

# SALA +

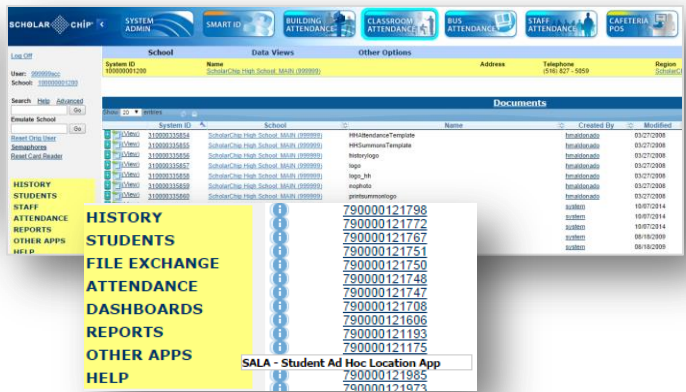
## Student Ad-hoc Location App

SALA is an attendance-taking solution for student ad-hoc or unscheduled events, such as a trip to the nurse's office, detention, etc. SALA is an application that works directly with a card reader, allowing users to record student entry and exit to and from ad-hoc locations.

A card reader is connected to the user's computer through a USB port. Students simply tap their card on the reader and their attendance is recorded. **Note:** This is not minute-by-minute attendance for the student, but rather an 'access point' that is used to record the student's whereabouts when not in class.

To access SALA directly, go to <https://salaplus.scholarchip.com> and log in.

SALA can also be accessed from The Management Site. On the left side menu, go to **Other Apps** → select **SALA Student Ad Hoc Location App**



## How SALA Works

After logging in, select an event location or add a new one. To create a new location, select **+Add New** under the **Select Location** drop down menu. A new window will display. Type in a **Category** name or **Select an Existing Category** from the drop down menu. Enter a location **Description** or **Select an Existing Location** from the drop down menu. Click **Create**. The next screen will display the **Category** name and **Location** and students can then begin tapping their card on the reader. The student's in and out taps are time stamped and can be viewed in real-time on The Management Site.

**Add Location**

**Category** Val's Tutoring Group - or - Val's Tutoring Group

**Description** conference room - or - conference room

Close **Create**

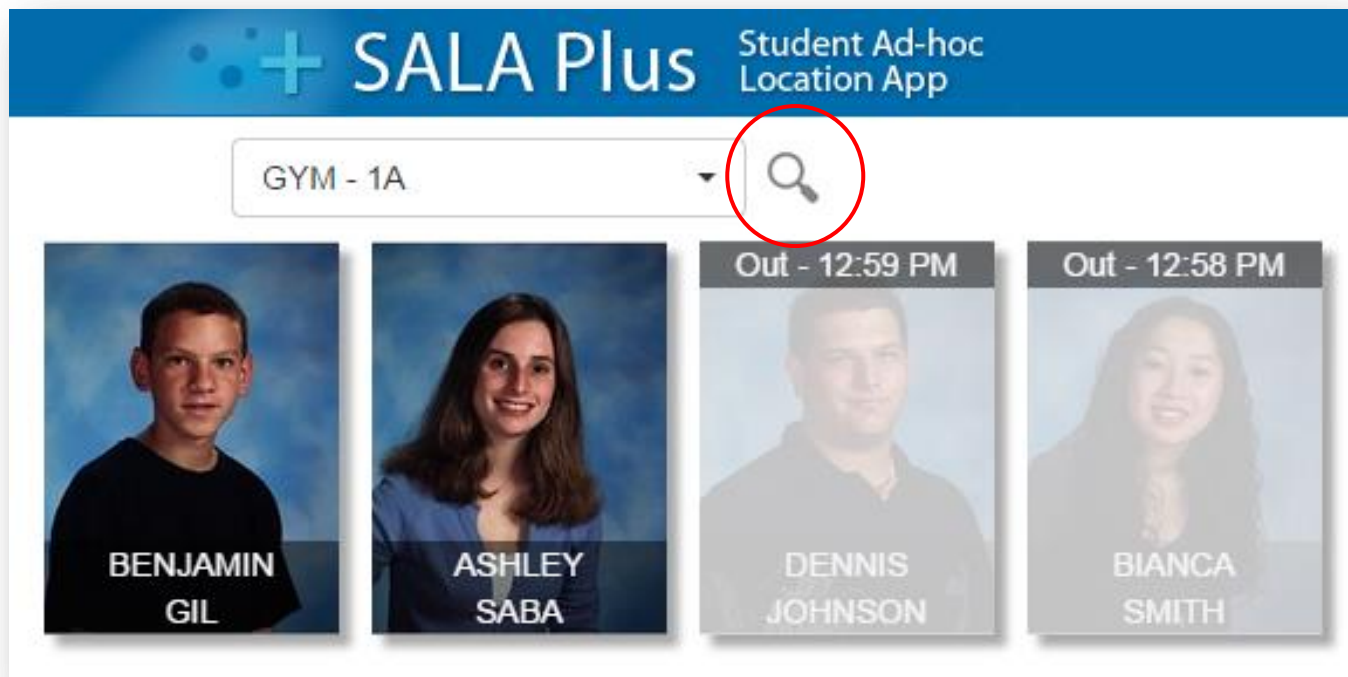


## Manually Adjusting Records

If a student does not have their card or does not tap in or out on the card reader, a manual method is available.

To add a student, simply search their name by clicking on the magnifying glass (circled in red below). Enter their first name, last name or SID#. Locate the student record and click on the picture to add the student.

To manually remove a student, simply click on the picture. It will then display grayed out with the 'out' time listed at the top of the picture.



### Questions or Comments?

Call our Help Desk at 1-877-722-2447 or email requests to [support@scholarchip.com](mailto:support@scholarchip.com).