

# PARLO Tracker Teacher User Guide

The image is a composite of two photographs. The left photograph shows a group of students in a classroom setting, focused on a tablet device. The right photograph is a screenshot of the 'Welcome to Tracker' sign-in page. The page has a white header with the text 'Welcome to Tracker'. Below it, a message reads 'Welcome to the PARLO Progress Tracker! Please sign in above.' There are two input fields: 'Username' and 'Password', each with a corresponding text input box. A blue 'Sign in' button is located below the password field. The background of the page features a blurred image of students working on tablets.

Welcome to Tracker

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

Username

Password

Sign in

 **USAID**  
FROM THE AMERICAN PEOPLE

  
جمهورية مصر العربية  
البنك المركزي المصري

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## Icon Glossary

	Expand/Collapse Menu
	Tracker
	Past Trackers
	Dashboard
	Filter
	Collapse/Collapse All
	Expand/Expand All
	Drop Down Menu
	User(s)/Teacher(s)/Student(s)/Staff
	Print
	Download/Export to Excel
	Calendar/Date Picker
	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**.

Welcome to Tracker

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

Username

Password

**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.

TOOLKIT

student 289\_p

Current Trackers

Subject 2 - 662  
Subject 5 - 692  
Subject 4 - 682  
Subject 3 - 672

≡ Tracker | 81W Training School

New Password:

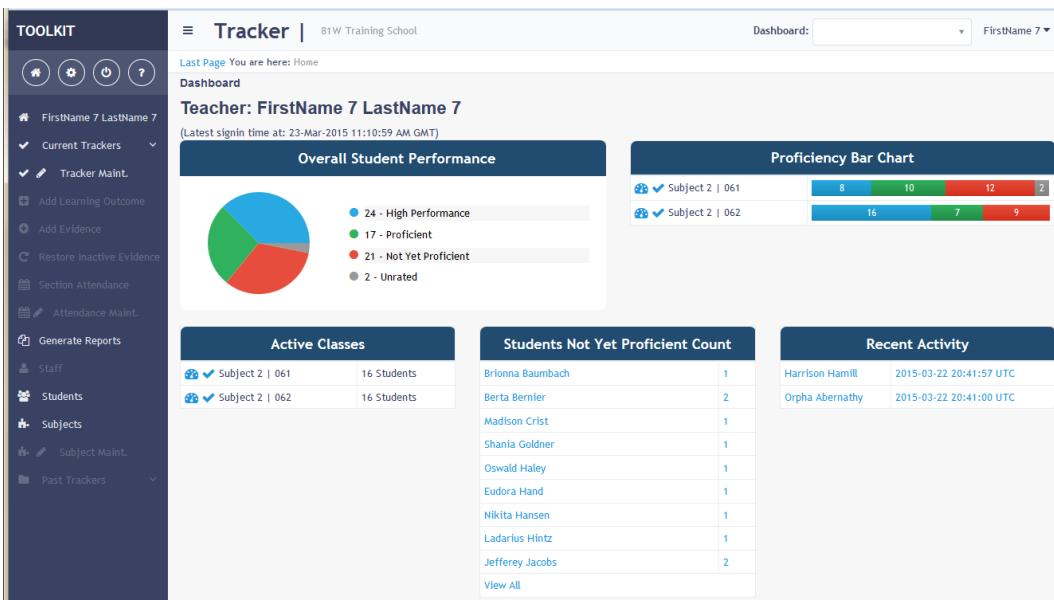
Confirm New Password:

**Change Password**

student 289\_p ▾

Signed in successfully.

- 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.

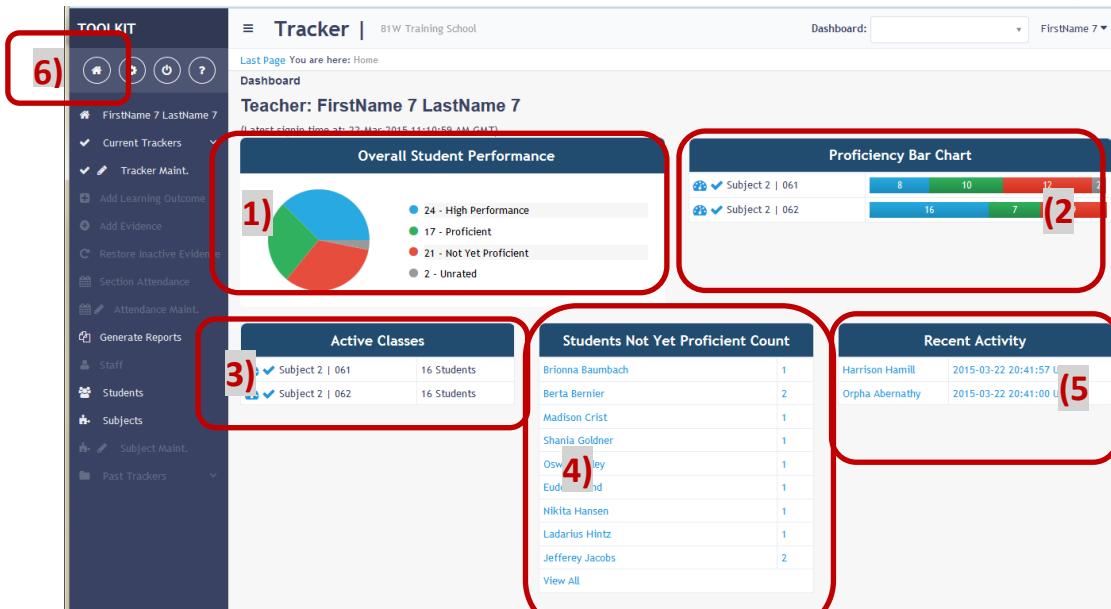
The screenshot shows the PARLO Tracker Teacher User Guide interface. On the left, a dark sidebar titled "TOOLKIT" contains various icons and links, some of which are highlighted in light blue. A red box surrounds this sidebar, and a red circle with the number "2)" is placed over the header area. A large red circle with the number "3)" is placed over the main content area, which displays a grid of student data for "Subject 1 - 001". The grid includes columns for "Evidence 1" through "Evidence 4" and rows for "Sample Learning Outcome 1", "Sample Learning Outcome 2", and "Sample Learning Outcome 3". Each cell in the grid contains a color-coded icon representing a student's status or achievement level.

## 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.

### Teacher Dashboard

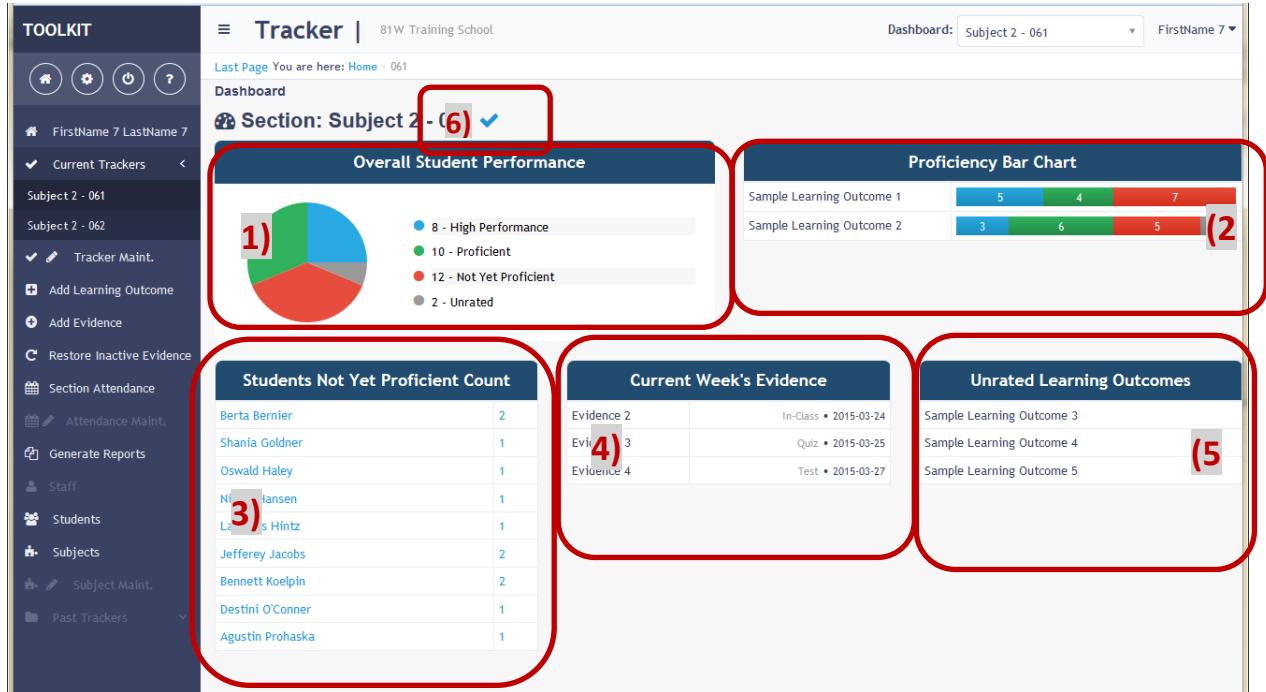
When a teacher first logs into the system, they are shown the Teacher Dashboard. This screen is broken down into several sections:



- 1) **Overall Student Performance** provides a summary snapshot of how students are rated for the Learning Outcomes in 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*).
- 6) You can return to the main Teacher Dashboard from anywhere in the system by clicking on the **Home** button at the top left of the screen.

## Section Dashboard

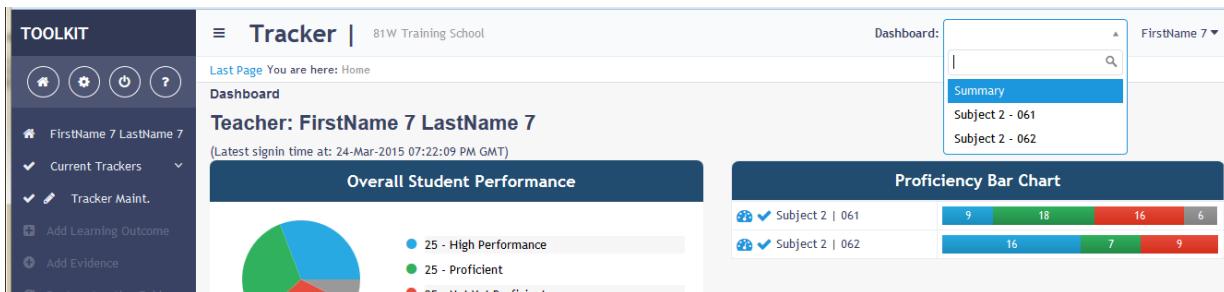
Teachers can access the Teacher Section Dashboard by selecting the  icon on either the Proficiency Bar Chart section or the Active Classes section of the Teacher Dashboard. It can also be accessed through the **Dashboard:** dropdown at the top of the screen and selecting a class section. This screen is broken down into several sections:



The screenshot shows the Teacher Section Dashboard for '81W Training School'. The left sidebar contains a 'TOOLKIT' with links like 'Tracker Maint.', 'Add Learning Outcome', 'Add Evidence', etc. The main area has a 'Tracker' header and a 'Section: Subject 2 - 061' dropdown menu with a checkmark and a red box labeled '6)'. Below are four main sections: 'Overall Student Performance' (pie chart with segments 1, 10, 12, 2), 'Proficiency Bar Chart' (chart for Sample Learning Outcome 1 and 2), 'Students Not Yet Proficient Count' (list of students with counts 2, 1, 1, 1, 1, 1, 2, 2, 1, 1), 'Current Week's Evidence' (list of assignments due 2015-03-24, 25, 27), and 'Unrated Learning Outcomes' (list of outcomes 3, 4, 5). Red boxes numbered 1 through 6 highlight specific parts of the dashboard.

- 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.

The **Teacher Dashboard** and **Section Dashboards** are available from anywhere in the system by dropping down the **Dashboard list** at the top right side of the screen.



The screenshot shows the Teacher Dashboard for '81W Training School'. The left sidebar contains a 'TOOLKIT' with links like 'Tracker Maint.', 'Add Learning Outcome', 'Add Evidence', etc. The main area has a 'Tracker' header and a 'Teacher: FirstName 7 LastName 7' section. A dropdown menu on the right shows 'Summary' (selected), 'Subject 2 - 061', and 'Subject 2 - 062'. Below are two charts: 'Overall Student Performance' (pie chart with segments 25, 25, 25) and 'Proficiency Bar Chart' (charts for Subject 2 | 061 and 062).

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

## 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 2'. The left sidebar lists 'Current Trackers', 'Add Learning Outcome', 'Add Evidence', 'Restore Inactive Evidence', 'Section Attendance', 'Attendance Maint.', 'Generate Reports', 'Staff', 'Students', and 'Subjects'. The main area has four sections: 1) Overall Student Performance (pie chart), 2) Recent Staff Activity (list of logins), 3) Learning Outcomes Covered (table of outcomes per student), and 4) Proficiency Bar Chart (table of proficiency levels per student).

**Overall Student Performance**

Rating	Count
High Performance	329
Proficient	327
Not Yet Proficient	327
Unrated	22

**Recent Staff Activity**

User	Last Login
SchoolAdmin_FirstName	2015-08-27 17:37:22 UTC
FirstName 1 LastName 1	2015-08-24 20:41:30 UTC
FirstName 42 LastName 42	2015-08-24 20:29:36 UTC
Brad Nicholson	2015-08-24 20:29:36 UTC
FirstName 4 LastName 4	2015-08-24 18:41:30 UTC
FirstName 5 LastName 5	2015-08-20 17:51:23 UTC
FirstName 75 LastName 75	2015-08-20 14:02:31 UTC
FirstName 2 LastName 2	2015-08-20 14:01:41 UTC
Counselor_FirstName Counselor_LastName	2015-08-20 13:55:27 UTC

**Learning Outcomes Covered**

User	Outcomes
FirstName 42 LastName 42	0 out of 4
FirstName 2 LastName 2	2 out of 5
FirstName 72 LastName 72	2 out of 5
FirstName 7 LastName 7	2 out of 5
FirstName 12 LastName 12	2 out of 5
FirstName 12 LastName 12	2 out of 5
FirstName 17 LastName 17	2 out of 5
FirstName 17 LastName 17	2 out of 5

**Proficiency Bar Chart**

User	Proficiency	Count
FirstName 42 LastName 42	Blue	9
FirstName 72 LastName 72	Green	11
FirstName 72 LastName 72	Red	9
FirstName 67 LastName 67	Blue	8
FirstName 67 LastName 67	Green	9
FirstName 67 LastName 67	Red	13
FirstName 62 LastName 62	Blue	13
FirstName 62 LastName 62	Green	14
FirstName 62 LastName 62	Red	5
FirstName 57 LastName 57	Blue	7
FirstName 57 LastName 57	Green	11
FirstName 57 LastName 57	Red	14
FirstName 57 LastName 57	Total	30

- 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).
- 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).

# 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 shows the 'Overall Student Performance' chart, which includes a pie chart with segments for High Performance (blue), Proficient (green), Not Yet Proficient (red), and Unrated (grey). Below the chart are sections for 'Active Classes' (Subject 2 | 061 and Subject 2 | 062, each with 16 students) and 'Students Not Yet Proficient Count' (a table listing students like Brionna Baumbach, Berta Bernier, etc., with their counts). A red circle around the 'Subject 2 | 061' checkbox in the Active Classes section is labeled '2'. To the right is a 'Proficiency Bar Chart' comparing Subject 2 | 061 and Subject 2 | 062 across categories 8, 10, 12, 16, 7, and 9. The bottom right shows 'Recent Activity' with entries for Harrison Hamill and Orpha Abernathy.

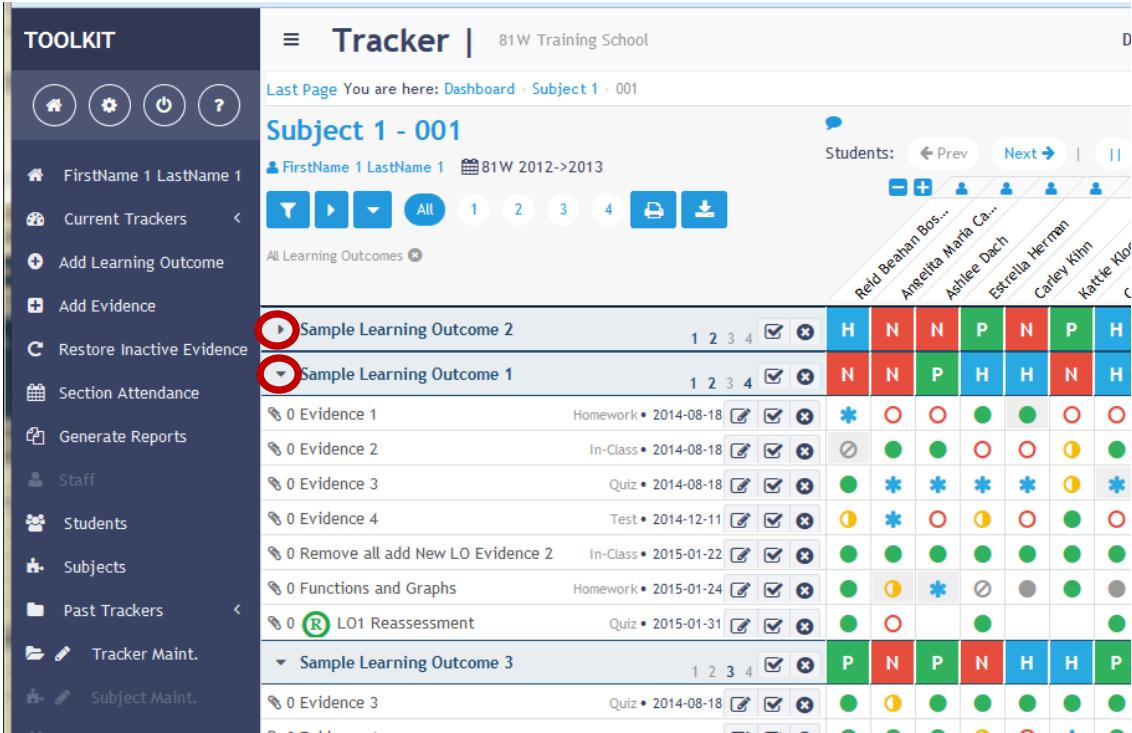
- A screen similar to the one below should be displayed on your screen. This screen shows you **a.** the *Subject* and *Class Section*, **b.** the *Students* enrolled in the section and **c.** the *Learning Outcomes* and any *Evidence* that has been entered for that Section, and **d.** the *Student Ratings*.

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 shows a grid of student names (Orpha Abernathy, Berta Bernier, Shania Goldner, Oswald Haley, Harrison Hamill, Nikita Hansen, Ladarius Hintz, Jeffrey Jacobs, Bennett Koelein, Arlin Kunde, Tristan Murzik, Destini O'Commer, Marshall Prohaska, Carolina Schinner) with their corresponding student IDs. A red circle around the 'All' button in the toolbar is labeled 'b.'. Below the student grid are four sections for 'Sample Learning Outcome 1', 'Sample Learning Outcome 2', 'Sample Learning Outcome 3', and 'Sample Learning Outcome 4', each with a table of evidence items (e.g., Homework, In-Class, Quiz, Test) and their dates. A red circle around the 'Evidence 1' row in the first outcome table is labeled 'c.'. A large red circle highlights the entire grid of student names and the evidence tables for all four outcomes, labeled 'd.'

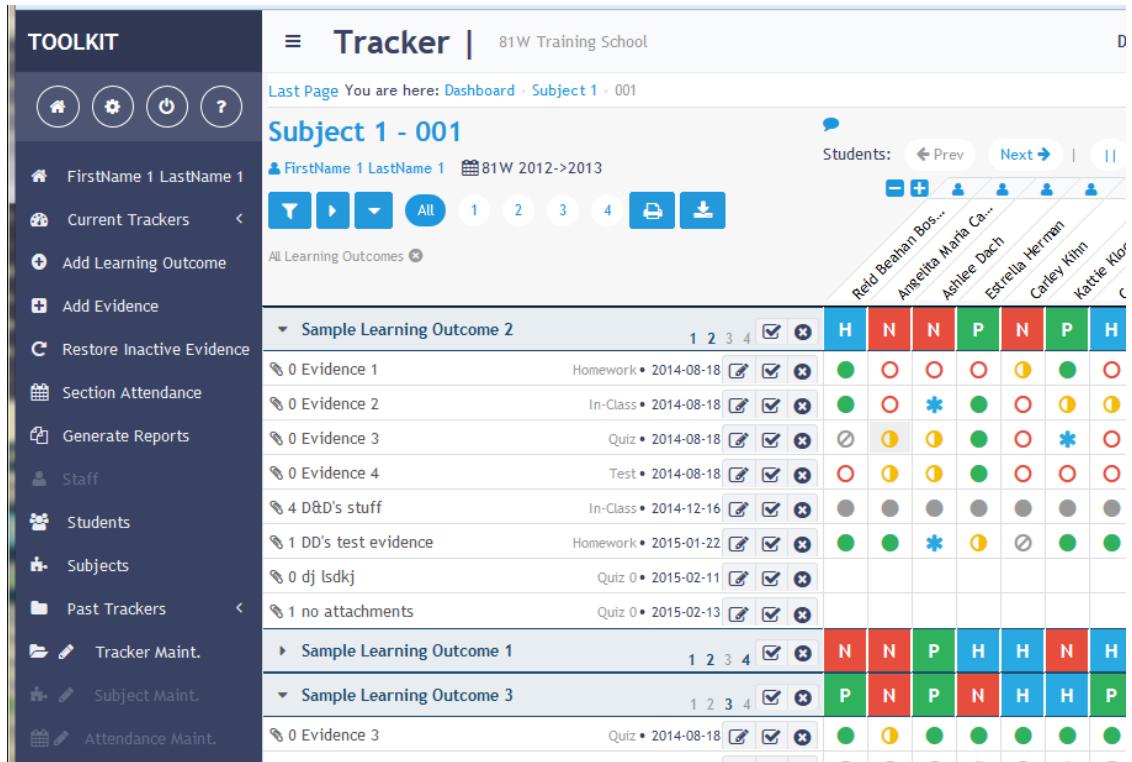
## Changing the view of the Tracker

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 navigation options. The main area displays a grid of student names (Reid Beahan Boss... Anelita Maria Ca... Ashlee Dach Estrella Herman Carley Kinn Kattie Klor...) and learning outcomes (Sample Learning Outcome 2, Sample Learning Outcome 1, Sample Learning Outcome 3). Each outcome has a row of four columns labeled 1, 2, 3, 4. Below each column is a checkbox and an 'X' button. To the right of these are colored boxes representing grades: H (blue), N (red), P (green), and H (blue). The 'Sample Learning Outcome 2' row is expanded, showing individual evidence items for each student. One item is highlighted with a red circle and a red arrow pointing to it, indicating it is currently expanded.



This screenshot is identical to the one above, but the 'Sample Learning Outcome 2' row is now collapsed, indicated by a red arrow pointing down to its right. The other rows (Sample Learning Outcome 1 and Sample Learning Outcome 3) remain expanded, showing their respective evidence items.

- 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 Channan, Cleo Lepos, Elle Daniel, Everett Okeala, 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 top navigation bar has a red box around 'Subject 2 - 061'. The main area shows a grid of 'Available Learning Outcomes' with sample outcomes like 'Sample Learning Outcome 10' through 'Sample Learning Outcome 9'. Each outcome has a 'Change Marking Periods to' dropdown menu with options 1 through 4. A red box labeled '2' highlights one of these menus. A red box labeled '3' highlights the 'Subject 2 - 061' link at the top.

- 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 'Add Evidence' button. The main area shows a grid of evidence for various learning outcomes. The first two rows show 'Evidence 3' and 'Evidence 4' for 'Sample Learning Outcome 4'. Below that, there are four rows for 'Sample Learning Outcome 5', each with four pieces of evidence: 'Evidence 1' (Homework), 'Evidence 2' (In-Class), 'Evidence 3' (Quiz), and 'Evidence 4' (Test). Each piece of evidence has a date and a checkbox. The 'Sample Learning Outcome 6' row is highlighted with a red box labeled '3'. The top navigation bar has a red box around 'Subject 2 - 061'.

## 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*.

	P	N	N	H	H	P	N	N	N	P	H	N	N	H	H					
Sample Evidence (R)	Homework • 18-Aug-2014	<input checked="" type="checkbox"/>																		
2nd Piece of Evidence (BA)	In-Class • 18-Aug-2014	<input checked="" type="checkbox"/>																		
Evidence (ST)	Quiz • 18-Aug-2014	<input checked="" type="checkbox"/>																		
Summary Evidence (ST)	Test • 18-Aug-2014	<input checked="" type="checkbox"/>																		
Sample Learning Outcome 2		1	2	3	4	<input checked="" type="checkbox"/>	P	N	H	N	P	N	N	N	P	H	N	N	H	H
Recall Evidence (R)	Homework • 18-Aug-2014	<input checked="" type="checkbox"/>																		
Evidence 1 (BA)	In-Class • 18-Aug-2014	<input checked="" type="checkbox"/>																		

	P	N	N	H	H	P	N	N	N	P	H	N	N	H	H					
Sample Evidence (R)	Homework • 18-Aug-2014	<input checked="" type="checkbox"/>																		
2nd Piece of Evidence (BA)	In-Class • 18-Aug-2014	<input checked="" type="checkbox"/>																		
Evidence (ST)	Quiz • 18-Aug-2014	<input checked="" type="checkbox"/>																		
Summary Evidence (ST)	Test • 18-Aug-2014	<input checked="" type="checkbox"/>																		
Sample Learning Outcome 2		1	2	3	4	<input checked="" type="checkbox"/>	P	N	H	N	P	N	N	N	P	H	N	N	H	H
Recall Evidence (R)	Homework • 18-Aug-2014	<input checked="" type="checkbox"/>																		
Evidence 1 (BA)	In-Class • 18-Aug-2014	<input checked="" type="checkbox"/>																		

## 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 interface. The 'Evidence' section is highlighted with a red box. The 'Type' dropdown menu is also highlighted with a red box, showing options like Assignment, Quiz, Homework, etc. The 'Learning Outcomes' header has a red box around the 'd.' button. The 'Evidence Name' field contains 'Systems and Equations w.\*'. The 'Description' field contains 'page 25 of text book, question 1 through 10.'. The 'Type' dropdown is open, showing 'Assignment' selected. The 'Hyperlinks' section is partially visible at the bottom right.

- 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.**

- b. 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**?
- c. 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.
- d. 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."

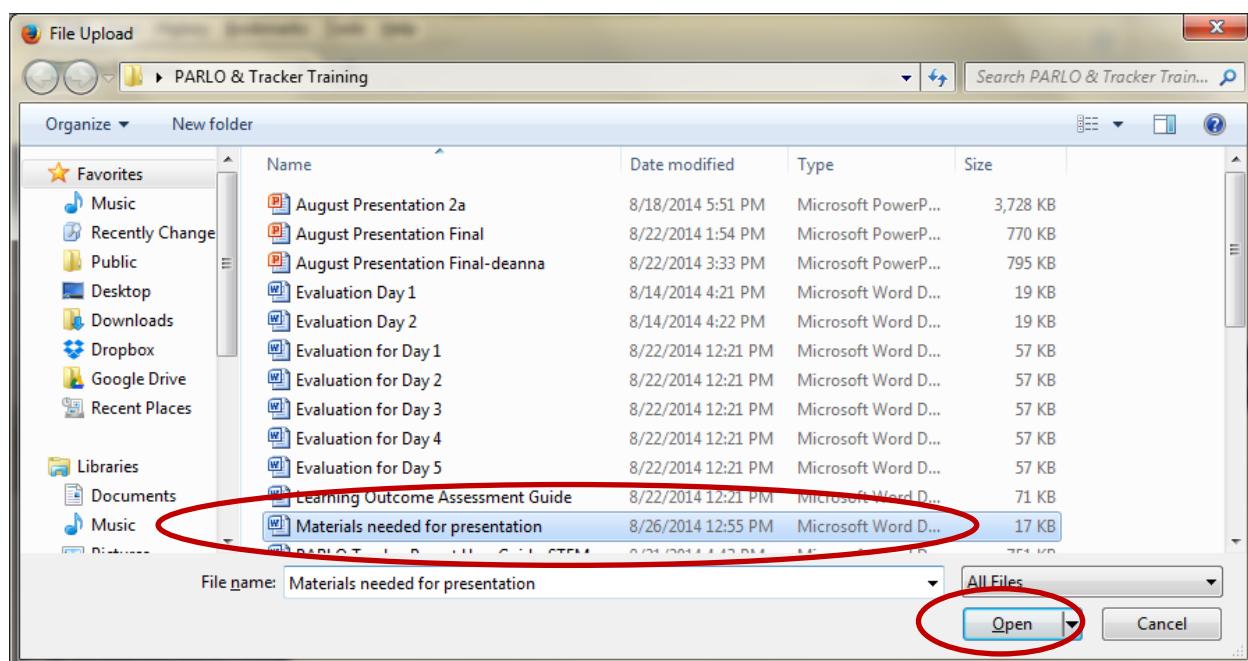
When finished, click  to return to the Add Evidence Form.

- e. 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**.

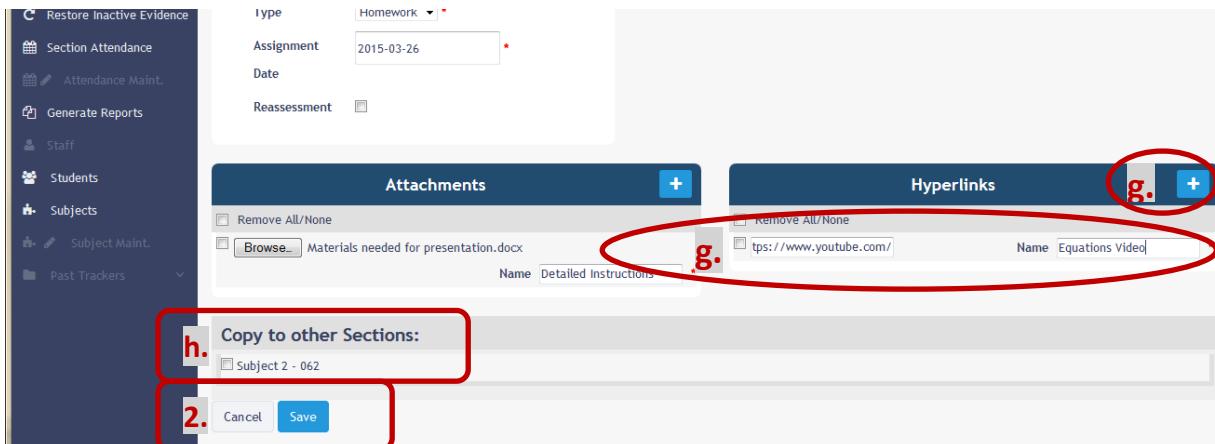
The screenshot shows the 'Tracker' interface for 'B1W Training School'. On the left, a sidebar lists various tracker maintenance options. The main area is titled 'Add Evidence' under 'Evidence'. It includes fields for 'Evidence Name' (Systems and Equations W), 'Description' (page 25 of text book, question 1 through 10.), 'Type' (Homework), 'Assignment' (2015-03-26), 'Date', and 'Reassessment'. Below these are two tabs: 'Attachments' (which is active) and 'Hyperlinks'. The 'Attachments' tab shows a list of files with a checkbox next to each. One file, 'Materials needed for presentation.docx', is selected. A red box highlights this list, and a red 'ii.' label is placed to its left. The 'Hyperlinks' tab is also visible.

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



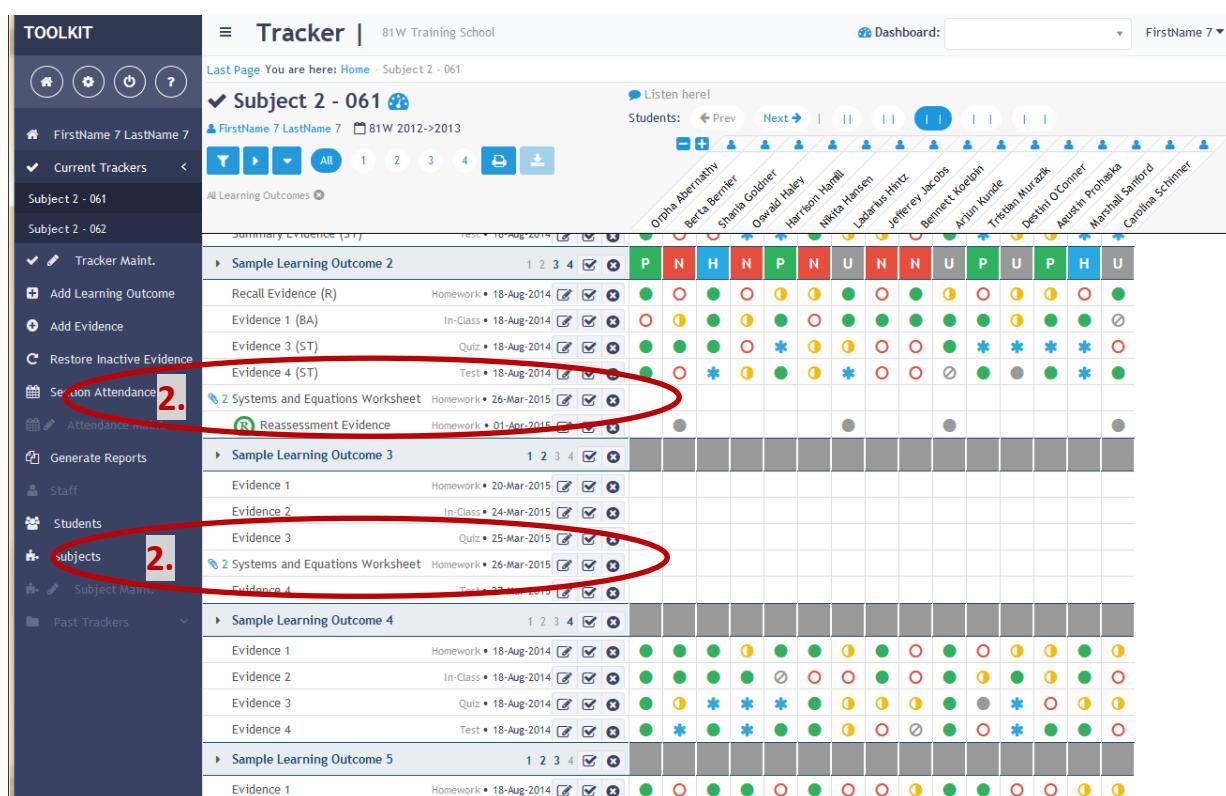
- ii. Provide a **name** for the file. This **name** will be displayed in the Tracker system instead of the full file name. ***NOTE: a name must be entered in order for the attachment to save with the evidence.*** To add another attachment, repeat steps e.i and e.ii until all files are added. To remove 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. The 'Type' dropdown is set to 'Homework'. The 'Attachments' section shows a file named 'Materials needed for presentation.docx'. The 'Hyperlinks' section shows a URL 'https://www.youtube.com/' with a name 'Equations Video'. A red box highlights the 'Hyperlinks' section. A red box highlights the 'Attachments' section. A red box highlights the 'Copy to other Sections' dropdown menu. A 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. The sidebar includes 'Session Attendance' (circled in red), 'Subjects' (circled in red), and 'Current Trackers'. The main area shows a grid of evidence for various learning outcomes across different students. A red box highlights the 'Reassessment Evidence' row. Another red box highlights the 'Evidence' rows for Sample Learning Outcome 2. A third red box highlights the 'Evidence' rows for Sample Learning Outcome 3. A fourth red box highlights the 'Evidence' rows for Sample Learning Outcome 4. A fifth red box highlights the 'Evidence' row for Sample Learning Outcome 5.

## 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 its edit icon highlighted with a red circle. The grid also includes columns for Type (e.g., Homework), Assignment (e.g., 2015-01-22), and various student status indicators (green, blue, 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 ('2015-03-26 \*'), Date, and Reassessment. The 'Learning Outcomes' tab lists three outcomes: Sample Learning Outcome 2, 3, and 6. At the bottom, there are 'Attachments' and 'Hyperlinks' tabs, each with a 'Remove All/None' checkbox and a '+ Add' button. A 'Cancel' and 'Save' button are located at the very bottom.

## 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 oval. Below this are sections for 'Attachments' and 'Hyperlinks', and a 'Copy to other Sections:' dropdown menu containing 'Subject 2 - 062'. At the bottom are 'Cancel' and 'Save' buttons.

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 for Subject 2 - 061. The grid has rows for Sample Learning Outcomes 1 through 5 and columns for students: Ophira Abe, Berta Bell, Shania Gol, Oswald Ha, Harrison H, Nikita Han, Lazarus H, Jeffrey J, Bennett K, Arjun Kun, Tristan M, Destany O'L, Austin P, Marshall S, Carolina S, and Jacques St. 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. The grid also shows various evidence types (e.g., Homework, In-Class, Quiz, Test) and their dates.

- 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 buttons for Home, Settings, Power, Help, Current Trackers, 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, Bertha Bernier, Shania Goldner, Oswald Haley, Harrison Hamil, Nitka Hansen, Ladarius Hintz, Jeffrey Jacobs, Bennett Koeloh, Arjun Kunde, Tristan Muradik, Destini O'Connor, Austin Pronaska, Marshall Sanford, Carolina Schinner, Jacques Streich) against various learning outcomes and assignments. A red oval highlights the 'Generate Reports' button in the sidebar and the 'Reassessment Evidence' row in the main grid.

- 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.

The screenshot shows the 'Rate: Reassessment Evidence' dialog box for Subject 2 - 061. It includes buttons for Apply, Unrate All, Cancel, and Save. The main area displays a grid of student names (Ophra Abernathy, Bertha Bernier, Shania Goldner, Oswald Haley, Harrison Hamil, Nitka Hansen, Ladarius Hintz, Jeffrey Jacobs, Bennett Koeloh, Arjun Kunde, Tristan Muradik, Destini O'Connor, Austin Pronaska, Marshall Sanford, Carolina Schinner, Jacques Streich) against various learning outcomes and assignments. The 'Reassessment Evidence' row is highlighted in the grid.

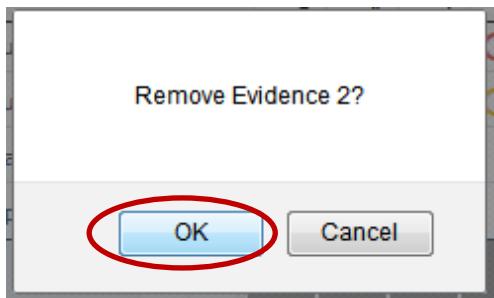
## Inactivating Evidence

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, there's a sidebar with various tools like 'Current Trackers', 'Add Learning Outcome', and 'Restore Inactive Evidence'. The main area displays student names in rows and learning outcomes in columns. Under 'Evidence 2' for 'Sample Learning Outcome 3', there is a red circle around the 'X' icon in the top right corner of the evidence entry.

- 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.

- 1) 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 PARLO Tracker interface. On the left, a dark sidebar titled 'TOOLKIT' contains various icons and links. One link, 'C Restore Inactive Evidence', is circled in red. The main area is titled 'Tracker | 81W Training School'. It shows a grid of student names (Orpha Abernathy, Berta Bernier, Shania Goldner, Oswald Haley, Harrison Hamil, Ladarus Hintz, Jeffrey Jacobs, Bennett Koebin, Arthur Kunde, Tristen Murazik, Dustin O'Connor, Azaelin Pochska, Marshal Sanford, Carolina Schinner) and their scores across different learning outcomes. At the top right, there's a 'Removed - Evidence' section. Below the grid, there are sections for 'Evidence 1', 'Evidence 2', 'Evidence 3', and 'Evidence 4' with their respective details and restore checkboxes.

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

This screenshot shows the 'Restore Evidence Subject 2 - 061' page. The left sidebar is identical to the previous one. The main content area is titled 'Inactive Evidences' and lists 'Evidence 2'. A blue 'Restore' button is circled in red at the bottom right of this list.

- 4) 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 'Tracker Maint.', 'Add Learning Outcome', and 'Restore Inactive Evidence'. The main area displays 'Subject 2 - 061' for '81W Training School'. It includes a 'Listen here!' button, a 'Students' navigation bar, and a grid of student names (Orpha Abernathy, Berta Bernier, Shania Goldner, Oswald Haley, Harrison Hamil, Nikita Hansen, Ladarius Hertz, Jeffrey Jacobs, Bennett Koeplin, Arjun Kunde, Tristan Murack, Destini O'Connor, Austin Prohaska, Marshall Sanford, Carolina Schinner) across multiple rows. Below the students is a grid of evidence items (e.g., '2 Systems and Equations Worksheet', 'Reassessment Evidence', 'Sample Learning Outcome 3', etc.) with columns for evidence type, date, and four rating categories (1, 2, 3, 4). A red circle highlights a checked checkbox in the 'Evidence 2' row for 'Sample Learning Outcome 3'.

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

This screenshot shows a modal dialog box titled 'Rate: Evidence 2' for 'Evidence 2' of 'Subject 2 - 061'. The dialog includes a legend at the top with colored circles for 'Red (○)', 'Yellow (○)', 'Green (●)', 'Blue (\*)', and 'Grey (Ø)'. Below the legend are buttons for 'Apply', 'Unrate All', 'Cancel', and 'Save'. The main area contains a table with two rows. The first row has a checked checkbox and the text 'Sample Learning Outcome 3'. The second row is labeled 'Evidence 2'. The table has five columns corresponding to the rating categories defined in the legend.

- 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' interface for Subject 2 - 061. On the left, the 'TOOLKIT' sidebar lists 'Current Trackers' (Subject 2 - 061, Subject 2 - 062), 'Tracker Maint.', and other options. In the center, the 'Rate: Evidence 2' section shows a row of student names with their current ratings. A specific student's rating box is highlighted with a red circle and a red box around the 'Cancel' button. A tooltip message 'please review work for questions 5 through 9' is displayed above the rating box. At the bottom of the screen, there is a large red box highlighting the 'Save' button.

- 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' interface as the previous one, but the 'Save' button is now highlighted with a red box. The 'Unrate All' button at the bottom of the 'Rate: Evidence 2' section is also highlighted with a red box. The rest of the interface remains the same, showing student names and their current ratings.

- 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.

This screenshot shows the final state of the 'Tracker' interface. The 'Save' button has been clicked, and the ratings for all students have been updated. A large red box highlights the entire row of student names, showing their new ratings. The 'TOOLKIT' sidebar and other interface elements remain visible.

- 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'. It displays a grid of student names (Orpha Abernathy, Bertha Bernier, Shania Goldner, Oswald Haley, Harrison Hamil, Nikita Hansen, Lazarus Hintz, Jeffrey Jacobs, Bennett Koelbin, Arlin Kunde, Tristan Murzik, Austin Prohaska, Marshall Sanford, Carolina Schinner) and evidence items (Evidence 1-4 for Sample Learning Outcome 3). A red box highlights a tooltip window titled 'comments for student' with a 'Save' button, which appears over one of the student icons 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. A red circle highlights a rating cell in the grid for Evidence 2 of Sample Learning Outcome 3, which is currently shaded orange. A tooltip window titled 'Comments' appears above the grid, containing the text 'please review work for questions 5 through 9'.

## 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 a 'Tracker' interface for '81W Training School'. At the top, there's a navigation bar with icons for home, settings, power, and help. Below it, a sidebar on the left 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 is titled 'Subject 2 - 061' and shows a grid for 'All Learning Outcomes'. The grid has columns for '1', '2', '3', '4', and '5' (with '5' being checked) and rows for various evidence types like 'Recall Evidence (R)', 'Evidence 1 (BA)', etc. Each row contains a checkbox to the right of the evidence type. Three of these checkboxes are circled in red: one in the 'Recall Evidence (R)' row and two in the '2 Systems and Equations Worksheet' row. The student names listed at the top of the grid are: Oprah Abernathy, Berta Berrier, Shania Goldner, Oswald Haley, Harrison Hamill, Lazarus Hitz, Jeffrey Jacobs, Bennett Koeljin, Arjun Kunde, Tristian Muradik, Destini O'Connor, Asia-in Prohaska, Marshall Sanford, Carolina Schinner, and Jacques Stretch.

A form like this will open on your screen:

This screenshot shows a detailed rating form for the 'Systems and Equations Worksheet' under 'Subject 2 - 061'. The interface is similar to the previous one, with a sidebar on the left and a main grid on the right. The grid is specifically for the 'Systems and Equations Worksheet' and includes a legend at the top with four colored dots (green, yellow, red, grey) and corresponding numbers (1, 2, 3, 4). Below the legend are buttons for 'Apply', 'Unrate All', 'Cancel', and 'Save'. The main grid area shows a grid for rating across multiple learning outcomes, with columns for '1', '2', '3', '4', and '5' (with '5' being checked) and rows for different learning outcomes. The student names listed at the top of the grid are: Oprah Abernathy, Berta Berrier, Shania Goldner, Oswald Haley, Harrison Hamill, Lazarus Hitz, Jeffrey Jacobs, Bennett Koeljin, Arjun Kunde, Tristian Muradik, Destini O'Connor, Asia-in Prohaska, Marshall Sanford, Carolina Schinner, and Jacques Stretch.

- 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.

- 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.

**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.

## 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 the 'Tracker' page for Subject 2 - 061. The left sidebar contains a 'TOOLKIT' section with icons for Home, Settings, Power, and Help, followed by a list of trackers: FirstName 7 LastName 7, 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 (Orpha Abernathy, Berta Bernier, Sharia Goldner, Oswald Haley, Harrison Hamil, Nikita Hansen, Ladarius Hintz, Jeffrey Jacobs, Bennett Koelke, Arjun Kunde, Tristan Murazik, Destini O'Connor, Austin Prohaska, Marshall Sanford, Carolina Schinner) against various learning outcomes. Each outcome has four evidence types: Homework, In-Class, Quiz, and Test. For each evidence type, there are four columns representing ratings: High Performance (H), Proficient (P), Not Yet Proficient (N), and Unrated (U). A red circle highlights the checkbox for Evidence 4 (ST) in the Sample Learning Outcome 4 row, specifically for student Jeffrey Jacobs.

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

The screenshot shows a detailed view of the 'Sample Learning Outcome 4' rating form. The top navigation bar includes 'TOOLKIT' and 'Dashboard'. Below it, the subject is identified as 'Subject 2 - 061'. The form has a toolbar with radio buttons for H, P, N, and U, and buttons for 'Apply', 'Unrate All', 'Cancel', and 'Save'. The main area is titled 'Sample Learning Outcome 4' and lists four evidence types: Evidence 1 (R), Evidence 2 (BA), Evidence 3 (ST), and Evidence 4 (ST). Each evidence type has four columns corresponding to the ratings H, P, N, and U. A red circle highlights the 'Apply' button.

- 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, Lederius Hintz, Jeffrey Jacobs, Bennett Koelbin, Arlin Kunde, Tristan Murezik, Destini O'Connor, Anatoli Prohaska, Marshall Sanford, Carolina Schinner, and Jacques Stretch. At the top, there are buttons for 'Rate: Sample Learning Outcome 4' (with radio buttons for H, P, N, U), '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). The 'P' radio button is selected. A red circle highlights the 'P' button in the rating dialog.

- 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 (***Evidence 4 (ST)***) 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. Above the grid, there are buttons for 'Rate: Sample Learning Outcome 4' (radio buttons for H, P, N, U), '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). The 'P' radio button is selected. A red circle highlights the 'P' button in the rating dialog. The entire grid of student names is circled with a red line.

- 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 interface for Subject 2 - 061. On the left is a sidebar with various tools and links. 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 Koelkin, Arjun Kunde, Tristan Murazik, Destini O'Conner, Austin Prohnaka, Marshall Sanford, Carolina Schinner) across the top. On the left, a list of recent evidence items is shown. The central grid contains colored circles (green, yellow, blue, grey) representing ratings for each student-evidence combination. A red circle highlights the entire grid area.

- 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 interface as above, but with a red circle highlighting a dropdown menu that has been opened over a specific rating cell in the grid. The dropdown menu contains four options: "High Performance", "Proficient", "Not Yet Proficient", and "Unrated". At the bottom right of the menu is a "Save" button. The rest of the interface and grid are visible but not highlighted.

**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 O.	Javier Pa.	Kade Sta.	Dante Tr.	Paula Wa.	Marley W.	Casimir.
<b>Sample Learning Outcome 2</b>	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 O.	Javier Pa.	Kade Sta.	Dante Tr.	Paula Wa.	Marley W.	Casimir.
<b>Sample Learning Outcome 2</b>	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 O.	Javier Pa.	Kade Sta.	Dante Tr.	Paula Wa.	Marley W.	Casimir.
<b>Sample Learning Outcome 2</b>	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"/>													

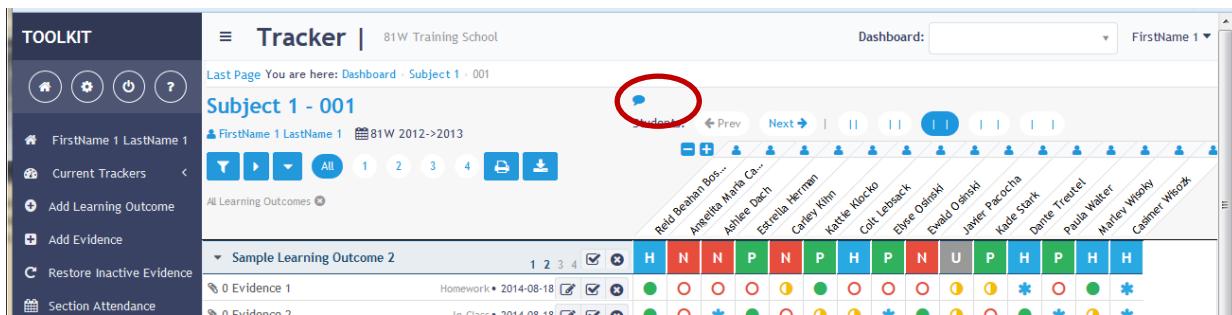
**NOTE:** To return to the Tracker without changing the rating for either a Piece of Evidence or a Learning Outcome, click the X at the top of the form or click somewhere on the screen outside of the form.

- 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 O.	Javier Pa.	Kade Sta.	Dante Tr.	Paula Wa.	Marley W.	Casimir.
<b>Sample Learning Outcome 2</b>	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"/>													

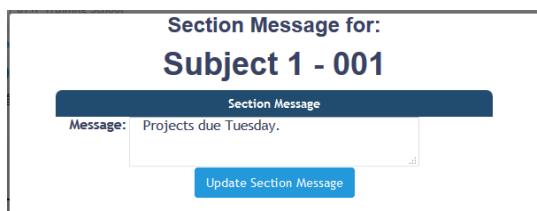
## Section Messages

- 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.

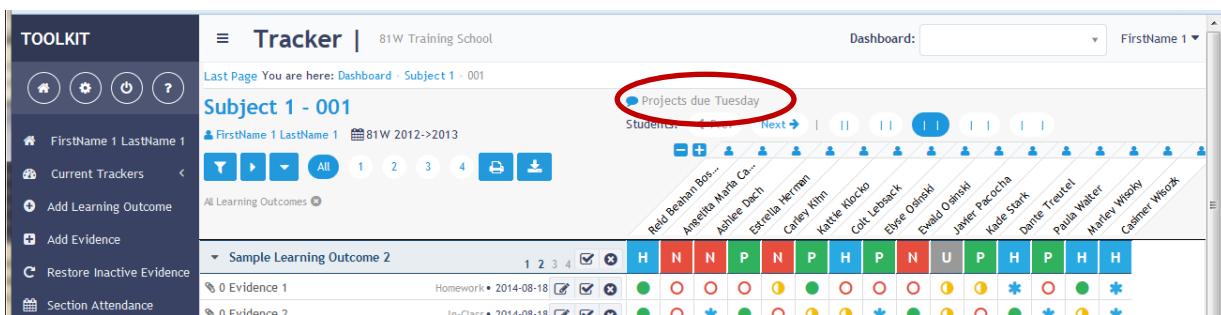


The screenshot shows the 'Tracker' page for 'Subject 1 - 001'. At the top right, there is a blue speech bubble icon with the word 'Message' next to it. Below the header, there is a grid of student names and their corresponding tracking data. The grid includes columns for 'Homework' (H), 'Not Started' (N), 'Pending' (P), and 'Completed' (C). Each student's name is listed along the top of the grid.

- 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'. Above the main tracking grid, the text 'Projects due Tuesday.' is displayed in a blue speech bubble-like box. The rest of the page is identical to the previous screenshot, showing the student tracking grid and navigation controls.

## 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'. The left sidebar contains a 'TOOLKIT' menu with various options like 'Current Trackers', 'Add Learning Outcome', and 'Section Attendance' (which is circled in red). The main area displays 'Subject 1 - 001' with a grid for tracking student attendance across multiple learning outcomes. The grid includes columns for Evidence (Evidence 1 through Evidence 4), Date (e.g., 18-Aug-2014), and student names (Judd Aufderhar, Angelita Maria Carter Johnson, etc.). The grid uses color coding (red, green, yellow, grey) to indicate attendance status.

- 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 left sidebar is identical to the previous screenshot. The main content area is titled 'Section Attendance Entry for: Subject 1 , 001'. It features a 'Attendance Date' section with a date input field set to '2015-03-19' and a note about changing the date. Below this is a 'Section Attendance for 2015-03-19' section containing instructions and a table for entering student attendance. The table has columns for 'Student Full Name', 'Attendance Types', 'Excuse', and 'Comment'. Each student row includes dropdown menus for attendance types and excuse comments.

- 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 of the Tracker application. At the top, there's a date input field set to '2015-03-19'. Below it is a calendar for March 2015. To the right of the calendar is a table titled 'Section Attendance for 2015-03-19'. The table has columns for Student Full Name, Attendance Types, Excuse, and Comment. The first row shows 'Judd Aufderhar' with 'Absent' selected in the Attendance Types dropdown. The 'Excuse' dropdown is open, showing options like 'Absent', 'Tardy', 'Excused Absence', and 'Unexcused Absence'. The 'Comment' field 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.

This screenshot shows the same 'Attendance Maintenance' section as the previous one, but with a different student selected. 'Ashlee Dach' is now listed in the table, and 'Absent' is selected in the 'Attendance Types' dropdown for her. The 'Excuse' dropdown is also open, showing the same options as before.

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

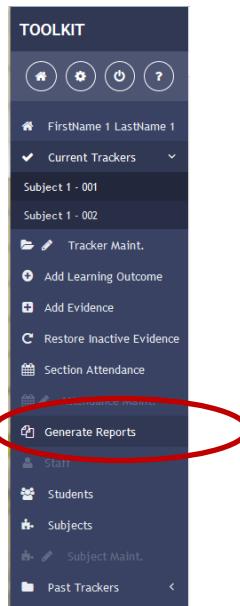
**NOTE:** An excuse and comment cannot be saved in the system without an attendance type selected..

This screenshot shows the 'Attendance Maintenance' section again, with 'Estrella Herman' selected. In the 'Attendance Types' dropdown for her, 'Absent' is selected. The 'Excuse' dropdown is open, showing 'Excused Absence' and 'Unexcused Absence' as options.

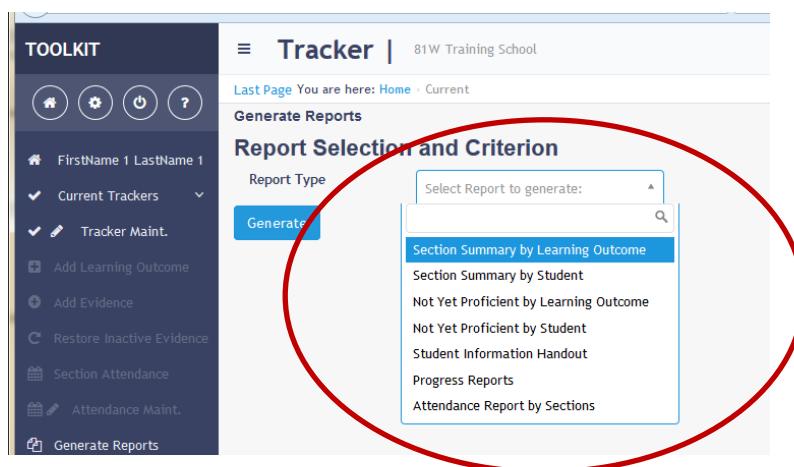
- 6) When finished, select **Save Attendance** and click **Close** at the top of the screen to return to the Tracker.

## Reports

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



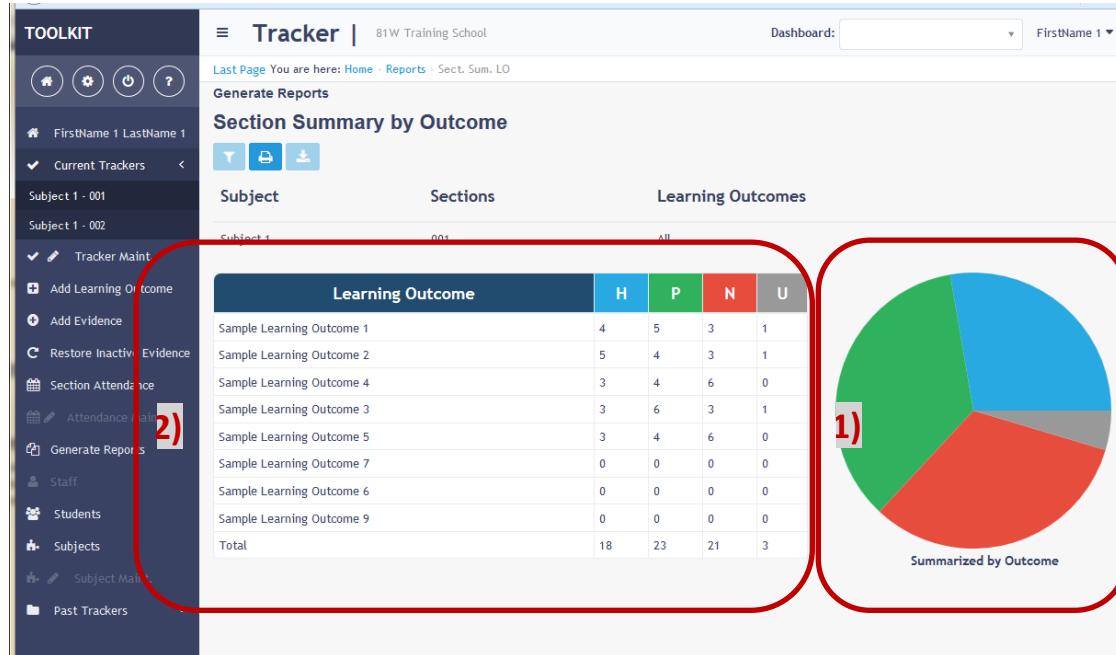
- 2) To run a report, drop down the menu and select the desired report.



- 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.

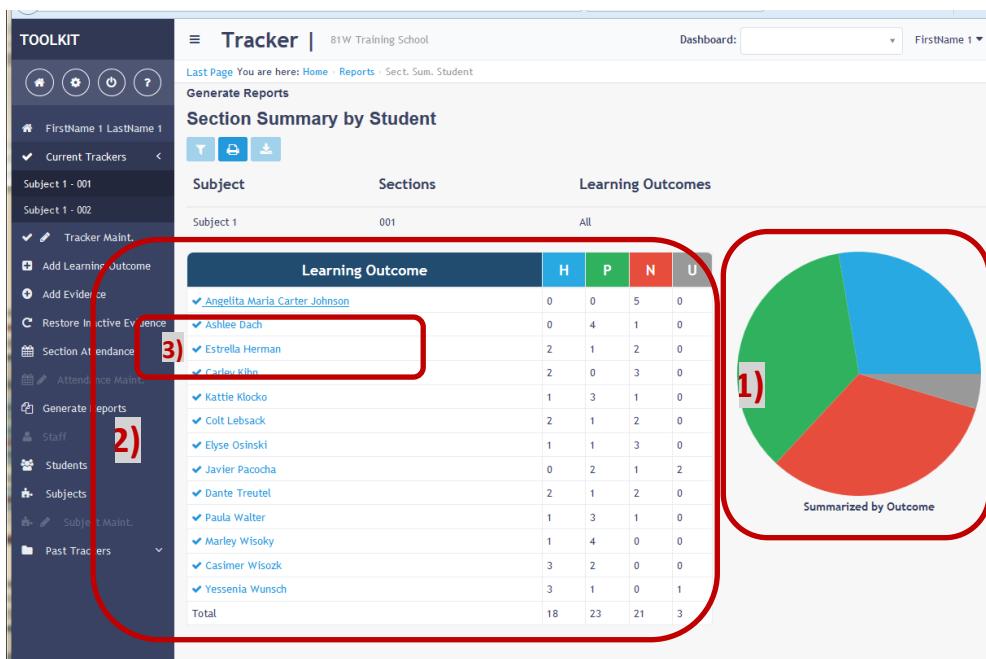
## Section Summary by Learning Outcome

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).



## 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.



## 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 'Tracker' application interface. On the left is a dark sidebar menu titled 'TOOLKIT' with various tracking and management options. The main area is titled 'Not Yet Proficient by Learning Outcome'. It has a header with icons for print, download, and navigation. Below the header is a table with columns: 'Subject', 'Sections', and 'Learning Outcomes'. A single row is visible for 'Subject 1' and '001' under 'All'. A large red box highlights a section of the page where 'Sample Learning Outcome 1' is listed. Underneath it, four student names are listed: Reid Beahan Boswell III, Angelita Maria Carter Johnson, Kattie Klocko, and Elyse Osinski. To the right of each name is a circular icon containing the number '4'. Below this section are other collapsed learning outcomes: 'Sample Learning Outcome 2' (4 students), 'Sample Learning Outcome 4' (8 students), and 'Sample Learning Outcome 3' (3 students).

## 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.

This screenshot shows the same 'Tracker' application interface as the previous one, but with a different report selected: 'Not Yet Proficient by Student'. The layout is identical, with the toolkit sidebar and the 'NYP by Student' report table. In the 'Learning Outcomes' column, the first student listed is Angelita Maria Carter Johnson, with five learning outcomes associated with her. A red box highlights this row. Below it, other students are listed with their respective counts: Ashlee Dach (1), Estrella Herman (2), and Carley Kihn (3). Each student name has a circular icon to its right indicating the count of outcomes.

## Student Information Handout

The Student Information Handout report requires that a section be selected from the drop down list to run the report. This report generates a PDF file with account information only for students whose password and/or parent's password is a *temporary password*. 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.

Feasel, Jack  
Student Username: tac\_jfeasel  
Temporary Password: 2f68a4d5ed  
Parent Username: tac\_jfeasel\_p  
Temporary Password: 323bd224ca  
You can use the credentials above to log into your Progress Tracker at: <https://tracker.parloproject.org>

Jones, Scott  
Student Username: tac\_sjones  
Temporary Password:  
Parent Username: tac\_sjones\_p  
Temporary Password: 29cb7e8576  
You can use the credentials above to log into your Progress Tracker at: <https://tracker.parloproject.org>

Smith, John  
Student Username: tac\_jsmith

**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.

The screenshot shows the 'Tracker' interface for generating progress reports. The left sidebar lists 'Current Trackers' (Subject 1 - 001) and other sections like 'Tracker Maint.', 'Add Learning Outcome', 'Add Evidence', etc. The main area is titled 'Report Selection and Criterion' with columns for Subject, Sections (001), and Learning Outcomes (All). A 'Marking Period' dropdown is shown with options 1, 2, 3, and 4. Below it are three checkboxes for print settings: 'Print unrated outcomes only if they have associated evidence.', 'Print unrated outcomes even if they don't have evidence.', and 'Print learning outcomes and ratings only. (No evidence!)'. An 'Add Message (optional)' field is present. A large list of student names follows, each with a checkbox. At the bottom is a 'Generate Progress Reports' button.

- 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.

Barnes, Jennifer  
Taylor Academy  
Science, taught by Laura Taylor

**Progress Report: Marking Period(s) 1, 2, and 3**

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

**Proficient: Science Outcome Number 1**  
Marking Period(s) 1

Homework	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	Homework	B	
Vectors Worksheet	Homework	B	
Diagramming worksheet	Homework	G	
Unit Test	Test	B	
I/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

activity 3	In-Class	G	
Group Project	Project	U	
End of unit quiz	Quiz	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.

## Account Activity Report

The **Account Activity Report** shows the account activity for 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 'Tracker' interface for 'Stem Egypt Training High School (2016-17)'. On the left is a 'TOOLKIT' sidebar with various icons and menu items. The main area is titled 'Report Selection and Criterion'. It includes a 'Report Type' dropdown set to 'Account Activity Report', and two checkboxes: 'Show Students' and 'Show Parents', both of which are unchecked. A 'Generate' button is at the bottom. The URL in the address bar is 'http://tracker.stemmast...'. The page title is 'Tracker | Stem Egypt Training High School (2016-17)'.

The report provides the login ID, the user's role (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	<a href="#">Reset Password</a>	0		
eth_student1_p	parent			9651cd9864 <a href="#">Reset Password</a>	0		
eth_student10	student	Alia	Muller	<a href="#">Reset Password</a>	0		
eth_student10_p	parent			7e9fc943ff <a href="#">Reset Password</a>	0		
eth_student100	student	Jodie	Waters	<a href="#">Reset Password</a>	0		
eth_student100_p	parent			23e7ebfdda <a href="#">Reset Password</a>	0		
eth_student101	student	Enrique	Skiles	<a href="#">Reset Password</a>	0		

Teachers 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](mailto:Trackersupport@moe.edu.eg)  
**Subject:** Password change for Tracker System.  
**Date:** February 16, 2017 at 11:13:19 AM EST  
**To:** [user@schoolname.edu](mailto: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.stemmast.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, download, 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 Muriel Stokes (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.

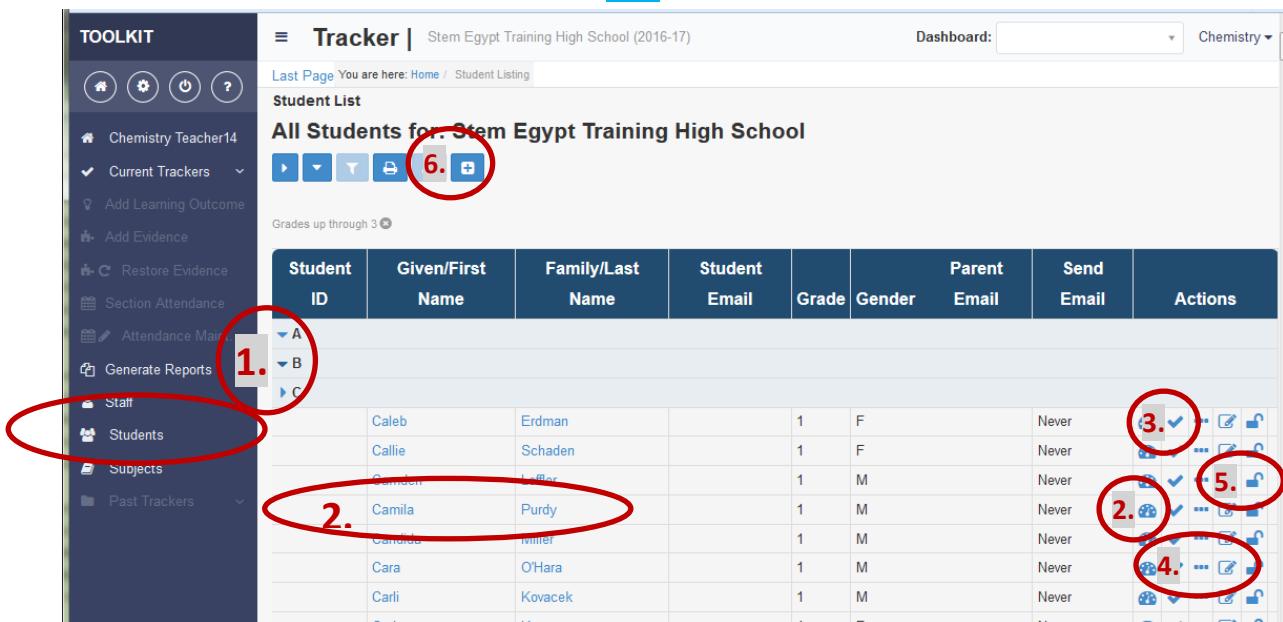
The screenshot shows the 'Student Attendance Detail Report' interface. The sidebar is identical to the previous screenshot. The main area has a title 'Student Attendance Detail Report' with icons for print, download, and search. A 'Report Selection and Criterion' panel includes fields for Report Type (Student Attendance Detail Report), Student (All), Date Range (2016-09-01 thru 2017-06-30), Attendance Type (All Attendance Types), and Show Details (unchecked). Below this is a table titled 'Student Attendance Report' with columns Date, Section, Absent, and Tardy. The table lists student attendance details for Alysa Haag, Julia Lesch, and Kevin Kautzer. For Alysa Haag, there are entries for 2017-05-08 (Chemistry - Section 26, Absent 1, Tardy 0), a total for 2017-05-08 (Absent 1, Tardy 0), and a grand total (Absent 1, Tardy 0). For Julia Lesch, there are entries for 2017-03-16 (Chemistry - Section 27, Absent 0, Tardy 1), a total for 2017-03-16 (Absent 0, Tardy 1), and a grand total (Absent 0, Tardy 1). For Kevin Kautzer, there are no entries listed.

# Students

## Student List

Teachers 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 add a new student to the school select the  at the top of the screen.

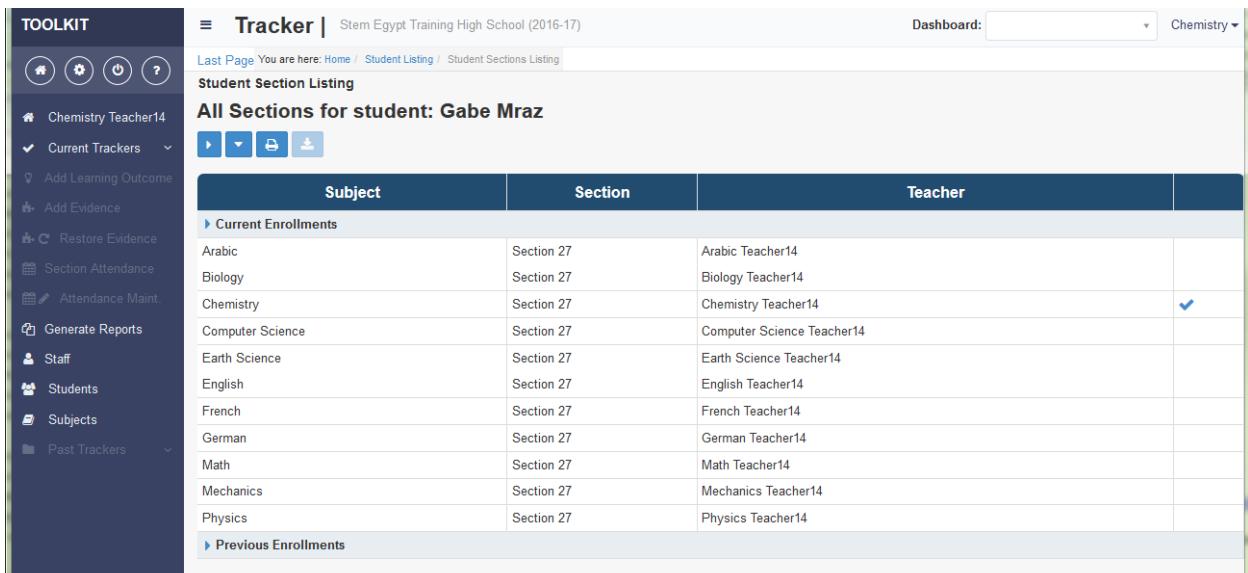


The screenshot shows the 'Tracker' page for 'Stem Egypt Training High School (2016-17)'. The left sidebar has a 'Students' link circled in red with number 1. The main area shows a table of students with a 'Sections' column circled in red with number 2. A '6.' is circled in red above the 'Actions' column. The right side of the table has several icons circled in red with numbers 3, 4, 5, and 6, corresponding to the numbered steps in the list above.

Student ID	Given/First Name	Family/Last Name	Student Email	Grade	Gender	Parent Email	Send Email	Actions
A	Caleb	Erdman		1	F		Never	
B	Callie	Schaden		1	F		Never	
C	Camden	Miller		1	M		Never	
2.	Camila	Purdy		1	M		Never	
Caroline				1	M		Never	
Cara	O'Hara			1	M		Never	
Carli	Kovacek			1	M		Never	
Gabe				4	F		Never	

## 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)

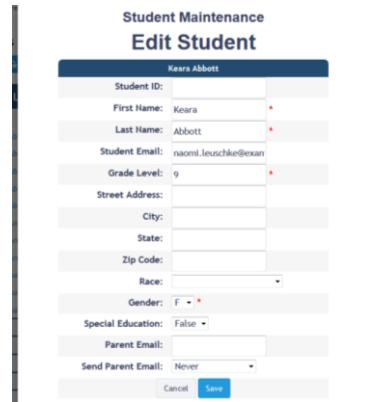
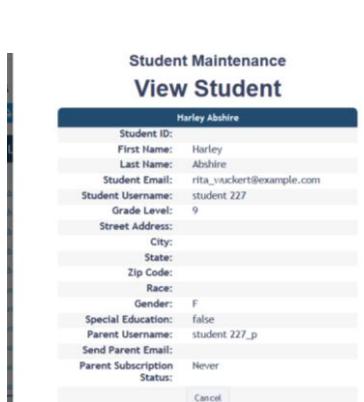


The screenshot shows the 'Tracker' page for 'Stem Egypt Training High School (2016-17)'. The left sidebar has a 'Students' link circled in red with number 1. The main area shows a table of student sections with a 'Teacher' column circled in red with number 2. A '2.' is circled in red above the 'Teacher' column. The right side of the table has several icons circled in red with numbers 3, 4, 5, and 6, corresponding to the numbered steps in the list above.

Subject	Section	Teacher
Arabic	Section 27	Arabic Teacher14
Biology	Section 27	Biology Teacher14
Chemistry	Section 27	Chemistry Teacher14
Computer Science	Section 27	Computer Science Teacher14
Earth Science	Section 27	Earth Science Teacher14
English	Section 27	English Teacher14
French	Section 27	French Teacher14
German	Section 27	German Teacher14
Math	Section 27	Math Teacher14
Mechanics	Section 27	Mechanics Teacher14
Physics	Section 27	Physics Teacher14

## View/Edit Student Information

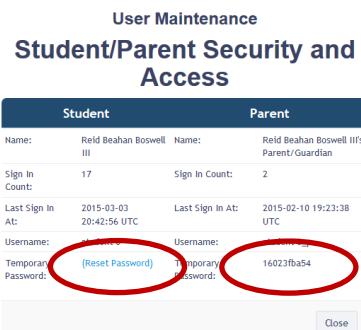
Clicking on the  will display detailed information regarding a student while the edit screen  allows a user to change any of the information about a student. **NOTE: Required fields are marked with \***. Click **Save** when finished making changes.



The left screenshot shows the "Student Maintenance View Student" screen for a student named Harley Abshire. The right screenshot shows the "Student Maintenance Edit Student" screen for a student named Keara Abbott. Both screens include fields for Student ID, First Name, Last Name, Student Email, Grade Level, Street Address, City, State, Zip Code, Race, Gender, Special Education, Parent Username, Send Parent Email, and Parent Subscription Status. The "Edit Student" screen also includes a "Cancel" and "Save" button.

## 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 password has already been reset, the temporary password is displayed.



The screenshot shows the "User Maintenance Student/Parent Security and Access" screen. It displays sign-in details for a student and a parent. Two red circles highlight the "Temporary Password" field for the student and the "Temporary Password" field for the parent, both of which contain the value "16023fb54". A "Close" button is at the bottom right.

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

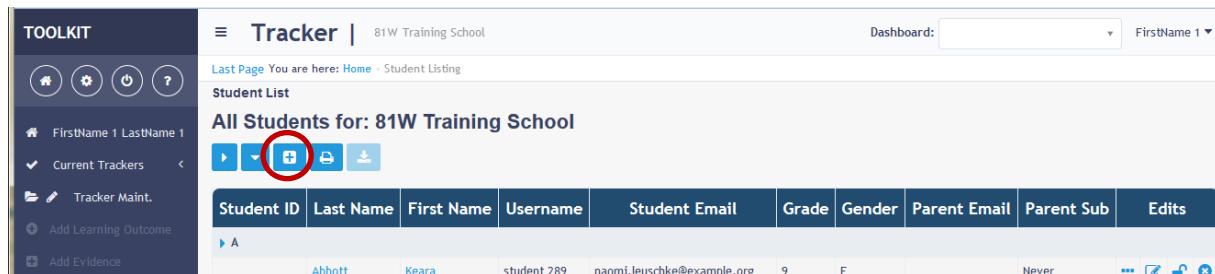
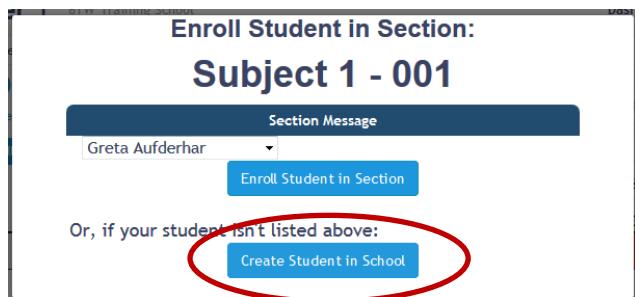
Thanks for using the Tracker System and have a great day!

Sincerely,  
Tracker Support Team

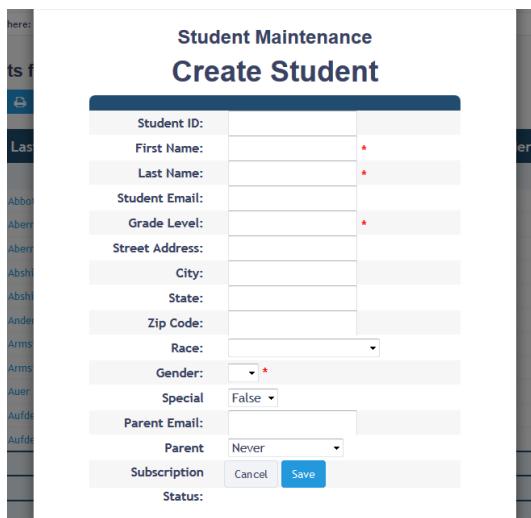
## Create Student in a School

Students can be created in the system either through the Tracker Page or from the Students page.

- 1) To add a student to a school, either click on click **Create Student in School** from the **Enroll student in Section** screen or the **+** at the top of the **Students** screen.



- 2) Fill in the appropriate information on the form and click **Save**. The system will automatically create both the student and the parent's user ID and temporary password. If their email addresses have been entered, both will automatically receive an email message containing the URL or website for Tracker, their user ID and their password (sample displayed below). **NOTE: Required fields are marked with \***.



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

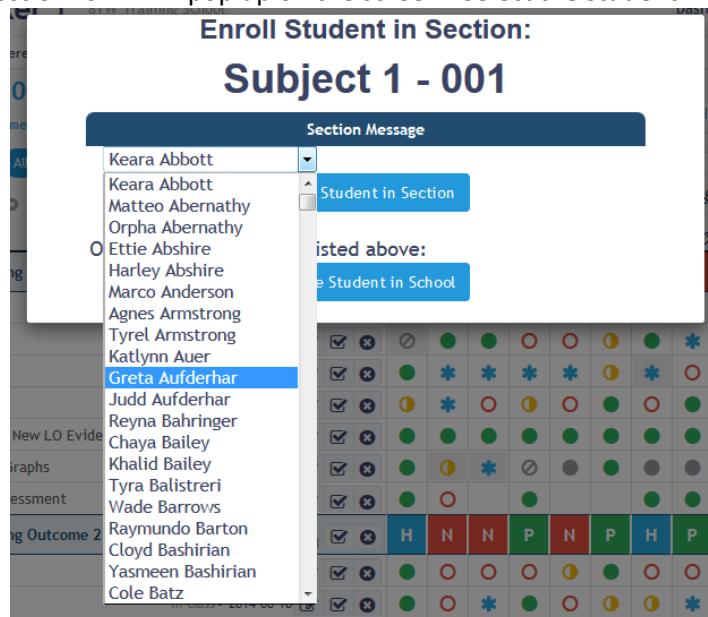
Sincerely,  
Tracker Support Team

## Enroll Student in a Section

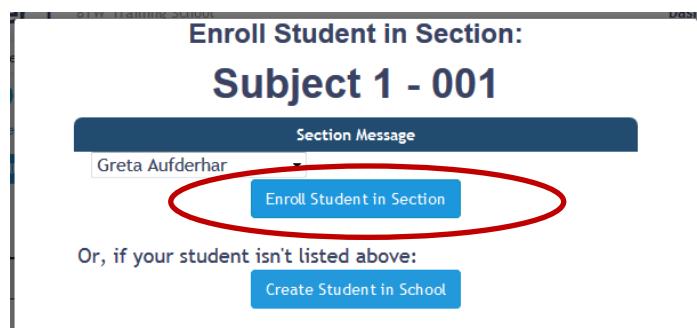
- 1) Teachers can add students to any of their tracker sections. To add a student to a section, click on the plus sign (+) on left side of the student listing at the top of the Tracker screen.

The screenshot shows the 'Tracker' page 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 and their status (H, N, P) across various learning outcomes. At the top right, there's a 'Students:' list with a red circle around the plus sign (+) icon. Below the list is a grid of student names and their corresponding status in each column.

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



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



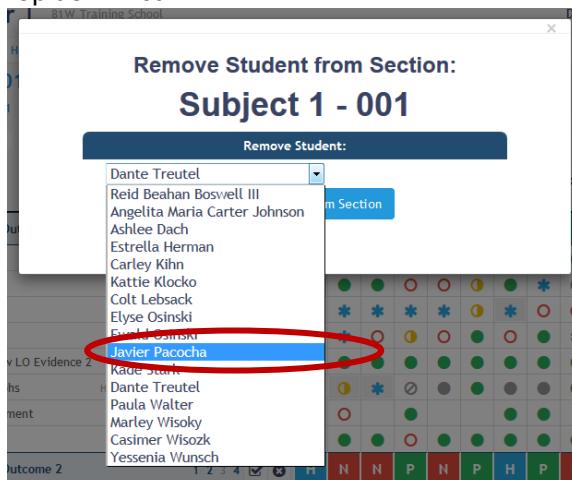
- 4) Repeat steps 2 and 3 until all students are added.  
5) If the student is not listed, select see directions for **Create Student in School** (*See Create Student in a School for further information*)

## Remove Student from Class section

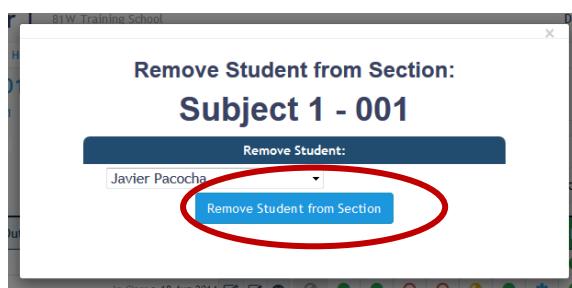
- 1) Teachers have the ability to remove students from any of their Tracker sections. To remove a student from a section, click on the minus sign ( - ) on the left side of the student listing at the top of the Tracker screen.

The screenshot shows the 'Tracker' page for 'Subject 1 - 001'. The left sidebar contains a 'TOOLKIT' with icons for Home, Settings, Power, and Help. Below these are links for 'FirstName 1 LastName 1', 'Current Trackers', 'Add Learning Outcome', 'Add Evidence', 'Restore Inactive Evidence', and 'Section Attendance'. The main area displays a grid of student names: Reid Beahan Boswell III, Angelita Maria Carter Johnson, Ashlee Dach, Estrella Herman, Carley Kihm, Kattie Klocko, Colt Lebsack, Elyse Osinski, Evald Ojanski, Javier Pacocha, Kade Stark, Dante Treutel, Paula Walter, and Marley Wisoky. Above the grid, there are buttons for 'Projects due Tuesday', 'Students', and navigation arrows. A red circle highlights the plus sign icon in the top right corner of the student list.

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

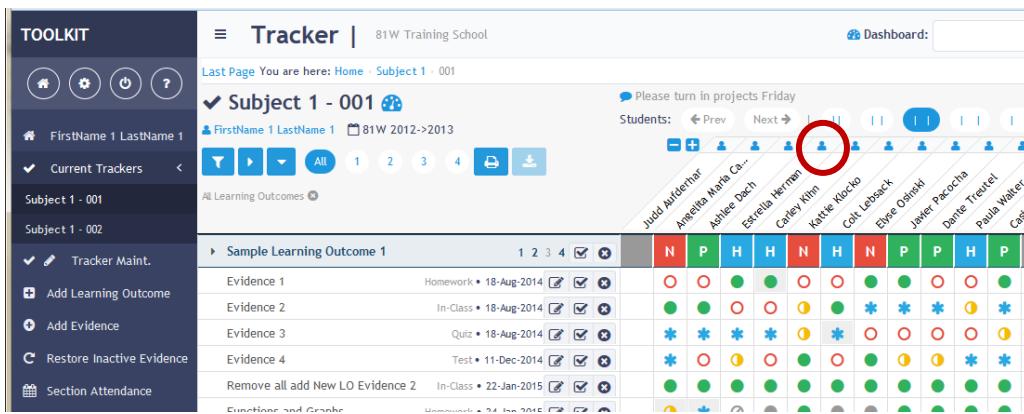


- 3) Click on the Remove Student button and the student will no longer show on the Tracker.



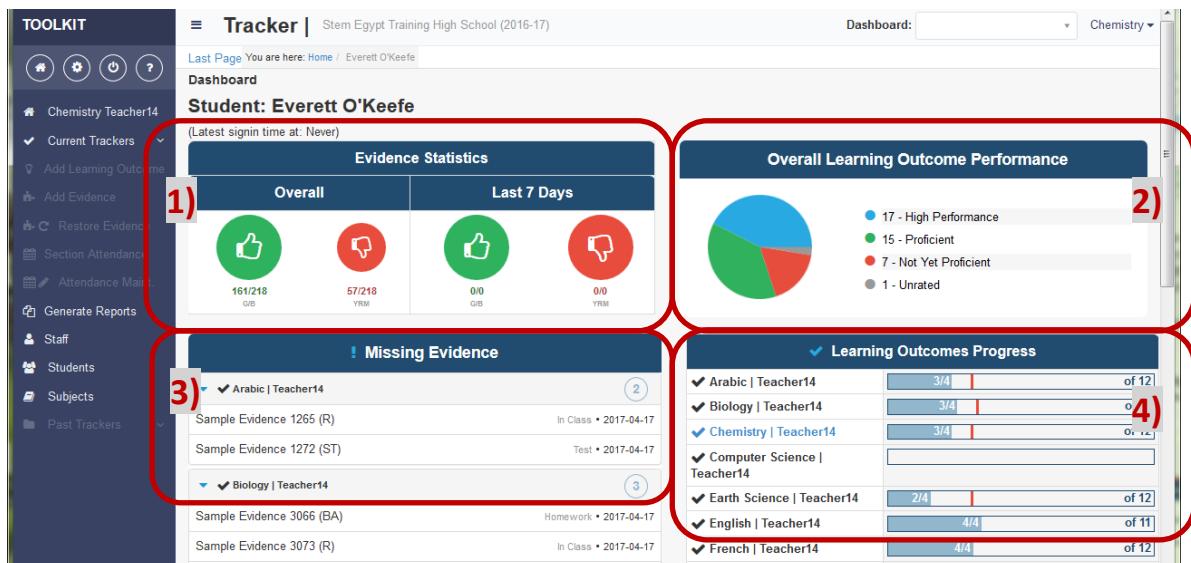
## Student Screens

Teachers have the ability to view an individual student's dashboard and tracker by clicking on  above an individual student's name. These are the same screens that students see when they log into the system.



## Student Dashboard

- 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|LastName1) 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|LastName1) indicates the total number of Learning Outcomes for that specific subject. Students can select  to go to the Tracker page a specific subject/section.



- 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

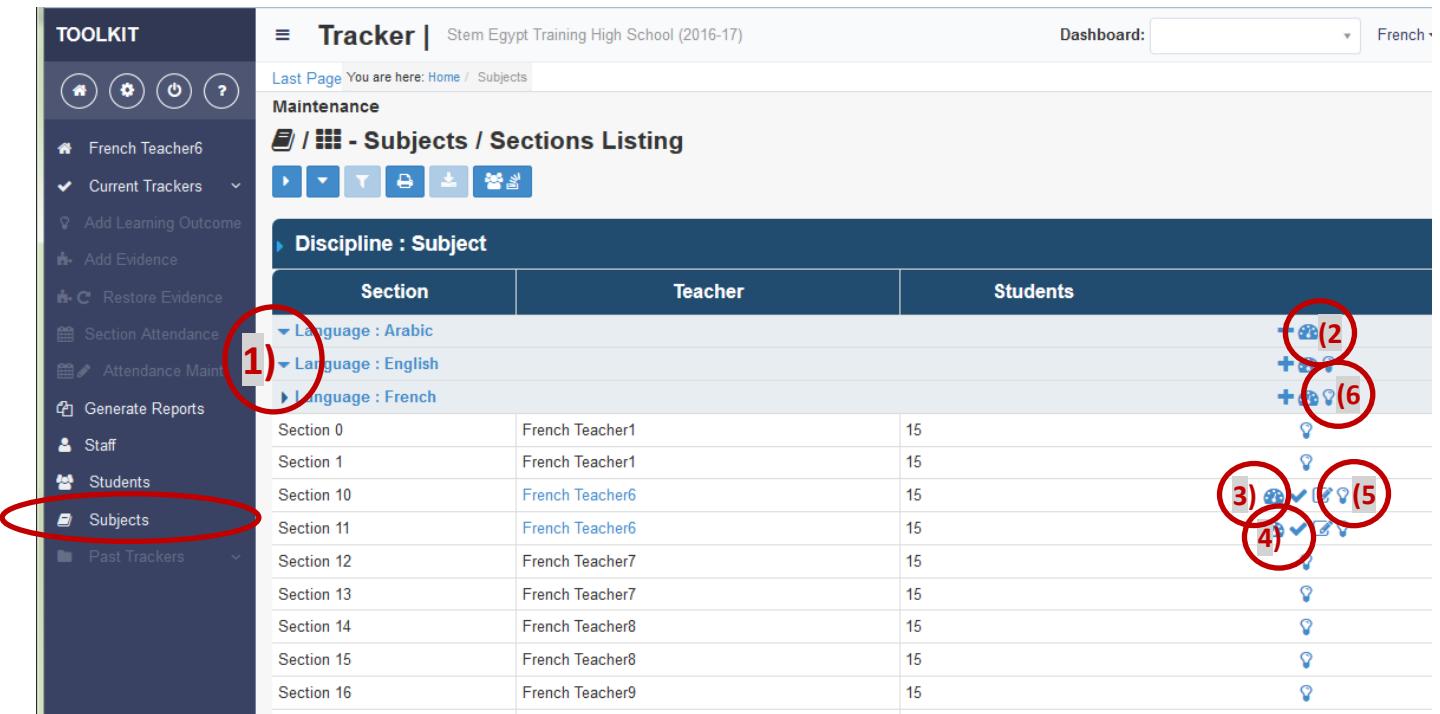
The screenshot shows the Student Tracker application interface. On the left is a dark sidebar labeled 'TOOLKIT' containing various navigation links. The main area has a header 'Tracker | 81W Training School'. Below the header are 'Tracker Pages for: Estrella Herman' and 'Subject 1 | 001'. A red box highlights a section announcement: '4) Action Announcement: Please turn in projects Friday'. Another red box highlights the 'Evidence Statistics' section, which includes two sets of icons (Overall and Weekly) showing counts of green (good), yellow (warning), and red (bad) evidence. A pie chart titled 'Overall Learning Outcome Performance' shows the distribution of ratings. A third red box highlights the 'Learning Outcome / Evidence' table, which lists various assignments and their status (e.g., High Performance, Proficient, Not Yet Proficient). A fourth red box highlights a specific assignment entry for 'Quiz \* 18-Aug-2014' marked with a blue asterisk (\*).

- 1) **Evidence Statistics:** Two showing the number of pieces of evidence for this section/subject rated at green or blue out of the total number of pieces of evidence. Two showing the number of pieces of evidence for this section/subject 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 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**.

## Subjects

Teachers 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 see all the Learning Outcomes for the subject or a section click on the  that corresponds with either the subject or section



The screenshot shows the 'Subjects / Sections Listing' page. The left sidebar has a red circle around the 'Subjects' link, with the number 1 inside. The main content area has several red circles with numbers 2 through 6, pointing to various icons: 2 points to a subject icon, 3 points to a section icon, 4 points to a tracker icon, 5 points to a lightbulb icon, and 6 points to another subject icon. The table lists 16 sections, each with a teacher name and student count of 15.

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

## 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 icons and buttons. The main area has a title 'Tracker | Stem Egypt Training High School (2016-17)' and a dropdown menu 'Dashboard: Chemistry'. A red box highlights an 'ALERT' message: 'System will be down for maintenance on Saturday, July 15, 2016'. Below the alert are sections for 'Teacher: Chemistry Teacher14' (latest sign-in time: 08-May-2017 08:08:46 PM GMT), 'Overall Student Performance' (pie chart showing 36 - High Performance, 22 - Proficient, 3 - Not Yet Proficient, 3 - Unrated), and 'Proficiency Bar Chart' (two bar charts for Chemistry | Section 26 and Chemistry | Section 27).

## Edit Profile Screen

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

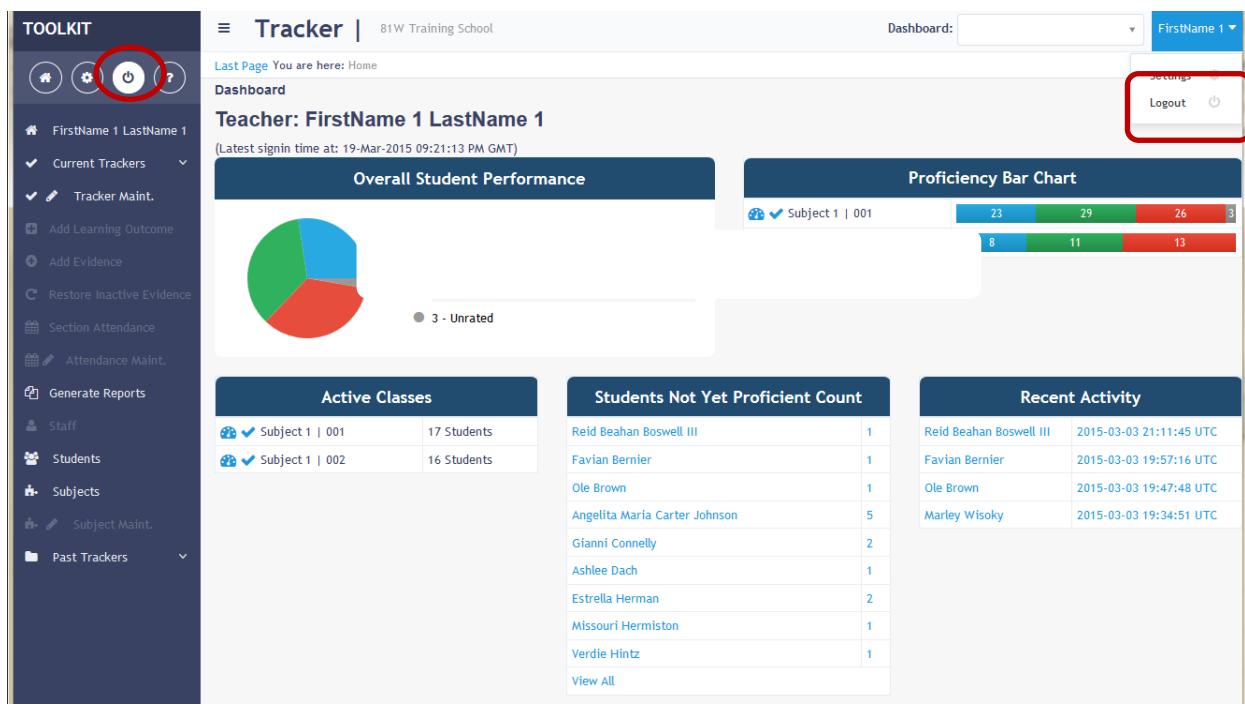
The screenshot shows the Tracker application interface. The sidebar includes a 'TOOLKIT' section and a dropdown menu where 'FirstName 1 LastName 1' is selected. A red box highlights the 'Settings' option in the dropdown menu. The main dashboard displays 'Teacher: FirstName 1 LastName 1' (latest sign-in time: 19-Mar-2015 09:21:13 PM GMT), 'Overall Student Performance' (pie chart showing 31 - High Performance, 40 - Proficient, 39 - Not Yet Proficient, 3 - Unrated), 'Proficiency Bar Chart' (two bar charts for Subject 1 | 001 and Subject 1 | 002), and three other cards for '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 within the Tracker application. The sidebar includes a 'TOOLKIT' section and a 'User Maintenance' link. The main area has a title 'Edit Profile' and a form with three input fields: 'Email' (addie\_cole@example.net), 'Password' (empty), and 'Password Confirmation' (empty). A red box highlights the 'Email' field. Below the form is a note: 'Changing your password will log you out, and you will have to log back in!' and 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 Teacher User Guide interface. On the left is a vertical sidebar titled "TOOLKIT" containing various menu items. At the top center is the title "Tracker | 81W Training School". To the right of the title is a dropdown menu for "Dashboard" and a user profile for "FirstName 1". A red box highlights the "Logout" button in the top right corner of the dashboard area. The dashboard itself includes sections for "Overall Student Performance" (a pie chart showing 3 - Unrated), "Proficiency Bar Chart" (a bar 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" (a list of students with their counts: Reid Beahan Boswell III (1), Favian Bernier (1), Ole Brown (1), Angelita Maria Carter Johnson (5), Gianni Connelly (2), Ashlee Dach (1), Estrella Herman (2), Missouri Hermiston (1), Verdile Hintz (1)), and "Recent Activity" (a list of recent logins: Reid Beahan Boswell III on 2015-03-03 21:11:45 UTC, Favian Bernier on 2015-03-03 19:57:16 UTC, Ole Brown on 2015-03-03 19:47:48 UTC, Marley Wisoky on 2015-03-03 19:34:51 UTC).