

End User Guide  
**Overriding User Accounts**



**TrackOne**  
S T U D I O

When conducting testing throughout the Learning Analytics Suite, you may find it useful to login as either a Student or Teacher user to give yourself a better idea of how the setup you have produced as an Administrator will appear to those you are releasing Suite access to.

This document will assist you in navigating through the Suite as both an Administrator and a user with fewer permissions enabled in their setup. Prior to making any temporary changes to a user account, we would recommend ensuring that the user has completely signed out of the application until testing has concluded.

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).

## Viewing the Application User Account List

Demonstration **3** Learning Analytics Suite (TrackOneAdmin) (Sign Out)

Administration  
Go to Analytics

- Home
- Result Entry
- External Assessment
- Analytics Setup
- Subject Setup
- Report Setup
- General Setup
- Academic Mentoring
- School Activity Setup
- User Management
- Users

Staff Students Parents System

All Years [Search] 1 to 4 of 4

User Name	SIS Code	Family Name	Given Names	Email	Roles	Approved	Locked Out	Override Network Authentication		
S798236	S798236	Adachi	Lucy		Student	<input checked="" type="checkbox"/>	False	True		
S833954	S833954	Best	Lucy		Student	<input checked="" type="checkbox"/>	False	True		
S285819	S285819	Betterton	Lucy	oxleyjj@gmail.com	Student	<input checked="" type="checkbox"/>	False	True		
S839885	S839885	Boyce	Violet		Student	<input checked="" type="checkbox"/>	False	True		

Note: All user accounts are synced based on the SIS code and not the User Name.

Bulk User Synchronise Add New User

1. Select **Administration** from the top of the left-hand task panel.
2. Select **User Management**, followed by **Users**.
3. The User Management page will now appear, and all existing user accounts will be grouped by type (Staff, Students, Parents, System) and are listed to view based upon the user type that you select from the blue bar at the top. We have selected **Students**.
4. Select a student account to override by clicking the edit icon on the far right-hand side.

# Override Network Authentication to Access an Account

**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

**5**

**6**

**7**

**8**

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

### User Setup

UserName: S833954 Password: [masked] 

Student Code: S833954

Family Name: Best Given Name(s): Lucy

Email: [empty] optional

Override Network Authentication  
If selected, the user account will use the local Learning Analytics password rather than the selected system authentication method password (such as Active Directory). It is recommended that this option is used for a short time only to verify user access and permissions. Ensure to deselect this option when not required as it will prevent the user from accessing the Learning Analytics Suite using their normal password (and may result in the account being locked if the user attempts multiple times).

### Roles

Menu Options	
<input type="checkbox"/>	Teacher Security
<input checked="" type="checkbox"/>	Student Portal
<input type="checkbox"/>	Access for SLT, ELT, CLT
<input type="checkbox"/>	Parent
<input type="checkbox"/>	Administrator Level One
<input type="checkbox"/>	Administrator Security

Return to User Management Update User Details

5. Prior to making any changes to the account, it is a good idea to thoroughly review all current data that is set up. Make a note of the current data in case you need to go back and reverse changes at the end.
6. Select the edit icon to the right-hand side of **Password**. The password box will clear of any existing data and you will be required to enter a new password for the user.  
TIP: When setting a temporary password, opt for something simple (eg. password).

**User Setup**

UserName: S833954 Password: password 

- TIP: Make note of the Username and Password.
7. Ensure the **Override Network Authentication** box is ticked.  
If this box is not ticked, you will not have access to the account.
  8. Review that all data is correct and that you have made a note of the account details, then select **Update User Details**.

- Logout of the current account and log back in using the student account details you have just changed. You will now have a complete view of what a student can see in the Learning Analytics Suite, and you can review all the areas of the Suite that is available to them.

**Demonstration School Learning Analytics Suite** Lucy Best (S833954) ([Sign Out](#))

**Welcome**

Learning Analytics is the process of using educational data, statistical analysis, and modelling to gain insights into student and school performance. It gives school leaders, teachers, parents and students access to rich academic and pastoral data which informs teaching practice and school management.

Learning Analytics tools, such as the Learning Analytics Suite and External Assessment Suite, are an important addition to school practice as they significantly reduce the time required to collect, analyse and publish educational data while giving school leaders and teachers simple, secure and efficient access to this critical information which improves the monitoring of student progress and outcomes, and allows schools to assess the impact of pedagogical changes and professional learning.

To find out more about TrackOne Studio and our school data analysis solution click [here](#).

**My Details**

**Student Passport**

  
**Rose Best**  
S833954  
Year 9 (MA)  
GPA: 10.86 (B-) (10.86)   
Engagement: 4 (Consistently) (4) 

**My Learning Path Semester 2, 2019** Not Started

**Learning Reflections**

Reflect on your learning from Semester One. What are you happy with and what do you feel you need to ... [More](#)

I think that I worked very hard at most of my subjects. I need to ask more questions of my teacher in Maths and also endeavour to finish

9

## Reversing the Network Override

- Perhaps the most important step to remember is to return the test account back to its former setup. Once your testing has concluded, logout and then log back in with your Administrator account. Return to **User Management/Users/Students**, search for the student to reverse and click the edit icon.
- Untick **Override Network Authentication** and select **Update User Details**.

**Override Network Authentication**  
If selected, the user account will use the local Learning Analytics password rather than the selected system authentication method password (such as Active Directory). It is recommended that this option is used for a short time only to verify user access and permissions. Ensure to deselect this option when not required as it will prevent the user from accessing the Learning Analytics Suite using their normal password (and may result in the account being locked if the user attempts multiple times).

The student test account can now be used by the original user as per normal.