Getting Started

1. Type www.weber.accudemia.net into your browser

2. Type in your W number in the W number box. Your W number should begin with a capital W and be followed by 8 digits.

3. Now enter your password in the password box below. Your initial password will be your W number. Again, enter a capital W and the 8 digits. Firefox works best for entry.

Manual Entry

1) On the menu bar on the left side of the screen, under "Center Attendance", there is an option called "SignIn/SignOut".
    a. Hold your mouse over this option for a drop down menu.
    b. On the drop down menu, select "Manual Sign In".
2) Next, go to the first option at the top of the screen which says "Center" and choose your center.
3) Search for the subject areas, tutor, and instructor (whichever are applicable to your area).*
4) Select the service* (if applicable) that students are being signed in for.

*If you are not sure which options are being used by your department please contact **Sierra Crandall at sierracrandall@weber.edu.**

5) Next, select the student(s).
    a. To search for a student by W number or Name, click on the magnifying glass next to "W number" or "Name" on the blue bar.
    b. Begin to type in the W number or Name. (Tip: Leave off the last digit in the ID or the Name if the results appear and disappear in order to avoid this issue)
    c. Select the student (you may select more than one) by clicking in the box to the left of the W numbers. A check mark should appear in the box.
6) When you have selected your student(s), the service(s) and your center, select "Bulk Sign In" at the top of the screen.

Session Logs

1) Select “session logs” on the left side menu.
2) Highlight the student you wish to edit.
    a. To select more than one student at a time, click on the “MultiSelect” button on the bar above the list of students. Then click enable.
3) To add a comment to the student’s session, click the blue “Comments” box at the top of the screen. After you have added your comment in the text box, click “Add comment” located below.
4) To edit the student’s session, click “edit”. In this dialog box you will be able to adjust the duration of the session, select the tutor, instructor, subject area, and services provided (if applicable). In the text boxes, begin typing, and the desired name or subject should pop up for you to select. Click the blue “save” box below when complete.
5) You may also delete a student(s) by highlighting the student(s) and then selecting “delete” on the top bar.

Appointments

Semester Tutor Schedules

*In order to enter tutors’ schedules into the system, you will first need to email **Sierra Crandall at sierracrandall@weber.edu** a list of all tutors and the courses they are tutoring so that we can assign the courses to the tutor in the system. Once this is done, follow the steps below to add their schedules to the system:

1. Click Staff Schedule under Center Attendance
    a. Choose your center from the drop-down menu
    b. Search for the staff member by name
    c. Select Term Mode (automatically the default selection)
    d. Select appropriate term* (automatically defaulted to current semester).
    e. Click apply.

*The dates of the term include the first day of the semester until the last day before the next semester begins.

2. Semester Schedule Screen

Note: The screen will show one week of the calendar at a time, although, you are choosing what their availability is for the entire semester. For example, if they are available to tutor every Monday at 9am the system will automatically show the tutor available every Monday at 9am by you indicating it on the one week of calendar shown on the screen.

Click and drag on the calendar to choose the area you want to make a tutor available.

i. Then select available from the drop-down called "Scheduled as".
ii. Select the subjects they tutor that hour (if they can tutor any of their assigned subjects leave as is, it will automatically choose all, if you want them to only tutoring a single course at that time, then click custom and choose the appropriate course).
iii. Leave the services box as is. Note: You will notice that the service entitled "appointment" is automatically selected.

b. Calendar boxes will be the following colors based on tutor availability
   i. **Green** indicates they are available
   ii. **Bright Red** indicates they are already scheduled an appointment
   iii. **Grey** indicates they are not working
   iv. **Dark Red** indicates they are working in another department at that given time.

c. You can also click on any time slot to view/edit entries already made.

Single Date Tutor Schedules

To edit a single date (Example: Monday, May 3rd):

1. Click Staff Schedule under Center Attendance
   a. Choose your center from the drop-down menu
   b. Search for the staff member by name
   c. Select Exception Mode
   d. Select the appropriate calendar date.
   e. Click apply.

2. Follow the remaining steps given for semester schedules. Note: The only difference in this case is that you will be viewing a single week of the semester.

Appointment Wizard

1. Click the arrow next to Appointments under Center Attendance and choose Wizard.
2. Select the student (s) who will participate and click next.
   a. To search for a student by W number or Name, click on the magnifying glass next to "W number" or "Name" on the blue bar.
   b. Begin to type in the W number or Name. (Tip: Leave off the last digit in the ID or Name if the results appear and disappear in order to avoid this issue)
3. Select the dates they are available to be tutored, click next.
4. Select the course they will be tutored in and click next.
   a. Courses listed include only those that a student is registered for that are offered at your center. If the course isn't listed it is because they are not registered for it this semester and/or your center is not currently offering tutoring for that course.
      i. If the student is not currently enrolled in the course select "Other Course".
      ii. If they are registered for the course and you have just begun offering the course at your center, please email **Sierra Crandall at sierracrandall@weber.edu** to have this course added to your center.
5. Select "Appointment" from the list of services, click next.
6. Select the staff member(s) to view their appointment availability, click next.
7. Click the blue drop-down to see their schedule.
   a. **Green** indicates they are available
   b. **Bright Red** indicates they are already scheduled an appointment
   c. **Grey** indicates they are not working
   d. **Dark Red** indicates they are working in another department at that given time.
8. Scroll over the time you want to schedule the appointment and click on that time slot.
   a. The time slot will then turn an aqua color indicating your selection.

   b. Note: You have to individually select each time for the entire semester that you want appointments scheduled.
   c. If you need to change the time, duration, or delete an appointment you just selected, check the one you want to edit (at the top) and click the appropriate button above to make the changes (**duration default is 60 mins**)
   d. Click next.
9. You will now see a review of the pending appointments.
   a. Any invalid entries will be shown here as well. Appointments with invalid entries will not be made. You will need to go back and edit the errors.
   b. Click Finish.

Other Appointment Scheduling Options:

Although, other methods are available for scheduling appointments we strongly suggest that you use the appointment wizard as the other options will only allow you to search for students by name (and not W#) and subjects available are not based on student enrollment.

Appointment Log

1) Click the arrow next to Appointments under Center Attendance and choose View All.
   a. Options available:
      i. Edit*- Highlight the applicable appointment and click edit (it will take you back through the appointment wizard)
      ii. Reschedule*- Highlight the applicable appointment and click reschedule (it will take you back through the appointment wizard)
      iii. Add comments- Highlight the applicable appointment and click comments.
      iv. Delete appointments.
      v. View Center's appointment schedule in calendar view.
      vi. Export schedule.

*You can only edit and reschedule future appointments.

You can also view the video below provided by Accudemia to help you further understand how to use the appointment wizard:

http://www.youtube.com/watch?v=mgwNoYdR9Ec

Reports

The most common/basic report in Accudemia is the Attendance Summary Report. This type of report will give you basic headcount information for your area in a given period.

All reports are pulled using the same steps given below:

1) To pull a report, find the Class Attendance tab on the left-hand bar.
2) Drag your mouse over Reports, the 3rd option down.
3) A menu will pop up and you can select what kind of report you would like to pull. Select a report type.
4) The next screen will have several blue filtering boxes with options you can decide to include or not include in your report. If you do not select any of the boxes, all information will automatically be included.
5) Reports are defaulted to open in Adobe PDF format; however, you may decide to put it in another format such as Word or Excel by using the drop down menu next to “Report As”.
6) When you have selected what information to include and the format of the report, click the top blue button, “View Report”.
7) A screen will pop up informing you that your request is being processed. Depending on the size of the report, it may take a moment to appear.
8) You may choose to have Accudemia email you when the report is complete. To do this, click the blue lettered link that says “email me when complete”.
9) Accudemia will also save your recent reports. On this same screen, the bottom portion will have a heading that says “Recent Reports” with links to those reports.

To access all your reports, you can go back to the Class Attendance tab and hold your mouse over reports to get the drop down menu again. Click on History, which is the last option on the menu. This will give you a list of all reports you have created, it’s status, and the times it was created and finished.

Accudemia Training Notes
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