

PARLO Tracker School Administrator User Guide

The image consists of two parts. The top part shows a group of school children, both boys and girls, sitting at a table and looking at a tablet device together. The bottom part is a screenshot of the "Welcome to Tracker" sign-in page. The page has a white background with a grey header bar. The header bar contains the text "Welcome to Tracker" in bold black font. Below the header, there is a message: "Welcome to the PARLO Progress Tracker! Please sign in above." Underneath the message are two input fields: "Username" and "Password", each with a corresponding empty text box. At the bottom of the form is a "Sign in" button.

Welcome to Tracker

Welcome to the PARLO Progress Tracker! Please sign in above.

Username

Password

Sign in

 **USAID**
FROM THE AMERICAN PEOPLE



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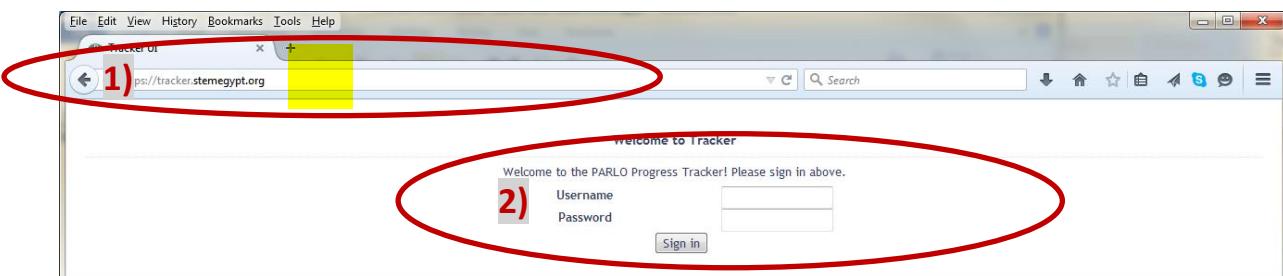
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Icon Glossary

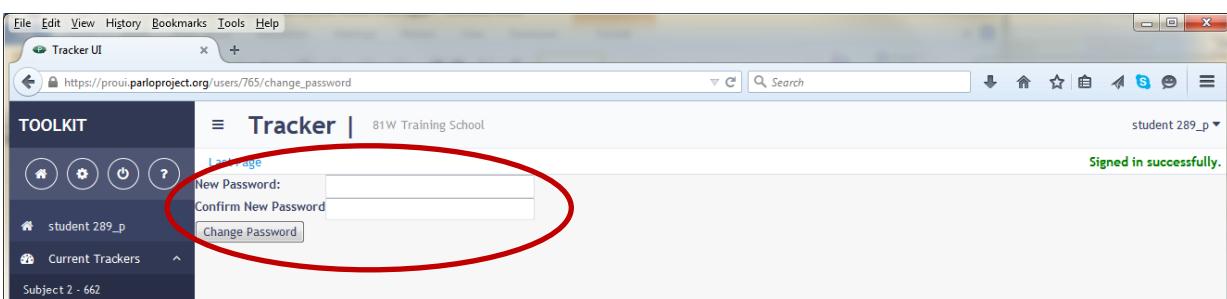
	Expand/Collapse Menu
	Tracker
	Past Trackers
	Dashboard
	Filter
	Collapse/Collapse All
	Expand/Expand All
	Drop Down Menu
	New Year Roll Over
	User(s)/Teacher(s)/Student(s)/Staff
	Print
	Upload
	Download/Export to Excel
	Bulk Entry
	Sections
	Add Item
	Change Column Width
	Attachment
	Edit
	Return to Previous Screen
	Remove/Inactivate
	Remove
	Restore
	Bulk Rate Evidence/Learning Outcome
	Progressing in Understanding
	Demonstrates little to no understanding
	Demonstrates understanding
	Demonstrates High Level of understanding
	Missing
	Unrated
	Not Yet Proficient
	Proficient
	High Performance
	Learning Outcome
	Log out

Getting Logged In for the First Time

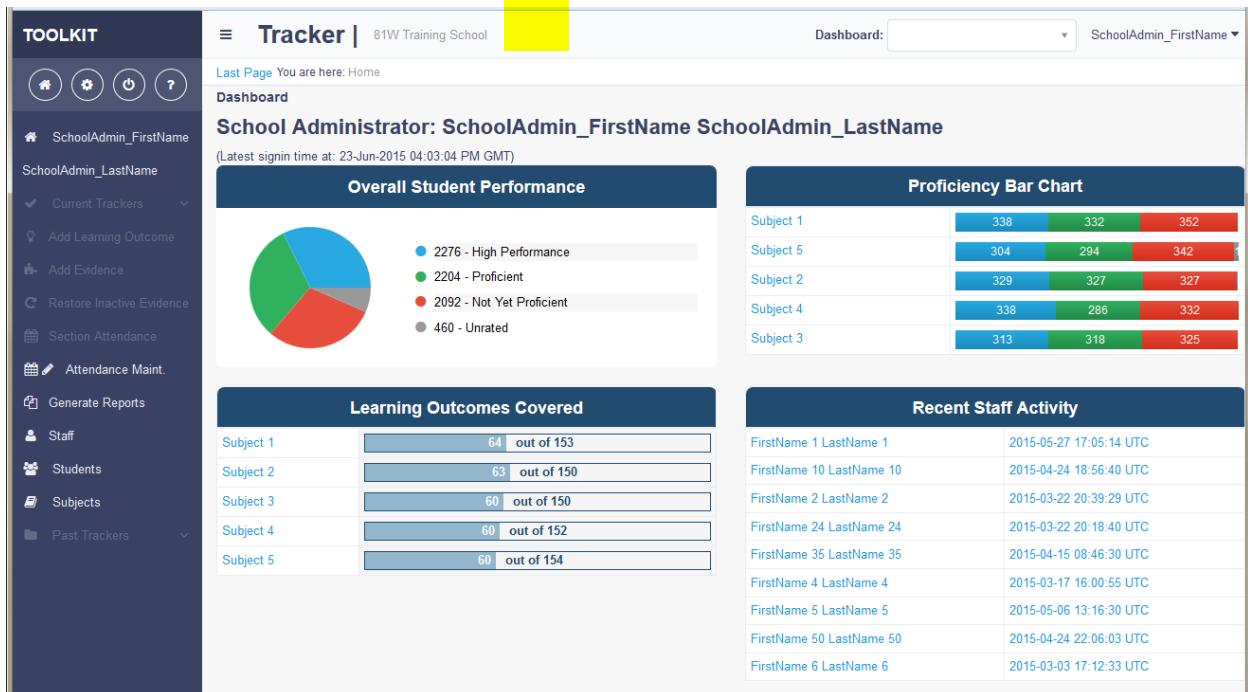
- 1) Open a browser window (Internet Explorer, Firefox, Chrome, etc.) and go to the website provided by the TDC.
- 2) To log into the system, type in your *Username* and *Password* which was emailed to you at the email address on record with the school then click **Sign In**.



- 3) You will be prompted to change your password. This password is your own personal password, can be whatever you would like it to be, and should not be shared with anyone. Please enter your new password in *New Password* and *Confirm New Password* and click **Change Password**. Please note that the same thing must be entered on both lines.



- 4) A message will pop up confirming that your password has been changed and you will be redirected back to the login screen. Please log in again using the same *Username* and your **NEW Password** and click **Sign In**. Your screen should look similar to the screen below.



You will not be prompted to change your password again unless it is reset for you.

Screen Layout and Functionality

The Tracker system has three main sections:

- 1) The **Toolkit** which displays various functions and screens in the system. Available options are listed in **white** and Inactive items are **grey**.
- 2) The Header displays where you are in the system and provides quick access to a Section Dashboards and User settings through the drop downs at the top of the screen. The **≡** allows the user to expand or collapse the Toolkit menu. The user can also see exactly where they are in the system
- 3) The main portion of the screen will change depending on where you are in the system and the various functions that are selected. Any item listed in **light blue** is clickable and will display information associated with that link.

The screenshot shows the PARLO Tracker application interface. A red box highlights the left sidebar (Toolkit), the top header, and the main content area. Numbered callouts point to specific elements: 1 points to the sidebar menu; 2 points to the header title 'Tracker' and the 'Dashboard' dropdown; 3 points to the evidence grid in the main content area.

TOOLKIT

2) **Tracker** | 81W Training School

Last Page You are here: Dashboard > Subject 1 - 001

Subject 1 - 001

Students: Listen here! Students: < Prev Next > | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

All Learning Outcomes

Sample Learning Outcome 1

	1	2	3	4	N	P	H	H	N	H	N	P	P	H	P	H	P	P	U
0 Evidence 1	Homework	2014-08-18	(checkbox)	(checkbox)	*	O	O	G	O	O	G	O	G	*	O	O	O	G	*
0 Evidence 2	In-Class	2014-08-18	(checkbox)	(checkbox)	G	G	O	O	*	O	*	G	*	G	*	O	G	*	O
0 Evidence 3	Quiz	2014-08-18	(checkbox)	(checkbox)	G	*	*	*	*	O	O	O	O	O	O	O	*	O	G
0 Evidence 4	Test	2014-12-11	(checkbox)	(checkbox)	O	O	O	O	O	O	O	*	O	O	O	*	O	*	*
0 Remove all add New LO Evidence 2	In-Class	2014-08-18	(checkbox)	(checkbox)	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G

Sample Learning Outcome 2

	1	2	3	4	H	H	P	P	N	P	H	P	R	N	N	P	H	P	H	H
0 Evidence 1	Homework	2014-08-18	(checkbox)	(checkbox)	G	O	O	O	O	O	O	O	O	O	O	*	O	G	*	O
1 DD's test evidence	Homework	2014-12-13	(checkbox)	(checkbox)	G	G	*	O	O	O	O	O	O	O	O	O	*	O	*	G
0 Evidence 2	In-Class	2014-08-18	(checkbox)	(checkbox)	O	O	*	G	O	O	O	O	*	O	O	O	*	O	*	G
0 Evidence 3	Quiz	2014-08-18	(checkbox)	(checkbox)	O	O	O	*	O	O	O	O	*	O	O	O	*	O	*	O
0 Evidence 4	Test	2014-08-18	(checkbox)	(checkbox)	O	O	O	O	O	O	O	O	*	O	O	O	*	O	*	O
0 D&D's stuff	In-Class	2014-12-16	(checkbox)	(checkbox)	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	

Sample Learning Outcome 3

	1	2	3	4	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
0 Evidence 1	Homework	2014-12-09	(checkbox)	(checkbox)																
0 Evidence 2	In-Class	2014-08-10	(checkbox)	(checkbox)																

Dashboards

As a user navigates through the system, they see several types of Dashboards that summarize information at different levels. Each is broken down into 4 or 5 sections. Descriptions of what is seen on each dashboard are listed below.

School Administrator Dashboard

When a School Administrator first logs into the system, they are shown the School Administrator Dashboard. This screen is broken down into several sections:

The screenshot shows the School Administrator Dashboard with the following sections highlighted:

- Overall Student Performance**: A pie chart showing student ratings. The legend indicates:
 - 2276 - High Performance (Blue)
 - 2204 - Proficient (Green)
 - 2092 - Not Yet Proficient (Red)
 - 460 - Unrated (Grey)Red box labeled 1) surrounds the chart.
- Proficiency Bar Chart**: A bar chart showing proficiency counts for five subjects. Red box labeled 2) surrounds the chart.

Subject	High Performance	Proficient	Not Yet Proficient
Subject 1	338	332	352
Subject 5	304	294	320
Subject 2	329	327	340
Subject 4	338	286	332
Subject 3	313	318	325
- Learning Outcomes Covered**: A table showing learning outcomes for five subjects. Red box labeled 3) surrounds the table.

Subject	Active Learning Outcomes	Total Learning Outcomes
Subject 1	64	153
Subject 2	63	150
Subject 3	60	150
Subject 4	60	152
Subject 5	60	154
- Recent Staff Activity**: A table showing the 10 most recent staff logins. Red box labeled 4) surrounds the table.

User	Login Date
FirstName 1 LastName 1	2015-05-27 17:05:14 UTC
FirstName 10 LastName 10	2015-04-24 18:56:40 UTC
FirstName 2 LastName 2	2015-03-22 20:39:29 UTC
FirstName 24 LastName 24	2015-03-22 20:19:40 UTC
FirstName 35 LastName 35	2015-04-15 08:46:30 UTC
FirstName 4 LastName 4	2015-03-17 16:00:55 UTC
FirstName 5 LastName 5	2015-05-06 13:16:30 UTC
FirstName 50 LastName 50	2015-04-24 22:06:03 UTC
- Toolkit**: A sidebar with various links and icons. Red box labeled 5) surrounds the icon area.

- 1) **Overall Student Performance** provides a summary snapshot of how students are rated for all the Learning Outcomes in all subjects and sections taught. Hovering the mouse over a section of the pie chart will display the number of ratings and the percentage. The calculations are based on summations across all subjects, sections, learning outcomes and students. For example, if a school has 5 subjects, 3 sections within a subject, 6 active learning outcomes for each subject that have been rated and 30 students per section, the denominator of the Overall Student Performance Chart is 2700.
- 2) **Proficiency Bar Chart** provides a snapshot of how students are rated for the Learning Outcomes in a specific subject. Clicking on a [Subject name](#) will display the **Subject Dashboard** for that specific subject (*See Dashboards-Subject Dashboard for further information*). The calculations are based on summations across all sections, learning outcomes and students in a particular subject. For example, if a subject in the school has 3 sections 6 active learning outcomes that have been rated and 30 students per section, the denominator total number of Learning Outcomes on the chart is 540. The [View All](#) link will bring up the Proficiency Bar Charts by Subject Report. (*See Reports-Proficiency Bar Charts by Subject Report for more information*)
- 3) **Learning Outcomes Covered** show for each subject a sum of rated learning outcomes and the total number of active learning outcomes for all sections. The calculations are based on summations across all sections and learning outcomes in a particular subject. For example, if a subject in the school has 3 sections 6 active learning the total number of Learning Outcomes on the chart is 18. The [View All](#) link will bring up the Progress Meters by Subject Report. (*See Reports-Progress Meters by Subject Report for more information*)
- 4) The **Recent Staff Activity** shows the 10 most recent staff members who have logged into the system and the date and time that they logged in. Clicking on a User's name will display the **Teacher Dashboard** (*See Teacher Dashboard for further information*).
- 5) You can return to the main School Administrator Dashboard from anywhere in the system by clicking on the Home button at the top left of the screen.

Subject Dashboard

The Subject Dashboard can be accessed from the Subjects listing (See **Subjects-Subject List** for further information) or by selecting the subject name on the School Dashboard. The Subject Dashboard provides summary information similar to the main School Dashboard. This screen is broken down into several sections:

The screenshot shows the Subject Dashboard for 'Subject: Subject 2'. The interface includes a left sidebar with a 'TOOLKIT' menu and a 'Dashboard' section. The main content area has four sections highlighted with red boxes and numbered 1 through 4.

- Overall Student Performance**: A pie chart showing student ratings. The legend indicates:
 - 329 - High Performance (blue)
 - 327 - Proficient (green)
 - 327 - Not Yet Proficient (red)
 - 22 - Unrated (grey)Red box labeled 1 surrounds this section.
- Recent Staff Activity**: A table listing staff names and their login times. Red box labeled 2 surrounds this section.
- Learning Outcomes Covered**: A table showing learning outcomes for each section, including the number of outcomes covered and the total number of outcomes. Red box labeled 3 surrounds this section.
- Proficiency Bar Chart**: A bar chart showing proficiency levels for each section. Red box labeled 4 surrounds this section.

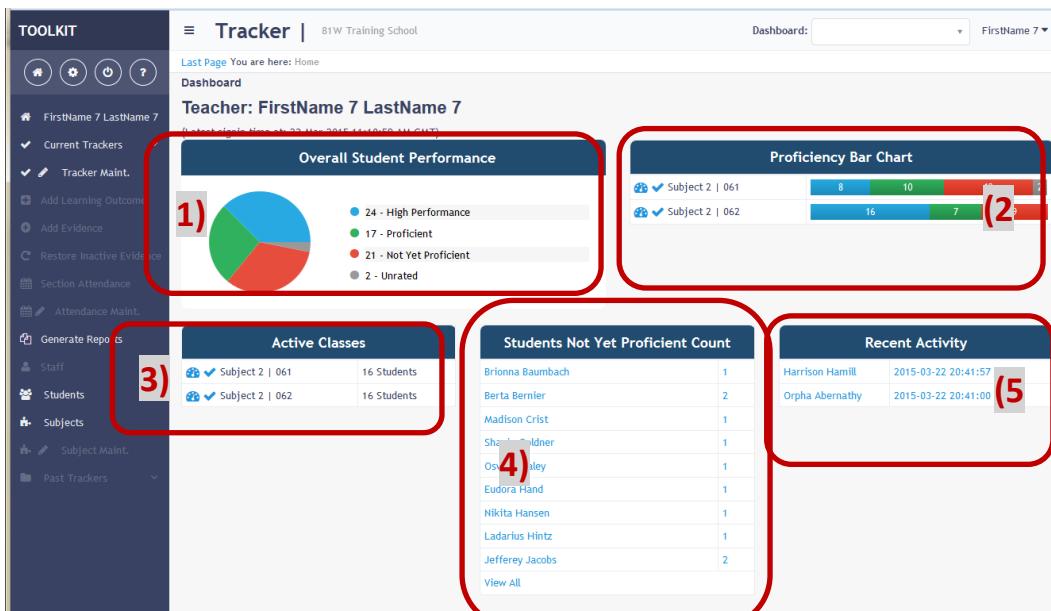
- 1) **Overall Student Performance** provides a summary snapshot of how students are rated for all the Learning Outcomes in all sections taught for a specific subject. When the mouse is hovered over a section of the pie chart, it will display the number of ratings and the percentage. The calculations are based on summations across all sections, learning outcomes and students in a particular subject. For example, if a subject in the school has 3 sections 6 active learning outcomes that have been rated and 30 students per section, the denominator total number of Learning Outcomes on the chart is 540.
- 2) The **Recent Staff Activity** shows the 10 most recent staff members who have logged into the system and the date and time that they logged in. Clicking on a User's name will display the **Teacher Dashboard** (See **Dashboards-Teacher Dashboard** for further information).
- 3) **Learning Outcomes Covered** provides a snapshot for each section with the number of rated learning outcomes and the total number of active Learning Outcomes in that section. Select to go to the Tracker page (see **Tracker Class Section** for further information) or to go to the Dashboard page for a specific section (see **Section Dashboard** for further information). **This list is sorted by lowest percentage of covered learning outcomes to highest percentage of learning outcomes covered.**
- 4) **Proficiency Bar Chart** provides a snapshot for each section with the overall number of students at each proficiency level for all of the rated Learning Outcomes in that section. Select to go to the Tracker page (see **Tracker Class Section** for further information) or to go to the Dashboard page for a specific section (see **Dashboards-Section Dashboard** for further information). **This list is sorted by the section that most recently had a learning outcome rated.**

School Administrators can transfer to their **School Administrator Dashboard** or any **Subject Dashboard** from anywhere in the system by dropping down the **Dashboard** list at the top right side of the screen.

The screenshot shows the Subject Dashboard for 'Subject: Algebra'. The 'Dashboard' dropdown menu is open, showing options like 'Algebra', 'Summary', 'Accounting', etc. Red boxes labeled 1 and 2 surround the 'Algebra' and 'Dashboard' sections respectively.

Teacher Dashboard

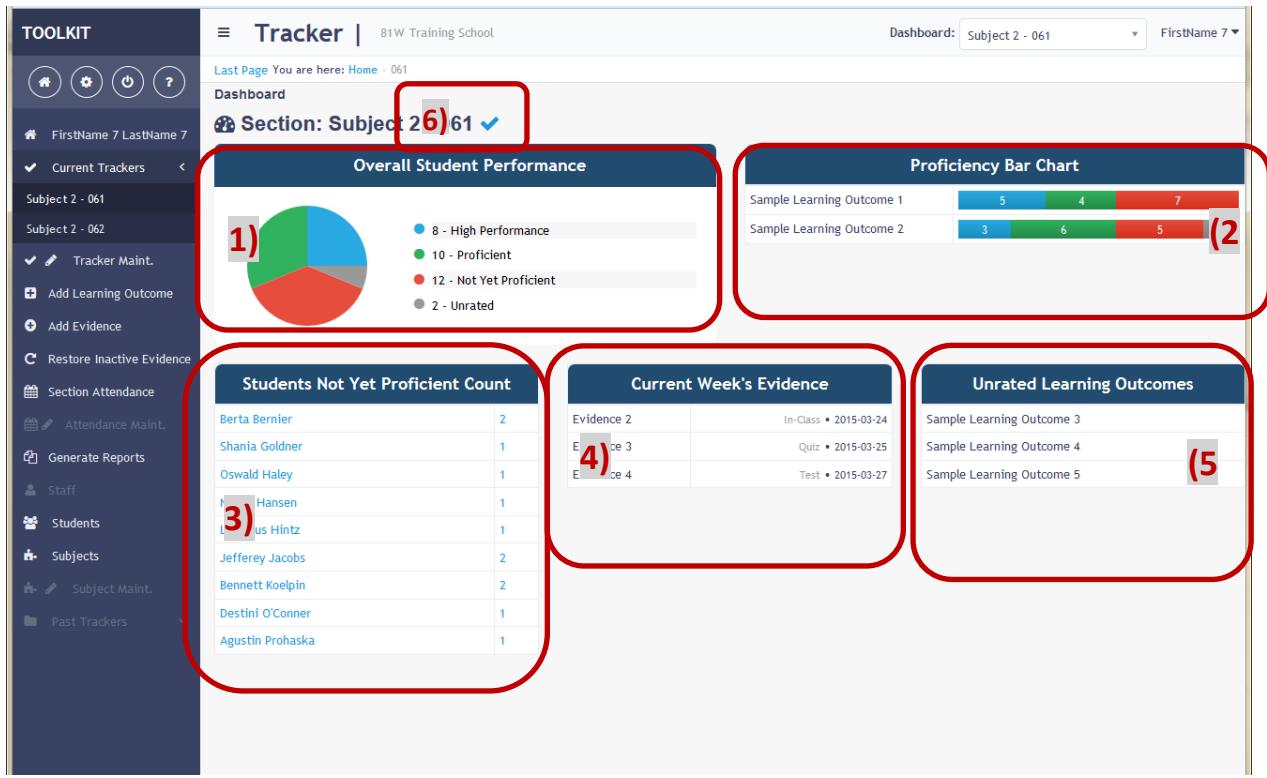
The Teacher Dashboard can be accessed from the Staff listing (*See Staff-Staff List for further information*). This is the screen a teacher sees when they first log into the system. This screen is broken down into several sections:



- 1) **Overall Student Performance** provides a summary snapshot of how students are rated for the Learning Outcomes in all subjects and sections taught. Hovering the mouse over a section of the pie chart will display the number of students and the percentage
- 2) **Proficiency Bar Chart** provides a snapshot of how students are rated for the Learning Outcomes in a specific section. Teachers can select to go to the Tracker page or to go to the Dashboard page for a specific section.
- 3) **Active Classes** is a listing of each subject and section taught by the teacher with the number of students in each section. Teachers can select to go to the Tracker page or to go to the Dashboard page for a specific section.
- 4) **Students Not Yet Proficient Count** lists the students with a number of Learning Outcomes where they are **Not Yet Proficient**. Students who are proficient in all Learning Outcomes are not listed here. Clicking on a *Student's name* will display that student's **Student Dashboard** (*See Students-Student Screens-Student Dashboard for further information*). Clicking **View All** will bring up the **Reports** screen (*See Reports for further information*)
- 5) The **Recent Activity** shows the 10 most recent students who have logged into the system and the date and time that they logged in. Clicking on a User's name will display the **Student Dashboard** (*See Students-Student Screens-Student Dashboard for further information*).

Section Dashboards

The Section Dashboard can be accessed from the Subjects listing (See **Subject-Subject Lists** for further information) or by selecting the corresponding dashboard (🌐) icon on either the Proficiency Bar Chart section or the Active Classes section on either the Subject or Teacher Dashboard. Teachers can only access the Section Dashboard for their sections. The Section Dashboard provides summary information similar to the main School Dashboard. This screen is broken down into several sections:



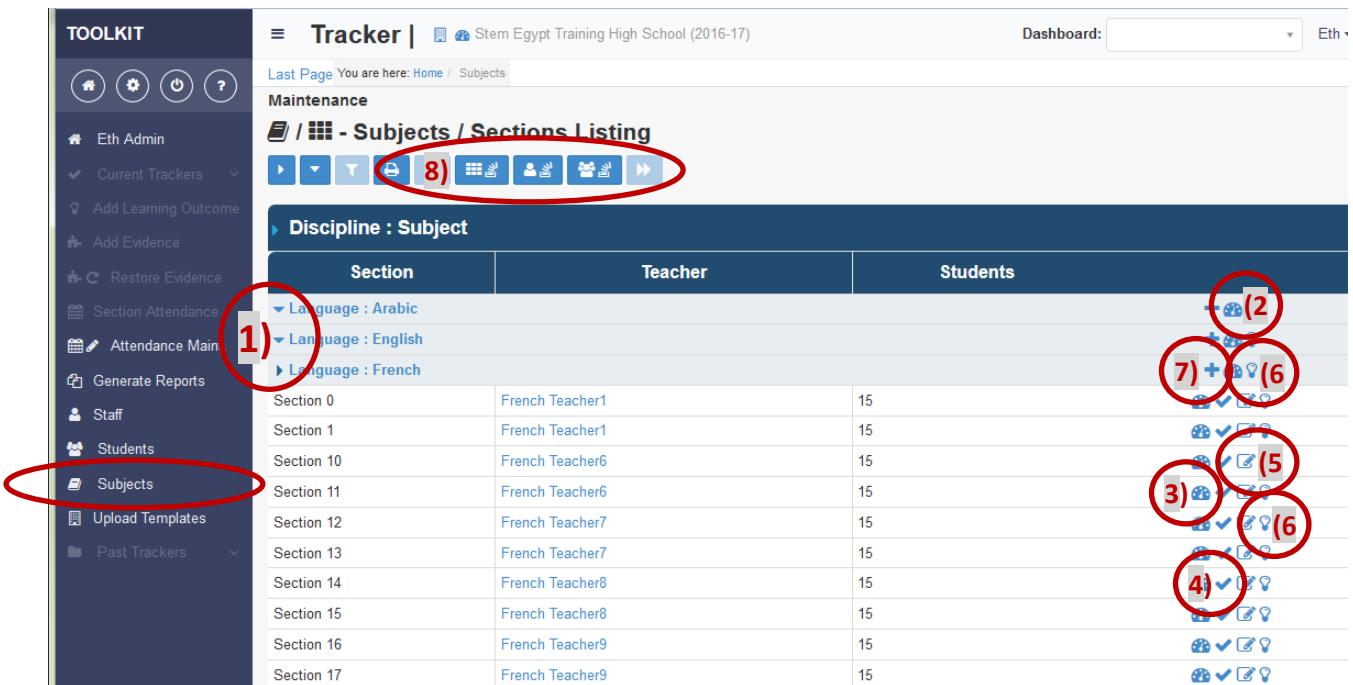
- 1) **Overall Student Performance** provides a summary snapshot of how students are rated for the Learning Outcomes in a specific section. Hovering the mouse over a section of the pie chart will display the number of students and the percentage
- 2) **Proficiency Bar Chart** provides a snapshot of how students are rated for each of the Learning Outcomes in the section.
- 3) **Students Not Yet Proficient Count** lists the students with a number of Learning Outcomes where they are Not Yet Proficient. Students who are proficient in all Learning Outcomes are not listed here. Clicking on a **Student's name** will display the **Student Dashboard** (See **Students-Student Screens-Student Dashboard** for further information). Clicking **View All** will bring up the **Not Yet Proficient by Student** report (See **Reports-Not Yet Proficient by Student** for further information)
- 4) **Current Week's Evidence** shows the assignments that are due during the current Sunday through Saturday.
- 5) **Unrated Learning Outcomes** is a listing of Learning Outcome that has not been evaluated yet.
- 6) Teachers can select ✓ to go to the Tracker page for the section.

Student Dashboard see *Students-Student Screens-Student Dashboard*

Subjects

School Administrators can see a listing of *all subjects* in the school by selecting **Subjects** on the Toolkit. The **Subjects/Sections Listing** organizes the subjects alphabetically by Discipline and then by Subject.

- 1) Expanding the selection for a subject shows a listing of all the sections for that subject with the name of the teacher who teaches it and the number of students in that section.
- 2) To go to the dashboard for a specific subject click  that corresponds with the subject name (See **Dashboards-Subject Dashboard** for more information).
- 3) To go to the dashboard for a specific section click  that corresponds with the section (See **Dashboards-Section Dashboard** for more information). Note that teachers can only transfer to their own Section Dashboards.
- 4) To go to a specific tracker section, select  (See **Tracker Class Section** for more information) Note that teachers can only transfer to their own Tracker Class Sections.
- 5) To edit a section ID or the teacher for a section, click the .
- 6) To see all the Learning Outcomes for the subject or a section click on the  that corresponds with either the subject or section
- 7) To add a new section, click the blue plus sign (+) to the right of the subject name
- 8) See **New Year Roll-Over Process and Data Uploads-Section Bulk Entry, Teaching Assignments Bulk Entry, and Student Enrollments Bulk Entry** for further information.



The screenshot shows the 'Subjects / Sections Listing' page. On the left, a sidebar menu has 'Subjects' circled with a red circle and labeled '1'. The main content area shows a table with columns for 'Section', 'Teacher', and 'Students'. The table data is as follows:

Section	Teacher	Students
Section 0	French Teacher1	15
Section 1	French Teacher1	15
Section 10	French Teacher6	15
Section 11	French Teacher6	15
Section 12	French Teacher7	15
Section 13	French Teacher7	15
Section 14	French Teacher8	15
Section 15	French Teacher8	15
Section 16	French Teacher9	15
Section 17	French Teacher9	15

Several icons are overlaid on the page, each circled with a red circle and labeled with a number:

- Icon at the top center:  (labeled 8)
- Icon in the top navigation bar:  (labeled 2)
- Icon in the top navigation bar:  (labeled 6)
- Icon in the top navigation bar:  (labeled 7)
- Icon in the top navigation bar:  (labeled 5)
- Icon in the top navigation bar:  (labeled 6)
- Icon in the top navigation bar:  (labeled 4)
- Icon in the top navigation bar:  (labeled 3)

Add Section

The blue plus sign (+) to the right of the subject name allows a user to create a subject section. **a.** Enter the name of the section, how the school identifies a section. **b.** Select the primary teacher responsible for the class section from the drop down menu on the right side of the screen. Click **Save** to add the section or **Cancel** to return to the previous screen. **NOTE: Required fields are marked with *.**

Maintenance
Create Section

Section	Current Teachers
Subject: Algebra Section ID: <input type="text"/> *	Remove? Name <input type="checkbox"/> FirstName 1 LastName 1

Add Teacher

Teacher:
<input type="text"/> b. <input type="button" value="Select"/>

Edit Section Information

The edit screen () allows a user to change information about a subject section. **a.** The name of the section, how the school identifies a section, is listed on the right side of the screen. **b.** To assign a teacher to a subject, drop down the menu on the right side of the screen and select the appropriate teacher. **c.** To remove a teacher from a section, select the check box () next to the teacher's name. Click **Save** to make the changes or **Cancel** to return to the previous screen. **NOTE: Required fields are marked with *.**

Maintenance
Edit Section: Subject 2 - 011

Section	Current Teachers
Subject: Subject 2 Section ID: <input type="text"/> * School Year: 01W 2012--2013	Remove? Name <input checked="" type="checkbox"/> FirstName 2 LastName 2

Add Teacher

Teacher:
<input type="text"/> b. <input type="button" value="Select"/>

Staff

School Administrators can see a listing of *all staff members* in the school by selecting **Staff** on the Toolkit. The **All Staff** screen organizes the staff members alphabetically and displays some information about them.

1. Expanding the selection for a letter shows a listing of all the staff members whose last name starts with that letter.
2. To transfer to a *Teacher's Dashboard*, click on the *Teacher's Name* or  (See **Dashboards-Teacher Dashboard** for more information).
3. To see a listing of all the Tracker sections both past and present for a teacher, select .
4. To see more information, click the  or to edit a teacher's information, click the .
5. To reset a staff person's password, click the .
6. To deactivate a teacher select the  or click the  to reactivate or restore them. Inactive staff members have a line through their name (IE: Daugherty Deanna)
7. To add a new staff member to the school select the  at the top of the screen.
8. See **New Year Roll-Over Process and Data Uploads-Staff Bulk Upload, and Teaching Assignments Bulk Entry** for further information.

View/Edit Staff Information

Clicking on the  will display detailed information regarding a staff member including their email address and user ID while the edit screen () allows a user to change that information. A staff member with the role of Teacher has the ability to see student records for their own students. A staff member who needs to see all trackers for all students in the school would be given the role of Counselor. If a staff member needs to be assigned the role of School Administrator, please contact the Tracker System Administrator. **NOTE: Required fields are marked with ***. Click **Save** when finished making changes.

Reset Staff Person's Password

The User Maintenance screen (🔗) allows a user to reset the password for a staff member. To reset an individual's password, click the (Reset Password) link. A temporary password will display in the field and the user will be prompted to change it next time they log in. If the password has already been reset, the temporary password is displayed.

User Maintenance
Staff Security and Access
FirstName 19 LastName 19
Name: FirstName 19 LastName 19
Sign In Count: 0
Last Sign In At:
Username: teacher19
Temporary Password: [\(Reset Password\)](#)
Close

Create Staff in a School

To load multiple staff at once, see **Data Uploads-Staff Bulk Upload**. The following form will be displayed when the **+** at the top of the **Staff** screen is selected to add a Staff Member to the system. Fill in the appropriate information on the form and click **Save**. **NOTE: Remember to select the staff person's role. Required fields are marked with ***. Once the staff member is created, select the **User Maintenance** button(🔗) to see the account information

Staff Maintenance
Create Staff Member
Role: Teacher Counselor
Staff ID:
First Name:
Last Name:
Email:
Street Address:
City:
State:
Zip Code:
Cancel Save

Staff Tracker Listing

When the **✓** is selected for a teacher on the staff listing, a new screen will display both their current and past Trackers. Click on the **✓** associated with the specific section to see that Tracker screen.

TOOLKIT
Deanna Daugherty
Current Trackers
Add Learning Outcome
Add Evidence
Restore Inactive Evidence
Section Attendance
Attendance Maint.
Tracker | 81W Training School
Last Page You are here: Home > Staff Listing > Staff Sections Listing
Staff Section Listing
All Sections for staff member: FirstName 19 LastName 19
Subject Section
Current Sections
Subject 4 181
Subject 4 182
Previous Sections

Tracker Class Section (Students, Learning Outcomes, Evidence, Assessments)

Viewing a Class Section Tracker (Students, Learning Outcomes, Evidence, Assessments)

There are a number of ways that a teacher can access a tracker page for a specific class section.

- Under the Toolkit, drop down the **Current Trackers** list and select the appropriate section or from the **Dashboard**, select the that corresponds with the class section

The screenshot shows the Tracker page for a teacher named FirstName 7 LastName 7. The left sidebar has a red circle around the 'Current Trackers' dropdown, labeled '1'. The main content area includes:

- Overall Student Performance:** A pie chart showing student proficiency levels: 24 - High Performance (blue), 17 - Proficient (green), 21 - Not Yet Proficient (red), and 2 - Unrated (grey).
- Active Classes:** A table showing two classes: Subject 2 | 061 (16 Students) and Subject 2 | 062 (16 Students). The 'Subject 2 | 061' row is highlighted with a red circle and labeled '2'.
- Students Not Yet Proficient Count:** A table listing students and their count of not-yet-proficient subjects.
- Recent Activity:** A table showing recent logins.

- A screen similar to the one below should be displayed on your screen. This screen shows you **a.** the *Subject* and *Class Section*, **b.** the *Students* enrolled in the section and **c.** the *Learning Outcomes* and any *Evidence* that has been entered for that Section, and **d.** the *Student Ratings*.

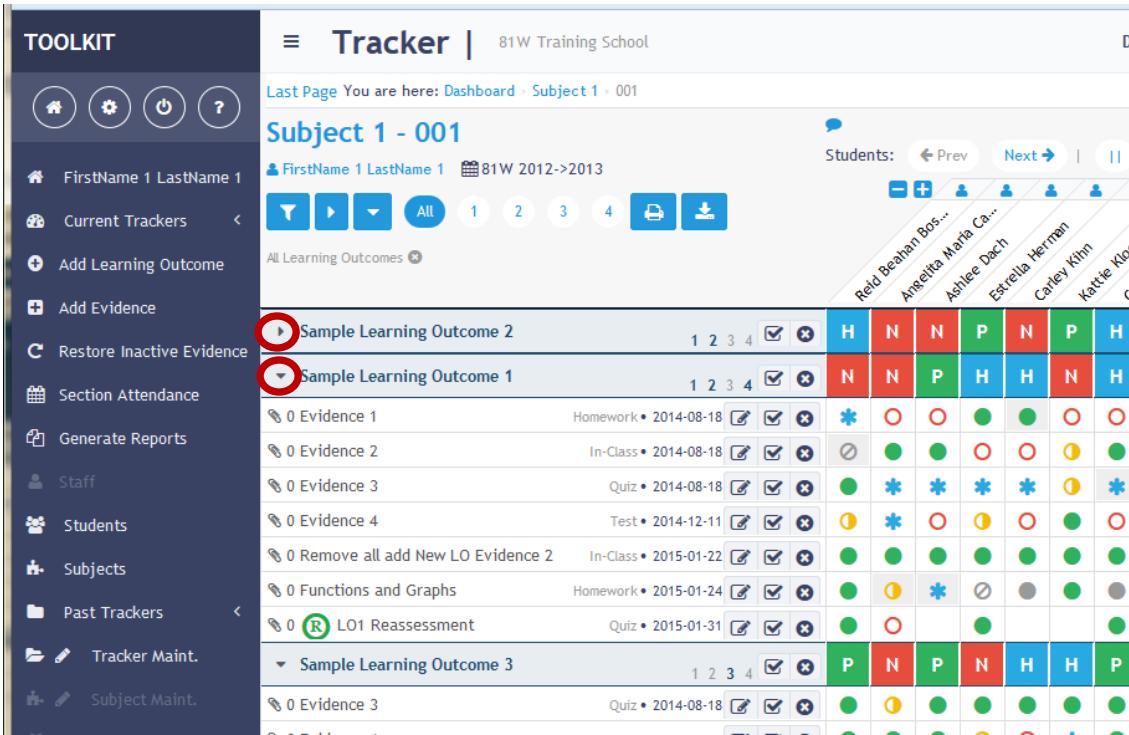
The screenshot shows the Tracker page for Subject 2 - 061. The left sidebar has a red circle around the 'Current Trackers' dropdown, labeled 'a.'. The main content area includes:

- Subject Selection:** A dropdown menu for Subject 2 - 061.
- Students:** A list of students: Onpha Abernathy, Berta Bernier, Shania Goldner, Oswald Haley, Harrison Hamill, Nikita Hansen, Ladarius Hintz, Jeffrey Jacobs, Bennett Koelein, Arlin Kunde, Tristan Muradik, Destini O'Commer, Marshall Prohaska, and Carolina Schinner.
- Sample Learning Outcome 1:** A table showing evidence entries for Sample Learning Outcome 1.
- Sample Learning Outcome 2:** A table showing evidence entries for Sample Learning Outcome 2.
- Sample Learning Outcome 3:** A table showing evidence entries for Sample Learning Outcome 3.
- Sample Learning Outcome 4:** A table showing evidence entries for Sample Learning Outcome 4.
- Student Ratings Grid:** A large grid showing student ratings for various learning outcomes. The grid is highlighted with a red box and labeled 'd.'.

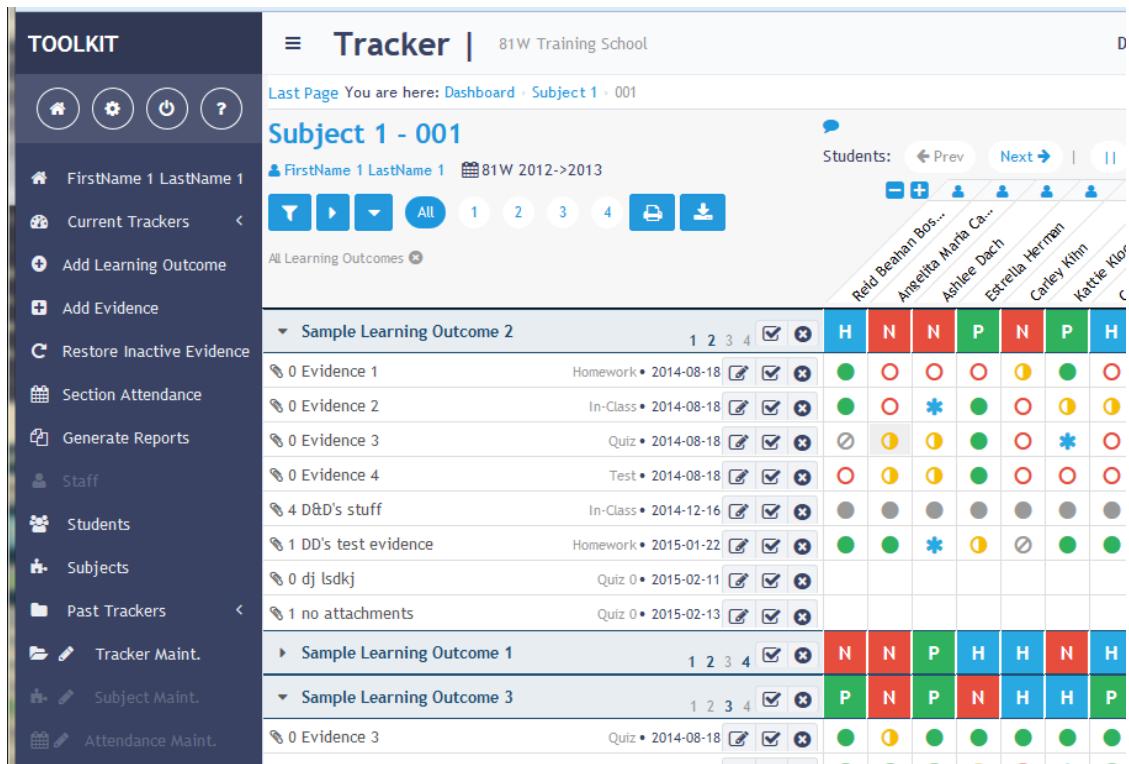
Changing the view of the Tracker

Teachers can change the way they see information in their Tracker.

- 1) Viewing the *Evidence* under a *Learning Outcome* can be shown by clicking on the expand (▶) sign or hidden by clicking on the collapse (▼) sign. They can also expand or collapse *all* Learning outcomes by using the  and  buttons.



The screenshot shows the Tracker interface for Subject 1 - 001. On the left is a Toolkit sidebar with various management options. The main area displays student data for 81W Training School. A navigation bar at the top includes a back arrow, forward arrow, and search/filter buttons. Below the navigation is a "Students" section with a grid of student names and profile icons. The main content area shows a table of learning outcomes. The first row, "Sample Learning Outcome 2", has its expand/collapse button circled in red and is currently expanded, showing four rows of evidence with columns for student names and performance levels (H, N, P). The second row, "Sample Learning Outcome 1", has its expand/collapse button circled in red and is currently collapsed, showing only the header row with columns for student names and performance levels (H, N, P).



This screenshot is identical to the one above, but the "Sample Learning Outcome 1" row is now expanded. The expand/collapse button is no longer circled in red. The table now shows all four rows of evidence for Sample Learning Outcome 1, with columns for student names and performance levels (H, N, P).

- 2) The **order** of the Learning Outcomes can be rearranged on the Tracker by and **clicking and holding the left mouse button** and **dragging** the item to a new location. All evidence and ratings under a Learning Outcome will move with the Learning Outcome.

The screenshots show the 'Tracker' interface for 'Subject 2 - 061'. The left sidebar includes 'Current Trackers' (Subject 2 - 061, Subject 2 - 062), 'Tracker Maint.', 'Add Learning Outcome', 'Add Evidence', 'Restore Inactive Evidence', 'Section Attendance', 'Attendance Maint.', 'Generate Reports', and 'Staff'. The main area shows a grid of students (Olympia, Abernathy, Bert, Bernier, Shari, Goldner, Oswald, Haley, Harrison, Hamill, Mikki, Hansen, Ladarius, Hintz, Jeffrey, Jacobs, Bennett, Koehn, Arian, Kunde, Tristen, Murazik, Dustin, O'Connor, Mason, Sanford, Carolina, Schinner, Jackson, Stretch) across various marking periods (1, 2, 3, 4). The first screenshot highlights 'Sample Learning Outcome 1' (row 1), 'Sample Learning Outcome 2' (row 2), and 'Sample Learning Outcome 3' (row 3). The second screenshot shows the same outcomes but with a different order (2, 1, 4) indicated by a red box around the first three rows.

- 3) To display Learning Outcomes associated with a specific marking period select the **marking period number** at the top of the screen. Select **All** to display everything on the Tracker screen.

The screenshot shows the 'Tracker' interface for 'Chemistry - Section 26'. The left sidebar includes 'Current Trackers' (Chemistry - Section 26, Chemistry - Section 27), 'Add Learning Outcome', 'Add Evidence', 'Restore Evidence', 'Section Attendance', 'Attendance Maint.', 'Generate Reports', 'Staff', 'Students', 'Subjects', and 'Past Trackers'. The main area shows a grid of students (Alva Haag, Amira Charnain, Cleo Lepos, Ellie Daniel, Everett Okeade, Fenna Ward, Goeffrey Herzog, Julia Kim, Kip Thiel, Magnolia Boford, Marcella Bayer, Mut Stokes, Oswald Barrell, Vance Rutherford, Ward Hand) across various marking periods (1, 2, 3, 4). The marking period dropdown at the top is set to 'All', which displays all learning outcomes. A red box highlights the 'All' button.

Learning Outcomes

Adding a Learning Outcome to a Section

Each course has a set of Learning Outcomes which is what the student will be expected to learn during the term of the course. These Learning Outcomes may be preloaded into the system and may already appear on the Section Tracker depending on the school's customized set up.

- 1) To add a Learning Outcome to the Tracker, click **+ Add Learning Outcome** from the **Toolkit** menu on the left side of the screen. This option is only available when a Section Tracker is open. A screen similar to the one below will appear.

The screenshot shows the 'Tracker' page for 'Subject 2 - 061'. The left sidebar has a red box around the 'Add Learning Outcome' button. The main area shows a list of 'Available Learning Outcomes' with their respective 'Change Marking Periods to' buttons, which are also highlighted with a red box labeled '2)'.

- 2) To add a Learning Outcome to the Tracker screen, select the marking period(s) during which the **Learning Outcome** will be taught and click the **+**. The marking period can be modified on the tracker screen (See **Changing or Adding a Marking Period Associated with a Learning Outcome** for further information). **NOTE:** *At least one Learning Outcome must be selected for the Learning Outcome to be added to the Tracker screen.*
- 3) When finished with this screen, select the **✓ Subject - Section** link at the top of the screen to return to the Tracker where the Learning Outcome will be displayed.

The screenshot shows the 'Tracker' page for 'Subject 2 - 061'. The left sidebar has a red box around the 'Subject Maint.' button. The main area shows the 'Evidence' section for 'Sample Learning Outcome 6', which is highlighted with a red box labeled '3)'.

Changing or Adding a Marking Period Associated with a Learning Outcome

Learning Outcomes are associated with Marking Periods. Sometimes a Learning Outcome may be covered earlier or readdressed later in the academic year. The Marking Periods are the numbers shown on the right side of the Learning Outcome. ***NOTE: The numbers that are BOLD are the marking period(s) or semester(s) during which a Learning Outcome will be covered.***

- 1) To add a Learning Outcome to a Marking Period, click on the number that corresponds with the Marking Period and the number will change to ***boldface***.
 - 2) To remove a Learning Outcome to a Marking Period, click on the number that corresponds with the Marking Period and the number will change to *plain text*.

The screenshot shows the 'Tracker' application interface for '81W Training School'. The left sidebar contains navigation links: 'TOOLKIT' (with icons for Home, Settings, Power, and Help), 'FirstName 7 LastName 7', 'Current Trackers' (selected), 'Subject 2 - 061', 'Subject 2 - 062', 'Tracker Maint.', 'Add Learning Outcome', 'Add Evidence', 'Restore Inactive Evidence', and 'Section Attendance'. The main area has a header 'Last Page You are here: Home > Subject 2 - 061' and a title 'Subject 2 - 061'. Below the title is a toolbar with arrows, a search bar, and buttons for 'All', '1', '2', '3', '4', print, and download. A 'Listen here!' button is present. The main content is a grid of student names (Orpha Abernathy, Berta Bernier, Stratia Goldner, Oswald Haley, Harrison Hamil, Nikita Hansen, Ladarius Hintz, Jeffrey Jacobs, Bennett Keepin, Arbin Kunde, Tristian Muradik, Austin O'Connor, Destini Prohnaka, Marshall Sanford, Carolina Schinner) against various evidence types (Sample Evidence (R), 2nd Piece of Evidence (BA), Evidence (ST), Summary Evidence (ST), Recall Evidence (R), Evidence 1 (BA)). Each student has a row of colored circles representing their status across four categories (1, 2, 3, 4). Two rows are circled in red: 'Sample Learning Outcome 1' and 'Sample Learning Outcome 2'.

Evidence for a Learning Outcome

Adding Evidence for a Learning Outcome

Evidence that is pertinent to student's rating for a Learning Outcome is entered into Tracker. Note that not all student work is entered, only the work that directly impacts the student's rating for a Learning Outcome.

- 1) To add a piece of Evidence to Tracker, click **+ Add Evidence** from the **Toolkit** menu on the left side of the screen. This option is only available when you have a Section Tracker open. A form similar to the one below will appear. **NOTE: Required fields are marked with ***.

The screenshot shows the 'Add Evidence' form in the PARLO Tracker. The left sidebar displays 'Current Trackers' with 'Subject 2 - 061' selected. The main area features three tabs: 'Evidence' (selected), 'Learning Outcomes', and 'Hyperlinks'. The 'Evidence' tab contains fields for 'Evidence Name' (e.g., 'Systems and Equations W *'), 'Description' (e.g., 'a. page 25 of text book, question 1 through 10.'), and 'Type' (dropdown menu showing 'Assignment', 'Date', 'Reassessment' (Quiz 0-7, Homework, In-Class, Quiz, Test), and 'Presentation'). A red box highlights the 'Add Evidence' button in the sidebar and the 'Evidence' tab. Another red box highlights the 'Type' dropdown menu. A third red box highlights the 'd.' button in the 'Learning Outcomes' tab.

- a. For **Evidence Name**, enter what the piece of evidence or assignment is called, for example "Systems and Equations Worksheet" or "Mid-Chapter Quiz" or "Egg Drop Lab Experiment". It is recommended that the cognitive demand be included at the end of the name of the evidence: **(R) for Recall, (BA) for Basic Application, and (ST) for Strategic Thinking**.

For **Description** enter any details about the assignment that you want to remember such as the segment of the Learning Outcome covered in the assignment or where the assignment can be found. An example of what would be entered is "Systems and Equations: page 25 of text book, questions 1 through 10"

There are six choices for **Type** of evidence or assignments: **Test, Quiz, Homework, Presentation, Paper, Deliverable, and In-Class**. Drop down the **Type** menu and select which one best matches the evidence or assignment.

NOTE: Description for d. is on the next page.

- Click on the **Date** field, select the date from the calendar for when the assignment should be completed. ***NOTE: See Reassessment for Evidence for instructions on Reassessment?***
- Selecting the **Notify Students** will generate an email message to all students in the sections where this evidence is being added alerting them that a new piece of evidence has been put into the system. This can only be done during the initial creation of a piece of evidence and the email is sent when **Save** is selected. After evidence is created, Notify Students is not available.
- A piece of evidence can be associated with one or more **Learning Outcomes**. Select the **+ on the right side of Learning Outcomes** to display a list of all Learning Outcomes currently on the tracker. Click the **+** next to each *Learning Outcome* this piece of evidence or assignment supports. When the Learning Outcome is associated with the evidence, it will disappear from the list. ***NOTE: At least one Learning Outcome must be selected for the Evidence to be saved.*** ***When adding a piece of evidence for more than one Learning Outcome, you may want to note in the Description field which sections of the piece of evidence go with which Learning Outcome.*** For example, Homework is linked to both Learning Outcome 1 and Learning Outcome 2 so the following would be added to the **Description** "Learning Outcome 1: Questions 1, 3, and 6-10, Learning Outcome 2: Questions 2, 4-5, and 11-15."

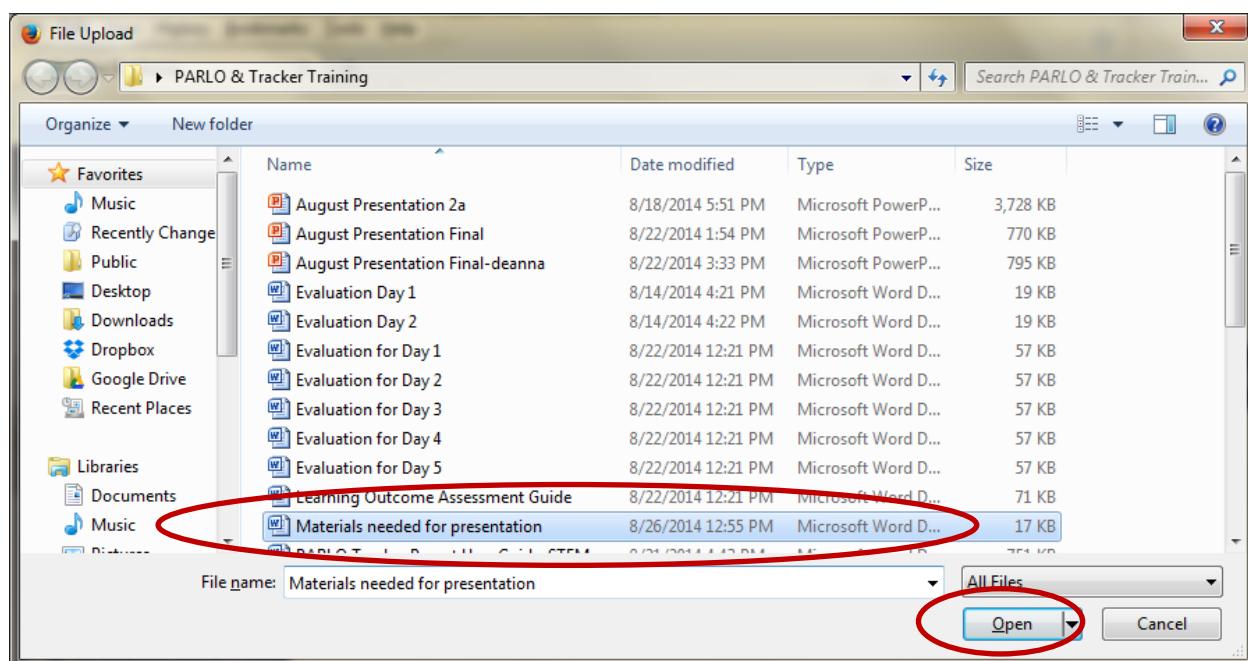
When finished, click to return to the Add Evidence Form.

- The Learning Outcomes are listed on the right side of the Add Evidence form. To remove a Learning Outcome, select the **X** to delete it from the Evidence.

- f. Teachers can add files/attachments to the evidence. Students will be able to access these files when they log into the system. Select the **+** on the right side of **Attachments**.

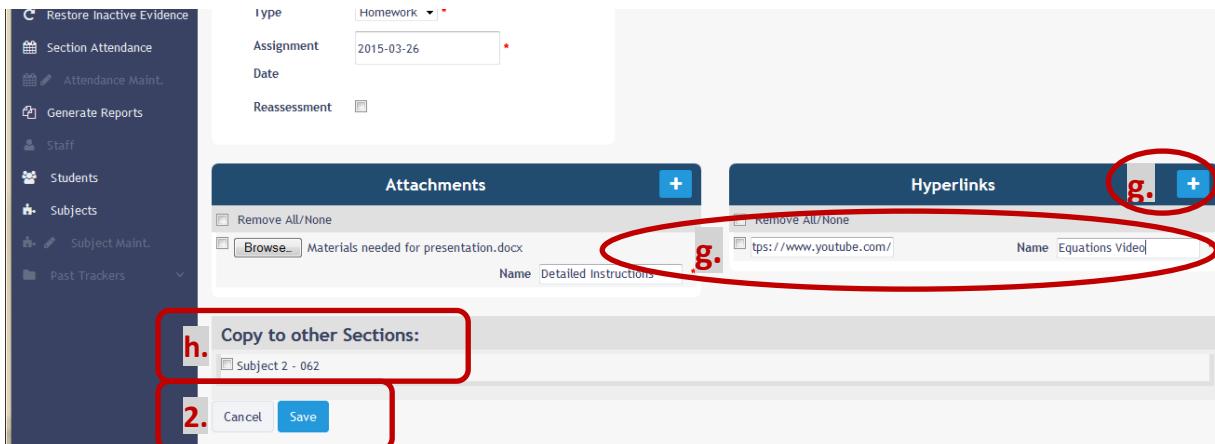
The screenshot shows the 'Add Evidence' page in the PARLO Tracker system. On the left is a dark sidebar with various menu items like 'Current Trackers', 'Tracker Maint.', 'Add Learning Outcome', etc. The main area has tabs for 'Evidence' and 'Learning Outcomes'. Under 'Evidence', there are fields for 'Evidence Name' (Systems and Equations W), 'Description' (page 25 of text book, question 1 through 10.), 'Type' (Homework), 'Assignment' (2015-03-26), and 'Date' (Reassessment). Below these are sections for 'Attachments' and 'Hyperlinks'. The 'Attachments' section contains a file named 'Materials needed for presentation.docx' with a 'Browse...' button and a red box labeled 'ii.'. The 'Hyperlinks' section has a 'Remove All/None' checkbox. At the bottom are 'Copy to other Sections:' checkboxes for 'Subject 2 - 061'.

- i. A browse window will display on the screen. Select the appropriate file and click **Open**.



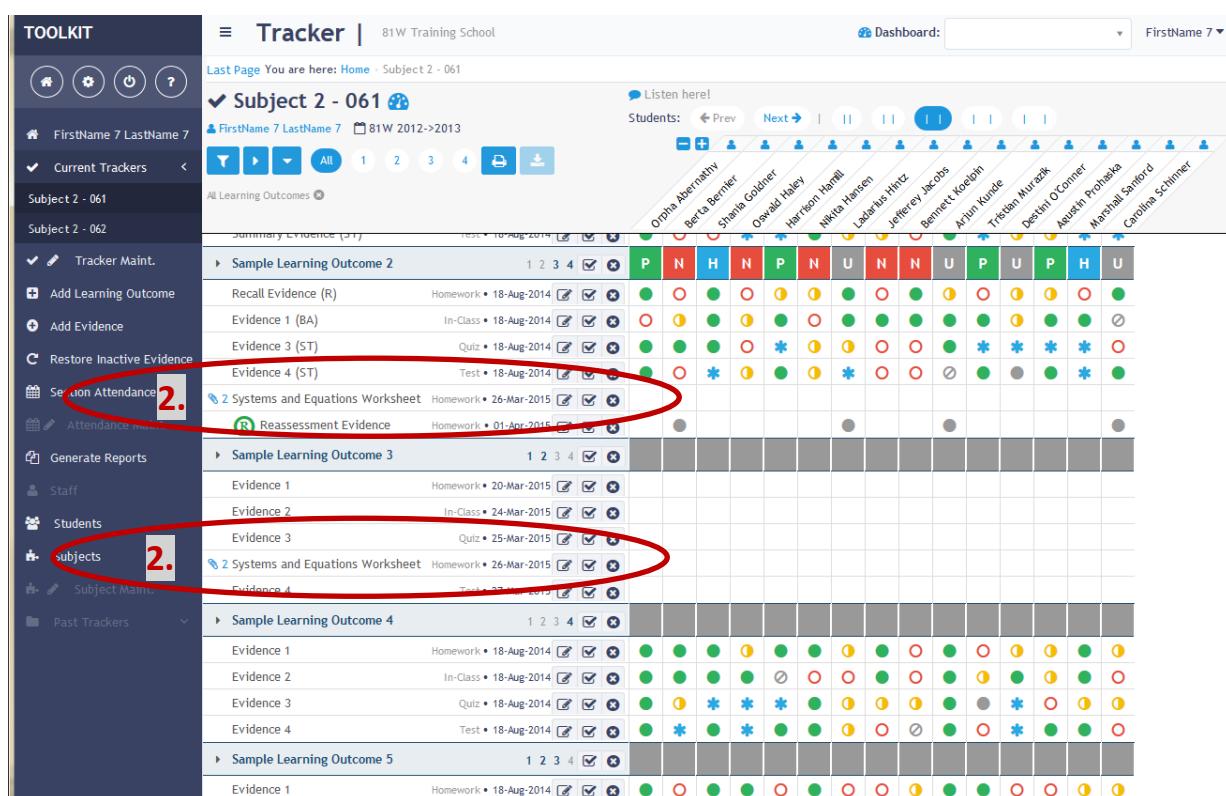
- ii. Provide a **name** for the file. This **name** will be displayed in the Tracker system instead of the full file name. ***NOTE: a name must be entered in order for the attachment to save with the evidence.*** To add another attachment, repeat steps e.i and e.ii until all files are added. To remove a file that was added, select the check box () to the left of the file name and it will not be added to the evidence when **Save** is selected. The **Remove All/None** check box toggles between selecting and deselecting all files listed.

- g. Additionally, URLs/Hyperlinks/Web Sites can be linked to the evidence. Students will have access to these links when they log into the system. Select the  on the right side of **Hyperlinks** and enter the **web address** in the **left** field and enter a **name** for it in the **right** field. This **name** will be displayed in the Tracker system instead of the full web address. **NOTE: a name must be entered in order for the web address to save with the evidence.** To add another hyperlink, **repeat this step** until all hyperlinks for this piece of evidence are added. To remove a hyperlink that was added, select the check box () to the left of the website url and it will not be added to the evidence when **Save** is selected. The **Remove All/None** check box toggles between selecting and deselecting all websites listed.



The screenshot shows the 'Evidence' creation form. In the 'Attachments' section, there is a file named 'Materials needed for presentation.docx'. In the 'Hyperlinks' section, there is a link 'https://www.youtube.com/' with the name 'Equations Video'. A red circle highlights the 'g.' icon next to the link. Another red circle highlights the 'Remove All/None' checkbox. A third red box highlights the 'Copy to other Sections:' dropdown menu, which contains 'Subject 2 - 062'. A fourth red box highlights the 'Save' and 'Cancel' buttons at the bottom.

- h. The same piece of evidence can be added to multiple Tracker sections at the same time. Simply select the check box () for each class section and the evidence will also be added to those Trackers. This can only be done during the initial creation of a piece of evidence. After evidence is created it cannot be copied to other sections.
- 2) When the form is complete, select **Save** to add the evidence into the system and return to the Tracker page. The Evidence will show under each Learning Outcome that was selected. To return to the Tracker without adding a piece of Evidence, click **Cancel**.



The screenshot shows the 'Tracker' page for 'Subject 2 - 061'. The left sidebar has a 'Current Trackers' section with 'Subject 2 - 061' and 'Subject 2 - 062' selected. A red circle highlights 'Subject 2 - 061' and a red box highlights 'Subject 2 - 062'. The main area displays evidence items for various learning outcomes. For 'Sample Learning Outcome 2', there are four evidence items: 'Recall Evidence (R)', 'Evidence 1 (BA)', 'Evidence 3 (ST)', and 'Evidence 4 (ST)'. For 'Sample Learning Outcome 3', there are four evidence items: 'Evidence 1', 'Evidence 2', 'Evidence 3', and 'Evidence 4'. For 'Sample Learning Outcome 4', there are four evidence items: 'Evidence 1', 'Evidence 2', 'Evidence 3', and 'Evidence 4'. For 'Sample Learning Outcome 5', there is one evidence item: 'Evidence 1'. Each evidence item has a status column with icons (P, N, H, etc.) corresponding to student names listed on the right. A red circle highlights the 'Reassessment Evidence' row for 'Sample Learning Outcome 3'.

Modifying Evidence for a Learning Outcome

Information about a piece of Evidence can be modified by clicking the edit buttons that corresponds with the piece of evidence.

The screenshot shows the 'Tracker' application interface. On the left is a dark sidebar with various menu items like 'Current Trackers', 'Add Learning Outcome', and 'Add Evidence'. The main area is titled 'Subject 1 - 001'. It displays a grid of evidence items. The second item in the grid, '2 Systems and Equations worksheet', has an edit icon (pencil) highlighted with a red circle. The grid also includes columns for Type (In-Class, Homework), Assignment date, and various student status indicators (green, red, yellow).

The **Edit Evidence** form functions the same way as the **Add Evidence** form. The main difference is the **Attachments** and **Hyperlinks** display the system name for the items and are *clickable* so the files or websites can be opened. See **Add Evidence** for information on modifying the sections of this form. Modifying evidence is Tracker section specific. The changes made on a piece of evidence are only changed in the current section. If this evidence was added to other sections, any changes will need to be done in those sections as well. Neither **Notify Students** nor **Copy to Other Sections** is available when modifying evidence. These features are only available when initially creating evidence. **NOTE: Required fields are marked with ***.

This screenshot shows the 'Edit Evidence' form for the 'Systems and Equations Worksheet (ST)' entry. The 'Evidence' tab is selected, displaying fields for Evidence Name ('Systems and Equations W *'), Description ('page 25 of text book, question 1 through 10.'), Type ('Homework *'), Assignment date ('2015-03-26 *'), and Date (''). The 'Learning Outcomes' tab lists three outcomes: 'Sample Learning Outcome 2', 'Sample Learning Outcome 3', and 'Sample Learning Outcome 6'. Below these are tabs for 'Attachments' (with 'Detailed Instructions' listed) and 'Hyperlinks' (with 'Equations Video' listed). At the bottom are 'Cancel' and 'Save' buttons.

Reassessment for Evidence

- 1) Sometimes, additional work will be given to a student to demonstrate a higher level proficiency in a Learning Outcome. This additional piece of evidence is entered in to the system by following the instructions for **Entering Evidence for a Learning Outcome** and selecting the check box () for **Reassessment?** on the Add Evidence screen. Neither **Notify Students** nor **Copy to Other Sections** is available when modifying evidence. These features are only available when initially creating evidence. **NOTE:** The Reassessment Evidence is only associated with the Learning Outcome(s) that are being reassessed.

The screenshot shows the 'Add Evidence' form in the Tracker application. The 'Evidence' section contains fields for 'Evidence Name', 'Description', 'Type', 'Assignment' (a date field), 'Date', and 'Reassessment'. The 'Reassessment' checkbox is highlighted with a red circle. Below this section are tabs for 'Attachments' and 'Hyperlinks'.

After selecting **Save** the Tracker will look something like the screen below. **a.** Note the **(R)** next to the evidence which indicates it is a reassessment. **b.** To assign the evidence to specific students, select the **rate** box that corresponds with each student and the evidence. Select the **Flag for reassessment?** check box () and click **Save**. Now the evidence will show on the student's screen. Repeat this for each student that will be doing the reassessment assignment. **NOTE:** To return to the Tracker without flagging the student for reassessment, click the **X** at the top of the form or click somewhere on the screen outside of the form.

The screenshot shows the 'All Learning Outcomes' grid in the Tracker application. The left sidebar lists subjects and various maintenance options. The main grid displays learning outcomes for students. A red circle labeled 'a.' highlights the 'Reassessment Evidence' row for Subject 2 - 061. A red circle labeled 'b.' highlights the 'Flag for reassessment?' checkbox in the bottom right corner of the grid.

- 2) Students who have been assigned the Reassessment evidence will show on the tracker screen with the Unrated (●) symbol.

The screenshot shows the 'Tracker' page for Subject 2 - 061. The sidebar on the left includes options like 'Current Trackers', 'Tracker Maint.', 'Add Learning Outcome', 'Add Evidence', 'Restore Inactive Evidence', 'Section Attendance', 'Attendance Maint.', and 'Generate Reports'. The main area shows student names at the top, followed by a grid of learning outcomes. Many students have Unrated (●) symbols in their rating fields, particularly in the 'Reassessment Evidence' row.

- 3) When rating the assessment, the students who have been given the assignment will be noted with the Unrated (●) symbol in the rate field. The students who were not given the assignment will have a blank rating field. The rating screen functions the same way as it does for a regular piece of evidence; however, ratings will only be entered for the students who have been flagged for the assignment. Enter the appropriate rating for each individual student and click **Save All** to return to the Tracker.

This screenshot shows the 'Rate: Reassessment Evidence' dialog box. It displays a grid of students and learning outcomes. Most students have Unrated (●) symbols in their rating fields. At the top, there are buttons for 'Apply', 'Unrate All', 'Cancel', and 'Save'.

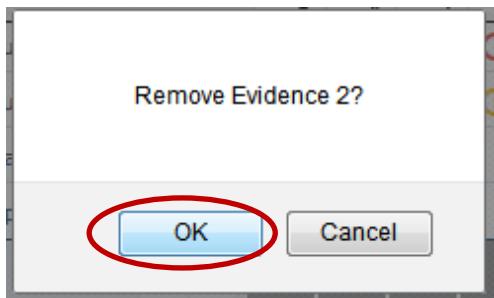
Inactivating Evidence

Sometimes a piece of evidence needs to be removed from the tracker page because it will not be used until later or it was entered by mistake. **NOTE:** *Inactivating will NOT delete the evidence and its ratings from the system, inactivating will just remove them from the current class section Tracker.*

- 1) To **Inactivate**/remove a piece of evidence, click the **X** button on the right side of the piece of evidence.

The screenshot shows the 'Tracker' page for Subject 2 - 061. On the left is a sidebar with various tools and links. The main area displays a grid of student names (Orpha Abernathy, Berta Berrier, Shania Goldner, Oswald Haley, Harrion Hauill, Nikita Hansen, Ladarius Hirz, Jefferrey Jacobs, Bennett Koebin, Arlin Kunde, Tristian Muradik, Destiny O'Connor, Austin Prohaska, Marshal Sanford, Carolina Schinner) against rows of evidence items. One evidence item, 'Evidence 2' (In-Class • 24-Mar-2015), has a red circle around its 'X' button, indicating it is selected for inactivation.

- 2) Click **OK** to confirm inactivating the evidence or **Cancel** to return to the Tracker.



Restoring Inactivated (Removed) Evidence

A piece of evidence that has been removed from the Tracker remains in the system, but is flagged as **Inactive**. All **ratings** associated with that evidence are also stored in the system and flagged as **Inactive**. When the piece of evidence is **restored**, all ratings associated with it will be restored to the Tracker.

- To **restore** the evidence to the Tracker, click **C Restore Inactive Evidence** under the **Toolkit** on the left side of the screen.

The screenshot shows the 'Tracker' page for '81W Training School'. On the left sidebar, under 'Subject 2 - 061', the 'C Restore Inactive Evidence' button is highlighted with a red circle. The main area displays a grid of student names (Orpha Abernathy, Berta Bermer, Shania Goldner, Oswald Haley, Harrison Hamil, Ladarus Hintz, Jeffrey Jacobs, Bennett Koebin, Arlin Kunde, Tristian Murazik, Dustin O'Connor, Azaelin Prahsla, Marshall Sanford, Carolina Schinner) and various pieces of evidence (Evidence 3, Evidence 4, etc.) with their details and status. The 'Inactive' status is indicated by a grey circle in the evidence grid.

- Select the **Restore** button next to each piece of Evidence that needs to be reactivated.

The screenshot shows the 'Restore Evidence Subject 2 - 061' maintenance screen. The left sidebar is identical to the previous screenshot. The main area is titled 'Inactive Evidences' and lists 'Evidence 2'. A blue 'Restore' button is located at the bottom right of this list, and it is circled with a red oval.

- When finished with this screen, select the **Subject - Section** link at the top of the screen to return to the Tracker where the Evidence will be displayed under its originally associated Learning Outcome.

Assessments (Ratings)

Entering Assessments (Ratings) for Evidence

Tracker utilizes a “traffic light” system to illustrate how a student is progressing with or demonstrating understanding of the Learning Outcomes:

Red (○) means demonstrating little or **no understanding**

Yellow (○) means **progressing** in learning but has not demonstrated full understanding

Green (●) means demonstrates **understanding**

Blue (*) means demonstrates a **high level of understanding** and is only be given on select pieces of evidence

Grey (Ø) means the evidence is **missing**

Grey (●) means the evidence is **unrated**

Rating a Piece of Evidence supporting a Single Learning Outcome

- 1) To bulk rate a piece of evidence, click the buttons to the right of the piece of evidence

The screenshot shows the 'Tracker' application interface. On the left is a 'TOOLKIT' sidebar with various management options like 'Current Trackers', 'Add Learning Outcome', and 'Add Evidence'. The main area is titled 'Subject 2 - 061' and shows a grid of student names (Orpha Abernathy, Berta Bernier, Shania Goldner, Oswald Haley, Harrison Hamil, Nikita Hansen, Ladarius Hertz, Jeffrey Jacobs, Bennett Koelbin, Arlin Kunde, Tristan Murack, Destini O'Connor, Austin Proheka, Marshall Sanford, Carolina Schinner) across the top. Below each student name is a row of four evidence items. To the right of each evidence item is a column of five rating icons: Red (○), Yellow (○), Green (●), Blue (*), and Grey (Ø). A red circle highlights a checked checkbox (green ●) in the third column of the first evidence row.

A form similar to the one below will open on your screen:

This screenshot shows a modal dialog box titled 'Rate: Evidence 2' from the 'Tracker' application. The dialog includes a legend at the top with colored circles: Red (○), Yellow (○), Green (●), Blue (*), and Grey (Ø). Below the legend are two buttons: 'Apply' and 'Unrate All'. At the bottom are 'Cancel' and 'Save' buttons. The main area of the dialog shows a table with two rows. The first row has a checked checkbox in the first column and a 'Sample Learning Outcome 3' label in the second column. The second row has a label 'Evidence 2' in the first column. The background of the dialog is dark grey.

- 2) A rating (○, □, ●, *, ○, or ○) can be entered for individual students by clicking the individual rate box and selecting the appropriate rate from the drop down. Additionally notes or feedback can be entered in the box on the right side of the drop down. These comments will display on the student's tracker page. Click on another rate box to enter an individual rating for another student. Individual ratings can be changed either before or after the bulk rating shown in step 3). If you do not want to change the rating, click **cancel** or the **X** in the upper right corner of the drop down box.

The screenshot shows the 'Tracker' page for 'Subject 2 - 061'. On the left, there's a 'TOOLKIT' sidebar with various icons and dropdown menus. In the center, a 'Rate: Evidence 2' section is displayed with a 'Sample Learning Outcome 3' checkbox checked. Below it, a 'Evidence 2' section shows a list of students. A red circle highlights the rating box for the first student, 'Orpha Abernathy', which is currently set to an orange circle. A red box encloses a pop-up dialog box for this student, containing the text 'please review work for questions 5 through 9' and a 'Cancel' button. Other students listed include Bertha Bernier, Shania Goldner, Oswald Haley, Harrison Hamil, Nikita Hansen, Ladarus Hintz, Jeffrey Jacobs, Bennett Koelkin, Arjun Kunde, Tristan Murack, Destini O'Connor, Austin Prohaska, Marshall Sanford, Carolina Schinner, and Jacques Streich.

- 3) To assign the same assessment/rating to all students who do not have a rating, highlight a rating at the top of the screen and then click **Apply**. The rating will then show next to all students. . **NOTE:** This will not overwrite a rating (other than Unrated [○]) that has already been entered. To clear all ratings for all students, select **Unrate All**.

This screenshot shows the same 'Tracker' page as the previous one, but the 'Evidence 2' section now displays colored circles (green, orange, red) next to each student's name, indicating they have been rated. A red circle highlights the 'Apply' button, and a red box highlights the 'Save' button. The number '3.' is circled in red above the 'Evidence 2' section, and the number '4.' is circled in red above the 'Save' button.

- 4) When finished, select **Save** to return to the Tracker. **NOTE: To return to Tracker without rating a piece of Evidence, select **Cancel**.**
- 5) The assessments/ratings now show for each student.

The final screenshot shows the 'Tracker' page with all students now having colored ratings (green, orange, red) next to their names in the 'Evidence 2' section. A large red oval highlights the entire 'Evidence 2' section, showing the ratings for all 25 students. The 'TOOLKIT' sidebar and other page elements remain consistent with the previous screenshots.

- 6) To modify the comments or rating for a specific student on the Tracker screen, click the corresponding rate box. Make the appropriate changes and then click **Save** to save the changes and return to the Tracker.

The screenshot shows the PARLO Tracker application. On the left is a dark sidebar labeled 'TOOLKIT' with various menu items like 'Current Trackers', 'Tracker Maint.', and 'Students'. The main area is titled 'Tracker | 81W Training School' and shows a grid of student names (Orpha Abernathy, Berta Bernier, Shania Goldner, Oswald Haley, Harrison Hamil, Nikita Hansen, Lazarus Hintz, Jeffrey Jacobs, Bennett Koelkin, Arlin Kunde, Tristan Murzik, Austin Prohaska, Marshall Sanford, Carolina Schinner) at the top. Below is a grid of evidence items for 'Evidence 4' (Homework, 18-Aug-2014). A red box highlights a tooltip window titled 'comments for student' with a 'Save' button. The tooltip is positioned over a cell in the grid.

NOTE: To return to the Tracker without changing the rating or comments for a piece of Evidence, click the screen somewhere outside of the drop down form.

- 7) Any rating that has comments or feedback associated with it will display with a shaded rating box. To review the comments, **hover** the mouse over the rating field.

This screenshot shows the same PARLO Tracker interface as the previous one, but with a different focus. A red circle highlights a cell in the 'Evidence 4' grid for student 'Oswald Haley'. A tooltip window titled 'Comments' appears, containing the text 'please review work for questions 5 through 9'. The rest of the interface is identical to the first screenshot, with the sidebar and student list at the top.

Rating a Piece of Evidence supporting Multiple Learning Outcomes

An assignment or piece of evidence may support multiple learning outcomes. For these pieces of evidence, students are rating according to their performance for each individual Learning Outcome.

- To bulk rate a piece of evidence, click the button to the right of the piece of evidence under any of the learning outcomes

The screenshot shows the 'Tracker' page for Subject 2 - 061. On the left is a dark sidebar with various menu items like 'Current Trackers', 'Add Learning Outcome', and 'Generate Reports'. The main area has a header 'Tracker | 81W Training School' and a sub-header 'Subject 2 - 061'. Below this is a grid of student names (Orpha Abernathy, Berta Berrier, Shania Goldner, Oswald Haley, Nikita Hansen, Lazarus Hertz, Jeffrey Jacobs, Bennett Koeljin, Arjun Kunde, Tristian Muradik, Destini O'Connor, Asia-in Prohaska, Marshall Sanford, Carolina Schinner, Jacques Stretch) and rows for Sample Learning Outcomes 1 through 6. Each row contains four columns for ratings (1, 2, 3, 4) and a column for evidence pieces. Three evidence pieces are highlighted with yellow boxes and circled in red: 'Recall Evidence (R)', 'Evidence 1 (BA)', and 'Evidence 4 (ST)'. The 'Evidence 4 (ST)' row also has a circled red checkbox at the bottom right.

A form like this will open on your screen:

This screenshot shows a modal dialog titled 'Rate: Systems and Equations Worksheet' over the main tracker interface. The dialog has a toolbar with 'Apply', 'Unrate All', 'Cancel', and 'Save' buttons. It lists three evidence pieces: 'Sample Learning Outcome 2' (Systems and Equations Worksheet), 'Sample Learning Outcome 3' (Systems and Equations Worksheet), and 'Sample Learning Outcome 6' (Systems and Equations Worksheet). Each evidence piece has a checkbox next to it. The background of the dialog is dark grey, matching the sidebar.

- 2) A rating (○, □, ●, *, ○, or ○) can be entered for individual students by clicking the individual rate box and selecting the appropriate rate from the drop down. Additionally notes or feedback can be entered in the box on the right side of the drop down. These comments will display on the student's tracker page. Click on another rate box to enter an individual rating for another student. Individual ratings can be changed either before or after the bulk rating shown in step 3). If you do not want to change the rating, click **cancel** or the **X** in the upper right corner of the drop down box.

- 3) To assign the same assessment/rating to all students who do not have a rating, select the check box (□) next to each of the Learning Outcomes associated with the evidence to which the ratings will apply. Next, highlight a *rating* at the top of the screen and then click **Apply**. **NOTE:** This will not overwrite a rating (other than Unrated [○]) that has already been entered. The rating will then show next to all students. To select or deselect all of the Learning Outcomes, toggle the check box (□) at the top of the screen. To clear all ratings for all students, select **Unrate All**.

- 4) When finished, select **Save** to return to the Tracker. **NOTE:** To return to Tracker without rating a piece of Evidence, select **Cancel**.

- 5) The assessments/ratings now show for each student.

The screenshot shows the 'Tracker' page for '81W Training School'. The left sidebar includes links for 'Current Trackers', 'Subject Maint.', 'Add Learning Outcome', 'Add Evidence', 'Restore Inactive Evidence', 'Section Attendance', 'Attendance Maint.', 'Generate Reports', 'Staff', 'Students', 'Subjects', 'Subject Maint.', and 'Past Trackers'. The main area displays a grid of student names (Orpha Abenath, Berta Bernier, Shania Goldner, Oswald Haley, Harrison Hamil, Nikita Hansen, Ladarius Hertz, Jeffrey Jacobs, Bennett Koelein, Arlin Kunde, Trixian Murakik, Destiny O'Connor, Asaithi Prohaska, Marshall Sandor, Carolina Schinner, Jacques Stretch) against various learning outcomes and evidence types. Three specific rows of outcomes are highlighted with red circles: 'Sample Learning Outcome 2', 'Evidence 1 (BA)', and 'Evidence 4 (ST)'. Each row contains multiple entries with different dates and types of evidence (Homework, In-Class, Quiz, Test).

- 6) To modify the notes or rating for a particular student on the Tracker screen, click the corresponding rate box. Make the appropriate changes and then click **Save** to save the changes and return to the Tracker.

This screenshot shows a detailed view of the 'Evidence 4' section from the previous tracker. It includes a sidebar with 'Subjects', 'Past Trackers', 'Tracker Maint.', 'Subject Maint.', and 'Attendance Maint.'. The main area shows a grid of student ratings for 'Evidence 4'. A red box highlights a specific rating cell for student 'Oscar' in 'Evidence 4'. A pop-up window titled 'please see me to review' contains the text 'please see me to review' and a 'Save' button. The grid also includes other evidence types like '2 Systems & Equations worksheet' and 'Quiz'.

NOTE: To return to the Tracker without changing the rating or comments for a piece of Evidence, click the X on the top right side of the ratings screen.

- 7) Any rating that has comments or feedback associated with it will display with a shaded rating box. To review the comments, hover the mouse over the rating field.

This screenshot shows a detailed view of the 'Evidence 4' section, similar to the previous one. It includes a sidebar with 'Section Attendance', 'Generate Reports', 'Staff', 'Students', 'Subjects', 'Past Trackers', 'Tracker Maint.', 'Subject Maint.', and 'Attendance Maint.'. The main area shows a grid of student ratings for 'Evidence 4'. A red circle highlights a specific rating cell for student 'Oscar' in 'Evidence 4'. A pop-up window titled 'Comments' contains the text 'where is your work' and a 'Save' button. The grid also includes other evidence types like '2 Systems & Equations worksheet' and 'Quiz'.

Entering Assessment (Ratings) for a Learning Outcome

There are three ratings to indicate how a student is progressing with or demonstrating understanding of the Learning Outcomes.

High Performance (H)

Proficient (P)

Not Yet Proficient (N)

Unrated (U)

- To bulk rate a Learning Outcome, click the button to the right of the piece of evidence under any of the learning outcomes

The screenshot shows a 'Tracker' interface for 'Subject 2 - 061'. On the left is a 'TOOLKIT' sidebar with various management options. The main area displays a grid of student names (Orpha Abernathy, Berta Bernier, Sharia Goldner, Oswald Haley, Harrison Hamil, Nikita Hansen, Ladarius Hintz, Jeffrey Jacobs, Bennett Koelein, Arjun Kunde, Tristan Murazik, Destini O'Connor, Austin Prohaska, Marshall Sanford, Carolina Schinner) against a list of learning outcomes. Each outcome has four evidence types: Evidence 1 (R), Evidence 2 (BA), Evidence 3 (ST), and Evidence 4 (ST). Each evidence type has a row of checkboxes for each student. A red circle highlights the checkbox for Evidence 4 (ST) under 'Sample Learning Outcome 4' for the first student.

A form similar to the one below will open on your screen

This screenshot shows a detailed view of the 'Tracker' interface for 'Subject 2 - 061'. It focuses on 'Sample Learning Outcome 4'. At the top, there's a navigation bar and a toolbar with buttons for 'H', 'P', 'N', 'Apply', 'Unrate All', 'Cancel', and 'Save'. Below this, a list of evidence types is shown: Evidence 1 (R), Evidence 2 (BA), Evidence 3 (ST), and Evidence 4 (ST). The 'Evidence 4 (ST)' row is currently selected, indicated by a red circle around the 'checked' checkbox in the first column. The grid below shows student progress for this specific evidence type across all students.

- 2) A rating (**H**, **P**, **N**, or **U**) can be selected for each individual student by clicking the individual rate box and selecting the appropriate rate from the drop down. Click on another rate box to enter an individual rating for another student. Individual ratings can be changed either before or after the bulk rating shown in step 3). If you do not want to change the rating, click **Cancel** or the **X** in the upper right corner of the drop down box. Notice that the dropdown box is offset from the Learning Outcome rating field allowing the teacher to see ratings for all the supporting evidence.

The screenshot shows the 'Tracker' interface for 'Subject 2 - 061'. On the left, the 'TOOLKIT' sidebar lists various functions like 'Current Trackers', 'Add Learning Outcome', and 'Section Attendance'. The main area displays a grid of student names: Orpha Abernathy, Varta Bernier, Shania Goldner, Oswald Haley, Harrison Hamill, Nita Hansen, Ladarus Hintz, Jeffrey Jacobs, Bennett Koelbin, Arlin Kunde, Tristan Muresik, Desirini O'Connor, Asafin Prohaska, Marshall Sanford, Carolina Schinner, and Jacques Stretch. Above the grid, there are buttons for 'Rate: Sample Learning Outcome 4': 'O H P N' (radio buttons), 'Apply', 'Unrate All', 'Cancel', and 'Save'. A 'Sample Learning Outcome 4' section below the grid includes radio buttons for 'Evidence 1 (R)', 'Evidence 2 (BA)', 'Evidence 3 (ST)', and 'Evidence 4 (ST)'. A red circle highlights the 'P' radio button in the 'Rate: Sample Learning Outcome 4' section.

- 3) While one piece of evidence may be the primary indicator of student achievement, each student should be evaluated by their overall performance. The system has a **Batch Rate** function which will assign a rating to a Learning Outcome based on the rating of a specific piece of evidence. To assign a rating to students based on a specific piece of evidence, select the radio button (**O**) next to the appropriate piece of evidence and then click **Apply** at top of the screen. Similarly, a teacher can assign the same assessment/rating to all students who do not have a rating by highlighting a *rating* at the top of the screen and then clicking **Apply**. **NOTE:** This will not overwrite a rating (other than Unrated [**U**]) that has already been entered. To clear the all ratings from all students, select **Unrate All**.

The screenshot shows the 'Tracker' interface for 'Subject 2 - 061'. The 'TOOLKIT' sidebar is visible on the left. The main area shows a grid of student names with colored rating boxes above them. Red circles highlight the 'Apply' button (labeled 3.) and the 'Save' button (labeled 4.). The rating boxes are color-coded: green for 'H', blue for 'P', yellow for 'N', and grey for 'U'. A large red circle highlights the entire grid of rating boxes.

- 4) When finished, select **Save All** to return to the Tracker. **NOTE:** *To return to Tracker without rating a Learning Outcome, select **Cancel**.*

- 5) The assessments/ratings now show for each student.

The screenshot shows the 'Tracker' page for Subject 2 - 061. On the left, a sidebar lists 'Current Trackers' (Subject 2 - 061, Subject 2 - 062), 'Tracker Maint.', 'Add Learning Outcome', 'Add Evidence', 'Restore Inactive Evidence', 'Section Attendance', 'Attendance Maint.', 'Generate Reports', 'Staff', 'Students', 'Subjects', 'Subject Maint.', and 'Past Trackers'. The main area displays a grid of student names (Ophra Abernathy, Beta Bernier, Shania Goldner, Oswald Haley, Harrison Hamill, Nikita Hansen, Ladarus Hinz, Jeffrey Jacobs, Bennett Koelpin, Arjun Kunde, Tristan Murazik, Destini O'Connor, Austin Prohnaka, Marshall Sanford, Carolina Schinner) against various evidence items (Evidence 1 (BA), Evidence 3 (ST), Evidence 4 (ST), Systems and Equations Worksheet, Reassessment Evidence, Evidence 1 (R), Evidence 2 (ST), Evidence 3 (ST), Evidence 4 (ST), Evidence 1 (R), Evidence 2 (BA), Evidence 3 (ST)). Each student has a row of colored circles representing their performance levels (e.g., Green for High Performance, Yellow for Proficient, Red for Not Yet Proficient, Grey for Unrated). A red oval highlights the bottom section of the grid where student names are listed.

- 6) To modify the rating for a particular student on the Tracker screen, click the corresponding rate box. Make the appropriate changes and then click **Save** to save the changes and return to the Tracker. Notice that the dropdown box is offset from the Learning Outcome rating field allowing the teacher to see ratings for all the supporting evidence.

The screenshot shows the same 'Tracker' page as above. A modal dialog box is open over the grid, centered on the 'Sample Learning Outcome 4' row. The dialog contains four rating categories: 'High Performance' (green), 'Proficient' (yellow), 'Not Yet Proficient' (red), and 'Unrated' (grey). Below these categories is a 'Save' button. A red oval highlights this modal dialog.

NOTE: To return to the Tracker without changing the rating or comments for a piece of Evidence, click the X at the top of the form or click somewhere on the screen outside of the form.

Changing Assessment (Ratings) for a Evidence or Learning Outcome

- 1) It may be necessary to change the assessment/rating for a Piece of Evidence or a Learning Outcome either because something was entered incorrectly or a student's achievement level has changed. To modify the rating, click on the **Rate Box** for the rating to be changed.

	Reid Bear.	Annetta Ma.	Ashlee Lc.	Estrella I.	Caley K.	Katlie Ku.	Colt Lab.	Elise Osa.	Ewald Oa.	Javier Pa.	Kade Sta.	Dante Tr.	Paula Wa.	Marley W.	Casimir.
Sample Learning Outcome 2	1	2	3	4	<input checked="" type="checkbox"/>										
0 Evidence 1	Homework • 2014-08-18	<input checked="" type="checkbox"/>													
0 Evidence 2	In-Class • 2014-08-18	<input checked="" type="checkbox"/>													
0 Evidence 3	Quiz • 2014-08-18	<input checked="" type="checkbox"/>													
0 Evidence 4	Test • 2014-08-18	<input checked="" type="checkbox"/>													

- 2) For **Evidence**, highlight the appropriate rating click **Save** to return to the Tracker.

	Reid Bear.	Annetta Ma.	Ashlee Lc.	Estrella I.	Caley K.	Katlie Ku.	Colt Lab.	Elise Osa.	Ewald Oa.	Javier Pa.	Kade Sta.	Dante Tr.	Paula Wa.	Marley W.	Casimir.
Sample Learning Outcome 2	1	2	3	4	<input checked="" type="checkbox"/>										
0 Evidence 1	Homework • 2014-08-18	<input checked="" type="checkbox"/>													
0 Evidence 2	In-Class • 2014-08-18	<input checked="" type="checkbox"/>													
0 Evidence 3	Quiz • 2014-08-18	<input checked="" type="checkbox"/>													
0 Evidence 4	Test • 2014-08-18	<input checked="" type="checkbox"/>													

For **Learning Outcomes**, select the appropriate rating from the drop down list and then click **Save** to return to the Tracker.

	Reid Bear.	Annetta Ma.	Ashlee Lc.	Estrella I.	Caley K.	Katlie Ku.	Colt Lab.	Elise Osa.	Ewald Oa.	Javier Pa.	Kade Sta.	Dante Tr.	Paula Wa.	Marley W.	Casimir.
Sample Learning Outcome 2	1	2	3	4	<input checked="" type="checkbox"/>										
0 Evidence 1	Homework • 2014-08-18	<input checked="" type="checkbox"/>													
0 Evidence 2	In-Class • 2014-08-18	<input checked="" type="checkbox"/>													
0 Evidence 3	Quiz • 2014-08-18	<input checked="" type="checkbox"/>													
0 Evidence 4	Test • 2014-08-18	<input checked="" type="checkbox"/>													

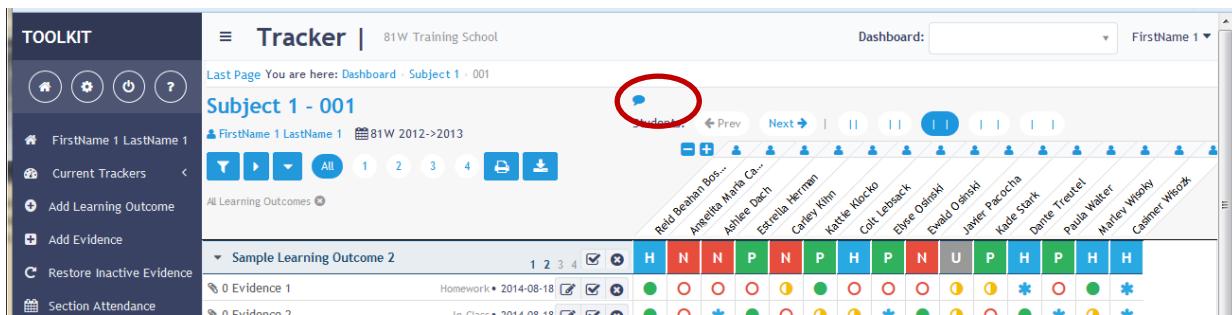
NOTE: To return to the Tracker without changing the rating for either a Piece of Evidence or a Learning Outcome, click the X at the top of the form or click somewhere on the screen outside of the form.

- 3) The Tracker will be updated with the new assessment/ratings.

	Reid Bear.	Annetta Ma.	Ashlee Lc.	Estrella I.	Caley K.	Katlie Ku.	Colt Lab.	Elise Osa.	Ewald Oa.	Javier Pa.	Kade Sta.	Dante Tr.	Paula Wa.	Marley W.	Casimir.
Sample Learning Outcome 2	1	2	3	4	<input checked="" type="checkbox"/>										
0 Evidence 1	Homework • 2014-08-18	<input checked="" type="checkbox"/>													
0 Evidence 2	In-Class • 2014-08-18	<input checked="" type="checkbox"/>													
0 Evidence 3	Quiz • 2014-08-18	<input checked="" type="checkbox"/>													
0 Evidence 4	Test • 2014-08-18	<input checked="" type="checkbox"/>													

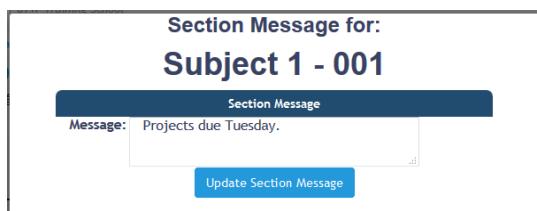
Section Messages

- 4) Teachers have the ability to broadcast a message to all students in a class section. Click on the  button or *the message* at the top of the screen next to Section Message.

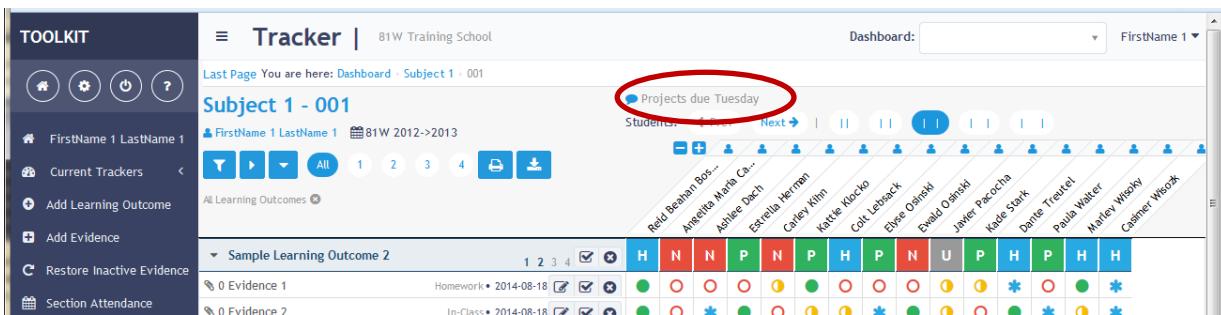


The screenshot shows the 'Tracker' page for 'Subject 1 - 001'. On the left is a 'TOOLKIT' sidebar with various icons and links. The main area displays student names in rows and their achievement levels (H, N, P) in columns. At the top right, there is a 'Section Message' button, which is circled in red. Below it is a grid where each row represents a student and each column represents an achievement level (H, N, P). The grid contains colored circles indicating student status.

- 5) Enter the note to be displayed on the students' Tracker and click **Update Section Message**. Students will see the message when they log in and view the tracker section information for your class. To remove a section message, highlight the note, delete it and click Update Section Message.



- 6) The current section message is displayed at the top of the Tracker. This can be changed by the teacher as frequently as is necessary. **NOTE:** To return to the Tracker without entering a Section Message, click the screen somewhere outside of the form.



The screenshot shows the 'Tracker' page for 'Subject 1 - 001'. The 'Section Message' text 'Projects due Tuesday.' is circled in red. The rest of the interface is identical to the previous screenshot, showing student names and achievement levels.

Attendance

- 1) Daily attendance is entered for each section by clicking on the **Section Attendance** under the **Toolkit**.

The screenshot shows the 'Tracker' application interface for '81W Training School'. On the left, the 'TOOLKIT' sidebar includes options like 'Current Trackers', 'Subject Maint.', 'Section Attendance' (which is circled in red), and 'Attendance Maint.'. The main area displays 'Subject 1 - 001' with a message to turn in projects Friday. It lists students from Judd Aufderhar to Yessenia Wunsch. Below is a grid for 'Sample Learning Outcome 1' and 'Sample Learning Outcome 2', showing evidence types (Homework, In-Class, Quiz, Test) and attendance status (N, P, H, H, N, P, P, H, P, U).

- 2) A screen similar to the one below will show on your screen.

This screenshot shows the 'Attendance Maintenance' page for 'Subject 1, 001'. The 'TOOLKIT' sidebar is identical to the previous screenshot. The main content is titled 'Section Attendance Entry for: Subject 1 , 001'. It features an 'Attendance Date' section with a date input field set to '2015-03-19' and a note about changing the date. Below is a large table for 'Section Attendance for 2015-03-19' with columns for Student Full Name, Attendance Types, Excuse, and Comment. Each student row has dropdown menus for attendance types and excuse/comment fields.

- 3) To enter attendance for a date other than today, click the date field and select the appropriate date from the calendar.

The screenshot shows the 'Attendance Maintenance' section for 'Subject 1 , 001'. At the top, there's a date input field set to '2015-03-19' with a note: '(Note: if you change the date, it will not save any changes)'. Below the date is a calendar for March 2015. The 19th is highlighted in blue. To the right of the calendar is a table titled 'Section Attendance for 2015-03-19'. The table has four columns: Student Full Name, Attendance Types, Excuse, and Comment. The first row shows 'Judd Aufderhar' with a dropdown menu for 'Attendance Types'. The 'Excuse' column for Judd Aufderhar is empty. The 'Comment' column contains the placeholder 'enter comment here.'.

- 4) For a student that was not present for a full class period, drop down the **Attendance Type** next to their name and select the appropriate choice. If a student was present, this can be left blank.

The screenshot shows the 'Attendance Maintenance' section for 'Subject 1 , 001'. The 'Attendance Types' dropdown for 'Estrella Herman' is open, showing 'Absent' and 'Tardy'. The other students listed are 'Judd Aufderhar', 'Angelita Maria Carter Johnson', 'Ashlee Dach', and 'Carley Kihn'. Each student has a corresponding row in the table with columns for 'Student Full Name', 'Attendance Types', 'Excuse', and 'Comment'.

- 5) An **Excuse** can be selected to further explain a student's absence and, if necessary, a **comment** can be noted in the system.

NOTE: An excuse and comment cannot be saved in the system without an attendance type selected..

The screenshot shows the 'Attendance Maintenance' section for 'Subject 1 , 001'. The 'Attendance Types' dropdown for 'Estrella Herman' is open, showing 'Excused Absence' and 'Unexcused Absence'. The other students listed are 'Judd Aufderhar', 'Angelita Maria Carter Johnson', 'Ashlee Dach', and 'Carley Kihn'. Each student has a corresponding row in the table with columns for 'Student Full Name', 'Attendance Types', 'Excuse', and 'Comment'.

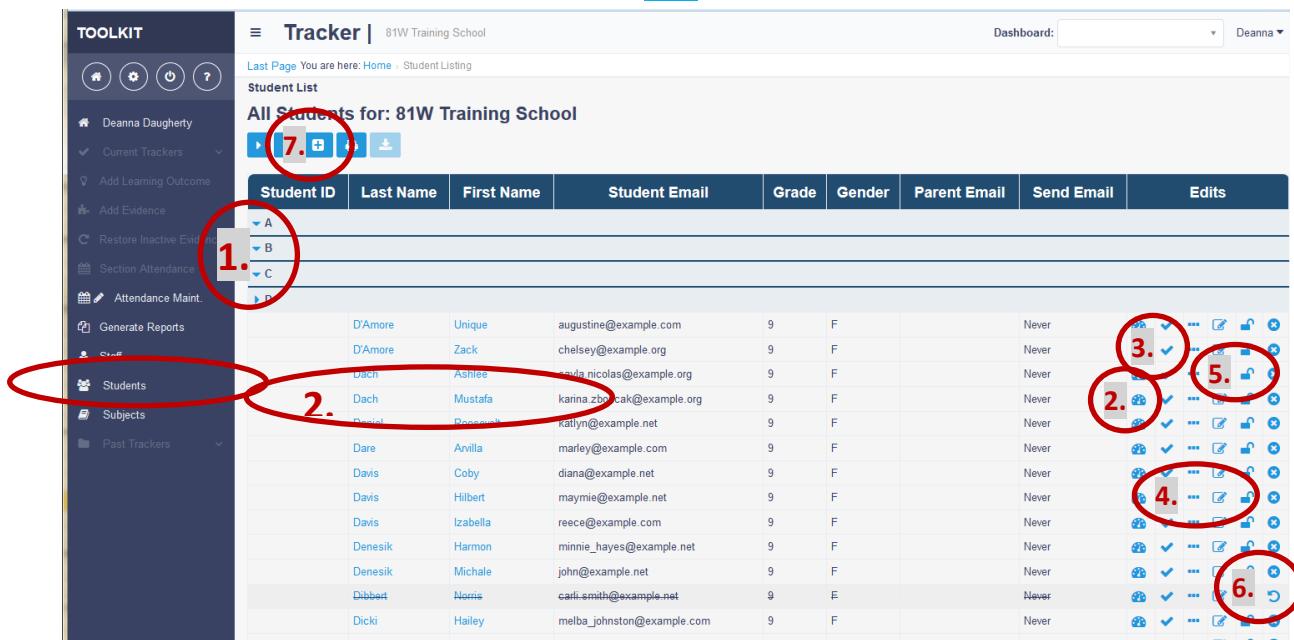
- 6) When finished, select **Save Attendance** and click **Close** at the top of the screen to return to the Tracker.

Students

Student List

System Administrators can see a listing of *all students* in the school by selecting **Students** on the Toolkit. The **All Students** screen organizes the students alphabetically and displays some information about them.

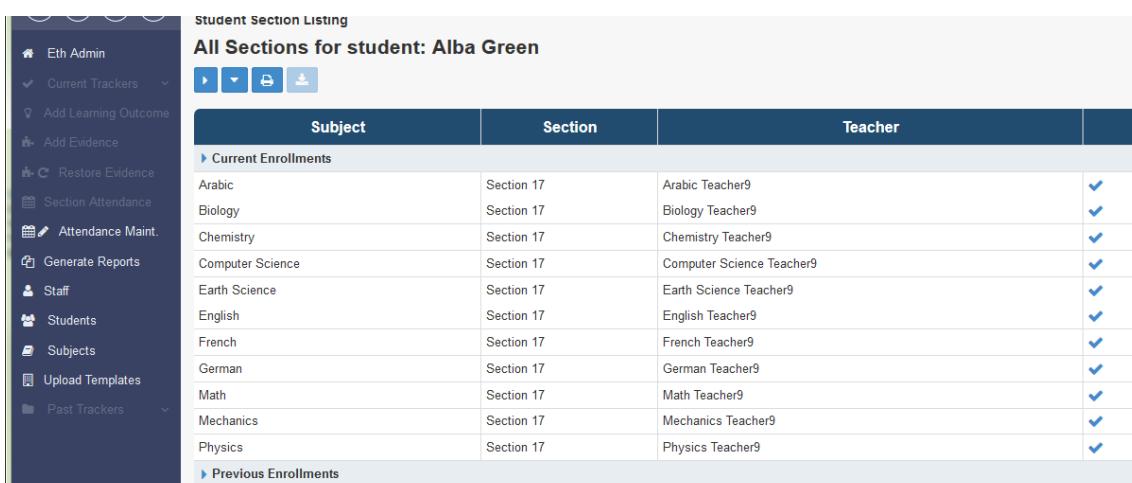
1. Expanding the selection for an alphabetical letter shows a listing of all the students whose first name starts with that letter.
2. To transfer to a *Student's Dashboard*, click on the *Student's Name* or  (See **Students-Student Screens-Student Dashboard** for further information).
3. The  shows all the sections in which the student is currently and was previously enrolled. Teachers can only access the Student Tracker pages for the students enrolled in their sections.
4. To see detailed student information, click the  or to edit a student's information, click the .
5. To reset a student or parent's password, click the .
6. To inactivate a student, select the  or click the  to reactivate or restore them. Inactive students have a line through their name (IE: Daugherty Deanna)
7. To add a new student to the school select the  at the top of the screen.



The screenshot shows the 'Tracker' interface for '81W Training School'. On the left, a sidebar lists various administrative tasks. The main area displays a table of students with columns for Student ID, Last Name, First Name, Student Email, Grade, Gender, Parent Email, Send Email, and Edits. Several rows of student data are shown, each with a series of edit icons (checkmark, more options, etc.) to the right. Red numbers 1 through 6 are overlaid on the screen to point to specific features: 1 points to the 'Edits' column header; 2 points to the 'Last Name' column header; 3 points to a checkmark icon in the 'Edits' column; 4 points to a 'More Options' icon in the 'Edits' column; 5 points to a 'Delete' icon in the 'Edits' column; and 6 points to another 'More Options' icon in the 'Edits' column.

Student Tracker Listing

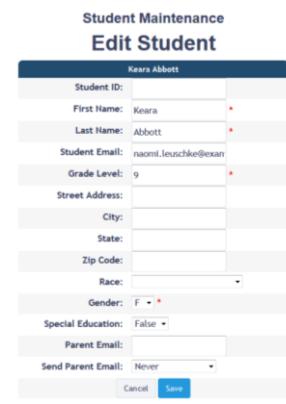
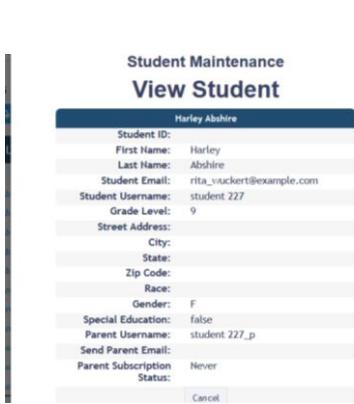
Clicking on the  will display all the sections in which the student is currently and was previously enrolled. Teachers can only access the Student Tracker pages for the students enrolled in their sections. To transfer to the Tracker for a specific section, click the  next to the section name. (See **Students-Student Screens-Student Tracker** for further information).



The screenshot shows the 'Student Section Listing' interface for 'Alba Green'. The left sidebar includes a 'Current Trackers' section. The main area displays a table titled 'All Sections for student: Alba Green' with columns for Subject, Section, and Teacher. The table is divided into 'Current Enrollments' and 'Previous Enrollments'. Each row shows a subject, its corresponding section, the teacher's name, and a checkmark icon in the last column. A 'More Options' button is located at the bottom of the table.

View/Edit Student Information

Clicking on the  will display detailed information regarding a student while the edit screen  allows a user to change any of the information about a student. **NOTE: Required fields are marked with ***. Click **Save** when finished making changes.



The left screenshot shows the "View Student" section with the following data for "Harley Abshire":
Student ID: Harley Abshire
First Name: Harley
Last Name: Abshire
Student Email: rita_vuckert@example.com
Student Username: student 227
Grade Level: 9
Street Address:
City:
State:
Zip Code:
Race:
Gender: F
Special Education: false
Parent Username: student 227_p
Send Parent Email:
Parent Subscription Status: Never
Cancel

The right screenshot shows the "Edit Student" section with the following data for "Keara Abbott":
Student ID: Keara Abbott
First Name: Keara
Last Name: Abbott
Student Email: naomi.leuschke@example.com
Grade Level: 9
Street Address:
City:
State:
Zip Code:
Race:
Gender: F
Special Education: False
Parent Email:
Send Parent Email: Never
Cancel Save

Reset Student's or Parent's Password

The User Maintenance screen  allows a user to reset the password for a student or parent. To reset an individual's password, click the [\(Reset Password\)](#) link. A temporary password will display in the field and the user will be prompted to change it next time they log in. The user will automatically receive an email message (sample displayed below) containing the URL or website for Tracker, their user ID and their temporary password. **If the word has already been reset, the temporary password is displayed.**



The screenshot shows the "Student/Parent Security and Access" section with two tables: "Student" and "Parent".
Student:
Name: Reid Beahan Boswell III
Sign In Count: 17
Last Sign In At: 2015-03-03 20:42:56 UTC
Username: sch_username
Temporary Password: [\(Reset Password\)](#)
Parent:
Name: Reid Beahan Boswell III's Parent/Guardian
Sign In Count: 2
Last Sign In At: 2015-02-10 19:23:38 UTC
Username: sch_username
Temporary Password: 16023fba54

From: Trackersupport@moe.edu.eg
Subject: Password change for Tracker System.
Date: February 16, 2017 at 11:13:19 AM EST
To: user@schoolname.edu

Hello *User*,

Your password has been reset for the Tracker System. If this is a mistake, please see your School IT Support Team for assistance. The link to the Tracker System is <http://tracker.stemmaster.moe.edu.eg>.

Your username is : *sch_username*

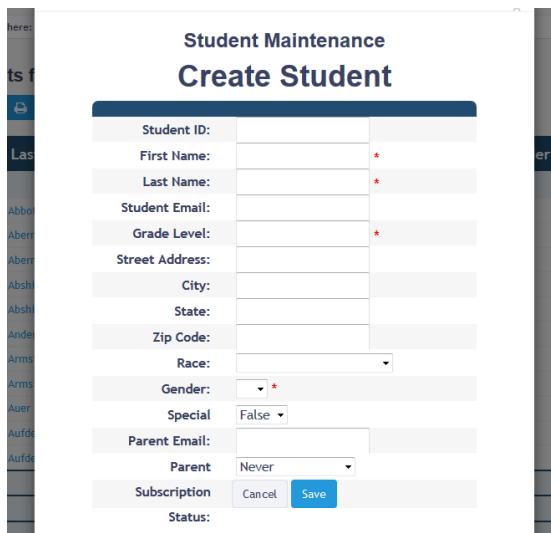
Your temporary password is : 59481f942a (you will be asked to change it to your own personal secure password when you first log in)

If you have any problems, please see School IT Support Team for assistance and they will work with the Tracker Support Team to resolve any issues.

Thanks for using the Tracker System and have a great day!
Sincerely,
Tracker Support Team

Create Student in a School

The following form will be displayed when the  at the top of the **Student** screen or **Create Student in School** on the Enroll Student screen (See **Tracker Class Section – Enroll Student in Section** for more information) is selected. Fill in the appropriate information on the form and click **Save**. **NOTE: Remember to select the staff person's role. Required fields are marked with ***. Once the student is created, select the **User Maintenance** button () to see the account information

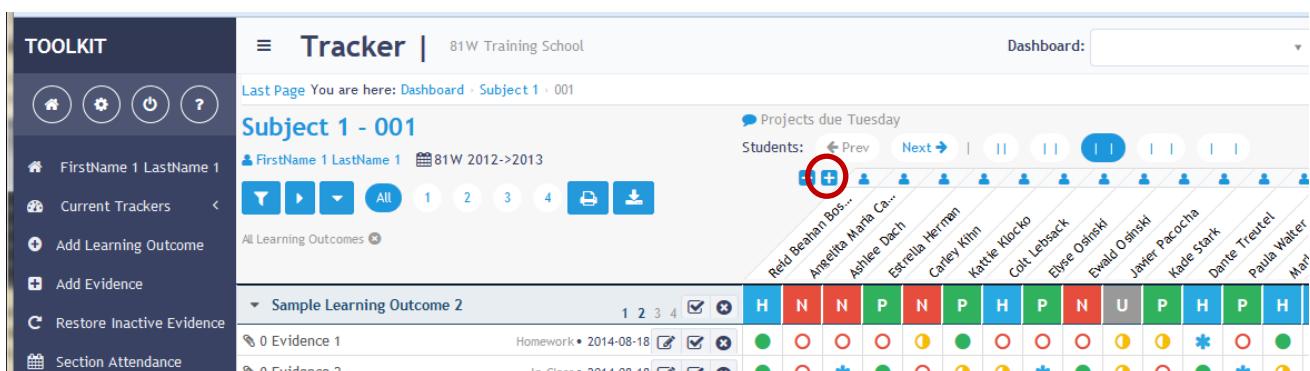


Student Maintenance
Create Student

Student ID:	*
First Name:	*
Last Name:	*
Student Email:	
Grade Level:	*
Street Address:	
City:	
State:	
Zip Code:	
Race:	
Gender:	*
Special:	False
Parent Email:	
Parent:	Never
Subscription:	Cancel Save
Status:	

Enroll Student in a Section

- 1) Teachers can add students to any of their tracker sections. To add a student to a section, click on the plus sign () on left side of the student listing at the top of the Tracker screen.



TOOLKIT

Tracker | 81W Training School

Last Page You are here: Dashboard > Subject 1 - 001

Subject 1 - 001

FirstName 1 LastName 1 81W 2012->2013

All Learning Outcomes

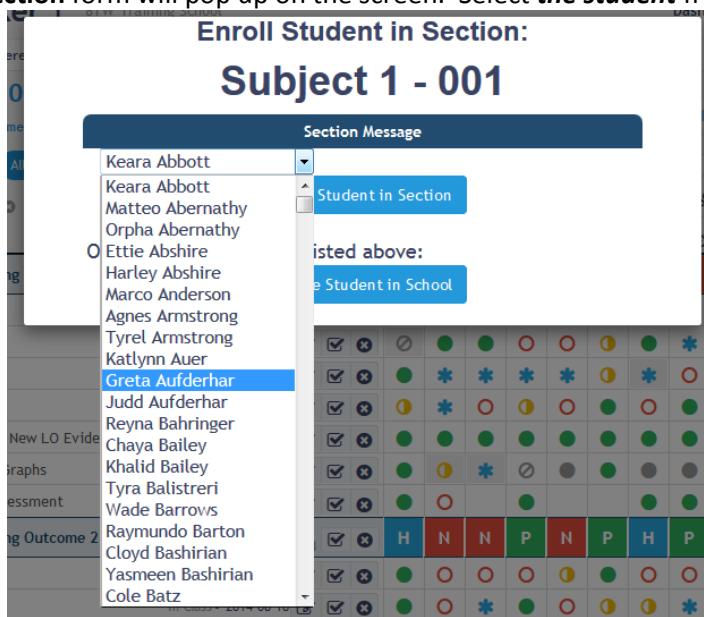
Sample Learning Outcome 2

0 Evidence 1 Homework • 2014-08-18

0 Evidence 2 In-Class • 2014-08-18

Students: Reid Beahan Bog... Angelita Maria Ca... Ashlee Dach Estrella Herm... Carley Kinn Kattie Kloko Colt Lebsack Elyse Olsinski Evald Ojanski Javier Pacocha Kate Stark Dante Treutel Paula Walter Marl

- 2) The **Enroll Student in Section** form will pop up on the screen. Select **the student** from the drop down menu.



Enroll Student in Section:
Subject 1 - 001

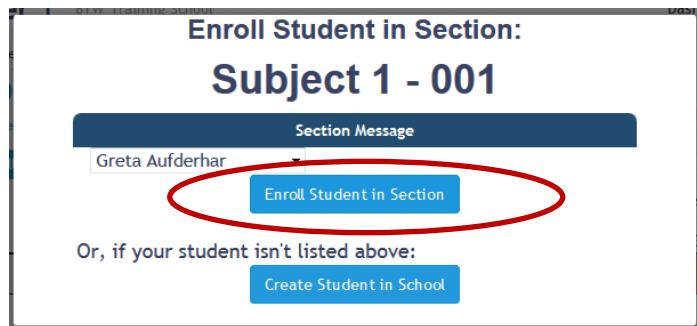
Section Message

Student in Section

Greta Aufderhar

H	N	N	P	N	P	H	P	N	U	P	H	P	H
---	---	---	---	---	---	---	---	---	---	---	---	---	---

- 3) Once the name is selected, select the button for **Enroll Student in Section**.



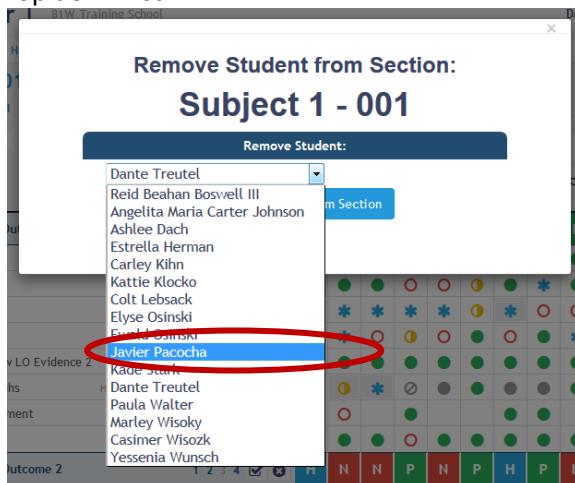
- 4) Repeat steps 2 and 3 until all students are added.
- 5) If the student is not listed, select see directions for **Create Student in School** (*See Create Student in a School for further information*)

Remove Student from Class section

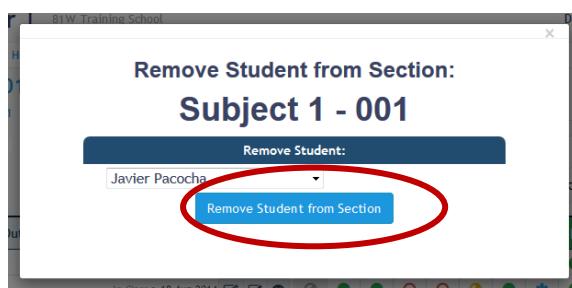
- 1) Teachers have the ability to remove students from any of their Tracker sections. To remove a student from a section, click on the minus sign (-) on the left side of the student listing at the top of the Tracker screen.

The screenshot shows the PARLO Tracker interface for 'Subject 1 - 001'. On the left is a 'TOOLKIT' sidebar with icons for Home, Settings, Power, and Help. The main area displays student names in a grid. A red circle highlights the blue plus sign (+) icon located in the top right corner of the student list area, just above the student names.

- 2) Select the name from the drop down list.



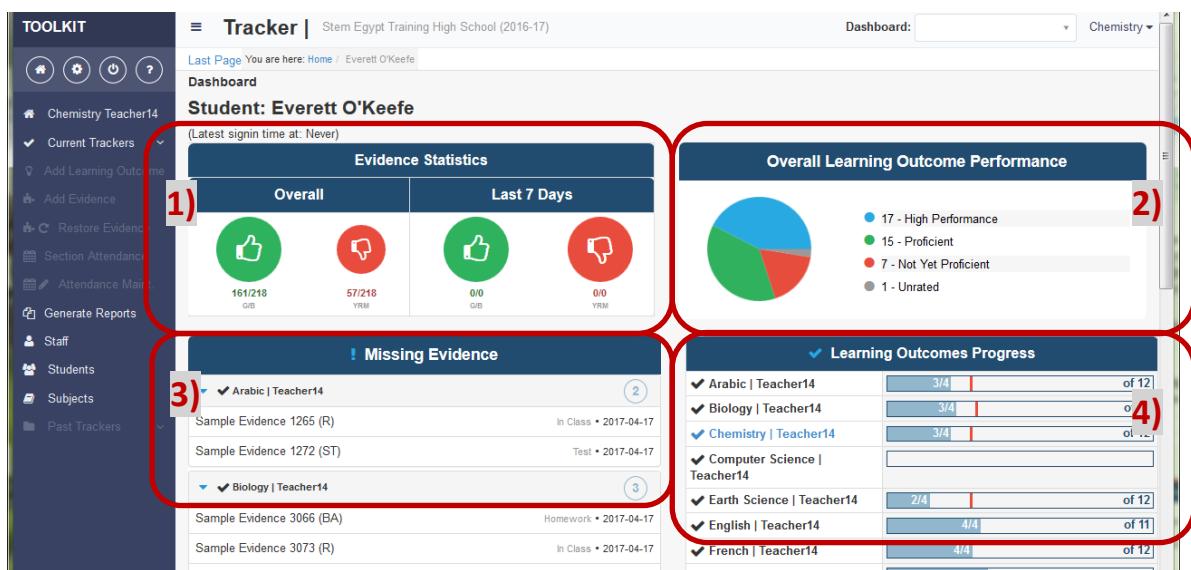
- 3) Click on the **Remove Student** button and the student will no longer show on the Tracker.



Student Screens

Student Dashboard

- 1) Two  showing the number of pieces of evidence for all sections/subjects rated at green or blue out of the total number of pieces of evidence. Two  showing the number of pieces of evidence for all sections/subjects rated at yellow or red out of the total number of pieces of evidence. Of the two statistics, the large fraction will show a larger icon. The left set shows the overall performance for the entire academic year. The right set shows the past week.
- 2) A pie chart showing the performance for all the learning outcomes that have been rated for all sections/subjects.
- 3) Any evidence that was not turned in on time listed by each subject
- 4) Learning Outcomes Progress shows the number of Learning Outcomes at Proficient or High Performance out of the total number of rated Learning Outcomes out and the total number of Learning Outcomes by subject. The **red line** (|) indicates where the progress meter would be if the student were proficient or better in all learning outcomes for that subject.



- 5) Teachers can only view a student's tracker page for their own class sections, they cannot see a student's performance in other class sections To view a specific subject, click on the hyperlink for the subject name (IE: Science) to bring up a screen similar to the one on the next page:

Student Tracker

The screenshot shows the 'Tracker' section for '81W Training School'. The left sidebar contains a 'TOOLKIT' with various icons and links for managing trackers, learning outcomes, evidence, staff, students, subjects, and reports. The main area displays 'Subject 1 | 001'.

4) Section Announcement: Please turn in projects Friday

Evidence Statistics:

Overall	Weekly
20/32 G/B	12/32 YRM
0/0 G/B	0/0 YRM

Overall Learning Outcome Performance:

Legend: 2 - High Performance (Blue), 1 - Proficient (Green), 2 - Not Yet Proficient (Red), 0 - Unrated (Grey)

Learning Outcome / Evidence:

Sample Learning Outcome 1 (High Performance):

- Evidence 1: Homework • 18-Aug-2014 (Green)
- Evidence 2: In-Class • 18-Aug-2014 (Red)
- Evidence 3: Quiz • 18-Aug-2014 (Blue)
- Evidence 4: Test • 11-Dec-2014 (Yellow)
- In-Class • 22-Jan-2015 (Green)
- Homework • 24-Jan-2015 (Grey)
- Quiz • 31-Jan-2015 (Green)
- Quiz • 26-Feb-2015 (Red)

Sample Learning Outcome 2 (Proficient):

- Evidence 1: Homework • 18-Aug-2014 (Blue)
- Evidence 2: In-Class • 18-Aug-2014 (Red)
- Evidence 4 with a really re...: Test • 18-Aug-2014 (Blue)
- Homework • 22-Jan-2015 (Blue)

Sample Learning Outcome 3 (High Performance):

- Evidence 1: Homework • 09-Dec-2014 (Green)

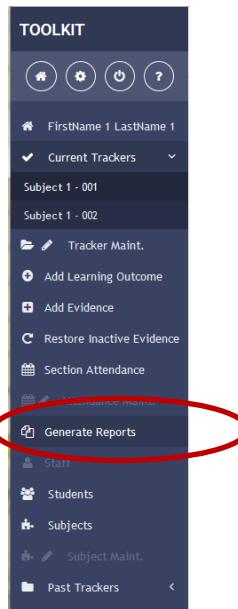
Sample Learning Outcome 4 (Not Yet Proficient):

- Evidence 1: Homework • 09-Dec-2014 (Grey)

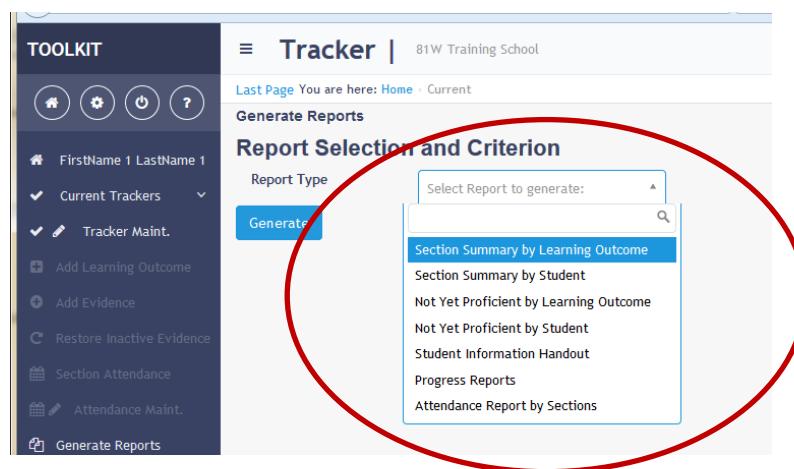
- 1) **Evidence Statistics:** Two green thumbs up showing the number of pieces of evidence for all sections/subjects rated at green or blue out of the total number of pieces of evidence. Two red thumbs down showing the number of pieces of evidence for all sections/subjects rated at yellow or red out of the total number of pieces of evidence. Of the two statistics, the large fraction will show a larger icon. The left set shows the overall performance for the entire academic year. The right set shows the past week. **Overall Learning Outcome Performance:** A pie chart showing the performance for all the learning outcomes that have been rated for all sections/subjects.
- 2) The **Learning Outcomes** show what a student should know by the end of the course. *High Performance*, *Proficient*, *Not Yet Proficient* and *Unrated* show where the student is in their learning.
- 3) Below the Learning Outcomes are the assignments, projects, tests, etc. (*Evidence*) that have been given, the **due date**, and how the student is progressing in learning. **Blue (★)** means demonstrating a high level of understanding of the material and can only be given on select pieces of evidence, **Green (●)** means demonstrates understanding, **Yellow (○)** progressing in learning but has not demonstrated full understanding, **Red (○)** demonstrating little or no understanding, **Grey (⊖)** means missing, and **Grey (●)** the evidence has not been rated yet. Any feedback the teacher has provided will show in the right column. A piece of Evidence that has a green R (R) to the left is an extra assignment the teacher has provided the student to help demonstrate a higher level of understanding of a Learning Outcome. Links either open files or URLs for the assignment.
- 4) Teacher messages for an entire Tracker section are displayed as **Section Announcements**.

Reports

- 1) There are several reports available in the system. To access them, click **Generate Reports** under the Toolkit.



- 2) **There are seven reports** available in the system. To run a report, drop down the menu and select the desired report.



- 3) Additional information needed to run the report, such as section number, will display in form fields on the screen. Populate the information and then click **Generate** to display the report.

Tracker Usage

The Tracker Usage report provides a summary count of the evidence and learning outcomes (LOs) in the system for each teacher and section. **# Evidences** column shows the total number of pieces of evidence that have been entered into the system (See **Tracker Class Section-Evidence for a Learning Outcome** for more information). **# Evidences Rated** shows the total number of evidences that have at least one rating entered (See **Tracker Class Section-Assessments for Evidence** for more information). **# LOs** column shows the total number of Learning Outcomes that are added to the Tracker sections (See **Tracker Class Section- Learning Outcome** for more information). **# LOs Rated** shows the total number of Learning Outcomes that have at least one rating entered (See **Tracker Class Section-Assessments for Learning Outcomes** for more information). Each teacher's name can be expanded or collapsed to show the sections assigned to them. The counts on the teacher row are a sum of all the sections that they teach while the section rows show the count only for that section.

The screenshot shows the 'Tracker' interface for 'Stem Egypt Training High School (2016-17)'. The left sidebar contains a 'TOOLKIT' with various icons and a dropdown for 'Eth Admin'. The main area displays 'Tracker Activity for School Stem Egypt Training High School' with a table of sections and their metrics. The table has columns: Section, # Evidences, # Evidences Rated, # LOs, and # LOs Rated. The data includes sections like 'Eth Subject Manager -', 'Arabic Teacher1 -', 'Arabic Teacher2 -', etc., with counts ranging from 0 to 96. Some sections are expanded to show individual teacher details.

Section	# Evidences	# Evidences Rated	# LOs	# LOs Rated
Eth Subject Manager -	0	0	0	0
Arabic Teacher1 -	96	46	24	8
Arabic Teacher2 -	96	46	24	8
Arabic Teacher3 -	96	46	24	8
Arabic - Section 4	48	23	12	4
Arabic - Section 5	48	23	12	4
Arabic Teacher4 -	96	46	24	8
Arabic - Section 6	48	23	12	4
Arabic - Section 7	48	23	12	4
Arabic Teacher5 -	96	46	24	8
Arabic Teacher6 -	96	46	24	8
Arabic Teacher7 -	96	46	24	8
Arabic Teacher8 -	96	46	24	8

Section Summary by Learning Outcome

The Section Summary by Learning Outcome report requires that a section be selected from the drop down list to run the report. This report displays **1)** a pie chart of the **percentage of rated Learning Outcomes** for each of the achievement levels as well as **2)** the **number of students** who perform at each of the achievement levels for each of the Learning Outcomes for one class section. Note that the achievement levels are High Performance (**H**), Proficient (**P**), Not Yet Proficient (**N**), and Unrated (**U**).

The screenshot shows the 'Tracker' interface for 'B1W Training School'. The left sidebar is identical to the previous screenshot, with a red box highlighting the 'Tracker Maint.' icon and the number '2)' next to it. The main area displays 'Section Summary by Outcome' for 'Subject 1 - 001'. It includes a table of learning outcomes and their student counts across achievement levels (H, P, N, U) and a pie chart showing the percentage distribution. The pie chart is labeled 'Summarized by Outcome'.

Learning Outcome	H	P	N	U
Sample Learning Outcome 1	4	5	3	1
Sample Learning Outcome 2	5	4	3	1
Sample Learning Outcome 4	3	4	6	0
Sample Learning Outcome 3	3	6	3	1
Sample Learning Outcome 5	3	4	6	0
Sample Learning Outcome 7	0	0	0	0
Sample Learning Outcome 6	0	0	0	0
Sample Learning Outcome 9	0	0	0	0
Total	18	23	21	3

1) Summarized by Outcome

Section Summary by Student

The Section Summary by Student report requires that a section be selected from the drop down list to run the report. This report displays 1) a pie chart of the **percentage of rated Learning Outcomes** for each of the achievement levels as well as 2) the **number of rated Learning Outcomes** each student has at each of the achievement levels for one class section. Note that the achievement levels are High Performance (H), Proficient (P), Not Yet Proficient (N), and Unrated (U). 3) Teachers can drill down to specific students' tracker screens either by clicking on the student name or selecting the ✓ next to the name.

The screenshot shows the 'Section Summary by Student' report interface. On the left is a dark sidebar with various tracking and reporting functions. In the center, there's a table showing student names and their counts across four achievement levels (H, P, N, U). To the right is a pie chart titled 'Summarized by Outcome'. Red boxes and numbers highlight specific features: '2)' points to the sidebar menu, '3)' points to a student name in the table, and '1)' points to the pie chart.

Learning Outcome	H	P	N	U
✓ Angelita Maria Carter Johnson	0	0	5	0
✓ Ashlee Dach	0	4	1	0
✓ Estrella Herman	2	1	2	0
✓ Carlee Kihm	2	0	3	0
✓ Kattie Klocko	1	3	1	0
✓ Colt Lebsack	2	1	2	0
✓ Elyse Osinski	1	1	3	0
✓ Javier Pacocha	0	2	1	2
✓ Dante Treutel	2	1	2	0
✓ Paula Walter	1	3	1	0
✓ Marley Wisoky	1	4	0	0
✓ Casimer Wlsozki	3	2	0	0
✓ Yessenia Wunsch	3	1	0	1
Total	18	23	21	3

Not Yet Proficient by Learning Outcome

The Not Yet Proficient by Learning Outcome report requires that a section be selected from the drop down list to run the report. This report displays a **list of rated Learning Outcomes** and each of the **Students that have not yet shown Proficiency** for one class section. Only Learning Outcomes that have students who are not yet proficient will be displayed. The number to the right of the learning outcome indicates the number of students. The listing of students under each learning outcome can be expanded or collapsed by toggling the ▲ and ▼ buttons.

The screenshot shows the 'Not Yet Proficient by Learning Outcome' report. It lists learning outcomes with the count of students not yet proficient. Below each outcome, a list of student names is shown, some with a collapse/expand arrow. A red box highlights the list of students for 'Sample Learning Outcome 1'. Red numbers (4, 8, 3) are placed near the arrows to indicate the count of students for each outcome.

Learning Outcome	Count
▼ Sample Learning Outcome 1	4
Reid Beahan Boswell III	
Angelita Maria Carter Johnson	
Kattie Klocko	
Elyse Osinski	
▶ Sample Learning Outcome 2	8
▶ Sample Learning Outcome 4	
▼ Sample Learning Outcome 3	3

Not Yet Proficient by Student

The Not Yet Proficient by Student report requires that a section be selected from the drop down list to run the report. This report displays a **list of Students** and each of the **rated Learning Outcomes where they have not yet shown Proficiency** for one class section. Only students who have learning outcomes where they are not yet proficient will be displayed. The number to the right of the student's name indicates the number of learning outcomes. The listing of learning outcomes under each student can be expanded or collapsed by toggling the ▶ and ▽ buttons.

The screenshot shows the 'Tracker' application interface. On the left, a sidebar titled 'TOOLKIT' contains various menu items such as 'Current Trackers', 'Add Learning Outcome', 'Restore Inactive Evidence', 'Section Attendance', 'Attendance Mgmt.', 'Generate Reports', 'Staff', 'Students', 'Subjects', 'Subject Maint.', and 'Past Trackers'. The main content area is titled 'Not Yet Proficient by Student'. It has three columns: 'Subject', 'Sections', and 'Learning Outcomes'. Under 'Subject', it shows 'Subject 1'. Under 'Sections', it shows '001'. Under 'Learning Outcomes', it shows 'All'. Below this, there is a section titled 'NYP by Student' with a red border. It lists several students with their respective sample learning outcomes and counts: Angelita Maria Carter Johnson (5), Ashlee Dach (1), Estrella Herman (2), and Carley Kihn (3). Each student entry has a ▽ button to expand/collapse the list of outcomes.

Student Information Handout / Student Information Handout by Grade Level

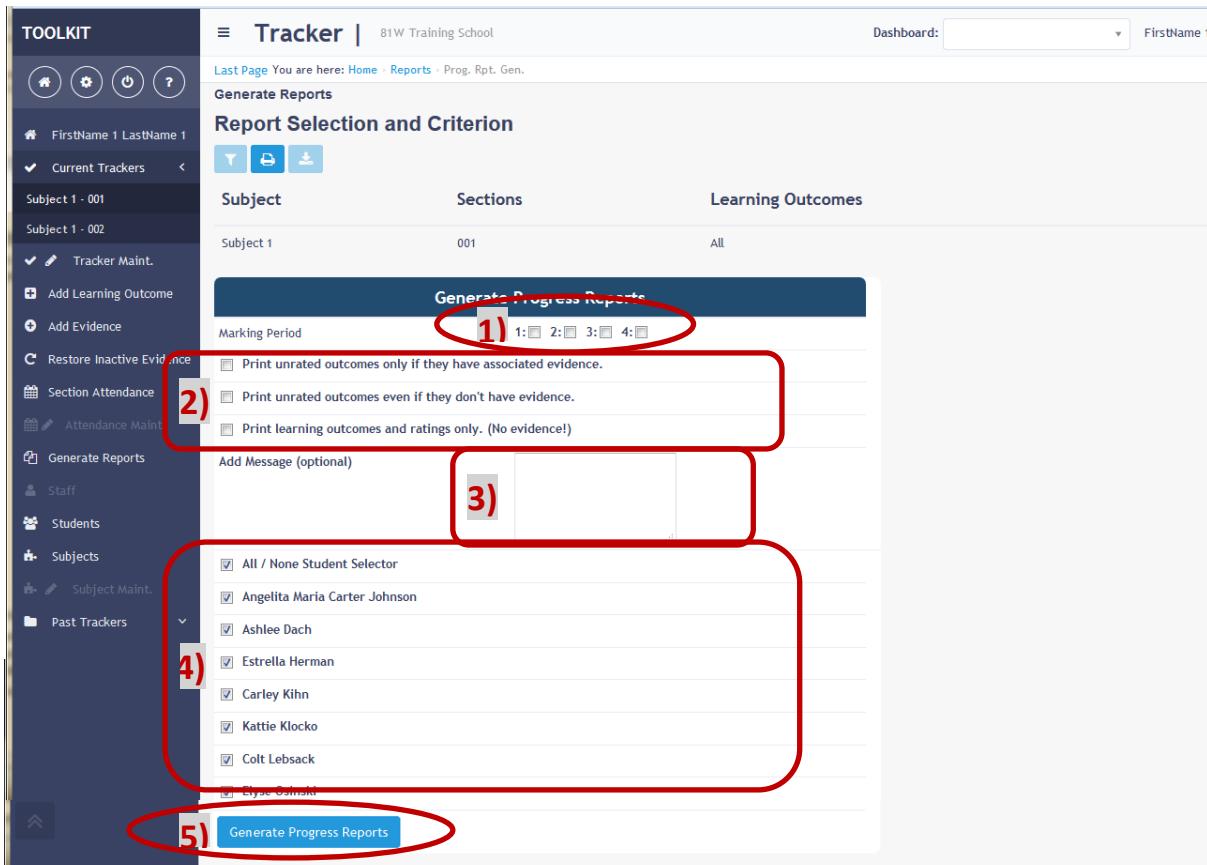
The Student Information Handout and Student Information Handout by Grade Level reports generate a PDF file with account information only for students whose password and/or parent's password is a *temporary password*. The Student Information Handout requires that a section be selected from the drop down list to run the report. The Student Information Handout by Grade level runs for all students and parents regardless of section enrollment and is sorted by the student's grade level. The file is set up so that it can be cut and each section be giving to an individual. Please note that both the student and the parent's accounts show on this handout, so it should only be given to a person who should have the information for both.

The screenshot shows a PDF document with three sections, each representing a student. The first section is for 'Feasel, Jack', showing student username tac_jfeasel and temporary password 2f68a4d5ed, and parent username tac_jfeasel_p and temporary password 323bd224ca. It also includes a link to log into the Progress Tracker at <https://tracker.parloproject.org>. The second section is for 'Jones, Scott', showing student username tac_sjones and temporary password 29cb7e8576, and parent username tac_sjones_p and temporary password 29cb7e8576. It also includes a link to log into the Progress Tracker at <https://tracker.parloproject.org>. The third section is for 'Smith, John', showing student username tac_jsmith. The PDF has standard toolbar icons at the top.

NOTE: Depending on the internet browser set up, this file may open a separate PDF window or download to your computer. After view the file, close the window and click on the Browser to resume working in Tracker. If the file opens within the Browser, press the Back button on the browser tool bar to return to the Tracker.

Progress Reports

Teachers may choose to give regular progress reports to students and can generate them for a single section with the Student Progress Reports. The Progress Reports require that a section be selected from the drop down list to run the report.



- 1) Select the marking periods to include on the Progress Reports.
- 2) There are three options for what information is displayed on the Progress Reports. These options can be used in conjunction with one another to further customize the Progress Reports. Descriptions of what each option will produce on the Progress Reports are below:
 - a. Print unrated outcomes only if they have associated evidence.
 - i. **Rated Learning Outcomes** and their **Ratings**
 - ii. **All Evidence** for *rated* Learning Outcomes and their **Ratings**
 - iii. **Unrated Learning Outcomes** that have Evidence
 - iv. **All Evidence** for *unrated* Learning Outcomes and their **Ratings**
 - b. Print unrated outcomes even if they don't have evidence.
 - i. **All Rated and Unrated Learning Outcomes** and their **Ratings**
 - ii. **All Evidence** for all Learning Outcomes and their **Ratings**.
 - c. Print learning outcomes and ratings only. (No evidence!) –
Rated Learning Outcomes and their **Ratings**
 - d. Option **a.** in conjunction with option **c.**
 - i. **Rated Learning Outcomes** and their **Ratings**
 - ii. **Unrated Learning Outcomes** that have Evidence and their **Ratings**.
 - e. Option **b.** in conjunction with option **c.**
All Rated and Unrated Learning Outcomes and their **Ratings**
- 3) Teacher can include a note on all Progress Reports by entering it in the **Add Message** field. **NOTE: This message will appear on ALL Progress Reports.**

- 4) **Individual Students** can be included or excluded from the Progress Reports by **checking or unchecking** the check box () next to the students' name. **All Students** can be checked or unchecked using the **Select All / None** check box ().
- 5) Select **Generate Progress Reports**. A sample of the PDF file that is produced is below.

The screenshot shows a PDF document titled "136-6.pdf - Adobe Reader". The document header includes the student's name, Barnes, Jennifer, and her teacher, Taylor Academy Science, taught by Laura Taylor. Below this is the title "Progress Report: Marking Period(s) 1, 2, and 3".

Rating Count

Rating	Count
High Performance	1
Proficient	1
Not Yet Proficient	0
Total Ratings	2

Proficient: Science Outcome Number 1

Marking Period(s) 1

	Homework	G	
piece of evidence	Exit Ticket	G	focus on question 2
test attachment	Test	U	
Diagramming worksheet	Homework	G	
Extra worksheet	Exit Ticket	U	
End of unit quiz	Quiz	U	
Activity 3	Homework	U	
Quiz	Quiz	G	
Egg Drop Lab	Project	U	

High Performance: Science Outcome Number 2

Marking Period(s) 1 and 2

	Homework	B	
Vectors Worksheet	Homework	B	
Diagramming worksheet	Homework	G	
Unit Test	Test	B	
/jo kig ghn	Exit Ticket	Y	
activity 3	In-Class	G	
ukj byif76ib jkl	Exit Ticket	U	

Unrated: Science Outcome Number 3

Marking Period(s) 1 and 2

	In-Class	G	
activity 3	Project	U	
Group Project	Quiz	U	
End of unit quiz	Homework	U	
Extra work	Homework	U	
reasessment work	Homework	U	

Unrated: Science Outcome Number 4

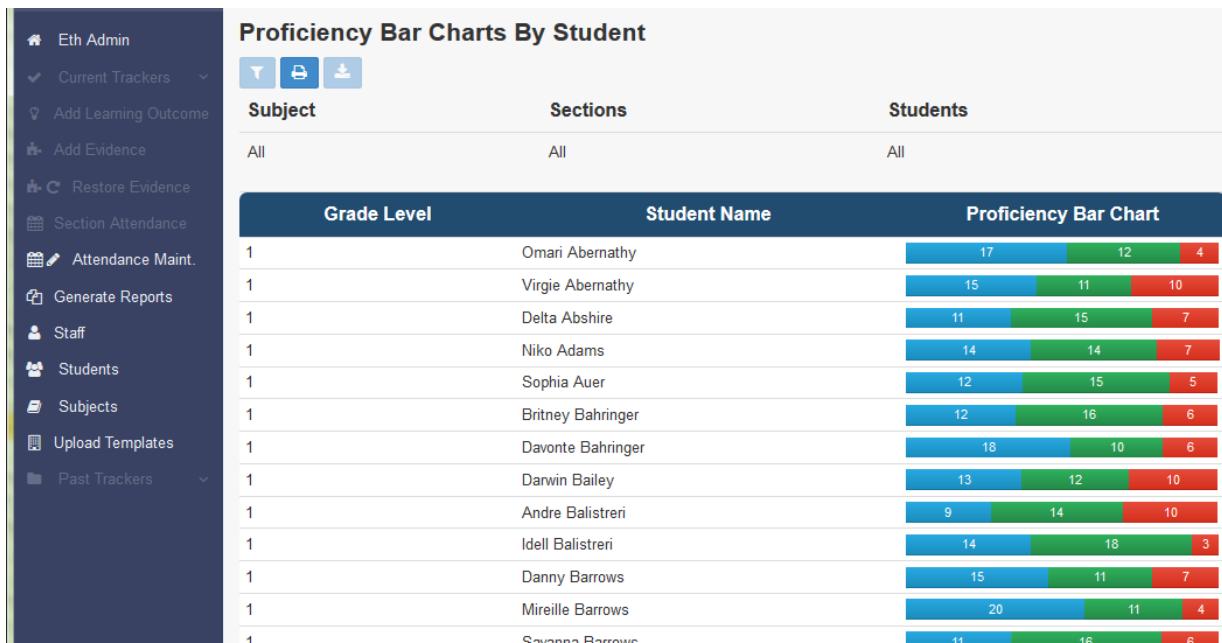
Marking Period(s) 2 and 3

evidence on unrated outcome	In-Class	U
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NOTE: Depending on the internet browser set up, this file may open a separate PDF window or download to your computer. After view the file, close the window and click on the Browser to resume working in Tracker. If the file opens within the Browser, press the Back button on the browser tool bar to return to the Tracker.

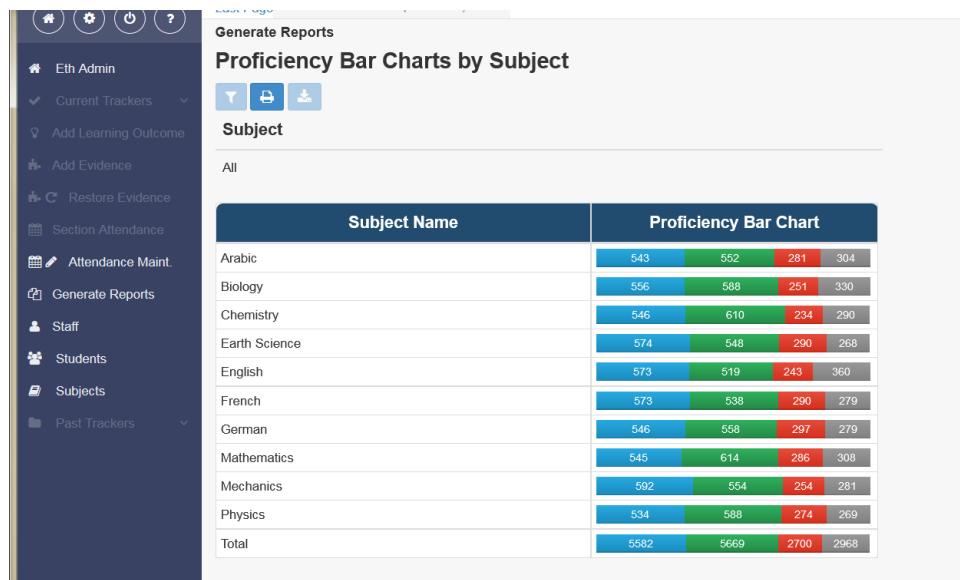
Proficiency Bar Charts by Student

The **Proficiency Bar Charts by Student** report provides a snapshot of how each student is rated for all the Learning Outcomes in an academic year. The calculations are based on summations across all sections and learning outcomes. For example, if a student is enrolled in 5 subjects with 10 rated learning outcomes then the total number of Learning Outcomes on the chart is 50. This listing will show all students in the school.



Proficiency Bar Charts by Subject

The **Proficiency Bar Charts by Subject** report provides a snapshot of how all students within one subject are rated for all the Learning Outcomes. The calculations are based on summations across all sections and learning outcomes. For example, if there are 10 students is enrolled each of the 2 sections in the subject and both have 5 rated learning outcomes, then the total number of Learning Outcomes on the chart is 100. This listing will show all subjects in the school.



Progress Meters by Subject

The **Progress Meters by Subjects** report provides a snapshot of how many Learning Outcomes are rated out of all the Learning Outcomes in the subject. The calculations are based on summations across all sections and learning outcomes. For example, if there are 7 sections each with a 10 Learning Outcomes the “out of” is 70. If each section has 5 rated learning outcomes then the number in blue is 35. This listing will show all subjects in the school.

The screenshot shows a software application window titled "Generate Reports" with a sub-section titled "Progress Meters by Subject". On the left is a sidebar menu with various administrative options like "Eth Admin", "Current Trackers", "Add Learning Outcome", etc. The main area displays a table with two columns: "Subject Name" and "Progress Meter". The table lists ten subjects with their respective progress counts:

Subject Name	Progress Meter
Physics	111 out of 301
Mechanics	113 out of 252
Mathematics	119 out of 323
German	112 out of 140
French	112 out of 336
English	113 out of 309
Earth Science	112 out of 335
Chemistry	112 out of 335
Biology	115 out of 305
Arabic	112 out of 343

Report Cards

School Administrators may choose to give report cards to students and can generate them for a single grade level with the Report Cards Report. The Report Cards require that a grade level be selected from the drop down list to run the report. Before running this report, please make sure the email address on the settings screen because the pdf file is emailed to the current user. After they are processed by the system, you will receive an email with a .pdf file attached with all the report cards.

The screenshot shows a software application window titled "Tracker | 81W Training School". The left sidebar contains a "TOOLKIT" with various administrative functions. The main area is titled "Report Selection and Criterion" and includes fields for "Report Type" (set to "Report Cards"), "Grade Level:" (dropdown menu), and a "Generate" button. A message at the top right says "Report card has been queued for processing". The "Grade Level:" dropdown menu is open, showing a list of numbers from 5 to 12, with "9" highlighted.

Account Activity Report

The **Account Activity Report** shows the account activity for Staff, Students and / or Parents by selecting the appropriate check box () or combination of check boxes (). One or more check boxes must be selected. If no boxes are selected, no data will show on the report when it is generated.

The screenshot shows the 'Report Selection and Criterion' section of the tracker system. On the left is a sidebar with various menu items. The main area has a dropdown for 'Report Type' set to 'Account Activity Report'. Underneath are three checkboxes: 'Show Staff' (unchecked), 'Show Students' (unchecked), and 'Show Parents' (unchecked). A blue 'Generate' button is at the bottom.

The report provides the login ID, the user's role (teacher, counselor, school administrator, student or parent), the individual's name, as well as the number of times and the last date that the individual logged in to the system. There is also a **Temporary Password** column which will display the system generated password if the individual has not reset it.

Account Activity						
School				User Types		
ETH - Stem Egypt Training High School				Students, Parents		
Username	Roles	Given / First Name	Family / Last Name	Temporary Password	Sign In Count	Last Sign In At
eth_student1	student	Moises	Satterfield	Reset Password	0	
eth_student1_p	parent			9651cd9864 Reset Password	0	
eth_student10	student	Alia	Muller	Reset Password	0	
eth_student10_p	parent			7e9fc943ff Reset Password	0	
eth_student100	student	Jodie	Waters	Reset Password	0	
eth_student100_p	parent			23e7ebfdda Reset Password	0	
eth_student101	student	Enrique	Skiles	Reset Password	0	

School Administrators have the ability to reset a specific user's password on this screen by selecting the **Reset Password** button. When this button is selected, the system will generate a new password for the individual, display the new temporary password on the report and send an email message to the email address on the individual's user record with the correct URL or website, their user ID and the temporary password. The next time that user logs into the system, they will be prompted to change their password. A sample of the email message is below:

From: Trackersupport@moe.edu.eg
Subject: Password change for Tracker System.
Date: February 16, 2017 at 11:13:19 AM EST
To: user@schoolname.edu

Hello *User*,

Your password has been reset for the Tracker System. If this is a mistake, please see your School IT Support Team for assistance. The link to the Tracker System is <http://tracker.stemmaster.moe.edu.eg>. Your username is : *sch_username*. Your temporary password is : 59481f942a (you will be asked to change it to your own personal secure password when you first log in)

If you have any problems, please see School IT Support Team for assistance and they will work with the Tracker Support Team to resolve any issues.

Thanks for using the Tracker System and have a great day!
Sincerely,
Tracker Support Team

Attendance Report

The **Attendance Report** displays all the students and a count of each of the Attendance Types that have been recorded for them in the subject and date range specified. This report can also be run for a single class section. In the example below, the school has Attendance Types of Absent and Tardy.

The screenshot shows the 'Attendance Report' interface. On the left is a sidebar with navigation links: Chemistry Teacher14, Current Trackers, Add Learning Outcome, Add Evidence, Restore Evidence, Section Attendance, Attendance Maint., Generate Reports, Staff, Students, Subjects, and Past Trackers. The main area has a title 'Attendance Report' with icons for print, export, and search. A 'Report Selection and Criterion' panel includes fields for Report Type (Attendance Report), Subject (Chemistry), Section (All), Date Range (2016-09-01 thru 2017-06-30), and Attendance Type (All Attendance Types). Below this is a table titled 'Attendance Report' with columns ID, Student Name, Absent, and Tardy. The table lists students: Cristopher Schmitt (Absent: 1, Tardy: 0), Destin Johnston (Absent: 0, Tardy: 1), Glennie Runte (Absent: 0, Tardy: 1), Iliana Fahey (Absent: 0, Tardy: 1), Alysa Haag (Absent: 1, Tardy: 0), Kip Thiel (Absent: 0, Tardy: 1), and Muri Stakes (Absent: 1, Tardy: 0).

Student Attendance Detail Report

The **Student Attendance Detail Report** displays each student, the date of the attendance record and a total for each of the Attendance Types for the date range specified. This report can also be run for one specific student and/or one specific Attendance Type. The Show Details check box (□) provides the section numbers for each of the attendance items. In the example below, the school has Attendance Types of Absent and Tardy.

The screenshot shows the 'Student Attendance Detail Report' interface. The sidebar is identical to the previous screenshot. The main area has a title 'Student Attendance Detail Report' with icons for print, export, and search. A 'Report Selection and Criterion' panel includes fields for Report Type (Student Attendance Detail Report), Student (All), Date Range (2016-09-01 thru 2017-06-30), Attendance Type (All Attendance Types), and Show Details (checkbox checked). Below this is a table titled 'Student Attendance Report' with columns Date, Section, Absent, and Tardy. The table lists students: Alysa Haag (Date: 2017-05-08, Section: Chemistry - Section 26, Absent: 1, Tardy: 0), Total 2017-05-08 (Absent: 1, Tardy: 0), Total: (Absent: 1, Tardy: 0), Julia Lesch (Date: 2017-03-16, Section: Chemistry - Section 27, Absent: 0, Tardy: 1), Total 2017-03-16 (Absent: 0, Tardy: 1), 2017-05-10 (Section: Chemistry - Section 27, Absent: 0, Tardy: 1), Total 2017-05-10 (Absent: 0, Tardy: 1), and Kevin Kautzer (Total: (Absent: 0, Tardy: 2)).

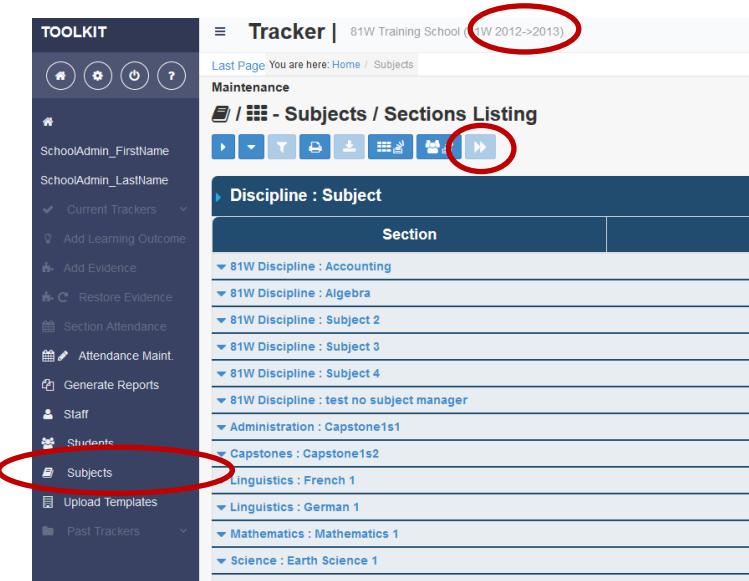
New Year Roll-Over Process and Data Uploads

In order to prepare for the new academic year, each school needs to update the Learning Outcomes from the new curriculum, add any new teachers and students into the system, and create sections with student enrollments and teacher assignments.

The **New Year Roll-Over** is a process that runs behind the scenes when initiated by a School Administrator. There are five segments for loading data into the system for a new school year. They are **Bulk Upload of Staff**, **Bulk Upload of Students**, **Bulk Enter Sections**, **Bulk Enter Teaching Assignments**, and **Bulk Enter Student Assignments**. Some of the segments require a data file to be created outside of Tracker. In those instances, an excel file template is available for download. Some segments are required in order to complete other segments. Any prerequisite is listed at the beginning of that segment's instructions.

New Year Roll-Over

The **New Year Roll-Over** is a process that runs behind the scenes when initiated by a School Administrator. This will pull the Learning Outcomes from the main system and update them for all subjects and sections. Learning Outcomes that are no longer used are inactivated. Any Subject that did not exist in the school but is now a part of the curriculum is added to the school. The last step of the process is to increment the school year displayed at the top of the screen. *If this is a brand new school, this process does not need to be run for the first academic year.*



Check the date at the top of the screen. If it is the current academic year, the process has already been complete.

If the academic year displayed is not the current year, run the Roll-Over process by selecting **Subjects** from the Toolkit and clicking the Roll-Over button at the top of the screen. This will run the curriculum update and, when finished, display a message of Curriculum Roll Over complete.

If the button is greyed out, then either the main system still needs to be updated for the new year or the Roll-Over process has already been completed for the new academic year.

Staff Bulk Upload

Several staff for a school can be uploaded into Tracker at one time from an Excel spreadsheet. See **Staff-Create Staff in School** for directions on adding an individual staff person.

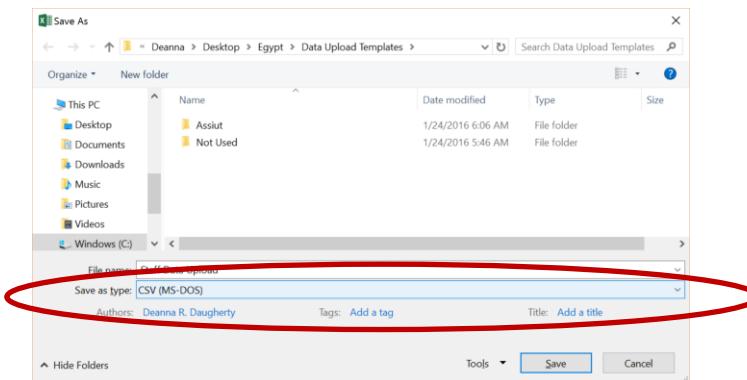
- 1) A template spreadsheet for the Staff Data Upload will be available for download on the Staff screen. The columns on the spreadsheet marked with a red asterisk (*) are required to create each staff person. The Position column is a select list for the role the person has in the school and each position has specific access in the system:

- Principals, Deputies, and IT Staff are given School Administrator access to the system and can add teachers, students, and sections. School Administrators can also add sections and assign teachers and students to those sections.
- Teachers can add or remove students from their class sections
- Counselors can view individual student records, class sections and run reports.

An example of the excel spreadsheet is shown below.

B	C	D	E	F	G	H	
1	Staff ID	* First Name	* Family Name	School	* School Acronym	* Email	* Position
2	Hamada	Fahmy		8th October	OCT	principal@stemegypt.edu.eg	A-Principal
3	Mahmoud	Abbas Naeem		6th October	OCT	mahmoud.abbas@stemegypt.edu.eg	T-Teacher
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

- 2) Once the spreadsheet is complete, save it as a .csv file by selecting **File-Save As**. Drop down the **Save as Type** and select **.CSV MS-DOS** before clicking Save. Remember where this file is saved because it is used in the next step.



- 3) After saving the spreadsheet, go in to Tracker, select **Staff** and click on the **Bulk Staff Upload** icon.

The screenshot shows the 'TOOLKIT' sidebar on the left with various menu items like 'Current Trackers', 'Add Learning Outcome', 'Add Evidence', etc. Below it, under 'Generate Reports', is a 'Staff' menu item which is also circled in red. The main content area is titled 'All Staff for Uptown High School' and shows a table with columns 'ID' and 'First Name'. At the top of this area, there is a toolbar with several icons, one of which is circled in red.

- 4) Click on **Browse** and find the .csv file that was saved in step 2 and click **Open**. Select **Preview Mode** to verify the information to be loaded into the system and then click **Upload**.

This screenshot shows the 'Staff Bulk Upload' page. It has a 'Staff Upload File:' input field containing 'Staff Data Upload.csv' and a checked 'Preview Mode?' checkbox. Below these are 'Browse...' and 'Upload' buttons. The background shows the same 'TOOLKIT' sidebar as the previous screenshot.

- 5) If there are any problems with the file, the errors will be displayed on the screen. The data is shown in the same order as it appears on the spreadsheet and the line numbers correspond with the row numbers. All data errors need to be fixed in the spreadsheet and it will need to be saved again as a .csv file. Repeat Step 4 to load the spreadsheet into Tracker. These steps will need to be repeated until all errors are resolved.

This screenshot shows the 'Staff Bulk Upload' page with errors displayed. The 'Errors exist - see below' section lists 'Lines with Duplicated Emails Errors by email address' and provides line numbers for each error. The main table shows staff data with errors highlighted in red. The first error is 'Duplicate Email, Email is invalid' for line 5, 'rhameid@uptown.edu'. Other errors include 'Duplicate Email, Email is invalid' for lines 6, 7, 9, and 10. The table has columns: Line, First Name, Family Name, Acronym, Email, Position, and Errors.

Line	First Name	Family Name	Acronym	Email	Position	Errors
2	Israa	Soliman	UP	principal@uptown.edu	A-Principal	
3	Naeem	Mahmoud	UP	nmahmoud@uptown.edu	T-Teacher	
4	Salf	Ramadan	UP	sramadan@uptown.edu	A-Deputy	
5	Randh	Hameid	UP	rhameid@uptown.edu	A- IT	Duplicate Email, Email is invalid
6	Khalid	El Saedy	UP	kelsaedy@uptown.edu	C-Counselor	Duplicate Email
7	Randh	Hameid	UP	rhameid@uptown.edu	T-Teacher	Duplicate Email, Email is invalid
8	Mahmoud	ElIoully	UP	MEIoully@uptown.edu	T-Teacher	
9	Khalid	El Saedy	UP	kelsaedy@uptown.edu	T-Teacher	Duplicate Email
10	Ahmed	Kaliny	UP	akaliny@uptown.edu	T-Teacher	
44						

- 6) When the file previews without any errors, click **Browse**, find the file, and click **Open**. Click **Upload without selecting Preview Mode**. A confirmation screen will display with the number of records added into the system. To see a report of the data that was loaded, select **Show Entered Report**.

This screenshot shows the 'Staff Bulk Upload' page after a successful upload. The message 'Bulk create of 12 Staff records successful!' is displayed. Below it is a 'Show entered report' button. The background shows the same 'TOOLKIT' sidebar as the previous screenshots.

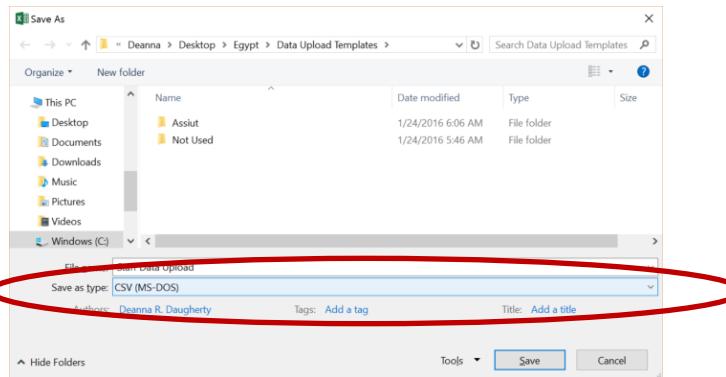
Student Bulk Upload

Several students for a school can be uploaded into Tracker at one time from an Excel spreadsheet. See **Students-CREATE STUDENT IN SCHOOL** for directions on adding an individual student.

- 1) A template spreadsheet for the Student Data Upload will be available for download on the Student screen. The columns on the spreadsheet marked with a red asterisk (*) are required to create each student. An example of the excel spreadsheet is shown below. **Please remember to use grade levels 1, 2 or 3.**

School	School Acronym	* Student ID (must be unique)	* Student First Name	* Student Family Name	* Student School Email	Gender	* Grade Level	Parent First Name	Parent Family Name	Parent Email
10th October	OCT		Mohamed	Mustafa Mohammed	mohammed81011@temegypt.edu.eg	M	1	Rashan	Mustafa Mohammed	hasian@hotmail.com
Uptown School	UP	3335011	Khalerz	Mohamed Ahmed	3335011@uptown.org	F	1	Mekhael	Mohamed Ahmed	345671@notreemail.net
Uptown School	UP	3335103	Mahmoud	Mostafa Khalaf	3335103@uptown.org	F	1	Mamdouh	Mostafa Khalaf	345676@notreemail.net
Uptown School	UP	3336010	Mari	Mahmoud Mostafa	3336010@uptown.org	F	1	Zaher	Mahmoud Mostafa	345677@notreemail.net
Uptown School	UP	3335107	Karim	Nagy Qantangy	3335107@uptown.org	F	1	Saleh	Nagy Qantangy	345678@notreemail.net
Uptown School	UP	3335019	Ahmed	Mohamed Ahmed	3335019@uptown.org	F	1	Salah	Mohamed Ahmed	345686@notreemail.net
Uptown School	UP	3335003	Ahmed	Monzer Mohamed	3335003@uptown.org	F	1	Nabil	Monzer Mohamed	345659@notreemail.net
Uptown School	UP	3335014	Youssef	Hasan Mohamed	3335014@uptown.org	F	1	Mostafa	Hasan Mohamed	345658@notreemail.net
Uptown School	UP	3335016	Mohamed	Omar Mohamed	3335016@uptown.org	F	1	Mekhael	Omar Mohamed	345669@notreemail.net
Uptown School	UP	3335001	Dosaa	Amged Kamal	3335001@uptown.org	F	1	Osama	Amged Kamal	345696@notreemail.net
Uptown School	UP	3335106	Hany	Youssef Fathy	3335106@uptown.org	F	1	Maged	Youssef Fathy	345675@notreemail.net
Uptown School	UP	3335031	Hager	Ahmed Mostafa	3335031@uptown.org	F	1	Ibrahim	Ahmed Mostafa	345681@notreemail.net
Uptown School	UP	3335022	Leila	Bilal Shabana	3335022@uptown.org	M	1	Refaat	Bilal Shabana	345697@notreemail.net
Uptown School	UP	3335023	Nada	Mohamed Shabata	3335023@uptown.org	M	1	Mohamed	Mohamed Shabata	345699@notreemail.net
Uptown School	UP	3335017	Wagdy	Refaat Raaf	3335017@uptown.org	M	1	Adel	Refaat Raaf	345667@notreemail.net
Uptown School	UP	3335008	Fatmaelzahraa	Mohamed Refaat	3335008@uptown.org	M	1	Mostafa	Mohamed Refaat	345692@notreemail.net
Uptown School	UP	3335030	Israeleh	Ibrahim Saleh	3335030@uptown.org	M	1	Sayed	Ibrahim Saleh	345687@notreemail.net
Uptown School	UP	3335013	Jomana	Ezzat Mohamed	3335013@uptown.org	M	1	Saeid	Ezzat Mohamed	345688@notreemail.net
Uptown School	UP	3335024	Shehab	Mohamed Saber	3335024@uptown.org	M	1	Refaat	Mohamed Saber	345650@notreemail.net
Uptown School	UP	3335028	Ahmed	Sameh Mouneer	3335028@uptown.org	M	1	Mohamed	Sameh Mouneer	345665@notreemail.net
Uptown School	UP	3335021	Anwa	Fathy Shaker	3335021@uptown.org	M	1	Fathy	Fathy Shaker	345691@notreemail.net
Uptown School	UP	3335026	Yousef	Mohamed Amamy	3335026@uptown.org	M	1	Refaat	Mohamed Amamy	345683@notreemail.net
Uptown School	UP	3335007	Khaled	Ayman Mazzouz	3335007@uptown.org	M	1	Naser	Ayman Mazzouz	345685@notreemail.net
Uptown School	UP	3335104	Hager	Nabil Adeeb	3335104@uptown.org	M	1	Omara	Nabil Adeeb	345677@notreemail.net
Uptown School	UP	3335026	Yehia	Mohamed Mohame	3335026@uptown.org	M	1	Ashraf	Mohamed Mohame	345660@notreemail.net
Uptown School	UP	3335105	Georg	Salah Elsayed	3335105@uptown.org	M	1	Ashraf	Salah Elsayed	345670@notreemail.net
Uptown School	UP	3335033	Mohamed	Hatem Mohamed	3335033@uptown.org	M	1	Amgad	Hatem Mohamed	345695@notreemail.net

- 2) Once the spreadsheet is complete, save it as a .csv file by selecting **File-Save As**. Drop down the **Save as Type** and select **.CSV MS-DOS** before clicking Save. Remember where this file is saved because it is used in the next step.



- 3) After saving the spreadsheet, go in to Tracker, select **Students** and click on the **Bulk Student Upload** icon.

- 4) Click on **Browse** and find the .csv file that was saved in step 2 and click **Open**. Select **Preview Mode** to verify the information to be loaded into the system and then click **Upload**.

- 5) If there are any problems with the file, the errors will be displayed on the screen. The data is shown in the same order as it appears on the spreadsheet and the line numbers correspond with the row numbers. All data errors need to be fixed in the spreadsheet and it will need to be saved again as a .csv file. Repeat Step 4 to load the spreadsheet into Tracker. These steps will need to be repeated until all errors are resolved.

- 6) When the file previews without any errors, click **Browse**, find the file, and click **Open**. Click **Upload** without selecting Preview Mode. A confirmation screen will display with the number of records added into the system. To see a report of the data that was loaded similar to the screen below, select **Show Entered Report**.

Sections Bulk Entry

Several class sections for a school can be created in Tracker at one time using the Section Bulk Entry. See [Subjects-Add Section](#) for directions on adding an individual class section.

- 1) Select **Subjects** and click on the **Section Bulk Entry** icon.

The screenshot shows the 'Subjects / Sections Listing' page. The left sidebar includes links for Current Trackers, Add Learning Outcome, Add Evidence, Restore Evidence, Section Attendance, Attendance Maint., Generate Reports, Staff, Students, Subjects (which is highlighted with a red circle), Schools, and Past Trackers. The main area displays a table with columns for Section, Teacher, and Students. Each row has a 'Edit' icon followed by a red circle. The table lists various sections like Administration: Advisory 1, Library 1, Capstone 1s1, etc.

- 2) A screen similar to the one below will appear. For each subject, enter one identifier for each class section in the each block to the right of the subject name. **NOTE:** Although this screen can be accessed multiple times, Section Bulk Entry can only be done one time per subject. If you need to enter a section for a subject that has already been through the Bulk Entry process, follow the instructions in [Subjects-Add Section](#) to add the individual sections.

The screenshot shows the 'Section Bulk Entry' form. The left sidebar is identical to the previous screenshot. The main form has a header 'Section Bulk Entry' with a 'SAVE' button. Below it is a warning message: 'WARNING: THIS CAN BE DONE ONCE ON A SUBJECT, WITH NO PRE-EXISTING SECTIONS.' The form consists of a table where subjects are listed in the first column and section identifiers are entered in the subsequent columns. For example, 'Advisory 1' has columns for A, B, C, and D. 'Capstone 1s1' has columns for A-B, C-D, E-F, etc.

Sections entered for a subject during the previous academic year will display on this screen. Modify and add any sections that are needed for the new academic year.

- 3) After clicking **Save** a report will show summarizing the sections that have been entered into Tracker.

The screenshot shows the 'Section Bulk Entered Report' table. The left sidebar is identical to the previous screenshots. The table has a header 'Section Bulk Entered Report' with a 'Total Sections Entered: 32'. It contains two columns: 'Subject Name' and 'Section ID'. The data includes entries for Advisory 1 (A, B, C, D), Library 1 (1, 2, 3, 4), Capstone 1s1 (A-B, C-D), and Capstone 1s1 (E-F).

Subject Name	Section ID
Advisory 1	A
Advisory 1	B
Advisory 1	C
Advisory 1	D
Library 1	1
Library 1	2
Library 1	3
Library 1	4
Capstone 1s1	A-B
Capstone 1s1	C-D
Capstone 1s1	E-F

Teaching Assignments Bulk Entry

Prerequisite: Staff Bulk Upload. Section Bulk Entry

Teacher assignments to class sections for a school can at once for multiple subject sections in Tracker using the Section Bulk Entry. See **Subjects-Edit Section Information** for directions on adding an individual teacher assignment.

- 1) Select the **Teacher Assignments Bulk Entry** icon either on the **Staff** page or on the **Subject** page.

The left screenshot shows the 'Staff Listing' page for 'Uptown High School'. The right screenshot shows the 'Subjects / Sections Listing' page. Both pages feature a toolbar with various icons, and the 'Teacher Assignments Bulk Entry' icon is highlighted with a red circle.

- 2) A screen similar to the one below will appear. For each subject section, dropdown the list of teachers and select the primary teacher for that section. **NOTE:** Although this screen can be accessed multiple times, Teacher Bulk Assignment can only be done one time per subject section. If you need to assign a different teacher to a section that has already been assigned through the Bulk Entry process, follow the instructions in **Subjects-Edit Section Information**.

The screenshot shows the 'Discipline : Subject' bulk assignment interface. It displays a table with 'Section' and 'Teacher' columns. For section D of 'Administration : Advisory 1', a dropdown menu is open, listing several teachers. The 'SAVE' button is located at the top right of the form.

- 3) Click **Save** to save the assignments in Tracker.

Student Enrollments Bulk Entry

Prerequisite: Student Bulk Upload. Section Bulk Entry

Student enrollments to class sections for a school can at multiple students in Tracker using the Section Bulk Entry. See **Tracker Class Section-Enroll Student in a Section** for directions on adding an individual student to a class section.

- Select the **Student Enrollments Bulk Entry** icon either on the **Students** page or on the **Subject** page.

- A screen similar to the one below will appear. Select the **Subject** and the **Section** from the dropdowns lists on the right side of the screen to which the students will be added.

- Enroll students into the selected section by clicking the » to the left of the student name. The name will appear under Students to be assigned. Click < to remove a student from the Students to be assigned section. Once the list is correct, select **Save** to enroll the students in the specified section. The screen shot below shows a section that has not had any students assigned to it. See Step 6 for a section that already has students.

- 4) Once the student list is saved, the screen will look similar to the one below.

The screenshot shows the 'Bulk Student Assignment' interface. On the left is a sidebar with various menu items. The main area displays a table titled 'All Students for Uptown High School' with columns for Assign, ID, First Name, Family Name, Email, and Grade. A second table on the right is titled 'Current Section: Math 1 - A' with columns for Remove, ID, First Name, and Family Name. It lists several students under 'Current Assignments' and has a 'Students to be assigned' section at the bottom.

All Students for Uptown High School					
Assign	ID	First Name	Family Name	Email	Grade
»	6410	Ahmed	AbdelKareem	14017@uptown.edu	1
»	6411	Ahmed	AbdelMaqsoud	14018@uptown.edu	1
»	6409	Ahmed	AbdelReheem	14016@uptown.edu	1
»	6413	Ahmed	Ali	14020@uptown.edu	1
»	6417	Ahmed	Fayez	14021@uptown.edu	1
»	6404	Ahmed	Gamal	14010@uptown.edu	1
»	6406	Ahmed	Hamdy	14012@uptown.edu	1
»	6405	Ahmed	Housny	14154@uptown.edu	1
»	6415	Ahmed	Magdy	14022@uptown.edu	1
»	6420	Ahmed	Mahmoud	14029@uptown.edu	1
»	6416	Ahmed	Mohamed	14023@uptown.edu	1
»	6418	Ahmed	Mohamed	14024@uptown.edu	1

Current Section: Math 1 - A			
Remove	ID	First Name	Family Name
<input type="checkbox"/>	6402	Ahmed	Osama
<input type="checkbox"/>	6404	Ahmed	Gamal
<input type="checkbox"/>	6416	Ahmed	Mohamed
<input type="checkbox"/>	6423	Islam	Eid
<input type="checkbox"/>	6425	EI	Sayed

- 5) The list of Current Assignments can then be copied to another Subject Section by selecting the *new section* from the two drop downs at the top of the screen. The student names will move to the Students to be Assigned section and can be modified following the instructions in Step 3. **NOTE:** Only students that were just assigned in step 3 can be copied to another section.

This screenshot is similar to the previous one but shows a different subject section. The 'Current Section' dropdown now says 'Advisory 1 - A'. The 'Students to be assigned' table has been populated with students from the previous list.

All Students for Uptown High School					
Assign	ID	First Name	Family Name	Email	Grade
»	6410	Ahmed	AbdelKareem	14017@uptown.edu	1
»	6411	Ahmed	AbdelMaqsoud	14018@uptown.edu	1
»	6409	Ahmed	AbdelReheem	14016@uptown.edu	1
»	6413	Ahmed	Ali	14020@uptown.edu	1
»	6417	Ahmed	Fayez	14021@uptown.edu	1
»	6404	Ahmed	Gamal	14010@uptown.edu	1
»	6406	Ahmed	Hamdy	14012@uptown.edu	1
»	6405	Ahmed	Housny	14154@uptown.edu	1
»	6415	Ahmed	Magdy	14022@uptown.edu	1
»	6420	Ahmed	Mahmoud	14029@uptown.edu	1
»	6416	Ahmed	Mohamed	14023@uptown.edu	1

Current Section: Advisory 1 - A			
Remove	ID	First Name	Family Name
<input type="checkbox"/>	Ahmed	Osama	
<input type="checkbox"/>	Ahmed	Gamal	
<input type="checkbox"/>	Ahmed	Mohamed	
<input type="checkbox"/>	Islam	Eid	
<input type="checkbox"/>	EI	Sayed	

- 6) If a section already has students enrolled in it when it is selected, the screen will look similar to the one below. **Adding (»)** and **removing («)** students to be assigned works the same way as Step 3. Selecting the check box next to the student name under Current Assignments will remove the student from the section when Save is clicked.

This screenshot shows a section that already contains students. The 'Current Section' dropdown is set to 'Math 1 - A'. Several students from the previous list have checkboxes next to their names in the 'Current Assignments' table, indicating they are currently assigned to this section.

All Students for Uptown High School					
Assign	ID	First Name	Family Name	Email	Grade
»	6410	Ahmed	AbdelKareem	14017@uptown.edu	1
»	6411	Ahmed	AbdelMaqsoud	14018@uptown.edu	1
»	6409	Ahmed	AbdelReheem	14016@uptown.edu	1
»	6413	Ahmed	Ali	14020@uptown.edu	1
»	6417	Ahmed	Fayez	14021@uptown.edu	1
»	6404	Ahmed	Gamal	14010@uptown.edu	1
»	6406	Ahmed	Hamdy	14012@uptown.edu	1
»	6405	Ahmed	Housny	14154@uptown.edu	1
»	6415	Ahmed	Magdy	14022@uptown.edu	1
»	6420	Ahmed	Mahmoud	14029@uptown.edu	1
»	6416	Ahmed	Mohamed	14023@uptown.edu	1
»	6418	Ahmed	Mohamed	14024@uptown.edu	1
»	6419	Ahmed	Mohamed	14027@uptown.edu	1
»	6412	Ahmed	Olwan	14019@uptown.edu	1
»	6402	Ahmed	Osama	14007@uptown.edu	1
»	6407	Ahmed	Samy	14013@uptown.edu	1

Current Section: Math 1 - A			
Remove	ID	First Name	Family Name
<input checked="" type="checkbox"/>	6402	Ahmed	Osama
<input type="checkbox"/>	6404	Ahmed	Gamal
<input checked="" type="checkbox"/>	6416	Ahmed	Mohamed
<input type="checkbox"/>	6423	Islam	Eid
<input type="checkbox"/>	6425	EI	Sayed
<input type="checkbox"/>	6428	Antony	Osama
<input type="checkbox"/>	6424	Aishraf	Mohamed
<input type="checkbox"/>	6411	Ahmed	AbdelMaqsoud
<input type="checkbox"/>	6412	Ahmed	Olwan

System Alerts

Periodically, the System Administrator will issue alerts to all users in the system. These alerts will show in **RED** at the top of the screen. Users have the ability to **Hide** a system alert which will prevent the alert from showing during subsequent logins. The System Administrator will remove an alert when it is no longer relevant and it will no longer be displayed on the user screens. **NOTE: For users who share computers, hiding the alert will prevent other users from seeing it. It is recommended for shared computers, that the alerts are not hidden.**

The screenshot shows the Tracker application interface. On the left is a sidebar with a 'TOOLKIT' header and various menu items like 'Chemistry Teacher14', 'Current Trackers', 'Add Learning Outcome', 'Add Evidence', and 'Restore Evidence'. The main area has a title 'Tracker | Stem Egypt Training High School (2016-17)' and a sub-section 'Teacher: Chemistry Teacher14' with a note '(Latest sign in time at: 08-May-2017 08:08:46 PM GMT)'. A red box highlights an 'ALERT' message: 'System will be down for maintenance on Saturday, July 15, 2016'. Below this are sections for 'Overall Student Performance' (with a pie chart showing 36 - High Performance, 22 - Proficient, 33 - Not Yet Proficient, and 3 - Unrated) and 'Proficiency Bar Chart' (showing data for Chemistry | Section 26 and Chemistry | Section 27). A 'Dashboard' dropdown is visible in the top right.

Edit Profile Screen

- 1) To change your email address or password, select **Your Name** at the top of the screen and then select **Settings**.

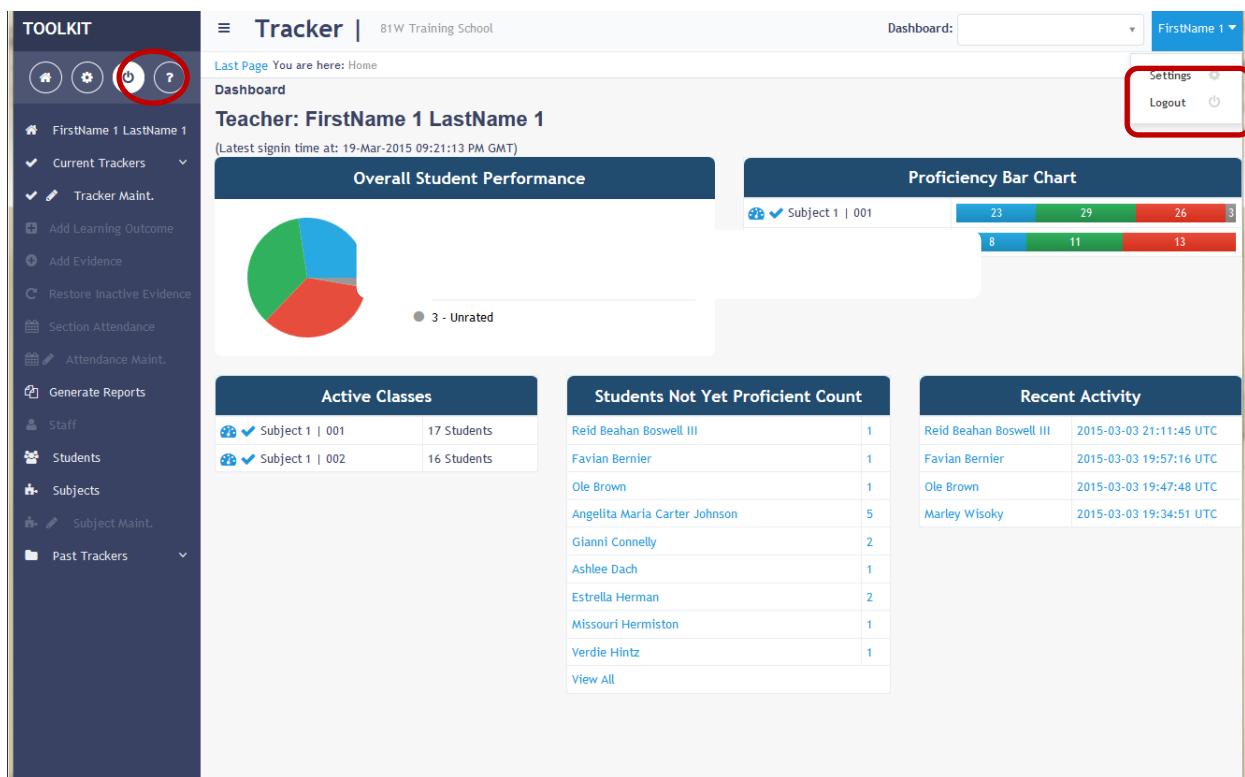
The screenshot shows the Tracker application interface. The sidebar includes 'TOOLKIT' and 'FirstName 1 LastName 1' under 'Current Trackers'. The main area shows 'Teacher: FirstName 1 LastName 1' with a note '(Latest sign in time at: 19-Mar-2015 09:21:13 PM GMT)'. A red box highlights the top right corner where the user's name 'FirstName 1' is listed, along with 'Settings' and 'Logout' options. Below are sections for 'Overall Student Performance' (pie chart), 'Proficiency Bar Chart' (two bar charts for Subject 1 | 001 and Subject 1 | 002), 'Active Classes', 'Students Not Yet Proficient Count', and 'Recent Activity'.

- 2) Your email address can be changed by entering it on the first line. To change your password, enter the new password on both the **Password** and **Password confirmation** lines. Please note that the same thing must be entered on both lines. This password is your own personal password, can be whatever you would like it to be, and should not be shared with anyone. To save your change, click **Update Profile** at the bottom of the screen. When you change your password, you will be logged out of the system and must log in again with the new password.

The screenshot shows the 'Edit Profile' screen. The sidebar includes 'TOOLKIT' and 'User Maintenance'. The main area has a title 'Edit Profile' and fields for 'Email' (addie_cole@example.net), 'Password', and 'Password Confirmation'. A red box highlights these three fields. A note at the bottom states 'Changing your password will log you out, and you will have to log back in!' and there is a 'Update Profile' button.

Logging Out

When you are finished in the system, please remember to drop down your name at the top right side of the screen and select **Logout** or click  button at the top of the screen.



The screenshot shows the PARLO Tracker application interface. On the left is a vertical sidebar titled "TOOLKIT" with various menu items. At the top center is the title "Tracker | 81W Training School". On the top right, there is a dropdown menu for "FirstName 1" with options for "Settings" and "Logout". The main content area includes sections for "Overall Student Performance" (with a pie chart showing 3 - Unrated), "Proficiency Bar Chart" (with a chart for Subject 1 showing values 23, 29, 26, 8, 11, 13), "Active Classes" (listing Subject 1 | 001 with 17 Students and Subject 1 | 002 with 16 Students), "Students Not Yet Proficient Count" (listing students like Reid Beahan Boswell III, Favian Bernler, Ole Brown, etc., with counts 1, 1, 1, 5, 2, 1, 2, 1, 1), and "Recent Activity" (listing activity logs for Reid Beahan Boswell III, Favian Bernler, Ole Brown, Marley Wisoky). The "Logout" button in the top right corner is circled in red.