LibraryTrac is an application that allows school librarians/media specialists to keep track accurate statistics of the usage of their library/media center whether it be for individual students or whole classes. Librarians/media specialists are able to collect and analyze their statistics over a particular period of time – day(s), week(s), month(s), and within a particular school year.

**REQUIREMENTS**

- Internet connection - hardwired or wireless
- Modern web browser, such as Chrome, FireFox, Internet Explorer (10+) or Edge
- JavaScript enabled within the browser (usually comes enabled with the browser)

**SOFTWARE FEATURES**

This application is built of multiple parts that when put together allow you to collect a full scope of statistics on how your library is being used and ran. The following are three modules that the application consists of.

**STUDENT LOG**

This module is a way of tracking individual students that enter and exit the library/media center.

**CLASS LOG**

This module is a way of tracking “whole” classes that are or will be using the library/media center.

**CALENDAR**

This module is a way of tracking events within the library/media center itself.
The dashboard is a way to give you quick snapshots of your data in predefined time frames.

The graphical details that load are based on the reasons you create as well as your specific school schedule that you define. The areas that are detailed are the student log, the class log, and if you designate any ‘closed’ days within the calendar.

Note: This view will only show when a multiple day interval is selected.
SCHEDULE

Customize your account based on your school schedule. This will help with statistics and features inside of the class log and calendar modules as well.

You have the ability to add multiple versions (i.e. A-Days and B-Days OR MWF/TTh have different schedules). Creating different schedules will aid in the LAYOUT section when selecting specific schedules for specific calendar days.

IGNORE GLOBAL REPORTING

This feature is designed to help filter your statistics appropriately when there are overlaps in the schedule. The reason for this toggle is so that when the statistical graphs run, it will ignore that time frame and compensate for the overlaps to give you more accurate data.

For example, if your third block is also broken up into different lunch periods, you can put those time frames in the schedule format, but could check the lunch periods as ‘yes’ ignore. When the graph runs, the lunch periods in the schedule will be ignored when the graph runs.
REASONS

Customize the reasons students/teachers are using the library.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Reason</th>
<th>Apply To</th>
</tr>
</thead>
<tbody>
<tr>
<td>✪</td>
<td>Reason 1</td>
<td>All</td>
</tr>
<tr>
<td>✪</td>
<td>Reason 2</td>
<td>Student Only</td>
</tr>
<tr>
<td>✧</td>
<td>Reason 3</td>
<td>All, Student Only</td>
</tr>
<tr>
<td>✧</td>
<td>Reason 4</td>
<td>Class/Calendar Only</td>
</tr>
</tbody>
</table>

APPLY TO

You can designate where the reasons are applicable. You can have them show in all areas of the application, the student log only, or the class log/calendar only.
TEACHERS

Customize your list of teachers.

By clicking the “Teacher” header on the table you can filter all of your teachers in alphabetical order. Once you do this you will need to press ‘Update’ for the changes to be saved.

IMPORT TEACHERS

You can import your list of teachers with a CSV file.

Your CSV file should have one field and should be saved as comma delimiter.

The current teacher list will be overrode by teachers in the CSV. Make sure all teachers you wish to use are included in the CSV file.

Column 1: Teacher Name
STUDENT LOG

This is a way of tracking individual students that enter and exit the library/media center. This log is completely customizable to meet your needs and wants. Specific settings are detailed below.

There are two view layouts to select from:

VERTICAL LAYOUT

```
<table>
<thead>
<tr>
<th>Name</th>
<th>Teacher</th>
<th>Reason</th>
<th>In</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Marcus Jones</td>
<td>Johnson</td>
<td>Print</td>
<td>1:49 PM</td>
<td></td>
</tr>
<tr>
<td>2 John Smith</td>
<td>George</td>
<td>Check out / Return a Book</td>
<td>12:58 PM</td>
<td></td>
</tr>
<tr>
<td>1 Sue Williams</td>
<td>Allen</td>
<td>Read</td>
<td>12:58 PM</td>
<td>1:53 PM</td>
</tr>
</tbody>
</table>
```

HORIZONTAL LAYOUT

```
<table>
<thead>
<tr>
<th>Name</th>
<th>Teacher</th>
<th>Reason</th>
<th>In</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Marcus Jones</td>
<td>Johnson</td>
<td>Print</td>
<td>1:49 PM</td>
<td></td>
</tr>
<tr>
<td>2 John Smith</td>
<td>George</td>
<td>Check out / Return a Book</td>
<td>12:58 PM</td>
<td></td>
</tr>
<tr>
<td>1 Sue Williams</td>
<td>Allen</td>
<td>Read</td>
<td>12:58 PM</td>
<td>1:53 PM</td>
</tr>
</tbody>
</table>
```
MOBILE-FRIENDLY LAYOUT

In the event of an emergency, the student log allows for a quick and user-friendly view on phones or tablets.

HOW IS THIS USED?

Many librarians/media specialists load the student log in form on a computer/tablet at the entrance/exit for students to sign in and out. This can be setup by logging into your account, loading the student log (which will open in a new tab) and then closing your account tab so students cannot access your information.

For monitoring purposes, you are able to log into your account on a separate computer and use your administrative features/settings while the other computer/tablet in use is running.

SETTINGS

LIST OPTIONS

LAYOUT

You have two options to layout the log: vertically and horizontally (as shown above).

DEFAULT VIEW (Advanced Only)

You have the option of the standard first and last name student log option; however, the Advanced subscription allows for barcode/student ID field to be activated.

Barcode (manual): List will default to allow use of barcode scanner, but will be a manual sign in where students must press "IN" to sign in. This feature will continue to allow for teacher, reasons and/or custom field to be active.
**Barcode (auto):** List will default to allow use of barcode scanner, but will automatically sign the student in. This feature does not allow for a teacher, reason, and/or custom field to be active.

**Combo (manual Barcode/manual Name):** List will default to allow use of barcode scanner and first/last name fields. This is to allow students to choose which sign-in method they wish to use. This is to help those students that forgot/don't know their ID but can sign in with their first/last name.

**Combo (auto Barcode/manual Name):** List will default to allow use of barcode scanner and first/last name fields. The barcode auto submits on change - for quick sign-in (other options do not apply). The first/last name fields work with the other options as a normal manual sign in.

**Elementary:** This view is designated for elementary school libraries. By selecting this view you will allow students to select a class which will in turn pre-populate the name field. A student will then select his/her name to complete the sign in process. Students by class can be uploaded through the Student Import section. When importing students the Class/Teacher name (Settings > Teachers) must be identical to imported Student ID field (Class/Teacher).

**BARCODE OPTIONS (Advanced Only)**

If a barcode list item is selected in the DEFAULT VIEW section, the BARCODE OPTIONS section will be toggled into view. This allows you to command the application on how you want the barcode/student ID entered to be handled.
**Don't Sync Users:** This will not sync the login to pull students from the students import list. Using this feature will allow the student to be tracked, but no name will be associated.

**Sync Users - Not Required:** This will sync the barcode to a specific student in the student import list. However, a student is not required to be within the system in order to log in. If a student doesn't exist, a blank name will be created for that student.

**Sync Users - Required:** This will sync the barcode to a specific student in the student import list. However, a student is required to be within the system in order to log in. If a student doesn't exist, they will be flagged that their student ID could not be found. This may require you to update your student list by importing a new file or manually adding the student.

**BARCODE/ID LABEL (Advanced Only)**
The default label is “Barcode/ID.” This can be changed to something else such as “Lunch ID”.

**DEFAULT LIST STYLE**
You have two options when log loads. You can default the list to show all students throughout a day or you can only show students that are logged in and not logged out.

**STUDENT LIST**
You have the option of showing students in the list or you can hide the list from viewing. If you hide the list of students signed in, they will not be able to sign out.

**FIELD OPTIONS**

**FIRST/LAST NAME**
The first and last name fields are default and required fields.

Autocomplete: An autocomplete is available for the first and last name fields. This is to help those that are using tablets to run their log, but can be used on computer/laptops
as well. This setting searches the database for all first names and last names that have already been entered into the database and will auto update as a name is typed.

**BARCODE/ID (Advanced only)**
This field allows for the use of an ID or Barcode Reader. This label can be changed to meet your needs.
*See details above.*

**QUICK FIND**
This allows students to do a quick find of their name based on first or last name. This can be toggled on or off.

**TEACHER**
Where did the student come from? This field will allow you to track where students are coming from based by teacher.

*Enabled:* This field can be active or not. If not active, it is hidden on the log itself from being used.

*Required:* If the field is active you can dictate if the field should be required or not.

*Type:* By default the field is a text box field, but can be toggled into a drop down field. If drop down field is selected, the list of teachers created under the “Teachers” settings section will show.

**REASONS**
Why is the student coming to the library? This field will allow you to see and track why students are coming to use the library.

*Enabled:* You are able to create a list of options that students can select from as a reason for coming to the library (Checkout book, Computer, Read, etc.). If no reasons are listed out then the field will not show on the log.

*Required:* You can dictate if the reasons field should be required or not.

**CUSTOM FIELD**
This allows you to add a custom field that the students must fill in upon logging in. This field will come after the name fields.

There are three options to select from for the custom form:

*Text:* Acts as a basic text field. This data will show typed in data on the log.

*Drop Down:* Acts as a drop down field. The selected data will show on the log.
VIEWING OPTIONS

Allows private access to the student log.

PRIVATE VIEWING ACCESS

A hyperlink is given for a link for teacher to access the log to monitor who is entering and leaving the library/media center.

PASSWORD

Create your own password that teachers will use to access the log.

MULTIPLE COMPUTER OPTIONS

If you have multiple entrances/exits at your library/media center or wish to have multiple computers for signing in and out, you can enable to sync multiple computers option and when a student signs in on Computer A, Computer B will be updated on its own.

Note: The refresh happens every minute.

LOGGED IN RESTRICTIONS

You are able to restrict the number of students that are able to sign in. If you set the limit to 20 students, the IN button will hide itself after the 20\textsuperscript{th} student signs in. Once a student logs out and the signed in list goes to 19 students, the IN button will reappear.
REMOTE STUDENT ACCESS (QR CODE)

Students have the ability to remotely sign-in by using the QR Code listed below with their mobile device that has a QR Code Reader app. You can post the QR Code near your sign-in kiosk, students will scan the code and it will redirect them to a basic sign-in form.

Different sizes of the QR Code can be selected for copy/paste purposes.

*Note:* This option can only be used for the Manual (first/last name), Barcode Manual or Barcode Auto views.

Sample view of what students would see on their phone.

Once students sign in they will see a confirmation screen.

The URL that students are sent to is encoded and will not allow a student to save or refresh the URL at a later date. If a student tries to save the URL or refresh the page they will see a session timed out screen. Students must scan the QR Code field in order to get the form to show.
STUDENT IMPORT (ADVANCED ONLY)

You can import students with a CSV file, formatted as follows:

- **Column 1**: Student ID
- **Column 2**: First Name
- **Column 3**: Last Name

**ADD STUDENTS**

In the event you only need to add one student you can manually add them in by typing in their Student ID, first name and last name.

**CLEAR**

This will wipe out the entire student import list so that you can start over from scratch.
REPORTING

The student log comes with a reporting system that allows you to create customized reports/statistics based on your needs. The reporting form allows flexibility and versatility when needing to build your reports.

DATE RANGE

1. Select from and to date.
2. Select from date only. This will run from that date forward in time.
3. Select a to date only. This will run from the beginning of time up until that current selected date.

SCHEDULE TIME

This allows you to filter your results based on a specific schedule time frame you’ve created.

REASON

This allows you to filter your results based on a specific reason.

NAME

This allows you to filter the results based on a specific first/last name or just last name.

SORT BY

This allows you to sort the data by time or last name.
**SHOW**

This allows you the flexibility to show certain statistical graphs as well as a table of all students within the filter. If the table checkbox is unchecked, students will not show up in the report. Whichever graphs are checked will show in the report.

**RESULTS**

![Graphs and Table]

**ARCHIVE**

The student log archive is a section that allows you as an administrator of your account to maintain the student log. You have the ability update and delete rows that have been entered into the database. If you need to do a mass sign out of students because the bell rang to go to the next period/block there is a feature that you can select the students that need to be logged out and you can do multiple sign outs at once.

In the event of a power or internet outage there is a way to manually input students from that day (if you kept track via paper/pencil sign in) into the system through the archive section so that you can maintain accurate statistics throughout your school year.
Manually add student(s)

Change date

Check boxes and click the “sign out” button to mass sign out students

Edit fields and update that specific row’s details.
CLASS LOG

This is a way of tracking “whole classes” that enter and exit the library/media center.

For example, if an English 9 class comes to the library to get books for research you will now be able to track that visit. You can track the teacher, a description of why they are coming, the number of students, and when they are coming or came.

There are two views that can be utilized. The view below is similar to the student log where teachers can sign in their class quickly with the designated information. This information will transfer into the archival view where you have the ability to add, edit, and delete classes to keep accurate records.

SETTINGS

FIELD OPTIONS

ENABLE TEACHER FIELD

Enable the teacher field to be used. Once activated you can have it as a drop down list of teachers from the TEACHERS settings or as a textbox where a teacher will be able to type their name.

ENABLE DESCRIPTION

Allow a teacher to write a description of why they are bringing their class to the library.

ENABLE REASONS

Enable a list of reason for the teacher to select from.
ENABLE TECHNOLOGY USED
Enable a textbox that teachers can type which technology items they will be using.

ENABLE TECHNOLOGY QUANTITY
Enable a dropdown where a teacher can select the number of technology items they will be using.

CUSTOM FIELD
This allows you to add a custom field that the students must fill in upon logging in. This field will come after the name fields.

There are three options to select from for the custom form:

Text: Acts as a basic text field. This data will show typed in data on the log.

Drop Down: Acts as a drop down field. The selected data will show on the log.

ARCHIVE

Manually add class(es)
Copy class(es)
Change date
ADD CLASS

Classes can be manually added by filling out the following form.

COPY CLASS

Classes can be copied from one day to another to help you from having to re-type in all of the data multiple times. Select the date in which you wish to copy to in the format of YYYY-MM-DD and select the classes you wish to copy over.

REPORTING

The class log comes with a reporting system that allows you to create customized reports/statistics based on your needs. The reporting form allows flexibility and versatility when needing to build your reports.
CALENDAR

This is a way of tracking the events that happen within your library/media center.

CALENDAR VIEW

![Calendar View Image]

RENDERED VIEWS

Views can be toggled between *month*, *week* and *daily agenda*.

If left open, the calendar will automatically refresh itself every 15 minutes.

Clicking on the left categories/locations will filter the calendar to only show those selected events.

RENDERED EVENTS

Events showing on the calendar can be moved and will update to the moved-to-date accordingly.

Click-and-drag events. Events in a repeat series will be updated accordingly.
Place cursor at the end of an “all-day” event and drag to the right to extend it over multiple days.

**EVENT VIEW**

**DATE**

If multiple schedules have been created, selecting a date will automatically update the Schedule Label field to match for that specific day.
MULTIPLE SETS

You are able to create multiple sets of a specific event. For example, an English teacher wants to bring her 1st and 4th period classes to the library on a specific day. Instead of creating two separate events with identical information, they can use the “Create another set?” button to update the period/times.

REPEAT EVENTS

Events can be repeated as daily, weekly or specific dates.

Daily

Weekly

Specific Dates
If multiple versions of a schedule have been created this will be the only repeat option available.

Repeated events have special options for editing and deleting.

Edit
An event can be edited by itself only or it can be updated and update all following events in the sequence. Updating “this and following” will update the event and any changes to future events will be lost.

Delete
There are three options for deleting an event within a repeat series.
A. Delete that event only.
B. Delete that event and all events following in the repeat series.
C. Delete all events in the repeat series.

CONFIRMATION
You may save an email address and if checked you can send a confirmation email to the email address you entered. The confirmation email will be sent to the individual upon submit and will be an email sent from your email address associated with the account.

ATTACHED FILES
Attach files that you may need to reference for upcoming classes.
SETTINGS

VIEWING

PRIVATE VIEWING ACCESS
A hyperlink is given that you can give teachers to access the calendar. You designate the password that is required for access.

In order for a teacher to access the calendar they are required to have the password as well as a valid email address. The email address is used for tracking purposes. Once logged in, the teachers will be able to create, edit and delete their own events to the calendar.

PUBLIC VIEWING ACCESS
A hyperlink is given that you can give anyone access to and it is strictly for viewing purposes only. There is no creating, editing or deleting allowed in this view.

An embed snippet of code, an iframe, is also given for those that would like a real-time view showing on a web page without having to actually click a link. You can copy/paste the given code into your HTML editor for your web page.

CALENDAR OPTIONS
Default the initial view that the calendar loads.
**SCHEDULE LABEL**

This will enable you and teachers the ability to select a scheduled time frame from your designated schedule. Two things will happen when this is selected: 1) the to and from times in the creating/edit an event will be pre-filled based on the designated time frame, and 2) on the calendar itself the event will have the label of the scheduled time frame you selected; so instead of “Title” you will see “Period 3: Title.”

**EVENT OPTIONS**

**ENABLE SCHEDULE LABEL**

This will enable you and teachers the ability to select a scheduled time frame from your designated schedule. Two things will happen when this is selected: 1) the to and from times in the creating/edit an event will be pre-filled based on the designated time frame, and 2) on the calendar itself the event will have the label of the scheduled time frame you selected; so instead of “Title” you will see “Period 3: Title.”

**MAKE EVENTS ALL DAY (ALL THE TIME)**

This will hide the specific time fields and force all events to be designated as all day.

**ENABLE ALL DAY**

This will hide or show the all day field. In the event you only want teachers to select specific times and not have an option to select the “All Day” option.

**NUMBER OF STUDENTS REQUIRED**

This will require that the number of students must be filled out.

**ENABLE CUSTOM FIELD**

This will allow you to designate a custom field that you wish staff to complete. You have the option of using a text field or a drop down.
CATEGORIES/SITE LOCATIONS

You can designate categories or site locations that an event will be attached with. You can designate the color of that category/location for visual esthetics.

GENERAL/PRIVATE (ONLY YOU SEE)

This category is given to you to keep track of your own private event items. This category is not visible inside of the private viewing or public calendars; it is only visible inside of your account.

CLASS LOG TRACKING

There is also a field associated with a category (Enable Class Log Tracking) that allows events to be automatically pushed to the class log. Enable Class Log Tracking can only be used if you have both the class log and calendar modules.

When a category is selected a “Teacher” and “Potential Number of Students” fields will show. This information will be saved with the calendar event as well as push this data to the associated class log event.
RESTRICTIONS
Number of events per category per specific time frame.

For example, 1 = only 1 event would be allowed per period/block. If an event is created with a specific time period in mind, start times will be checked within the range of existing events.

Blank = any events will be accepted.

APPROVAL REQUIRED
Toggling a category to require approval from the librarian will do the following:

A. Notify the librarian that an event has been submitted for approval via email and via the left navigation.

B. A placeholder event will be rendered on the calendar showing its true category color, but grayed out to show that this event has not yet been accepted.

C. Librarians may accept or deny an event by viewing its details and updating the event to be Accepted or Denied.

D. Once accepted or denied, an email notification will be sent to the teacher/staff member notifying them of the status the librarian had selected. If approved the event will render in full color on the calendar. If denied the event will be removed from the calendar.

CLOSED
A pre-defined category “Closed” is given so that you can designate and track how many days your library has been closed.

**COLORS**
A wide array of colors may be selected in color-coding categories or locations. The viewable information is a hex color, which you may override by typing in a hex color that you may know. Otherwise you can update the color by selecting the box to the right of the input box and using the color picker to select the color/shade you wish to use.

**GOOGLE CALENDARS**
You have the option of rendering/showing your public Google calendars within LibraryTrac. The calendars will load with the other events/categories. Google calendar events cannot be added to, edited or deleted from within the LibraryTrac system – it is for viewing purposes only.

You have the ability to designate your Google calendar as a specific color just like the categories/locations section. Google calendar events will also be italicized to distinguish them from the application events.

**Make your Google Calendar public:**
1. In the Google Calendar interface, locate the "My calendars" area on the left.
2. Hover over the calendar you need and click the downward arrow.
3. A menu will appear. Click "Share this Calendar".
4. Check "Make this calendar public".
5. Make sure "Share only my free/busy information" is unchecked.
6. Click "Save".

**Obtain your Google Calendar’s ID:**
1. In the Google Calendar interface, locate the "My calendars" area on the left.
2. Hover over the calendar you need and click the downward arrow.
3. A menu will appear. Click "Calendar settings".
4. In the "Calendar Address" section of the screen, you will see your Calendar ID. It will look something like "abcd1234@group.calendar.google.com".

**CALENDAR LAYOUT**

You have the ability to watermark the days of the week based on your schedule. In addition to a watermark image you may also assign a color. Predefined watermark images are A through E and Closed. These options will show on all calendar views.

**LAYOUT OPTIONS**

Create a name for your option (such as A-Day, B-Day, Closed), a color background if you wish there to be one and a watermark background image if you choose. To select a color, click on the small gray box and a colorpicker will appear.

**LAYOUT YEAR**

Once these options are create a list of days from the beginning of August through the end of July will be created in which you can select the option with specific day of the week as well as the schedule version belongs with that day (if there are more than one schedule version created).

One schedule version:
REPORTING

The calendar comes with a reporting system that allows you to create customized reports/statistics based on your needs. The reporting form allows flexibility and versatility when needing to build your reports. You can run reports based on your entire calendar or filter your results based on category/site location.