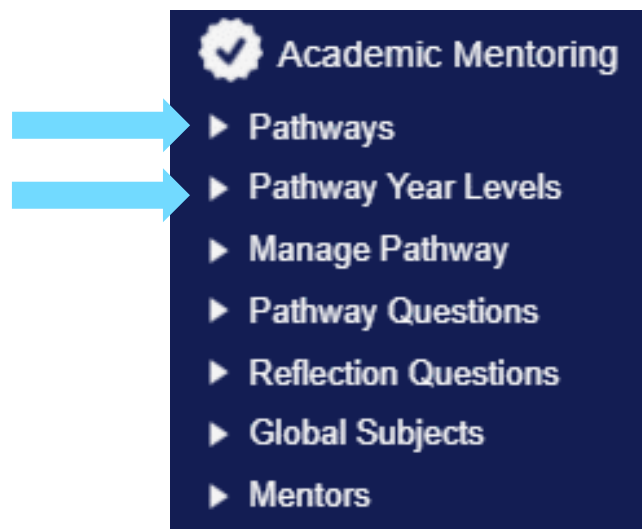End User Guide

'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.

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.

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**.

5

py Data From Previous

--- Select a pathway ---

6

Pathway Setup

bal Pathway Name:

7

Pathway Year:

a valid year (e.g. 2015)

8

Pathway Term/Semester:

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

9

Pathway Start:

d/mm/yyyy)

10

Pathway End:

/mm/yyyy)

Save   Cancel

11

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**.

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).

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.

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**.

Additonal Supervisors	Role	Edit	Delete
John Oxley ▾	Careers Counselor	Update Cancel	
			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**.

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:

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

Design | HTML | Preview

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 beleive they will need to meet their primary goal   **16**
See 'Global Subjects' menu

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...

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	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E+	E	E-
																Goal
Accounting	A-	☐	☐	✓	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Chemistry	C+	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
English	C+	☐	✓	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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

Subject	Result	Focus
Accounting	A-	✓
Chemistry	C+	✓
English	C+	☐

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	
Chemistry	No Result	
English	No Result	

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

24 ☑ Include a title bar
Title:

Academic Goals and Strategies

25 ☑ Include instructions
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).

Strategies

☑ Require entry of academic strategies

Strategy Options:

(27)

| Require students to enter a strategy for each subject where a goal has been set. | ⌄ |

Require students to enter a strategy for each subject where a goal has been set.
Require students to enter global strategies rather than subject specific strategies.
Require students to enter both individual and global strategies.

---

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

Require students to enter a strategy for each subject where a goal has been set.

Subject	Result	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E+	E	E-	Strategy
English	C+	✓	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Strategy 1
Graphics	C	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Marine Science	B-	☐	✓	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Strategy 2
Mathematics A	B-	☐	✓	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Strategy 3

Require students to enter global strategies rather than subject specific strategies.

Strategies (All Subjects)

[text box]

Require students to enter both individual and global strategies.

Subject	Result	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E+	E	E-	Strategy
English	C+	✓	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Strategy 1
Graphics	C	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Marine Science	B-	☐	✓	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Strategy 2
Mathematics A	B-	☐	✓	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Strategy 3
Physical Education	B	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Technology Studies	C	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

Strategies (All Subjects)

[text box]

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:

32

[　　] to [　　] (how many goals a student must enter)

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).

Strategies

☐ Require an associated strategy for each goal **36**

OR

☑ Allow students to enter strategies separately

☑ Include strategy instructions for separate strategies only

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.

Other Goal Questions

☐ Show Other Goal Questions **38**
See 'Pathway Questions' menu to set up questions
☑ Include a title bar
Title: **39**

☑ Include instructions
Instructions:

Enter Instructions... **40**

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

Interact with previous pathway

42 ☐ 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.

*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.

Assigning Academic Mentors

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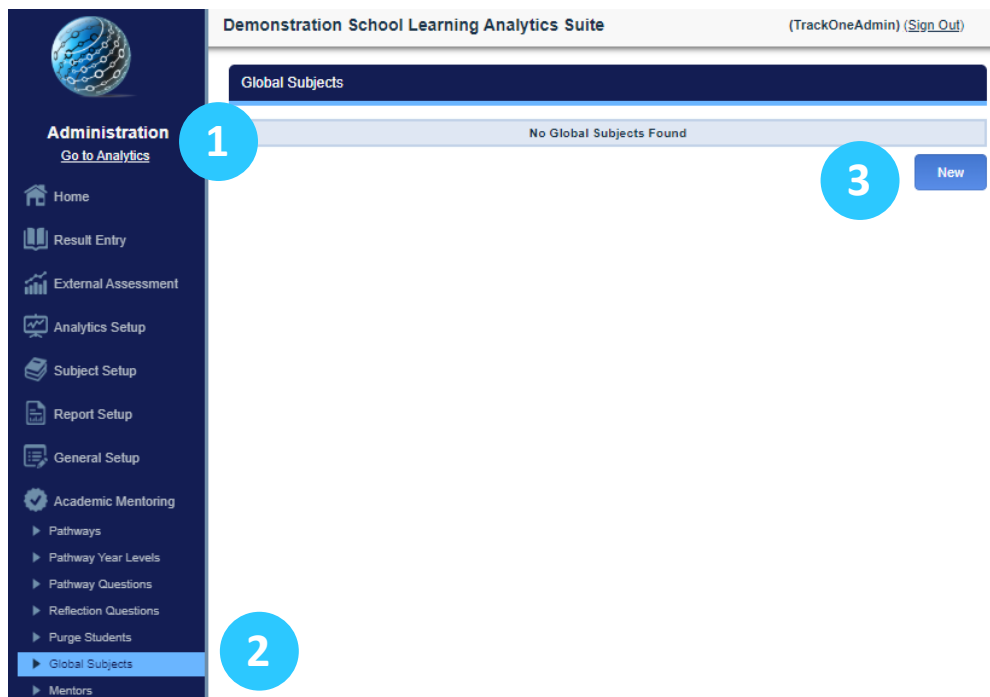
As mentioned, there is the option to display a list of subjects for students to choose from when answering their Primary Question. For instance, if students are required to consider their subject selection, a list of subjects can be displayed for students to choose from. In this section, the user can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

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**.
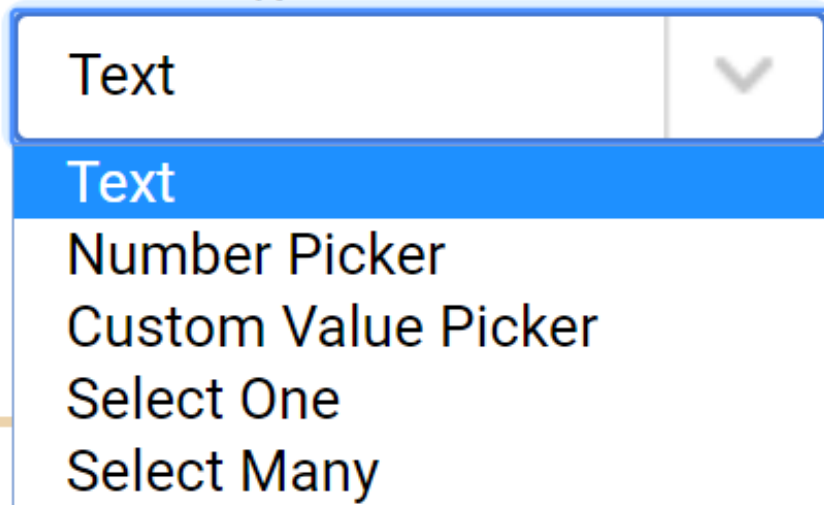
Answer Type:

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

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**.