

End User Guide

Academic Mentoring: Staff Mentor View



TrackOne

S T U D I O

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Viewing Students' Goal Setting

1 Login to the Learning Analytics Suite using your network username and password.

2 On the left-hand side menu choose **Class Tools/Class Goals**.

3 Choose the current Pathway and Year Level.

4 Your student Mentees will be listed alphabetically in a table.

5 The table shows the current status of each student's goal setting.

Student Code	First Names	Family Names	Year Level	Sex	Left Status	Student Pathway Status	Mentor	Referred To	View Goals	Force Student Restart
S395311	Felix	Barber	9	M	Current	Started	-	-	View	
S833954	Rose	Best	9	F	Current	Started	-	-	View	
S285819	Lucy	Betterton	9	F	Current	Submitted	-	-	Approve	↻
S881557	Matthew	Biel	9	M	Current	Started	-	-	View	


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2. On the left-hand side menu choose **Class Tools/Class Goals**.
3. Choose the current Pathway and Year Level.
4. Your student Mentees will be listed alphabetically in a table.
5. The table shows the current status of each student's goal setting.

Approving a Student's Goal Setting

My Student Mentees

Student Code	Given Names	Family Names	Year Level	Sex	Left Status	Student Pathway Status	Mentor	Referred To	View Goals	Force Student Restart
S395311	Felix	Barber	9	M	Current	Started	-	2	View	
S833954	Rose	Best	9	F	Current	Started	-		View	
S285819	Lucy	Betterton	9	F	Current	Submitted	-	1	Approve	➔
S881557	Matthew	Biel	9	M	Current	Started	-		View	

1. When a student has submitted their pathway goal setting, their status will change to **Approve**. To approve a student's goal setting, click on the **Approve** link.
2. To view a student's progress before they submit, click on the **View** link.
3. Clicking on the **Approve** or **View** link will result in the student's pathway being displayed as shown below.




Analytics
Go to Administration

- Home
- Student Results
- Class Results
- Class Tools
- Subject Results
- Cohort Results
- Pastoral Care
- External Results
- Reports
- Awards
- PTI Portal

Demonstration School Learning Analytics Suite John Oxley (oxleyj) (Sign Out)

Student Passport




Lucy Betterton
S285819
Year 9 (SH)
GPA: 13.29 (A-) (13.29) ➔
Engagement: 4 (Consistently) (4) ➔

Notes

Audience	Note	Note Creator	Created
Students	Academic Mentoring Pathway submitted by Lucy Betterton	S285819 (System Note)	01-Apr-2020 01:05 PM

[Add Note](#)

My Learning Path Semester 1, 2020: Open Mentor: OXL | Status: Submitted 

Learning Reflections

Reflect on your learning from Semester One. What are you happy with and what do you feel you need to develop?

Good English results. Maths results need developing.

Learning Reflection

Reflect on your learning to this point and for each area, rate yourself on the scale between 1 and 5 (with 5 being the best).

Reflect on your behaviour to this point and rate yourself on the scale of 1 to 5 (best).

0 1 2 3 4 5

➔

Reflect on your engagement with learning to this point and rate yourself on the scale of 1 to 5 (best).

0 1 2 3 4 5

➔

Reflect on your preparedness for learning to this point and rate yourself on the scale of 1 to 5 (best).

0 1 2 3 4 5

➔

Reflect on your attention to homework to this point and rate yourself on the scale of 1 to 5 (best).

0 1 2 3 4 5

➔

Approving a Student's Goal Setting

The screenshot shows a student's profile and learning path interface. The profile section includes the student's name, ID, year, GPA, and engagement score. The learning path section shows the current semester, mentor, and submission status. The learning reflections section contains a text box for reflections and a series of five horizontal scales for self-rating on various aspects of learning.

1 Notes

Audience	Note	Note Creator	Created
Students	Academic Mentoring Pathway submitted by Lucy Betterton	S285819 (System Note)	01-Apr-2020 01:05 PM

2 Add Note

3 Submitted

4 Print

My Learning Path Semester 1, 2020: Open Mentor: OXL Status: Submitted

Learning Reflections

Reflect on your learning from Semester One. What are you happy with and what do you feel you need to develop?

Good English results. Maths results need developing.

Learning Reflection

Reflect on your learning to this point and for each area, rate yourself on the scale between 1 and 5 (with 5 being the best).

Reflect on your behaviour to this point and rate yourself on the scale of 1 to 5 (best).

0 1 2 3 4 5

Reflect on your engagement with learning to this point and rate yourself on the scale of 1 to 5 (best).

0 1 2 3 4 5

Reflect on your preparedness for learning to this point and rate yourself on the scale of 1 to 5 (best).

0 1 2 3 4 5

Reflect on your attention to homework to this point and rate yourself on the scale of 1 to 5 (best).

0 1 2 3 4 5

How satisfied are you with your personal performance? Rate yourself on the scale of 1 to 5 (very satisfied).

0 1 2 3 4 5

1. A 'Notes' section holds any notes entered by the student or mentor.
2. To add a note to the student, click on **Add Note**.
3. The status of the submission is displayed.
4. The mentor has the option to print the pathway.

Approving a Student's Goal Setting

Co-curricular and Part-time Work Commitments

Please enter your Co-curricular and part-time work commitments. If your response is nil, please leave the box empty.

What co-curricular activities are you involved with this semester (list each one)?
softball, swim squad and cross country

How many hours per week will you spend on your co-curricular activities?
8 hours

How many hours per week do you spend on part time work at the moment?
none

Audience: Executive Leadership Teachers Parents Students

Enter Note...

7

5

9

6

8

Your note will be visible at the level selected and above

Approve

Revise

Refer

- At the bottom of the student's pathway are three options.
- If the mentor believes that the student needs to put more work into their pathway or if they need to change a specific area, then they can click on the orange **Revise** button. A text informing the student will be automatically sent to them.
- The mentor can enter a note to the student. They can also choose another audience for the note.
- If the mentor is concerned about responses in the student's goal setting, they can refer the pathway to the staff members who are supervising the goal setting. To do this they would click on the red **Refer** button.
- If the mentor is happy with the student's goal setting, then they click on the green **Approve** button. An automatic email is sent to the student informing them that their submission has been approved.

Supervisor's View of Goal Setting

The screenshot shows the 'Analytics Suite' interface for 'Demonstration School'. The left-hand navigation menu is highlighted with a blue circle '1' around the 'Class Goals' option. The main content area shows the 'Student Management' tab selected with a blue circle '2'. The 'Pathway' dropdown is set to 'My Learning Path Semester 1, 2020 (Semester 1, 2020)' and the 'Year Level' dropdown is set to 'My Learning Path Semester 1, 2020 Year 9', both with blue circles '3'. The 'Pastoral Care Class' dropdown is set to 'All Students' with a blue circle '4'. The 'Find' button is highlighted with a blue circle '5'. The 'Additional Filter Options' section is highlighted with a blue circle '6'. The 'Export Status Report' button is highlighted with a blue circle '7'. The 'Print Pathway Report' button is highlighted with a blue circle '8'. The 'Refresh Student List' button is highlighted with a blue circle '9'. The 'Student Management' table is displayed with columns: Student Code, Given Names, Family Names, Year Level, Sex, Left Status, Student Pathway Status, Mentor, Referred To, View Goals, Force Student Restart, and Recall Student. The table contains 20 rows of student data. The 'View Goals' column for the first row is highlighted with a blue circle '10'. The 'Force Student Restart' column for the first row is highlighted with a blue circle '11'. The 'Recall Student' column for the first row is highlighted with a blue circle '12'.

Student Code	Given Names	Family Names	Year Level	Sex	Left Status	Student Pathway Status	Mentor	Referred To	View Goals	Force Student Restart	Recall Student
S798236	Lacey	Adatschi	9	F	Current	Not Released	-	-	-		
S395311	Felix	Barber	9	M	Current	Started	-	-	View		<input checked="" type="checkbox"/>
S821648	Louis	Barham	9	M	Current	Not Released	AKM	-	-		
S529178	Kian	Beaton	9	M	Current	Not Released	AIT	-	-		
S833954	Rose	Best	9	F	Current	Started	-	-	View		<input checked="" type="checkbox"/>
S285819	Lucy	Betterton	9	F	Current	Submitted	-	-	Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>
S881557	Matthew	Biel	9	M	Current	Started	-	-	View		<input checked="" type="checkbox"/>
S646686	Adam	Birkhead	9	M	Current	Not Released	-	-	-		
S957264	Jessica	Bodnum	9	F	Current	Not Released	ANL	-	-		
S822264	Ibrahim	Brock	9	M	Current	Not Released	AOO	-	-		
S919968	Amy	Brown	9	F	Current	Not Released	ALS	-	-		
S419679	Florence	Browning	9	F	Current	Not Released	ADI	-	-		
S698375	Sara	Bruce	9	F	Current	Not Released	AIT	-	-		
S422438	Rose	Bunn	9	F	Current	Not Released	AJT	-	-		
S398125	Finlay	Bussell	9	M	Current	Not Released	AIF	-	-		
S481486	Charlotte	Byrne	9	F	Current	Not Released	ACF	-	-		
S262638	Brooke	Carscadden	9	F	Current	Not Released	AHJ	-	-		
S714975	Annabelle	Cartwright	9	F	Current	Not Released	AIF	-	-		
S866765	Tommy	Clarke	9	M	Current	Not Released	AQV	-	-		

1. On the left-hand side menu choose **Class Tools/Class Goals**.
2. The pathways supervisor(s) will see an extra tab to the page, **Student Management**.
3. Choose the relevant pathway and year level.
4. All the students for the year level chosen will be displayed.
5. The supervisor can see the status of all the students and can restart a student's goal setting.
6. The supervisor can search for a student.
7. The supervisor can save the pathway status report as an Excel spreadsheet.
8. The supervisor can print the pathway status report.