

# Facility

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## Facility Function Overview

The Facility function provides features for entering information about your center or lab and its activities, calculating grades for schools using courses and terms, and creating reports. In this chapter, you will learn how to:

- Set up Terms
- Set up Courses
- Enter Staff data
- Enter Grading Scales
- Calculate Grades
- Set Up Log In Activities (if you have selected "Track visits by activity" in the Log In Set Up)
- Assign Activities to Course


It is helpful to understand how our programs store and track data so that you make the correct decisions about setting up terms and courses. When you read the instructions for each function in this section, important items are referred to again. Note the following points about how visit data is stored and other academic operations are provided in our programs:

- Term records store total visit time and number of visits.  
If you set up terms as the timeframe under which you operate, you can obtain reports that show visit totals (number of visits and total time) for the entire term.
- Course records store total time and total visits, provide course rosters of participants, and allow you to set up grades. You can obtain reports, such as Visit Logs by Course, that shows for each course: total time and total visits by each course and then total time and total visits for each participant in each course. Course records are required if you must print course rosters.
- Course records store grades and required visits and time to obtain the grade for grading calculations and reports. If you intend to calculate grades for your site, first you must use the Courses function.
- If you have specified in Log In Set Up that your site is tracking visits by course, participants must be enrolled in an open term/course before they can log in.

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## Terms

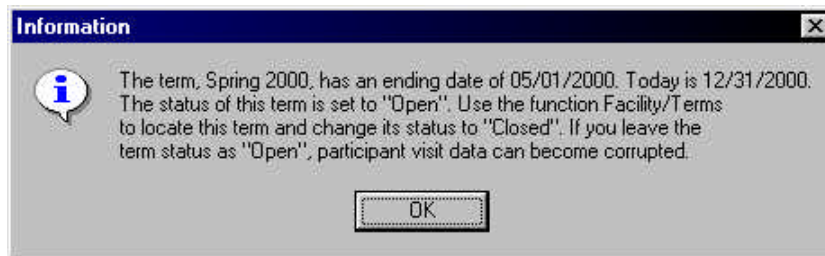
If you are a school using a Red Canyon Systems program, before you enter courses and participants or import course, enrollment, and participant data from external files (such as a registration system), you must identify the terms in which participants are going to be enrolled. You can enter terms and their start and end dates in advance, such as entering terms for next year, and then assign a status of "Closed" until the term is opened. The current term must have a status of "Open."

 **Note:** If you are importing external files (course, enrollment, and participant records) from a registration system, you must use the same name for the term in both this record and in the Term field in the Course Master and Enrollment Master import files. If you already have a designation for Term in your registration system's records, use the exact same name when you add the term on the Red Canyon Systems Term form. The two names must match identically, including spaces and capitalization.

### *Attempting to Use Log In with Two Terms Open*

When you start Log In on the check-in computer, the program checks the start and end dates of all terms with an "Open" status. If an "open" term is found with an end date that has already occurred, you will not be able to start Log In until you use the administration program – CenterFit or Log In Administrator – **Facility/Terms** - to select "Closed" as the **Status** of the prior term.

You will see a message similar to the one shown here.



This is a safety check to ensure the integrity of your visit records. If your site wants to allow participants to log in after the actual term's end date, you can set the term's end date to a later date and keep the term's status set to "Open" until the new term's start date. This is a common procedure for campus fitness centers that are open during term breaks, allow participants to workout, and record their visits during break. When the new term start date occurs, those participants should no longer attempt to log in for the prior term. They should be enrolled in the new term to continue to log in. This safety check prevents you from having two terms in which participants are enrolled open at the same time. Sites that have two terms open with one for community members will not experience this situation because the end date of the open term for community members will not have occurred if it is set correctly.

## Term Rules and Guidelines

1. You can change the term's name in the term record. However, if you import course and participant enrollment files, the term name in those files must also be changed.
2. Do not delete a term after you add courses and participants. Visit data is stored at each level. This is done so that schools that need to obtain state reports for reimbursement and grants can do so at the term, course, and participant level.
3. Each course code/section ID combination must be unique in the term. Do not use the same course code/section ID - no two records can be the same. However, you can enter the same course code/section ID in a different term. You can use the same course title on more than one record.
4. Special term use:


Some sites have a certain group of people, such as faculty, community members, etc., who use the facility during time periods that are outside those of the normal term start and end dates. These sites do not want to "re-enroll" the same people in a different course each time a new term begins. Instead, these sites do the following:

  - a.) Set up a separate term for the group and give the term a unique name (such as **Unrestricted Term** or **Bronze Term**).
  - b.) Set up a **Start Date** and an **End Date** that can be a multi-year range. For example, you can enter a start date and an end date that give a 10-year term.
  - c.) Set the term's *Status* field to **Open**.
  - d.) Set up one course for the term, which can be used repeatedly in different terms.

## Adding a Term


### Follow these steps to add a new term:

1. On the Main Menu, select **Facility/Terms**.  
The **Terms** form appears with the most-recently selected term data. If this is your first time using the function, the form's fields and locators will be blank.
2. Click **Add**. The following fields are required:  
**Term Name**, **Start Date**, **End Date**, and **Status** (status must be set to **Open** for the current term).
3. Click **Save**.

 **Note: Log In Users** - The default visit rules that you entered in Log In Set Up appear at the bottom of this form. You can change the rules for the selected term, if appropriate. Later, if you change the Log In Set Up visit rules, the rules for this term will not be changed automatically.

## Starting a New Term

1. Change the **Status** of the prior term to **Closed**.  
This closes all course master and enrollment master records in the prior term so no one can log in to courses from the prior term.
2. Create a new term record.
3. Create new course records.
4. Enroll students into the new course.
5. Change status of the new term to **Open** just before participants should start logging in for the new term.
6. Double-check the prior term's **Status** to make sure that it has been changed to **Closed**.


 **Note:** When you close a term, all the courses that you have assigned to the term will close automatically, which automatically closes the participant enrollment records. If you give a student an incomplete and they must continue to work on the course by logging in, you must go to the *Participant/Enrollment* screen and change the status in the participant's enrollment record for the course. See the *Participant/Enrollment* instructions for details.

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## Courses

The Courses function provides information on the courses offered at your facility. They are connected to the Term in which they are added. In other words, when you add a term with its start date and end date, the dates you enter are then automatically connected to the course records that you add for the term.

- If you need to track attendance either manually through FICIS or automatically through CenterFit and Log In, you must set up courses for a specific term. This is the only way in which you will be able to receive a course roster or a listing of the participant visit data by course.
- If you only offer one course at your facility, but need to provide grades for that course, you must add a course to the term.
- If you do not run grading of any kind or need to segment participants into course listings/rosters, you should add a "general" course name of your own definition. All participants can be enrolled in this same "general" course. You can then obtain reports based upon the course. Used in this way, "course" becomes a type of group defined within a time range (term).
- You must add at least one course for each term, set the term's status to "open," and then enroll participants in the course. If you do not do this, participants receive an error that they are not enrolled in a course for the lab when they attempt to log in.
- In order to allow participants to log visit time in a lab, you must assign the appropriate course names to each lab – Lab Set Up/Assign Courses.

 **Note:** The term record identifies the timeframe under which activity takes place. Activity can mean several things – the addition of courses into which participants will be enrolling, grading scales, visit data for a given date range, course rosters, state reporting, or simply the recognition of visits for a given time frame.

## Course Rules and Guidelines

Here are rules and guidelines that you need to understand when you are identifying course information in your Red Canyon Systems program. Spend time reviewing them now so that you do not create problems with record keeping later.

- When you add a course, by default the start and end dates of the term are copied to the course record. If you later change the term's start/end dates, the course start and end dates do not change. You must manually change the dates yourself.
- For Log In customers, courses automatically assume the visit time rules that you selected in Log In Set Up. However, if you need to set up different visit time rules for a specific course, you must do it on the actual course form.
- If you change visit time rules after you have added courses in a term, you must enter the visit time rules manually in each course and in the term record. Records, once created, cannot be updated in a backward sequence. In other words, once you start with a set of visit rules, then add a term and then add courses, each record takes on the initial settings in the prior record in this order:
  1. Visit Rules – Visit Time Rules in Log In Set Up
  2. Term Visit Time Rules – upon adding a term, the Log In Set Up Visit Time Rules are copied into the Term Record.
  3. Course Visit Time Rules – upon adding a course in a term, the Term Visit Time Rules are copied into the Course record.
- If you are going to use Log In to track attendance by course or if you use CenterFit or FICIS and need to print reports by course/class, use this function to identify the courses for your site.
- If you download and import a course master file from your registration system, the courses will be displayed on this form and you will not have to enter them by hand. See [the chapter – System Set Up/Import Data](#) for instructions on creating the course master file and importing it.
- If you need to enter course information manually, follow the steps for Adding Courses to a Term.


## Adding Courses to a Term

1. On the Main Menu, select **Facility** and then select **Terms**.
2. Check the **Terms** form to see if the term in which the course is being offered has been added. If the term has not been added, you must do so before entering course information. For instructions on adding and starting terms, see the **Terms** section in this chapter.
3. Click on the **Courses** tab.  
A list of the courses for the current selected term display on the right side of this form.

4. On the left side of the form, check the field, **Term Locator**, to make sure the correct term is selected. If not, click on the field and locate the correct term. The **Start** and **End** dates on the **Courses** form fill in automatically when you select the term.
5. Click the **Add** button. The cursor moves to the **Course Code** field.

### Required fields:

You must enter information in these fields: **Course Code**, **Section**, **Type** (credit, noncredit), **Hours** (if you selected “credit” as the Type), and **Course Title**. All other fields on this form are optional. You can use them to enter staff data for lookup purposes (Staff data is available through the drop-down list if you have added instructors in the Staff form.).


 **Note: Log In users:** you will see the visit rules for the course displayed at the bottom of this form. The display shows the default rules that apply from the Log In Set Up. On the Courses form, you can change the rules for individual courses. Later, if you change the Log In Set Up visit rules, the rules for this course will not be changed automatically.

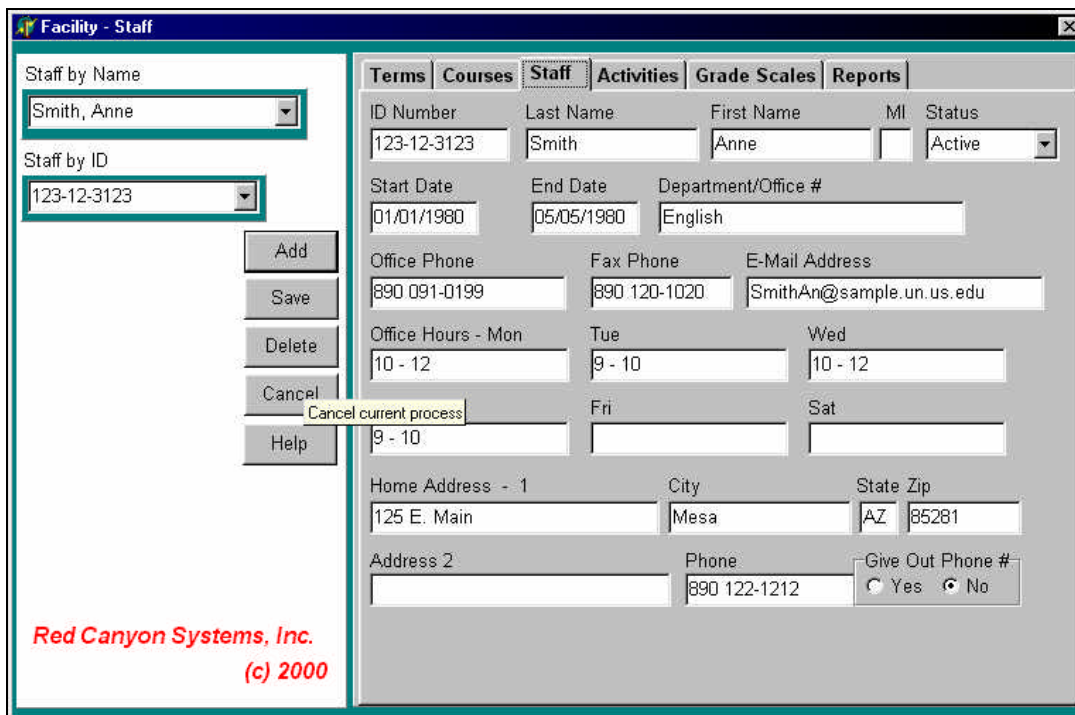
## Staff Data

Staff data consists of detailed information about the instructors who teach courses in your center. If you enter a record for each instructor, the list of instructors will be available in the Instructor selection field on the Courses form. This means that you will be able to identify the instructor for each course. This feature is optional. If you do not enter instructor records, the drop-down selection list will not be available for the **Select Instructor** field on the **Courses** form.

### Adding Staff Data

1. On the Main Menu, select **Facility** and then select **Staff**.  
The Staff form appears with the most-recently selected staff data.
2. To add a new staff record:  
Click **Add**.  
A blank staff form appears with the cursor blinking in the **ID Number** field.

 **Note:** If your site uses a differently formatted identifier for staff (something other than SSN, which is the default ID format) you must identify the format in **Set Up** first before you add the first staff record. After adding a staff record using SSN as the ID format, you cannot change its ID format.



Facility - Staff

Staff by Name: Smith, Anne

Staff by ID: 123-12-3123

Buttons: Add, Save, Delete, Cancel, Help

Cancel current process

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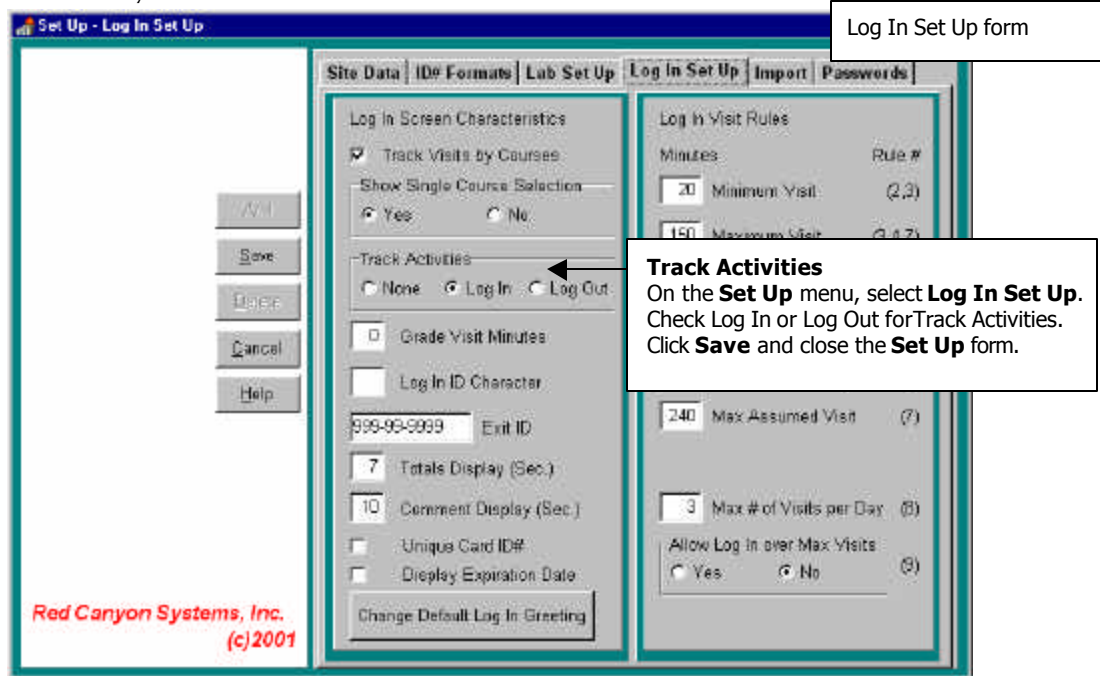
Terms	Courses	Staff	Activities	Grade Scales	Reports
ID Number	Last Name	First Name	MI	Status	
123-12-3123	Smith	Anne		Active	
Start Date	End Date	Department/Office #			
01/01/1980	05/05/1980	English			
Office Phone	Fax Phone	E-Mail Address			
890 091-0199	890 120-1020	SmithAn@sample.un.us.edu			
Office Hours - Mon	Tue	Wed			
10 - 12	9 - 10	10 - 12			
	Fri	Sat			
	9 - 10				
Home Address - 1	City	State Zip			
125 E. Main	Mesa	AZ 85281			
Address 2	Phone	Give Out Phone #			
	890 122-1212	<input type="radio"/> Yes <input checked="" type="radio"/> No			

3. **Required fields:**  
Enter **ID Number**, **Last Name**, and **First Name**.  
All other fields on the Staff form are optional.
4. Click **Save**.

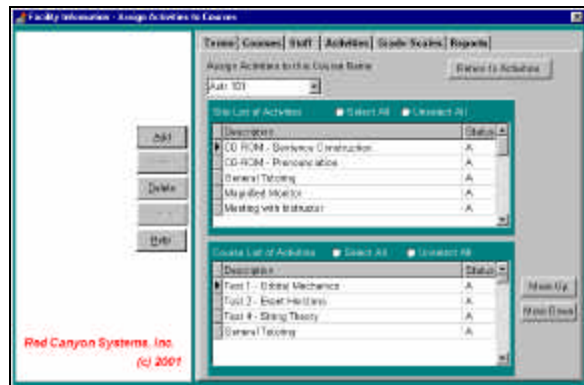
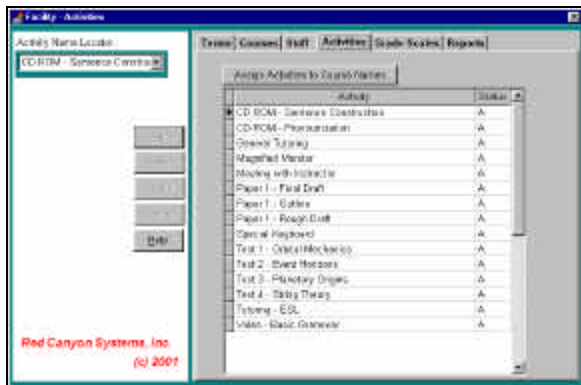


# Activities

Log In can be set up to prompt participants to select an activity when logging in or logging out. If you select *Track Activities* (Log In or Log Out) in *Log In Set Up*, the **Activities** tab appears on the **Facility** form and in the *Facility* menu.

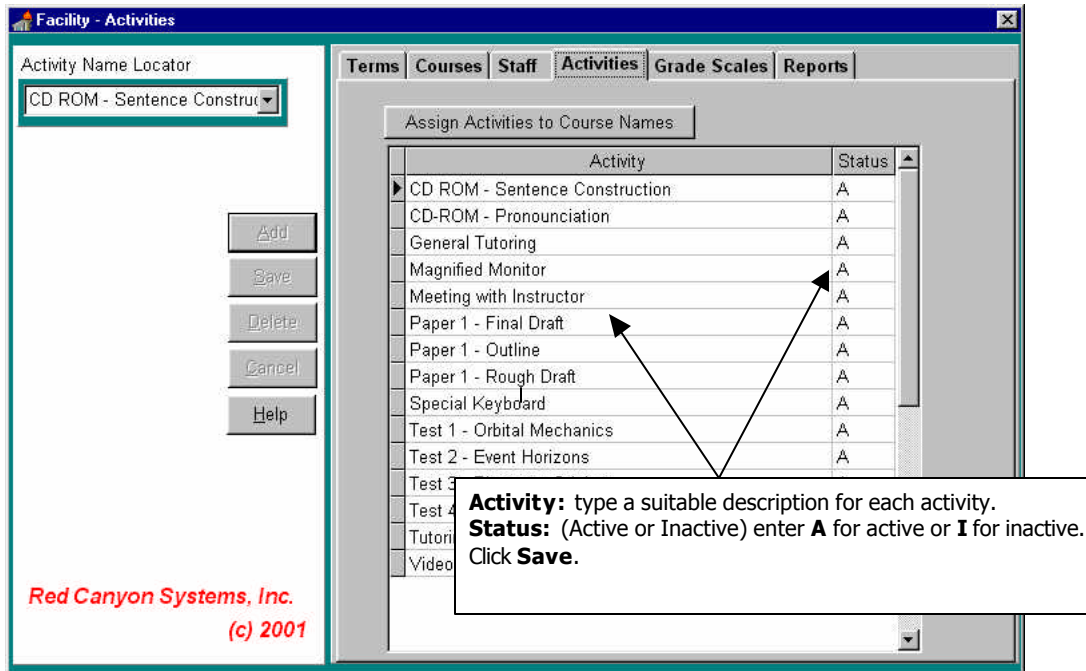


You can then add activities to a master list and assign them to the appropriate courses so participants will see a list of activities specific to the course for which they log in (or log out).



## Add Activities

1. On the Main Menu, select **Facility** and then select **Activities**.

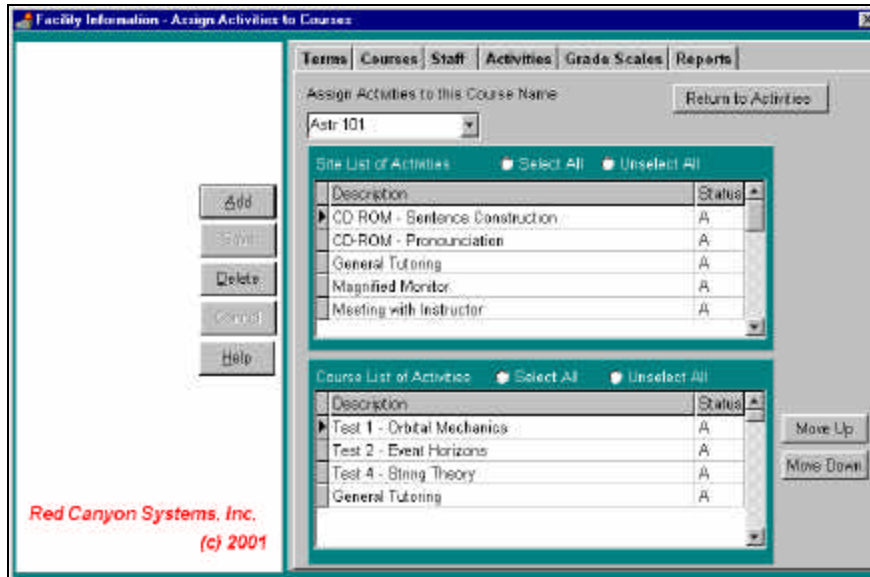


2. On the **Activities** form, click **Add** to enter a new activity, status, and code. A new row opens (indicated by the \* and the open fields) in which you can enter data that describes the activity. You can enter data now or any time in the future. Click **Save** when you are done adding activities.

## Assign Activities to Course Names

After you have set up the courses for your facility and current term, you can add activities and then assign one or more activities to each course name. If you have selected the option *Track Visits by Activities – Log In or Log Out* in **Log In Set Up**, the activities will be displayed on the Log In Course/Activity selection screen when participants log in for a course. Participants can select one or more activities for each visit. In order to display the activities in Log In for a course, you must complete the following steps.

1. On the *Facility – Activities* screen, click on **Assign Activities to Course Names**. The *Assign Activities to Courses* screen appears.



2. At the top of the screen, click in the course locator, *Assign Activities to this Course Name*, and select the course from the drop-down list.
3. In the top grid, *Site List of Activities*, select one or more activities.  
To select **one activity**: rest the mouse pointer on it and click the left mouse button.  
To select **more than one activity**: hold down the **Ctrl** key while you click the left mouse button on each activity that you want to choose.  
To select **all activities**: click on the **Select All** radio button at the top of the list.
4. Click the **Add** button.  
The activities you selected from the *Site List of Activities* are inserted in the *Course List of Activities* in the bottom grid.
5. To **rearrange** the order in which the *Course List of Activities* displays on the Log In Activity Selection screen, highlight the activity that you want to move and click the **Move Up** or **Move Down** button.
6. To **delete an activity** from a course name, in the *Course List of Activities*, click on one or more activities (use the same actions as described in step 3 for selecting activities) and then click the **Delete** button.

**Note:** If a participant has selected the activity for a previous visit, the visit record for the participant will still show the activity. When you delete an activity from the *Course List of Activities*, it will no longer display the Log In Course Activity selections screen.

## Grade Scales

If you track attendance automatically or you enter visits manually in the Participants Visits form, you can assign grades based on the number of hours or visits attended in your center. Follow these steps to enter grading scales for each course. Grade scales depend on two things:

- Courses have been entered.
- Visit time is tracked using Log In or by entering it manually in the Participants Visit form.

1. On the **Facility** menu, select **Grade Scales**.

The courses for the current selected term display on this form. Each course has a row of cells for entering the grades and visits or hours that must be completed to obtain the grade. If you do not see a list of courses on this form, you must add them on the **Courses** form or download and import a course master file.

2. Click **Add** to place the cursor in the first grade field (Grade 1).
3. Enter a letter grade, followed by the number of visits and/or hours that the participant must complete to obtain the grade. Press **Tab** to move the cursor from cell to cell on the grid. Enter all grades for the courses listed.
4. Click **Assign Scale to Courses**.  
Depending on the number of courses listed here, the assignment may take several minutes. When the assignment operation is finished, the Grade Scales at the top of the form will be set back to their initial settings, ready for the next course set and grades.

### Changing Course Grade Scales

If you need to change the grade scale for one or more, but not all courses, you must click the cursor in the fields in each course row and make changes to the individual settings. If you use the top portion of the form to re-enter grade scales and click the **Assign** button again, it will change the grade scales for all courses.

## Calculating Grades for a Course

When you want to calculate grades, you must use the **Grade Scales** form again.

1. At the top of the form, click the radio button next to **Total Visits** (or **Grade Visits** if you have entered a grade visit amount in **Log In Set Up) Hours**, or **Best of Either**. You will see a confirmation message about the report and the progress bar will show the process.
2. To print the grade report, **Final Grades – Course List – Full ID or Short ID** and **Final Grades by Term**, select **Reports** and specify a filter, if you need one. For example, you can filter the report for a specific course or term.
3. If you need to export a file of the grades to your registration system or another facility, you can do so by selecting the report, **Final Grades Export**. The Report shows on the screen in Print Preview. You can then select the printer option: **Print to a file**.

You can also select the **Export** tool  on the *Reports Print Preview* screen and select the file type, such as Excel or Lotus or simple text format.

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