

General End User Guide
4.5.20 Class Tools → Schedule Class Alert



TrackOne


S T U D I O

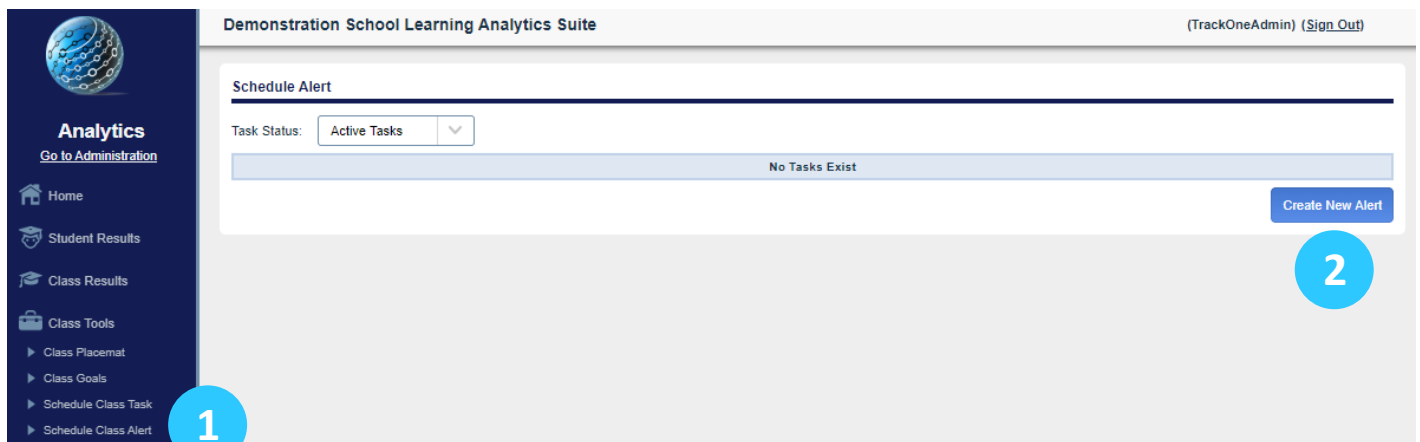
This document will assist you in navigating through the Learning Analytics Suite as both an Administrator, and as a set user type with fewer permissions enabled in their setup, ie. Staff or Student. Please carefully review all instructions set out in the Help Documentation made available.

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 Alert

Schedule Class Alert allows teachers to schedule pastoral or academic alerts for their classes.

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



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

Analytics
Go to Administration

- Home
- Student Results
- Class Results
- Class Tools
 - ▶ Class Placemat
 - ▶ Class Goals
 - ▶ Schedule Class Task
 - ▶ **Schedule Class Alert**

Schedule Alert

Task Status: Active Tasks

No Tasks Exist

Create New Alert

1. Select **Class Tools** and then **Schedule Class Alert**.
2. Select the blue **Create New Alert**.

Schedule Alert

Task Status:

No Tasks Exist

▶ Alert ▶ Parameters ▶ At Risk Rules ▶ Schedule ▶ Create Now [Cancel](#)

Select Alert Type

At Risk Alert

The At Risk Alert report identifies students who match specific Academic, Engagement, and Attendance criteria. These criteria are set at a school level but can be adjusted for each scheduled report. Users will receive this report via email.

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3. Select the Alert Type.
4. Select Next.

Schedule Alert

Task Status:

No Tasks Exist

▶ Alert ▶ Parameters ▶ At Risk Rules ▶ 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: **5**

Select enrolment period: **6**

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

Schedule Alert

Task Status: Active Tasks

No Tasks Exist

Alert Parameters At Risk Rules Schedule Create Now

Alert At Risk Setup

Please note: When setting up 'At Risk' rules for a task, the rules need to be set against the year level of the students for which the 'At Risk' data is drawn. That is, if you create an 'At Risk' task for Year 11 students in 'Semester 1 2020' which will draw comparison data from 'Semester 2 2019' - it is the year 10 rules which must be adjusted NOT the year 11 rules. If you are unsure you can set rules against both/all year levels.

Year 12

At Risk: Academic

Subject GPA at risk cutoff: 7

GPA at risk cutoff: 7

Note: The cutoff value be a numeric cutoff value (e.g. 7) not the letter grade value (e.g. 'D+')

At Risk: Engagement

Engagement at risk cutoff: 3

Note: The cutoff value will be a numeric cutoff value (e.g. 3) not the letter grade value (e.g. 'Satisfactory')

At Risk: Attendance

Historic Absence Range (no. of days e.g. 180 days): 180

Absent from School Cutoff: 5

Late for School Cutoff: 10

Note: Absence groups are setup in the 'Absence Grouping' menu. If you do not want an absence group to be used to calculate at risk students please leave this blank.

Year 11

At Risk: Academic

Subject GPA at risk cutoff: 7

GPA at risk cutoff: 7

Note: The cutoff value be a numeric cutoff value (e.g. 7) not the letter grade value (e.g. 'D+')

At Risk: Engagement

Engagement at risk cutoff: 3

Note: The cutoff value will be a numeric cutoff value (e.g. 3) not the letter grade value (e.g. 'Satisfactory')

At Risk: Attendance

Historic Absence Range (no. of days e.g. 180 days): 180

Absent from School Cutoff: 5

Late for School Cutoff: 10

Note: Absence groups are setup in the 'Absence Grouping' menu. If you do not want an absence group to be used to calculate at risk students please leave this blank.

8. Adjust the 'At Risk' parameters for the Year Level(s) you have chosen.
9. Select Next.

Schedule Alert

Task Status: Active Tasks

No Tasks Exist

Alert Parameters At Risk Rules Schedule Create Now

Schedule Alert

Schedule Start Date: 20-Apr-2020 08:00:45

The starting date and time from which the task will run

One Time

Daily

Weekly 10

Monthly

The report will run every x weeks on the days selected. E.g. enter 2 and select Friday to have the report run on Friday every two weeks. The report will run on this schedule until cancelled. every day, enter 3 to have the report run every three days. The report will run on this schedule until cancelled.

Recur every: 1 weeks on:

Sunday Tuesday Thursday Saturday

Monday Wednesday Friday 12

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10. Select how often you want the alert generated.
11. Select the date and time when you want the alert started.
12. Select the frequency of the report.
13. Select Next.

Schedule Alert

Task Status: Active Tasks

No Tasks Exist

Alert Parameters At Risk Rules 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.

14 Task Name: Senior School Pastoral Alert

Create Task 15

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14. Name the Alert.

15. Select the green Create Task button.