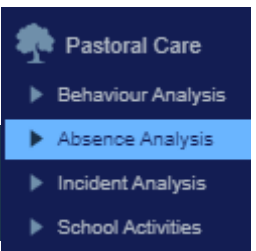# TrackOne
STUDIO

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.

Absence Analysis

The second tab on the menu bar is **Absence Analysis**. This identifies students within a cohort based on their recorded absences.

1. Select the cohort and absence category.

2. It is important to note that the default filter setting is to exclude non-current students.

   (To change this setting, open the **Additional Filter Options** menu using the '**+**' icon).

3. Select the minimum number of absences to be used when returning results.

4. Select the start and end date to be used when returning results.

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

Student Progressive Absences

The second tab on the blue horizontal menu bar is **Student Progressive Absences**. This identifies students within a cohort and illustrates their weekly attendance over a Semester or Term.

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

Student Details				Attendance	Total (Days : 86)	Week 1 (Starting: 16-Jul-2019 Days : 4)		Week 2 (Starting: 22-Jul-2019 Days : 2)		Week 3 (Starting: 29-Jul-2019 Days : 5)		Week 4 (Starting: 05-Aug-2019 Days : 5)		Week 5 (Starting: 12-Aug-2019 Days : 4)		Wee (Starti Aug-Days
	Code	Given Name	Family Name	House	%	Absent from School	Late for School	Absent from School	Late for School	Absent from School	Late for School	Absent from School	Late for School	Absent from School	Late for School	Absent from School
	S117557	Grace	Anstey	RU	98.84%	1	1	0	1	0	0	0	0	0	0	0
	S179959	Theo	Ridgman	PE	100%	0	0	0	0	0	0	0	0	0	0	0
	S187253		Gregson	MA	95.35%	4	1	0	1	0	0	4		0	0	0
	S188965	James	Dransfield	MA	100%	0	0	0	0	0	0	0	0	0	0	0
	S217148	Jack	Glover.	SH	100%	0	0	0	0	0	0	0	0	0	0	0
	S218172	Florence	Marshall	ST	97.67%	2	2	0	0	0	0	1	0	0	0	1
	S224611	Seth	Burnham	PE	100%	0	0	0	0	0	0	0	0	0	0	0
	S235216	Florence	Kochmann	MA	100%	0	0	0	0	0	0	0	0	0	0	0
	S235544	Thomas	Adatschi	MA	96.51%	3	2	0	0	1	0	1	0	1	0	0
	S247675	Finlay	Paulin	MA	100%	0	0	0	0	0	0	0	0	0	0	0
	S257144	Lily	Thomsen	MA	95.35%	4	18	1	2	0	1	0	2	0	3	3

7. Select the cohort, semester and subject (All Subjects can be selected).
8. Select the blue **Find** button.
9. The results are displayed in a table with 'at risk' results colour coded.
10. Select the criteria to be used when returning results.
11. Clicking on an individual student's ID will produce their transcript below the table.
12. These results may be exported out into Excel.