

End User Guide
Academic Mentoring: Supervisor View



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.

Specifying Supervisors for a Year Level

1 Administration
Go to Analytics

Home
Result Entry
External Assessment
Analytics Setup
Subject Setup
Report Setup
General Setup
Academic Mentoring
Pathways
Pathway Year Levels
Pathway Questions
Reflection Questions
Purge Students
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Mentors
School Activity Setup
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Demonstration School Learning Analytics Suite (TrackOneAdmin) (Sign Out)

2 Pathway Year Levels

Select Pathway:
My Learning Path Semester 1, 2020 (Year:2020 Semester:1)

Pathway Year Levels:

Release Status	Year Level	Show Primary Question	Display Primary Goal Subjects	Show Questions	Academic Goals	Result Period	Other Goals	Reflections Required	Reflection Result Period	Started	Submitted	Approved	In Review	Referral Supervisors	Locked Status	
Pending Release Release Pathway	10	Yes	No	Yes	5 to 8	Sem 2, 2019	1 to 2	Not Required		0	0	0	0	John Oxley	Open	
Open	9	Yes	No	Yes	5 to 8	Sem 2, 2019	1 to 2	Not Required		3	1	0	0	John Oxley	Open	
Pending Release Release Pathway	8	Yes	No	Yes	5 to 8	Sem 2, 2019	1 to 2	Not Required		0	0	0	0	John Oxley	Open	

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Pathway Year Level Setup

Update Cancel

Pathway Status:
Open

Workflow

Please ensure that appropriate permissions have been given to teachers, students and parents to allow them to access, approve and acknowledge pathways where appropriate. Permissions can be assigned via the 'Roles' menu under 'User Management'. If you require email acknowledgements to be sent as part of the teacher approval process, please ensure that the details of your school's email server have been entered into the Learning Analytics Suite. Details can be entered via the 'System' menu under 'Configuration'.

Allow teachers acting as student mentors to approve a student's pathway or request a student revise and resubmit their pathway.
 Request that parents acknowledge that they have viewed their child's pathway.
 Allow a student's mentor to refer student to additional supervisor(s). Please add supervisors in the table below

Additional Supervisors	Role	Edit	Delete
John Oxley	Head of Teaching and Learning		
Phillip Budd	Head of Year 8		

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Add a Supervisor

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1. Login to the Learning Analytics Suite using your network username and password.
2. On the left-hand side menu choose **Administration/Academic Mentoring/Pathway Year Levels**.
3. Edit the required Pathway Year Level.
4. Your Pathway Supervisors will be listed in a table under the pathway workflow options.
5. To enter another supervisor, click the **Add a Supervisor** button.

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Additional Supervisors	Role	Edit	Delete
--- Select a Teacher ---	Please enter a role	Update Cancel	
John Oxley	Head of Teaching and Learning		
Phillip Budd	Head of Year 8		

Add a Supervisor

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6. Select a Teacher and enter their role.
7. Click the **Update** button.

Supervisor's View of Goal Setting

The screenshot shows the 'Analytics Suite' interface for 'Demonstration School'. The left-hand navigation menu is highlighted with a blue circle '1'. The main content area has a 'Student Management' tab selected, indicated by a blue circle '2'. The 'Pathway' dropdown is set to 'My Learning Path Semester 1, 2020 (Semester 1, 2020)' and the 'Year Level' dropdown is set to '9', both marked with blue circles '3'. The 'Pastoral Care Class' is set to 'All Students' with a 'Find' button. Below this, there are 'Additional Filter Options' and a search bar marked with a blue circle '6'. The 'Pathway Status' is set to 'All Statuses' and the 'Filter' is empty. The table below shows a list of students with columns for Student Code, Given Names, Family Names, Year Level, Sex, Left Status, Student Pathway Status, Mentor, Referred To, View Goals, Force Student Restart, and Recall Student. The table is marked with a blue circle '4'. The 'View Goals' column has links like 'View' and 'Approve' marked with a blue circle '5'. At the top right of the table, there are links for 'Export Status Report', 'Print Pathway Report', and 'Refresh Student List', marked with blue circles '7' and '8'. The table shows 160 students in total, with the first 10 rows visible.

Student Code	Given Names	Family Names	Year Level	Sex	Left Status	Student Pathway Status	Mentor	Referred To	View Goals	Force Student Restart	Recall Student
S798236	Lacey	Adatschi	9	F	Current	Not Released	-	-	-		
S395311	Felix	Barber	9	M	Current	Started	-	-	View		X
S821648	Louis	Barham	9	M	Current	Not Released	AKM	-	-		
S529178	Kian	Beaton	9	M	Current	Not Released	AIT	-	-		
S833954	Rose	Best	9	F	Current	Started	-	-	View		X
S285819	Lucy	Betterton	9	F	Current	Submitted	-	-	Approve		X
S881557	Matthew	Biel	9	M	Current	Started	-	-	View		X
S646686	Adam	Birkhead	9	M	Current	Not Released	-	-	-		
S957264	Jessica	Bodnum	9	F	Current	Not Released	ANL	-	-		
S822264	Ibrahim	Brook	9	M	Current	Not Released	AOO	-	-		
S919968	Amy	Brown	9	F	Current	Not Released	ALS	-	-		
S416679	Florence	Browning	9	F	Current	Not Released	ADI	-	-		
S698375	Sara	Bruce	9	F	Current	Not Released	AIT	-	-		
S422438	Rose	Bunn	9	F	Current	Not Released	AJT	-	-		
S398125	Finlay	Bussell	9	M	Current	Not Released	AIF	-	-		
S481486	Charlotte	Byrne	9	F	Current	Not Released	ACF	-	-		
S262638	Brooke	Carscadden	9	F	Current	Not Released	AHJ	-	-		
S714975	Annabelle	Cartwright	9	F	Current	Not Released	AIF	-	-		
S866765	Tommy	Clarke	9	M	Current	Not Released	AQV	-	-		

1. On the left-hand side menu choose **Class Tools/Class Goals**.
2. The pathways supervisor(s) will see an extra tab to the page, **Student Management**.
3. Choose the relevant pathway and year level.
4. All the students for the year level chosen will be displayed.
5. The supervisor can see the status of all the students and can restart a student's goal setting.
6. The supervisor can search for a student.
7. The supervisor can save the pathway status report as an Excel spreadsheet.
8. The supervisor can print the pathway status report.

Manually Adjusting Mentors

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

Administration
Go to Analytics

- Home
- Result Entry
- External Assessment
- Analytics Setup
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 - Mentors**
- School Activity Setup
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Management | **Upload Mentors**

Setting student mentors

As part of the Academic Mentoring process students are assigned staff mentors to review and monitor their performance and welfare. By default, the students current homeroom teacher will be assigned as their current mentor.

You can set up your school's homeroom classes [here](#), under the 'School Pastoral Care Classes' tab.

If you would like a student's mentor to be automatically updated if their homeroom teacher changes please check the tickbox below. This will mean that while a pathway is open and the student has not yet SUBMITTED their pathway the mentor will automatically update to the new homeroom teacher. If a student's pathway is submitted or the pathway is closed the mentor will not be updated - if you would still like to update in this circumstance please contact TrackOne Studio support for assistance.

Update mentor to the homeroom teacher automatically

You can choose to set all (or some) students to a different mentor other than their homeroom teacher. To enable this functionality please check the tickbox below. This will mean that you will be able, if you choose, to override and lock a student to a mentor different to their homeroom teacher. You will also be able to upload a list of mentors from an excel file (.xlsx).

Enable teachers other than the homeroom teacher to be set as a student's mentor

- Unlocking a mentor will default a student's mentor to their current homeroom teacher.
- Selecting a mentor from the list or specifically locking a mentor will fix the student to the specified mentor, regardless of their homeroom teacher.
- An asterix(*) indicates the current mentor is set to the student's current home room teacher.

Please note: The mentors below are the mentors for students at this current period of time. A student's mentor for previous pathways will only be updated if the pathway is OPEN and the student has not yet submitted their pathway.

Year: Class:

Filter:

Update/Unlock students on the displayed page:

Student Code	Given Names	Surname	Homeroom Teacher	Currently Set Mentor	Set New Mentor
S539435	Dexter	Adatschi	AQV	John Oxley	Please select a teacher
S832355	Ava	Andrews	APP	Phillip Budd	Please select a teacher
S278958	Matilda	Aragon	ALS	Phillip Budd	Please select a teacher
S881488	Heidi	Aspell	ALL	Phillip Budd	Please select a teacher
S282967	Nathan	Atkins	AIF	Phillip Budd	Please select a teacher
S855972	Isla	Bardsley	AEQ	John Oxley	Please select a teacher
S839184	Max	Bazell	ANA	John Oxley	Please select a teacher
S822385	Nathan	Bazell	ALL	John Oxley	Please select a teacher
S872291	Lacey	Beason	ADI	John Oxley	Please select a teacher
S495382	Anna	Bell	ATI	John Oxley	Please select a teacher
S539175	Zara	Bennett	AQD	Phillip Budd	Please select a teacher
S832586	Luke	Bent	AQD	John Oxley	Please select a teacher
S436131	Lily	Birdsall	ACP	ACP *	Please select a teacher

1. Select **Administration/Academic Mentoring/Mentors**
2. A checkbox allows a supervisor to enable teachers other than the Homeroom/Form teacher to be assigned as mentors.
3. Choose the required Year Level.
4. New mentors can be set on the right-hand side by choosing from the drop down.

Note: The suite will automatically set the student mentors to their Homeroom or Form teachers.

Resetting the Student Data in a Pathway

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

Remove all students from pathway

Goal Pathways:
My Learning Path Semester 1, 2020 (Year:2020 Semester:1)

Pathway Year Levels:

Year Level	Primary Question	Display Primary Goal Subjects	Academic Goals	Non-Academic Goals	Result Period	Reflections Required	Locked Status	Pathways Started	Pathways Submitted	Pathways Approved	Pathways in Review
10	Reflect on your learning from Semester One. What are you happy with and what do you feel you need to develop?	No	5 to 8	1 to 2	Sem 2, 2019	Not Required	Open	0	0	0	0
9	Reflect on your learning from Semester One. What are you happy with and what do you feel you need to develop?	No	5 to 8	1 to 2	Sem 2, 2019	Not Required	Open	3	1	0	0
8	Reflect on your learning from Semester One. What are you happy with and what do you feel you need to develop?	No	5 to 8	1 to 2	Sem 2, 2019	Not Required	Open	0	0	0	0

Remove all students

WARNING: This procedure will delete ALL the student data in a Pathway.

1. Select **Administration/Academic Mentoring/Purge Students**.
2. Select the required Goal Setting Period.
3. Choose the Year level that you want to delete the student responses from by selecting the green arrow of the corresponding row.
4. Click the blue **Remove all students** button.
5. The following dialog box will be displayed.

Remove all students from pathway

All student responses (including all goals, strategies and reflections) will be purged for year 9 for the selected Pathway. You should consider backing up the database before you execute this option. To continue, type **PURGE STUDENTS** into the verify box and press 'Execute Student Deletion' - or press 'Cancel' to exit.

Verify Student Deletion:

Execute Student Deletion Cancel

6. Type **PURGE STUDENTS** into the **Verify Student Deletion** text box.
7. Select the blue **Execute Student Deletion** button.