

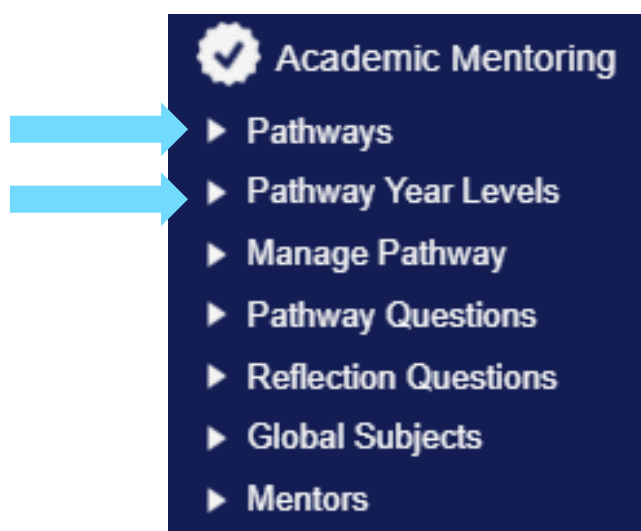
End User Guide  
**'My Wellbeing' Setup**



**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](mailto:helpdesk@trackonestudio.com).

## Wellbeing Survey Process: Setup



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

This area allows students to:

- Reflect upon their wellbeing habits and current wellbeing status.
- Set goals and strategies for their wellbeing.

Customisable for each year level and run cyclically, the Wellbeing process helps students focus on their health and engagement with learning.

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 Wellbeing 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.
3. Unlike the **Class Goals** pathways, **Wellbeing** pathways are designed to be run on a more regular basis (weekly or fortnightly).

# Create the Pathway

**1** Administration

**2** Academic Mentoring

**3** Pathways

**4** New

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. This has Class Goal Pathways and Wellbeing Pathways. These are listed in the two tables shown.
4. To begin creating a new Wellbeing Pathway, move to the Wellbeing Pathways section and click **New**.

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

The screenshot shows a web interface for setting up a pathway. It is divided into two main sections: 'Pathway Setup' on the left and 'Pathway Runs' on the right.

**Pathway Setup:**

- Copy Data From Previous:** A dropdown menu (5) currently shows 'My Wellbeing (Semester 1, 2020)'.
- Goal Pathway Name:** A text input field (6) containing 'My Wellbeing'.
- Pathway Year:** A text input field (7) containing '2020'. Below it, a note says 'a valid year (e.g. 2015)'.
- Pathway Term/Semester:** A text input field (8) containing '2'. Below it, a note says '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:** A date input field (9) containing '01/07/2020'. Below it, a note says '(dd/mm/yyyy)'.
- Pathway End:** A date input field (10) containing '30/12/2020'. Below it, a note says '(dd/mm/yyyy)'.
- At the bottom of the 'Pathway Setup' section are 'Save' and 'Cancel' buttons.

**Pathway Runs:**

- A message states 'No pathway runs have been setup'.
- There are two buttons: 'Add weekly runs' (11) and 'Add single run'.

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. Now click **Add weekly runs** for multiple surveys or click **Add single run** for one instance of the survey.

Copy Data From Previous

My Wellbeing (Semester 1, 2020)

### Pathway Setup

Goal Pathway Name:

My Wellbeing

Pathway Year:

2020

a valid year (e.g. 2015)

Pathway Term/Semester:

2

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:

01/07/2020

(dd/mm/yyyy)

Pathway End:

30/12/2020

(dd/mm/yyyy)

Save

Cancel

### Pathway Runs

Pathway Start	Pathway End		
01-Jul-2020	07-Jul-2020		
13-Jul-2020	19-Jul-2020		
20-Jul-2020	26-Jul-2020		
27-Jul-2020	02-Aug-2020		
03-Aug-2020	09-Aug-2020		
10-Aug-2020	16-Aug-2020		
17-Aug-2020	23-Aug-2020		
24-Aug-2020	30-Aug-2020		
31-Aug-2020	06-Sep-2020		
07-Sep-2020	13-Sep-2020		
14-Sep-2020	20-Sep-2020		
21-Sep-2020	27-Sep-2020		
28-Sep-2020	04-Oct-2020		
05-Oct-2020	11-Oct-2020		

12. **Pathway Runs** will be generated for each week in the Pathway period (between the Start and End dates entered above).
13. You can remove any of the runs by clicking on the delete icon (X) next to the run.
14. You can edit an individual run's start and end dates by clicking on the edit icon next to the run.
15. Once you are satisfied with the number of runs, click the **Save** button.

## Create the Pathway Year Level

1. Returning to the main menu, select **Pathway Year Levels**.
2. Using the drop-down menus, select **Student Wellbeing** 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**.

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

### Pathway Year Levels

Stream: Student Wellbeing Pathway: My Wellbeing (Year:2020 Semester:1)

Pathway Year Levels:

Release Status	Year Level	Section 1 Questions	Section 2 Questions	Section 3 Questions	Locked Status		
Open	12	Yes	Yes	No	Open		
Open	9	Yes	Yes	No	Open		

[New Year Level Form](#)

4. The fields below will appear. You can choose to copy a previous pathway.
5. Enter the new Year Level.
6. 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  
My Wellbeing (Year:2020 Semester:1) Year 9

Year Level: Year 10 Pathway Status: Open

## Create the Pathway Year Level: Instructions

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

### Pathway Year Levels

Stream:  Pathway:

Pathway Year Levels:

Release Status	Year Level	Section 1 Questions	Section 2 Questions	Section 3 Questions	Locked Status		
Open	12	Yes	Yes	No	Open		
Open	9	Yes	Yes	No	Open		

### Pathway Year Level Setup

Copy pathway details from a previous pathway

Year Level:

Pathway Status:

### Instructions

Year Level Instructions:

Normal  (Font Size)  **B** *I* U

This short survey has been designed to allow you to reflect upon your wellbeing habits and current wellbeing status.

To complete the survey just answer each question below as honestly as possible and click submit. If you have any questions, please ask your teacher for assistance and support.

## Create the Pathway Year Level: Section Questions

8. There is the option to enter Pathway Questions for students to answer. Overall, there are three of these sections. This allows you to have questions under different headings. ie. Wellbeing Status, Wellbeing Habits etc.
9. There is the option to include (tick) or exclude (untick) a title for the Pathway Questions.
10. There is the option to enter instructions for students to follow when answering these questions.
11. Once as many question sections as you need have been completed, select the Save button.

**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 the next section titled Create the Wellbeing Pathway Questions to create the actual Pathway Questions.

### Section 1 Questions

- ☒ Include Section 1 Questions  
See 'Pathway Questions' menu to set up questions
- ☒ Include a title bar  
Title:  
Wellbeing Status
- ☐ Include instructions

10

9

### Section 2 Questions

- ☒ Include Section 2 Questions  
See 'Pathway Questions' menu to set up questions
- ☒ Include a title bar  
Title:  
Wellbeing Habits
- ☐ Include instructions

11

8

### Section 3 Questions

- ☐ Include Section 3 Questions  
See 'Pathway Questions' menu to set up questions
- ☒ Include a title bar  
Title:
- ☒ Include instructions  
Instructions:

Save

Cancel



## Create the Wellbeing Pathway Questions

The screenshot displays 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 (with sub-items: Pathways, Pathway Year Levels, Manage Pathway, Pathway Questions, and Reflection Questions). The 'Pathway Questions' item is highlighted with a blue circle labeled '12'. The main content area has a header with the suite name and a user login '(TrackOneAdmin) (Sign Out)'. Below this is a section titled 'Pathway Year Level Questions' with a blue circle labeled '13' over the title and a blue circle labeled '14' over the 'Goal Survey Year Levels' dropdown menu. The dropdown is set to 'My Wellbeing (Year:2020 Semester:1) (Year Level 11)'. Below this are two sections: 'Section 1 Questions' and 'Section 2 Questions', both showing 'No Questions Found' and a blue circle labeled '15' over the 'Add New Question' button. The 'Add New Question' button is a light grey button with rounded corners.

12. Select **Pathway Questions** from the main menu.
13. Select the **Student Wellbeing** Stream.
14. Select the Wellbeing Pathway Year level.
15. Select the **Add New Question** button in the appropriate section.

## Create the Wellbeing Pathway Questions

The screenshot shows the 'Demonstration School Learning Analytics Suite' interface. On the left is a dark blue sidebar with a globe icon and the following menu items: Administration (with a 'Go to Analytics' link), Home, Result Entry, External Assessment, Analytics Setup, Subject Setup, Report Setup, General Setup, Academic Mentoring, School Activity Setup, User Management, and Configuration. The main content area has a header with the suite name and user info '(TrackOneAdmin) (Sign Out)'. Below this is a 'Pathway Year Level Questions' section with filters for 'Stream' (Student Wellbeing) and 'Goal Survey Year Levels' (My Wellbeing (Year:2020 Semester:1) (Year Level 11)). A 'Section 1 Questions' header shows 'My Wellbeing (Year:2020 Semester:1) (Year Level 11)' and a message 'No Questions Found'. The 'Add New Question' form contains a 'Question' text area (16), a 'Sort Order' input field with '1' (17), an 'Answer Type' dropdown with 'Text' (18), and 'Save' and 'Cancel' buttons (19).

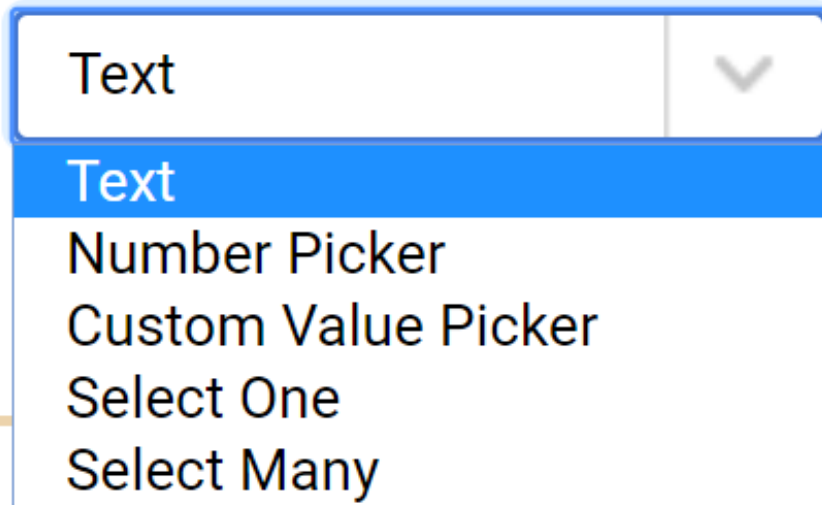
16. Enter the question you want to ask.

17. Enter a number for the sort order.

18. Choose the answer mode (text, number picker, custom number picker, select many - checkbox, select one – radio button).

19. Select the **Save** button.

Answer Type:



The image shows a dropdown menu for 'Answer Type'. The menu is open, displaying five options: 'Text', 'Number Picker', 'Custom Value Picker', 'Select One', and 'Select Many'. The 'Text' option is currently selected and highlighted in blue. The dropdown is enclosed in a blue border, and a small downward arrow is visible in the top right corner of the menu box.

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)

# Assigning Academic Mentors

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

**Administration**  
Go to Analytics

**1** Administration

**2** Academic Mentoring  
Pathways  
Pathway Year Levels  
Pathway Questions  
Reflection Questions  
Purge Students  
Global Subjects  
**Mentors**

**3** Manage Mentors

**4** Filter: Year: Year 11 Pastoral Care Class: All Students

**5** Set New Mentor

**6** Update/Unlock students on the currently displayed page: Please select a teacher [Update] [Unlock]

Student Code	Given Names	Surname	Homeroom	Currently Set Mentor	Set New Mentor
S435	Dexter	Adatschi	AQV	John Oxley	Please select a teacher
S832355	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

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.

## Releasing a Pathway

**1** Administration  
Go to Analytics

**2** Academic Mentoring

**3** Pathways

**4** Release Pathway

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														
Release Pathway														
Open	9	Yes	Yes	5 to 8	Sem 2, 2019	Yes	1 to 2	Yes	Not Required	Not Set	John Oxley	Open		
Pending Release														
Release Pathway														
Open	8	Yes	Yes	5 to 8	Sem 2, 2019	Yes	1 to 2	Yes	Not Required	Not Set	John Oxley	Open		
Pending Release														
Release Pathway														
Open	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

*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. Choose the **Student Goals** stream.
4. 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.
5. 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.

**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**

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

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