eTracker^{tm} A User Guide for Students

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Introduction

About this guide

This guide has been written based on the eTracker User Guide produced by VLE Support (the company that supplies the software). The material has been adapted to Hackney Community College to accurately reflect the systems in use within the organisation and the college configuration of eTracker. All material is adapted with permission.

What is eTracker?

eTracker is the colleges new web based, online electronic ILP (Individual Learning Plan). It links with college systems to enable you to track your progress against the courses you are enrolled on. The college has purchased eTracker to replace the Moodle based eILP. eTracker will also make the process of target setting easier.

Getting Help

As with all new software, nobody knows how to do everything immediately and there will be times when you need some help. If you find that you need some help, you can ask your local eLearning Lead, or you can send an email to the eLearning help desk via elearningsupport@hackney.ac.uk . The help desk aims to respond to all emails within 1 hour (during the normal working day otherwise by 10am the following day), and resolve any issues within 4 hours. The team is available for emailed queries (online response) and at desk support during normal working hours.

Getting Started.

Logging on to eTracker

eTracker can be found at https://etracker.hackney.ac.uk and links to this will be placed on both the VLE and the staff Intranet.
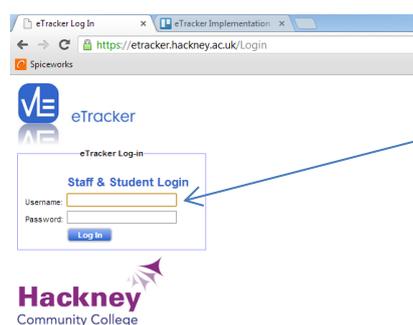
Once you have navigated to eTracker, log in with your normal network username and password (the same ones you use to log into your computer)
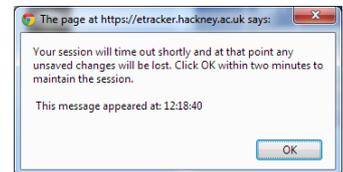
How to navigate eTracker

eTracker is accessed using a web browser (Chrome is the ideal, but it will work in Internet Explorer,

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Firefox and Safari) and is accessible from anywhere (both inside and outside the college, so yes you can work on eTracker from home). To access different screens, click on the navigation buttons on the main menu within eTracker. It is not advisable to use the browser navigation buttons (the back and forward buttons).

Idle Timeout counter

A twenty minute allowance is in place for idle time. Two minutes before the time is elapsed a warning message will appear urging you to save any changes you have made. When you interact with eTracker the timer will reset.

Saving Data

When data is entered into eTracker that you need to save, the status bar will change to say Page Status: Changed. Click on the save button that will appear in the status bar and this will save your work. If you try to navigate away from the page without saving you will get a warning. Select Cancel and then Save, otherwise you will lose your changes.
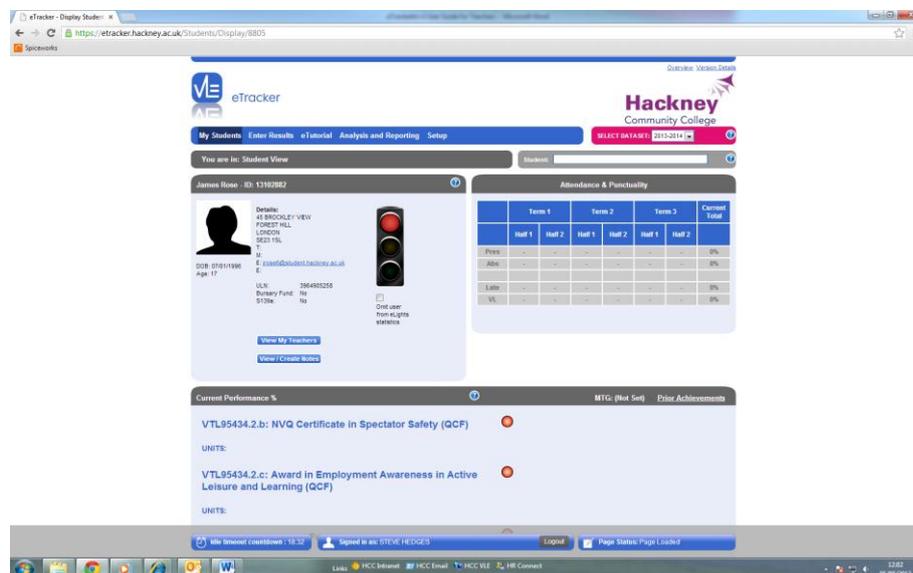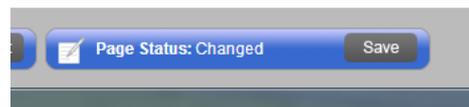
The Student Page

This page contains all the information about the You and is the same view that the teachers will see. The page includes your personal details (including photograph), attendance and punctuality (which is fed by the eRegisters). It also includes all of the programme elements that the you are enrolled to, your Initial Assessment results plus any notes that have

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been written – which we will discuss in due course.

There is also the traffic lights (or eLights). The settings for the eLights are an college wide setting, but they give an indication of current attendance. To get more information as to why the traffic light is at a particular colour, hover your mouse over the light and a black box with the details will appear.

If you click on View My Teachers it will show all teachers that are teaching or associated with you.

## Notes

Viewing and Creating Notes

You can create Notes which can be seen only by yourself, or alternatively you can share the notes with different staff. This is a feature you may wish to use when you have a 1:1, to make notes of what is discussed. Always remember though, that even though you may choose not to share the contents of a note with anyone, under the Freedom of Information Act 2000, anyone can apply to see any information held on them by the college, so be mindful of this when typing notes.

Notes can be used by all staff, for example Additional Learning Support staff could record information about Learning Support or Student Services could record information about careers interventions. Note categories are set up by the college eTracker Administrator.

If you select the button, the Student Screen will expand to show the section below. If notes have been created and have been shared with you, they will be visible here.
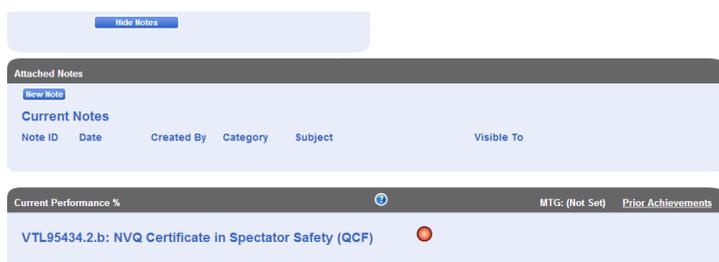

To create a note, click on the New Note button then click OK on this dialogue box when it appears.
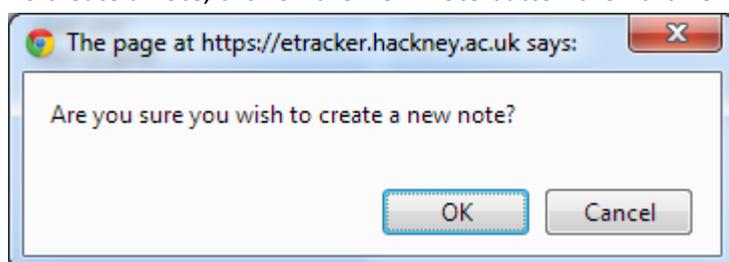
 Select the category you want the note to be stored under, then type in a subject for the note. In the Note box, type the text you want. In the shared with box, you can select one or more individuals or groups of staff to share the note with. As you select names or groups, they will appear in the Email

to box. To send an email to these staff telling them about the note, select the individuals or groups in the email box, once the note is saved, the email will be sent automatically.
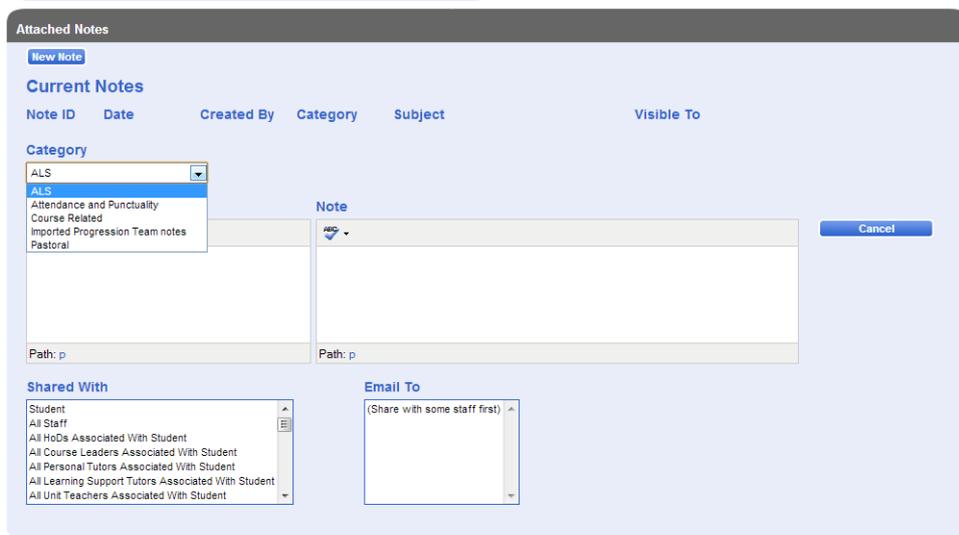

Student Progress Bars

What are Student Progress Bars?

Students see two bars – one blue and one red (blue above red), for each unit. The same bars are visible to teachers by looking on the students profile or on the courses view of the particular course, these we will look at later in this guide.

The general principal in eTracker is that the blue (upper) progress bar for each student reflects the work that has been completed and marked. The red (lower) bar represents a target, or work that has been issued or expected to have been completed. The red bar is controlled by setting dates for criteria or assessed work.
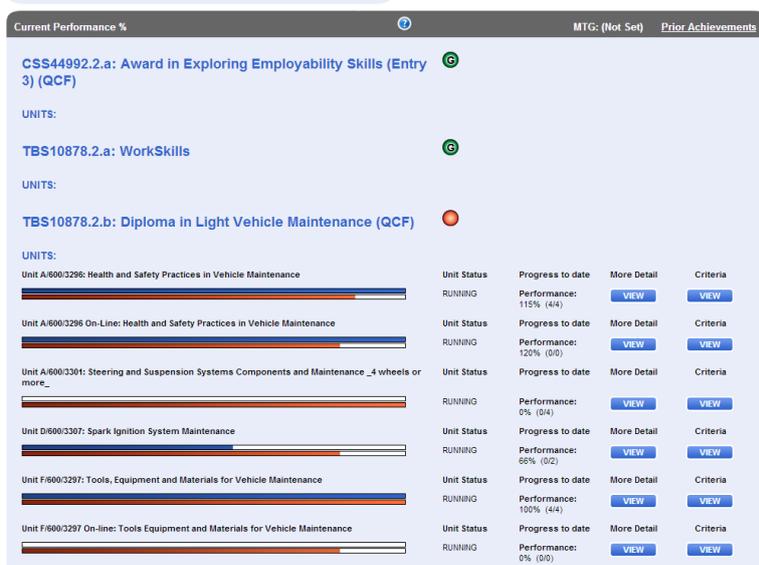
For A-Level marking, the red bar shows the Minimum Target Grade and the blue bar shows the grade that the student is currently achieving. If there is no red bar, this means that the Minimum Target Grade has not been set.

For NVQ schemes, the red bar shows the amount of time that has elapsed between the beginning and end of funding.

For BTEC marking schemes, the red bar represents the number of criteria issued or expected to have been completed, as a percentage of the total number of criteria for the whole unit, in accordance with the dates. For example, if there are a total of 10 criteria for the unit, and only 5 of them have been issued or expected to have been completed by today, then the red bar will move to 50% of progress.

The task for you is simple. They should try to make the blue bar meet or pass the red bar.

You will be enrolled on a course, or a number of courses and this will be displayed on your student profile. If the you are on the wrong course or are showing in the wrong group, please contact your Tutor as they will need to make amendments to the student record, which will then be reflected in eTracker. Student data in eTracker is fed directly from MIS data.

For the main qualification(s) there will be units attached, which you will use to monitor progress against and record achievement. You will only see the units once the unit status has been changed to Running.
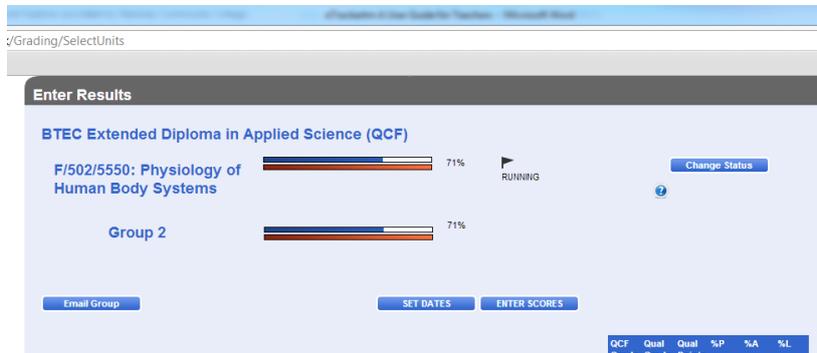
Causes for Concern & Celebration

Causes for Concern and Celebration are a way of making a documented comment regarding a worry about you, or documenting something that has gone very well.

Causes for Concern affect the eLights. If two causes for concern are raised within two months, the light will turn amber. If four causes for concern are raised in two months the light will turn red.

eTutorial and Target Setting Weeks

The eTutorial section of eTracker is where your ILP can be found. The eTutorial is made up of four parts, Subject Reviews, Progression Audits, Action Plans and My Profile. This section of the manual will look at all of these parts in the order in which they should be completed during the year.

My Profile

During the induction period you should get an induction into the use of eTracker. During this session you will be introduced to eTracker and will be asked to complete the My Profile section. This will allow you to enter information about your long term goal, any employment you might have and any other factors that might affect your studies.

This will provide valuable information on which to base tutorial discussions throughout the year.

Progression Audits

Progression Audits should be completed periodically during the year by the tutor. This will give you a brief overview of your current progress with a brief comment from your tutor to explain why the course team feels that you are at that stage.

Subject Reviews

The Subject Review gives you (and where appropriate, your parents) a unit by unit summary of how you are doing in each of your units. In addition to displaying your unit progress bars you are given marks out of four (one being the highest grade and four being the lowest) for Motivation, Study Skill, Attitude & Behaviour and Attainment. The Subject Review also directly affects the traffic light based on a count of the occurrences of 3 (satisfactory/ amber light) and 4 (unsatisfactory/ red light). The Subject Review will form the basis of discussions for Target Setting week.

Action Plans – Course Tutors – Target Setting Week

During Target Setting Week, and using the Subject Review as a basis for discussions you will have 1:1 meetings with your tutor to set your targets. This is done in the Action Plan section of the eTutorial. You can access the Action Plan from eTutorial, then Action Plan. In later Target Setting Weeks you will also be able access the Action Plan from the Student Page by clicking on the Update button under the Targets section near the bottom of the Student Main page.

The entry boxes allow for SMART target setting by providing a Target Set box and an Action Description box. Enter the Start Date and the Target End Date in the boxes to make the target time bound.

Select a Target Type from the drop down menu.

These targets make up part of your ILP, so remember that there should be both personal targets as well as course related targets.

Note that all staff will not be able to set all types of target. If you are not assigned as a Learning Support Tutor, you will not be able to set a Learning Support Target.

End Notes

The contents of this manual have been written to cover everything you will need to do in eTracker to the end of the first Target Setting Week. It is anticipated that another manual will be released at around Christmas to cover the remainder of the year.