

SALA

STUDENT AD HOC LOCATION APP

Introduction

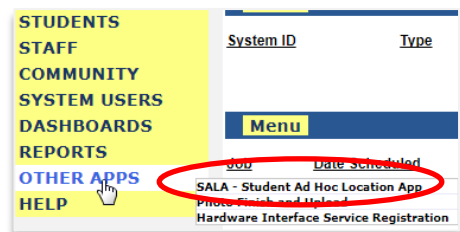
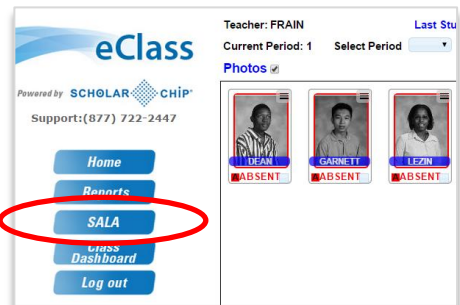
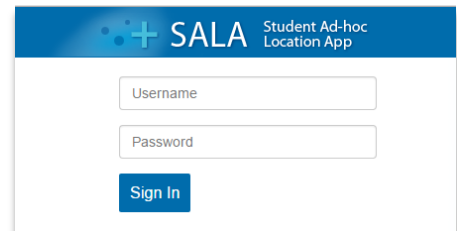
SALA is a method of checking in students for ad hoc or unscheduled activities, such as a trip to the nurse's office, guidance, etc. SALA is an application that works directly with a card reader, allowing users to record student entry and exit to and from ad hoc locations. It is useful for recording a student's whereabouts when not in class.

A card reader is connected to the user's computer through the USB port. Users should log onto SALA; students can then simply tap their card on the reader and their presence is recorded.

To Access SALA:

There are several ways to access SALA.

1. Go to the secure SALA website and log in with your user credentials.
2. If accessing directly from the eClass application, click on SALA from the left hand side menu.
3. Via the ScholarChip Management Site, from the 'Other Apps' options found on the left side menu.

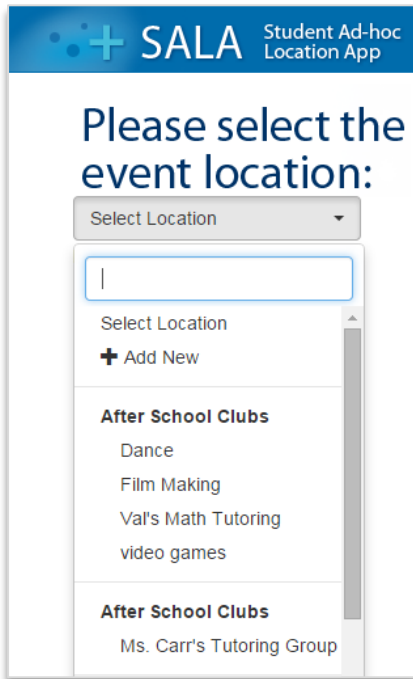


How To Record Student Entry & Exit

How to Select A Location

After logging into SALA, select a location from the drop down menu. Students can then begin tapping in and out of the location.

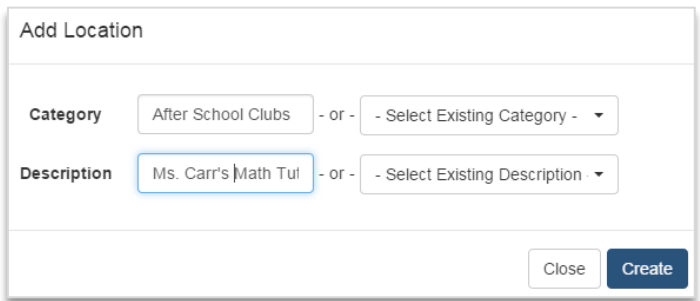
TIP: Filter through the Locations by typing the description name into the search box.



How to Create A New Location

To create a new location, select +Add New under the Select Location drop down menu. A new window will display. Type in a Category name or Select an Existing Category from the drop down menu. Enter a Description or Select Existing Description from the drop down menu. Click Create.

NOTE: Be sure to follow your school's designated naming convention for the Add Location step below, or check with your school administrator.

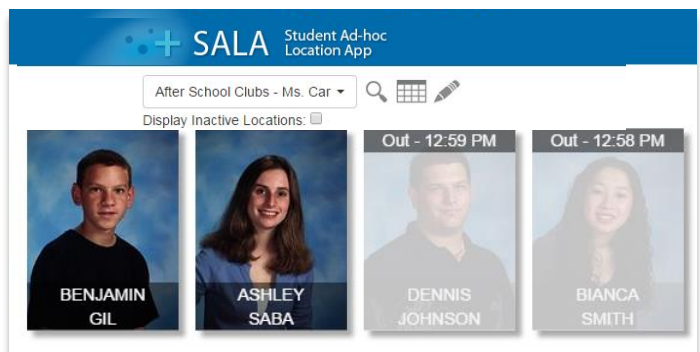
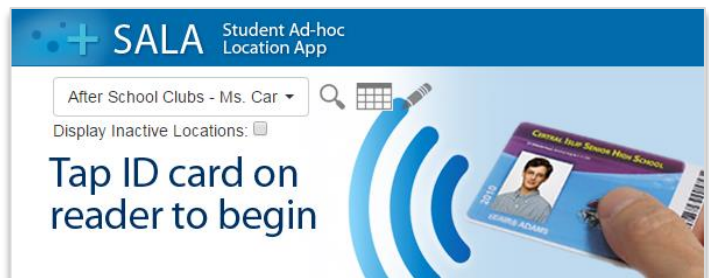


TIP: To edit Location information or make a location inactive, select a location from the drop down menu then click on the pencil icon. The Category & Description fields can be edited as long as a student has not tapped in. If there is already a student record attached to this location, the fields cannot be changed.

The screen will indicate the location selected, i.e. "After School Club's - Ms. Carr's Math Tutoring".

To begin recording student entry and exit, have students tap their card on the reader.

The student's In and Out taps are time-stamped and can be viewed in real-time on eClass.

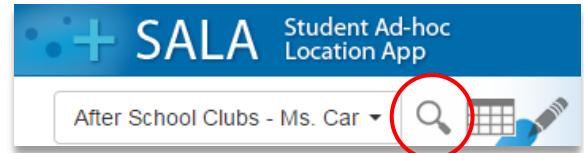


How To Manually Record Student Entry & Exit

If a student does not have their ID card or forgets to tap in or tap out using the card reader, a manual method is available. Users can manually record a student's entry & exit for their locations. Full access SALA users can manually record a student's entry & exit for *all* SALA locations, not just their own.

NOTE: A change to a student's entry or exit is not available for past days, only for the current day.

To add a student to a location, simply search their name by clicking on the magnifying glass (circled in red).



Enter their first name, last name or SID # in the search fields.

Search

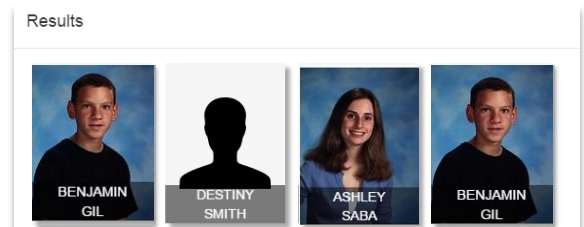
First Name

Last Name

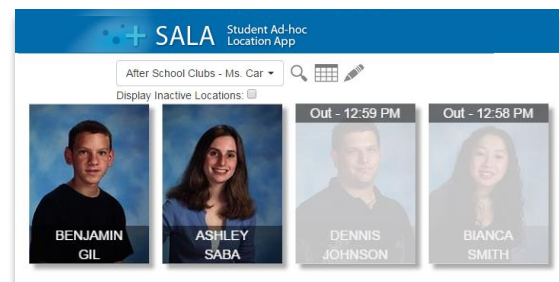
SID

Close Search

Locate the student record from the Results window and click on the picture to check-in the student.




To manually check out a student, simply click on the student photo. To indicate the status change, the photo will display grayed out with the 'out' time noted at the top. Photos will remain in full color for students who are still checked in.



Questions or Comments?

Contact the ScholarChip Help Desk:
1-877-722-2447 | support@scholarchip.com

How to View Tap History

To view a history of which students have tapped In & Out of a location, click the grid icon  at the top of the screen.

Enter a date or date range to see available data.

To export to an Excel spreadsheet, click on the Excel icon  .

NOTE: the spreadsheet will export based on search filters.

NOTE: All users are granted rights to see tap history for all locations (including ones they did not create). To see tap history for a location other than yours, simply select the location from the drop down menu then click the grid icon at the top of the screen.

Student SID	First Name	Last Name	Location Category	Location Description	Date	Time In	Tapped In	Time Out	Tapped Out	SALA System User
990962511	JESSICA	JOHNSON	After School Clubs	Ms. Carr's Tutoring Group	2/3/2015	2:38 PM	N	-	N	Valerie Carr
991000244	DESTINY	SMITH	After School Clubs	Ms. Carr's Tutoring Group	2/3/2015	2:37 PM	N	-	N	Valerie Carr
S56916	JOHN	BROWN	After School Clubs	Ms. Carr's Tutoring Group	2/3/2015	2:37 PM	N	-	N	Valerie Carr

Showing 1 to 3 of 3 entries

Tip: Click column headings to sort data/ toggle in ascending or descending order.

Tip: To show only students who have NOT yet tapped out, enter a '-' into the 'Time Out' search box.

Tip: Refine your search by typing in the search boxes below each column.


Multi-Column Sorting: The grid also offers multi-column sorting; for example, users can sort by both date and time-in by holding the Shift Key down and clicking on the column headings. This tool is very helpful for users who need to focus on multiple data fields. Keep in mind, sorting is hierarchical, so if Last Name is clicked and then Date, the results are ordered first by Last Name and within Last Name by Date.

How to View Tap History for Inactive Locations

To view a history of which students have tapped In & Out of a location that is no longer active, check the box to Display Inactive Locations.

NOTE: if all locations in a category are inactive, the category will not display unless the 'Display Inactive Locations' box is checked.

Then select the location from the drop down menu. All inactive locations are displayed in grayed-out text.

Select the location, then click on the grid icon  to view tap history for this location.

Please select the event location:

Select Location ▼

Display Inactive Locations:

- Club**
- Archery
- Chess
- Drama
- Existentialism
- Film