General End User Guide

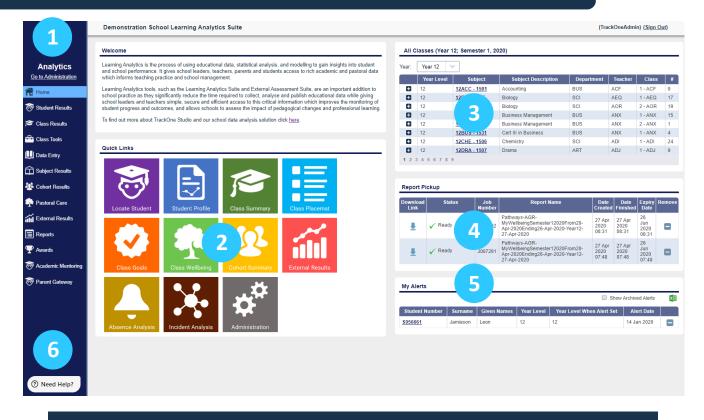
1.2.20 Home Screen



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.

Home Screen



- 1. The **Main Menu** is available throughout the application. Items appearing in this menu will vary depending upon the user's level of access.
- 2. **Quick Links** are available throughout the application. Items appearing in this table will vary depending upon the user's level of access.
- 3. My Classes/All Classes lists the classes taught by the user.
 - o Clicking on an individual class will redirect the user to the Class Summary component.
 - o Clicking the plus icon lists all students within that class.
 - Clicking on an individual student will redirect the user to the Student Details component.

<u>Note:</u> The Class Summary or Student Results components are a great starting point for users who are new to the Suite.

- 4. **Report Pickup** holds any reports that have been generated for the user.
- 5. My Alerts lists any students who the user has placed an alert on.
- 6. Need Help? is available throughout the application.