


















# PARLO Tracker Student User Guide

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## Icon Glossary

	Expand/Collapse Menu
	Tracker
	Past Trackers
	Collapse/Collapse All
	Expand/Expand All    Drop Down Menu
	Print
	Attachment
	Demonstrates little to no understanding
	Progressing in Understanding
	Demonstrates understanding
	Demonstrates High Level of understanding
	Missing
	Unrated
	Not Yet Proficient
	Proficient
	High Performance
	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 to you by the school. A login screen similar to this one will show. 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 or provided to you by a school administrator or teacher then click **Sign In**.

Welcome to Tracker

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

Username

Password

- 2) 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.

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student 289\_p

Signed in successfully.

New Password:

Confirm New Password:

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

## Screen Layout and Functionality

The Tracker system is has three main sections:

- 1) The **Toolkit** which displays various options 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 User settings through the drop downs at the top of the screen. The **≡** allows the user to expand or collapse the Toolkit menu.
- 3) The main portion of the screen will change depending on where you are in the system and the option that is selected. Any item listed in **light blue** is clickable and will display information associated with that link.

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Colt

Tracker Pages for: Colt Lebsack

Sub 2 | 1 | 001

First Name 1 Last Name 1 81W 2012->2013

Section Announcement: **Please turn in projects Friday**

**Evidence Statistics**

Overall		Weekly	
18/30	12/30	0/2	2/2
GRB	YRB	GRB	YRB

**Overall Learning Outcome Performance**

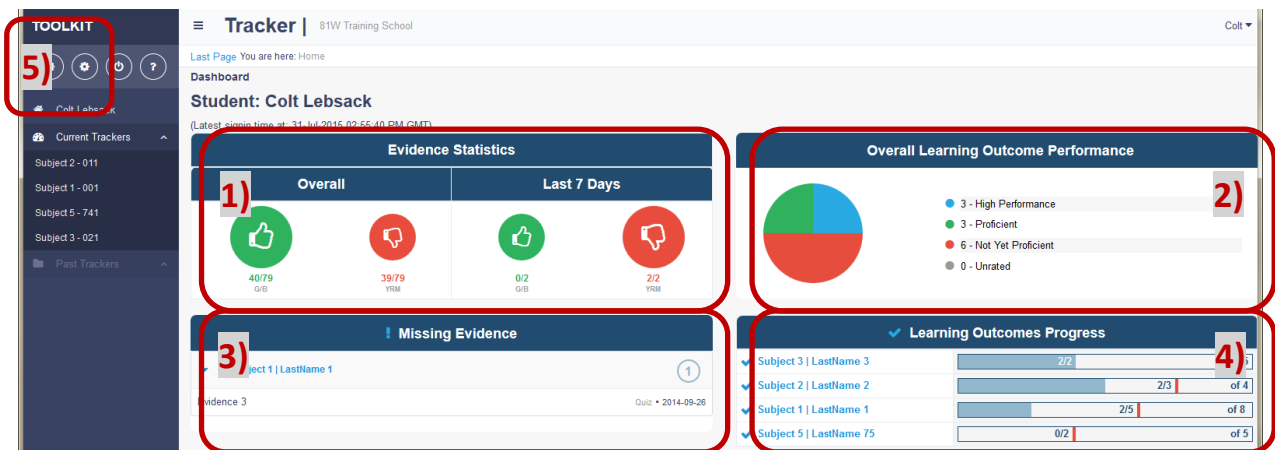
- 0 - High Performance
- 2 - Proficient
- 3 - Not Yet Proficient
- 0 - Unrated

**Learning Outcome / Evidence**

Learning Outcome / Evidence	Rating	Comments
Sample Learning Outcome 1	1 2 3 4 Proficient	
Evidence 1	Homework • 19-Sep-2014	
Exercises		
Evidence 2	In-Class • 23-Sep-2014	
Evidence 3	Quiz • 26-Sep-2014	Work was not turned on on due date

## Student Dashboard

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



- 1) Evidence Statistics:** 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 larger 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) Overall Learning Outcome Performance:** Provides a snapshot of how a student is rated for all the learning outcomes in all sections/subjects.
- 3) Missing Evidence:** Any evidence that was not turned in on time listed by each subject
- 4) Learning Outcomes Progress:** provides a snapshot of how a student is progressing with their Learning Outcomes for a specific subject. This chart is broken down into three sections. The fraction (ie: 2/5 for Subject 1 | LastName 1) shows the number of Learning Outcomes rated at Proficient or High Performance out of the total number of rated Learning Outcomes. The **red bar** (|) indicates where the performance bar would be if the student was Proficient or High Performance for all rated Learning Outcomes. The "of #" (ie: of 8 for Subject 1 | LastName 1) indicates the total number of Learning Outcomes for that specific subject. Students can select to go to the Tracker page a specific subject/section. Students can also select a specific tracker from the Toolkit. Student Trackers are explained on the next page
- 5)** At any time, students can return to the Student Dashboard from anywhere in the system by clicking on the Home button at the top left of the screen.

## 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 as it pertains to a specific piece of Evidence or assignment:

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

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

# Student Tracker

Last Page You are here: Home · Estrella Herman · Subject 1

Tracker Pages for: Estrella Herman

Subject 1 | 001

1stName 1 LastName 1 81W 2012->2013

4) Section Announcement: Please turn in projects Friday

1) Evidence Statistics

Overall	Weekly
20/32 G/B	12/32 Y/RM

Overall Learning Outcome Performance

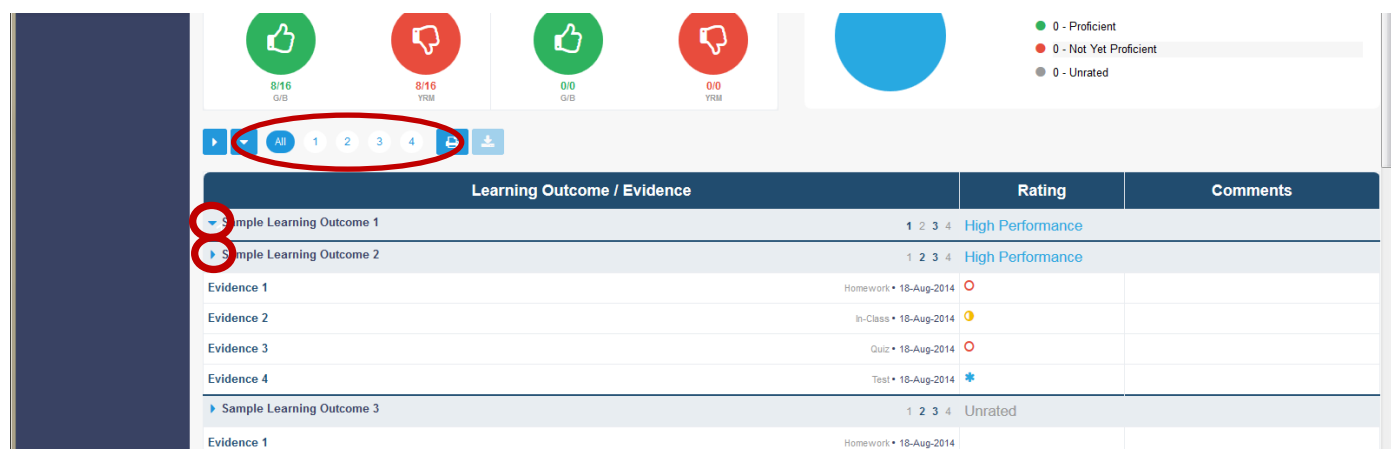
Learning Outcome / Evidence	Result	Comments
Sample Learning Outcome 1	1 2 3 4 High Performance	
Evidence 1	Homework • 18-Aug-2014 ●	
Evidence 2	In-Class • 18-Aug-2014 ○	
3) Evidence 3	Quiz • 18-Aug-2014 *	
Evidence 4	Test • 11-Dec-2014 ●	
Remove all add New LO Evid...	In-Class • 22-Jan-2015 ●	
Functions and Graphs	Homework • 24-Jan-2015 ●	
R L01 Reassessment	Quiz • 31-Jan-2015 ●	
dummy quiz	Quiz 0 • 26-Feb-2015 ○	
Sample Learning Outcome 2	1 2 3 4 Proficient	
Sample Learning Outcome 4	1 2 3 4 High Performance	
Evidence 1	Homework • 18-Aug-2014 *	
Evidence 2	In-Class • 18-Aug-2014 ○	
Evidence 4 with a really re...	Test • 18-Aug-2014 *	
DD's test evidence	Homework • 22-Jan-2015 *	
attachment		
Sample Learning Outcome 3	1 2 3 4 Not Yet Proficient	

- 1) **Evidence Statistics:** Two showing the number of pieces of evidence for this specific 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 this specific 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:** Provides a snapshot of how a student is rated for all the learning outcomes in this specific 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 **Comments** column on the right. A piece of Evidence that has a green 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 to all students in a specific subject/section are displayed as **Section Announcements**.

## Changing the view of the Tracker

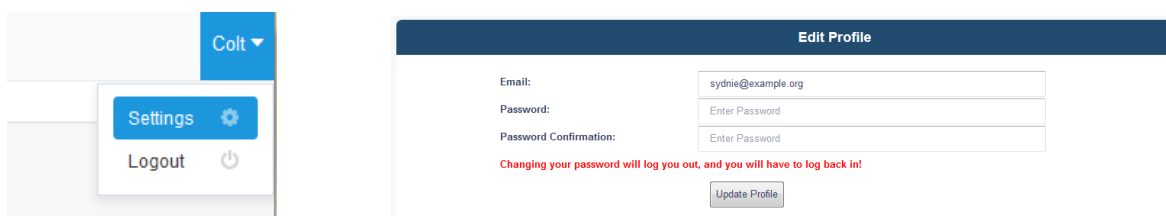
Students can change the way they see information in their Tracker.

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. Students can also filter the tracker by selecting a specific marking period.



## Edit Profile Screen

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



## 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.

