General End User Guide

9.3.20 Reports → Schedule Task



This document will assist you in navigating through the Learning Analytics Suite as both an Administrator, and as a set user type with fewer permissions enabled in their setup, ie. Staff or Student. Please carefully review all instructions set out in the Help Documentation made available.

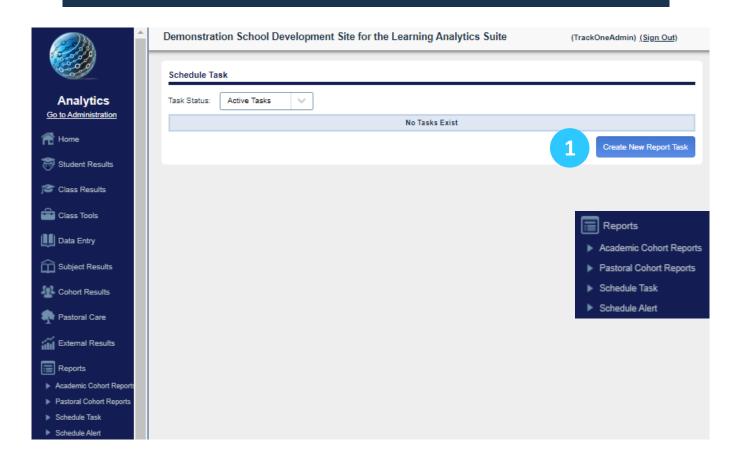
If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to helpdesk@trackonestudio.com.

Schedule Task

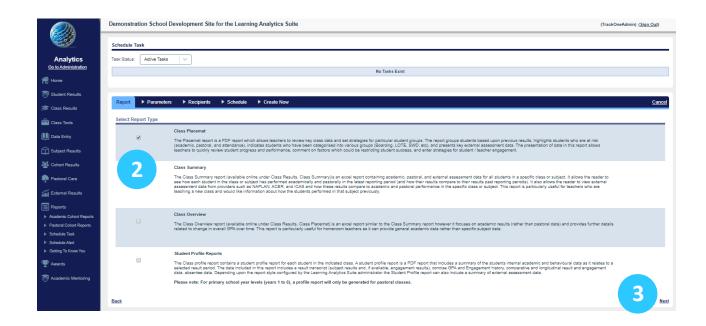
Schedule Tasks allows Administrators or Senior Leaders to generate reports for their staff. For instance, a Head of Department (e.g. English) may wish to download all of the Student Profile Reports for Year 11 English students.

The Administrator/Senior Leader can queue the reports:

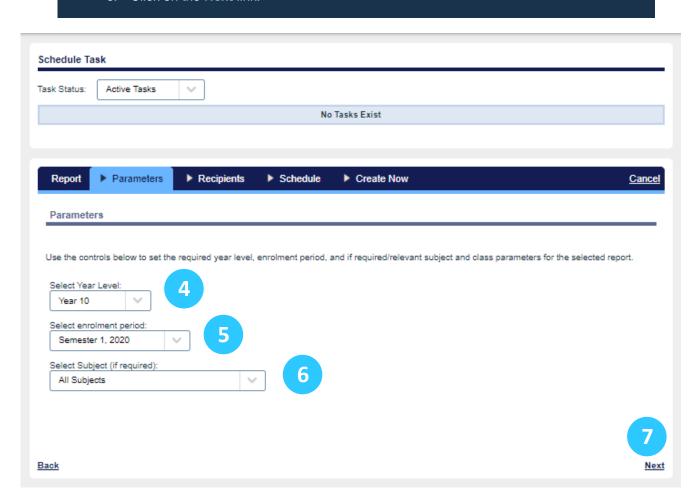
- o For themselves; or
- o For their teachers (and have these sent to the teachers directly).



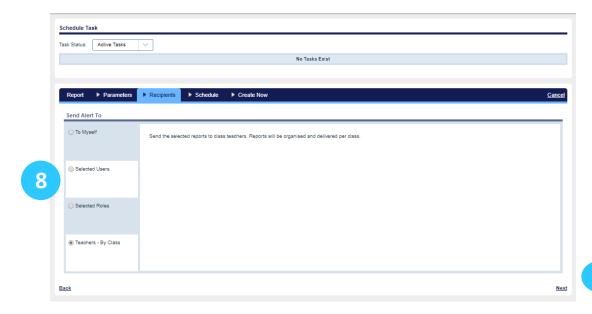
1. To schedule a task select the blue **Create New Report Task** button



- 2. Select the Report Type.
- 3. Click on the Next link.

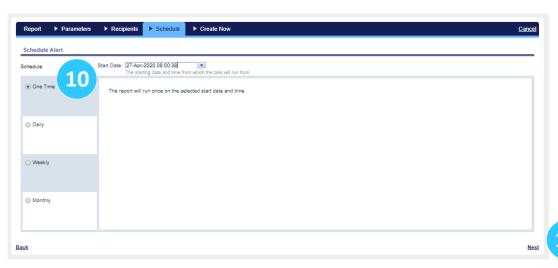


- 4. Select which year level the report covers.
- 5. Select the enrolment period.
- 6. Select the Subjects.
- 7. Click on the **Next** link.



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- 8. Select the Report Type.
- 9. Click on the Next link.



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- 10. Select the frequency and a start date for the report.
- 11. Click on the **Next** link.



- 12. Name the Task.
- 13. Click on the Create Task button.