**Abstract**

“Using TRACS” is a brochure explaining how to use the TRACS system. It targets students at Texas State University. The brochure presents its information chronologically according to how a user interacts with the system. The brochure covers logging in and out of TRACS, the TRACS workspace, navigating TRACS, and the information available on class pages. The brochure includes screen captures of the TRACS interface to help the reader identify the interface components described in the text. The brochure provides resources for further information on using the TRACS system.

**Keywords**

User interface, documentation, TRACS, Texas State University