

General End User Guide  
9.3.20 Reports → Schedule Task



# 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](mailto:helpdesk@trackonestudio.com).

## Schedule Task

**Schedule Tasks** allows Administrators or Senior Leaders to generate reports for their staff. For instance, a Head of Department (e.g. English) may wish to download all of the Student Profile Reports for Year 11 English students.

The Administrator/Senior Leader can queue the reports:

- For themselves; or
- For their teachers (and have these sent to the teachers directly).

The screenshot displays the 'Schedule Task' interface within the Learning Analytics Suite. The page title is 'Demonstration School Development Site for the Learning Analytics Suite' and the user is identified as '(TrackOneAdmin) (Sign Out)'. The main content area shows 'Schedule Task' with a 'Task Status' dropdown set to 'Active Tasks' and a message 'No Tasks Exist'. A blue button labeled 'Create New Report Task' is highlighted with a red circle containing the number '1'. A sidebar on the left lists navigation options under 'Analytics', including 'Home', 'Student Results', 'Class Results', 'Class Tools', 'Data Entry', 'Subject Results', 'Cohort Results', 'Pastoral Care', 'External Results', and 'Reports'. The 'Reports' section is expanded to show 'Academic Cohort Reports', 'Pastoral Cohort Reports', 'Schedule Task', and 'Schedule Alert'.

1. To schedule a task select the blue **Create New Report Task** button

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

**Schedule Task**

Task Status:

No Tasks Exist

**Report** ▶ Parameters ▶ Recipients ▶ Schedule ▶ Create Now

Select Report Type

**Class Placemat**  
 The Placemat report is a PDF report which allows teachers to review key class data and set strategies for particular student groups. The report groups students based upon previous results, highlights students who are at risk (academic, pastoral, and attendance), indicates students who have been categorised into various groups (Boarding, LOTE, SWD, etc), and presents key external assessment data. The presentation of data in this report allows teachers to quickly review student progress and performance, comment on factors which could be restricting student success, and enter strategies for student / teacher engagement.

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**Class Summary**  
 The Class Summary report (available online under Class Results, Class Summary) is an excel report containing academic, pastoral, and external assessment data for all students in a specific class or subject. It allows the reader to see how each student in the class or subject has performed academically and pastorally in the latest reporting period (and how their results compare to their results past reporting periods). It also allows the reader to view external assessment data from providers such as NAPLAN, ACER, and ICAS and how these results compare to academic and pastoral performance in the specific class or subject. This report is particularly useful for teachers who are teaching a new class and would like information about how the students performed in that subject previously.

**Class Overview**  
 The Class Overview report (available online under Class Results, Class Placemat) is an excel report similar to the Class Summary report however it focuses on academic results (rather than pastoral data) and provides further details related to change in overall GPA over time. This report is particularly useful for homeroom teachers as it can provide general academic data rather than specific subject data.

**Student Profile Reports**  
 The Class profile report contains a student profile report for each student in the indicated class. A student profile report is a PDF report that includes a summary of the students internal academic and behavioural data as it relates to a selected result period. The data included in this report includes a result transcript (subject results and, if available, engagement results), concise GPA and Engagement history, comparative and longitudinal result and engagement data, absentee data. Depending upon the report style configured by the Learning Analytics Suite administrator the Student Profile report can also include a summary of external assessment data.  
 Please note: For primary school year levels (years 1 to 6), a profile report will only be generated for pastoral classes.

**3**

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

**Schedule Task**

Task Status:

No Tasks Exist

**Report** ▶ **Parameters** ▶ Recipients ▶ Schedule ▶ Create Now

**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**

**7**

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

8

9

- 8. Select the Report Type.
- 9. Click on the **Next** link.

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- 10. Select the frequency and a start date for the report.
- 11. Click on the **Next** link.

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- 12. Name the Task.
- 13. Click on the **Create Task** button.