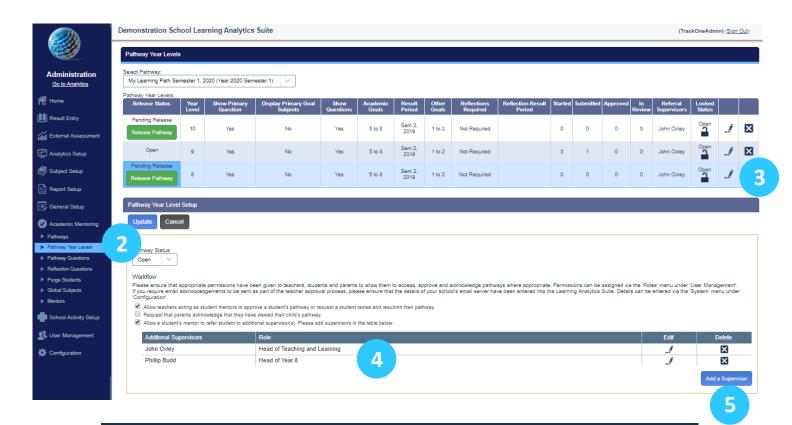
Academic Mentoring: Supervisor View



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.

Specifying Supervisors for a Year Level

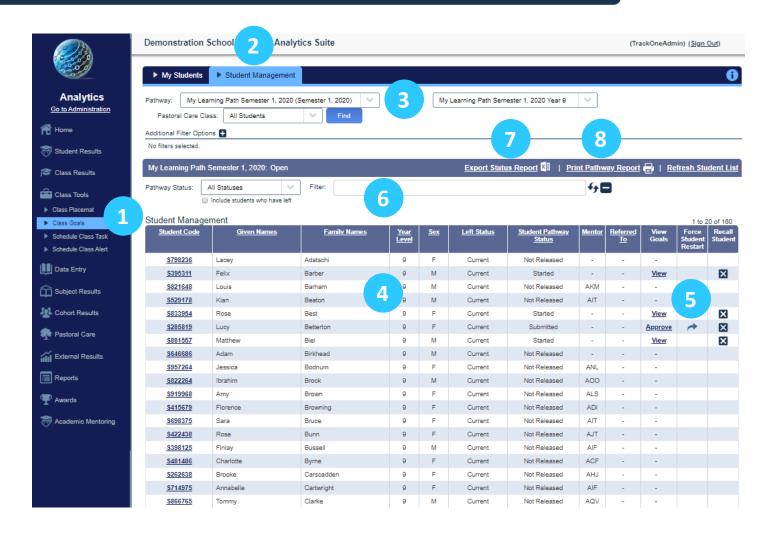


- 1. Login to the Learning Analytics Suite using your network username and password.
- 2. On the left-hand side menu choose Administration/Academic Mentoring/Pathway Year Levels.
- 3. Edit the required Pathway Year Level.
- 4. Your Pathway Supervisors will be listed in a table under the pathway workflow options.
- 5. To enter another supervisor, click the **Add a Supervisor** button.

			_	7	
Additonal Supervisors		Role		_dit	Delete
Select a Teacher	-	Please enter a role		Update Cancel	
John Oxley		Head of Teaching and Learning			×
Phillip Budd		Head of Year 8			×
					Add a Supervisor

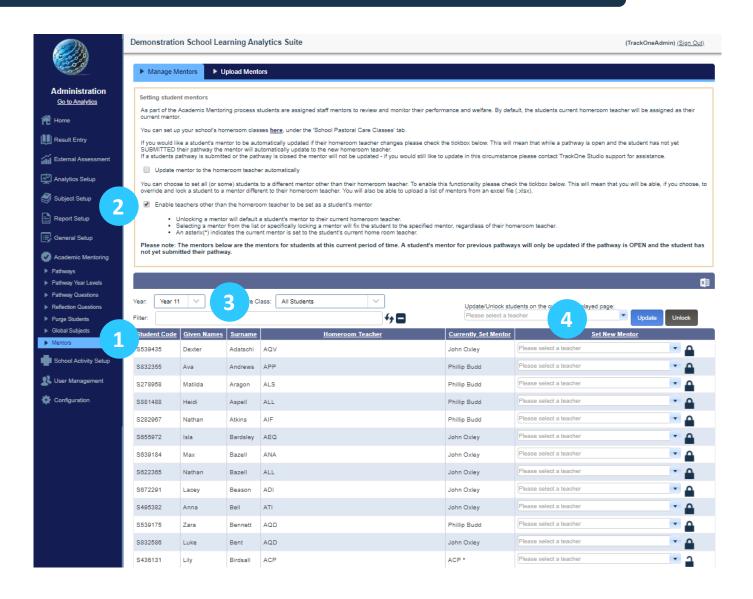
- 6. Select a Teacher and enter their role.
- 7. Click the **Update** button.

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.

Manually Adjusting Mentors



- 1. Select Administration/Academic Mentoring/Mentors
- 2. A checkbox allows a supervisor to enable teachers other than the Homeroom/Form teacher to be assigned as mentors.
- 3. Choose the required Year Level.
- 4. New mentors can be set on the right-hand side by choosing from the drop down.

Note: The suite will automatically set the student mentors to their Homeroom or Form teachers.

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Resetting the Student Data in a Pathway

