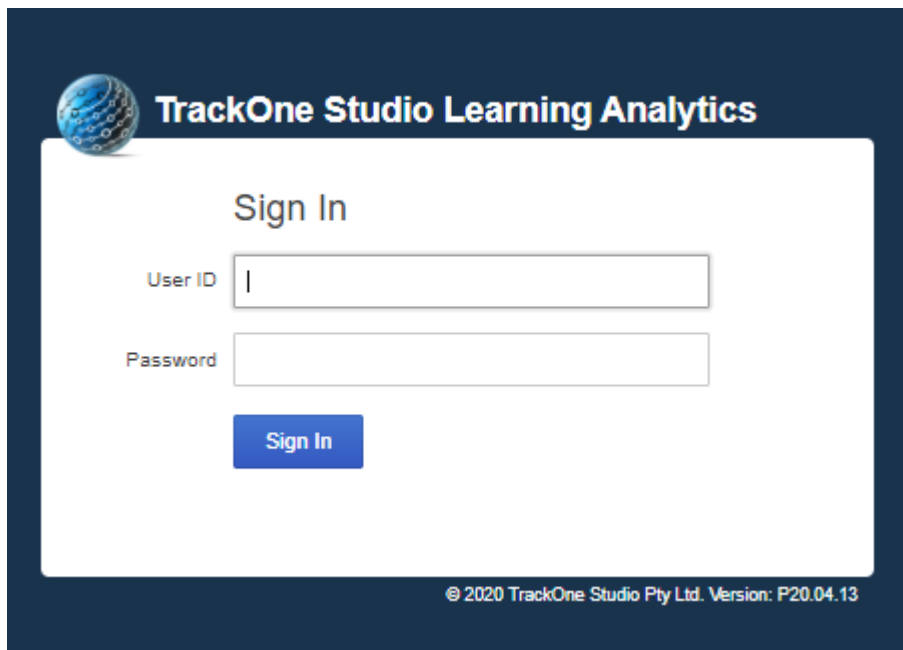# TrackOne
S T U D I O

This document will assist you in navigating through the Learning Analytics Suite as both an Administrator, and as a set user type with fewer permissions enabled in their setup, ie. Staff or Student. Please carefully review all instructions set out in the Help Documentation made available.

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.

Logging In

The Learning Analytics Suite is accessed through a web browser.

To begin, enter the internet address provided.

To access the Learning Analytics Suite, the user will need to enter the User ID and Password from their school network account.

Note:

An account will be locked if the user sequentially enters their password incorrectly five times. Their Learning Analytics Suite administrator will need to unlock the account if this occurs.

Once logged in, the user will be directed to the Home Screen.