

General End User Guide
9.4.20 Reports → Schedule Alert



TrackOne

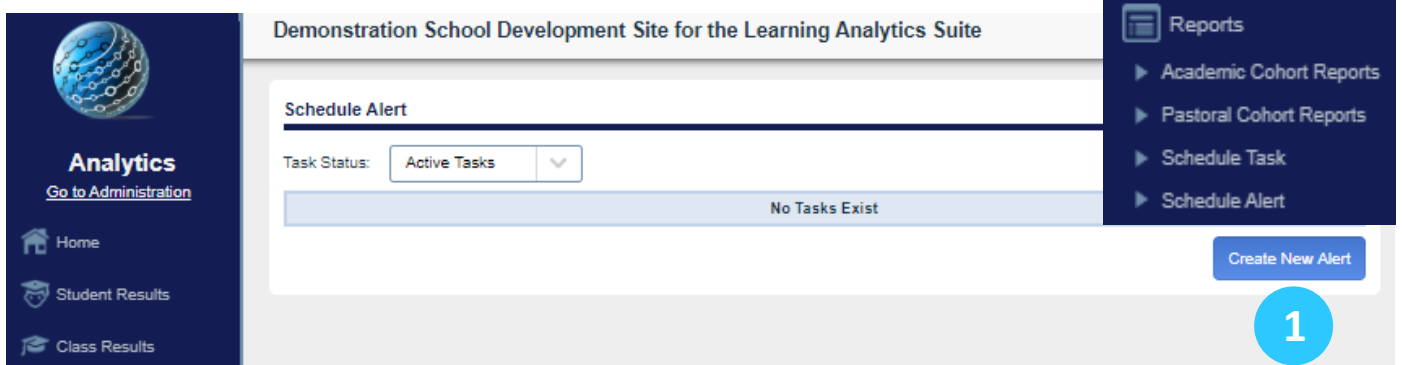
S T U D I O

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.

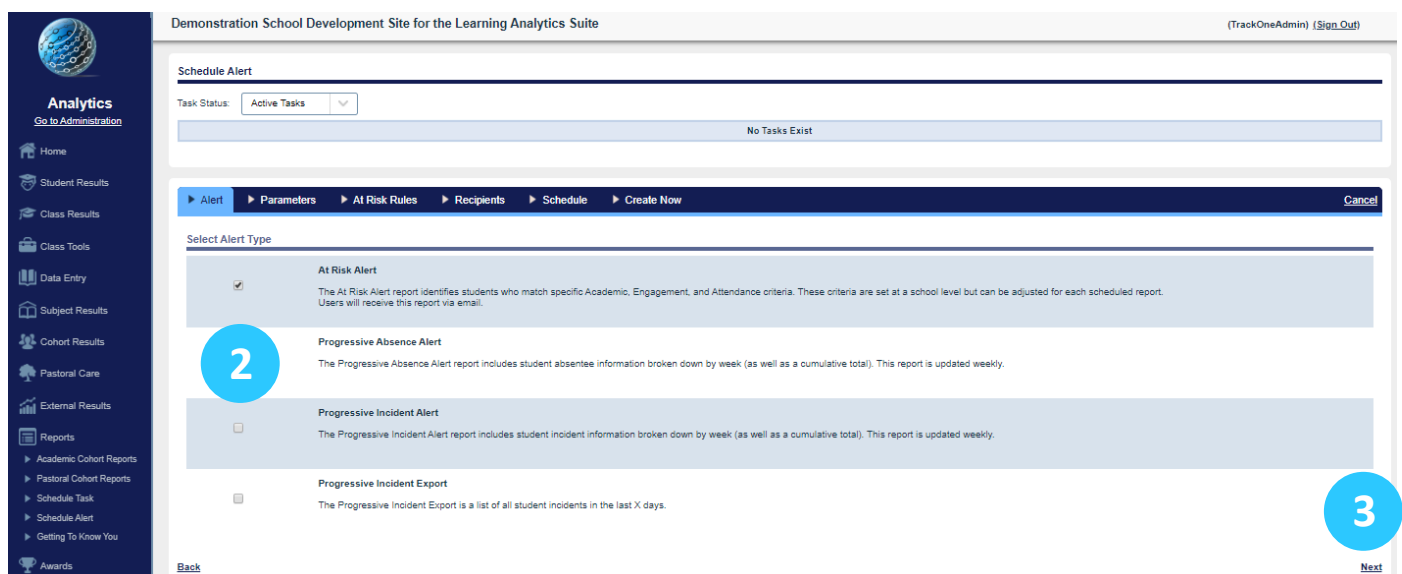
If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to helpdesk@trackonestudio.com.

Schedule Alert

Schedule Alert allows Administrators or Senior Leaders to generate alerts for their staff. For instance, a Head of Year may wish to establish alerts for the students in their cohort who are deemed academically 'at risk'. Alerts can be established based on 'at risk' factors, progressive absence data or progressive incident data.



1. To schedule an alert select the blue **Create New Alert** button



2. Select the Alert Type.
3. Click on the **Next** link.

Demonstration School Development Site for the Learning Analytics Suite (TrackOneAdmin) ([Sign Out](#))

Schedule Alert

Task Status:

No Tasks Exist

▶ Alert ▶ **Parameters** ▶ At Risk Rules ▶ Recipients ▶ Schedule ▶ Create Now [Cancel](#)

Parameters

Use the controls below to set the required year level, enrolment period, and if required/relevant subject and class parameters for the selected report.

Select Year Level: **4**

Select enrolment period: **5**

Select Subject (if required): **6**

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4. Select which year level the report covers.
5. Select the enrolment period.
6. Select the Subjects.
7. Click on the **Next** link.

Year 12

At Risk: Academic

Subject GPA at risk cutoff: **8**

GPA at risk cutoff:

Note: The cutoff value be a numeric cutoff value (e.g. 7) not the letter grade value (e.g. 'D+')

At Risk: Engagement

Engagement at risk cutoff:

Note: The cutoff value will be a numeric cutoff value (e.g. 3) not the letter grade value (e.g. 'Satisfactory')

At Risk: Attendance

Historic Absence Range (no. of days e.g. 180 days):

Absent from School Cutoff

Late for School Cutoff

Note: Absence groups are setup in the 'Absence Grouping' menu. If you do not want an absence group to be used to calculate at risk students please leave this blank.

8. Set the Alert at Risk Rules for the Alert.
9. Click on the **Next** link.

Schedule Alert

Task Status: Active Tasks ▼

No Tasks Exist

Alert Parameters At Risk Rules Recipients Schedule Create Now Cancel

Send Alert To

To Myself 10 Send the selected report to the logged in user (myself).

Selected Users

Selected Roles

Teachers - By Class

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10. Select who the Alert is to go to.
11. Click on the **Next** link.

Alert Parameters At Risk Rules Recipients Schedule Create Now Cancel

Schedule Alert

Schedule Start Date: 27-Apr-2020 08:00:05 ▼
The starting date and time from which the task will run from

One Time 12

Daily

Weekly

Monthly

The report will run every x weeks on the days selected. E.g. enter 2 and select Friday to have the report run on Friday every two weeks. The report will run on this schedule until cancelled. every day, enter 3 to have the report run every three days. The report will run on this schedule until cancelled.

Recur every: weeks on:

Sunday Tuesday Thursday Saturday

Monday Wednesday Friday

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12. Select the frequency and a start date for the Alert.
13. Click on the **Next** link.

Alert Parameters At Risk Rules Recipients Schedule Create Now Cancel

Enter a descriptive name for the scheduled report and click Create Task to save and schedule the report to run with the selected parameters on the selected schedule.

If you are running a large number of reports you may want to consider scheduling the task so that it falls outside of school hours.

14 Task Name:

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14. Name the Alert.
15. Click on the **Create Alert** button.