

Pass Tracker Lite

Version 2.0 Windows PC

Baggetta_Ware

www.baggetta.com

Academic life just became a little bit easier and a little more secure for the harried teacher. Next to taking attendance and reporting skipping students, the job of writing passes is right up there with being a time consumer. *Pass Tracker Lite* takes the work out of this repetitive task and offers the teacher a new level of security. In this day and age of litigation, teachers are often asked to account for their students' whereabouts. This is difficult to do, even if you have given passes. Standard passes have a tendency to get modified and lost because teachers usually have neither the time nor the method of recording the information.

Pass Tracker Lite (a scaled down version of our more powerful database PassTracker 2000 inexpensively available at www.baggetta.com) allows the teacher to quickly generate a pass with the following information:

Student Name
Destination
Date the pass was issued
Time the pass was issued

This is done with great speed, because all you have to do is enter the students name and then click on an appropriate destination from your own destination list (the default destination is LAV).

Click the print button to print the pass on a printer (works on most printers without modification – you will have to have a printer set up as a default on your machine or network). The teacher then signs the pass (optional since your name will appear printed on the pass, also) and sends the student on his way.

This would be handy enough, but *Pass Tracker Lite* has a couple of other attractive features. After the pass has been issued, the information is recorded in the background in an on-board database. This information can later be viewed in a special STATS window, which alphabetically lists all of the students who were issued passes by the teacher. In addition to this, if a student has been issued a pass or passes at an earlier time, these are listed on the current pass being printed (PASS HISTORY). This gives the teacher and student an instant view of his history and whether or not he has been abusing the pass privilege.

It no longer matters if the student brings the pass back. The teacher always has a record of the journey on file. If there is a pulled fire alarm or some

other catastrophic event where your principal demands a list of students who were out of the room on a pass, you will be ready.

Who needs *Pass Tracker Lite*?

- | | |
|------------|---|
| Teachers | Use to issue lav, library, guidance, etc. passes. Issue passes to themselves for a later time |
| Councilors | Issue passes to the Guidance office and keep track of who you issued these passes to. Issue passes to other teachers or for special conferences |
| Secretary | Issue passes to the office or to special events or to classrooms for late arrivals |

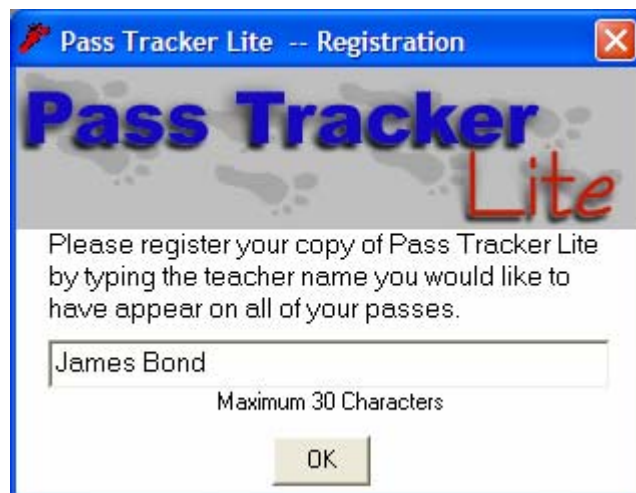
Pass Tracker Lite is easy to use, and once it is up and running you can have it sitting on your taskbar ready to pop up for use.

Instructions for Using *Pass Tracker Lite*

After you install *Pass Tracker Lite* on your Window machine, you will see a footprint icon on your desktop. This is the shortcut to the program. Double click the icon to get the program running.

If this is your first time using the program, you will be prompted to type your name in, as you want it to appear on all passes. You are limited to 30 characters (numbers or letters). After you type your name, click the OK button to begin issuing passes.

You won't be able to change your name entry later, so enter the name cautiously, before clicking the OK button. (If you feel you need to change the name, contact us at baggetta@baggetta.com and we will tell you how you can do it.)



Once you have registered your name in the program, you will be brought to the issue screen, which looks like the illustration below. It's probably pretty

obvious what each part of the screen requires, but let's go through the steps of creating a pass to thoroughly illustrate the workings of the program.

Type the student's name in the *Student Name* window. There is no limit to the length of the name, but keep it short as possible for printing later on.

There are two important features of this window. When you type a name into this window, it becomes accepted as a name you might want to refer to again, so it is stored in a permanent dropdown list. If you click on the arrow to the right of the window, you will see the dropdown list appear. In the future, if you want to issue a pass to a student again, you don't have to type his name. Simply click on the name in the dropdown and it will appear in the Student Name window for instant use. This window also has a type-ahead feature. As you type a name in the window, the program instantly searches the dropdown with each letter you type, placing a suggested name with the same characters in the window. If the correct name appears you can stop typing and accept that name,



otherwise just keep on typing the new name. There is one other point to keep in mind when entering a name. For all of the features to be helpful, you should be consistent in entering names. Since the dropdown is alphabetized for you, use the reverse method of name entry: Last Name, First Name Middle Initial (example: Smith, John L.).

After you type the name, tap the ENTER key on your keyboard to jump to the Destination window. As with

the Student Name window, you can type in a destination of your choosing or use the dropdown list. You can use standard room numbers or any combination of words that makes the destination recognizable to the receiver, you, and the student.

If you make errors in any of these windows, you can go back and make changes before issuing the pass. In the current version there is no easy way to remove a name from the dropdown list (we are considering that for later editions), but it will

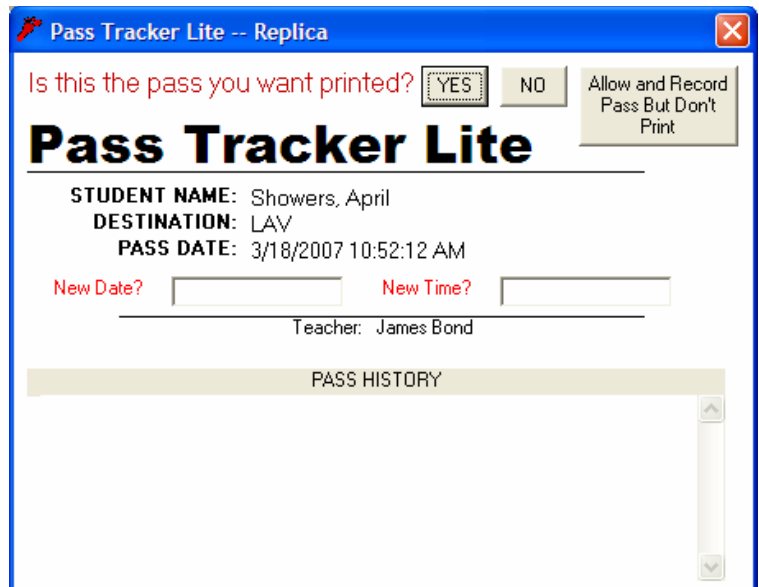
not harm the list to have stray names included. When the dropdown lists become very long, there is a scrollbar included to thumb through the list quickly in alphabetical order.

When you are through entering these two pieces of information, simply click on the Quick Pass button to options for printing and recording the pass. Name, Destination, Time, Date, and Teacher's name will all be included on the final pass.

PASS SIMULATION AND PRINTING

After you click on the Quick Pass button, you will see a simulation of what the pass will look like when finally printed. The illustration here, uses the information we entered in a sample pass.

The simulation is offered as a final check before printing. Notice that the pass will have all of the information mentioned and will also include a history of the student's use of passes in your class. This will be listed on the lower half of the page.



The screenshot shows a window titled "Pass Tracker Lite -- Replica". At the top, it asks "Is this the pass you want printed?" with "YES" and "NO" buttons. To the right is a button labeled "Allow and Record Pass But Don't Print". Below this is the title "Pass Tracker Lite" in large, bold letters. The pass details are listed: "STUDENT NAME: Showers, April", "DESTINATION: LAV", and "PASS DATE: 3/18/2007 10:52:12 AM". There are input fields for "New Date?" and "New Time?". Below these is the text "Teacher: James Bond". At the bottom, there is a section titled "PASS HISTORY" with a scrollbar.

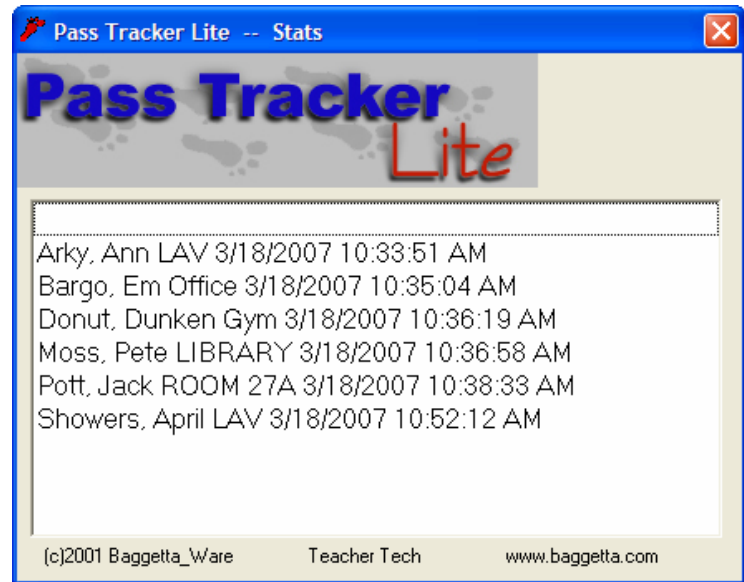
If you would like to change the information for the date and time (useful if you want to write a pass for the student to come and see you at a later date and time – or to a conference at a different place date and time), you can type in the new information in the windows provided (you will have to have anticipated the destination when you first made out the pass on the previous screen). If you want to go back and change any information on the previous screen, simply click the NO button at the top of the pass simulation screen. If everything is acceptable, click the YES button. The information will be recorded in the onboard database and the pass will be sent to a printer.

There is also a button titled "Allow and Record Pass But Don't Print." Use this button if you only want to record the information in the database, but you plan on hand writing a pass from your normal pass pad.

PASS HISTORY

One of the great features about this program is that it records information about the passes you issue. You will be able to know exactly when you issued a pass and you will also be able to see instantly who is abusing the pass privilege. You can also study pass use and use the information for security purposes.

Tracing a pass history is very simple. On the main Issue Screen, you will notice a menu bar at the top. Click on Options and then click on Stats, on the drop down menu. These actions will show a Stats screen with the student histories in a scrollable window. It might look something like the illustration here. The times and dates are similar here, but on a regular basis they would be days apart. The information appears sequentially: LAST NAME, FIRST NAME, DESTINATION, DATE, and TIME.



Use the close x up in the right corner to return to the main Issue Screen.

MENU BAR

The Menu bar at the top of the Pass Tracker Lite screen has a couple of options you might need.

“Clear All Files (Destructive)”

You can use this option if you want to start your program from scratch. It will eliminate all of the information you have collected so far and blank out the drop downs for names and destinations. **ONLY USE THIS IF YOU WANT TO START OVER.**

“PUN Names List”

This is a little fun feature we’ve added for new users who don’t have a class of students yet but want to try the program. From this list you can get names of fictitious students based on puns. Might be worth a laugh or two just to try it.

You may exit the entire program by using the close button on the main Issue Screen, or by closing through the Exit selection, on the Options menu.

Pass Tracker Lite can be quite useful and will add another control to a teacher's arsenal of security measures. The best way to use the program is to open it at the start of the day and then click the Minimize button (in the upper right corner of the screen) to place it on your Taskbar on the Windows desktop. Whenever you have the need to write a pass, simply click on the button on the Taskbar and *Pass Tracker Lite* jumps into position for you to issue your pass.

We hope you enjoy this program and find it useful. If you notice any bugs or get any ideas that you think will improve the program, please let us know at baggetta@baggetta.com We would appreciate hearing from you and offer this program free of charge in the current version. While we have tested this program on several machines and have found it to work with no problems, we cannot offer any guarantees. Use the program at your own risk.

If you like using this program you might want to consider our more powerful version Pass Tracker 2000 with lots of additional features to help you keep track of your students. It's available at our website www.baggetta.com Baggetta_Ware Teacher Tech.

Al Baggetta
Baggetta_Ware
Teacher Tech
www.baggetta.com