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.

Viewing Students' Wellbeing Survey Results

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

Student Code	Given Names	Family Names	Year Level	Sex	Left Status	Student Pathway Status	Mentor	View Goals	Force Student Restart
S798236	Lacey	Adatschi	9	F	Current	...ed		View	
S395311	Felix	Barber	9	M	Current	Not Started	-	View	
S833954	Rose	Best	9	F	Current	Started	-	View	
S285819	Lucy	Betterton	9	F	Current	Submitted	-	View	→
S881557	Matthew	Biel	9	M	Current	Not Started	-	View	
S646686	Adam	Birkhead	9	M	Current	Submitted	-	View	→

My Student Mentees — 1 to 6 of 6

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.

Demonstration School Learning Analytics Suite — John Oxley (oxleyj) (Sign Out)

Analytics
Go to Administration

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

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. 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.