

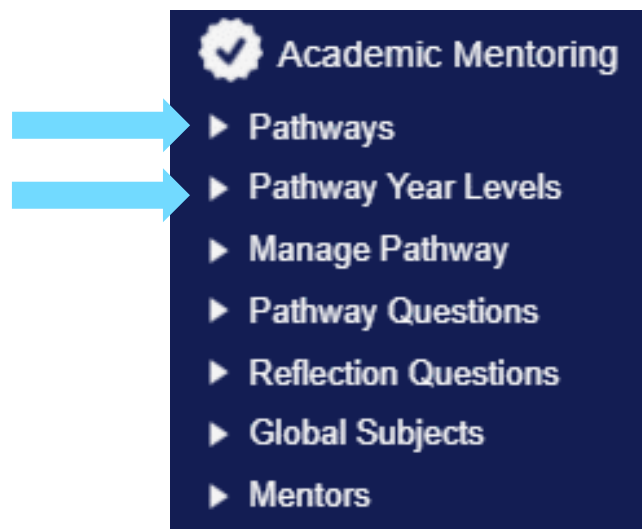
End User Guide
'My Goals' Setup



TrackOne
S T U D I O

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.

Goal Setting Process: Setup



A key area of the Student Academic Mentoring Portal is **My Goals**.

This area allows students to:

- Set long term goals;
- Set short term (semester or term based) academic and co-curricular goals;
- Enter the strategies to be used in order to achieve those goals; and
- Reflect upon the success of past goals and strategies.

Customisable for each year level and run cyclically, the Goals process helps students focus on their Pathway.

Each pathway is setup on the **Administration** side of the application, under **Academic Mentoring**.

1. As below, the user begins by creating the pathway (e.g. 'My Pathway 2020').
2. The user then creates the individual Pathway Year Levels (e.g. Year 10, 11 and 12).
Each Pathway Year Level is customisable, meaning different questions may be asked of each.

Create the Pathway

The screenshot shows the 'Demonstration School Learning Analytics Suite' interface. On the left is a navigation menu with 'Administration' at the top. The main content area is titled 'Pathways' and contains two tables. The first table, 'Pathways', lists existing pathways. The second table, 'Wellbeing Pathways', lists wellbeing pathways. A 'New' button is visible at the bottom right of each table.

Pathway Name	Pathway Year	Pathway Term/Semester	Pathway Start	Pathway End
My Learning Path Semester 1, 2020	2020	1	01-Jan-2020	30-Jun-2020
My Learning Path Semester 2, 2019	2019	2	01-Jul-2019	31-Dec-2019

Pathway Name	Pathway Year	Pathway Term/Semester	Pathway Start	Pathway End
My Wellbeing	2020	1	12-Apr-2020	30-Jun-2020

1. Select **Administration** from the top of the left-hand task panel.
2. Select **Academic Mentoring**, followed by **Pathways**.
3. The **Pathways** page will now appear.
Any existing pathways will be listed in the table shown.
4. To begin creating a new Pathway, click **New**.

The following fields will appear. Please continue to the next page for an explanation of each.

Copy Data From Previous

--- Select a pathway ---

Pathway Setup

Goal Pathway Name:

Pathway Year:

a valid year (e.g. 2015)

Pathway Term/Semester:

A valid term (e.g. 1, 2, 3, 4) or semester (e.g. 1, 2) based on whether your school uses term or semester enrolments

Pathway Start:

(dd/mm/yyyy)

Pathway End:

(dd/mm/yyyy)

5. There is the option to copy a previous Pathway.
6. Enter the Pathway name.
This is essentially a title for the Pathway.
7. Enter the Pathway year.
This is the year in which students will complete the Pathway.
8. Enter the Pathway term/semester.
This is the period in which students will complete the Pathway.
9. Enter a start date.
Students will not be able to open the Pathway until this date.
10. Enter an end date.
Students will not be able to open the Pathway after this date.
11. Click **Save**.

The screenshot shows a web form titled "Copy Data From Previous" at the top. Below the title is a dropdown menu with the text "--- Select a pathway ---" and a downward arrow. The main section of the form is titled "Pathway Setup" and contains several input fields. Each field is preceded by a blue circle containing a white number, corresponding to the steps in the list above. Step 6 points to the "Original Pathway Name:" field. Step 7 points to the "Pathway Year:" field, which has a hint "a valid year (e.g. 2015)" below it. Step 8 points to the "Pathway Term/Semester:" field, which has a hint "(a valid term (e.g. 1, 2, 3, 4) or semester (e.g. 1, 2) based on whether your school uses term or semester enrolments)" below it. Step 9 points to the "Pathway Start:" field, which has a hint "(dd/mm/yyyy)" below it. Step 10 points to the "Pathway End:" field, which has a hint "(dd/mm/yyyy)" below it. At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (grey). Step 11 points to the "Save" button.

5 Copy Data From Previous

--- Select a pathway ---

6 Pathway Setup

Original Pathway Name:

7 Pathway Year:

a valid year (e.g. 2015)

8 Pathway Term/Semester:

(a valid term (e.g. 1, 2, 3, 4) or semester (e.g. 1, 2) based on whether your school uses term or semester enrolments)

9 Pathway Start:

(dd/mm/yyyy)

10 Pathway End:

(dd/mm/yyyy)

11 Save Cancel

Create the Pathway Year Level

1. Returning to the main menu, select **Pathway Year Levels**.
2. Using the drop-down menus, select **Student Goals** from **Stream**, and then select the **Pathway** created in the previous section.
3. To create a new Pathway Year Level, click **New Year Level Form**.

Pathway Year Levels

Stream: Student Goals Pathway: My Learning Path Semester 1, 2020 (Year 2020 Semester 1)

Release Status	Year Level	Show Primary Question	Year Level Questions	Academic Goals	Academic Semester	Academic Goal Questions	Other Goals	Other Goal Questions	Reflections Required	Reflection Result Period	Referral Supervisors	Locked Status	
Open	12	Yes	Yes	5 to 8	Sem 2, 2019	Yes	1 to 2	Yes	Not Required	Not Set	John Oxley	Open	
Pending Release	10	Yes	Yes	5 to 8	Sem 2, 2019	Yes	1 to 2	Yes	Not Required	Not Set	John Oxley	Open	
Open	9	Yes	Yes	5 to 8	Sem 2, 2019	Yes	1 to 2	Yes	Not Required	Not Set	John Oxley	Open	
Pending Release	8	Yes	Yes	5 to 8	Sem 2, 2019	Yes	1 to 2	Yes	Not Required	Not Set	John Oxley	Open	
Pending Release	7	Yes	Yes	5 to 8	Sem 2, 2019	Yes	1 to 2	Yes	Not Required	Not Set	John Oxley	Open	

New Year Level Form

4. The fields below will appear. Enter the Year Level.
5. There is the option to keep the pathway **Open** or **Closed** (depending on when students should have access).

Pathway Year Level Setup

Save **Cancel**

Copy pathway details from a previous pathway
 --- Select a year level ---

Year Level: **Year 12** Pathway Status: **Open**

Workflow

Please ensure that appropriate permissions have been given to teachers, students and parents to allow them to access, approve and acknowledge pathways where appropriate. Permissions can be assigned via the 'Roles' menu under 'User Management'. If you require email acknowledgements to be sent as part of the teacher approval process, please ensure that the details of your school's email server have been entered into the Learning Analytics Suite. Details can be entered via the 'System' menu under 'Configuration'.

☐ Allow teachers acting as student mentors to approve a student's pathway or request a student revise and resubmit their pathway.

☐ Request that parents acknowledge that they have viewed their child's pathway.

☐ Allow a student's mentor to refer student to additional supervisor(s). Please add supervisors in the table below

Additional Supervisors	Role	Edit	Delete
No additional supervisors added			

Add a Supervisor

Create the Pathway Year Level: Workflow

6. There is the option to copy a previous Pathway Year Level, which will pre-fill the fields.
7. There are numerous options available in terms of the Work Flow:

- At the most basic level, the user may leave all check boxes unticked. The process ends after the student has submitted their pathway. Their Academic Mentor may view the submission, though no further action is required.
- Ticking the first check box means the Academic Mentor will need to approve a student's submission (or request that they revise and resubmit).
- Ticking the second check box means the parent is able to view the submission. It is important to note that the parent is not 'approving' the submission. They are simply acknowledging that they have seen it.
- Ticking the third check box allows the Academic Mentor to refer the student's submission to an additional supervisor(s). This may be a Career Counsellor, Director of Pathways, etc.

Copy pathway details from a previous pathway

--- Select a year level ---

6

Year Level:

Year 12

Pathway Status:

Open

Workflow

Please ensure that appropriate permissions have been given to teachers, students and parents to allow them to access, approve and acknowledge pathways where appropriate. Permissions can be assigned via the 'Roles' menu under 'User Management'. If you require email acknowledgements to be sent as part of the teacher approval process, please ensure that the details of your school's email server have been entered into the Learning Analytics Suite. Details can be entered via the 'System' menu under 'Configuration'.

- ☐ Allow teachers acting as student mentors to approve a student's pathway or request a student revise and resubmit their pathway.
- ☐ Request that parents acknowledge that they have viewed their child's pathway.
- ☐ Allow a student's mentor to refer student to additional supervisor(s). Please add supervisors in the table below

7

Additional Supervisors	Role	Edit	Delete
No additional supervisors added			

Add a Supervisor

8. If the third check box is selected, you will need to complete the Additional Supervisors box directly below the checkbox.
9. Firstly click **Add a Supervisor**.

Additional Supervisors	Role	Edit	Delete
John Oxley	Careers Counselor	Update Cancel	

10
11
12
Add a Supervisor

10. Select the Supervisor from the first drop-down menu.
11. Enter the **Role**. This is free-form text, meaning any role may be entered.
12. Click **Update**.

9

Note: The Supervisor must be given the appropriate permissions. Please contact TrackOne Studio for assistance with this.

Create the Pathway Year Level: Instructions

13. There is the option to enter instructions for this Pathway Year Level. Some default text has been entered, however this may be edited.

Instructions

Year Level Instructions:

Normal
Times New Roman
3 (12pt)
B I U

This pathway is designed to allow you the opportunity to reflect on your learning path.

Design
HTML
Preview

13

Create the Pathway Year Level: Primary Question

14. Enter a Primary Question for students to answer. This is an overarching question that should encapsulate the theme of the pathway.

15. There is the option to include (tick) or exclude (untick) a title for the Primary Question.

16. There is the option to display a list of subjects for students to choose from. For instance, in the example above, students are considering their plans for when they finish school. They will then be selecting the subjects required to achieve this goal.

Note: The subject list is not created in this section. Here, the user is simply specifying that they wish to include the list. Please refer to Appendix A to create the list of subjects.

Primary Question Setup

☐ Include Primary Question

Primary Question:

Enter Question...

14

15

☒ Include a title bar

Title:

Primary Goal

☒ Require students to enter the subjects they believe they will need to meet their primary goal
See 'Global Subjects' menu

16

Create the Pathway Year Level: Pathway Questions

17. There is the option to enter Pathway Questions for students to answer. These are more detailed questions (but should be in keeping with the Primary Question).
18. There is the option to include (tick) or exclude (untick) a title for the Pathway Questions.
19. There is the option to enter instructions for students to follow when answering these questions.

Note: The actual Pathway Questions are not created in this section. At this stage, the user is simply indicating that they would like to include the questions and entering the instructions. Please refer to Appendix B to create the actual Pathway Questions.

Pathway Questions

- ☐ Include Pathway Questions **17**
See 'Pathway Questions' menu to set up questions

- 18** ☒ Include a title bar

Title:

- 19** ☒ Include instructions

Instructions:

Enter Instructions...

Create the Pathway Year Level: Academic Goals

Academic Goals Setup

☐ Include Academic Goals

20

Academic goals target:

Require students to enter a specific target result for a subject.

Require students to enter a specific target result for a subject.

Require students to select 'Focus' subjects (but not enter a target result).

Do not require students to select 'Focus' subjects or enter a target result (students will enter a strategy against a subject).

20. There is the option to have students enter academic goals. As per the drop-down menu above, there are three formats in which students can enter these goals:

Require students to enter a specific target result for a subject.

Subject	Result	Goal														
		A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E+	E	E-
Accounting	A-	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemistry	C+	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	C+	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Require students to select 'Focus' subjects, but not enter a target result.

Subject	Result	Focus
Accounting	A-	<input checked="" type="checkbox"/>
Chemistry	C+	<input checked="" type="checkbox"/>
English	C+	<input type="checkbox"/>

Do not require students to select 'Focus' subjects or enter a target result (students will enter a strategy against a subject).

Subject	Result	Strategy
Accounting	No Result	<input type="text"/>
Chemistry	No Result	<input type="text"/>
English	No Result	<input type="text"/>

Create the Pathway Year Level: Academic Goals

22

The reporting period to source students current results:

Semester 2, 2019



☐ Show Teacher Comments

21

Academic goals range:

to

(how many academic goals a student must enter)

23

Display name (as seen by students) for a goal (e.g. "Academic" Goal or "Learning" Goal):

Academic

☒ Include a title bar

24

Title:

Academic Goals and Strategies

☒ Include instructions

25

Instructions:

Instructions: Academic goals are personal goals which relate to the subjects you are studying and the results you would like to achieve in those subjects. When choosing your academic goals you should review your progress in each subject and think about which subjects you think you can improve in and which subjects you think you can maintain your current level of achievement in.

26

☒ Include min-max counts at end of instructions

21. The user must specify how many goals students should enter.

22. As shown on the previous page, the application pulls through the student's academic results. The student can then reflect on these and set goals for the future. Here, the user is selecting the results from Semester 2, 2019.

The user will then setup the headings, titles and instructions for the Academic Goals.

23. The user can enter a display name for this section (e.g. Academic). This can be useful if the Pathway has an Academic and Pastoral section.

24. The user can enter a title for this section (e.g. Academic Goals and Strategies).

25. The user can enter instructions for this section. Some default text has been entered, however this may be edited.

26. There is also the option to include the min-max counts at the end (a reminder for students to enter at least 2, but no more than 3, academic goals).

Create the Pathway Year Level: Academic Strategies

- ☒ Include strategy instructions

28

Instructions:

Instructions: Academic strategies are the things you think you will need to do to achieve your academic goals. Your academic strategies might include things like putting aside more time to do homework in a particular subject, asking more questions in class, or making sure you finish assignments a week before they are due so that you have time to review and make changes.

28. There is the option to enter instructions for these strategies. Some default text has been entered, however this may be edited.

Create the Pathway Year Level: Academic Goal Questions

Academic Goal Questions

- ☐ Include Academic Goal Questions
See 'Pathway Questions' menu to set up questions

29

30

- ☒ Include a title bar

Title:

- ☒ Include instructions

Instructions:

Enter Instructions...

31

29. There is the option to enter Academic Goal Questions for students to answer. These are more detailed questions pertaining to Academic Goals.

30. There is the option to include (tick) or exclude (untick) a title for the questions.

31. There is the option to enter instructions for students to follow when answering these questions.

Please note: the actual Academic Goal Questions are not created in this section. At this stage, the user is simply indicating that they would like to include the questions and entering the instructions. Please refer to Appendix B to create the actual questions.

Create the Pathway Year Level: Other Goals

☐ Include Other Goals

Goals range:

to

(how many goals a student must enter)

32

Display name (as seen by user) for a goal (e.g. "Non-Academic" Goal or "Pastoral" Goal):

Non-Academic

33

☒ Include a title bar

Title:

Non-Academic Goals and Strategies

34

☒ Include instructions

Instructions:

Instructions: Non-academic goals are personal goals which relate to the other things you want to achieve at school and outside of school. These goals might include participating in a club, mastering a new skill, or success in a sport.

35

☒ Include min-max counts at end of instructions

The user may have students enter additional goals (e.g. Pastoral Goals).

- 32. The user must specify how many goals students should enter.
- 33. The user can enter a display name for this section (e.g. Pastoral).
- 34. The user can enter a title for this section (e.g. Pastoral Goals).
- 35. The user can enter instructions for these other goals. There is also the option to include the min-max counts at the end (a reminder for students to enter at least 1, but no more than 2, pastoral goals).

Create the Pathway Year Level: Other Strategies

Strategies

- ☐ Require an associated strategy for each goal
OR
☒ Allow students to enter strategies separately
☒ Include strategy instructions for separate strategies only

36

Instructions:

Instructions: Non-academic strategies are the things you think you will need to do to achieve your non-academic goals. These strategies might include things like putting aside time to practice a skill, or working with others who have similar interests.

37

36. There is the option to have students enter strategies for these other goals.

These may be:

- Entered in combination with the goal that has been set
(Tick **Show Strategies combined with Goal**)

Goal: 1
Learning Goal
Strategy: How are you going to do this?

- Entered separately.
(Tick **Show Separate Strategies**)

Pastoral Goals
Add a Goal
Add a Strategy

37. The user can enter instructions for these strategies.

Create the Pathway Year Level: Other Goals Questions

Other Goal Questions

☐ Show Other Goal Questions
See 'Pathway Questions' menu to set up questions

☒ Include a title bar
Title:

☒ Include instructions
Instructions:

38. There is the option to enter Other Goal Questions for students to answer. These are a set of more detailed questions pertaining to the student's other goals.
39. There is the option to include (tick) or exclude (untick) a title for the Other Goal Questions.
40. There is the option to enter instructions for students to follow when answering these questions.

Note: The actual Other Goal Questions are not created in this section. At this stage, the user is simply indicating that they would like to include the questions and entering the instructions. Please refer to Appendix B to create the actual questions.

Create the Pathway Year Level: Reflection Questions

Linked Pathway Setup

Pathway Reflection Questions

41

- ☐ Include general questions reflecting on students last pathway
See 'Reflection Questions' menu to set up questions

42

Interact with previous pathway

- ☐ Allow students to interact with previous pathway responses

Set previous pathway:

-- No previous pathways found --

43

- ☐ Require students to consider their previous 'Academic Goals'

Set the linked reporting period for academic results (this will be the reporting period that students were previously setting goals for):

Semester 2, 2019

44

- ☐ Require students to consider their previous 'Other Goals'

The user can include a **Reflections** component, in which students can:

41. Answer specific Reflection Questions; or
42. Reflect on their goals from a previous pathway.
43. If students are to reflect on a previous pathway, this pathway must be specified.
44. If students are to reflect on a previous pathway, the result period for their reflection results must be specified.

Note: The actual Reflection Questions are not created in this section. At this stage, the user is simply indicating that they wish to include a **Reflections** component. Please refer to Appendix C to create the actual Reflection Questions.

Releasing a Pathway

1 Administration

2 Academic Mentoring > Pathway Year Levels

3 Release Pathway

Release Status	Year Level	Show Primary Question	Year Level Questions	Academic Goals	Academic Semester	Academic Goal Questions	Other Goals	Other Goal Questions	Reflections Required	Reflection Result Period	Referral Supervisors	Locked Status	
Open	10	Yes	Yes	5 to 8	Sem 2, 2019	Yes	1 to 2	Yes	Not Required	Not Set	John Ooley	Open	
Pending Release	10	Yes	Yes	5 to 8	Sem 2, 2019	Yes	1 to 2	Yes	Not Required	Not Set	John Ooley	Open	
Open	9	Yes	Yes	5 to 8	Sem 2, 2019	Yes	1 to 2	Yes	Not Required	Not Set	John Ooley	Open	
Pending Release	8	Yes	Yes	5 to 8	Sem 2, 2019	Yes	1 to 2	Yes	Not Required	Not Set	John Ooley	Open	
Pending Release	7	Yes	Yes	5 to 8	Sem 2, 2019	Yes	1 to 2	Yes	Not Required	Not Set	John Ooley	Open	

*In order for a Pathway to become visible to students, it first must be **Released**.*

1. Select **Administration** from the top of the main menu.
2. Select '**Academic Mentoring**', followed by **Pathway Year Levels**.
3. After a '**Pathway Year Level**' has been created, its contents will not be viewable to students until it has been **Released**. Click the green **Release** button to begin.
4. The following fields will appear. The pop-up allows the user to check that each student has been assigned an Academic Mentor. Click the green **Verify** button to check that each student has been assigned an Academic Mentor.

For assistance in assigning Academic Mentors, please refer the documentation or contact TrackOne Studio.

5. There is the option to notify students (via email) that the Pathway has been released.
6. Click **OK** to release the Pathway.

Release Year Level

You are about to release My Learning Path Semester 1, 2020 (Year:2020 Semester:1) Year 10 to students. The academic mentor associated with each student (which by default, is their Homeroom Teacher) will be set upon release.

To verify that each student has been assigned an academic mentor, please click the button below.

Verify

Mentor
Please select Academic Mentors if you wish to override the mentors that have been assigned.

Email
☐ Notify students (via email) that My Learning Path Semester 1, 2020 has been released.

OK

Cancel

Assigning Academic Mentors

Demonstration School Learning Analytics Suite (TrackOneAdmin) (Sign Out)

Administration
Go to Analytics

- Home
- Result Entry
- External Assessment
- Analytics Setup
- Subject Setup
- Report Setup
- General Setup
- Academic Mentoring
 - Pathways
 - Pathway Year Levels
 - Pathway Questions
 - Reflection Questions
 - Purge Students
 - Global Subjects
 - Mentors**
- School Activity Setup
- User Management
- Configuration

Manage Mentors | **Upload Mentors**

1. **Manage Mentors**

2. **Mentors**

3. **Year** (Year 11) **Pastoral Care Class** (All Students)

4. **Filter**

5. **Update/Unlock students on the currently displayed page:** (Please select a teacher) **Update** **Unlock**

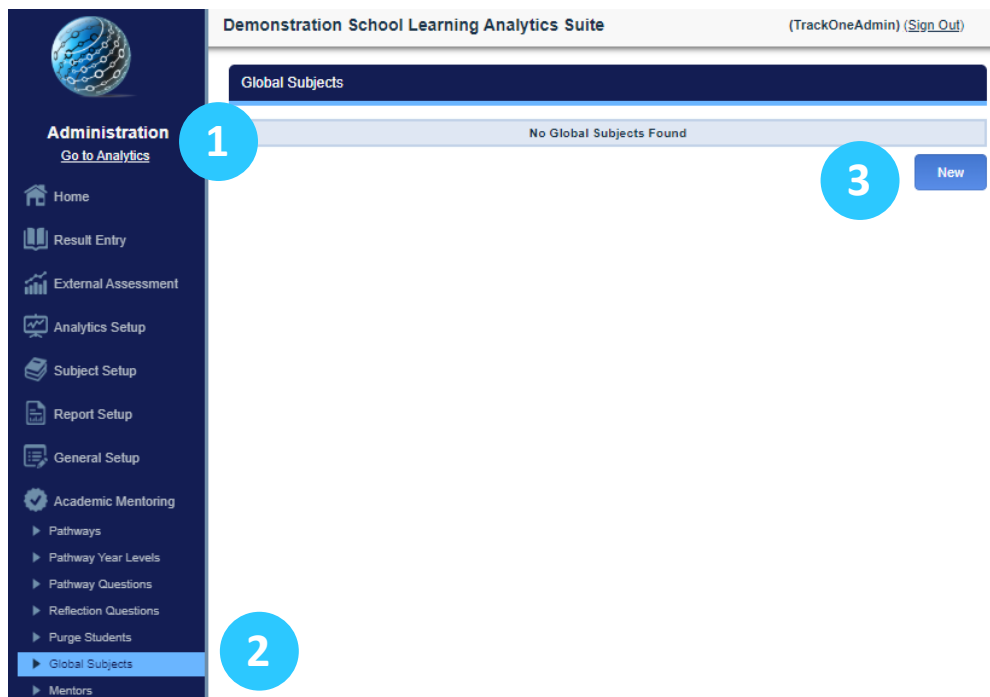
Student Code	Given Names	Surname	Homeroom Teacher	Currently Set Mentor	Set New Mentor
S6435	Dexter	Adatschi	AQV	John Oxley	Please select a teacher
S632355	Ava	Andrews	APP	Phillip Budd	Please select a teacher
S278958	Matilda	Aragon	ALS	Phillip Budd	Please select a teacher
S881488	Heidi	Aspell	ALL	Phillip Budd	Please select a teacher
S282967	Nathan	Atkins	AIF	Phillip Budd	Please select a teacher
S655972	Isla	Bardsley	AEQ	John Oxley	Please select a teacher
S639184	Max	Bazell	ANA	John Oxley	Please select a teacher
S622365	Nathan	Bazell	ALL	John Oxley	Please select a teacher
S672291	Lacey	Beason	ADI	John Oxley	Please select a teacher

6. **Update/Unlock students on the currently displayed page:** (Please select a teacher) **Update** **Unlock**

The Academic Mentor that has been assigned to a student can be managed in this section.

1. Select **Administration** from the top of the left-hand task panel.
2. Select **Academic Mentoring**, followed by **Mentors**.
3. Select the pathway, year level and pastoral care class that the student is in.
4. There is the option to search for a specific student.
5. There is the option to edit the academic mentor that has been assigned to a student. By default, the mentor that has been assigned is the student's Homeroom Teacher.
6. There is the option to update all students' Academic Mentors to a certain teacher.

Appendix A: Global Subjects Setup



As mentioned, there is the option to display a list of subjects for students to choose from when answering their Primary Question. For instance, if students are required to consider their subject selection, a list of subjects can be displayed for students to choose from. In this section, the user can create that list of subjects.

1. Select **Administration** from the top of the left-hand task panel.
2. Select **Academic Mentoring**, followed by **Global Subjects**.
3. Click **New**.
4. The following fields will appear. Enter the subject name. This should be the generic name (e.g. History), rather than the subject code (e.g. HIS01).
5. Enter the sort order (this determines the order in which the subject appears in the list).
6. Click **Save**.

The form is titled 'Subject Name:' and has a text input field with a blue circle '4' next to it. Below this is a 'Sort Order:' section with a text input field and a blue circle '5' next to it. Below the input fields, there is a small text label 'a v... number (e.g. 1)' with a blue circle '6' next to it. At the bottom of the form are two buttons: 'Save' (blue) and 'Cancel' (grey).

Appendix B: Pathway/Academic Goal/Other Questions Setup

1 Administration

2 Academic Mentoring

3 Pathway Year Levels

4 Add New Question

5 Question

6 Sort Order

7 Answer Type

8 Save

1. Select **Administration** from the top of the left-hand task panel.
 2. Select **Academic Mentoring**, followed by **Pathway Questions**.
 3. Select the pathway from the drop-down at the top of the page, ensuring your Stream is set to Student Goals.
 4. Click **Add New Question**.
 5. The following fields will appear. Enter the question.
 6. Enter the sort order (this determines the order in which the question appears in the list).
 7. Select the answer type.
- Note:** There are three formats (answer types) in which students can answer the questions. Please refer to the following page for an explanation of each.
8. Click **Save**.

Add New Question

Question:

Enter Question...

5

Sort Order:

6

a valid number (e.g. 1)

Answer Type:

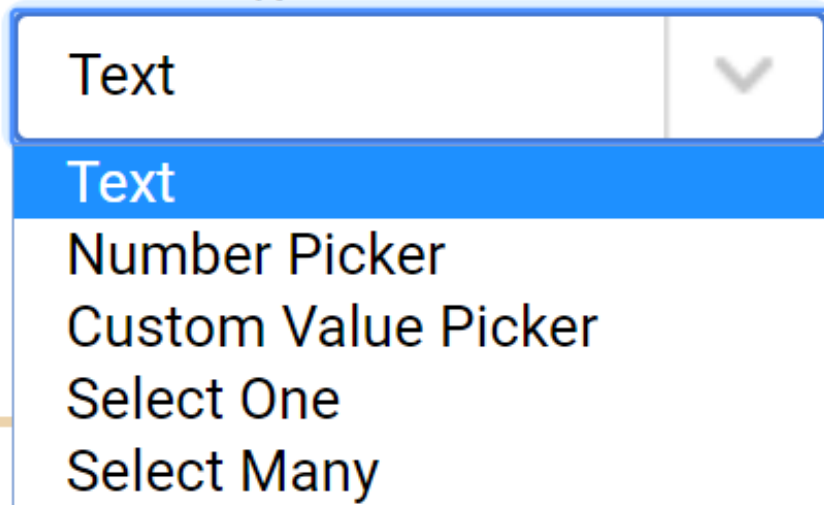
Text

7

8

Save Cancel

Answer Type:



Text

Text

Number Picker

Custom Value Picker

Select One

Select Many

As above, there are five specific formats in which students can answer pathway questions:

- Text (students respond by entering text into a textbox);
- Number picker (students respond by selecting a rating from 1-5); or
- Custom number picker (students respond by selecting a rating that has been setup by the administrator).
To create a custom value picker, please contact TrackOne Studio.
- Select One (radio button type questions)
- Select Many (checkbox type questions)

Appendix C: Reflection Questions Setup

The screenshot shows the 'Demonstration School Learning Analytics Suite' interface. On the left is a dark blue sidebar with a 'Go to Analytics' link and a list of menu items: Home, Result Entry, External Assessment, Analytics Setup, Subject Setup, Report Setup, General Setup, Academic Mentoring (expanded), Pathways, Pathway Year Levels, Pathway Questions, Reflection Questions (highlighted with a blue circle and the number 2), and Purge Students. The main content area has a header with the suite name and a user login '(TrackOneAdmin) (Sign Out)'. Below this is a 'Reflection Questions' section. It includes a 'Goal Pathways:' dropdown menu with 'My Learning Path Semester 1, 2020 (Year:2020 Semester:1)' selected (circled with a blue circle and the number 3). Below the dropdown is a 'Reflection Questions:' section showing 'No Questions Found'. A 'New' button is located to the right of this section (circled with a blue circle and the number 4). The top of the sidebar is circled with a blue circle and the number 1, indicating the 'Administration' section.

1. Select **Administration** from the top of the left-hand task panel.
2. Select **Academic Mentoring**, followed by **Reflection Questions**.
3. Select the pathway from the drop-down at the top of the page.
4. Click **New**.
5. The following fields will appear. Enter the question.
6. Enter the sort order (this determines the order in which the question appears in the list).
7. Click **Save**.

The 'Add New Question' form is shown. It has a 'Question:' label followed by a large text input field containing the placeholder 'Enter Question...' (circled with a blue circle and the number 5). Below this is a 'Sort Order:' label followed by a smaller text input field (circled with a blue circle and the number 6). A note 'a valid number (e.g. 1)' is positioned below the sort order field. At the bottom of the form are two buttons: 'Save' (circled with a blue circle and the number 7) and 'Cancel'.