

# How to track tutoring sessions with Accudemia

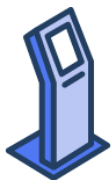
## A guide for Student Success tutors and faculty

Accudemia is a cloud-based system used to document most tutoring sessions at `university_name`. The web app keeps track of students' names, when and where tutoring sessions are held, and the courses being tutored. For all recipients of the grant, using Accudemia to track tutoring sessions is required. Accudemia accounts have been automatically generated for all tutors and faculty members.

Below, you will find instructions for setting up your Accudemia account as a tutor or faculty member. This guide also explains how to document tutoring sessions by manually creating a tutoring session log with the students' details, or creating a kiosk so that students can sign themselves into Accudemia.

## How Accudemia works

There are two ways to document a tutoring session. Both methods are web-based and do not require downloads. Accudemia can be used on any device with internet access, including tutors' work laptops, personal laptops, mobile phones, classroom desktop computers, and computers provided by supervising academic departments.<sup>1</sup> See an overview of both methods below.



1) **Students log themselves in via the kiosk screen**, which allows students to log in at the start and end of tutoring sessions using their SSO IDs.<sup>2</sup> The kiosk screen can be used on a tutor's work laptop and kept open in a browser tab, ready-to-use without affecting other tasks. It can also be loaded permanently on a computer or laptop in a tutoring space for the sole purpose of student sign-in.

Using the kiosk screen is recommended for individual tutors offering face-to-face tutoring sessions and for groups of tutors working together in high-traffic tutoring centers on campus.

2) **Tutors log students in manually**. In some cases students will not be able to access the kiosk screen described above. Manual student sign-in should be used for online tutoring appointments, or for situations in which a face-to-face student has failed to log in. For example, if a tutor forgets to remind a student to log in, the tutor can still document a tutoring session by entering the details manually when the session has ended.



To manually sign in a student, tutors must fill out a brief "session log" form, which can be accessed in their `university` Accudemia account dashboards.

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<sup>1</sup> Each semester, departments receiving this grant must provide devices that can access `uni.accudemia.net`, unless tutors can use their own devices. For recommendations, please contact `tutoringcenterwebsite.com`.

<sup>2</sup> SSO ID is the single-sign on username and password that all faculty, staff, and students use to access the university's online tools, such as Canvas, `studentportal`, and `studentcatalog`.

# Accudemia setup for tutors and faculty

Every tutor and faculty supervisor must have access to their own Accudemia accounts.

1. Go to [uni.accudemia.net/login](https://uni.accudemia.net/login) and click **Forgot your password?**
2. Type in your `university_name` SSO ID.
3. Enter your `university_name` email address—not your personal address.
4. Enter the *Captcha* code as shown, and click the **Request Password** button.
5. An email will be sent to your student or faculty email address; you can create a password for your account by following the instructions sent to your inbox.
6. After you have created your password, you may log into your Accudemia account at [uni.accudemia.net/login](https://uni.accudemia.net/login)

Accudemia accounts will stay active indefinitely, and the password does not expire.

## Documenting tutoring sessions

Accudemia documents tutoring sessions by requesting information about the student being tutored. This information is gathered when students sign into the Accudemia kiosk screen or when a tutor manually signs in students.

### Kiosk screen sign-in

**Initial kiosk screen setup:**

1. Go to [uni.accudemia.net/login](https://uni.accudemia.net/login) and log in with your SSO ID and password.
2. Next to **Home** at the top of the page, click **Quick**.
3. A small menu will pop up. Click **Sign-In Station**.
4. Under the drop-down menu that appears, select `tutoring services`.
5. Click the gear icon ⚙ next to `tutoring services`.
6. A small menu will appear. In the **Service** field, begin to type **Student Success Tutoring**. ***This step is extremely important.*** Make sure that Accudemia has auto-filled the text field with **Student Success Tutoring** before continuing to the next step.
7. Click **Setup Kiosk & Logout**.
8. Logging out will take you to the kiosk screen, and it will be ready for students to use.  
You will be taken to this screen automatically every time you **log out** of your account.

**Documenting tutoring sessions with the kiosk screen:**

**For a fixed kiosk (a computer in your tutoring center used only for Accudemia):**

1. Go to [uni.accudemia.net/login](https://uni.accudemia.net/login) and log in with your SSO ID and password.
2. The top of the screen should say: “You’re in a sign-in station.” Click the button that says **Open Kiosk**.
3. The kiosk screen for student sign-in will appear. Students can now sign in with SSOs.
4. Remind students to sign out when the session is done.

**For any other device (e.g., a tutor's laptop, mobile phone, or a classroom desktop):**

1. Go to [uni.accudemia.net/login](https://uni.accudemia.net/login) and log in with your SSO ID and password.
2. Click the **Quick** button at the top, then click **Sign-In Stations**.
5. A mini sign-in station will appear. Students can then use this to sign in.
6. This tab can be kept running in the background while other work is done.
7. Remind students to sign out when the session is done.

## Manual sign-in

This type should be used only in the following situations:

- An online tutoring session is taking place
- A student forgot to sign in, or did not sign in properly
- The kiosk is not allowing a student to sign in (in this case, also email [Jane Woodson](mailto:jane.woodson@uni.edu))

1. Go to [uni.accudemia.net/login](https://uni.accudemia.net/login) and log in with your SSO ID and password.
2. At the top of the screen, click **Center Attendance**.
3. A sub-menu will appear. Click **Manage Center**.
4. In the upper-right corner, click the **New Log** button.
5. A form called **Session Information** will appear. Not every field is required; here is a list of the fields that should **always** be filled.
  - a. Students
  - b. Instructor
  - c. Subject Area
  - d. For **Services**, always enter **Student Success Tutoring**
  - e. Next to "Sign In", enter the date and time the session began
  - f. If the student is still present, check the "Still signed-in" box
  - g. If the session is done, click "Signed out" and adjust the duration of the session
  - h. When the log is complete, click **Create Session Log** at the top

The screenshot shows a web form titled "Create Session Log" with a close button (X) in the top right corner. Below the title bar, there are "Cancel" and "Create Session Log" buttons. The main section is titled "Session Information".

Fields in the form include:

- Session is for:** Radio buttons for "Student" (selected) and "Tutor".
- Center:** A dropdown menu showing "University Tutoring Center".
- Students:** A text input field with "Add student...", a search icon, and a plus icon. Below it is a link "Pick students from class >".
- Tutor:** A search input field.
- Instructor:** A search input field.
- Subject Area:** A search input field.
- Services:** A text input field with "Add service...", a search icon, and a plus icon.
- Sign-In:** A text input field showing "01/16/2020 2:19 PM".

At the bottom, there are three radio buttons: "Sign-Out" (selected), "Still signed-in", and "Signed out".

## Instructions for student use:

### Students' sign-in process:

1. At the kiosk screen, students should enter their SSO IDs. No password is needed.
2. Accudemia will then auto-populate students' individual course lists from the current term. Students must then choose the relevant course.<sup>3</sup>
3. Next, students must choose an instructor.

### Students' sign out process:

1. When the tutoring session has concluded, students should enter their SSO IDs and click **Go** to end the session.
2. The total session time will be recorded. Forgotten details can be added by tutors manually (see instructions above).

Welcome to the University Tutoring Center!


**UMSL Tutoring**  
University of Missouri–St. Louis

\*\*\*Your SSO is the first part of your UMSL student email address.\*\*\*

[SIGN-IN](#) / [SIGN-OUT](#)


OPTION 1

Swipe your card in the card reader




OPTION 2

Type your SSO ID



Go >

 University Tutoring Center

## Seeing the tutoring session data

One benefit of faculty access to Accudemia is the ability to see all logs of tutoring sessions, across campus. To see all logs, click **Center Attendance**, then **Session Logs**. Logs can be filtered by date, subject area, and more. Faculty can also compile detailed reports in multiple file types by clicking **Reports** at the top of the screen. Always filter by **Student Success Tutoring** for any reports.

For trouble-shooting and more information, please email Jane Woodson, author of this guide, at [JaneWoodson@uni.edu](mailto:JaneWoodson@uni.edu), or xxx-xxx-xxxx.

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<sup>3</sup> If the kiosk screen first asks students to “select a service,” the kiosk has not been set up properly. In this case, students should **always** select **Student Success Tutoring** before proceeding to the next steps.