End User Guide Academic Mentoring: Staff Mentor View

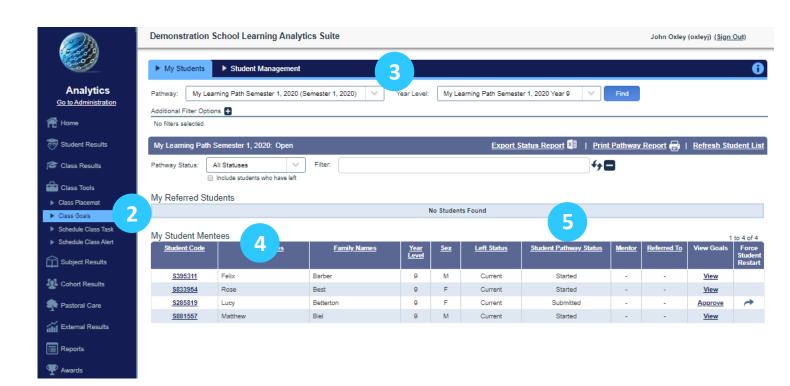


The Learning Analytics Suite

April 2020

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 <u>helpdesk@trackonestudio.com</u>.

Viewing Students' Goal Setting



- 1. Login to the Learning Analytics Suite using your network username and password.
- 2. On the left-hand side menu choose Class Tools/Class Goals.
- 3. Choose the current Pathway 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.

Approving a Student's Goal Setting

My Student Mentees

My Student Mentees 1 to 4 of 4							to 4 of 4			
Student Code	<u>Given Names</u>	<u>Family Names</u>	<u>Year</u> Level	<u>Sex</u>	<u>Left Status</u>	<u>Student Pathway</u> <u>Status</u>	<u>Mentor</u>	Referred		Force Student Restart
<u>\$395311</u>	Felix	Barber	9	М	Current	Started	-	2	View	
<u>\$833954</u>	Rose	Best	9	F	Current	Started	-		View	
<u>S285819</u>	Lucy	Betterton	9	F	Current	Submitted	-	(1)	Approve	~
<u>S881557</u>	Matthew	Biel	9	м	Current	Started	-		View	

- 1. When a student has submitted their pathway goal setting, their status will change to Approve. To approve a student's goal setting, click on the Approve link.
- 2. To view a student's progress before they submit, click on the **View** link.
- 3. Clicking on the Approve or View link will result in the student's pathway being displayed as shown below.

	Demonstration School Learning Analytics Suite	Joh	John Oxley (oxleyj) <u>(Sign Out</u>)			
	Student Passport Notes					
Analytics	Audience Note	Note Crea	tor Created			
Go to Administration	Students Academic Mentoring Pathway submitted by Lucy Betterton	S285819 (Syste	m Note) 01-Apr-2020 01:05 PM			
ff Home	Add Note					
👼 Student Results	Lucy Betterton S28519 Year 9 (SH)					
🚰 Class Results	GPA: 13.29 (A-) (13.29) 👄					
Class Tools	Engagement: 4 (Consistently) (4)					
G Subject Results						
Cohort Results	My Learning Path Semester 1, 2020: Open	Mentor: OXL Sta	atus: Submitted 🔒			
	Learning Reflections					
External Results	Reflect on your learning from Semester One. What are you happy with and what do you feel you need to develop?					
Reports	Good English results. Maths results need developing.					
P Awards						
👼 PTI Portal	Learning Reflection					
	Reflect on your learning to this point and for each area, rate yourself on the scale between 1 and 5 (with 5 being the best).					
	Reflect on your behaviour to this point and rate yourself on the scale of 1 to 5 (best).					
	0 1 2 3	4	5			
	0					
	Reflect on your engagement with learning to this point and rate yourself on the scale of 1 to 5 (best).					
	0 1 2 3	4	5			
	0		0			
	Reflect on your preparedness for learning to this point and rate yourself on the scale of 1 to 5 (best).					
	0 1 2 3	4	5			
	0	I	0			
	Reflect on your attention to homework to this point and rate yourself on the scale of 1 to 5 (best).					
	0 1 2 3	4	5			
	0		0			

Approving a Student's Goal Setting

	Notes					
tudent Passport	Audience		Note		Note Creator	Created
Lucy Betterton S288819 Year 9 (SH) GPA: 13.29 (A-) (13.29) Engagement: 4 (Consistently) (4)	Add Note 2	Mentoring Pathway submitted by I	uoy Betterton		S285819 (System Note)	01-Apr-2020 01:05 PM
ly Learning Path Semester 1	l, 2020: Open			Mentor:	OXL Status:	Submitted
earning Reflections						
Good English results. Maths earning Reflection Reflect on your learning to this		e yourself on the scale between 1	and 5 (with 5 being the best)			
Reflect on your behaviour to th			3		4	5
Reflect on your behaviour to th	nis point and rate yourself on 1	the scale of 1 to 5 (best). 2	3		4	5
0	1	2			4	
0	1				4	
0 Reflect on your engagement w	1 vith learning to this point and	2 rate yourself on the scale of 1 to 5	(best).			0
0 Reflect on your engagement w 0 Reflect on your preparedness	1 with learning to this point and 1 for learning to this point and	2 rate yourself on the scale of 1 to 5 2 rate yourself on the scale of 1 to 5	(best). 3			5 •
0 Reflect on your engagement w 0	1 vith learning to this point and 1	2 rate yourself on the scale of 1 to 5 2 rate yourself on the scale of 1 to 5 2	(best). 3		4	5
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0 Reflect on your engagement w 0 Reflect on your preparedness t 0 Reflect on your attention to ho	1 vith learning to this point and 1 for learning to this point and 1	2 rate yourself on the scale of 1 to 5 2 rate yourself on the scale of 1 to 5 2	(best). 3 (best). 3		4	5 5 5 5
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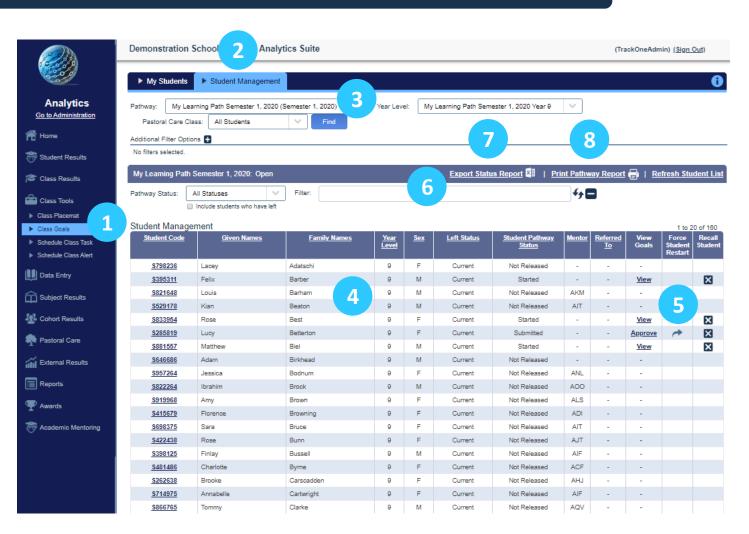
- 1. A 'Notes' section holds any notes entered by the student or mentor.
- 2. To add a note to the student, click on Add Note.
- 3. The status of the submission is displayed.
- 4. The mentor has the option to print the pathway.

Approving a Student's Goal Setting

Co-curricular and Part-time Work Commitments		
Please enter your Co-curricular and part-time work commitments. If your response i What co-curricular activities are you involved with this semester (list each one)? softball, swim squad and cross country	s nil, please leave the box empty.	
How many hours per week will you spend on your co-curricular activities? 6 hours		
How many hours per week do you spend on part time work at the moment? none		
Audience: Executive Leadership Teachers Parents Students	5	
7 Approve	Revise	Your note will be visible at the level selected and above Refer
9	6	8

- 5. At the bottom of the student's pathway are three options.
- If the mentor believes that the student needs to put more work into their pathway or if they need to change a specific area, then they can click on the orange **Revise** button. A text informing the student will be automatically sent to them.
- 7. The mentor can enter a note to the student. They can also choose another audience for the note.
- If the mentor is concerned about responses in the student's goal setting, they can refer the pathway to the staff members who are supervising the goal setting. To do this they would click on the red **Refer** button.
- If the mentor is happy with the student's goal setting, then they click on the green Approve button. An automatic email is sent to the student informing them that their submission has been approved.

Supervisor's View of Goal Setting



- 1. On the left-hand side menu choose Class Tools/Class Goals.
- 2. The pathways supervisor(s) will see an extra tab to the page, Student Management.
- 3. Choose the relevant pathway 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 save the pathway status report as an Excel spreadsheet.
- 8. The supervisor can print the pathway status report.