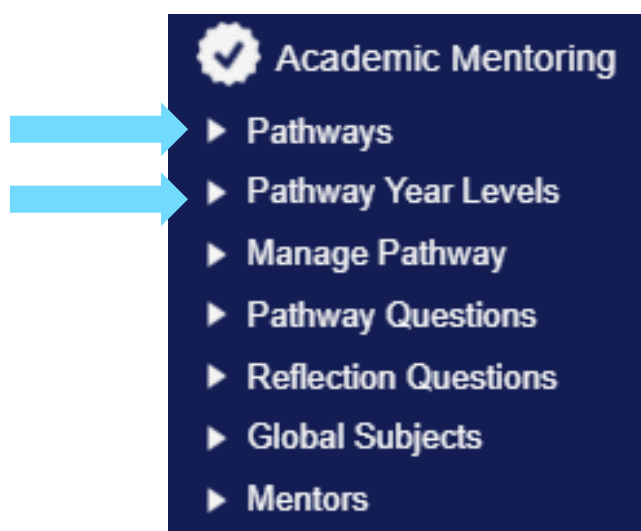End User Guide

'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.

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).

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.

Copy Data From Previous

My Wellbeing (Semester 1, 2020)

5

Pathway Setup

Goal Pathway Name:

6

My Wellbeing

Pathway Year:

7

2020

a valid year (e.g. 2015)

Pathway Term/Semester:

8

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:

9

01/07/2020

(dd/mm/yyyy)

Pathway End:

10

30/12/2020

(dd/mm/yyyy)

Save   Cancel

Pathway Runs

No pathway runs have been setup

Add weekly runs   Add single run

11

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]

15

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 **13** **14**

---

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.

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**.

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).

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:
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		

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

Instructions

Year Level Instructions:

Normal   Arial   (Font Size)   B I U S   A

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.

Design   HTML   Preview

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

Section 2 Questions

☑ Include Section 2 Questions
See 'Pathway Questions' menu to set up questions
   ☑ Include a title bar
   Title:
   Wellbeing Habits

Include instructions

Section 3 Questions

☐ Include Section 3 Questions
See 'Pathway Questions' menu to set up questions
   ☑ Include a title bar
   Title:

☑ Include instructions
Instructions:
Enter Instructions...

Save   Cancel

Create the Wellbeing Pathway Questions

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.

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
- School Activity Setup
- User Management
- Configuration

Pathway Year Level Questions

Stream:
Student Wellbeing

Goal Survey Year Levels:
My Wellbeing (Year:2020 Semester:1) (Year Level 11)

Section 1 Questions   My Wellbeing (Year:2020 Semester:1) (Year Level 11)

No Questions Found

Add New Question
Question:
How do you feel you achieved or progressed academically last week? **16**

Sort Order: **17**
1
a valid number (e.g. 1)

Answer Type: **18**
Text

Save   Cancel
19
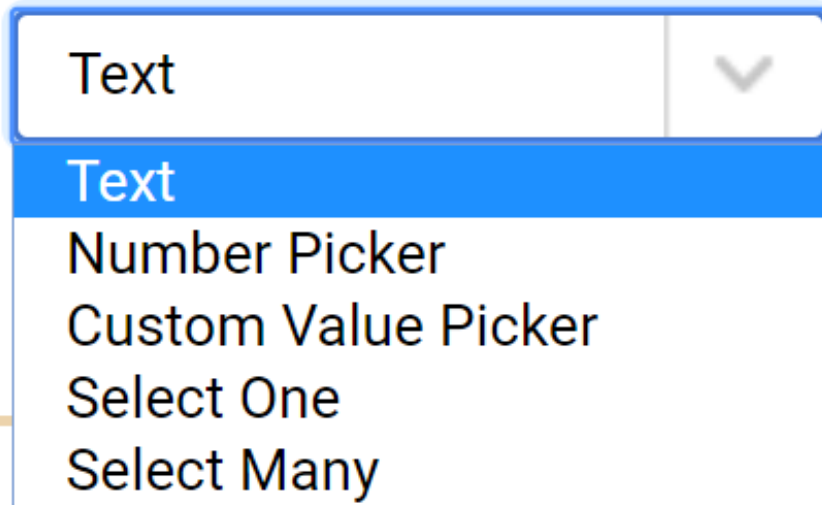
16. Enter the question you want to ask.

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:

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)

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.

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.

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.