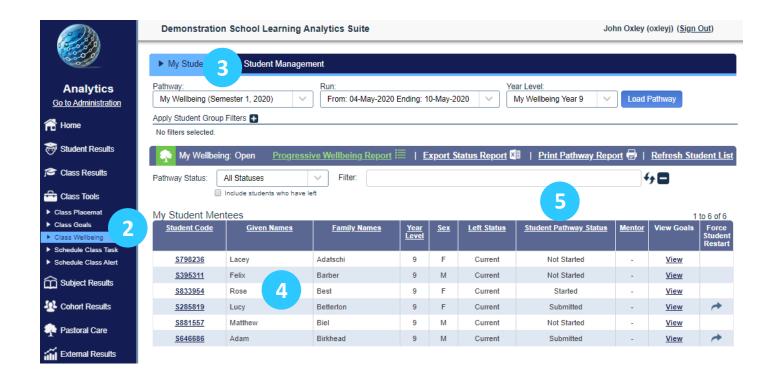
Academic Mentoring: Staff Mentor Wellbeing View



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.

Viewing Students' Wellbeing Survey Results

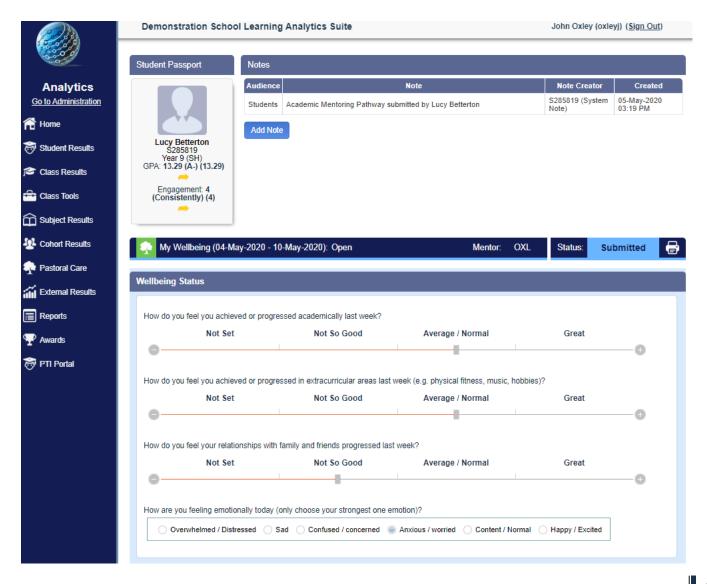


- 1. Login to the Learning Analytics Suite using your network username and password.
- 2. On the left-hand side menu choose Class Tools/Class Wellbeing.
- 3. Choose the current Wellbeing Pathway, Run and Year Level.
- 4. Your student Mentees will be listed alphabetically in a table.
- 5. The table shows the current status of each student's goal setting.

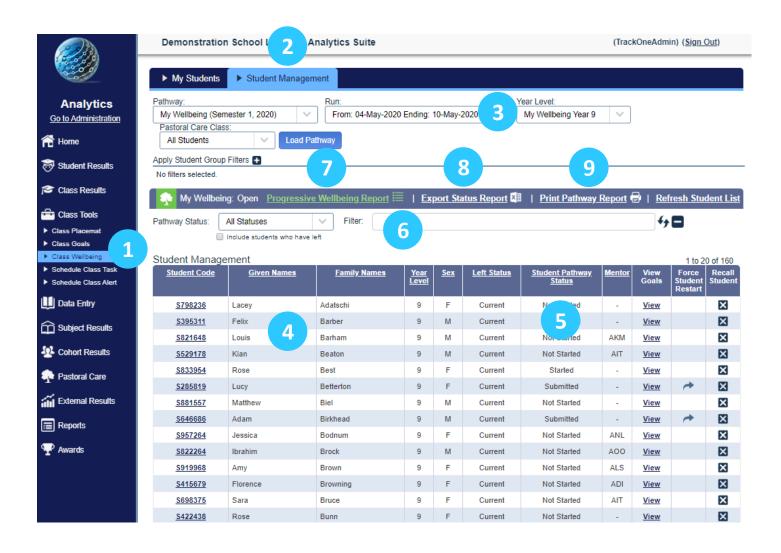
Viewing a Student's Wellbeing Survey

My Student Mentees 1 to 6 of 6 Student Code Given Names Student Pathway Status Adatschi 9 F View S798236 Lacev Current Not Started S395311 Felix Barber М Current View 9 F Started S833954 <u>View</u> S285819 Lucy Betterton F Current Submitted <u>View</u> Not Started S881557 Matthew Biel М Current <u>View</u> S646686 Adam Birkhead Submitted M Current View

- 1. To view a student's wellbeing survey, click on the View link.
- 2. The **Student Pathway Status** will indicate the stage the student is at with completing their survey (Not Started, Started, Submitted).
- 3. You can re-set a student's survey results by in the **Force Student Restart** column.



Supervisor's View of the Wellbeing Surveys



- 1. On the left-hand side menu choose Class Tools/Class Wellbeing.
- 2. The pathways supervisor(s) will see an extra tab to the page, Student Management.
- 3. Choose the relevant pathway, run and year level.
- 4. All the students for the year level chosen will be displayed.
- The supervisor can see the status of all the students and can restart a student's goal setting.
- 6. The supervisor can search for a student.
- 7. The supervisor can access a Progressive Wellbeing Report.
- 8. The supervisor can save the pathway status report as an Excel spreadsheet.
- 9. The supervisor can print the pathway status report.