# ACCUTRACK SIGN-IN SETUP

When you click on Sign-in Setup from the Main Menu, you will see the following options:

1. **Categories & Activities:** Use to set the activities (or courses) that are available for students to select at sign-in.
2. **Registration:** Use to manually register students for classes. Typically this information is entered via a data import.
3. **Service Type:** Use to add or edit Services. You can present the Services to students at sign-in in the Services selection box.
4. **Course Coverage:** Use to check the tutors that are assigned schedules for the various appointment scheduling blocks.
5. **Schedule Builder:** Use to review the schedules that have submitted by your tutors, edit the submissions as necessary, save the schedules, save them as the default schedule and to email tutors with their approved schedules.
6. **Tutor Availability:** Use to create available or preferred time for tutor schedules which at then reviewed and approved in the Schedule Builder screen. Admins can use this screen to manually assign schedules per tutor, and a tutor can access this screen from the Tutor Pad where they can modify only their schedules.

The following sections have more information on the above screens.

# CATEGORIES & ACTIVITIES SCREEN

**Purpose:** To add new activities or modify current student activities.
**Access:** From System Administration, click on Sign-in Setup then on Categories & Activities.

**Video Learning Series: Setting up Categories & Activities**

*View video at: [https://www.youtube.com/watch?v=c2EEmS6_MU0](https://www.youtube.com/watch?v=c2EEmS6_MU0)*

Activities represent what students do at your center. If you have a tutoring center, the activities are the tutored classes. If you have an advising center, the activities are the advising services you offer. When students sign in, **AccuSQL/AccuTrack** will display a list of activities and ask the student to select the one they are using. Collecting this data makes it possible for **AccuSQL/AccuTrack** to report on the usage of your services. See other parts of this manual for sample Activity reports. **AccuSQL/AccuTrack** gives you the flexibility to define and enter activities as appropriate for your center. Related activities are grouped together under "Categories". Each category consists of at least one activity. You can have as many categories and activities as you like. However, you should make the number reasonable so it is easy for your students to find the appropriate selection. If you use student registration, discussed later, then this would be a non-issue.

Before you enter the activities, think about what you need to track and report on. Create a list and group-related activities in categories. When you're ready, enter the categories and activities. If you decide that you want a selection from the courses you offer, then you would be much better served to import your activity (class) information into **AccuSQL/AccuTrack** from a CSV file (discussed later).

You will see two list boxes displaying the current categories and activities. The list box on the left shows the categories. The list box on the right shows the activities under the selected category.

The screen uses a **SuperTable**. See page 394 for tips on doing searches and other useful functions provided by this powerful control.

## Working with Categories

### Adding a Category

To add a new category, click the Add button on the left then type its name in the category entry box, and click the Save button. The category's name will move from the text box to the Category list grid.

**Editing a Category**

To **edit** a category, highlight it in the **Category** list box by clicking on it, and then click on the "**Edit**" button under the Category text box. You can also double click on the category name to edit it. The category will be copied to the entry text box where you can make the changes. When you click the "**Edit**" button, the "**Save**" and "**Cancel**" buttons appear. If you want to keep your changes, click the "**Save**" button. If you want to keep the category as it appears in the **Category** list box, click on the "**Cancel**" button.

**Deleting a Category**

To remove a category from the list, highlight it by clicking on it and click on the "Delete" button. **AccuSQL/AccuTrack** will check to make sure that the category does not have activities under it. If so, it will display a confirmation message.
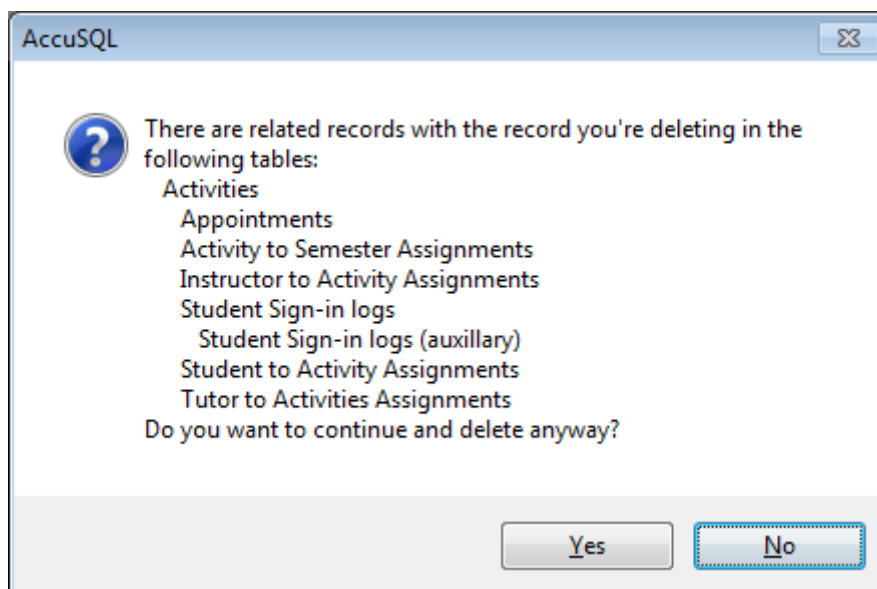
If you delete a category or activity that has records associated with it, you will also lose the associated records. For example, if students sign into a MATH 1101 College Algebra class and you deleted that class, you will also lose the record of any sign-ins into that class.

If you answer "Yes", the category will be deleted.

If the category has activities under it, you can delete it using the Multiple Delete button. Be very careful using this option, since you do not want to lose any sign-ins associated with the activities. It is often a better option to make the category inactive if you want it to appear in any reports or at student sign-in.

**Making a Category Inactive**

If you need to remove a category from the sign-in screens because it is no longer needed, and you are not able to delete it because it is needed for reports, you can make the category inactive. Inactive categories do not appear in the sign-in screens but are still available for historical purposes.

To make a category inactive, highlight it and click on the **Edit** button, then uncheck the Active checkbox by clicking on it, and then click **Save**. An Active checkbox that is unchecked will appear next to any category that is inactive.

# Working with Activities

## Adding an Activity

To add an activity, follow these steps:

1. Select the Category under which the activity will be added by clicking on the category on the left of the screen.
2. Click on the "Add" button under the Activity text box. The activity screens will now be available for you to enter the information. The minimum information you must enter is the Activity.
3. Enter the activity's name in the "Activity" entry box located under the Activity label. You can optionally enter an Identification Number (e.g. the Class Registration Number), and you can also enter text in the Activity Other (e.g. section number).
4. (Optional) Select the instructor from the "Instructor" Select button. To select multiple instructors, click the checkboxes next to each instructor you want to add.
5. (Optional) If this activity is only offered at a certain lab, select the Available in these specific labs checkbox and then click the Modify Selection button to select in which other labs you offer this activity. You may associate each activity to multiple labs, if necessary. If you are not using the Local Labs feature, leave the lab empty.
   **NOTE:** *You can make multiple activities available in a Local Lab in the System » Lab IDs screen,*

*discussed later in this document.*

6. If you do not want new students to sign in to this activity, clear the "Allow unregistered students" checkbox.
7. If you want this activity to appear in the appointments screen, make sure the "Open for Appointments" checkbox is checked.
8. If you want people to only sign in to this activity without having to sign out, check the "Sign in Only" checkbox.
9. If you want this activity to be available for all students to select at sign-in regardless of whether they are registered for that activity or not, make sure the "Global Registration" box ix checked. If you have "only show registered activities checked in the *Sign-in Setup » Setup » Activity Screen Options* screen, then students will see the classes (activities) they are registered for and also any activities set to Global Registration.
10. You can assign this activity to one or more labs by checking the "Available in these specific labs" checkbox and then clicking Select labs button to select the lab(s) where is should be available. Local labs are discussed later in this document.

There will only be available **Instructors** in the instructor's selection box if they have already been imported or have been set up in the **Instructors** screen. Typically these assignments are imported but can be assigned manually here.

## Editing an Activity

To **edit** an activity, highlight it in the **Activity** list box by clicking on it, and then click on the "**Edit**" button under the Activity List box. You can also double-click on the activity's name to edit it.



Make changes to any of the following items:

- **Activity ID**: This is the secondary key and a unique identifier for the Activity/Course.
- **Activity (Name)**: This is the primary key and full name of the Activity/Course.
- **Activity Other**: This is an optional field for any additional codes (only allows up to 10 characters).

- **Active**: This is an option that will hide the Activity/Course from the view of students for something no longer used or inactive for the semester.
- **Allow Unregistered Students**: This option allows newly created students (that do not have enrollment) or guests to select this option.
- **Open for Appointments**: This option allows you to make it available for both Appointments and walk-ins OR only walk-ins.
    - **Max Students**: This is the maximum number of students that can book simultaneous appointment timeslots.
    - **Appointment Duration**: This is the minimum and maximum appointment duration allowed for this particular Activity/Course.

*Tip*: *These appointment options can be set at the Local Lab or Center-level in the Control Panel settings as well.*

- **Sign-in Only**: This option allows you to make it **Only available for Walk-ins/Drop-ins** and not for appointments.
- **Global Registration**: This means that this option auto-enrolls every student in this course/activity so it can show up on the sign-in kiosk.
- **Activity Schedules**: This can be manually updated or imported to later be used to block times that students may be in this class and not allow them to perform sign-in at the center/lab during these times specified.
- **Available in these specific labs (or centers)**: Use this option to choose which local labs/centers this Activity will be shown to students during the sign-in process.
- **Instructors**: Use this list to select the instructors who are associated with this Course/Activity.
    - **Default Instructor**: Use this option to pick one of the Instructors from the list above and set them as the default selection during the sign-in process.

*Tip*: *All these items except the appointment options are able to be imported from your automated imports process. Imported instructors will only be added to the list and not removed.*

If you want to keep your changes, click the **Save** button. If you want to keep the activity as it appears in the list box, click the **Cancel** button.

## Deleting an Activity

If you enter an activity by mistake and wish to remove it from the list, highlight it by clicking on it and click on the **Delete** button under the activity list box. **AccuSQL/AccuTrack** will check to see whether anyone signed in to this activity. If so, it will show this message:
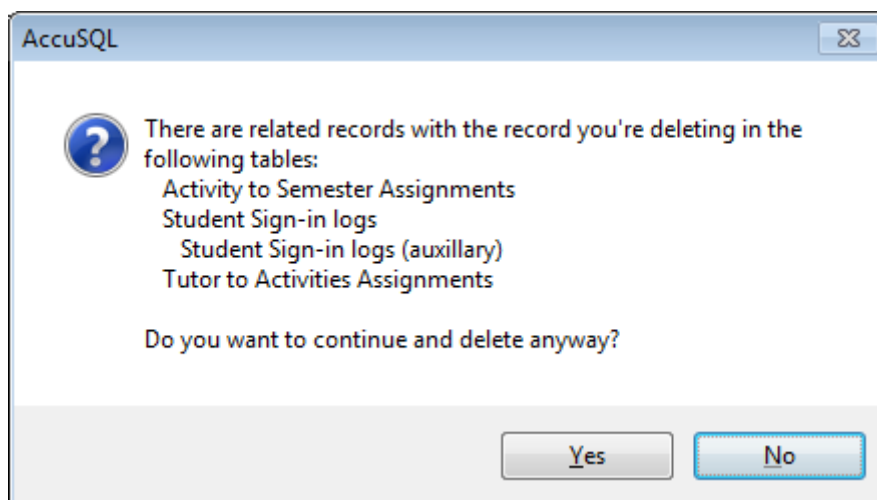
If you delete an activity that has records associated with it, you will also lose the associated records. For example, if students sign into a MATH 1101 College Algebra class and you deleted that class, you will also lose the record of any sign-ins into that class.

Answer "**Yes**" to delete the activity.

If you want to keep the activity for the reports, you can make the activity inactive. This means the activity will not appear in the sign-in screens, but it will still exist in the database for use in reports.

You can make activities active or inactive in the System » Semesters screen.

## Making an Activity Inactive

To make an activity **inactive**, highlight it and click on "**Edit**", then uncheck the active checkbox by clicking on it, then click "**Save**." An empty checkbox in the activity row under the "Active" column indicates that the activity is inactive.

If the activity is not appointments-related, uncheck the "Open for Appointments" box and the activity will not appear in the Appointments screen. For example, if the activity "Self-Study" does not require appointments with a tutor, you should uncheck the "Open for Appointments" checkbox when you add that activity.

If the activity does not require a sign-out, check the "Sign In Only" box and **AccuSQL/AccuTrack** will sign the student out at the same time they sign in. This is useful for example if you want to know the number of visitors to an activity but do not care to know how long they stayed.

## Activity (Class) Schedules Screen

**Access:** From System Administration, click on Sign-in Setup » Categories & Activities »Activity Schedules.

Using Activity (Class) Schedules, you can create scheduled blocks of time when students are in class and then disable them from signing in during that period. This option is helpful if students are supposed to be in class on specific dates and times and you do not want them using your services while they are supposed to be in class. Using this option, the students who are registered for the class will not be able to sign in during the class time. When you click the Activity Schedules button for a particular activity in the Categories & Activities screen, you will see any schedule that has been assigned to the selected activity (if any).
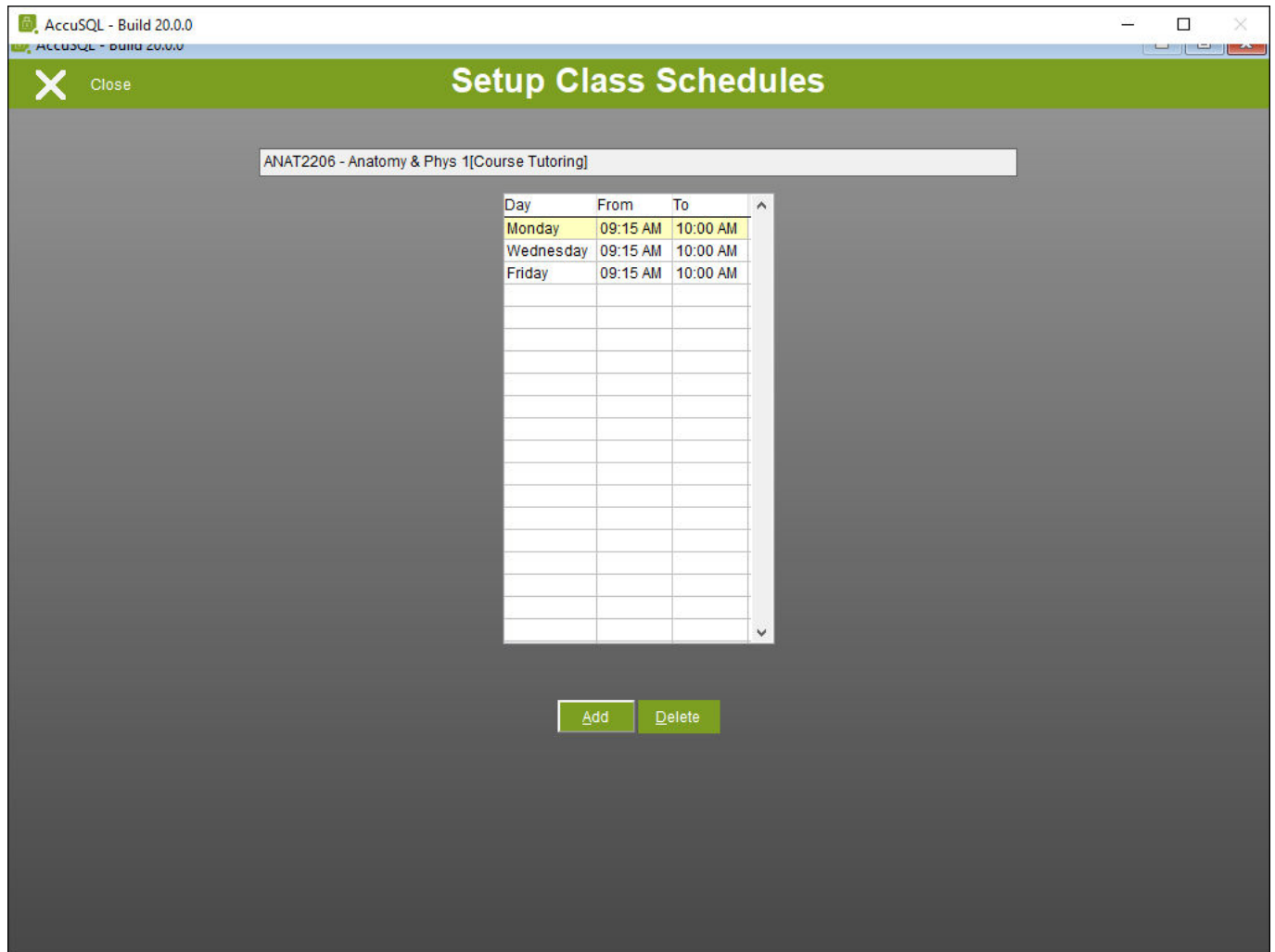
To create a new class schedule, click the Add button.

In the Days area, check the boxes for the days of the week when the class is scheduled. In the From and To boxes enter the time when this class takes place for the days you have selected After you are done creating the class schedules, you would need to make sure there are students registered for the classes. The students who will not be able to sign in during class are checked against who is registered for that class. Class (activity) registration for students, can be done manually in the Sign-in Setup » Registration screen, but is typically done via a Student Registration import (discussed later).

If you have lots of students and classes to add, you can import the class schedules using the Database » Import option in **AccuSQL/AccuTrack**. The target table is Class Schedules. The Class Schedules import is discussed later in this document. To prevent students from signing in during the date and time of the classes, click Setup from the Users screen, then click Visit Tracking Module Options. In that screen, click the Do not allow students to sign in during their class time checkbox. You can also specify the message that students will see if they try to sign in during their class time.



**<<ClassName>>** is a merge field and should be kept intact if you want to display the class the

student is scheduled for in the pop-up message.

## Using the Activity Central Buttons

The Modify Activities screen has a toolbar at the bottom:
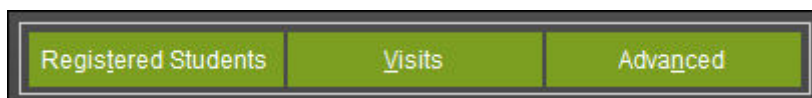


To get information on a specific activity, select it in the Activity list box by clicking on it. You can then click on one of the following buttons:
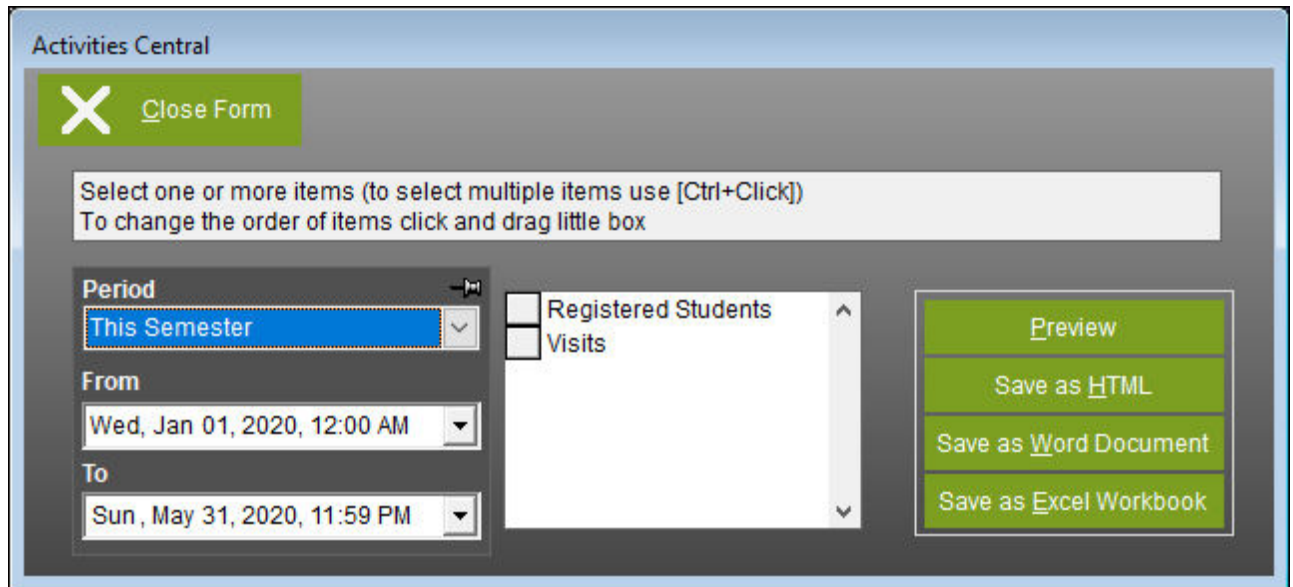
1. **Registered Students:** Shows a list of students registered to this activity. Students can be registered to an activity via importing the registration table, by registering them via the Registration screen, or by simply signing in to the activity (if allowed). When you click on this button, registered students will be displayed. Here is an example:



2. **Visits:** Shows a list of students who used this service during the current semester. Here is an example of this screen:



3. **Advanced:** This button displays a form that gives you more control over the reports available on the selected activity. You can change the reporting period from the default 'semester' period to any period you like. You can then select which report to show (Registered Students, Visits, or both). Finally, you can select the format of the report: Preview will show the report on the screen, "Save as HTML", will save the report as a web HTML format, "Save as Word Document" will save the report as MS Word document, and "Save as Excel Workbook" will save the report in MS Excel format.

# REGISTRATION SCREEN

**Purpose:** To view and modify students' registration to classes/activities.
**Access:** From System Administration, click on **Sign-in Setup » Registration**.

## Video Learning Series: Using Registration for Student Sign-ins

*View video at:* *https://www.youtube.com/watch?v=kDkdVc6krEM*

To view or modify the registration of a certain class, first select the class from the tree control on the left side of the screen. When a class is selected, **AccuSQL/AccuTrack** displays its registered students in the "Selected" list box on the right side of the screen. The software also shows the number of registered students in the class in the "Registered Students Count" box.

To drop a student from a class, simply highlight the name in the "selected" list box and move it to the "Not selected" list box. To add a student to a class, simply move the name from the "Not Selected" to the "Selected" list box. When you are finished with the changes, click on "Register" to save them.

If you want to register a student for all the classes under a particular category, select the category itself, and then click the **Register** button.

## Registering a Student Group

To register a group of students to an activity, first, select the desired activity in the grid on the left, and then click the **Student Groups** checkbox. The **Set Filter** button will appear.

Click **Set Filter** button to select students from one or more groups and then the click **Close** button.

Now click the **Select students from these groups only** button and the students in the group(s) will automatically be moved to the **Selected** side of the **Students** grid.

Finally, click the **Register** button to complete the registration.

## Registration Sources

Note that there are 5 sources for registration data:

1. Registration data import via the Import Wizard.
2. Manual registration via the Registration screen in System Administration.
3. Manual registration of a student group via the Registration screen in System Administration.
4. Student self-registration: This occurs when a student signs into a new class that he or she is not registered. When this happens, first **AccuSQL/AccuTrack** will display a message to make sure student did not select the class by mistake: If the student answers "Yes", **AccuSQL/AccuTrack** will add him to the selected class.
   **NOTE:** *You can get a report of 'self-registration' that shows the students who have added themselves to a class by signing into it previously. You can also turn off this option completely, discussed in **Sign in Setup » Setup » Activity Screen Options** later in this document.*
5. Registration via admin sign-in: This occurs when an administrator signs the student to a class via the "Sign Student In" screen. If the student is not registered in the class, **AccuSQL/AccuTrack** will add the student to the registration list.

# REGISTRATION (MULTI) SCREEN

**Purpose:** To view and modify students' registration to multiple classes/activities at once.
**Access:** From System Administration, click on **Sign-in Setup » Registration (Multi)**.



## Registering a Student Group to Multiple Activities

In this screen, you can select a specific group of students or select them individually and register them for multiple activities. Start by:

1. Selecting the group of students on the left by either moving them to the selected side or by using the **Student Group** options.

**NOTE:** *When using* **Student Groups** *filter the process is very similar to the explanation in the previous section above.*

2. Now that the students are selected we will want to select the group of **Categories and Activities** they will be registered to in **AccuSQL/AccuTrack**. First, click the **Add Activities** button.



3. In the pop-up window set the **Activities** that you want them all to be registered to in **AccuSQL/AccuTrack** and click the **Close** button.
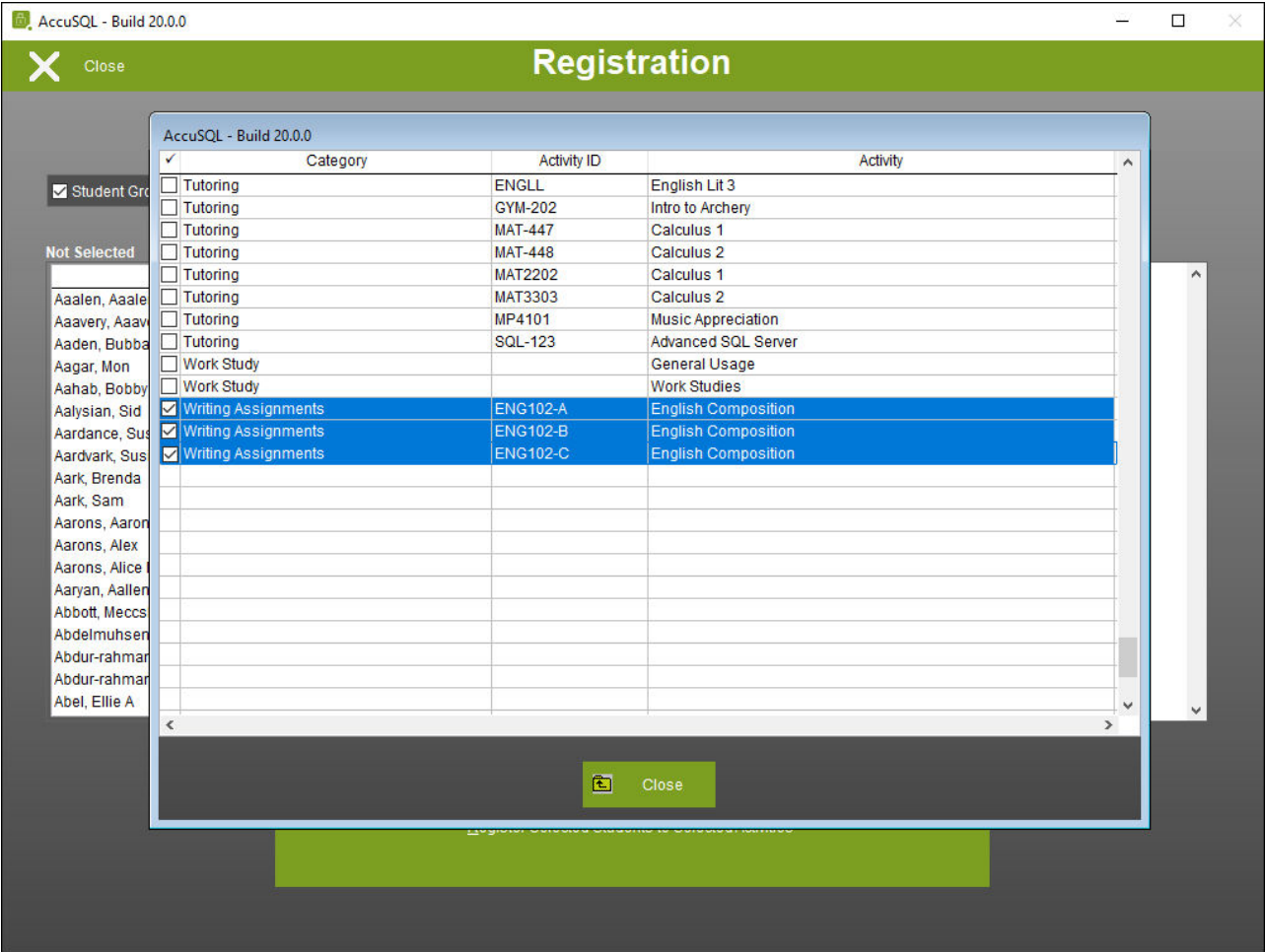
**NOTE:** *You can right-click on the grid to filter out the view and click on the column headings to sort to find the Activities you want to select.*

4. To finalize this process click the **Register Selected Students to the Selected Activities** button if everything looks good!

5. If successful you should receive this confirmation:



# SERVICE TYPE SCREEN

**Purpose:** To set up the type of services used by students.
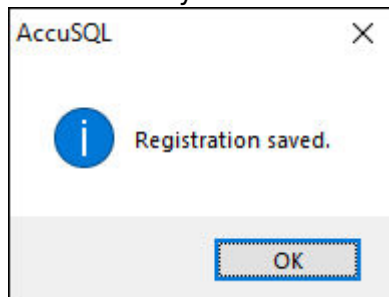**Access:** From System Administration, click Sign-in **Setup » Service Type**.

Use this screen to add the types of services used at your center. **AccuSQL/AccuTrack** can display a **Service Type** drop-down box in the Activity Selection screen. You can also assign a particular Service Type to one or more local labs. The students can then select the type of service they are using. The items appearing in the drop-down box are set up in this screen.

To add a new service type item, click on the **Add** button, type the item in the Service box, and then click on **Save**. To edit an item, select it and click on **Edit**, edit the text, and then click on **Save**.

If you have no use for the Service Type drop-down box, you can make it disappear from the Activities screen by unchecking the Show **Service** list box option in the **Activity Screen Options** screen.

# COURSE COVERAGE

**Purpose:** To view the tutors, advisors and/or staff that have been assigned activities and to determine courses that are covered for the various appointment scheduling blocks.
**Access:** From System Administration, click **Sign-in Setup » Course Coverage**.

**AccuSQL - Build 20.0.0**

## Course Coverage

✕ Close

Semester:
Spring 2020

Activity:
--All Activities--

| Coverage | 07 AM | 08 AM | 09 AM | 10 AM | 11 AM | 12 PM | 01 PM | 02 PM | 03 PM | 04 PM | 05 PM | 06 PM | 07 PM | 08 PM | 09 PM | 10 PM | Hours |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Monday |  | 1 | 1 | 1 | 1 |  | 1 | 1 |  |  |  |  |  |  |  |  | 6.0 |
| Tuesday |  | 1 | 1 | 1 | 1 |  |  |  |  |  |  |  |  |  |  |  | 4.0 |
| Wednesday |  | 1 | 1 | 1 | 1 |  |  |  |  |  |  |  |  |  |  |  | 4.0 |
| Thursday |  | 1 | 1 | 1 | 1 |  | 1 | 1 | 1 |  |  |  |  |  |  |  | 7.0 |
| Friday |  | 1 | 1 | 1 | 1 |  | 1 | 1 | 1 |  |  |  |  |  |  |  | 7.0 |
| Saturday |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total |  | 5 | 5 | 5 | 5 |  | 3 | 3 | 2 |  |  |  |  |  |  |  | 28.0 |

Tutors (Click on a slot):

By default, you will be viewing the current semester for all activities. If you click on a scheduling block for a particular day of the week and time, you can view the tutors that are scheduled for that block.

The Hours column on the right indicates the cumulative hours for all the tutors that have a schedule with activity assignments for the whole hours that comprise the day of the week. The Total row at the bottom of each scheduling block indicates the total number of tutors that have an activity assignment and a schedule for that particular whole hour or partial hour scheduling block for the week.

If you click on a number in the scheduling grid, you can view the names of the tutors that have a schedule and at least one activity assignment for the selected block. You can use the Semester drop-down box to view the coverage for the current semester (the default selection) or if you define semesters in advance (using the **System » Semesters** screen) then you can view the coverage for upcoming semesters.

If you want to see the coverage for a particular activity, you can click the [ ... ] button next to the Activity field and then select the activity you want to filter on in the pop-up selection grid. Once selected, then the numbers in the Coverage grid will be based only on that selected activity. Click a value in the grid to see the tutors that are covering the block for the selected activity.

# SCHEDULE BUILDER

**Purpose:** To view, edit, save and approve and/or broadcast the tutor, advisor and/or staff schedules that have been submitted for usage as your default semester schedule for appointment scheduling. Schedules that have been submitted by tutor, advisor and/or staff via Web Gateway MVC are populated into this grid as either Available or Preferred blocks. Admins use this screen in order to "convert:" these blocks to Assigned blocks where they are then used as the default "semester" schedule.

**Access:** From System Administration, click **Sign-in Setup » Schedule Builder**.

**Video Learning Series: Tutor Availability Scheduling**

View video at: *https://www.youtube.com/watch?v=HI9XWEt-uqo*

**AccuSQL - Build 20.0.0**

## Schedule Builder

**Select Day:**
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**Draft for** Spring 2020

**Mode:**
- Tutor — Tutor: --All Tutors--
- Activity — Activity: --All Activities--
- Tutor Group — Tutor Group: --All Tutors--

- Add Assignment
- Remove Assignment

**Resolution (min.):** 30

| Tutor Name | 07AM | 08AM | 09AM | 10AM | 11AM | 12PM | 01PM | 02PM | 03PM | 04PM | 05PM | 06PM | 07PM | 08PM | 09PM | 10PM | Hours |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Adams, Karen | | A A | A A | A A | A A | A A | A A | A A | A A | A | | | | | | | |
| Bower, Laura | | | | | | | | | | | | | | | | | |
| Bright, Cindy | | X X | X X | X X | X X | X X | X X | X X | X X | A A | | | A A | | | | 9.0/35.0 |
| Connery, Sean | X X | X X | X X | X X | X X | X X | X X | X | | | | | | | | | 8.0/19.5 |
| Cruise, Tom | | X X | X X | | | X X | X X | X X | X X | X X | X X | X X | X | | | | 10.0/10.0 |
| Diaz, Cameron | | | | | | | | | | | | | | | | | |
| Eastwood, Clint | | A A | A A | A A | | P P | | X X | X X | X X | | | | | | | 3.0/3.0 |
| Field, Sally | | | | | | | | | | | | | | | | | |
| Ford, Harrison | | A A | A | | | | | | P P | P P | P P | | | | | | |
| Freeman, Morgan | | X X | X X | X X | X X | X X | X X | X X | X X | X | | | | | | | 8.0/38.0 |
| Gibson, Mel | | | | | | | | | | | | | | | | | |
| Hanks, Tom | | A A | A A | A A | A A | A A | A A | A A | P P | P P | P P | P P | P P | | | | |
| Jackson, Samuel L. | | | | | | | | | | | | | | | | | |
| McHenry, Mary Lou | | A A | A A | A A | A A | | | | | | | | | | | | |
| Murphy, Eddie | | | X X | X X | X X | X X | X X | A A A | X X | X X | X X | X X | X X | | | | 9.5/9.5 |
| Nicholson, Jack | | | X X | X X | X X | X X | X X | A A A | X X | X X | X X | X X | X X | | | | 9.5/9.5 |
| Perez, Joquin | | | | | | | | | | | | | | | | | |

| Tutor Name | 07AM | 08AM | 09AM | 10AM | 11AM | 12PM | 01PM | 02PM | 03PM | 04PM | 05PM | 06PM | 07PM | 08PM | 09PM | 10PM | Hours |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Daily Sessions | 1 1 | 4 4 | 6 6 | 6 6 | 5 5 | 6 6 | 6 4 | 5 5 | 6 6 | 4 4 | 3 3 | 3 3 | 2 2 | | | | 56.0 |
| Weekly Sessions | 3 3 | 10 10 | 16 16 | 16 16 | 15 15 | 12 12 | 14 11 | 11 11 | 11 11 | 7 7 | 4 4 | 4 4 | 2 2 | | | | 123.5 |
| Weekly Tutors (Count) | 1 1 | 4 4 | 6 6 | 6 6 | 5 5 | 6 6 | 6 4 | 5 5 | 6 6 | 6 4 | 4 4 | 4 4 | 2 2 | | | | |

**A** Available   **P** Preferred   **X** Assigned

**Save Draft**   **Use As Default Schedule**   **Broadcast Schedule**

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**Select Day:** Pick a day of the week to select the schedule for that day. The Tutor display grid will show the schedules for the tutors for the day indicated for the semester selected in the Draft for drop-down display.

**Draft for:** Select the semester for which you are setting the schedule. By default, the current semester is selected. Using this option, you can set schedules for the current or future semesters.

Semesters are defined in the System » Semesters screen.

**Mode:** Click a radio button if you want to filter the Tutor display grid based on a particular tutor, activity, or tutor group. Once selected, click the [ ⋯ ] button adjacent to the mode selected and then select the tutor, activity, or tutor group you want to filter on in the pop-up selection grid. Once selected, then the numbers in the Tutor display grid will be based only on that selected value. Add/Remove Assignment: If you click the **Add Assignment** radio button, then when you drag in the **Tutor Name** display grid you can change **A (Available)** or **P (Preferred)** display grid values to **X (Assigned)** values. If you want to remove X (Assigned) values, click the Remove Assignment radio button, then when you drag in the grid, the values will be converted to their original **A (Available)** or **P (Preferred)** as determined in the Tutor Availability (Availability Data) screen, discussed in a moment.

**Resolution (min.):** To display the Tutor Name display grid in various resolutions, select a value from the drop-down box. The Tutor Name display grid will display the minute increments for each hour in the grid with the granularity specified. Note: If you select a smaller resolution (20 minutes or less), then you can side scroll in the Tutor Name display grid to view additional hours in the grid display.

**Tutor Name (grid):** Each tutor will be listed in the grid display. If the background is red, then that tutor does not have any Available or Preferred schedule entered for the day selected. If the background is blue, then the tutor has some availability entered. If you click on a tutor's name, then that tutor's record will open in the Tutor Availability (Availability Data) screen (discussed later).

For each tutor you click, the Tutor Availability (Availability Data) screen will open in a new window. Using this method you can work on adding available or preferred availability for numerous tutors at the same time. Of course, then the premise is for tutors to create their own availability data by logging into Web Gateway MVC to submit their own schedules via the web, so it would only be necessary for admins to set availability data if they want to adjust the available or preferred times already submitted.

**Save Draft:** Click Save Draft to save the schedules as you are assigning them. A draft is considered a schedule that has not yet been approved hence the Use as Default Schedule has not yet been clicked.

**Use as Default Schedule:** Once you are ready to use the schedule, click this button to set the schedule for all tutors. This will become the Regular schedule for all tutors. Tip: You can also look at those schedules by selecting a record in the Tutors screen and then clicking with the Tutor Schedule button or Scheduler (Classic button).

**Broadcast Schedule:** Click Broadcast Schedule if you want to send the tutors and email with their approved default schedules. To use this feature, you must have the mail server setup in the Control Panel » Email Settings Options and the tutor must also have an email entered in their **_Users » Tutor_** records.

# TUTOR AVAILABILITY

**Purpose:** To view, edit, and save the tutor, advisor and/or staff regular semester Available or Preferred schedules that have been submitted for usage as your default semester schedule for appointment scheduling. The submitted schedules here are then "converted" to Assigned schedules using the Schedule Builder screen mentioned previously.
**Access:** From System Administration, click **Sign-in Setup » Tutor Availability**.

When you click a tutor name from the Schedule Builder screen, that tutor's Availability Data will open. Typically, this data is populated from the tutors themselves using Web Gateway MVC, however, you can review the submitted hours and change them as needed as an **AccuSQL** administrator using this screen. If you choose to add available hours, preferred hours, or remove availability, click the Available, Preferred or Not Available radio button and then drag in the grid for the days and times for which you are setting that status and then click Save to save the changes. In the following example, and an additional block from 7 AM to 1 PM has been added as a Preferred time for the tutor Cindy Bright:

After you have modified and saved the **Tutor's Availability** data for a **Tutor**, then you can finalize that modified schedule back in the Schedule Builder screen for that tutor. The grid will reflect the current status of that time block:

Now you can click and drag in the grid over the times you need to add that assignment and then either click the **Save Draft** (if you are still building schedules) or **Use as Default Schedule** (if you want to "post" that schedule immediately) button.

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