

End User Guide

# Academic Mentoring: Staff Mentor Wellbeing View



# TrackOne

S T U D I O

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).

## Viewing Students' Wellbeing Survey Results

**Demonstration School Learning Analytics Suite** John Oxley (oxleyj) ([Sign Out](#))

▶ My Student Management

Pathway: My Wellbeing (Semester 1, 2020) Run: From: 04-May-2020 Ending: 10-May-2020 Year Level: My Wellbeing Year 9 [Load Pathway](#)

Apply Student Group Filters +  
No filters selected.

My Wellbeing: Open [Progressive Wellbeing Report](#) | [Export Status Report](#) | [Print Pathway Report](#) | [Refresh Student List](#)

Pathway Status: All Statuses Filter:  [Refresh](#)

Include students who have left

**My Student Mentees** 1 to 6 of 6

Student Code	Given Names	Family Names	Year Level	Sex	Left Status	Student Pathway Status	Mentor	View Goals	Force Student Restart
<a href="#">S798236</a>	Lacey	Adatschi	9	F	Current	Not Started	-	<a href="#">View</a>	
<a href="#">S395311</a>	Felix	Barber	9	M	Current	Not Started	-	<a href="#">View</a>	
<a href="#">S833954</a>	Rose	Best	9	F	Current	Started	-	<a href="#">View</a>	
<a href="#">S285819</a>	Lucy	Betterton	9	F	Current	Submitted	-	<a href="#">View</a>	<a href="#">Refresh</a>
<a href="#">S881557</a>	Matthew	Biel	9	M	Current	Not Started	-	<a href="#">View</a>	
<a href="#">S646686</a>	Adam	Birkhead	9	M	Current	Submitted	-	<a href="#">View</a>	<a href="#">Refresh</a>

1. Login to the Learning Analytics Suite using your network username and password.
2. On the left-hand side menu choose **Class Tools/Class Wellbeing**.
3. Choose the current Wellbeing Pathway, Run and Year Level.
4. Your student Mentees will be listed alphabetically in a table.
5. The table shows the current status of each student's goal setting.


# Viewing a Student's Wellbeing Survey

## My Student Mentees

1 to 6 of 6

Student Code	Given Names	Family Names	Year Level	Sex	Left Status	Student Pathway Status	Mentor	View Goals	Force Student Restart
<a href="#">S798236</a>	Lacey	Adatschi	9	F	Current	Submitted	-	<a href="#">View</a>	
<a href="#">S395311</a>	Felix	Barber	9	M	Current	Not Started	-	<a href="#">View</a>	
<a href="#">S833954</a>	Rose	Best	9	F	Current	Started	-	<a href="#">View</a>	
<a href="#">S285819</a>	Lucy	Betterton	9	F	Current	Submitted	-	<a href="#">View</a>	<a href="#">↶</a>
<a href="#">S881557</a>	Matthew	Biel	9	M	Current	Not Started	-	<a href="#">View</a>	
<a href="#">S646686</a>	Adam	Birkhead	9	M	Current	Submitted	-	<a href="#">View</a>	<a href="#">↶</a>

1. To view a student's wellbeing survey, click on the **View** link.
2. The **Student Pathway Status** will indicate the stage the student is at with completing their survey (Not Started, Started, Submitted).
3. You can re-set a student's survey results by in the **Force Student Restart** column.




**Analytics**  
Go to Administration

- Home
- Student Results
- Class Results
- Class Tools
- Subject Results
- Cohort Results
- Pastoral Care
- External Results
- Reports
- Awards
- PTI Portal

John Oxley (oxleyj) ([Sign Out](#))

**Student Passport**



**Lucy Betterton**  
S285819  
Year 9 (SH)  
GPA: 13.29 (A-) (13.29)

Engagement: 4  
(Consistently) (4)

**Notes**

Audience	Note	Note Creator	Created
Students	Academic Mentoring Pathway submitted by Lucy Betterton	S285819 (System Note)	05-May-2020 03:19 PM

[Add Note](#)

🌳 **My Wellbeing (04-May-2020 - 10-May-2020): Open**      Mentor: OXL      Status: **Submitted** [🖨️](#)

**Wellbeing Status**

How do you feel you achieved or progressed academically last week?

Not Set      Not So Good      Average / Normal      Great

How do you feel you achieved or progressed in extracurricular areas last week (e.g. physical fitness, music, hobbies)?

Not Set      Not So Good      Average / Normal      Great

How do you feel your relationships with family and friends progressed last week?

Not Set      Not So Good      Average / Normal      Great

How are you feeling emotionally today (only choose your strongest one emotion)?

Overwhelmed / Distressed  
  Sad  
  Confused / concerned  
  Anxious / worried  
  Content / Normal  
  Happy / Excited

# Supervisor's View of the Wellbeing Surveys

**1** Class Wellbeing

**2** Student Management

Pathway: My Wellbeing (Semester 1, 2020) Run: From: 04-May-2020 Ending: 10-May-2020 Year Level: My Wellbeing Year 9

Pastoral Care Class: All Students Load Pathway

Apply Student Group Filters No filters selected.

My Wellbeing: Open Progressive Wellbeing Report Export Status Report Print Pathway Report Refresh Student List

Pathway Status: All Statuses Filter: Include students who have left

Student Code	Given Names	Family Names	Year Level	Sex	Left Status	Student Pathway Status	Mentor	View Goals	Force Student Restart	Recall Student
<a href="#">\$798236</a>	Lacey	Adatschi	9	F	Current	Not Started	-	<a href="#">View</a>		<input checked="" type="checkbox"/>
<a href="#">\$395311</a>	Felix	Barber	9	M	Current	Not Started	-	<a href="#">View</a>		<input checked="" type="checkbox"/>
<a href="#">\$821648</a>	Louis	Barham	9	M	Current	Not Started	AKM	<a href="#">View</a>		<input checked="" type="checkbox"/>
<a href="#">\$529178</a>	Kian	Beaton	9	M	Current	Not Started	AIT	<a href="#">View</a>		<input checked="" type="checkbox"/>
<a href="#">\$833954</a>	Rose	Best	9	F	Current	Started	-	<a href="#">View</a>		<input checked="" type="checkbox"/>
<a href="#">\$285819</a>	Lucy	Betterton	9	F	Current	Submitted	-	<a href="#">View</a>	<a href="#">↶</a>	<input checked="" type="checkbox"/>
<a href="#">\$881557</a>	Matthew	Biel	9	M	Current	Not Started	-	<a href="#">View</a>		<input checked="" type="checkbox"/>
<a href="#">\$646686</a>	Adam	Birkhead	9	M	Current	Submitted	-	<a href="#">View</a>	<a href="#">↶</a>	<input checked="" type="checkbox"/>
<a href="#">\$957264</a>	Jessica	Bodnum	9	F	Current	Not Started	ANL	<a href="#">View</a>		<input checked="" type="checkbox"/>
<a href="#">\$822264</a>	Ibrahim	Brock	9	M	Current	Not Started	AOO	<a href="#">View</a>		<input checked="" type="checkbox"/>
<a href="#">\$919968</a>	Amy	Brown	9	F	Current	Not Started	ALS	<a href="#">View</a>		<input checked="" type="checkbox"/>
<a href="#">\$415679</a>	Florence	Browning	9	F	Current	Not Started	ADI	<a href="#">View</a>		<input checked="" type="checkbox"/>
<a href="#">\$698375</a>	Sara	Bruce	9	F	Current	Not Started	AIT	<a href="#">View</a>		<input checked="" type="checkbox"/>
<a href="#">\$422438</a>	Rose	Bunn	9	F	Current	Not Started	-	<a href="#">View</a>		<input checked="" type="checkbox"/>

1. On the left-hand side menu choose **Class Tools/Class Wellbeing**.
2. The pathways supervisor(s) will see an extra tab to the page, **Student Management**.
3. Choose the relevant pathway, run and year level.
4. All the students for the year level chosen will be displayed.
5. The supervisor can see the status of all the students and can restart a student's goal setting.
6. The supervisor can search for a student.
7. The supervisor can access a Progressive Wellbeing Report.
8. The supervisor can save the pathway status report as an Excel spreadsheet.
9. The supervisor can print the pathway status report.