

Quick Start Guide for New Users

School Track version 3.x

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Dowling-Douglas Company
353-4361

Issuing Tardies

On the PC:



1. Open School Track
2. Enter the user name and password, then [Continue]

If you get a Runtime Error message, call us at 353-4361 for technical support.
The most likely cause is: (1) You do not have permission to the server,
or (2) You are no longer connected to the server.

3. Make sure 'Track Student Violations/Tardy' is selected.
4. Scan the student's ID

If this is an Unexcused Tardy:

- a. if this tardy has a consequence but the student can not attend the date displayed, select [Manually Select Detention]
 - i. Select the same type of detention from the list of Detentions
 - ii. Select [Enter]
- b. Select the [Enter Violation] button.

If this is an Excused Tardy:

- a. ALWAYS select a reason from the 'Tardy Reason' drop-down box
- b. Select 'Excused'
- c. Select [Enter Violation]

5. Give one ply of the receipt to the student.

Note: If the student is receiving a consequence, it may be school policy to tear both ply of the receipt and have the student sign their ticket acknowledging the consequence. The carbon is retained for filing in the student file. Check with your school administrator for your school's policy.

6. The screen returns to the main menu and is ready for the next student ID to be scanned.

Editing/Deleting Tardies

Use this feature to correct erroneous tardies issued to a student

1. Open and log into SchoolTrack.
2. Select [Administration], then [Continue].

Warning: Do not explore in this Administration menu. Only enter modules you are directed to enter in the following instructions.

3. Select [View/Update Tardies by Student], then [OK].
4. Input the date range.
5. Enter the student ID in 'Student ID'.
or enter the last name of the student
6. Select [OK]

Tardies from 11/6/2006 to 12/21/2007

System ID

Alternate ID

Last Name

First Name

OK Cancel

7. On this screen, you can Edit or Delete Tardies:
** If the school uses Mobile Tardy Scanners, the tardy in question will not be listed until the mobile scanners have been downloaded.

Verify this is the correct student

BRITNEY SPEARS ID# 12345678

Tardies from 11/6/2006 to 12/21/2007

Date/Time	Tardy	Excused
11/6/2006 1:26:02 PM	Yes	Excused
11/6/2006 11:14:39 AM	Yes	Unexcused
11/6/2006 11:14:31 AM	Yes	Unexcused
11/6/2006 10:29:38 AM	Yes	Unexcused
11/6/2006 9:37:13 AM	Yes	Unexcused
11/6/2006 9:35:56 AM	Yes	Unexcused
11/6/2006 8:54:17 AM	Yes	Unexcused
11/6/2006 8:16:22 AM	Yes	Unexcused

Date Issued: 11/6/2006 Time Issued: 11:14:31 AM

Excused Tardy

Reason

Note

Edit Delete Cancel

- Delete:
- a. Select the tardy with the exact date/time you are looking for.
 - b. Select [Delete]
 - c. Select [Yes] to the pop-up message.
 - d. Select [Cancel] twice to return to the Main Menu.

- Edit:
- a. Select the tardy
 - b. Select [Edit]
 - c. Make the necessary changes .
If you change the tardy to 'Excused', enter the reason in the Reason box. For example:
Doctors Appt or Parent Note
 - d. Select [Save]

8. Select [Cancel] twice to return to the Main Menu.
** Edited, or Deleted information will be reflected on the mobile scanners the next time the download procedure is completed.

Edit Student's Assigned Detention Dates

If a student has a conflict with their assigned detention date

Each House can monitor their own students.

Open and log into School Track

1. Select [Administration], then [Continue].

Warning: Do not explore in this Administration menu. Only enter modules you are directed to enter in the following instructions.

2. Select 'View/Edit Detention Class', then [OK].
3. You can Move, or Cancel a student's detention:

To Move a student(s) to a new date:

- a. Select the date of the detention the student is currently in.
- b. Select the student from the right side of the window
- c. Select [Select New Date].
- d. Select the new date from the pop-up window
- e. Select [Enter]
- f. Select [Save], and repeat a through f as necessary.

Date	Time	Location	Maximum # of Students
3/5/2009	3:30:00 PM	Cafe	35
3/10/2009	3:30:00 PM	Cafe	35
3/12/2009	3:30:00 PM	Cafe	35
3/17/2009	3:30:00 PM	Cafe	35
3/19/2009	3:30:00 PM	Cafe	35
No Detention Assigned			

Student ID	Student Name	Total
6	Buckanan, Jesse	7
2	Freshman, Angus	
3	Junior, Melba	
5	Reyland, Kirk	
1	Senior, [unclear]	
4	Smith, Cindy	
7	testcard, weekend	

Detention: 3/5/2009 3:30:00 PM Cafe

Student ID: [empty]

Student Name: [empty]

Select New Date Cancel Detention

To Cancel a Student's Detention:

- i. Select the date of the detention.
- ii. Select the student from the right side of the window
- iii. Select [Cancel Detention].
- iv. Select [Yes] to confirm deletion.

4. Select [Cancel] twice to return to the main menu.

Tracking Detention Attendance

On the PC in the detention room:

1. Open and log into School Track
2. Select 'Track Student Detention'
3. Scan the student's ID
4. The date they are scheduled for detention is listed.
 - a. Make sure the date of the detention they are attending is selected.

Student Activity Tracking

System ID	Student ID	Status	Classification	Grade Level	Homeroom
	107550849	Active	Student	Senior	

First Name: MI Last Name: LEVI
School Name:
Miscellaneous:
Enroll Date:
Expiration Date:
Date of Birth:
Last Visit Date:
of Tardies: 3

Detention Dates Assigned			
2/4/2010	3:30:00 PM	Pa	200
2/4/2010	3:30:00 PM	Pa	200

Select Detention Student is attending:
General Message:

Attend Detention
Cancel

b. Select [Attend Detention].

5. Continue steps 2 through 4 until all students for that detention are scanned. Each House office can now print their own report on who **DID NOT** attend.

Tracking Attendance to an Activity

Open enrollment feature. Any student may attend

From a PC at the Activity:

1. Open and log into School Track
2. Select 'Track Student Attendance/Activity'
3. Scan the student's ID
4. Select from the Activity drop-down box.
5. Select an appropriate item from the second drop-down box (if applicable)
6. Select whether the student is [Arrive], or [Depart]

School Track
Student Activity Tracking

Form ID	Student ID	Status	Classification	Grade Level	Homeroom
	123	Active	Red House	12	

Student Name: _____

Name: First MI Last Name

Senior

Miscellaneous: _____

Address Info:
Address 1: _____
Address 2: _____
State: _____ Zip: _____

Contact Info:
Home Phone: _____ ext. _____ Emergency Contact: _____

Activity: School Dance

Location: Gymnasium

Events: _____

Arrival

Departure

Print

From the MC70 Mobile Scanner at the Activity:

1. From the Main Menu, select [Single Event]
2. Select the Activity from the first drop-down list
3. Select an appropriate item from the second drop-down box (if applicable)
4. Select 'Auto Accept'
5. Now start scanning students to ENTER them into the Activity
6. If the school wants a record of when the students leave, at the end of the Activity, select EXIT and start scanning students as they leave.

Enroll a Student to an Event

Closed enrollment feature. Only students enrolled in the event may attend

Students must be enrolled PRIOR to the event:

- A. Select 'View/Update Student Profile'
 - B. Select the 'Event Information' Tab
 - C. Select [Add]
 - D. Select from the Description drop-down box.
Note: The Status box states 'Active'. If a student is later denied access to the Event, this box can be edited to 'In-Active'.
 - E. Select [Save]
- Student admission to the event is now controlled.

Track Attendance at an Event

From a PC at the Event:

1. Open and log into School Track
2. Select 'Track Student Attendance/Activity'
3. Scan the student's ID
4. Select from the Events drop-down box.
5. Select whether the student is [Arrive], or [Depart]

School Track
Student Activity Tracking

Item ID	Student ID	Status	Classification	Grade Level	Homeroom
	123	Active	Red House	12	

Student Name: _____
MI: _____ Last Name: _____
 Senior

Cellaneous: _____

Student Info:
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip: _____


Contact Info:
Home Phone: _____ ext. _____ Emergency Contact: _____

Activity: _____
Location: _____
Events: **Zoo Trip 6/18/10** ← 4

Arrival
Departure
Print


Tardy Reports

Open SchoolTrack

1. Select 'Reports', then [Continue]
2. Select 'Tardy Reports', then [OK]. There are several report options:
 - **Students with ___ Tardies** (this report is intended to be run daily)
 - will list only students that reached the number specified on the day specified.
 - **Students with ___ or More Tardies** (this report is intended to be run daily)
 - will list only students with a minimum tardy number reached on the day specified.
 - **Tardy Activity by Student**
 - will list one student's tardy history within a date range.
 - **Tardy Activity by Date**
 - will list all student's tardies received within a date range.
 - **Tardy List with ___ or More Tardies**
 - will list all students total number of tardies to date within a date range.
 - **Students with No Tardies**
 - will list only students with zero tardies since tardy count was reset.
3. Select the report you want.
4. Notice the options that are available to you on the right.
 - Your house may be available under 'Classification'
 - You may want to select your grade level
 - You may want to select a report date, or date range
 - 'Type' is default to unexcused, you may want to select 'All'
5. Select [OK]
6. Select the print icon  to run the report.
7. Close the report and continue step 3 through 6 until completed.
8. Finally, select [Cancel] twice to return to the main menu

Detention Reports

To run the report of who is scheduled to attend detention:

1. Open SchoolTrack
2. Select 'Reports', then [Continue]
3. Select 'Violation Reports', then [OK]. There are a few report options:
 - **Detention Report**
 - will list all students assigned to the selected detention date.
 - **Student's Detention**
 - will list all detentions assigned to a single student
 - **Missed Detention Report**
 - will list whether a student attended detention or not. This only works if the school is using the software to record attendance at detention.
4. Select the report you want.
5. Either select or enter information as needed..
6. Select [OK]
7. Select the print icon 

Exporting a Report

If the report is not in a format you need, you can export it so you can modify how it looks or is sorted.

1. Run the report that has the information you want.

2. Select the export icon.

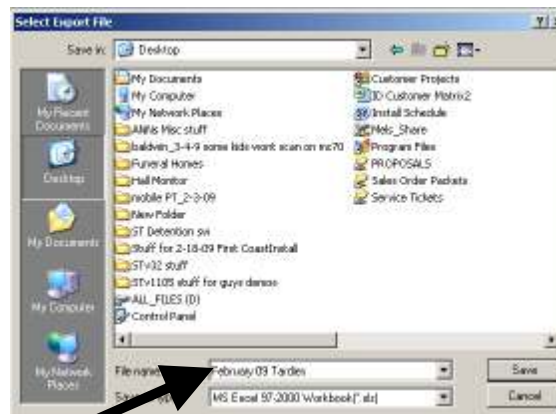


3. Select 'Excel' from the Format drop-down, or use one of the other options if you are familiar with it.



4. Select [OK]

5. Select the location of where you want to save the file.



6. Rename the file and select [Save].

7. Close the school track report.

8. Go to where you saved the exported report and open it.

9. You can use excel to modify the appearance of the report to your needs.

Issuing Re-Admits

Your computer must be connected to a printer, or network copier to print Re-admits.

1. Open and log into SchoolTrack.
2. Select [Track Student Absent/Early Dismissal]
3. Scan the student ID.
4. Select 'Absent' from the Type drop-down list
5. Select 'Excused'
6. Select the reason for the absence from the 'Reason for Absent/Tardy'
OR type in a reason. **Always, Always select or type a reason**
7. If you want, enter information in 'Approved by'
8. If you want, enter information in 'Excused at'
9. If you want, enter information in 'Will Return'
10. Select [Record Absent/Early Dismissal]

Sample readmit that prints on 8 1/2 x 11 paper from your default printer

<u>Student Activity Tracking</u>	
Student Name:	Micheal Levi
Student ID:	120366726
Periods Missed:	
Date: 2/4/2008	Excused/Unexcused: Excused
<hr/>	
Permit to Leave School	
Excused At:	11:30 am
Reason:	Dr. appt.
Signature:	
Approved By:	Ann Mari Surita
Will Be Back:	2/4/2008 @ 1:00 pm