

End User Guide
Subject Weightings



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.

Turning On Subject Weightings

The screenshot displays the 'Demonstration School Learning Analytics Suite' interface. On the left is a dark blue navigation sidebar with the 'Administration' menu expanded to 'Application'. The main content area is titled 'GPA Methodology' and contains three sections for selecting year levels to apply subject weightings. Red circles with numbers 1, 2, and 3 highlight the steps: 1. Selecting 'Administration' in the sidebar; 2. Selecting 'Configuration' > 'Application' in the sidebar; 3. Selecting the year levels (Year 9-12) in the 'Apply subject weightings' section.

Administration
Go to Analytics

Home
Result Entry
External Assessment
Analytics Setup
Subject Setup
Report Setup
General Setup
Academic Mentoring
School Activity Setup
User Management
Configuration
School
Application
Continuous
System
Messages
Year Levels

Demonstration School Learning Analytics Suite

▶ GPA Methodology ▶ Engagement Methodology ▶ Activate Features ▶ Student Portal Options ▶ Archival Year Levels

GPA Methodology:

The Learning Analytics Suite can calculate a student's Grade Point Average (GPA) in a variety of ways.

- The Subject Weightings methodology calculates a student's GPA based on weightings which are assigned to each subject. This allows specific subjects to
- The Core Subject methodology allows the Learning Analytics Suite administrator to choose the specific subjects which will be used in the calculation of the
- The Top 5 Methodology calculates a student's GPA based on the five best results achieved by the student.

Each of these methodologies can be combined.

Apply subject weightings

Year 12 Year 11 Year 10 Year 9
 Year 8 Year 7 Year 6 Year 5
 Year 4 Year 3 Year 2 Year 1
 Year 0 Year -1

Use core subjects to calculate GPA

Year 12 Year 11 Year 10 Year 9
 Year 8 Year 7 Year 6 Year 5
 Year 4 Year 3 Year 2 Year 1
 Year 0 Year -1

Use top 5 subjects to calculate GPA

Year 12 Year 11 Year 10 Year 9
 Year 8 Year 7 Year 6 Year 5
 Year 4 Year 3 Year 2 Year 1
 Year 0 Year -1

1. Select **Administration** from the top of the left-hand task panel.
2. Select **Configuration**, followed by **Application**.
3. Select the year levels for which you would like to apply subject weightings.

Note: Scroll to the bottom of the page and click **Save Configuration** when complete.

Loading the List of Subjects

Demonstration School Learning Analytics Suite (TrackOneAdmin) (Sign Out)

Result Period and Subject Maintenance

Filter by: All Years and Periods

Reporting Year	Reporting Period #	Friendly Result Period Name	Period Order	Interim Period	Superseding Period #(s)	Teacher Access	Parent Access	Student Access		
2019	4	Semester 2, 2019	5	False		Not Available	Not Available	Not Available		
2019	3	Term 3, 2019	4	False		Not Available	Not Available	Not Available		
2019	8	Unit 2, 2019	3	False		Available	Not Available	Not Available		
2019	2	Sem 1, 2019	2	False		Available	Available	Available		
2019	7	Unit 1, 2019	2	False		Available	Available	Available		
2019	1	Term 1	1	True	2	Not Available	Not Available	Not Available		
2018	4	Sem 2, 2018	5	False		Available	Available	Available		
2018	6	Term 3, 2018-PA	4	True	4	Available	Not Available	Not Available		
2018	3	Term 3, 2018	3	True	4	Available	Not Available	Not Available		
2018	2	Sem 1, 2018	2	False		Available	Available	Available		

New

GPA Properties Engagement Properties Subject Exclusions

Subjects for 2019, period: 4

Year Group: No Year Groups

1. Select **Subject Setup**, followed by **Subject and Period**.
2. Select the result period for which you would like to set up the weightings. Use the green arrow on the left-hand side to select the period.
3. Click **Synchronise Subjects with Database** (second icon).

Note: Hold your cursor over the icon to reveal the icon title.

4. The following drop-down menus will appear. Select the year group for which you would like to set up the weightings (e.g. All Years).

Synchronise Subjects

From Result Period:
2019, Sem 1, 2019 (period 2)

For Year Group:
All Years

Synchronise Cancel

5. Select the result period from which the application should pull the list of subjects from.
6. Click **Synchronise**.

Option One: Entering the Subject Weightings Manually

Year Group: 12

Year Group	Subject Code	Subject Description	Subject Weighting	Core Subject	Exclude From Calculation
12	0001	English	-1	<input type="checkbox"/>	<input type="checkbox"/>
12	0002	English Extension	-1	<input type="checkbox"/>	<input type="checkbox"/>
12	0005	French	-1	<input type="checkbox"/>	<input type="checkbox"/>
12	0009	Japanese	-1	<input type="checkbox"/>	<input type="checkbox"/>
12	0020	Ancient History	-1	<input type="checkbox"/>	<input type="checkbox"/>
12	0021	Modern History	-1	<input type="checkbox"/>	<input type="checkbox"/>

1. A list of subjects (based on the chosen result period and year level) will load.

Note: Each subject will have a default weighting of -1 (this indicates that no weighting has been applied).

2. There are two options when entering the subject weightings, the first of which is to manually enter the weighting into the Subject Weighting box.

Note: Once a weighting has been entered, simply click on the next text box and the weighting will save.

3. If there are any subjects you wish to exclude from the calculation, tick the **Exclude from Calculation** box.

Repeat this process for all relevant year levels.

Option Two: Load Timetable-Based Weightings

1

Year Group: 12

Year Group	Subject Code	Subject Description	Subject Weighting	Core Subject	Exclude From Calculation	
12	0001	English	-1	<input type="checkbox"/>	<input type="checkbox"/>	✕
12	0002	English Extension	-1	<input type="checkbox"/>	<input type="checkbox"/>	✕
12	0005	French	-1	<input type="checkbox"/>	<input type="checkbox"/>	✕
12	0009	Japanese	-1	<input type="checkbox"/>	<input type="checkbox"/>	✕

1. The second option is to load the weightings based on the number of times the subject appears in the timetable. Begin by clicking **Load Approximate Weightings** (the third icon).
2. The following will appear: click **Load Approximate Weightings**.

Load approximate weightings

Click 'Load Approximate Weightings' to load an approximate weightings list from your SIS timetable.

Load Approximate Weightings **2** Cancel

3. The approximate weightings will be loaded for review.

Year Group: 12

Year Group	Subject Code	Subject Description	Subject Weighting	Core Subject	Approximate Weighting	Exclude From Calculation	
12	0001	English	-1	<input type="checkbox"/>	10	<input type="checkbox"/>	🔔 ✕
12	0002	English Extension	-1	<input type="checkbox"/>	1	<input type="checkbox"/>	🔔 ✕
12	0005	French	-1	<input type="checkbox"/>	10	<input type="checkbox"/>	🔔 ✕
12	0009	Japanese	-1	<input type="checkbox"/>	10	<input type="checkbox"/>	🔔 ✕
12	0020	Ancient History	-1	<input type="checkbox"/>	10	<input type="checkbox"/>	🔔 ✕

4. If you are happy with the weightings, click **Copy All Approximate Weightings to Final Weightings** (fourth icon).

4

Year Group: 12

Year Group	Subject Code	Subject Description	Subject Weighting	Core Subject	Approximate Weighting	Exclude From Calculation	
12	0001	English	-1	<input type="checkbox"/>	10	<input type="checkbox"/>	🔔 ✕
12	0002	English Extension	-1	<input type="checkbox"/>	1	<input type="checkbox"/>	🔔 ✕
12	0005	French	-1	<input type="checkbox"/>	10	<input type="checkbox"/>	🔔 ✕
12	0009	Japanese	-1	<input type="checkbox"/>	10	<input type="checkbox"/>	🔔 ✕
12	0020	Ancient History	-1	<input type="checkbox"/>	10	<input type="checkbox"/>	🔔 ✕

Copying Subject Weightings Between Result Periods

Administration
Go to Analytics

Home
Result Entry
External Assessment
Analytics Setup
Subject Setup
Subject and Period
Subject Creation
Link Subjects
Result Period Filtering
Report Setup
General Setup
Academic Mentoring
School Activity Setup
User Management
Configuration

Demonstration School Learning Analytics Suite (TrackOneAdmin) (Sign Out)

Result Period and Subject Maintenance

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2018	2	Sem 1, 2018	2	False		Available	Available	Available		

New

GPA Properties Engagement Properties Subject Exclusions

Subjects for 2019, period: 4

Year Group:
No Year Groups

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2

Once weightings have been set up within a result period, these may be copied to a new period.

1. Begin by selecting the result period you are working on using the green arrow on the left-hand side.
2. Select the **Copy Subject Properties** Icon (second last icon).
The following drop-down will appear.

3

Year Group:
12

Copy Properties

From Result Period Row:
Year: 2019, Period: 4

Copy Properties Cancel

4

5

3. Select the year level for which you wish to copy the weightings.
4. Select the result period you wish to copy the weightings from.
5. Click **Copy Properties**.