to log out of the Track & Time[®] when leaving the lab, or perhaps they need to leave in a hurry and the computer used to log students in and out isn't available. For whatever reason, you can manually log out a student from the Track & Time[®] Logon program (the same way the student would have if they had not forgotten, etc.) OR you can do so from the Track & Time[®] Admin program.

1. Click on **Active Students** from the main menu. (This will launch a grid, much like the student grid, except this will contain a listing of students who are currently logged into Track & Time[®]).
2. Click **Logout** next to the student you want to log off or click **Logout All Students** to log off every student listed.

*Helpful Hint: the Logout All Students function can be utilized at the end of the day or the end of the week to avoid unnecessary time logging.

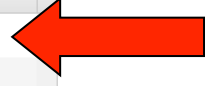
ACTIVE STUDENTS

| Campus | Student | Course | Start | |
|-----------------|---------------|---------|-------------------|--------|
| TEST ELEMENTARY | duck, donald | Math | 10/9/2014 1:51 PM | Logout |
| TEST ELEMENTARY | mouse, minnie | Reading | 10/9/2014 1:51 PM | Logout |

1 - 2 of 2 items



Logout All Students



DATA ENTRY

1. MANAGE STUDENT LAB HISTORY

If you need to adjust a record within the system, you may do so manually. This is handy in case your system is down for a period of time or if a student forgets to log out and has extra minutes in his data.

Adding a Lab History

1. Navigate to the **Admin** panel and select **Manage Student Lab History**.
2. To add a new record (in the case that the system was down or a student did not log themselves in upon entering the lab), select **Add Lab History**.
3. Select the student and fill in the times accordingly.

New Student Lab History

District: TEST ISD

Campus: TEST ELEMENTARY

Student: SMITH, JOHN

Subject: Math

Start: 6/11/2013 9:40 AM

End: 9:30 AM

Help Given: 9:35 AM

Comments: 9:40 AM

Remove?: 9:45 AM

10:00 AM

10:05 AM

OK Cancel

Editing a Lab History

1. Navigate to the Admin Panel and select Manage Student Lab History.
2. Select “Edit” next to the record you would like to adjust.
3. Adjust the start and end times by either typing directly into the box or using the calendar and clock buttons.

2. STUDENT LAB PROFILES

By establishing an individual profile for each student, you'll be able to run the Time Needed Report based on each student's profile, rather than a set standard for all students. (For example, with profiles, you can specify that John Smith needs 30 minutes per week in Reading.) Multiple profiles can also be established for individual students.

Adding a Profile

1. Click on **Admin** from the main menu, then **Manage Student Lab Profiles**. This will launch a grid, which contains a listing of students who already have a profile (or profiles) set up.
2. To add a new profile, click **Add Student Lab Profile**.
3. Choose the student's name, the required course and set the number of minutes.
4. Click **Save**.

Editing a Profile

1. To edit an existing profile, click **Edit** in the profile grid next to the profile you want to edit.
2. Since it is an existing profile, the student will be selected for you and can't be changed. You may choose to change the subject or number of minutes for the existing profile.
3. Click **Save**.

Deleting a Profile

1. To delete an existing profile, click **Delete** in the profile grid next to the profile you want to get rid of.

REPORTS

1. DAILY LOG

The Daily Log allows you to collect all data from a specific day. The report will pull each student that entered the lab that day along with their grade level, the subject and reason for their lab visit, as well as the total minutes they spent in the lab.

The report also totals the lab minutes for the entire day.

2. DATE RANGE STATUS

The Date Range Status report is very similar to the Daily Log, however it is capable of pulling information for multiple days. By selecting a start and end date, you can retrieve data on every student served during a specific time period (e.g. one week or three week totals).

3. STUDENT HISTORY

The Student History report pulls all data for a specific student in a given time period. Select the student from the drop-down menu and set the start and end dates. The report will summarize the student totals by subject and give the total minutes at the end of the report.

4. NO TIME IN THE LAB/ TIME NEEDED

The No Time in the Lab and Time Needed reports are based on the student lab profiles you may have entered. This is a way to easily see which students have not met their profiles or have not spent any time in the lab.

5. COUNTING REPORT

The Counting Report lists how many students from each grade level visited the lab in a specified time period.

6. NINE WEEK/SIX WEEK REPORT

The Nine Week and Six Week reports show how many minutes each student spent in the lab (week by week) during the specified period. (To run this report, you must have already set up your Nine Week and/or Six Week calendars – this must be done by the DISTRICT ADMIN.)

This report will also display: the number of visits, total minutes, average minutes per week, and average length of each visit.

7. LISTING REPORTS

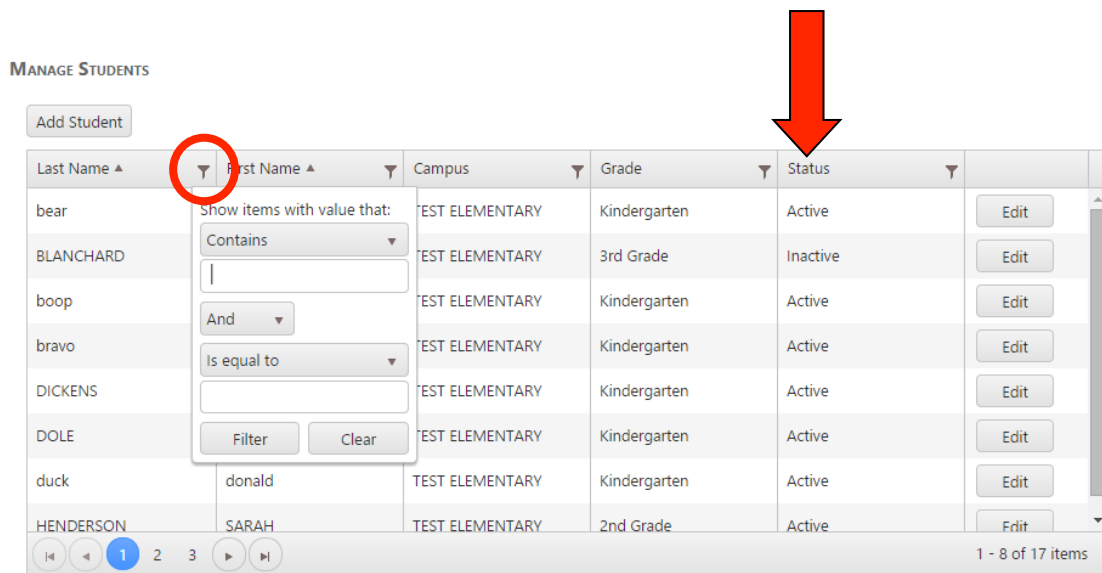
The final reports included are the Student List, Profile Listing, Subject Listing, User Listing, and Campus Listing. Each of these provides a simple way to see every student, profile, etc. in a given district or campus.

TIPS AND TRICKS

- Many times the program will not be networked to your preferred printer. When printing reports, export the report as a PDF, Excel or Word document, and then print directly from your computer.
- If you've accidentally added a student multiple times, go to the Manage Students page, select Edit next to the repeated entry and change the status to "Removed." This will take them off the Home "GO" screen.

This action works across the program. If you've added subjects, student lab histories or lab reasons that you no longer want in the system, simply mark them as removed.

- Okay, so now you have a whole bunch of stuff in your program that has been marked Removed and it's driving you crazy. No problem. By clicking on the word "Status" at the head of the grid column, you can easily sort and push anything marked "Removed" to the end of your list.
- If you are looking for a specific student or record, you can easily filter by clicking the arrows next to the column headers. It is suggested that you use the drop-down to select "Contains" before typing in your keyword. If you use "Is Equal To" you must type EXACTLY what has been entered into the system. For example if you're looking for student Smith, John but you simply type "John" into the search bar, it will not yield any results.



The screenshot shows the 'MANAGE STUDENTS' interface. At the top left is an 'Add Student' button. Below it is a table with columns: Last Name, First Name, Campus, Grade, Status, and an 'Edit' button. A search filter dropdown is open over the 'First Name' column, showing options like 'Contains' and 'Is equal to'. A red circle highlights the 'First Name' column header, and a red arrow points to the 'Status' column header. The table contains several student records, including 'bear', 'BLANCHARD', 'boop', 'bravo', 'DICKENS', 'DOLE', 'duck', and 'HENDERSON'. The bottom of the interface shows a pagination bar with '1 - 8 of 17 items' and navigation buttons.

| Last Name ▲ | First Name ▲ | Campus ▼ | Grade ▼ | Status ▼ | |
|-------------|--------------|-----------------|--------------|----------|------|
| bear | | TEST ELEMENTARY | Kindergarten | Active | Edit |
| BLANCHARD | | TEST ELEMENTARY | 3rd Grade | Inactive | Edit |
| boop | | TEST ELEMENTARY | Kindergarten | Active | Edit |
| bravo | | TEST ELEMENTARY | Kindergarten | Active | Edit |
| DICKENS | | TEST ELEMENTARY | Kindergarten | Active | Edit |
| DOLE | | TEST ELEMENTARY | Kindergarten | Active | Edit |
| duck | donald | TEST ELEMENTARY | Kindergarten | Active | Edit |
| HENDERSON | SARAH | TEST ELEMENTARY | 2nd Grade | Active | Edit |