TRAKR – Official App for Aiki Kai Australia Training Attendance

Instructor Guide

What is TRAKR?

TRAKR is the official app to log training attendance of both usual dojo training and special days, such as National Schools, TTCs or other training events. Connecting with the national Aiki Kai Australia membership, it allows students, instructors, and the national organisation to track training days more easily and accurately.

About this Guide

This is the instructor guide for TRAKR. It is intended for people who teach regular dojo training and organise special training events.

Please refer to the Student Guide for how to log your own training and to be able to assist students with theirs. In this guide, it is assumed that you have read and are familiar with TRAKR from a student user's perspective.

This guide will show screenshots from the web interface. Training videos are available for the mobile interface, however, since it is a web-based app, there are almost no differences in what you see and how it works. Please note that either one will work and training records will be in sync.

Note: While this guide and app are intended to be consistent nationally, individual dojos will decide how they will use TRAKR for dojo training. **This guide will cover both methods.** For special events, organisers will also need to decide and communicate how TRAKR will be used.

Please refer to your State Area Representative and TRAKR Admins if in any doubt.

When Will We Start To Use TRAKR?

TRAKR will be available to all Aiki Kai Australia dojos from January 7, 2023 (Summer School).

As of this date, all attendance of dojo training, special events and schools are expected to be logged through TRAKR.

Important!

Not all historical records will be imported into TRAKR. Students have been informed that any training records from *before* January 7, 2023 will be recorded in their dojo's usual method. These records, paper, spreadsheets, etc. should be kept safe and available for reference. Contact Mark Turner Sensei for more specific info on which training records will be imported.

Instructors will continue to be responsible for keeping training records (both legacy and via TRAKR) and signing off on them as needed for gradings.

# Contents

Before You Start

There are three key things you need to know before you start using TRAKR.

TRAKR Instructor Access

Your TRAKR login is the same as your Aiki Kai Australia national membership. Once logged in, you will have access to both student features (for yourself) and as an instructor.

Your state TRAKR admins are responsible for granting access. See the FAQs for a list of admins and Area Representatives.

Once you have been given instructor access, the instructor menu will be available to you.
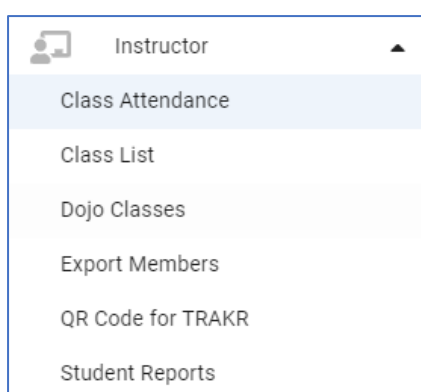
Logging Dojo Attendance – Your Choices

Each individual dojo needs to choose whether they will:

- Allow students to log their own attendance – instructors will approve it OR
- Instructors will log attendance on students' behalf.

This guide covers both approaches; however, the decision is up to you.

It is strongly recommended that dojos with multiple instructors all agree to have the same approach. While it is technically possible for each class to log attendance differently, this would be very confusing for the students.

Allowing students to log their own attendance will still allow instructors to log attendance on their behalf, making this the more flexible choice. Either way, as this is a new process, instructors will need to support students through the change. The student and instructor guides and videos are intended to help you with that, and you can always consult with your AR and TRAKR admins.

It is strongly recommended that you clearly communicate what you expect of the students. State Area Reps also should set expectations within their states. It may help to spend some time at the end of training to show students the app and encourage them to view the student guide and video on the national website.

If needed, instructors can change which approach they use. This guide covers how to do that. If you do, remember to inform your state Area Rep.

Understanding the Class List

The Class List allows you to add regular attendees for the classes where you are listed as a regular instructor. This option is generally used when setting up a class. New students can be added at a later stage.

This also determines which classes appear to the student under their *My Favourite Classes* list.
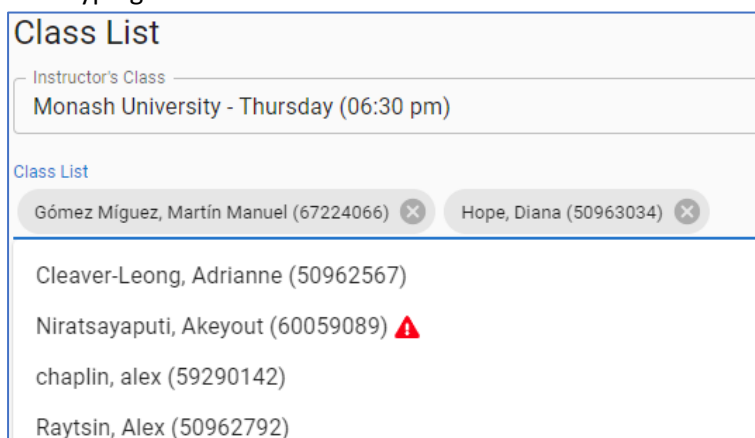
1. Under the Instructor menu, click **Class List**.
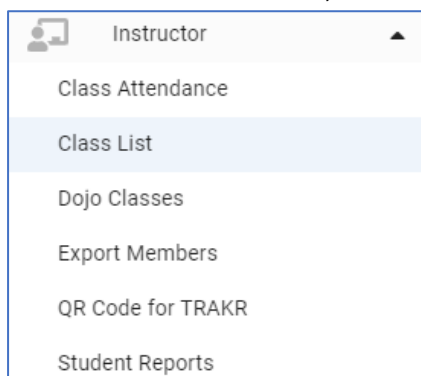
2. The class list is displayed. Choose a class to edit the class list.
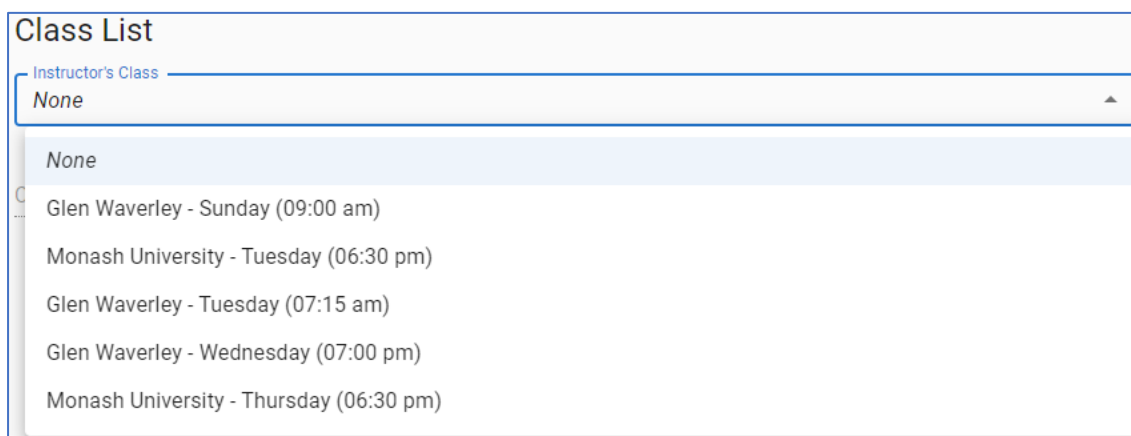

3. Start typing a student's name to search for them.

- If ⚠ appears beside a student's name, or their name doesn't appear in the search, they do not have an active Aiki Kai Australia membership.
- Students with Visitor Passes do not show up in the student list. Their attendance does not need to be logged in TRAKR.
- Click the X button next to a student's name to remove them from the class list. This doesn't remove their membership; it just removes them from the list of regular students from that class. Note this also removes the class from their *My Favourite Classes* list.
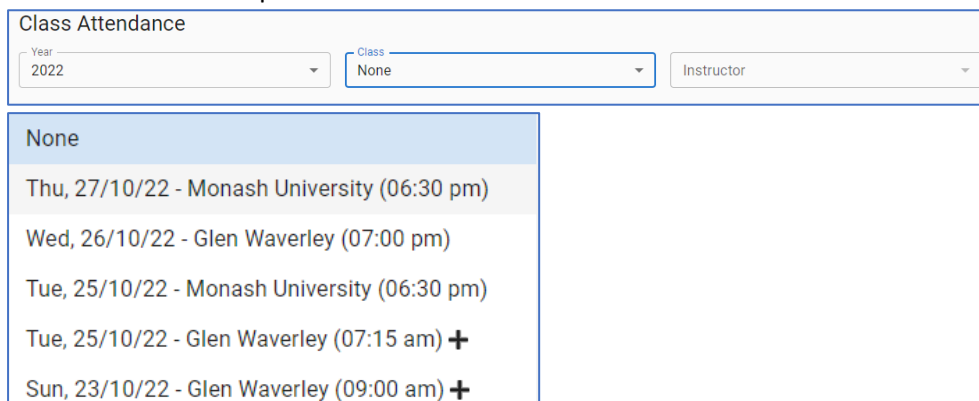
Confirming and Tracking Training Attendance

Normal Dojo Training

1. Log in to TRAKR.

2. Click the menu button , then under the Instructor menu, click **Class Attendance.**
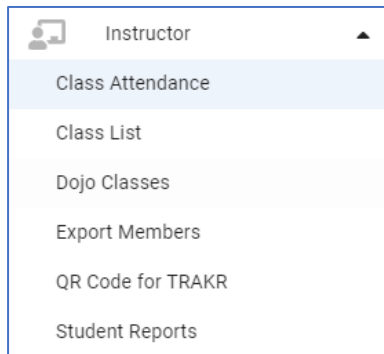
3. Click on the **Class** drop down menu.

   - You will see recent classes for the dojos where you are nominated as an instructor.
   - If you are nominated as an instructor for more than one dojo, you will see classes for all of them.
   - Classes with a plus icon (+) next to them mean that no one else has made any updates to that class. This is useful for classes that have more than one usual instructor.

4. Select the class that you are updating.

The class list will display and you can now log attendance for that class.

5. In the **Instructor** field, choose the instructor for the class.
   - At least one instructor must be entered.
   - Instructors will appear also in the class list and have the Attended/Unpaid/Paid/*FOC/Approved* boxes greyed out. You do not need to select any of those values, as it is assumed they attended and do not need to pay.

   - In the Class List, tick the following boxes:**Attended & Paid:** For dojos that have a pay-per-class basis. This is for students that attended the class and paid.
   - *(if visible)* **Attended & Approved:** For dojos that have a monthly/ongoing training fee payment system (eg: Clifton Hill, Mornington). This is for students that have already paid the training fee and do not need to pay on a per class basis.
   - *(if visible)* **Attended & FOC** ("free of charge")**:** student attended the class and does not need to pay. This column may not be visible for all classes. See the section on *Dojo Classes* if you need this column set up.

Note: If a student was unable to continue training (eg: due to injury) or was observing the class (*mitori geiko*), mark them as Attended & FOC.

Once submitted, the student will only see the class in their record as *Class Approved.*

- **Attended & Unpaid:** student attended the class and but has not yet paid – they will see this in their record as Unpaid.

Monash University
27/10/22 06:30 pm
Unpaid

When the student confirms payment for the class, you can go back into the class list and update them to **Paid**. See the following section on *Unpaid Classes* for another way to mark payments.

- **Untick** the Attended box if the student did not actually attend that class. It is recommended that you also follow up with them in case they meant to log attendance for a different class.

Notes:

- If students can log their own attendance, you will see their name in the Class List only the **Attended** box ticked. They will see the class as *Waiting Approval* in their record:

Monash University
27/10/22 06:30 pm
Waiting Approval

- The list of students is filtered to the state level. Ask interstate students to log their attendance first, then their name will appear on the list.
- A class becomes official and is counted only when both the *Attended* <u>and</u> one of the *Paid/FOC/Approved* columns are ticked.

6. To add more students, click the **Students** button. The Class List window will appear.

7. Start typing a student's name. TRAKR will automatically search the membership database for them. Once you've found them, click on their name to add them to the list.

Edit Class List

☐ Include Interstate Students

Class List
Gómez Míguez, Martín Manuel (67224066) ⊗   Hope, Diana (50963034) ⊗

CANCEL   SAVE

- If a student doesn't appear in the search, they either do not have an active Aiki Kai Australia membership, or have a Visitors Pass. Please follow up with them directly. It can take 24 hours for a new student to appear in TRAKR.

- Tick the **Include Interstate Students** box if you have students whose Home Dojos are interstate (eg: they are travelling, or have moved but have not yet updated their membership info).

8. Click **Save** when done.

Unpaid Classes

If a student has previously unpaid classes, they will appear in the Class List as shown:

You can mark them as Paid/FOC/Approved for these classes at the same time as the current class by ticking the respective boxes. This will change their status from *Unpaid* to *Approved*, and will add it to their training record.

Special Events

Depending on your state's set up, it may be that only State Admins can create and log attendance for Special Events.

If you do not have access to do this, you will not see this option in your Instructor menu.

How and who will log attendance for special events should be decided when the events are organised. This should be communicated to attendees.
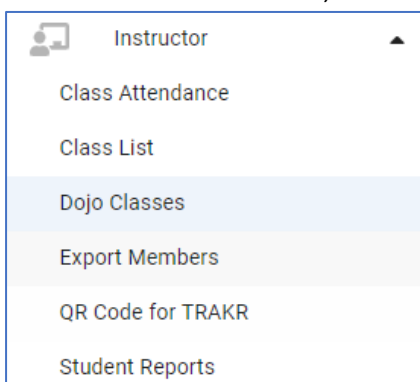
(Instructor's) Dojo Classes

This menu allows you to change certain features of the classes. This should only be done in agreement with the State Area Representative and State Admins.

> **Important!**
>
> It is up to each state to decide how these settings are maintained between the state Area Rep and individual instructors. This should be discussed and agreed to at a state level. This guide only presents how to make changes when required and is not considered "permission" or "approval" to change class settings. In general, state Area Reps should always be made aware of changes, such as adding new classes or instructors being away for extended periods.

> **Note**: this page may not render properly on a mobile device. When required, it is recommended to do this on a computer.

1. Under the Instructor menu, click **Dojo Classes**.

2. Click the

- **Plus** + icon to add a new class,
- **Pencil** icon ☑ to edit a class, or the
- **Delete** icon ⊟ to remove it.

3. This is the Edit screen:

The following settings can be changed:

- **Dojo**: The dojo
- **Start time**: Class start time
- **End time**: Class end time
- **Instructors**: Regular instructors for the class – note this gives the person access to add/edit attendance for the class. Your State Area Representative should be aware of this change.
- **Allow Student Entry**: Leave this box ticked if you want the students to log their own attendance. Untick this box <u>only</u> if you want instructors to be able to log attendance.
- **Class Suspended**: This removes the class from the attendance list, for example, if the instructor is not able to teach for an extended period. Your State Area Representative should be aware of this change.
- **Online Mode**: If the class can be attended via Zoom, change this to *Enabled*. Otherwise, this should be left on *Disabled*.
- **Payment Mode**: If the class has regular students that do not need to pay, change this to *Paid and Free of Charge*. Otherwise, this should be left on *Paid*.

Important!

Regardless of who can change these settings in your state, you are still expected to inform your state Area Rep if you do make changes here.

Export Members (Download Training Records)

This allows you to download training records for multiple students as a CSV file. You can select to download the entire history or use a date range. This file can be opened in spreadsheet programs such as Excel.

It is recommended that you encourage students to download their own records instead of asking you to do it for them.

Important!

Do not send any training records to any other person apart from the student themselves as this is a potential breach of privacy. If someone asks you to send someone else's training records to them, contact your State Area Representative first.

Note: The downloaded file may not render properly on a mobile device. It is recommended to do this on a computer instead.

1. Under the Instructor menu, click **Export Members**.
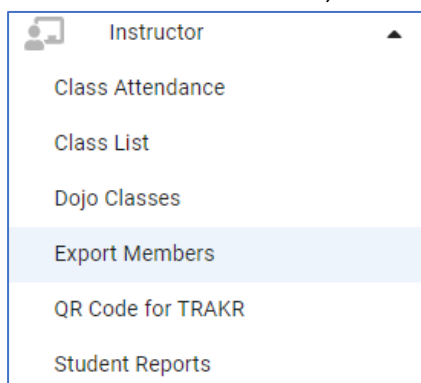
2. Select the **Start** and **End Dates** to run the report for.
3. (*optional*) Select the student(s) you are running the report for, or select **All Students**.
   - The Student Report only takes the history from the student's last posted grading. The Export Members function allows for a more detailed history to be exported.

4. Click the **Export** button and choose where you wish to save the file to.

QR Code for TRAKR

This allows you to generate a QR code that can be scanned to easily access TRAKR.

This can be useful to display in dojos or at special events. An official Aiki Kai Australia poster template is also available.

The QR code points to the login screen for TRAKR, so the person scanning it will be prompted to log in with their own username and password, then follow the process for logging attendance or viewing their records.

1. Under the Instructor menu, click **QR Code for TRAKR**.

2. Click the **Open** button. A window with the QR code will open.
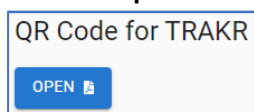
3. You can show the QR code to someone to scan, download the image, print it or take a screenshot of it.

Student Reports

This allows you to download the PDF training records for students.

It is recommended that you encourage students to download their own records instead of asking you to do it for them.
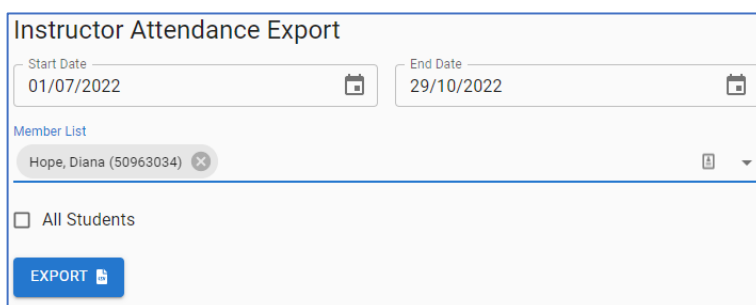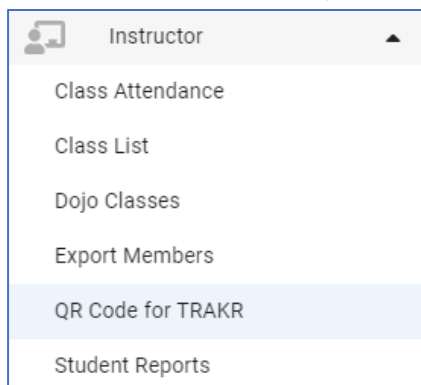
Important!

Do not send any training records to any other person apart from the student themselves as this is a potential breach of privacy. If someone asks you to send someone else's training records to them, contact your State Area Representative first.

1. Under the Instructor menu, click **Student Reports.**
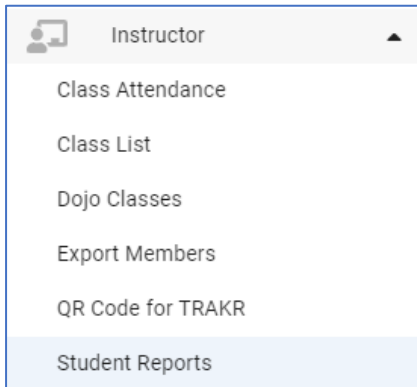
2. Search for the students' name, then click **Create Report** to generate the PDF.
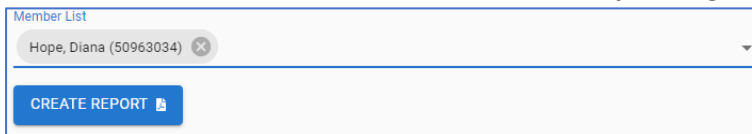
It is possible to enter more than one student's name and generate reports for each, however, all of the reports will be generated as a single PDF file and may take more time to render.

3. Click the **Save** button to choose where you wish to save the file to.

Frequently Asked Questions

When should I confirm/log training?
As soon as possible after the class. The longer you wait, the more likely you might forget details or to even do it. Ideally, if possible, log training using a mobile device right after class, like you might do with an attendance book or other record.

Students are only able to log attendance within 1 week of the class.

What if I don't have internet access at the dojo?
Please log training as soon as possible when you do have internet access. TRAKR cannot save local records yet (this is coming!).

What happens if a student attended but could not pay for the class on the day?
Log their attendance and mark them as Unpaid. You can mark them as paid when they can settle up either by editing the class that they are paying for, or from the Class List for another time.

TRAKR does not handle any payments.

A student from interstate trained at my dojo, but I can't find them in the student list to log their attendance.
Make sure you have ticked the **Include Interstate Students** box in the Edit Class List window.
If you still can't find them, check their membership status or if they somehow have a Visitor Pass instead.

A student asked me to add a class to their My Favourites list.
SImply add their name to the Class List for that class and then click Save. They may need to log out and back in again to see it.

What happens on special days?
Whoever is organising the special day should confirm who is responsible for tracking attendance with the State Area Representative and State Admins. Once the event is set up in TRAKR, the actual process is almost exactly the same as normal dojo training.

What happens if a student observed the class but didn't participate (*mitori geiko*)?
Mark them as Attended and FOC (free of charge). You may need to enable the FOC setting under **Dojo Classes > Edit > Payment Mode**.

What about Zoom classes?
Attendance is logged the same way as dojo training, but the class itself must be set up to allow Virtual entry. You can do this under **Dojo Classes > Edit > Online Mode = Enabled**.

Your State AR should be aware of this change.

A student says that an event or class that they attended isn't listed.
A student reports that their personal data (number of training days, grading record, etc) is wrong.
I don't have the instructor menu.
Contact your state TRAKR admin with the details and they will assist.

When will we start using TRAKR? What happens to the other records?
Officially, all states will start using TRAKR for all dojo and special training as of 7 January, 2023 (Summer School).

In general, historical records will not be loaded into TRAKR.

It is recommended you maintain older training records until at least all newer students have passed a grading which has been logged in TRAKR. For more experienced students, you will have to marry your previous recording system and their attendance on TRAKR until that history is no longer relevant to a grading.

Who built TRAKR? Why are we using it?
TRAKR was primarily developed by Mark Turner Sensei at the request of the Aiki Kai Australia organisation. We have two primary functions, 1. To teach Aikido as it was taught to us by Sugano Shihan and 2. To maintain good attendance records as students rely on these records for grading purposes. A national, online, training record has long been requested by many people, and it is very exciting that we finally have a custom-built solution, made by one of our own people.

I am going away for a period and have asked someone else to take my class. How can they take attendance for my class?
Contact the State Area Representative and / or TRAKR Admins to include additional instructors to the Dojo Class. The backup instructor will only be able to log and/or approve attendance once they have been granted access.

I can't log in to TRAKR.
- Username or password issues: try the **Forgot Password** link on the log in page
- Don't have username or password: create one on the Aiki Kai Australia webpage https://www.aikido.org.au/
- Technical or server issues: contact mail@aikido.org.au

Who to Contact

State/Territory	TRAKR Admins	Area Representative
ACT		Hanan Janiv
National	Mark Turner	Marie Petery
NSW		George Lo
NT		Marie Petery
QLD		Darren Love
SA		David Scott
TAS		Marion Artis
VIC		Linda Godfrey
WA		Hugh Derham