# Using SARS TRAK in the Fitness Center

Important Information

- Students can only check-in once per day.
- Students can only check-in for one class per day.
- Students cannot check-out before completing 29 minutes in the lab. A student who checks-in and then leaves can be checked out by the instructor in the lab (instructions can be found in the next section, step 8).
- Students who forget to check-out will be credited with 29 minutes.
- Students will be limited to 135 minutes (2 hours and 25 minutes) per day.

To View Students Currently Checked-in

1. The instructor system behind the desk in the Fitness Center should be logged in to Remote Terminal where SARS is running.

2. Click on the TRAKAdmin icon ![TRAKAdmn icon] to open the tool bar.

3. You will be asked to enter your SARS login ID and password.

4. Click the Manual Entry button (second to the left).

5. Click the last option, **Students currently checked-in**.
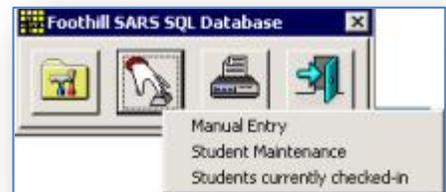
6. At the <u>bottom left</u> of the pop-up window, select the application you wish to monitor. Most users will only be able to see the application they are assigned to. The name of your application is "FITCENTER".

7. The list automatically refreshes every sixty seconds. However you can also click the **Refresh** button.

8. To check a student out, highlight the name and then click the **Checkout** button.
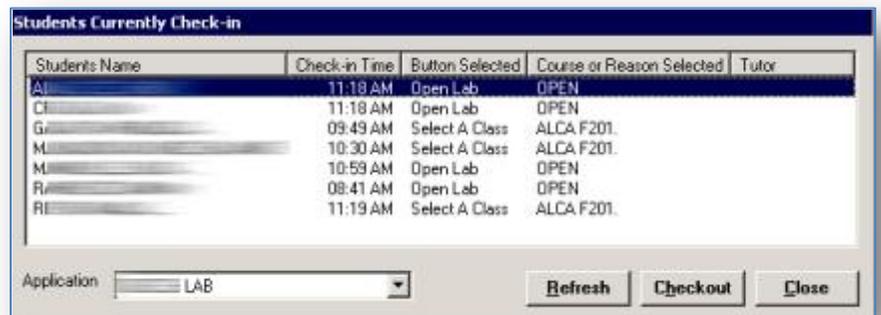
Manual Entry of Student Hours

If the network goes down and students are not able to check in using the SARS terminal, they will need to record their time on a piece of paper. When the network is restored, the times recorded on paper will need to be entered into the system. Here are the steps:

1. Click on the TRAKAdmin icon to open the tool bar.

2. You will be asked to enter your login ID and password.

3. Click the **Manual Entry** button (second to the left).

4. Click the first option, **Manual Entry**.
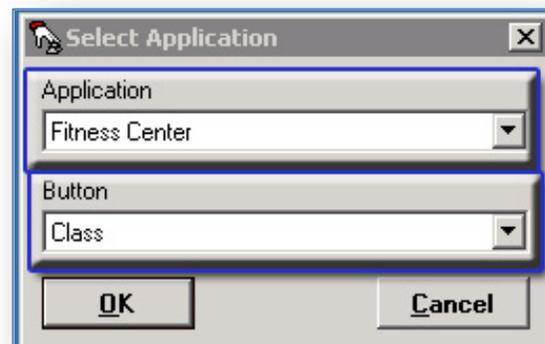
5. Select "Fitness Center" for the Application and "Class" for the Button. Click **OK**.

6. A window will pop up where you can enter the student's ID or name or even part of a name. In the example to the right, I entered "Susan". Clicked the **Search** button and a list of students named Susan will displayed for me to pick from.

7. Once the correct student is selected, click **OK** and then the **Add** button at the bottom of the window to enter the student's time manually.

8. You will select the day and start and stop times. The system will calculate the duration for you. Make sure the current term is selected and check the **Check-in** Box if the student checked in manually.

9. In the Courses/Reason area, select the course, PHED F045, and section these hours should appear under. Only the section the student is enrolled in will display. Then click the **Save** button.
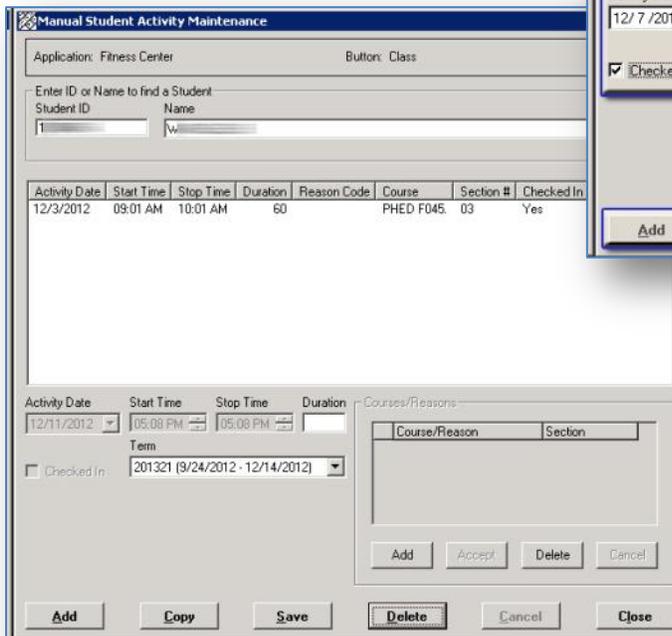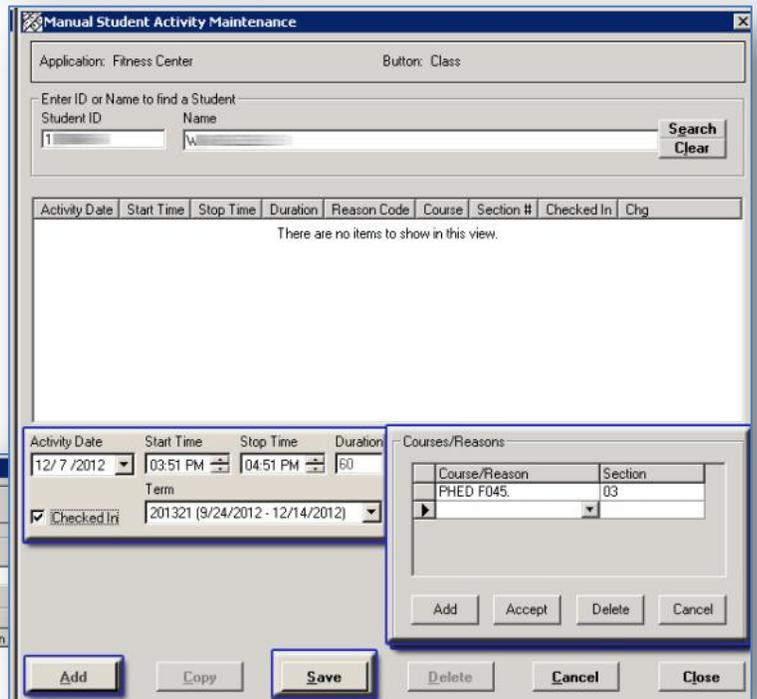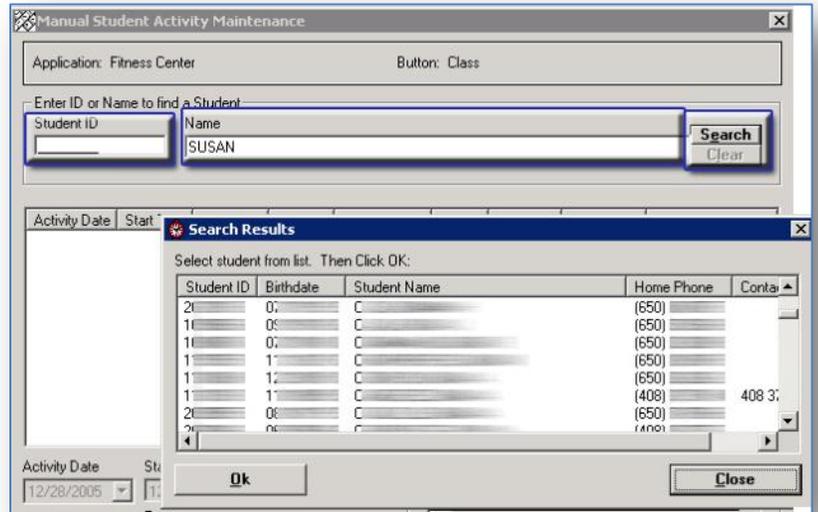
10. Click **Clear** to select another student and **Close** when you have completed all of the manual time entries.

11. You can also use this screen to delete or change an entry. Simply highlight the entry you wish to modify or delete. Note in the example above, the Chg indicator is marked Y because it was changed after originally saved.

To View an Individual Student's Activity

You have three options:

1. Use the Student terminal to click Check Lab Attendance Totals button in the upper left corner of the screen and enter the Student's ID number. Their total number of visits and time will display. Totals are not maintained for Community Education students.
2. Follow the instructions for Manual Entry to display a detail listing of a student's activity.
3. Run the Student History Report using the instructions below.

Community Education Students

People who have paid through Community Education to use the Fitness Center will be assigned a log-in ID which consists of the first eight digits of their phone number. With the area code, phone numbers are nine digits so they will just drop the last digit of their phone number. These ids will be entered into the system by the Division office.

There are no restrictions on the numbers of visits or duration of a visit for these people. However, they are required to check-in and out. They will select the Community Education button after entering their ID.

To run a report:

1. Click on the TRAKAdmin icon to open the tool bar.
2. Click the printer button to display a list of reports.
3. We suggest that you run the "Student Lab Hours Report".
4. Click on the report that you wish to run. Note, some reports ask you enter a student ID and provide information on the activities of that student.
5. A new window will open where you are asked to select the parameters for the report. Make sure that you **check the Preview Report** box prior to printing or exporting a report. That way you will be sure to get the report that you are looking for.
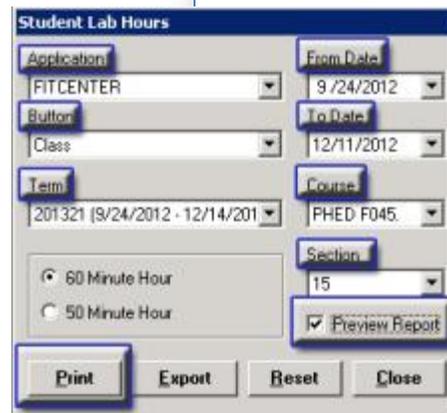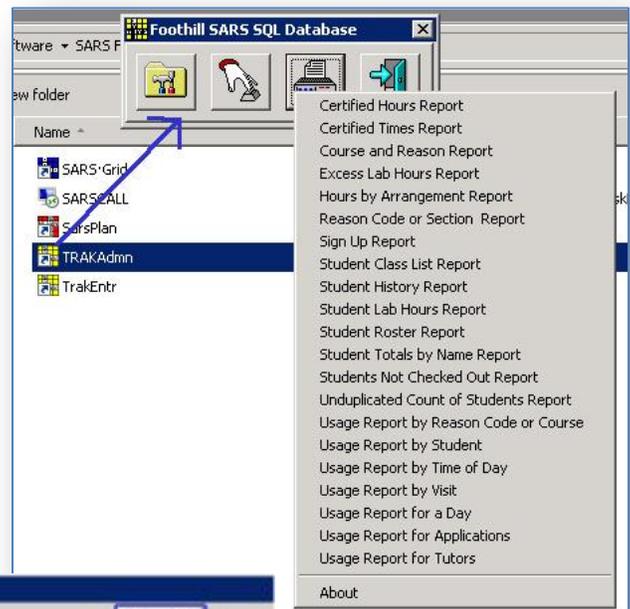
Running Reports from Your Office Computer

You will need to two things:

1. A Remote Terminal Login. To obtain one, following the instructions which can be found at: http://fhdafiles.fhda.edu/downloads/etsfhda/SARSUserLoginInstructions.pdf   If you have a problem, contact the Call Center at 408-864-8324.
2. A SARS login id and password. This will be provided to you in an e-mail from ETS Applications.

To export a report file:
1. You can save files to your local C drive from the remote desktop PC by changing your Remote Desktop Connection (RDC) settings.
   a. Mac user can go to a write up from UC Berkely by following this link: http://www.bai.berkeley.edu/support/RDC.htm. If you already have Remote Desktop, start with step three.
   b. PC user should:
      i. Launch Remote Desktop Connection
      ii. Select the OPTION button
      iii. Select the LOCAL RESOURCES tab
      iv. In the Local devices and resources frame select MORE
      v. From the Local devices and resources window select the DRIVES check box
      vi. Click OK to save the settings and connect to your remote PC as normal.
      vii. When in the Remote PC your local drives will be available as additional drives and listed in MY COMPUTER or WINDOWS EXPLORER on the remote PC.
2. When you click the Export button, a window will pop-up to use to select the file format, .PFD, .XLS, .CSV, .HTM, .RTF or .TIF, the file name and where the file is to be saved. Once all the selection are completed, click the Save button.
3. Another window will open that allows you to select some or all of the fields that make up the report. Click Ok and the report will save where you specified and in the format selected.