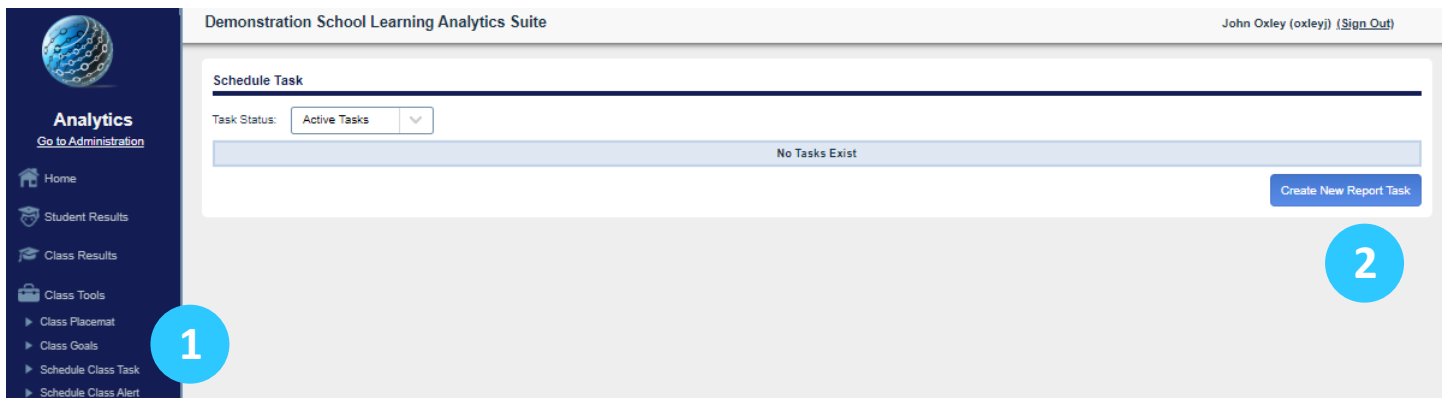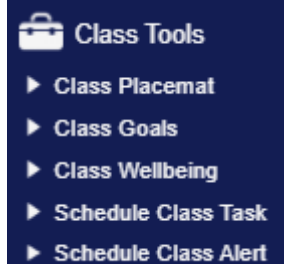# TrackOne
S T U D I O

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.

Introduction to Schedule Class Task

Schedule Class Task allows teachers to generate a variety of offline (PDF and Excel) reports for their classes. Teachers may choose to print all of their class reports or choose a single report for one class.

Class Tools
- ▶ Class Placemat
- ▶ Class Goals
- ▶ Class Wellbeing
- ▶ Schedule Class Task
- ▶ Schedule Class Alert

1. Select Class Tools and then Schedule Class Task.
2. Select the blue Create New Report Task.

Schedule Task

Task Status: [Active Tasks ▽]

No Tasks Exist

| Report | ▶ Parameters | ▶ Schedule | ▶ Create Now | Cancel |

Select Report Type

☑ **3**   **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.

☐ **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.

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3. Select the Report Type.

4. Select Next.

Schedule Task

Task Status: Active Tasks ▾

No Tasks Exist

| Report | ▶ Parameters | ▶ 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:
All Years ▾ **5**

Select enrolment period:
Semester 1, 2020 ▾ **6**

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5. Select the Year Level.
6. Select the enrolment period.
7. Select Next.

Schedule Task

Task Status: Active Tasks ▾

No Tasks Exist

| Report | ▶ Parameters | ▶ Schedule | ▶ Create Now | Cancel |

Schedule Alert

Schedule   Start Date: 20-Apr-2020 07:30:13 ▾ **9**
                The starting date and time from which the t... ...rom

◉ One Time   The report will run once on the selected start date and time.

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◯ Daily

◯ Weekly

◯ Monthly

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8. Select how often you want the report generated.
9. Select the date and time when you want the report generated.
10. Select Next.

Schedule Task

Task Status: Active Tasks ⌄

No Tasks Exist

| Report ▶ Parameters ▶ 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.

11 Task Name:
Senior School Class Placemat

12 Create Task

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11. Name the Report.

12. Select the green Create Task button.

   Note: Bulk reports are created overnight and will be available the next day.