Back to Student Manual | Previous: Reports | Next: Walk-in Times

My Logs

"My Session logs" feature is used to store detailed information of the current user activities in AccuCampus, for each session performed important data is gathered such as:

- - When did the activity start?.
- - Who did the student meet?.
- - What role the user is using?.
- - Where did the activity take place?.
- - What was the session about (specific courses, services, seminars)?.
- - Any logs/follow-up information related to this activity?.
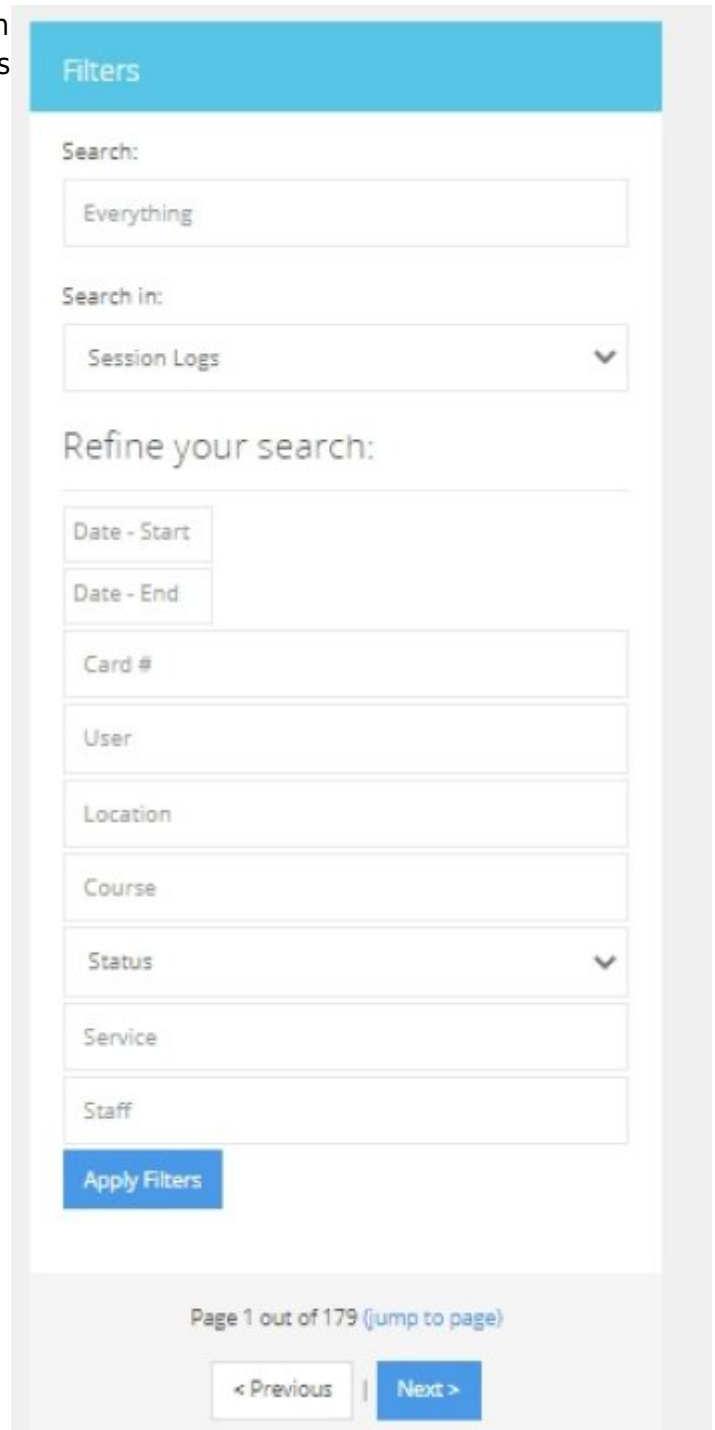- -When did the activity finish?.

This is where the current user can view his/her sessions-logs for every visit to a center around campus.

Search Filter Options (Magnifying Glass) On the top right-hand side of a magnifying glass, this is the filter area with this option:

Filters

Search:

Everything

Search in:

Session Logs

Refine your search:

Date - Start

Date - End

Card #

User

Location

Course

Status

Service

Staff

Apply Filters

Page 1 out of 179 (jump to page)

< Previous | Next >

- **Search**- Use this option to search for a text in all the Logs in **Accucampus** OR in a certain category as selected below in the "Search in" option.

- **Search in**- Use this option to restrict the Search above to a certain Category.

Refine your Search

- **Date Start**- Refine your search by picking a **Date Start** value.

- **Date End** - Refine your search by picking a **Date End** value.

- **Card #**- Refine your search by searching for Text in the **Card #** field.

- **User**- Refine your search by searching for Text in the **User** field.

- **Location**- Refine your search by searching for Text in the **User** field.

- **Course**- Refine your search by searching for Text in the **User** field.

- **Status**- Refine your search by selecting from the **Status** list.

- **Service**- Refine your search by searching for Text in the **Service** field.

- **Staff**- Refine your search by searching for Text in the **Staff** field.

View a Session Log

By clicking the student name you see details in the log such as Dates, locations, Sign-ins or Outs, you can also add Tags as shown below"

Edit Session Log

General Information

User	Albertina Aalders ✕
	☐ User is unknown
Signed-in as	Attendee ⌄
Role	Student ⌄
Location	Student Success Center ✕
Course / Seminar	CIRCUIT ANALYSIS II ✕
	☐ Use course schedule to determine log status
Services	⊖ Academic Tutoring
	Type to search... 🔍 Add Service
Staff	Heather Thrush ✕

Tags

Add... | Add Tag

In / Out

In / Out	➡ In ⌄ 06/15/2020 10:27:26am
	⬅ Out ⌄ 06/15/2020 10:29:59am
Timeline	[Refresh]

Cancel

Comments

New comment

☐ Public for user

Save Comment

- **Tags**- Use this option to add a new Tag to this log.

- **New Comment**- Use this option to put a Comment in this log.

Comments

New comment | This is a Comment

Comments

Jorge2 rodriguez *This is a Comment*
a few seconds ago
Edit | Delete

Jorge2 rodriguez *This is another comment*
a few seconds ago
Edit | Delete

New comment

> This is another comment

☐ Public for user

Save Comment

Back to Student Manual | Previous: Reports | Next: Walk-in Times

From:
https://attendance-tracking.com/docs/ - **Engineerica Documentation**

Permanent link:
https://attendance-tracking.com/docs/doku.php/accucampus/student/manual/centervisits/mylogs

Last update: **2020/11/25 09:02**