112 West Ave.

Apt. 239

San Marcos, TX 78666

November 4, 2014

Mr. Michael Farris, Director

Educational Technology Center

Texas State University

San Marcos, TX 78666

Dear Mr. Farris:

I have enclosed a copy of the brochure you asked me to write. It details the basic use of TRACS to students at Texas State and provides resources for learning more about TRACS.

The brochure covers logging in to the system, the information available on the home page, how to navigate between classes, and the information available on each class page. The brochure explains how to access professors' contact information, syllabuses, posted resources, and grades.

I included screen captures in the brochure to aid readers in navigating TRACS. I wrote the text of the brochure using firsthand experience with the system and the TRACSFacts student guide.

Thank you for entrusting me with writing this brochure. If you have any questions or comments about the brochure, please contact me at 210.482.9474(c), or at so1132@txstate.edu.

Sincerely,

Stuart Olsen