

End User Guide  
**Reporting Period Set-Up**



# 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](mailto:helpdesk@trackonestudio.com).

## Configuring your reporting periods

The Suite draws your reporting periods directly from your Student Information System. These reporting periods can be set-up in the Suite individually for each year and period, or can be configured to represent **All Years**.

We would recommend the former option, as this allows to better control features such as Subject Weightings, Exclusions and Display Options throughout the Suite.

**1** Administration

**2** Subject Setup

**3** Subject and Period

**4** New

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

1. Select **Administration** from the top of the left-hand task panel.
2. Select **Subject Setup**, followed by **Subject and Period**.
3. Select **New** to create a new period.
4. Select your Reporting Year from the drop-down, and match the Reporting Period that draws through from your Student Information System.

**Note:** You will have to repeat these steps for all available Reporting Periods within this Year.

**New Organisation Result Period**

Reporting Year: 2019

Reporting Period:

- All Result Periods
- All Result Periods
- Music 2, 2019 (period 9)
- Term 3, 2019-PA, 2019 (period 6)
- Semester 2, 2019 (period 4)
- Term 3, 2019 (period 3)
- Unit 2, 2019 (period 8)
- Unit 1, 2019 (period 7)

Subjects for 2019, period: 4

**4**

# Synchronising Subjects

**New Organisation Result Period**

Reporting Year:  
2018

Reporting Period:  
Semester 1, 2018 (period 1)

Friendly Result Period Name (leave blank to use the default names from your SIS):

Period Order - within result year (1,2,3...):

Reporting period is an interim reporting period

Superseding Period(s) (comma delimited):

**Display Options - Teachers**  
 Exclude Result Period (result period will not be available in the Learning Analytics Suite)  
Specify Date the Result Period will be available from: Day: Month:

**Display Options - Parents**  
 Exclude Result Period (result period will not be available in the Learning Analytics Suite)  
Specify Date the Result Period will be available from: Day: Month:

**Display Options - Students**  
 Exclude Result Period (result period will not be available in the Learning Analytics Suite)  
Specify Date the Result Period will be available from: Day: Month:

**Save**

5. Set your **Friendly Result Period Name** which will display throughout the Suite.
6. Set the **Period Order** number, ie. how does this particular reporting period fit within the order of this result year?
7. Identify as an **Interim Reporting Period** if necessary, ie. Is this a Term or Semester period? If Term, make Interim, and set the corresponding Semester period number as the **Superseding Period**.
8. Click **Save**.

► GPA Properties ► Engagement Properties ► Subject Exclusions

Subjects for 2018, period: 1

Year Group:  
No Year Groups

**Synchronise Subjects**

From Result Period:  
2018, Semester 1, 2018 (period 1)

For Year Group:  
All Years

**Synchronise** **Cancel**

No subjects found

9. Click the **Synchronise Subjects** icon to pull through the Subjects in this reporting period directly from your Student Information System.
10. Identify the Result Period from which to Synchronise from, and click **Synchronise**.

## Copy Subject Properties (Weightings and Exclusions)

The screenshot shows a software interface with a breadcrumb trail: GPA Properties > Engagement Properties > Subject Exclusions. Below this, there's a header 'Subjects for 2018, period: 1' and a 'Year Group:' dropdown menu set to '12'. A toolbar with icons for add, refresh, lock, and save is visible. The main content area is a 'Copy Properties' dialog box. Inside the dialog, there's a 'From Result Period Row:' dropdown menu set to 'Year, Period: 1'. At the bottom of the dialog are two buttons: 'Copy Properties' and 'Cancel'. A blue circle with the number '11' is on the right side of the dialog, and another blue circle with the number '12' is on the left side of the dialog.

11. Click the **Copy Subject Properties** icon to pull through the Subject Weightings, Exclusions, and all other settings from a previous Result Period.

12. Select the Result Period from which to copy, and click **Copy Properties**.