



EZAnalyze

Time Tracker

User Manual

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By Tim Poynton, Ed. D.

Associate Professor and Director, School Counseling Program
Suffolk University
Education and Human Services Department
73 Tremont Street
Boston, MA 02108

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About EZAnalyze TimeTracker

The EZAnalyze TimeTracker was developed to help school counselors track how they spend their time, provide a note keeping mechanism to use as a memory aid in work with students, and provide useful reports on time use and student meetings quickly and easily.

Documenting how you spend time is (yet) one more thing for you to do that does not involve working directly with students. However, given the reporting and note keeping functions built into the TimeTracker, my hope is that you will receive a substantial benefit in return for your time investment.

The TimeTracker has been in development since 2005, when a counselor from Olympia, Washington (Dave Forrester) contacted me to see if I could help him come up with a solution for him to implement to keep track of how he and the counselors in his school were spending their time. His input and feedback have been invaluable in the development of this tool, and it would not exist today were it not for his perseverance.

My personal investment in developing the TimeTracker is driven by a desire to link school counseling activities explicitly to tangible outcomes for students. To those ends, what the TimeTracker does is assemble details about the types of interventions counselors provide – by individual students. Students are identified in the TimeTracker by name, and a student number. If the student ID number used in the TimeTracker is the same one used by a school's data management system, the TimeTracker and student outcome data from the data management system can be linked together. When these data are linked together, powerful analyses can be conducted to ascertain how specific school counseling activities are linked to positive student outcomes.

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Overview of the EZAnalyze TimeTracker

The EZAnalyze TimeTracker is an Excel-based application (Macro-enabled Microsoft Excel workbook) that provides you with the ability to keep track of how you spend your time, record notes, and quickly and easily generate reports on your work with individual students, groups, students seen or unseen within a range of dates, or summarizing how you spent all of the time you have recorded – including a breakdown of how your time was spent in each delivery system component of the ASCA National Model.

The TimeTracker is not 'calendar' software; it's a little more involved than simply having you put your calendar into Excel. This is a tool that allows you to precisely track your individual and group interventions, and the time you spend in 'other' activities. Since all information is organized by the student's ID number, you can then export the information from EZAnalyze TimeTracker, and merge it with data from your student information system (using a tool built into the EZAnalyze data analysis add-in) to document the effectiveness of your interventions.

Downloading the TimeTracker

The TimeTracker is available for free download from <http://www.ezanalyze.com/tracktime/>. You will be asked to provide an email address before you are able to download the file; an email will be sent to the address you supply with a link to download the file, so be sure to use a real email address. If you do not receive an email within 24 hours, first check your junk mail/spam filter to make sure the email from 'trackmytime@ezanalyze.com' did not end up there. If you have checked your junk mail folder, waited 24 hours, and still have not received the email containing the download link, please visit <http://www.ezanalyze.com/contact.htm> and fill out the contact form.

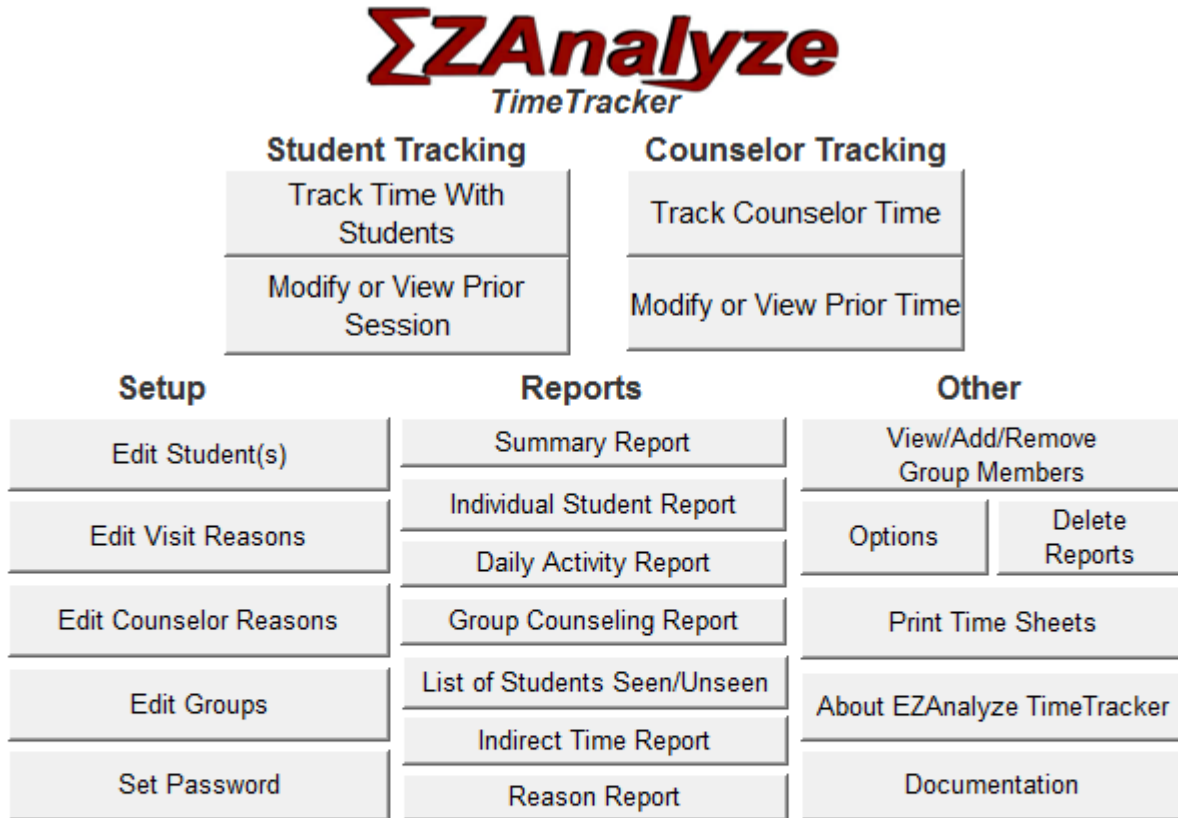
When you receive the email containing the download link, you will be brought to a page on the website with a link to download the file. Save the file to a location of your liking on your computer.

Software Requirements for Using the TimeTracker

The best experience using the TimeTracker will occur for people who have a windows-based computer running Excel 2007 or 2010. The TimeTracker may work on versions of Excel prior to 2007 if the Microsoft Office Compatibility Pack is installed (<http://www.microsoft.com/download/en/details.aspx?id=3>). Due to limitations Microsoft has imposed in the programming language used in Excel for the Macintosh, **the TimeTracker will not work in Excel 2008**. It will function on Excel 2011 for Mac. The overall experience of using the TimeTracker is better on a windows platform, though.

EZAnalyze TimeTracker Features

Main User Interface:



Version 1.2, last updated 1/17/2012

Quick Facts:

73 - Number of student contacts to date
 0 - Number of student contacts today
 264 - Number of students on your caseload

[Click to see your favorite student](#)

Last Backup: NONE

Last Backup Date: NEVER

[Create Backup Now](#)

Student Tracking: The buttons in this area provide you with access to the time tracking and editing functions for documenting how you spend time with students.

Counselor Tracking: The buttons in this area provide you with access to the time tracking and editing functions for documenting how your time is spent when NOT linked to individual students, or existing groups of students.

Setup: The buttons in this area are used to initially setup the TimeTracker with your students, and allow you to create and customize the 'reasons', which will provide categories to detail what you were doing during the time you spent with students and counselor time. You can also increase the security of the file by setting a password.

Reports: The buttons in this area provide you with access to the reporting functions of the TimeTracker.

Other: The buttons in this area provide you with access to additional features, such as printing sheets to use to track time when you are not near your computer, options (such as importing and exporting data), and additional information about the TimeTracker.

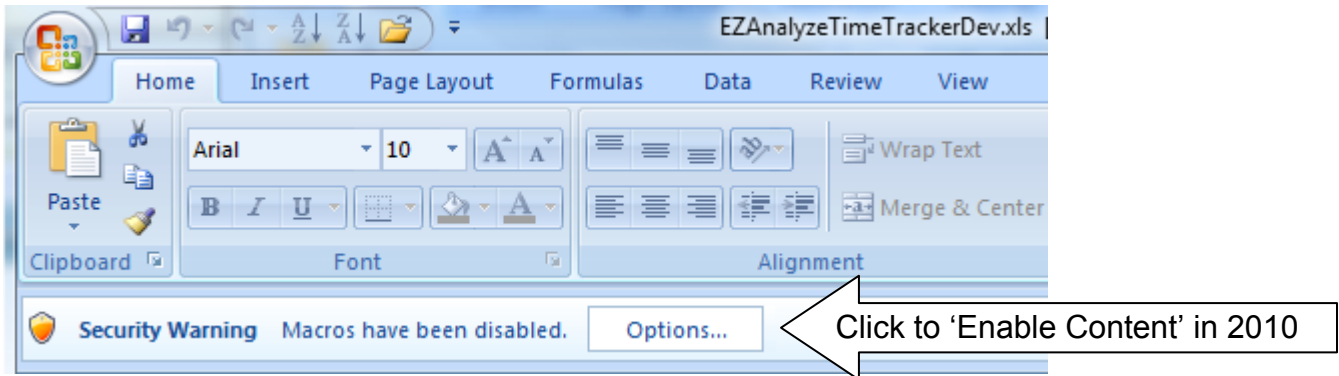
Quick Facts: A short summary of your caseload and number of recorded contacts, as well as the backup location and last time you saved a backup file to the backup location. You can also click the 'favorite student' button to see the student you have met with the most frequently.

Getting Started: Enabling Macros

Since the TimeTracker is a Macro-enabled Excel workbook, you will need to enable macros each time you open the TimeTracker, or save the file in a 'trusted location'.

Excel 2007/2010 – Enabling Macros

When you open the TimeTracker file, you will notice the 'Security Warning', pictured below:



In Excel 2010, click **Enable Content**. In 2007, click on the **Options** button to see the dialog box below:

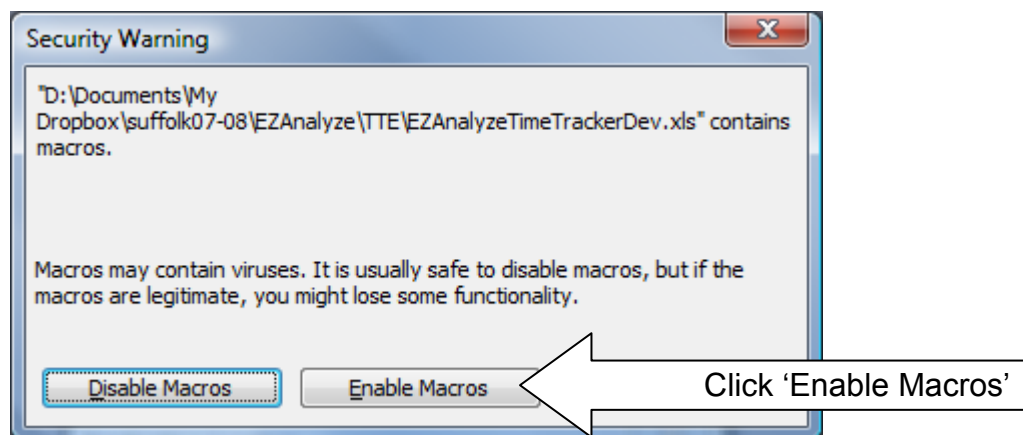


Click **OK**, and the TimeTracker will be fully functional

Getting Started: Enabling Macros

Excel 2003/2011 – Enabling Macros

When you open the TimeTracker file, you will notice the 'Security Warning', pictured below:




When you click on the **Enable Macros** button, the file will open and be fully functional.

If you receive an error saying "Macros are disabled because the security level is set to...", follow the provided instructions under item #1 to change the security level to **Medium** (third bullet).

Excel 2007/2010 - Using a Trusted Location

By setting a Trusted Location in Excel 2007/2010, you can avoid having to enable macros every time the TimeTracker file is opened.

1. Click the Microsoft Office Button , and then click **Excel Options**.
 2. Click **Trust Center**, and then click **Trust Center Settings**.
 3. Click on **Trusted Locations**.
 4. Click on **Add New Location** to specify the location the TimeTracker file is saved in as a trusted location.
-

Excel 2003/2011 – Using a Trusted Location

Trusted Locations are not available in versions of excel other than 2007-2010.

Getting Started: Preparing for Use

Before you can use the TimeTracker, you will need to, at a minimum, add students from your caseload to the TimeTracker. Additionally, you may also choose to modify the 'reasons' to document how your time is spent, create groups, and set a password. Each of these tasks can be accomplished by clicking on the appropriate button under the **Setup** area of the TimeTracker main user interface.

NOTE: It is critical that the Student ID number be *unique* for all students. This number is how the TimeTracker keeps track of individual students. It is recommended that you use the Student ID number the student already has in your school's student information system. Using the student information system Student ID number will allow you to merge your TimeTracker data with student information system data later using the 'export' function available in the TimeTracker, and a function built into the EZAnalyze data analysis tool.

Adding Students from your Caseload to the TimeTracker

1. Click on **Edit Student(s)** in the **Setup** area.

Use this form to add or remove a student on the Master List. If you have more than a few students to enter, you might want to enter the information directly on the Master List of Student Names - just be sure to enter the information correctly!

First Name:

Last Name:

Student ID: **Grade (Optional):**

Student Name:

(Type Last Name Above...)

- Alm, Cheryl
- Anderson, Gabriela
- Antonio, William
- Appleton, Douglas
- Ashley, Erica
- Baggett, Darrell
- Baker, Mary
- Barrett, Rebekah
- Bellamy, Edward
- Bergeron, Mary
- Bissell, Annie
- Blythe, Steven
- Bopp, Kyla

List of students currently in database...

Buttons: Save & Close, Close, Add Student, Show Master List, Verify Student ID's, Remove Selected Student

2. You can now enter students one at a time by entering their first name, last name, student ID, and grade (optional), and clicking the **Add Student** button.
3. When you have finished adding students, click on the **Save & Close** button to save your work.

Getting Started: Preparing for Use

Adding Students in bulk to the TimeTracker

1. Click on the **Show Master List** button in the Add/Remove Student Names dialog box to see the sheet below:

Student ID	Student Last Name	Student First Name	Grade (Optional)

Save and Close This Sheet

NOTE: Each student ID number needs to be unique, or the TimeTracker will not work correctly for you!

2. Take note of how this sheet is structured, with **Student ID** in the first column, **Last Name** in the second column, **First Name** in the third column, and the optional **Grade level** in the fourth column.
3. Using your student information system, export the student ID's, names, and grades and arrange in a format identical to the one above. *Hint: if you do not know how to do this, ask around in your school to find someone who does.*
4. Once you have this information about your caseload in the correct format, simply copy and paste it into the TimeTracker. **Be sure to leave the column titles in row 1 intact.**
5. Click on the **Save and Close This Sheet** button to save the file and close the sheet.

Verifying Student ID Numbers

As noted previously, having unique student ID numbers is critical for the TimeTracker to function properly. To verify that all of your student ID numbers are unique, click on **Edit Students** in the **Setup** area of the main user interface, then click on the **Verify Student ID's** button in the Add/Remove Student Names form. Any problems that exist will be identified for you.

Getting Started: Preparing for Use

Editing the Reasons to Document Time Spent With Students and Counselor Time

To document how you spend your time, the TimeTracker provides you with customizable 'reasons' you can use. These reasons form the basis of reports you will use later, so think critically about how you want to summarize your time now to ensure you will get what you need in your reports.

The TimeTracker comes with a list of pre-existing reasons aligned with the ASCA National Model. These reasons are derived from the four components of the Model's Delivery System, which elaborates the types of activities school counselors engage in. The four components of the Delivery System are:

1. *ISP – Individual Student Planning.* Activities such as personal counseling and postsecondary planning exemplify this category.
2. *RS – Responsive Services.* Activities such as crisis-oriented counseling and conflict resolution – meeting the immediate needs of students - are included in this category.
3. *SGC – School Guidance Curriculum.* Activities such as curriculum development and implementation are part of this category.
4. *SS – System Support.* System Support activities describe the things counselors do to support the school counseling program and school that do not involve direct contact with students. These activities include things such as professional development, test administration, parent meetings, and yes – fair share duties.

Editing the Counseling Visit Reasons to Document Time Spent with Students

1. Click on **Edit Visit Reasons** in the **Setup** area.
See next page

Getting Started: Preparing for Use

- You will now see the dialog box below:

Use this form to add or remove Reasons on the "Reason" list

Available Reasons:

- ISP - Special Education
- ISP - Personal/Social
- SGC - Academic
- SGC - Personal/Social
- SGC - Career
- SGC - College
- ISP - Career
- ISP - College
- ISP - Academic
- RS - Crisis Counseling
- RS - Personal/Social
- RS - Academic
- RS - Referral
- RS - Conflict Resolution

Remove Selected

▲ Move Selected Reason up or down

▼

Add New Reason

Type Reason here, and click 'Add New Reason'

Save and Close

Close

Show Reasons List

IMPORTANT NOTE: While you are free to modify the Reasons as you see fit, you **MUST** keep the Delivery System codes (RS, ISP, SGC, and SS) intact if you want information about this included in your Summary Report. For example, if you create a new reason that falls in the 'Responsive Services' category, use the same naming convention (e.g., RS - Grief Counseling) to ensure it is summarized appropriately.

CODES - ISP = Individual Student Planning, RS = Responsive Service, SGC = School Guidance Curriculum, and SS = System Support

- Modify the **Available Reasons** as you see fit.
 - To remove a reason, highlight it and click **Remove Selected**
 - To add a new reason, type the reason name in the space provided and click **Add New Reason**
NOTE: While not required, be sure to specify the delivery system code in any reason you create if you would like your time reported by ASCA National Model Delivery System Components later
 - To change the order the Available Reasons are presented in, highlight one you would like to move and use the arrow keys to move it up or down
- When you have finished, click **Save and Close**.

Editing the Counselor Reasons to Document Counselor Time

- Click on **Edit Counselor Reasons** in the **Setup** area.
- You will see a dialog box identical to the one above, except that the Available Reasons are now for documenting your Counselor Time.
- Follow steps 3 and 4 above.

Editing the Reasons in Bulk

You can edit Reasons (either Counselor Reasons or Visit Reasons) by clicking on the **Show Reasons List** button. This will show you the sheet this information is housed in, which you can edit as you see fit.

Getting Started: Preparing for Use

Creating Groups

The Groups feature of the TimeTracker allows you to put students from your caseload into groups to allow you to more easily track your time spent with multiple students. This function is particularly useful for tracking guidance curriculum and group counseling work with students. If you are meeting with a group of students only once or twice, you can create an 'ad hoc' group, described in the Student Tracking section of this manual. If you have many groups to create, consider using the **Import Groups from Spreadsheet** function, described later in this section.

Creating Groups using the Create Groups Form

1. Click on **Edit Groups** in the **Setup** area.
2. You will now see the dialog box below:

Use this form to create 'Groups' to keep track of. This allows you to generate the data (date, reason, notes, start time, etc) for all students in your group without having to enter the information for each student individually.

Student Name: Name of your new group:

(Type Last Name Above...)

- Alm, Cheryl
- Anderson, Gabriela
- Antonio, William
- Appleton, Douglas
- Ashley, Erica
- Baggett, Darrell
- Baker, Mary
- Barrett, Rebekah
- Bellamy, Edward
- Bergeron, Mary
- Bissell, Annie
- Blythe, Steven
- Bopp, Kyla
- Boucher, John
- Boyd, Charles
- Bradshaw, Charles
- Brewer, Edna
- Briggs, David

Existing Groups:

Buttons: Save & Close, Close, Create New Group, Remove Group, View / Add / Remove Group Members..., Create Groups by Importing from Spreadsheet

Select multiple students by clicking on each one

3. To create a new group:
 - a. Select students from the list of student names (click on each one once)
 - b. Provide a name for your group in the space provided (do not duplicate group names)
 - c. Click on **Create New Group**
4. Repeat as needed, and click **Save & Close** when finished.

NOTE: You will be able to de-select students who are absent when you record the time you spend with them. Also, if a group member is removed, the time you documented with them will remain recorded, and reported in reports.

Getting Started: Preparing for Use

Creating Groups using the Import Groups from Spreadsheet function

If you have many groups to create, you will likely find it easier to create groups in the TimeTracker by using this function, which will create the groups for you from a list you provide. Instructions for structuring your list are provided in the TimeTracker, and below.

	A	B	C	D	E
1	Student ID	Student Last Name	Student First Name	Grade (Optional)	Group Name
2	100225	Alm	Cheryl		After School
3	100039	Anderson	Gabriela		Lunch
4	100214	Antonio	William		After School
5	100074	Appleton	Douglas		After School
6	100026	Ashley	Erica		After School
7	100133	Baggett	Darrell		Lunch
8	100170	Baker	Mary		Lunch
9	100113	Barrett	Rebekah		After School
10	100124	Bellamy	Edward		Lunch
11	100139	Bergeron	Mary		Lunch
12	100199	Bissell	Annie		Lunch

How student information should be structured to automate group creation

To automate the process of creating groups, structure the data as indicated above in Row 1 of another Excel workbook, then copy and paste the data into the TimeTracker. Row 2 must contain your first student's information; copy and paste only the student information.

Only the Grade level is optional and can be left blank - all other data points (Student ID, last and first name, and group name) must be present. The data do not need to be sorted in any sort of order

All of these students' information should also be in the 'Student Names' sheet, which you can access under **Edit Students** from the **Setup** area.

1. Click on **Edit Groups** in the **Setup** area.
2. Click on **Create Groups by Importing from Spreadsheet** in the **Create Groups** form
3. Copy (Ctrl C) the list of student names and groups from the worksheet you created outside of the TimeTracker (highlight all of the student information beginning in Row 2 and ending in Column E)
4. On the ImportGrps worksheet of the TimeTracker, click on the cell in Column A, Row 2, and Paste (Ctrl V) the list. Ensure it is structured correctly.
5. Once you are sure your data are structured appropriately, click **Create Groups** in the ImportGrps worksheet of the TimeTracker to create your groups.

NOTE: The information in this sheet will be removed upon completion of the group creation process, so please keep a copy of the work you have done in another file until you are sure the groups were created properly.

Getting Started: Preparing for Use

Setting a Password

You have the option of setting a password for the file by clicking on **Set Password** in the setup area. You should know that Excel files protected by passwords are relatively easy to 'crack', so setting one not deter people who are determined to access the file. That said, it is a relatively easy security solution to implement.

While we are on the subject, a few more words about the types of information you are storing and securing it are in order. First, I would recommend keeping notes on your interactions with students only to the extent that they serve as a 'memory aid' for you. Try to keep the notes as brief and cryptic as possible while still being meaningful to you.

Another method of securing the file would be to keep it on a removable disk (like a 'Flash' or 'Thumb' drive) so you could keep it with you when you are not at your computer. A potential problem with this method, though, is that the relatively small removable disk drives are easy to misplace. If you have a locking file cabinet or drawer in your office, you could keep the removable disk drive in the locked drawer when it is not in use – addressing the issue of accidentally misplacing it while retaining the security benefits of not having the file on your computer.

A 'feature' of the TimeTracker is also a potential security drawback. When you open the TimeTracker file, a backup copy is created and kept in the location specified at the bottom of the Main user interface. While this backup file is in a location most people would not routinely look in, the file does exist there.

Setting Your Name

The final step in preparing the TimeTracker for use is setting your name. This is not found in the Setup area, but rather in the Counselor Tracking area. To set your name, as it will appear on reports, click on **Track Counselor Time**, and enter your name as you would like it to appear in the **Counselor Name** box.

Using the TimeTracker: Student Tracking

Once you have input the students on your caseload into the TimeTracker, you are now ready to start using it to document your interactions with them. You can track time in 'real time' by using a timer, or manually input the time after you have met with the student(s). The form you will use to track your time is revealed by clicking on **Track Time With Students** in the Student Tracking area of the Main user interface, which will reveal the dialog box below:

Time Tracker - EZAnalyze TimeTracker

Use this form to keep track of how much time you spend with students. You can select multiple students with the type of session set to Individual to create an 'ad hoc' group (e.g., if you have a conflict resolution or a classroom presentation that only occurs once). Otherwise, consider creating a group.

Select the type of session:
 Individual(s) Group (pre-defined)

Student Name: _____
(Type Last Name Above...)

Reason:

ISP - Special Education
ISP - Personal/Social
SGC - Academic
SGC - Personal/Social
SGC - Career
SGC - College
ISP - Career
ISP - College
ISP - Academic
RS - Crisis Counseling
RS - Personal/Social
RS - Academic
RS - Referral
RS - Conflict Resolution

Times
Start Timer
Input Time

Update Items
Add/Edit Students
Add/Edit Reasons
Edit Session
Add/Remove Group
View/Edit Group

Brief Notes: _____

Save & Close
Close

Recording Time with a Single Student Using the Timer

1. Select **Individual(s)** in the **Select Type of Session** area of the **Time Tracker** dialog box
2. Select a student from the list of students. *Hint: begin typing the student's last name in the **Student Name** box to quickly scroll through the list*
3. Click **Start Timer** in the **Times** section of the dialog box. The button now changes to say 'Stop Timer'.
4. After you have finished your meeting with the student, select a **Reason**, and enter any notes you would like to in the **Brief Notes** box.
5. Click **Stop** Timer, and verify the information is correct in the Message that appears.

Using the TimeTracker: Student Tracking

Recording Time with a Single Student Using the Input Time Function

There may be times when you meet with students and are not able to use the timer to record your meeting. For those cases, follow the steps below to record the session at a later time:

1. Select **Individual(s)** in the **Select Type of Session** area of the **Time Tracker** dialog box.
2. Select a student from the list of students.
3. Select a **Reason**, and enter any notes you would like to in the **Brief Notes** box.
4. Click **Input Time** in the **Times** section of the dialog box. The dialog box below is revealed:

Manually Add Times for Darrell Baggett

Date: 2/10/2012

Start Time: 12:00 PM

End Time: 12:45 PM

OK

Cancel

Defaults

Start Time

12:00 PM

Session Length

45

Hints: Clicking on the arrows moves the time in one minute increments, while clicking in the gray area around the slider will move the time in 10 minute increments. You can also type start/end times.

5. Modify the **Date** as needed, and set the **Start Time** and **End Time** by either typing in the time or using the scroll bars.
Hint: clicking on the arrows moves the time in one minute increments, while clicking in the gray area between the slider and the arrow will move the time in 10 minute increments
6. Click **OK**, and verify the information was recorded correctly in the Message that appears.

Setting a Default Start Time and Session Length

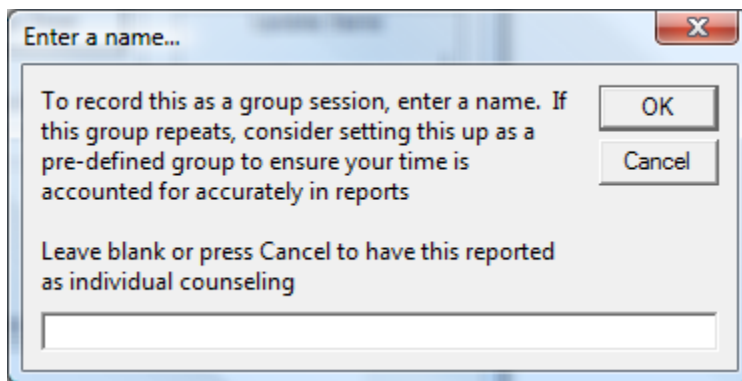
1. To set a **Default Start Time**, type in the time (or use scroll bar) you would like to set as the default for manually adding time.
2. To set a **Default Session Length**, type in the number of minutes that most closely approximates a 'normal' session with a student.

Using the TimeTracker: Student Tracking

Recording Time with Multiple Students Using the Timer – Creating an Ad Hoc Group

The steps for recording time with multiple students using the timer are identical to the steps for recording time with a single student, except that you select more than one student, and have the option to give the ad hoc group a name. Note that recording time with multiple students is different than recording time spent with predefined groups.

1. Select **Individual(s)** in the **Select Type of Session** area of the **Time Tracker** dialog box.
2. Select at least two students from the list of students.
3. Click **Start Timer** in the **Times** section of the dialog box.
4. After you have finished your meeting with the students, select a **Reason**, and enter any notes you would like to in the **Brief Notes** box.
5. Click **Stop** Timer.
6. In the **Enter a name** box that appears (pictured below), you can:
 - a. Enter a name to create an ad hoc group. This will record the time you spent with the students as a group counseling activity, and later reports will reflect the time as group counseling. Click **OK** after naming
 - b. Leave the name blank and press **OK** or **Cancel**. This will record the time you spent with each of the students as individual counseling, and later reports will reflect the time as individual counseling



7. Verify the information is correct in the Message that appears.

Using the TimeTracker: Student Tracking

Recording Time with Multiple Students Using the Input Time Function– Creating an Ad Hoc Group

The steps for recording time with multiple students using the input time function are identical to those for recording time with a single student using input time, except that you select more than one student, and have the option to give the ad hoc group a name

1. Select **Individual(s)** in the **Select Type of Session** area of the **Time Tracker** dialog box.
 2. Select at least two students from the list of students.
 3. Select a **Reason**, and enter any notes you would like to in the **Brief Notes** box.
 4. Click **Input Time** in the **Times** section of the dialog box.
 5. In the **Enter a name** box that appears, you can:
 - a. Enter a name to create an ad hoc group. This will record the time you spent with the students as a group counseling activity, and later reports will reflect the time as group counseling. Click **OK** after naming
 - b. Leave the name blank and press **OK** or **Cancel**. This will record the time you spent with each of the students as individual counseling , and later reports will reflect the time as individual counseling
 6. Modify the **Date** as needed, and set the **Start Time** and **End Time**.
 7. Click **OK**, and verify the information was recorded correctly in the Message that appears.
-

Recording Time with a Predefined Group

Recording time spent with groups you have previously setup in the TimeTracker is similar to using the Input Time function to track time spent with individual students. Using the timer to record time spent with predefined groups is currently not possible.

1. Select **Group(pre-defined)** in the **Select Type of Session** area.
2. Select a group from the list of groups.
3. Select a **Reason**, and enter any notes you would like to in the **Brief Notes** box.
4. Click **Input Time** in the **Times** section of the dialog box.
5. Modify the **Date** as needed, and set the **Start Time** and **End Time**.
6. Click **OK**, and verify the information was recorded correctly in the Message that appears.

Using the TimeTracker: Student Tracking

Viewing and Editing a Previously Recorded Session

We all make mistakes. If you find a need to edit a session previously recorded – to update the reason or add more notes, for example – click on **Modify or View Prior Session** in the Student Tracking area of the Main user interface. You can use this function to edit previously recorded sessions, or quickly view information about them. When you click the button, the dialog box below is revealed:

View/Edit Counseling Session Information - EZAnalyze TimeTracker

Use this form to edit a previously recorded counseling session. Select the student name and date of the session to see the current 'Reason' and 'Notes'. You can then edit the reason, notes, date, and start and end times if you like.

Student Name:

(Type Last Name Above...)

Session Date and Start Time:

Reason:

- ISP - Special Education
- ISP - Personal/Social
- ISP - College
- ISP - Academic
- ISP - Career
- SGC - Academic
- SGC - Personal/Social
- SGC - Career
- SGC - College
- RS - Crisis Counseling
- RS - Personal/Social
- RS - Academic
- RS - Referral
- RS - Conflict Resolution

Notes:

Descending Dates

Update Items

Update Notes

Update Reason

Date/Start/End Times

Remove Session

Save & Close

Close

1. Select a student from the student list.
2. When you click on a student, the dates and times you met with them will appear in the **Session Date and Start Time list**. Select the date and start time of the session you would like to view or modify.
3. When you click on a date and start time, a Reason from the reason list will be highlighted, and any notes that exist will appear in the Notes box. You can simply view the information, or change it following the selected step below:
 - a. To update the Reason, select a new reason and click **Update Reason**
 - b. To update the Notes, make any needed changes and click on **Update Notes**
 - c. To update the Date, Start or End Times, click on **Date/Start/End Times** to reveal the Input Time Dialog Box
 - d. To completely remove the session from your records, click on **Remove Session**
4. Click **Save & Close** to ensure you changes are saved immediately.

Hint: clicking on the Descending Dates checkbox will reverse the order the dates are displayed in, with the newest sessions appearing at the top.

Using the TimeTracker: Counselor Tracking

To keep track of the time you spend in various meetings and tasks related to being a Professional School Counselor that do not involve direct interaction with students on your caseload, you can use the **Track Counselor Time** function, available in the Counselor Tracking area of the Main user interface. Identical to tracking time with students, you can track your time using a timer to record in real-time, or input the time later. New in Version 1.2 of the TimeTracker is the ability to track 'Indirect Time' with students. Indirect Time refers to time spent working on behalf of students, but not directly in their presence – things like parent phone calls, IEP/504 meetings, and teacher consultation. By associating the time with a student, this allows you to more easily and effectively document work done for students.

Clicking on **Track Counselor Time** will reveal the dialog box below:

Counselor Time - EZAnalyze TimeTracker

Use this form to keep track of your time spent not directly working with students.

Counselor Reason:

- ISP - 504/IEP Meeting
- ISP - Parent Meeting
- ISP - Parent Phone Contact
- RS - Peer Facilitation
- RS - Parent Phone Contact
- SGC - Curriculum Development
- SGC - Parent Workshops
- SS - Collaboration/Teaming
- SS - Consultation
- SS - Fair Share Duties
- SS - Professional Development
- SS - SC Program Management
- SS - Test Administration

Counselor Name: Tim Poynton

Times

Start Timer

Input Time

Update Items

Add/Edit Reasons

Edit Previous

Indirect time for:

Brief Notes:

Save & Close

Close

Recording Counselor Time using the Timer

1. Click **Start Timer** in the **Times** section of the dialog box. The button now changes to say 'Stop Timer'.
2. After you have finished your work, select a **Reason** from the list of Counselor Reasons and enter any notes you would like in the **Brief Notes** box.
3. If you would like to associate this time with a specific student, select the student name from the **Indirect Time** dropdown menu.
4. Click **Stop Timer**, and verify the information is correct in the Message that appears.

Using the TimeTracker: Counselor Tracking

Recording Counselor Time Using the Input Time Function

1. Select a **Reason** from the list of Counselor Reasons.
2. If you would like to associate this time with a specific student, select the student name from the **Indirect Time** dropdown menu.
3. Enter any notes you would like to enter, and click **Input Time**. The dialog box below is revealed:

Manually Add Time - EZAnalyze TimeTracker

Manually Add Times for Counselor Tim Poynton

Date: 2/10/2012

Start Time: 12:00 PM

End Time: 12:45 PM

OK

Cancel

Defaults

Start Time

12:00 PM

Session Length

45

Hints: Clicking on the arrows moves the time in one minute increments, while clicking in the gray area around the slider will move the time in 10 minute increments. You can also type start/end times.

4. Modify the **Date** as needed, and type or use the scroll bars to quickly set the **Start Time** and **End Time**.
5. Click **OK**, and verify the information was recorded correctly in the Message that appears.

Setting a Default Start Time and Session Length

1. To set a **Default Start Time**, type in the time (or use scroll bar) you would like to set as the default for manually adding time.
2. To set a **Default Session Length**, type in the number of minutes that most closely approximates a 'normal' length of time you spend in activities you track with Counselor Time.

Using the TimeTracker: Counselor Tracking

Editing or Viewing Previously Recorded Counselor Time

To update or view Counselor Time that has already been recorded, click on **Modify or View Prior Time** in the Counselor Tracking area of the Main user interface to reveal the dialog box below:

View/Edit Counselor Time - EZAnalyze TimeTracker

Use this form to view or edit a previously recorded block of time NOT spent with students. Select the date of the session to see the current 'Reason'. You can then edit the reason, date, and start and end times if you like.

Save & Close
Close

Date and Start Time:		Reason:
10/27/2012	11:50 AM	ISP - 504/IEP Meeting
1/3/2012	8:51 PM	ISP - Parent Meeting
1/3/2012	12:30 PM	ISP - Parent Phone Contact
1/3/2012	12:20 PM	RS - Peer Facilitation
1/3/2012	11:00 AM	RS - Parent Phone Contact
1/2/2012	8:51 PM	SGC - Curriculum Development
1/2/2012	12:30 PM	SGC - Parent Workshops
1/2/2012	12:20 PM	SS - Collaboration/Teaming
1/2/2012	11:00 AM	SS - Consultation
1/1/2012	8:51 PM	SS - Fair Share Duties
1/1/2012	12:30 PM	SS - Professional Development
1/1/2012	12:20 PM	SS - SC Program Management
1/1/2012	11:00 AM	SS - Test Administration
1/1/2012	9:00 AM	
1/8/2010	9:00 AM	
1/7/2010	11:45 AM	
1/7/2010	8:45 AM	
1/5/2010	2:00 PM	

Update Items

Update Reason

Update Notes

Date/Start/End Times

Remove Selected

Notes:

Flip Dates

Search by student (indirect time):

1. Choose a **Date and Start Time** from the list of dates and start times.
2. When you click on a date and start time, a Reason will be highlighted in the Reason list, and any notes you provided at the time will be displayed in the Notes box. You can simply view the information, or change it following the selected step below:
 - a. To update the Reason, select a new reason and click **Update Reason**
 - b. To update the Notes, make any needed changes and click on **Update Notes**
 - c. To update the Date, Start or End Times, click on **Date/Start/End Times** to reveal the Input Time Dialog Box
 - d. To completely remove the session from your records, click on **Remove Session**
3. Click **Save & Close** to ensure your changes are saved immediately.

Hint: clicking on the Flip Dates checkbox will reverse the order the dates are displayed in, with the newest sessions appearing at the top.

Editing or Viewing Indirect Time

1. If you have recorded any Indirect Time with students, you can select their name from the **Search by Student** menu, which will display dates for the selected student. Follow instructions from Step 1 above to view or modify Indirect Time for the selected student.

Generating Reports: The Summary Report

The Summary Report is designed to provide you with both a general and detailed overview of the activities you have participated in to date. With two clicks of your mouse button, you will be able to summarize all of your recorded activity in both table and graph form.

One thing you should consider doing with the summary report is generating it quarterly and filing it for your records. This will allow you to see how your work has changed at various times in the school year.

To create a summary report:

1. Click **Summary Report** in the Reports area of the Main user interface.
2. Click on **Select Date Range** to select a Start Date and End date to create a report summarizing all activity that was recorded between those dates, or choose **Select All Dates** to create a report summarizing all recorded data.
3. Click **Create Report**.

Below is a sample report with notes to facilitate your understanding of the information being provided.

Counseling Activity Summary Report - 1/4/2009 to 1/8/2010

Overview

1/4/2009 - Date first contact with a student was recorded

1/7/2009 - Date last contact with a student was recorded

3 hours and 42 minutes of group counseling were provided to 24 students

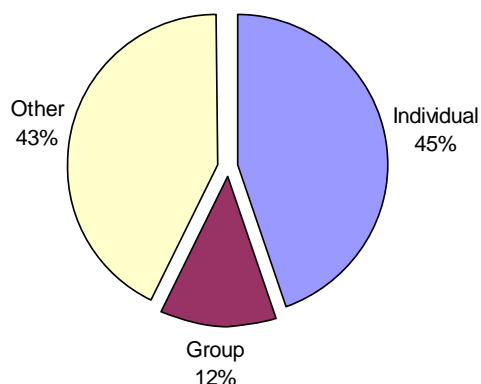
Face time with students in group counseling was 27 hours and 27 minutes

13 hours and 17 minutes of individual counseling were provided to 16 different student

You met with 35 different students

You have spent a total of 12 hours and 46 minutes not working with students

Overview of Recorded Time Use



This section of the report provides a sheer overview, adding your time in various areas together.

Key Term:

Face Time – the amount of time individual students in a group were exposed to you.

The 'Other' category in this graph tells you the % of your time spent in Counselor Time activities.

Generating Reports: The Summary Report

Detailed

Counselor Time

Reason	# Minutes	# Hours
RS - Peer Facilitation	22	0.37
SGC - Curriculum Development	60	1
SS - Collaboration/Teaming	54	0.9
SS - Consultation	45	0.75
SS - Fair Share Duties	105	1.75
SS - Professional Development	390	6.5
SS - SC Program Management	30	0.5
SS - Test Administration	60	1

All Counseling Sessions

Reason	# Students	Face Time	Counselor Minutes	Counselor Hours
ISP - Academic	2	30.4	30	0.5
ISP - Career	1	45	45	0.8
ISP - College	5	246.8	247	4.1
ISP - Personal/Social	8	652	172	2.9
ISP - Scheduling	2	16	16	0.3
RS - Conflict Resolution	4	102.9	51	0.9
RS - Crisis Counseling	4	240	60	1
RS - Personal/Social	1	0.9	1	0
RS - Referral	1	30	30	0.5
SGC - Career	17	870	105	1.8
SGC - Personal/Social	7	210	30	0.5

Time In Delivery System Components

Component	# Minutes	# Hours
Individual Student Planning	510	8.5
School Guidance Curriculum	195	3.25
Responsive Services	164	2.73
System Support	684	11.4

Group Counseling Sessions

Group	# Students	Face Time	Counselor Minutes	Counselor Hours
After school group	7	420	60	1
English Class Presentation	10	450	45	0.75
Lunch	7	777	117	1.95

Individual Counseling Sessions

Reason	# Students	# Minutes	# Hours
ISP - Academic	2	30.4	0.5
ISP - Career	1	45	0.8
ISP - College	5	246.8	4.1
ISP - Personal/Social	1	85	1.4
ISP - Scheduling	2	16	0.3
RS - Conflict Resolution	4	102.9	1.7
RS - Crisis Counseling	4	240	4
RS - Personal/Social	2	0.9	0
RS - Referral	1	30	0.5

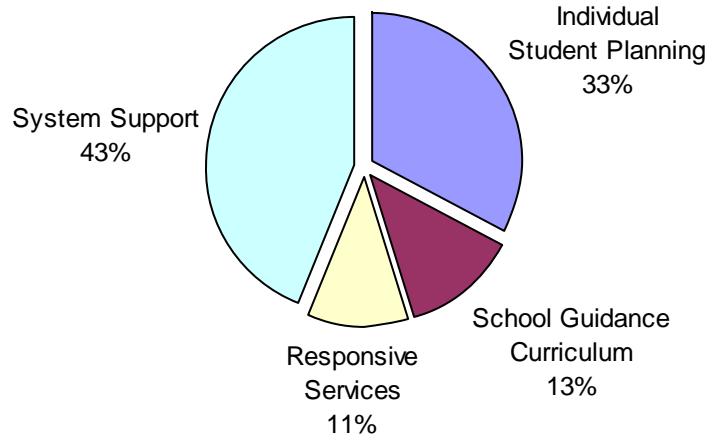
This section of the report provides details in table form about how your time was spent in each of the recorded reasons. Note that the reasons listed here will be based on the reasons you specified in the Visit and Counselor Reasons when you initially setup the TimeTracker.

If you provided a grade level, information about the number of students in each grade would also be provided

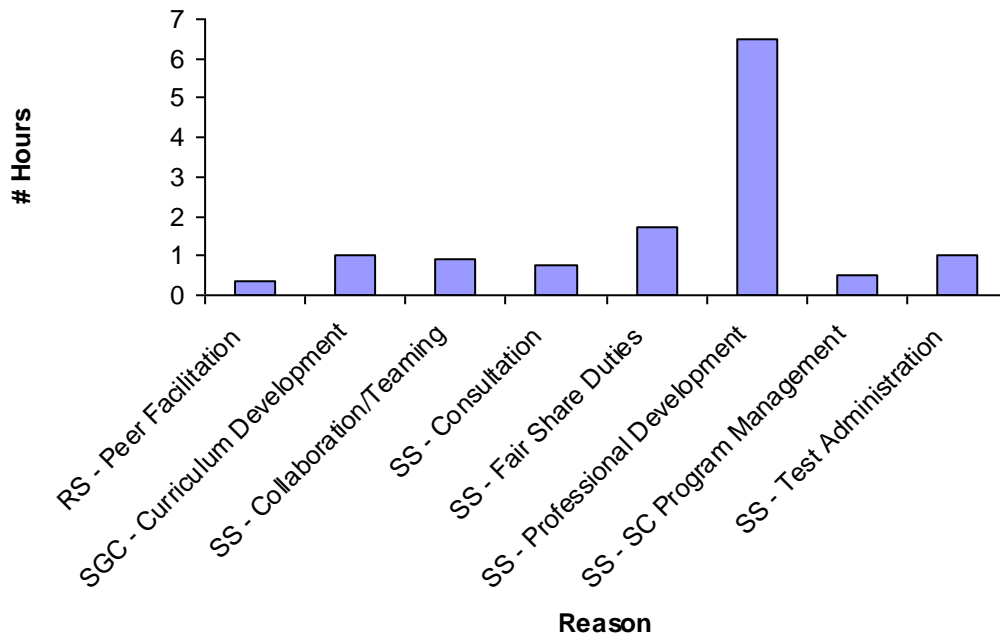
REMEMBER, Face Time is the amount of time individual students in a group were interacting with you, while the Couns

Generating Reports: The Summary Report

Time In Delivery System Components

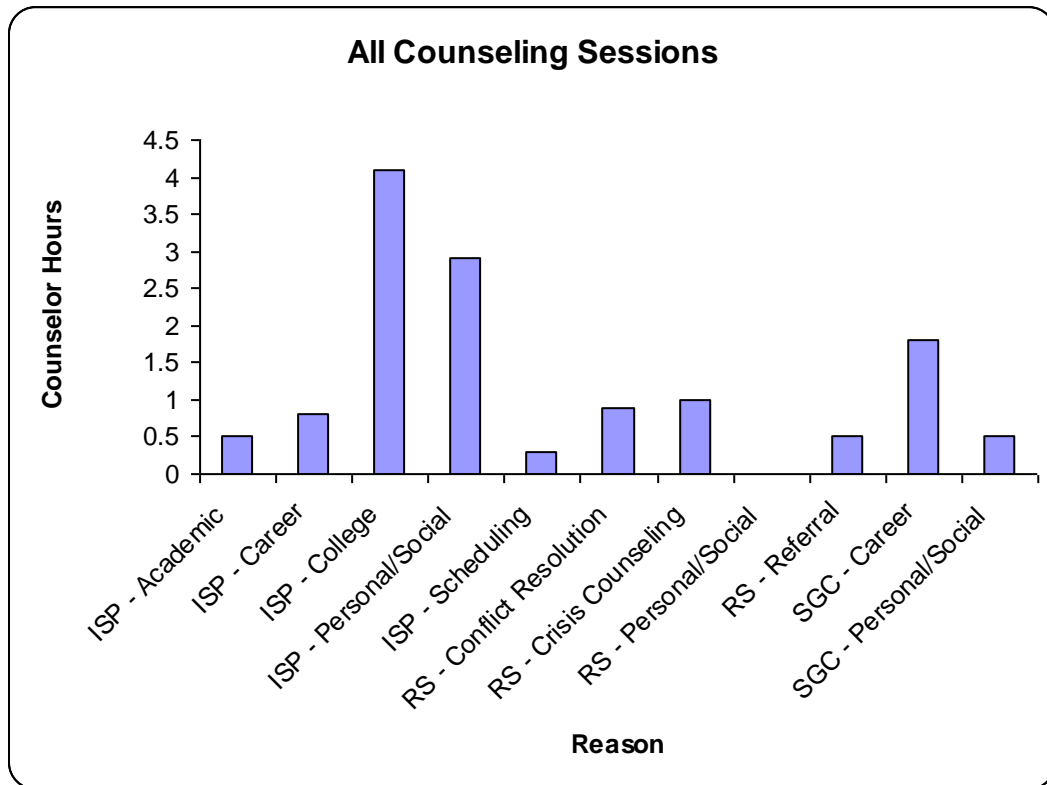
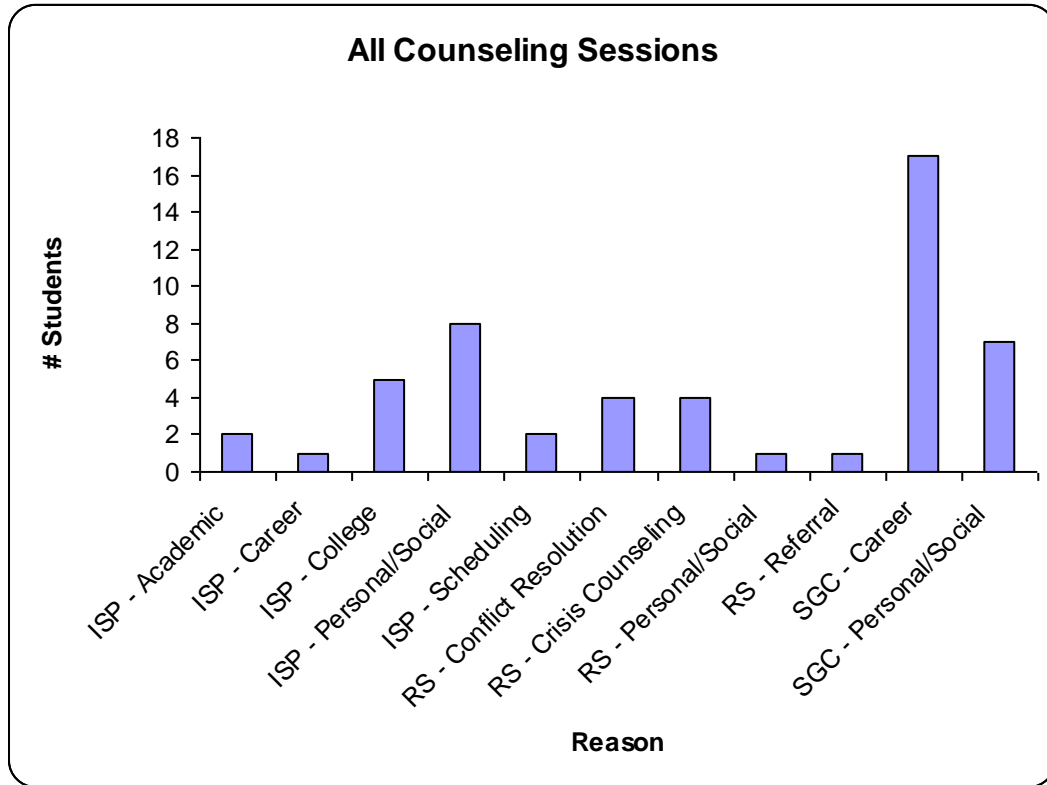


Counselor Time



From this point in the report forward, graphical representations of the information listed above in tables in the Detailed section of the report are presented. Please note that in order for the “Time in Delivery System Components” graph to be created, your reasons need to contain the ASCA National Model delivery system codes – ISP, RS, SGC, and SS.

Generating Reports: The Summary Report



The remaining graphs are not presented here, but graphs similar to the ones above describing the number of students and number of minutes in group counseling and individual counseling will also be generated.

You can delete this report by right-clicking on the sheet's tab and selecting 'Delete'

Generating Reports: The Individual Student Report

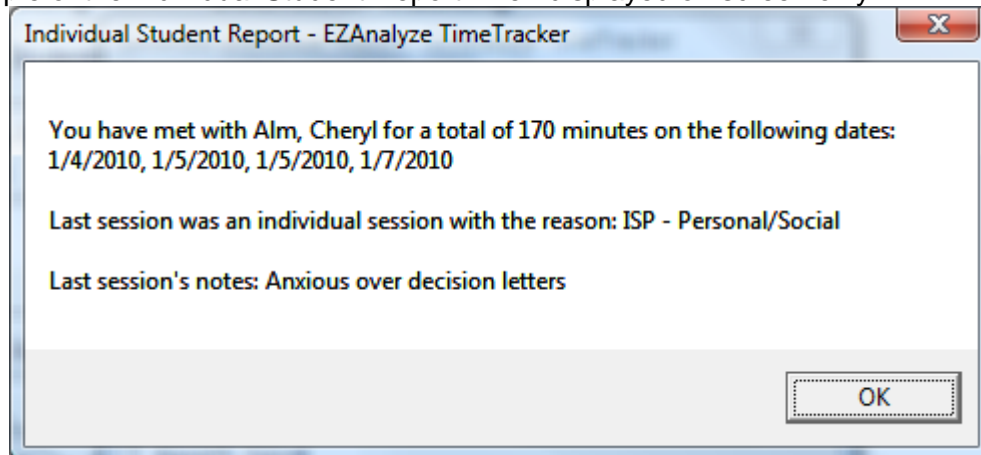
The Individual Student Report provides you with two options to explore your counseling work with an individual student. To refresh your memory about what your last meeting was about and when, you can choose to “Show Report on Screen”. To obtain details of all activities you have recorded with a specific student, you can “Create a Printable Report”. The report provides information about the time, date, length, reason, and notes about each recorded counseling session, as well as any Indirect Time associated with the selected student.

You may find the printable report useful to prepare for meetings with parents or other educators about a specific student, or to review your work with a student over time.

To create an Individual Student Report to display on screen only:

1. Click **Individual Student Report** in the Reports area of the Main user interface.
2. Select a student from the list.
3. Click **Show Report on Screen**.

Below is a sample of the Individual Student Report when displayed on screen only:



To create a printable Individual Student Report:

1. Click **Individual Student Report** in the Reports area of the Main user interface.
2. Select a student from the list.
3. Click **Create Printable Report**.

Below is a sample of the printable Individual Student Report:

Individual Student Report - Cheryl Alm

Meeting Summary

Date	Start Time	End Time	Minutes	Reason	Notes
1/4/2010	8:00:00 AM	8:55:00 AM	55	ISP - College	
1/5/2010	11:15:00 AM	11:45:00 AM	30	ISP - Personal/Social	reports feeling anxious over college
1/5/2010	11:45:00 AM	12:15:00 PM	30	ISP - Academic	discussed impact of AP vs. non AP classes
1/7/2010	8:55:00 AM	9:50:00 AM	55	ISP - Personal/Social	Anxious over decision letters

You have spent a total of 2 hours and 50 minutes with Cheryl

Generating Reports: The Daily Activity Report

The Daily Activity Report creates a summary of all of your activities for a given day, including time spent with students and counselor time. You may find this report useful for checking to see if you accomplished everything that day you had hoped to.

To create a Daily Activity Report:

1. Click **Daily Activity Report** in the Reports area of the Main user interface.
2. Select a date from the list of available dates.
3. Click **Create Report**.

Below is a sample of the Daily Activity Report:

Daily Report for 1/5/2010

Student Contact

Name	Grade	Start Time	End Time	Length	Reason	Notes
Cheryl Alm		11:15 AM	11:45 AM	0:30	ISP - Personal/Social	reports feeling anxious over college
Cheryl Alm		11:45 AM	12:15 PM	0:30	ISP - Academic	discussed impact of AP vs. non AP classes
Mary Baker		12:15 PM	12:25 PM	0:10	ISP - College	
Charles Boyd		12:30 PM	1:00 PM	0:30	RS - Referral	referred to clinic, spoke with mother
Marion Shelton		1:09 PM	1:21 PM	0:12	ISP - Personal/Social (Lunch) group	
Roy Simone		1:09 PM	1:21 PM	0:12	ISP - Personal/Social (Lunch) group	
Charles Boyd		1:09 PM	1:21 PM	0:12	ISP - Personal/Social (Lunch) group	
Daniel Shaffer		1:09 PM	1:21 PM	0:12	ISP - Personal/Social (Lunch) group	
Larry Reed		1:09 PM	1:21 PM	0:12	ISP - Personal/Social (Lunch) group	
Richard Robinson		1:09 PM	1:21 PM	0:12	ISP - Personal/Social (Lunch) group	
Kyla Bopp		2:20 PM	2:21 PM	0:00	ISP - College	wants to apply to Harvard...or Suffolk University
Mary Samuels		2:24 PM	2:25 PM	0:00	ISP - Academic	
Erica Ashley		3:00 PM	5:00 PM	2:00	ISP - College	college planning
Kyla Bopp		4:01 PM	4:02 PM	0:01	ISP - Scheduling	dropped science, added math

Other Counselor Activities

Counselor Name	Start Time	End Time	Length	Reason	Notes
Tim Poynton	12:15 PM	12:37 PM	0:22	RS - Peer Facilitation	Lunch meeting with Excel club
Tim Poynton	12:45 PM	2:30 PM	1:45	SS - Fair Share Duties	Hall duty, no detentions today
Tim Poynton	2:00 PM	2:30 PM	0:30	SS - SC Program Management	Staff meeting

Generating Reports: The Group Counseling Report

The Group Counseling Report provides you with a summary of your work with a named group of students. It includes information about the date, time, and length of each session, any notes you may have provided, and a list of each student in attendance during each group. This report is useful for quickly assessing attendance of individual students, as well as a review of topics covered if you kept notes on them.

To create a Group Counseling Report:

1. Click **Group Counseling Report** in the Reports area of the Main user interface.
2. Select a group from the list of available groups.
3. Click **Create Report**.

Below is a sample of the Group Counseling Report:

Report for the Lunch group

Meeting Summary

You have met with this group for a total of 117 minutes

Date	Start Time	End Time	Minutes	Attendees	Notes
1/4/2010	11:45 AM	12:30 PM	45	Marion Shelton	empathy exercises
				Roy Simone	
				Charles Boyd	
				Daniel Shaffer	
				Larry Reed	
				Janet Sanders	
				Richard Robinson	

Date	Start Time	End Time	Minutes	Attendees	Notes
1/5/2010	1:09 PM	1:21 PM	12	Marion Shelton	
				Roy Simone	
				Charles Boyd	
				Daniel Shaffer	
				Larry Reed	
				Richard Robinson	

Date	Start Time	End Time	Minutes	Attendees	Notes
1/6/2010	11:45 AM	12:15 PM	30	Marion Shelton	
				Roy Simone	
				Charles Boyd	
				Daniel Shaffer	
				Larry Reed	
				Janet Sanders	
				Richard Robinson	

Date	Start Time	End Time	Minutes	Attendees	Notes
1/7/2010	12:15 PM	12:45 PM	30	Marion Shelton	Met today regarding social skills
				Roy Simone	
				Charles Boyd	
				Daniel Shaffer	
				Larry Reed	
				Richard Robinson	

Generating Reports: The List of Students Seen Report

The List of Students Seen Report generates a simple list of the names of all students you have recorded contact with. You can generate a list of students you have seen within a specified time period, or for all recorded activity. This report is useful for quickly summarizing the students you have seen, or documenting how many students you saw within a specified time period.

To create a List of Students Seen Report:

1. Click **List of Students Seen/Unseen** in the Reports area of the Main user interface.
2. Click **Report of Seen Students** in the Choose Report Type dialog that is displayed, and click **Next**.
3. Decide if you would like to Select all Dates, or Select a Date Range
 - a. If you select a date range, specify a start and end date using the dropdown menus provided.
4. If you would like to create a list of students you have seen individually (not in a group setting), place a check in the 'Exclude Group contacts...' checkbox
5. Click **Create Report**.

Below is a sample of the List of Students Seen Report:

List of Students Seen Between 1/3/2008 and 2/16/2009

Last Name	First Name
Alm	Cheryl
Anderson	Gabriela
Antonio	William
Appleton	Douglas
Baker	Mary
Bergeron	Mary
Blythe	Steven
Bopp	Kyla
Boyd	Charles
Bradshaw	Charles
Briggs	David
Brookins	Nathan
Burt	William
Butler	Kristine
Byrd	Reva
Carroll	Becky
Costa	Sonia
Reed	Larry
Robinson	Richard
Samuels	Mary
Sanders	Janet
Shaffer	Daniel
Shelton	Marion
Simone	Roy

Generating Reports: The List of Unseen Students Report

The List of Unseen Students Report generates a simple list of the names of all students you have not recorded contact with. You can generate a list of students you have not seen within a specified time period, or for all recorded activity. This report is useful for quickly determining which students you may need to see.

To create a List of Unseen Students Report:

1. Click **List of Students Seen/Unseen** in the Reports area of the Main user interface.
2. Click **Report of Unseen Students** in the Choose Report Type dialog that is displayed, and click **Next**.
3. Decide if you would like to Select all Dates, or Select a Date Range
 - a. If you select a date range, specify a start and end date using the dropdown menus provides.
4. If you would like to create a list of students you have only seen individually, place a check in the 'Exclude Group contacts...' checkbox
5. Click **Create Report**.

Below is a sample of the List of Unseen Students Report:

List of Students Not Seen Between 1/3/2008 and 2/16/2009

Last Name	First Name
Ashley	Erica
Baggett	Darrell
Barrett	Rebekah
Bellamy	Edward
Bissell	Annie
Boucher	John
Brewer	Edna
Brown	Anita
Brown	Catherine
Burk	Micki
Butler	Brenda
Carter	Charles
Casey	Bonnie
Cato	Wayne
Chamberlain	Kathleen
Chandler	David
Clark	Abel
Clark	Bridgett
Cleveland	Sylvia
Cobb	Steven
Collins	Bobby
Conn	Jack
Conrad	Beverly
Coons	Essie
Cowan	Leslie
Cox	James
Crawford	Carrie
Crockett	Lillian
Crosby	Jimmy
Cruz	Virgie

Generating Reports: The Reason Report

The Reason Report creates a listing of all the students you have seen for a selected reason. This is useful for quickly identifying students in need of additional, specific assistance, or for assessing the prevalence of various activities you engage in.

To create a Reason Report:

1. Click **Reason Report** in the Reports area of the Main user interface.
2. Select a Reason from the list of available Existing Reasons
3. Click **Create Report**.

Below is a sample of the Reason Report:

Students seen for ISP - Personal/Social

Students received 627 minutes of ISP - Personal-Social

Last Name	First Name
Alm	Cheryl
Boyd	Charles
Reed	Larry
Robinson	Richard
Sanders	Janet
Shaffer	Daniel
Shelton	Marion
Shelton	Marion
Simone	Roy

Generating Reports: The Indirect Time Report

The Indirect Time Report creates a listing of all the students you have seen for a selected reason. This is useful for quickly identifying students in need of additional, specific assistance, or for assessing the prevalence of various activities you engage in.

To create an Indirect Time Report:

1. Click **Indirect Time Report** in the Reports area of the Main user interface.
2. Select what to include in the report
 - a. If you would like to summarize all Indirect Time, place a check in the 'Summarize All Indirect Time' box
 - b. If you would like to summarize Indirect Time for a specified reason, select a Reason from the available Existing Reasons
3. Click **Create Report**.

Below is a sample of the Indirect Time Report:

Indirect Time Report

Reason	Date	Start Time	End Time	Minutes	Student	Notes
ISP - Parent Phone Contact	1/1/2012	12:30:00 PM	1:15:00 PM	45	William Antonio	test
ISP - Parent Phone Contact	1/2/2012	12:30:00 PM	1:15:00 PM	45	William Antonio	test
ISP - Parent Phone Contact	1/3/2012	12:30:00 PM	1:15:00 PM	45	William Antonio	test
RS - Parent Phone Contact	1/1/2012	12:20:00 PM	1:05:00 PM	45	Cheryl Alm	input time
RS - Parent Phone Contact	1/2/2012	12:20:00 PM	1:05:00 PM	45	Cheryl Alm	input time
RS - Parent Phone Contact	1/3/2012	12:20:00 PM	1:05:00 PM	45	Cheryl Alm	input time
RS - Parent Phone Contact	10/27/2012	11:50:00 AM	12:35:00 PM	45	Rebekah Barrett	test notes
SS - Consultation	1/1/2012	8:51:00 PM	9:01:00 PM	10	Mary Baker	test of timer with assoc with student
SS - Consultation	1/2/2012	8:51:00 PM	9:01:00 PM	10	Mary Baker	test of timer with assoc with student
SS - Consultation	1/3/2012	8:51:00 PM	9:01:00 PM	10	Mary Baker	test of timer with assoc with student
SS - Test Administration	1/1/2012	11:00:00 AM	11:45:00 AM	45	Mary Baker	test of input time assoc with student
SS - Test Administration	1/2/2012	11:00:00 AM	11:45:00 AM	45	Mary Baker	test of input time assoc with student
SS - Test Administration	1/3/2012	11:00:00 AM	11:45:00 AM	45	Mary Baker	test of input time assoc with student

You have spent a total of 8 hours and 0 minutes in Indirect Time

Other Tasks: View, Add, or Remove Group Members

After your groups have been created in the Setup area, you can use the **View/Add/Remove Group Members** function in the Other area of the Main User Interface to see who is currently in each group, and add or remove members from each group. Please note that when you remove a student from a group, the time you spent with them remains recorded.

Viewing Members of a Group

1. Click **View/Add/Remove Group Members** in the Other area of the Main User Interface
2. Under **Existing Groups**, click on the name of one of your groups
3. View existing group members under **Group Members**

Adding New Members to an Existing Group

1. Click **View/Add/Remove Group Members** in the Other area of the Main User Interface
2. Under **Existing Groups**, click on the name of one of your groups
3. Select a student (or multiple students) from the list of available students
4. Click **Add Student(s) To Group**

Removing Members from an Existing Group

1. Click **View/Add/Remove Group Members** in the Other area of the Main User Interface
2. Under **Existing Groups**, click on the name of one of your groups
3. Select a student (or multiple students) from the list of current **Group Members**
4. Click **Remove Student(s) From Group**

Other Tasks: Options

The **Options** button in the Main User Interface provides you with the access to functions which show (or hide) all of the sheets containing the data you have generated during the setup and use of the TimeTracker, the ability to import a TimeTracker file, export your recorded data for analysis in a data analysis program such as EZAnalyze or SPSS, and create a backup copy of your TimeTracker file for safe keeping on your computer.

Show All Sheets

Clicking the **Show All Sheets** button will give you access to the 'inner workings' of the TimeTracker. You may find this useful for quickly reviewing all of the data you have recorded, as well as everything you created during the setup process – the list of students, reasons, and groups.

Export

Clicking the **Export** button will walk you through the steps needed to create an Excel file that is compatible with most major data analysis programs, such as SPSS or EZAnalyze. It will reformat the data you have recorded for your students, and output it into a new file that lists all recorded activity for each student, for each available reason – all in a 'one student per row' format.

NOTE that if you want to upgrade your TimeTracker file, there is no need to export it before importing – simply use the Import function on your new TimeTracker file.

Import

The **Import** button, when clicked, will walk you through the steps needed to import another TimeTracker file. This is only needed if you are upgrading to a new version of the TimeTracker, and you should Import from the old file into the new one. This will move all of your recorded data, reasons, and groups from the old file into the new one so that setup time when upgrading to new versions is minimal.

Erase Data

The **Erase Data** function will help you erase all recorded data (time spent with students, and counselor time). This is useful if you are starting a new school year, or are providing a template for colleagues to use. This function does not erase any of your Reasons, Groups, or Student Names – only data that have been recorded.

Create Backup

The **Create Backup** function creates a copy of the TimeTracker file in a location you choose. You should also consider making and keeping a copy of the file outside of your school.

Increase Font Size

The **Increase Font Size** function slightly increases the font size of items in text boxes and list boxes on TimeTracker forms (e.g., student names, reasons, dates, start and end times). This is particularly useful for people who use laptops. However, increasing the font size permits fewer items to be displayed. If you have already increased the font size, the button will read 'Decrease Font Size'.

Other Tasks: Delete Reports

If you create reports, they remain in the TimeTracker as worksheets until you remove them. If you create many reports, deleting them can be a chore – and you run the risk of deleting a TimeTracker sheet you should not remove. To ease the burden of deleting reports that are no longer needed and insure you do not accidentally delete something you shouldn't, use the **Delete Reports** function.

Delete Unneeded Reports

After clicking on the **Delete Reports** button in the Other area of the Main User Interface, select the reports you would like to remove from the provided list, then click **Delete**. The list contains only reports that are safe to delete, but cannot be undone. If you find that you have deleted a report you did not mean to delete, you will need to recreate it.

Other Tasks: Print Time Sheets

There may be times when you are meeting with students or engaged in meetings that do not happen in your office, or a place you have ready access to a computer with your TimeTracker file. To facilitate the tracking of your time in these instances, you can **Print Time Sheets** to record all of the information you need to enter it into the TimeTracker at a more convenient time.

Printing a Time Sheet to Track Time with Students

After clicking on the **Print Time Sheets** button in the Other area of the Main User Interface, click **Print Time Sheet to Track Time with Students**. This will create a new sheet that you can print, with all of your Counseling Visit Reasons listed on the left side, and space to record needed information on the right. A sample is below.

Student Time Sheet

Please note the information is presented in this order to facilitate entry into the TimeTracker later

Counseling Visit Reasons:	Student or Group	Reason	Notes	Date	Start Time	End Time
ISP - Special Education						
ISP - Personal/Social						
SGC - Academic						
SGC - Personal/Social						
SGC - Career						
SGC - College						
ISP - Career						
ISP - College						
ISP - Academic						
RS - Crisis Counseling						
RS - Personal/Social						
RS - Academic						
RS - Referral						
RS - Conflict Resolution						

Printing a Time Sheet to Track Time with Students

After clicking on the **Print Time Sheets** button in the Other area of the Main User Interface, click **Print Time Sheet to Track Counselor Time**. This will create a new sheet that you can print, with all of your Reasons listed on the left side, and space to record needed information on the right. A sample is below.

Counselor Time Sheet

Please note the information is presented in this order to facilitate entry into the TimeTracker later

Counselor Reasons:	Reason	Notes	Date	Start Time	End Time
SS - Professional Development					
SS - Consultation					
SS - Collaboration/Teaming					
SS - SC Program Management					
SS - Fair Share Duties					
SS - Test Administration					
ISP - Parent Meeting					
ISP - 504/IEP Meeting					
SGC - Curriculum Development					
SGC - Parent Workshops					
RS - Peer Facilitation					

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Frequently Asked Questions

Question: I have not received the email to download the TimeTracker, what can I do?

Answer: If you saw the screen saying your email address was submitted, the email was sent to you and was likely blocked by a spam filter. Check your spam folder, or try using another email address.

Question: Does the TimeTracker work on the Mac?

Yes, although the best experience is had on a Windows-based computer. The TimeTracker, or any Excel file with Macros, will not work on Excel 2008. It has been tested on Excel 2011 for Mac.

Question: I get an error whenever I try to start the timer or input time...

*Answer: You probably do not have UNIQUE ID NUMBERS. The Student ID's need to be unique, and preferably all numbers, to ensure things work properly. See **Verify Student ID's** in the **Edit Students** section of this manual*

Question: Will the TimeTracker work on an iPad, iPhone, or other mobile device?

Answer: Not at the present time. Any device that supports Excel files with Macros (.xlsm files) will support the TimeTracker. Currently, full versions of Microsoft Excel can only be installed on laptop and desktop computers.

Question: I would like the TimeTracker to do something else, can it?

Answer: Maybe. Contact me at ezasupport@ezanalyze.com with your ideas. Sometimes features exist that can be used in ways you need. You may have a good idea that can be incorporated into a future version; email requests are how I gauge interest and importance, so your voice counts!