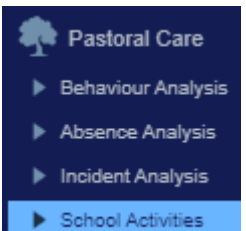TrackOne
S T U D I O

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.

School Activities – Activity Summary

The fourth option on the menu bar is **School Activities**. The Activity Summary identifies students within a cohort based on their recorded co-curricular activities.

Student Name		LEADERSHIP APPOINTMENTS - Years 10 to 12	SERVICE	MUSIC	SPORT	DEBATING	EXTRA CURRICULAR	PERFORMING ARTS	SPECIAL ACHIEVEMENTS AND AWARDS	Total
S976669	Emilia Motherwell	1	3	1	3	-	2	-	-	10
S763534	Emily Kehoe	1	4	1	2	-	-	1	-	9
S129596	Charles Cannock	1	3	1	1	-	2	-	-	8
S279753	...er	1	2	-	2	1	1	-	1	8
S616218	...ph	-	3	-	1	1	1	1	-	7
S775993	...mba	1	-	3	-	1	-	-	-	6
S393226	Francesca Thomsen	1	2	-	2	-	1	-	-	6
S336419	Joshua Umphrey	1	1	-	2	1	1	-	-	6
S422743	Adam Blair	-	-	-	5	-	-	-	-	5
S818218	Austin Cain	-	-	1	1	-	2	1	-	5
S934329	Lydia Golder	-	1	1	3	-	-	-	-	5
S319952	Charles Haluz	1	1	1	2	-	-	-	-	5
S741445	Evelyn Inglis	1	3	1	-	-	-	-	-	5
S855823	Matilda Lainsbury	-	2	1	2	-	-	-	-	5
S331618	Isaac Ownen	1	1	1	2	-	-	-	-	5

1 2 3 4 5 6 7 8 9 10

1. Select **Activity Summary** on the blue horizontal menu bar.

2. Select the cohort and semester.

3. Select the blue Search button.

4. The students' activity summary for the chosen period will be displayed in a table.

5. Clicking on an individual student's ID will produce additional absentee information below.

Activity Analysis

The second tab on the blue horizontal menu bar is **Activity Analysis**. This identifies students within a cohort and displays an analysis of their participation in co-curricular activities for the chosen period.

1. Select **Activity Analysis** on the blue horizontal menu bar.
2. Select the cohort and period.
3. Select the blue **Search** button.
4. The results are displayed in a table with a total of activities at the right. If colour points have been established, overall colour points will also be displayed.
5. These results may be exported out into Excel.