End User Guide

Reporting Period Set-Up

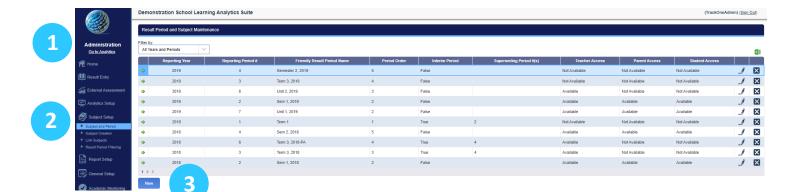


If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to helpdesk@trackonestudio.com.

Configuring your reporting periods

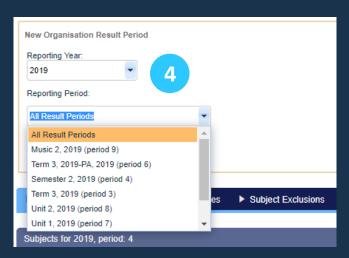
The Suite draws your reporting periods directly from your Student Information System. These reporting periods can be set-up in the Suite individually for each year and period, or can be configured to represent *All Years*.

We would recommend the former option, as this allows to better control features such as Subject Weightings, Exclusions and Display Options throughout the Suite.



- 1. Select Administration from the top of the left-hand task panel.
- 2. Select Subject Setup, followed by Subject and Period.
- 3. Select New to create a new period.
- 4. Select your Reporting Year from the drop-down, and match the Reporting Period that draws through from your Student Information System.

Note: You will have to repeat these steps for all available Reporting Periods within this Year.



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Synchronising Subjects

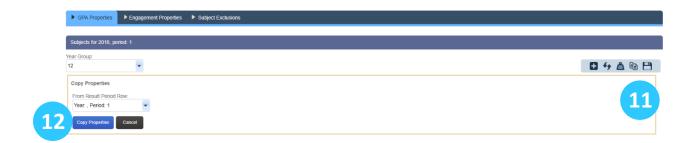


- 5. Set your Friendly Result Period Name which will display throughout the Suite.
- 6. Set the **Period Order** number, ie. how does this particular reporting period fit within the order of this result year?
- 7. Identify as an **Interim Reporting Period** if necessary, ie. Is this a Term or Semester period? If Term, make Interim, and set the corresponding Semester period number as the **Superseding Period**.
- 8. Click Save.



- 9. Click the **Synchronise Subjects** icon to pull through the Subjects in this reporting period directly from your Student Information System.
- 10. Identify the Result Period from which to Synchronise from, and click Synchronise.

Copy Subject Properties (Weightings and Exclusions)



- 11. Click the **Copy Subject Properties** icon to pull through the Subject Weightings, Exclusions, and all other settings from a previous Result Period.
- 12. Select the Result Period from which to copy, and click **Copy Properties**.