

# KLC TracCloud Attendance Tutorial - Transcript

Hello and welcome.

In this tutorial, you will be guided step by step on how to record regular attendance and quick visits in TracCloud for your daily tutoring sessions. Please follow each step carefully to ensure accurate daily attendance tracking.

## Recording Regular Attendance

### Step 1

From your TracCloud homepage, use the calendar to locate your appointments. Click the pencil icon to open the appointment window.

With the appointment window open, click the arrow in the Status field to display the dropdown menu. You will see five options:

- Select *Attended* to mark that the student attended the session.
- Select *Absent* to mark that the student did not attend.
- Select *Tutor Cancelled* if you cancelled the session.
- Select *Excused Cancelled* if the student was absent with a valid reason.

After selecting an option, for example *Attended*, click the Save button to complete recording the attendance.

## Recording Quick Visits (Walk-in Sessions)

### Step 1

From your TracCloud homepage, click the arrow in the Attendance tab to expand the dropdown menu. Select Quick Visit. A new visit tab will open.

### Step 2

In the new visit window, click the magnifying glass icon under the student tab. A pop-up window will appear.

Enter the student's EMPLID. You can ask your student for this number, which is located on their student ID card. After entering the EMPLID, click the magnifying glass icon. The student's name will appear. Select the student's name.

Next, click the arrow in the center field to open the dropdown menu and choose the appropriate center.

Repeat the same process for the consultant field and select your name.

In the reason field, select the appropriate reason for the visit.

Enter the session start time in Consultation Started At.

In the duration field, enter the session length in minutes.

Enter the session end time in Consultation Ended At.

If the session is in person, enter the tutoring location.

In the modality field, select whether the session was in person or online.

Use the notes section to include any relevant remarks about the session.

Finally, click the arrow next to the Save button. You may choose Save and Close or Save and New to record another student's quick visit.

### **Important Reminders**

Please ensure that you record both your regular attendance and any walk-in quick visit attendance at the end of each tutoring session.

A 10-minute interval is scheduled between sessions to provide adequate time for accurate attendance tracking.

Accurate attendance tracking is an essential part of your responsibilities. It serves as the official record of student engagement and the support provided during tutoring sessions.

If you have any questions, need clarification, or require assistance with recording attendance, please contact your direct supervisor.

### **Closing**

Thank you for completing this tutorial.

You are now prepared to accurately record attendance for your tutoring sessions.

We appreciate your commitment to supporting our students and wish you continued success in your tutoring role.