

# SARS-TRAK

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# What is SARS-TRAK?

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SARS·TRAK is a student self-serve check-in/check-out system for measuring students' use of college services, such as advising, counseling, library, labs, tutoring, career centers, and other services.

A PC at each site prompts students to record their arrivals, reasons for their visits, and departures. Students can enter their ID numbers using a keyboard, touch screen, or scanning device, such as a card reader or wand. Since students are prompted by on-screen instructions, no training is needed.

SARS·TRAK supports multiple languages.

Because it is integrated with SARS·GRID, students may use the system to self-register for walk-in visits and check in for appointments, at which time the advisor will be notified of the student's arrival and the student's attendance will be recorded, as well as to book same day and future appointments.

# SARS-TRAK Features

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## System Administration and Set-up Features:

- Each department can design its unique parameters - ID formats, codes describing reasons for service, user names, languages, and more.
- Each department controls access to its own system and student data. Access can be assigned to users based on their roles and the desired level of access, all of which can be individually established on a department by department basis.
- Multiple student ID formats are supported.
- Classes can be imported from the host server and used in a variety of ways, including:
  - to use classes as reasons for a service
  - to facilitate tutor assignments and create a record of tutors' activities
  - to associate lab hours with specific courses and sections, and
  - to assign a temporary day pass so a student can use a course lab that is not linked to any class the student is currently attending
- The maximum number of check-in times per day can be established (between 1- 9, or unlimited) to delineate how often a student may check in and out of the same student service.
- A filter can be established to block certain students access to selected services.

# SARS-TRAK Features

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- A program filter can be established to allow only certain types of students to use SARS·TRAK to book appointments, use the walk-in feature, or to check-in/check-out of specified student services.
- Works with all versions of Microsoft SQL Server database.
- Includes built-in interfaces with Ellucian's Colleague® and Banner® Digital Campus, and PeopleSoft.
- System can support foreign country information.

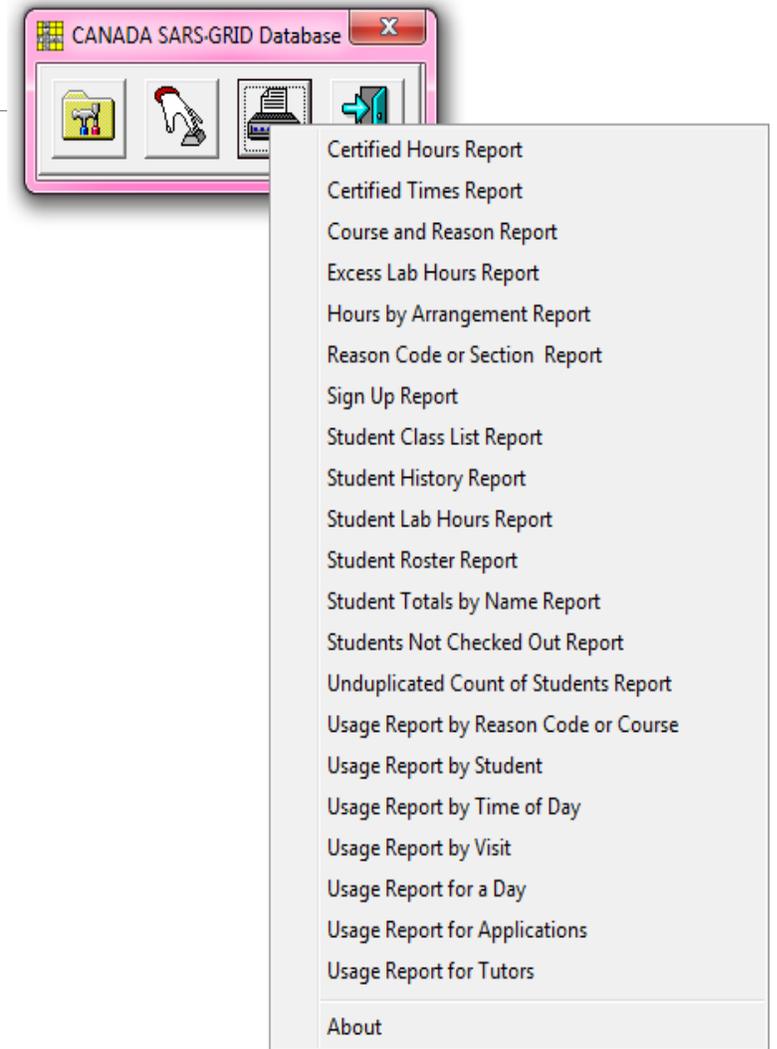
## **Student Use Features:**

- Students can select from a list of reasons when checking in for a service.
- Students can select from a list of current classes when checking into a class-related lab.
- Students can view their own lab attendance totals when checking in.
- Students may print appointment reminders after making appointments using SARS·TRAK.
- In tutoring centers, after a student checks in, a tutor can select the student to be seen, at which point the system re-sets the start time. The student must check out using SARS·TRAK in order for the duration of the activity to be accurately recorded in the student's history.

# SARS-TRAK Features

## Reporting Features:

- 23 standardized reports are available.
- Reports can be viewed on screen, printed or exported.
- Reports support time calculations based on the 60-minute hour, as well as the Carnegie unit (50-minute hour).
- Reports include usage by student, by time of day, by visit, for a day, by reason and/or classes; excess lab hours; number of visits and elapsed time; and more. Report also include usage by tutors and certified supervisor hours.
- End-users can create their own reports using a third-party reporting tool.



# SARS-TRAK Benefits

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- A single system can operate any number of service entry points.
- Frees staff from the need to schedule and register students, notify advisors of student arrivals, and track the duration of student activity.
- Ensures reporting of all student use of designated services (including not only number of visits, but also the amount of time expended on each non-appointment activity), resulting in maximized reimbursement to the college.

# SARS-TRAK

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