End User Guide

Goal Survey Impersonation

TrackOne
S T U D I O

If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to helpdesk@trackonestudio.com.
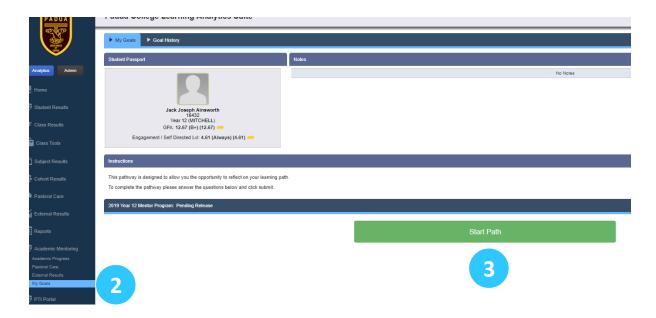
Set Up Impersonation

1. On the **Admin** side of the Application select **Configuration** from the main menu, and then select **System**.
2. Select the **Parent / Student Portal Impersonation** tab.
3. Set the **Demonstration User Name** to your username, ie. TAnderson.
4. Set the **Demo student code** to a valid Student user (for example, to test the Year 12 Goals setup, enter the Student Code for a current Year 12 Student).
5. **Save Configuration**.

1. Ensure you have given yourself the appropriate student menu permissions and login as yourself
2. Select **Academic Mentoring**, followed by **My Goals** to view the student's goals
3. You will need to click Start Path to view the student's goals. While the pathway is in the **Pending Release** state the pathway will always revert to the **Start Path** state and you will need to click the **Start Path** button to view your pathway setup.