End User Guide

Awards Administration

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.

Running the Awards Module

Before running your awards at the end of a Semester, please check that the following administration tasks have occurred.

1. Go to the AWARDS module and click on AWARDS.
2. Create an 'Award Recipient List' for the new Semester by clicking on the blue button titled 'Create Award Recipient List'.

Create an Award Recipient List

Create award recipient list for Xavier Awards

Return to Xavier Awards

Please carefully review the parameters below (including the reporting period, included subjects and weightings) for each award and year level before generating a trial run.

If you have any question or require any assistance do not hesitate to contact the TrackOne Studio team at helpdesk@trackonestudion.com.

Also, please remember that multiple award recipient lists can be generated prior to finalising the accepted list.

Please enter a name for this award run:

Academic Award Semester 2, 2019

Please select the award result year:

2019

☐ I have reviewed the setup below and confirmed that all reporting periods, subjects and result mappings are correct. I have confirmed that all expected student data is available.

Generate Award Recipient List

Parameters

Year 12

Award		Parameters
DUX	🖉	Parameters Cutoff: 13
Gold	🖉	Parameters Cutoff: 13
Silver	🖉	Parameters Cutoff: 13
GOLD	🖉	Parameters Cutoff: 13

Setup Award Subjects

Editing your Award Parameters

1. Clicking on the edit icon for a specific year's parameters will result in the parameter dialog box being displayed.
2. Edit any of your parameters that need changing. Note that these parameters are specific to each school.

Setup your Award Subjects

3. After reviewing the parameters, you need to check that the subject list for each award is correct (especially if subjects have been added, deleted or re-named). Do this by clicking on the blue 'Setup Award Subjects' button.

Check your Result Periods and Synchronise Subjects

1. Firstly, check your result period(s). Do they represent the data you want to use for the award run? Check the year and period have been updated and the weighting factor is correct. If you need to change the result period or weighting, click the edit icon. Make sure to tick the check box if you are using a progressive result period.
2. To check for new subjects, click on the blue 'Synchronise Subjects' button. You can also add a specific subject if you know it is missing. You must do this for each result period you are pulling data from.
3. Tick on the right-hand side to exclude subjects from the award calculations, add 1 next to a subject for equal weighting. Use the delete icon (X) on the right to remove subjects. Again you must do this for each result period you are pulling data from.

Award Subjects

Year 12 Award Subject Maintenance

	Result Year	Semester	Period	Year Group	Weighting	Progressive Period		
➡	2019	1	2	12	1	False	✎	❌
➡	2019	2	9	12	1	False	✎	❌

New

Subjects for Period: 2,2019

Add Subject   Synchronise Subjects

Subject Code	Subject Description	Subject Weighting	Exclude Subject	
1501	Accounting	1	☐	❌
1503	Visual Art	1	☐	❌
1505	Biology	1	☐	❌
1506	Chemistry	1	☐	❌
1507	Drama	1	☐	❌
1508	Economics	1	☐	❌
1509	English	1	☐	❌

Generate your Award Recipient List

Once you have reviewed the setup and confirmed that all reporting periods, subjects and result mappings are correct, you are ready to generate your award list.

1. Give your award list a meaningful name.
2. Select the correct cohort result year.
3. Tick the review checkbox (but only after you have reviewed all parameters and set up your subjects).
4. Click the green 'Generate Award Recipient List'.

Create award recipient list for Xavier Awards   Return to Xavier Awards

Please carefully review the parameters below (including the reporting period, included subjects and weightings) for each award and year level before generating a trial run.

If you have any question or require any assistance do not hesitate to contact the TrackOne Studio team at helpdesk@trackonestudion.com.

Also, please remember that multiple award recipient lists can be generated prior to finalising the accepted list.

Please enter a name for this award run: Please select the award result year:

Academic Awards Semester 1, 2019   **1**   2019   **2**

3 ☑ I have reviewed the setup below and confirmed that all reporting periods, subjects and result mappings are correct. I have confirmed that all expected student data is available.

4   Generate Award Recipient List

Parameters

Check and then Finalise your Award Recipient List

1. For each year level of your award list, check that the data and calculations for one or two students are correct. If class data is missing, check it has been entered into your SIS.
2. Your award list, for each year level can be exported to an Excel file.
3. If you have run the award list in previous years you can use the 'Compare with previous' to check for changes in the list with a previous year.
4. When you have finished your checks on your Award List, use the blue 'Finalise Award Run' button to complete the Award list process. Test runs may be deleted at this stage.

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

▶ Example Awards

Xavier demo award

Run	Status	Run Period	Date	Release Date	View Run Parameters	Delete Trial
➡ Academic Awards Semester 1, 2019	TRIAL	2019	17-Feb-2020		🖩	✖
➡ Test	TRIAL	2019	17-Feb-2020		🖩	✖

Create Award Recipient List   **Compare with previous**   **Finalise Award Run**

③   **④**

Student Awards: Academic Awards Semester 1, 2019

Year Level:
[Year 12 ▽]   📗 **②**

Student Code		Award	Override Status	Year Level	Family Name	Given Names	House	Student Status	Result	Detail
S537541	🖉	DUX	-	12	Fletcher	Lexi	SH	Current	14.6	Period 2, 2019: 12ENG - 1509: A+, 12FRE - 1510: A+, 12MHI - 1520: A+, 12SOS - 1524: A+, 12CHE - 1506: A-. **Subjects In Calculation: 5.**
S494423	🖉	Gold	-	12	Magusin	Niamh	SH	Current	14.2	Period 2, 2019: 12FRE - 1510: A+, 12CHE - 1506: A, 12ENG - 1509: A, 12PHY - 1523: A, 12SOR - 1533: A. **Subjects In Calculation: 5.**
S257144	🖉	Gold	-	12	Thomsen	Lily	MA	Current	14.2	Period 2, 2019: 12MHI - 1520: A+, 12SOS - 1524: A+, 12BIO - 1505: A, 12ENG - 1509: A, 12FRE - 1510: A-. **Subjects In Calculation: 5.**
S852764	🖉	Gold	-	12	Bodnum	Callum	PE	Current	14	Period 2, 2019: 12FRE - 1510: A+, 12SOR - 1533: A+, 12ECO - 1508: A, 12ENG - 1509: A, 12MHI - 1520: A, 12MAA - 1517: B+. **Subjects In Calculation: 6.**
S872954	🖉	Gold	-	12	Toews	Eliza	ST	Current	13.8	Period 2, 2019: 12MHI - 1520: A+, 12ART - 1503: A, 12ENG - 1509: A, 12CHE - 1506: A-, 12FRE - 1510: A-. **Subjects In Calculation: 5.**
S551631	🖉	Gold	-	12	Hood	Luca	MO	Current	13.67	Period 2, 2019: 12MAB - 1518: A+, 12CHE - 1506: A, 12MAC - 1519: A, 12PHY - 1523: A, 12BIO - 1505: A-, 12ENG - 1509: B+. **Subjects In Calculation: 6.**
S868226	🖉	Gold	-	12	Nelson	Leo	SH	Current	13.67	Period 2, 2019: 12ART - 1503: A, 12ENG - 1509: A, 12GEO - 1511: A, 12MUS - 1522: A, 12FRE - 1510: A-, 12MAB - 1518: A-. **Subjects In Calculation: 6.**

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