

General End User Guide
4.2.20 Class Tools → Class Goals



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.

My Students Goals

The **Class Goals** section of the suite allows staff mentors or supervisors to view the state of a student's goal setting. The **My Students** section allows a teacher/mentor to view their allocated students' goal setting.

My Student Mentees

Student Code	First Names	Family Names	Year Level	Sex	Left Status	Student Pathway Status	Mentor	Referred To	Force Student Restart
\$395311	Felix	Barber	9	M	Current	Started	-	-	View
\$833954	Rose	Best	9	F	Current	Started	-	-	View
\$285819	Lucy	Betterton	9	F	Current	Submitted	-	-	Approve
\$881557	Matthew	Biel	9	M	Current	Started	-	-	View
\$646686	Adam	Birkhead	9	M	Current	Not Started	-	-	View

1. A staff mentor will be able to view their mentees in the **My Student Mentees** section.
2. The **Student Pathway Status** is shown. It will be set to not started, started, submitted or approved.
3. Teachers can view a student's goal setting by clicking on the **View** link to the right of the student name.
4. Teachers can approve a student's submission by clicking on the **Approve** link to the right of the student name.
5. Teachers may have been granted permission by the TrackOne School Administrator to reset a student's goal setting pathway.

Student Management

The screenshot shows the 'Student Management' interface. At the top, there is a navigation bar with 'Analytics Suite' and a user profile 'John Oxley (oxleyj) (Sign Out)'. Below this is a horizontal blue menu bar with 'My Students' and 'Student Management' (highlighted with a blue circle 1). The main area contains filter options for 'Pathway', 'Year Level', and 'Pastoral Care Class', with a 'Load Pathway' button (circle 2). Below the filters, there are buttons for 'Export Status Report', 'Print Pathway Report', and 'Refresh Student List'. A 'Pathway Status' dropdown is set to 'All Statuses'. The main content is a table titled 'Student Management' with 11 columns: Student Code, Given Names, Family Names, Year Level, Sex, Left Status, Student Pathway Status, Mentor, Referred To, View Goals, and Force Student Restart. The table lists 10 students. Numbered callouts point to: 3 (Family Names), 4 (Student Pathway Status), 5 (View Goals), 6 (Approve link), and 7 (Restart arrow).

Student Code	Given Names	Family Names	Year Level	Sex	Left Status	Student Pathway Status	Mentor	Referred To	View Goals	Force Student Restart
\$235544	Thomas	Adatschi	12	M	Current	Not Started	ACF	-	View	
\$117557	Grace	Anstey	12	F	Current	Not Started	AIT	-	View	
\$869135	Hugo	Ashworth	12	M	Current	Not Started	AIT	-	View	
\$455851	Jamie	Barren	12	M	Current	Not Started	AIT	-	View	
\$318483	Chloe	Beatt	12	F	Current	Not Started	AIT	-	View	
\$466141	Stanley	Bevan	12	M	Current	Not Started	AOO	-	View	
\$852764	Callum	Bodnum	12	M	Current	Not Started	ANC	-	View	
\$267792	Lucy	Brainerd	12	F	Current	Submitted	AGR	-	Approve	Restart
\$654266	Connor	Carmichael	12	M	Current	Not Started	AIK	-	View	

1. Choose the **Student Management** tab on the horizontal blue menu bar. If you don't have this option, talk to your TrackOne School administrator.
2. Set the required Pathway, Year Level or Pastoral Care Class.
3. The students in the chosen Year Level will be listed alphabetically in the Student Management table.
4. The Student Pathway Status is shown. It will be set to not started, started, submitted or approved.
5. Supervisors can view a student's goal setting by clicking on the **View** link to the right of the student name.
6. Supervisors can approve a student's submission by clicking on the **Approve** link to the right of the student name.
7. Supervisors can reset a student's goal setting pathway by clicking on the **Restart** arrow.