ACCUTRACK SESSION LOG SCREEN

When you click on Session Log from the Main Menu, you will see the following options:

- **Session Log:** Use to enter notes and answer a questionnaire about sessions with students.
- **Session Questionnaire Setup:** Use to set up the session questionnaire that is presented to tutors to answer questions about their sessions with students.

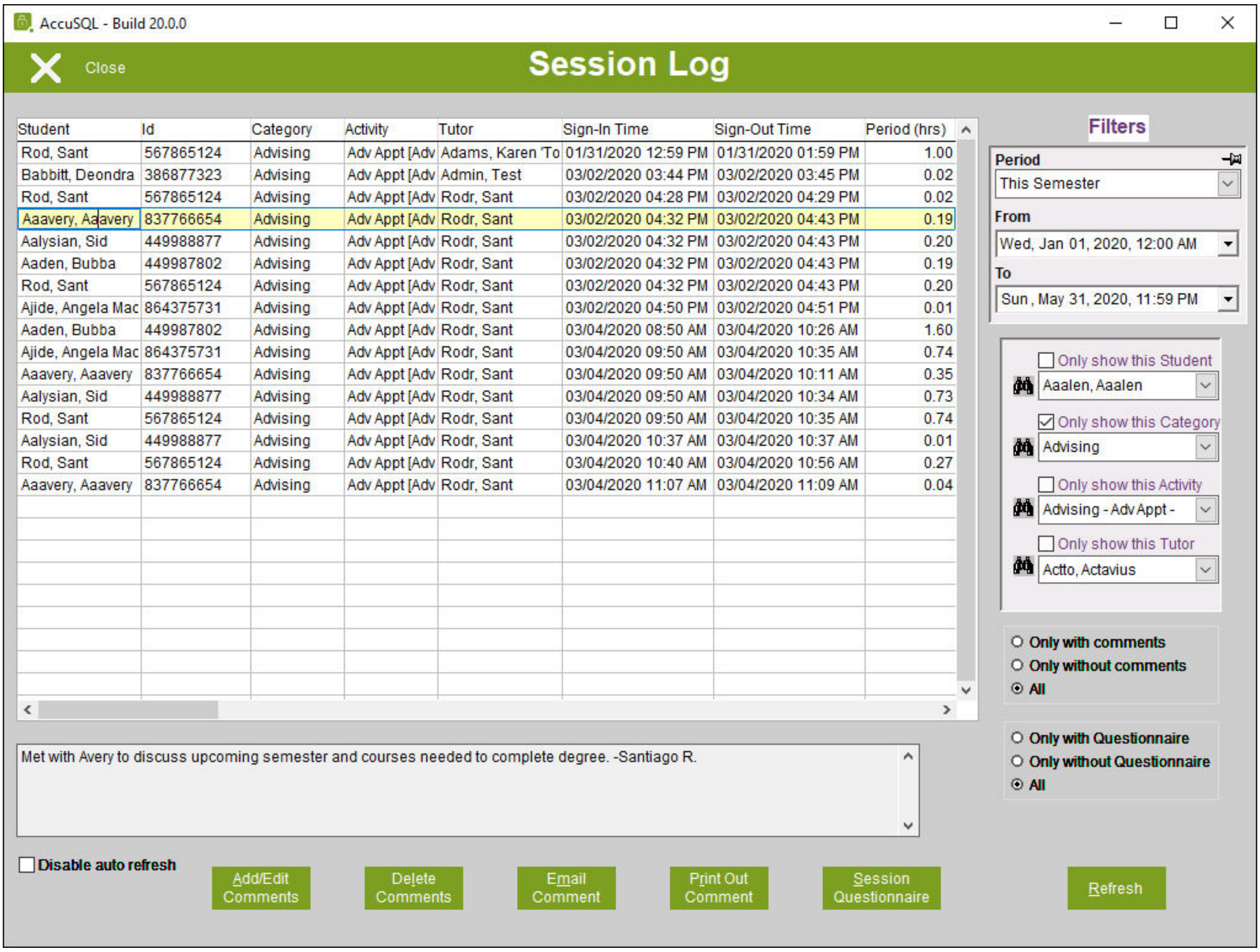
The following sections have more information on the above screens.

SESSION LOG

Purpose: To enter comments on sign-in sessions.
Access: From System Administration, click on Session Log » Session Log.

If you wish, you can enter comments on each sign-in session **AccuSQL/AccuTrack** logs. This option is handy if you want to keep a journal of each sign-in session. For example, if you have a tutoring center, tutors can use this feature to keep track of what they did during their meetings with each student. These session notes could serve as a progress tracker for tutors, a method for tracking meetings for administrators, and as a record for the center.

To enter or view comments, click on the “Session Log” button.



USING FILTERS

Use the filters to locate specific sign-in records. Start by restricting the viewed records to a certain time period by entering the “From” and “To” date and time. You can also restrict the viewed records to a certain **category**, **class/activity**, **student**, or **tutor**. Click on the **Refresh** button to apply these filters.

The Edit box under the grid shows the comment for the current sign-in session (if any). To enter or edit a comment, click on the “Add/Edit” Comments button and type the comment. When finished, click on the “Save Comments” button to keep your changes.

The sign-in records are displayed in a *SuperTable*. This means you can sort the records by clicking on a column header. You can also do a search by typing in the values. See the *SuperTable* instructions for the details.
You can generate a report with session log comments that also includes the session questionnaire answers. See the **Session Log Reports** in the Reports Manual for details.

Comment / Questionnaire Views

These 2 options allow you to limit the sessions to certain ones based on comment criteria.

Only show sessions with/without comments or all

Click this box and then click the Refresh button to only show session logs that contain comments, no comments, or all sessions regardless of comments.

Only show sessions with/without questionnaire or all

Click this box and then click the Refresh button to only show session logs that contain an answered session questionnaire, and unanswered session questionnaire, or all sessions regardless of the session questionnaire.

Session Log Buttons/Options

These are the options at the bottom of the page that you can do while viewing the **Session Logs** screen.

Disable auto-refresh

By default, the Session Log screen will refresh its data every 30 seconds. If you need more time to work with a record, you can disable this feature, and then simply click the **Refresh** button manually to load ant new records.

Add/Edit Comments

To enter new comments, first, select the sign-in session by clicking on it, and then click on the "Add/Edit Comment" button. You can now type your comment in the entry box under the sign-in table. You can edit an existing comment by following the same steps above. To view a comment, simply highlight the session by clicking on it.

Delete Comments

To delete a comment, first highlight the sign-in session then click on the "Delete Comment" button.

Email Comment

To email selected comments to the instructor, click on the "Email Comment" button in the Session Log screen. For this to work, you need to assign an instructor to the class and enter the instructor's email address. You must also have the correct parameters entered for your email server. If the instructor does not have an email entered for him or her in the ***Users > Instructors*** screen, you can enter the email at the time you send to comments. If the instructor already has an emailed entered, then the comments will be sent automatically to the instructor.

Print Out Comments

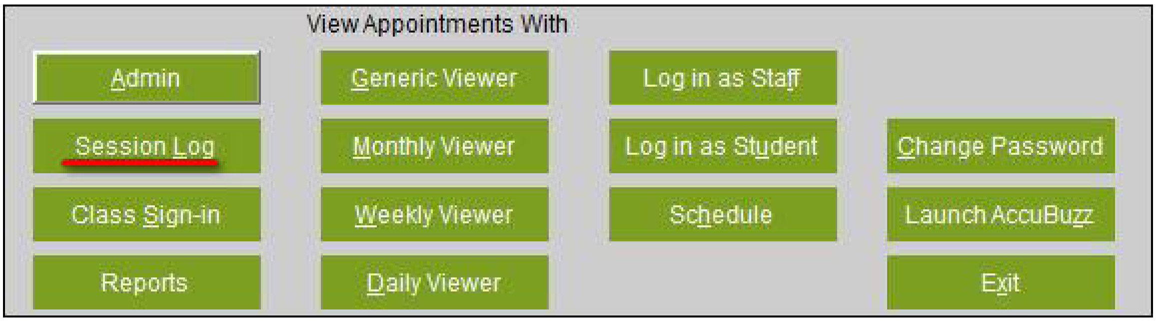
Click this button to send the selected comments to the default printer.

Session Questionnaire

Click to fill out the predefined session questionnaire for the tutoring session. If you do not have a questionnaire already created, please see Session Log » Session Questionnaire Setup.

How Tutors Enter Comments

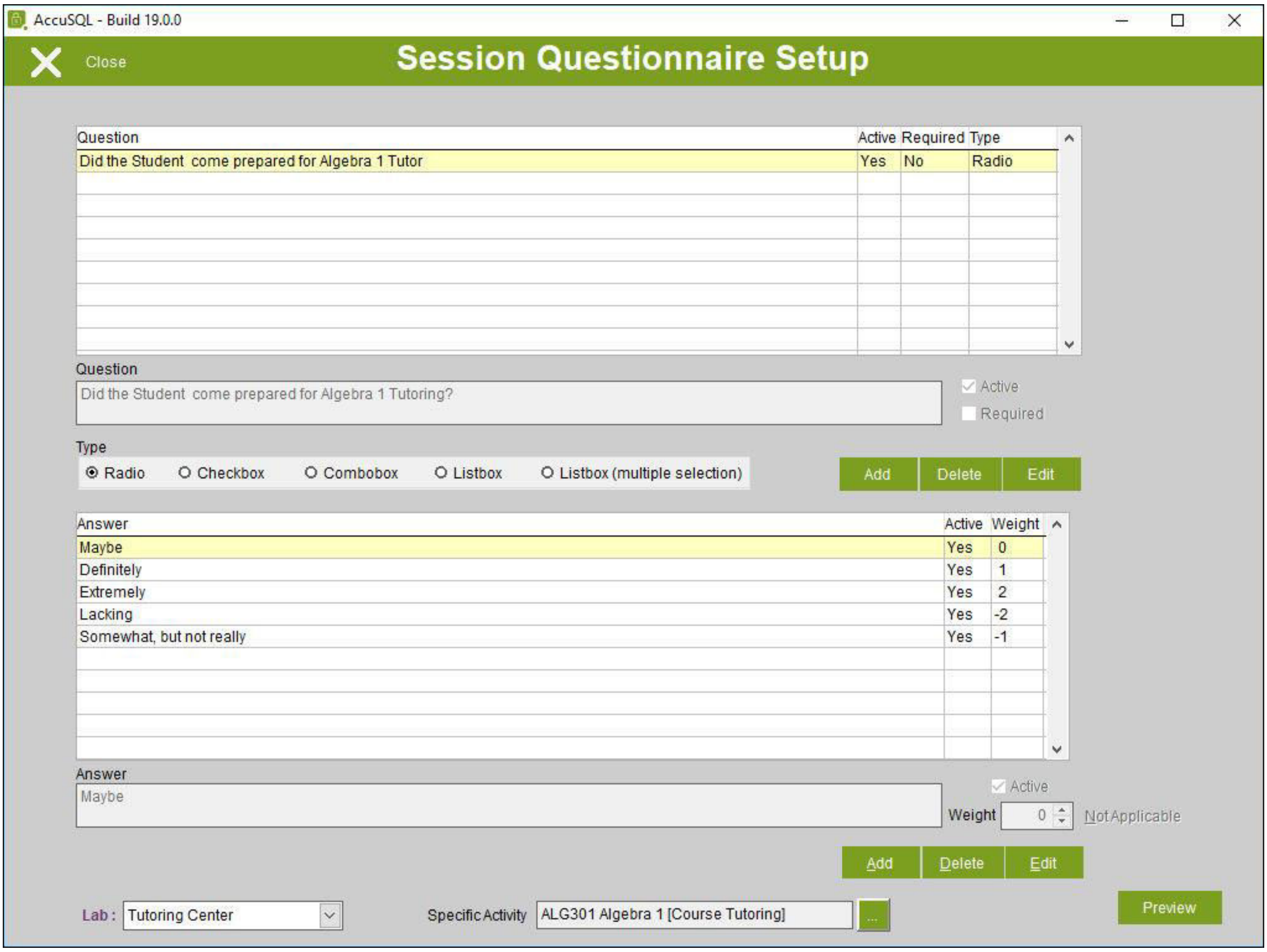
Your advisors or tutors can access the **Session Log** screen from the sign-in screen. When tutors sign in, they will see a **Session Log** button in the Tutor Pad.



When the tutor clicks on the “Session Log” button, the tutor will see a list of his or her tutoring sessions only. The tutor can then enter comments on these sessions and also answer the Session Questionnaire if present. This gives you better control than letting tutors enter the comments via System Administration since each tutor can only view or add comments on his or her sessions.

SESSION QUESTIONNAIRE SETUP

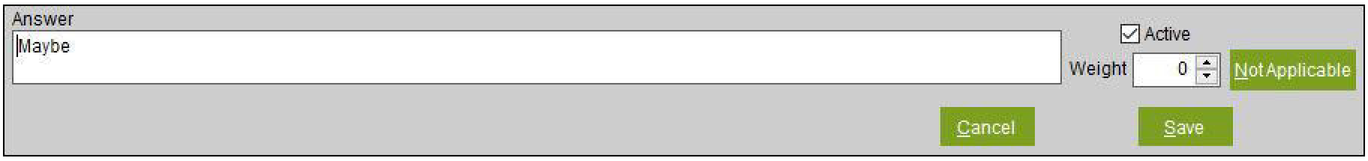
Purpose: Give tutors the opportunity to submit feedback regarding session outcomes in a questionnaire format. These questionnaires can be used in conjunction with session notes.
Access: From **System Administration**, click on ***Session Log > Session Questionnaire Setup***.



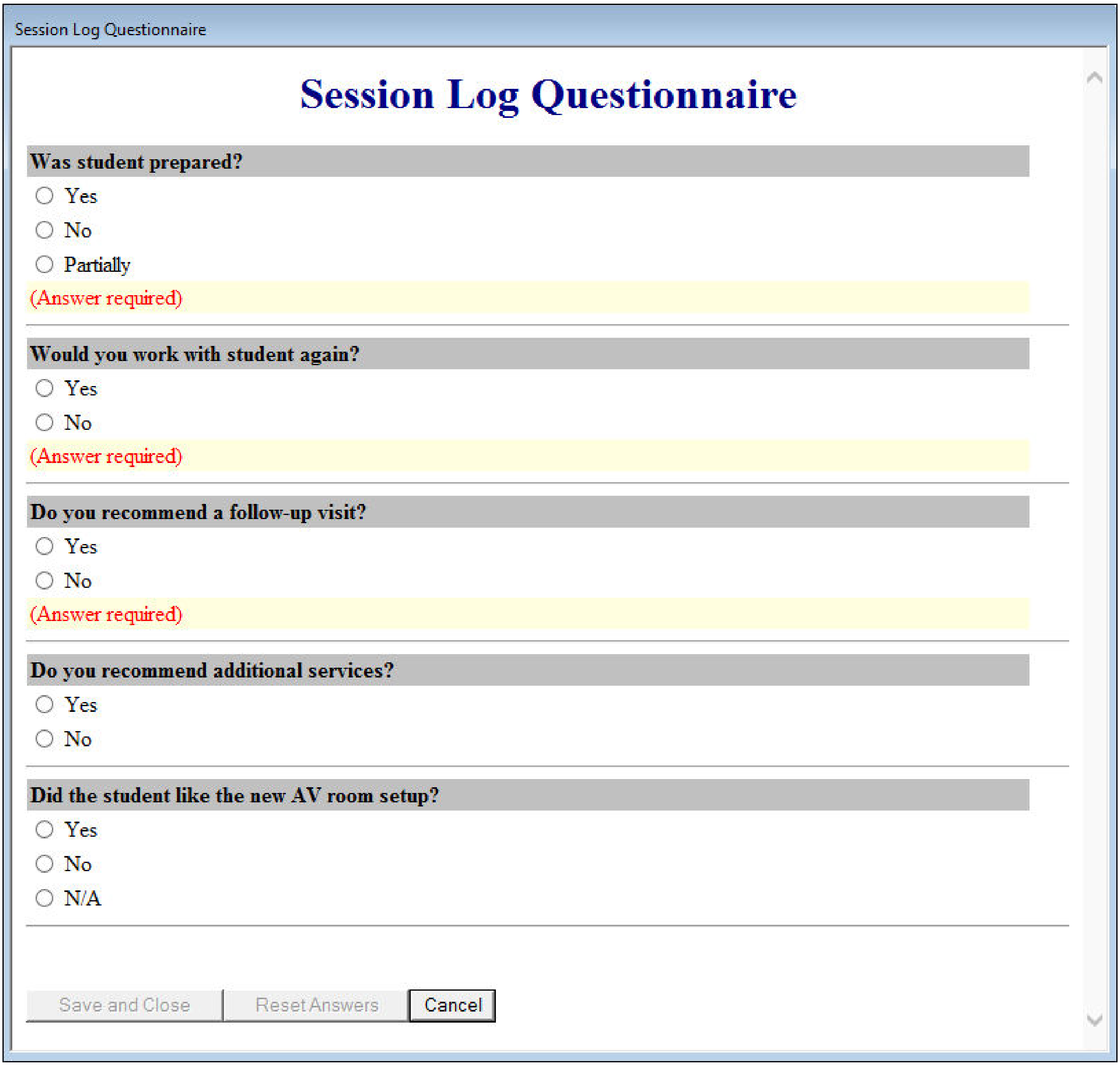
The session questionnaire offers tutors the ability to provide feedback on sessions with students. By filling out the session questionnaire, accessible from the Tutor Pad, tutors can answer basic questions regarding student interactions and the tutoring session as a whole. Because these questions are totally customizable, users can cover a nearly boundless variety of topics. From feedback on the student's preparedness to an assessment of how well the student grasped the material, the session questionnaire can be a very useful tool in the program evaluation process. Users can also generate reports showing questionnaire responses for specific students, or even create a questionnaire summary in which you can view the number of times an answer was selected, its weight, etc.

To create the session questionnaire, first click Add in the Question section, type your questions and then click Save. If you want the question to show up, make sure Active is selected. You can also make the question required by checking that box.

After you have saved the question, click Add in the Answer section and enter the first answer and click Save. If you wish to collect the weighted average for the responses, enter the value for the answer in the Weight spinner box.

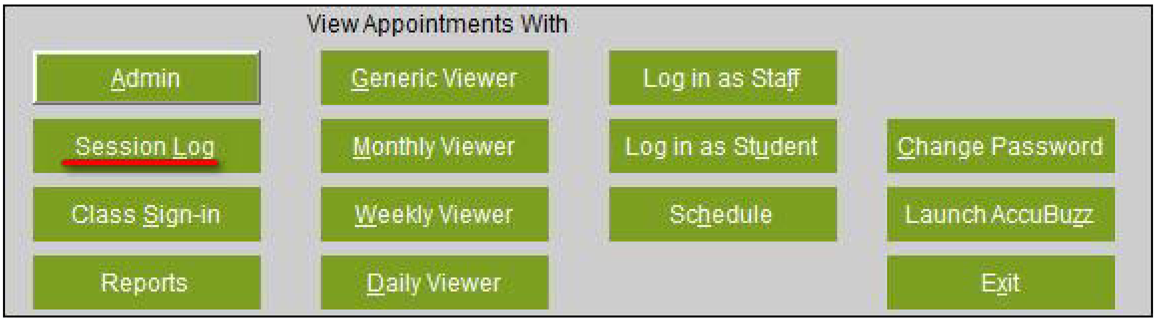


Continue adding answers until you have them all completed. You can then add your next question and answers using the same process. Click the Preview button to see what the questionnaire will look like.

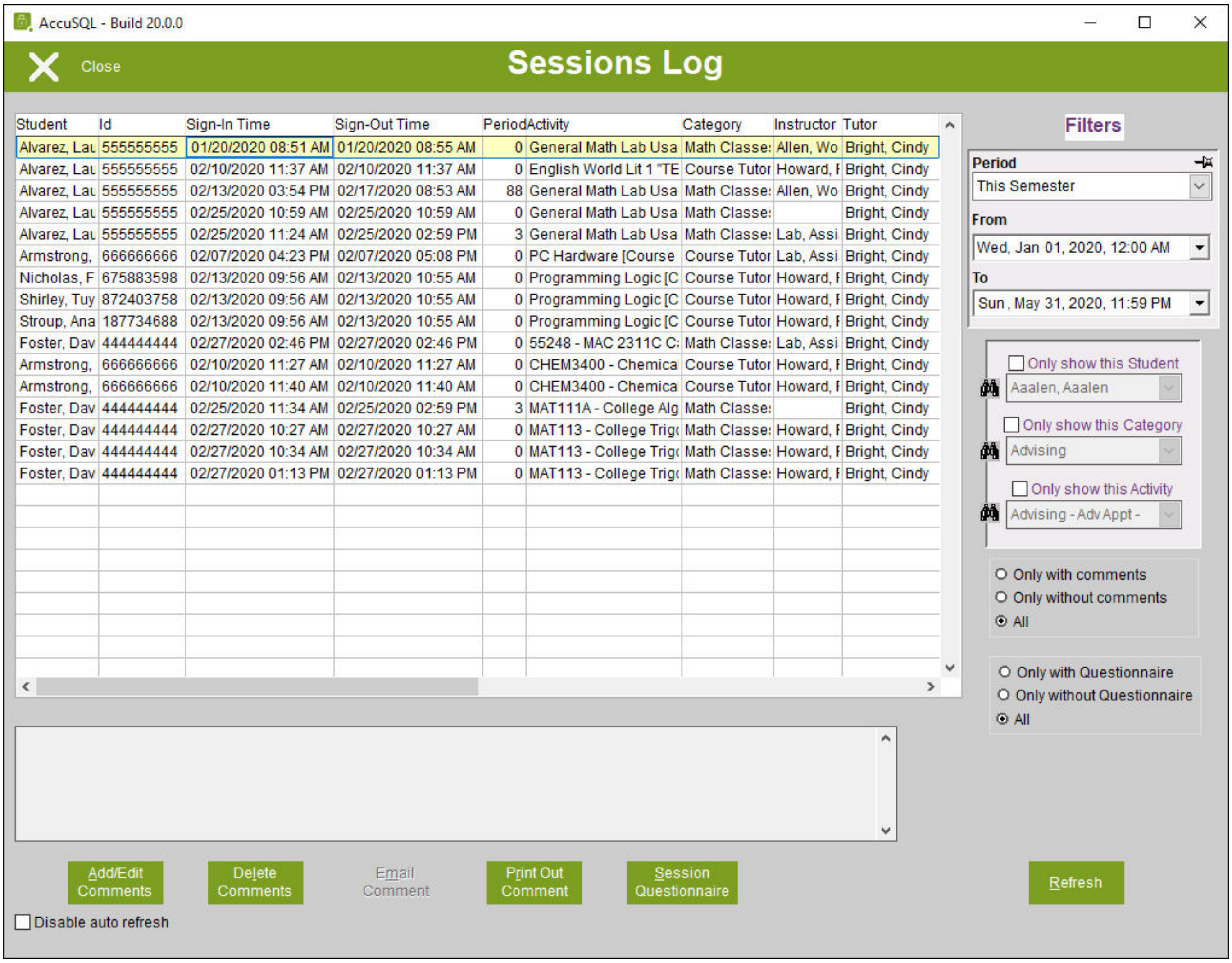


How Tutors Use the Session Questionnaire

When tutors sign in, they will see a “Session Log” button in the Tutor Pad.

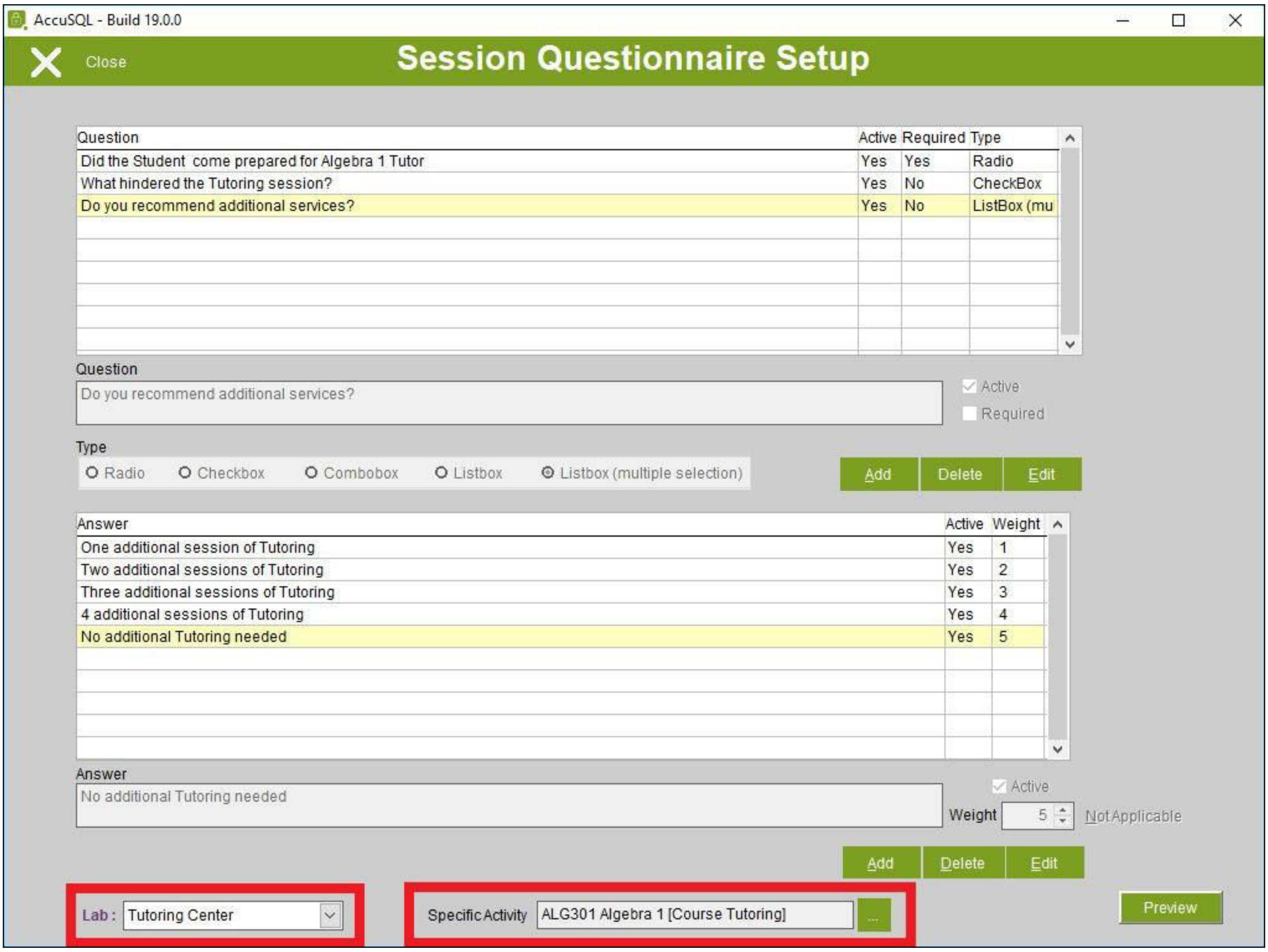


When the tutor clicks on the “Session Log” button, the tutor will see a list of his or her tutoring sessions only. The tutor can then enter comments on these sessions and also answer the Session Questionnaire by clicking the Session Questionnaire button from the Session Log screen.

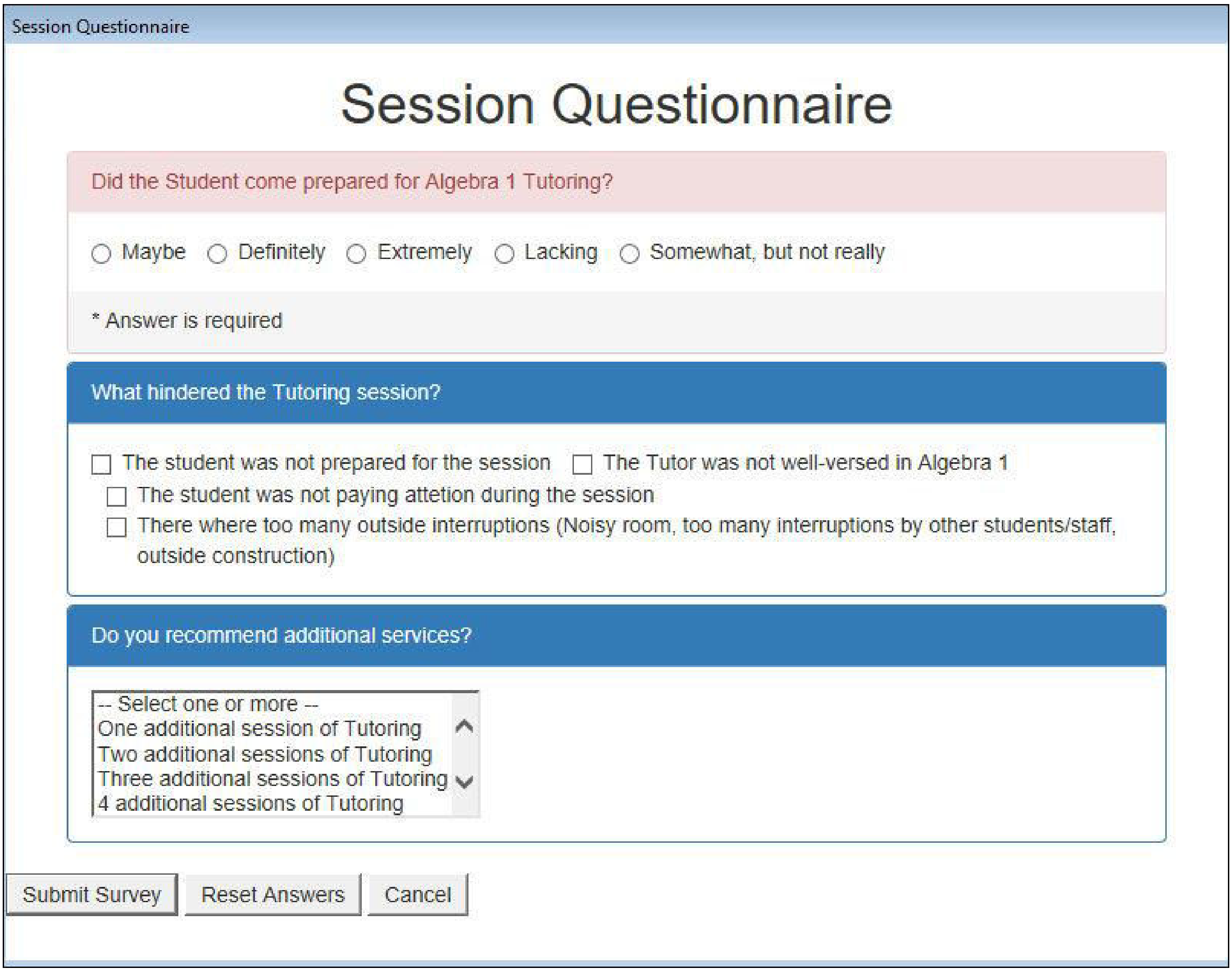


ADDITIONAL FEATURES AVAILABLE WITH SESSION QUESTIONNAIRES

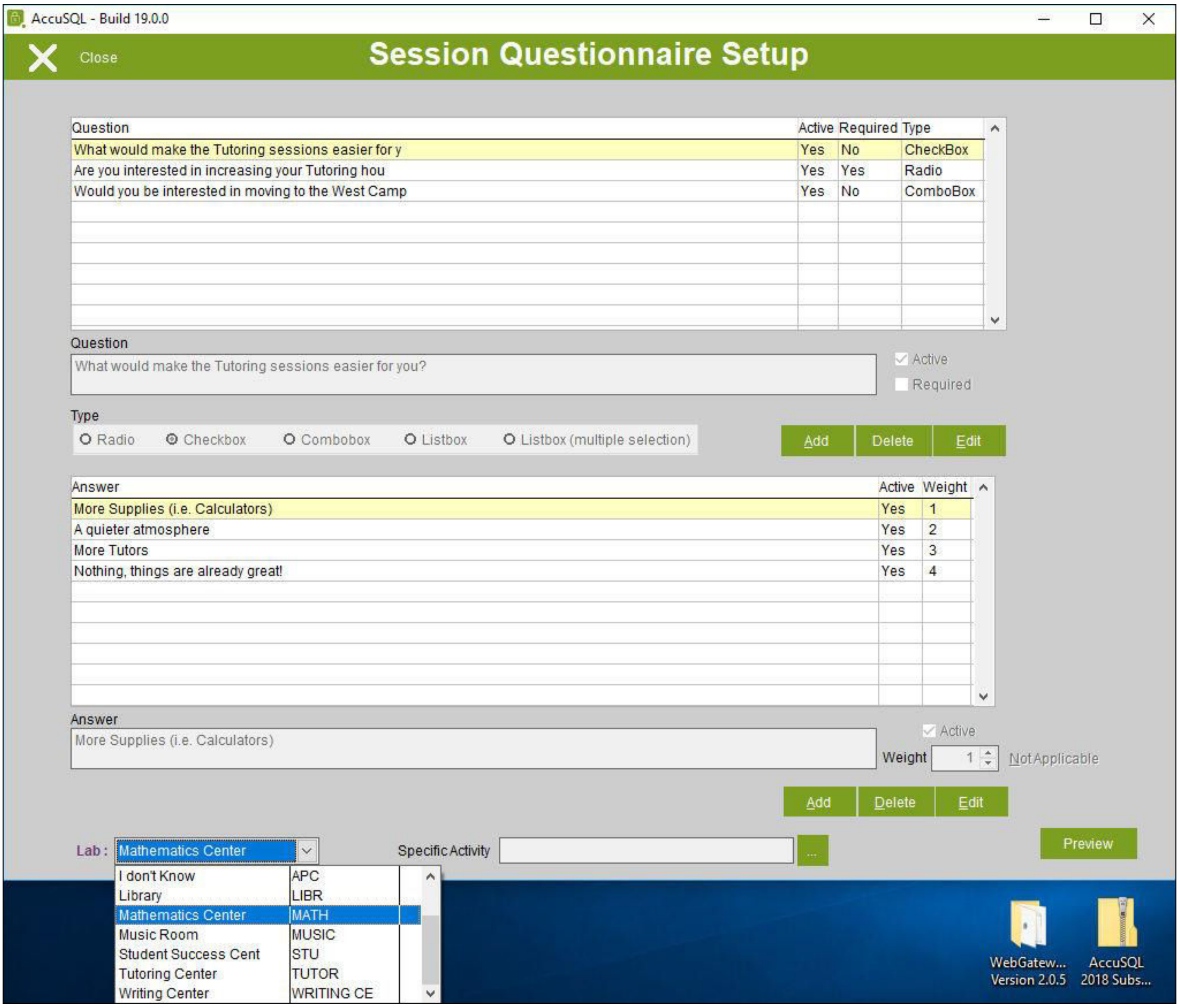
In 2019 and going forward we added the ability to now create tutor session questionnaires that are both lab-specific and activity-specific. Here is an example session questionnaire that includes one radio button type question, a checkbox question, and a list box question. Also, notice how the questionnaire is associated with the Tutoring Center (at the bottom-left of the screen) and it is also associated with the Algebra 1 activity (bottom-right of the screen):



I can click Preview to see what the questionnaire will look like when presented to tutors:



If you select a different local lab in the Lab drop-down selector, you can then create a completely different questionnaire for the tutors that are working in the Math Lab:


AccuSQL - Build 19.0.0
Close
Session Questionnaire Setup
Question
Active Required Type
What would make the Tutoring sessions easier for y
Yes No CheckBox
Are you interested in increasing your Tutoring hou
Yes Yes Radio
Would you be interested in moving to the West Camp
Yes No ComboBox
Question
What would make the Tutoring sessions easier for you?
Active
Required
Type
Radio
Checkbox
Combobox
Listbox
Listbox (multiple selection)
Add
Delete
Edit
Answer
Active Weight
More Supplies (i.e. Calculators) Yes 1
A quieter atmosphere Yes 2
More Tutors Yes 3
Nothing, things are already great! Yes 4
Answer
More Supplies (i.e. Calculators)
Active
Weight 1
Not Applicable
Add
Delete
Edit
Lab :
Mathematics Center
Specific Activity
Preview
I don't Know APC
Library LIBR
Mathematics Center MATH
Music Room MUSIC
Student Success Cent STU
Tutoring Center TUTOR
Writing Center WRITING CE
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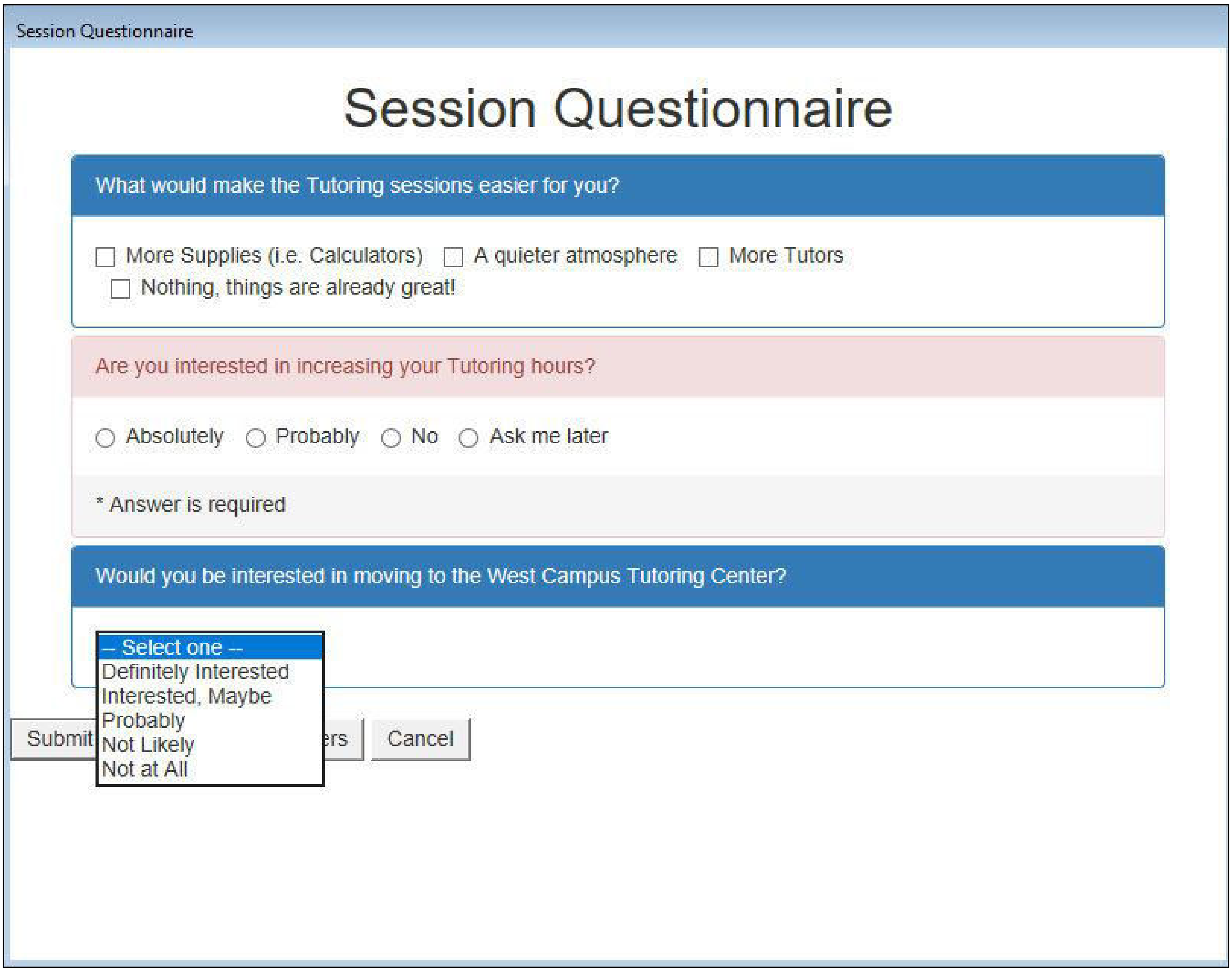
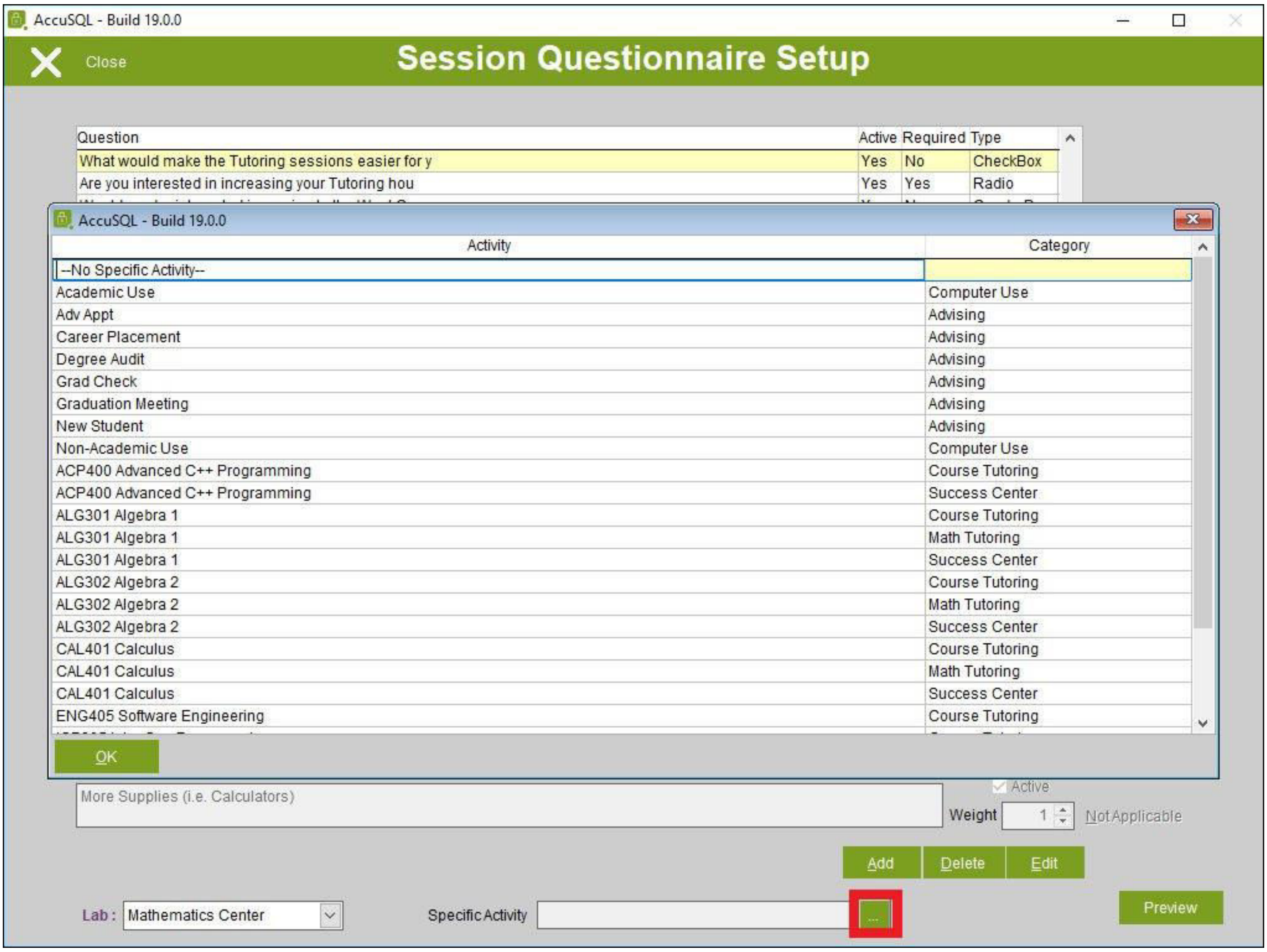


You can also select an activity from the Specific Activity drop-down selector, to create a completely different questionnaire for the Tutors that are assigned to that particular activity.



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