

# CollegeTracker

## *Teacher Guide*

### ***Audience***

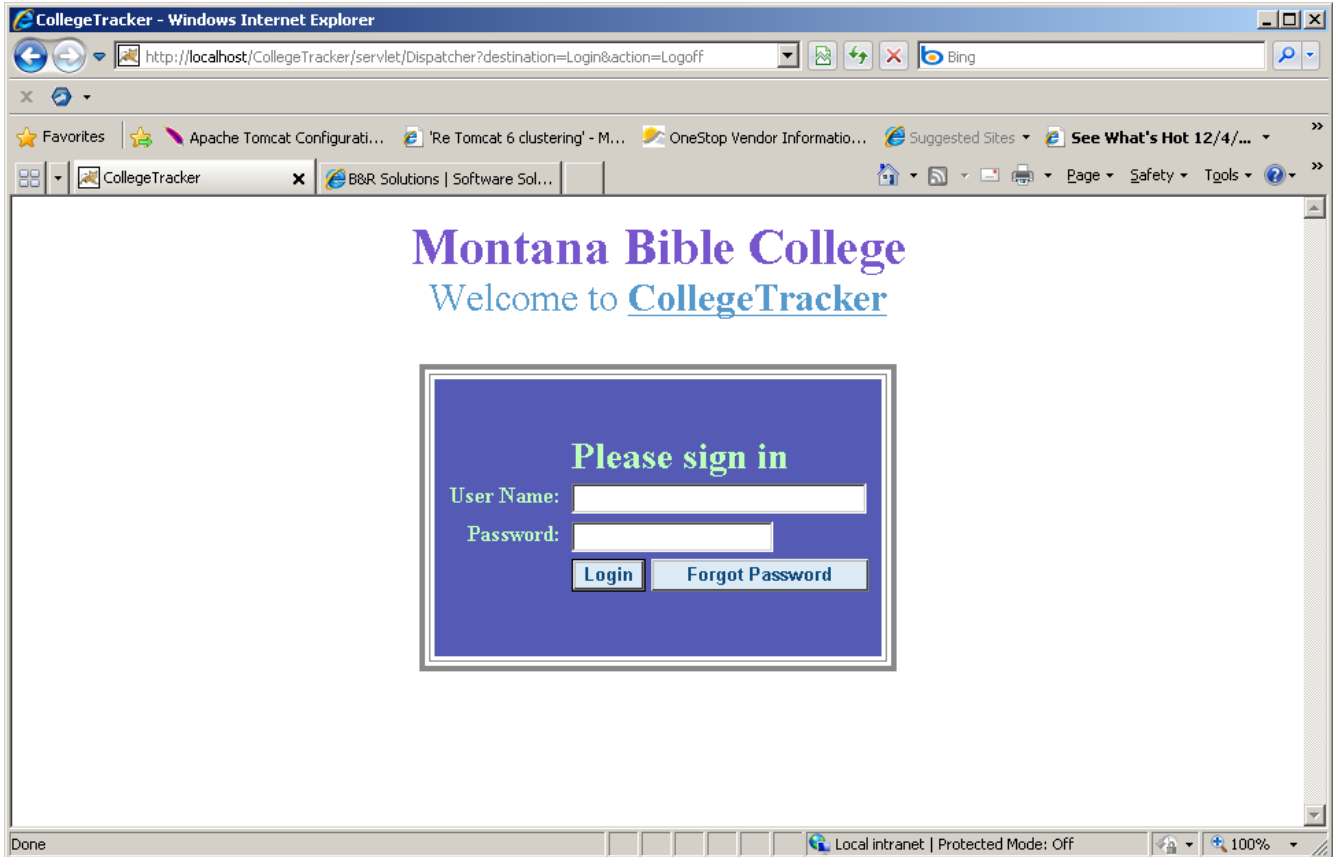
This guide is intended for use by teachers or administrators of CollegeTracker. Depending on your position at the college, you may or may not be able to get to all of the pages mentioned in this document but, for the most part, all of these should be available to you.

### ***Purpose***

To learn how to use this application can improve your teaching experience.

## Logging in

In order to use CollegeTracker, you must know your user name and password as well as the URL (what you type into the browser to get to the application). Providing you have these items, bring up a browser (such as Internet Explorer, Firefox, or Google Chrome) and enter the URL into the “address” line and press Enter. You will see a page such as the following displayed on your screen.



Enter your user name and password and either press the Enter key or click the Login button. If you have already been into the program before, you set up challenge questions, and you have forgotten your password, you can click on “Forgot Password” instead which will display a few of the challenges and let you change your password.

If this is your first time into CollegeTracker, you will see the following page. You can fill out four or more answers to questions which will, later, allow you to reset your password if you forget it.

CollegeTracker - Set Answers to Challenge Questions - Windows Internet Explorer

http://localhost/CollegeTracker/servlet/Dispatcher

General List System Admin Other

## Set Answers to Challenge Questions

05/29/2010 07:51 PM

- Welcome to the CollegeTracker System
- Please setup answers to at least 4 challenge questions before proceeding.

**Save**

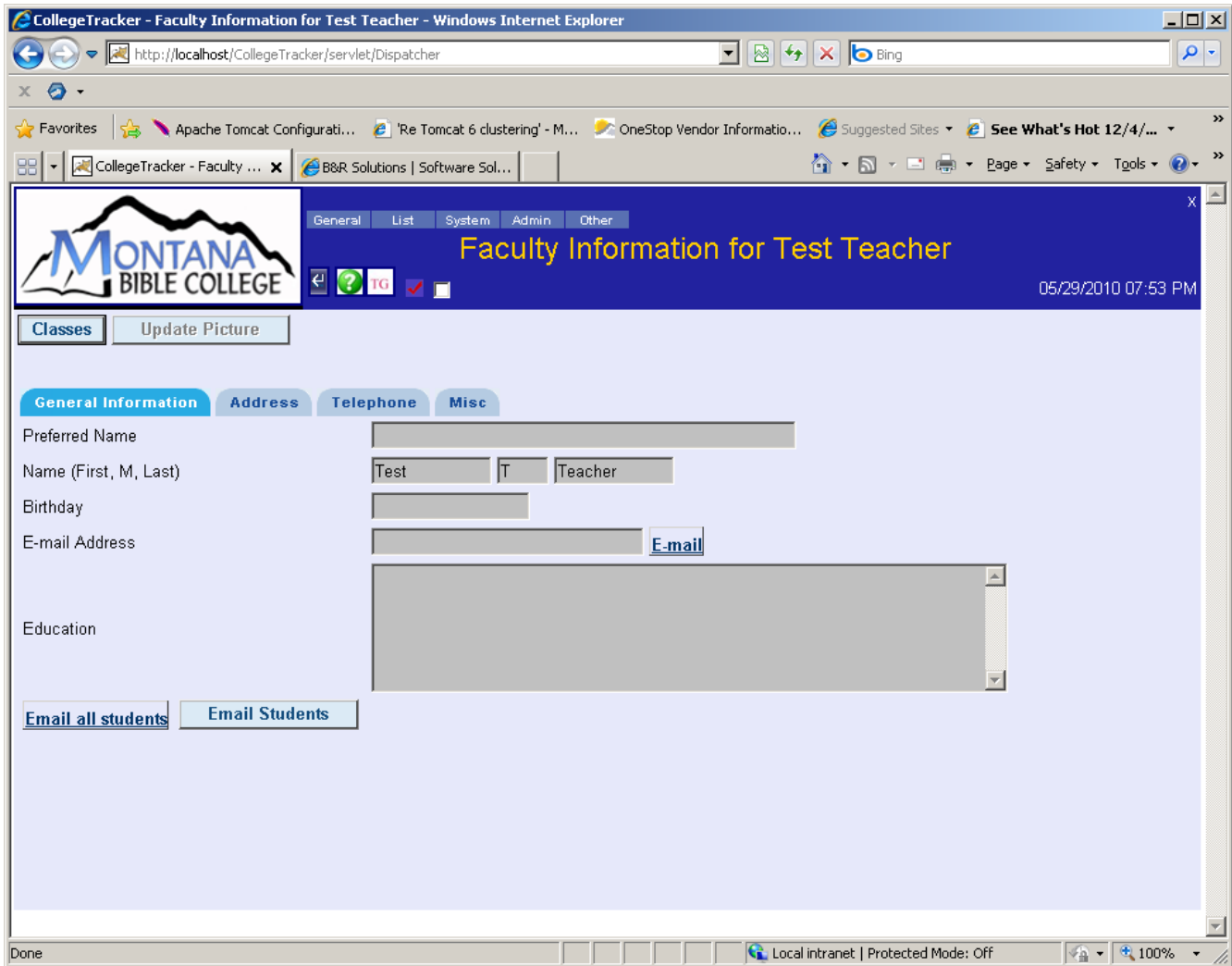
Skip Setting Challenges in the future?

Question	Answer
In what city were you born?	
What was the name of your first school?	
Who was your favorite teacher?	
What is your favorite color?	
What is your father's middle name?	
What is your mother's maiden name?	
What is your favorite movie?	
What is your favorite beverage?	
From what high school did you graduate?	
Do you prefer coffee or tea?	
Please enter a memorable phrase	
Who is your favorite author?	
What is your favorite book?	

Done Local intranet | Protected Mode: Off 100%

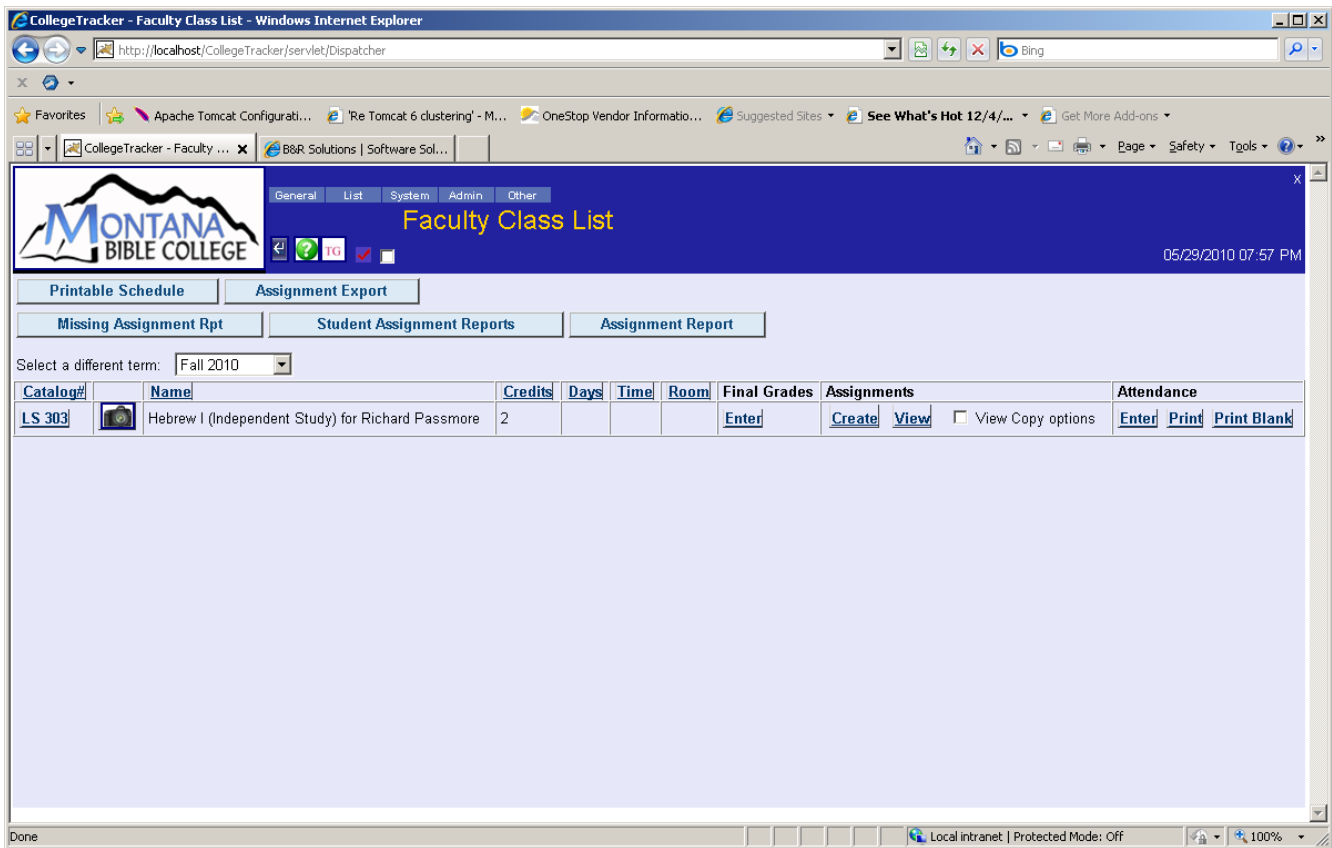
Once you have filled out any answers you wish to give, click the “Save” button to proceed. If you wish to skip the questions completely, you can click the check box near the top and save. If you do this, you will not be prompted again although you can return to this page and fill out answers later if you choose. Please note that the answers you give are case-sensitive - “Honda” and “honda” will be treated as being different. So, part of the “security” of the program is remembering how you typed in the answers.

Once you have clicked “Save” on the Challenges page or, on subsequent sessions, you will end up on your Faculty Home page



From this page, you can get to everything you will need in order to do your work within CollegeTracker. You will notice near the bottom is a link and a button to e-mail students. The link will attempt to open your local e-mail application and transfer the list of students to this e-mail program. This has a few limits – namely, it will not work if the list of students is too long. In these cases, use the button instead. The button will bring up another page with a list of your students and allow you to copy/paste this list to your e-mail program or to write an e-mail directly through the program. If you do the latter, the program will track whether the message was sent properly and will allow re-sends and edits if it doesn't.

Clicking on the “Classes” button will take you to a page displaying all your classes for a given semester.



From this page, you can do a number of things. Clicking on the Catalog Number will take you to a page describing the class and allow you to upload the syllabus for the semester. Clicking on the “Enter” link under “Final Grades” for a class will let you enter final grades for the class. Clicking “Create” under Assignments will let you set up assignment groups and individual assignments. Clicking “View” under Assignments will let you view all assignments and students and enter grades for individual assignments or students. Clicking “Enter” under attendance lets you track class attendance. The “Print” and “Print Blank” links will allow you to display an Acrobat Reader document with either the current attendance information or a blank sheet on which you can manually track your attendance information. The 5 buttons at the top of the page print out reports covering various parts of what you are entering through pages accessed from this one. We will describe each of these web pages on the following pages. You will notice in the “Header” area (darker blue area at the top of the page) there are a number of icons and a menu. The icons do a variety of things. For instance, clicking on the angled arrow icon will take you back one page in the stack of windows. Clicking on the “?” icon will bring up help on the page. Clicking the “check mark” icon will allow you to “bookmark” this page for later reference. While clicking on the check box will bring up a list of your book marks. In the top right corner of the page is an “X” which will log you out of the system. The menu includes all top-level pages to which you currently have access – these are determined by your user profile which is set up by your administrators. We will describe many of these pages as we move along.

Clicking on the check box under Assignments will allow you to copy assignments from a previous time this class was taught. For the first time you track assignments in CollegeTracker per course, you will be on your own but, after that, copying assignments may save you a great deal of work.

The screenshot shows the CollegeTracker Faculty Class List interface. The page title is "Faculty Class List" and the date is "05/30/2010 10:37 PM". The interface includes navigation tabs (General, List, System, Admin, Other) and several buttons: "Printable Schedule", "Assignment Export", "Missing Assignment Rpt", "Student Assignment Reports", and "Assignment Report". A dropdown menu is open for "Select a different term: Fall 2010". The table below has columns: Catalog#, Name, Credits, Days, Time, Room, Final Grades, Assignments, and Attendance. The first row shows "LS 303" for "Hebrew I (Independent Study) for Richard Passmore" with 2 credits. The Assignments column has a "View" link and a "View Copy options" checkbox. A dropdown menu is open showing "Fall 2009 taught by Anderson, Bjorn" and "Fall 2009 taught by Anderson, Bjorn". A "Copy" button is next to the selected option. The Attendance column has "Enter", "Print", and "Print Blank" links.

Catalog#	Name	Credits	Days	Time	Room	Final Grades	Assignments	Attendance
LS 303	Hebrew I (Independent Study) for Richard Passmore	2				Enter	Create View <input checked="" type="checkbox"/> View Copy options Fall 2009 taught by Anderson, Bjorn <input type="button" value="Copy"/> Fall 2009 taught by Anderson, Bjorn	Enter Print Print Blank

If I were to select “Fall 2009....” from this list and click the “Copy” button, all of the assignments from the last time the course was taught would be copied to this semester. I could then modify the assignments or weightings to match the syllabus being used for this semester and I'd be ready to go. For now, I won't do that but, instead, will show you the steps necessary to add your first assignment and, from that, you should be able to proceed with creating the rest of your assignments.

Click on the course number (catalog #). You will see a page displayed which will describe the course like the following:

The screenshot shows a web browser window titled "CollegeTracker - Class Information for LS 303 - Windows Internet Explorer". The address bar shows the URL "http://localhost/CollegeTracker/servlet/Dispatcher". The browser's Favorites bar includes "CollegeTracker - Class Information for LS 303". The page header features the Montana Bible College logo and navigation tabs for "General", "System", and "Admin". The main heading is "Class Information for LS 303" with a timestamp of "06/01/2010 03:24 PM". A "Messages" button is located in the top left. The main content area displays the following information:

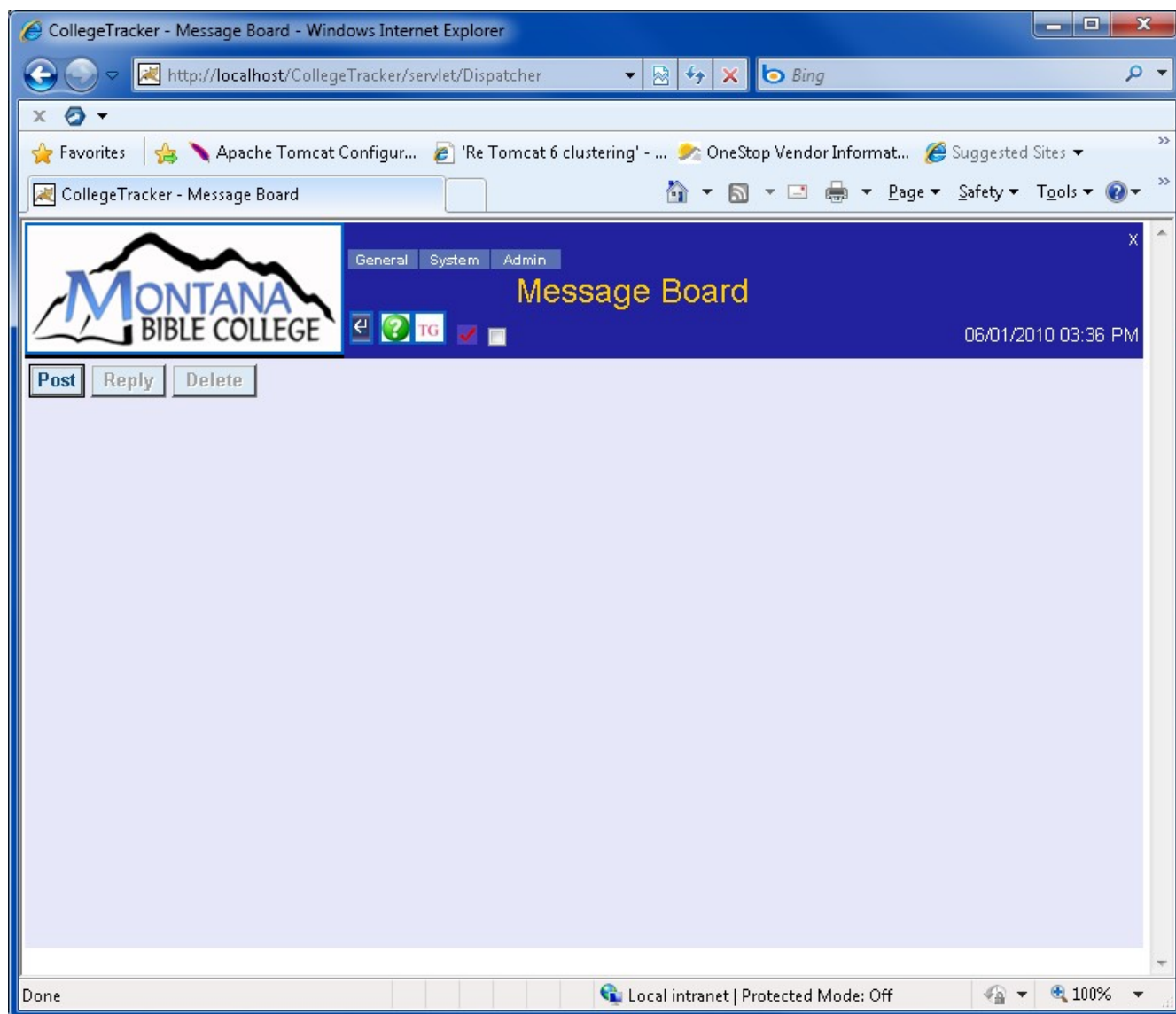
- Catalog Number: LS 303
- Department: Letters & Sciences
- Name: Hebrew I (Independent Study) for Richard Passmore
- Description: An introduction to the grammatical elements of biblical Hebrew, including the vowel system, vocabulary, nouns, adjectives, and the verbal system. Students will learn to
- Credits: 2
- Allowed Occurrences: 1
- Inactive:
- Alternate Class: |
- Replaces: 

Catalog#	Class Name
BS 411	Hebrew I
- Syllabus to import (Fall 2010):

At the bottom, there is a link "Email students in this class" and a button "Email Students". The status bar at the bottom indicates "Local intranet | Protected Mode: Off" and a zoom level of "100%".

There are three important things on this page. First, the “Messages” button allows you to correspond with your class and allows them to respond back or ask questions. Second, there’s the “Syllabus to import” near the bottom of the page – this allows you to import a syllabus into the system. For a teacher, this will always allow just the current syllabus to be imported by an Administrator may have the ability to import a past semester's syllabus as well. To use this item, you will click the “Browse” button and find where you have place your document. You select the document and then, click the “Save” Icon (next to the “Go Back” icon in the header), your syllabus will be uploaded to the server and saved in the database. I would suggest that your syllabus should be saved as a MS Word document (since almost everybody has a program that will display these) or, better yet, as an Acrobat Reader document (which can be displayed using a free browser plug-in). Your college may want to specify which format is going to be used. Finally, the “Email Students” link and button will allow you to e-mail students in this course (instead of all students in all your classes).

Clicking on the “Messages” button will bring up a page displaying all the correspondences within this particular class.



You can view any message by clicking on the link for the message. You can also decide to reply and, teachers can delete inappropriate messages by clicking the check box next to a message and then clicking the “Reply” or “Delete” button.

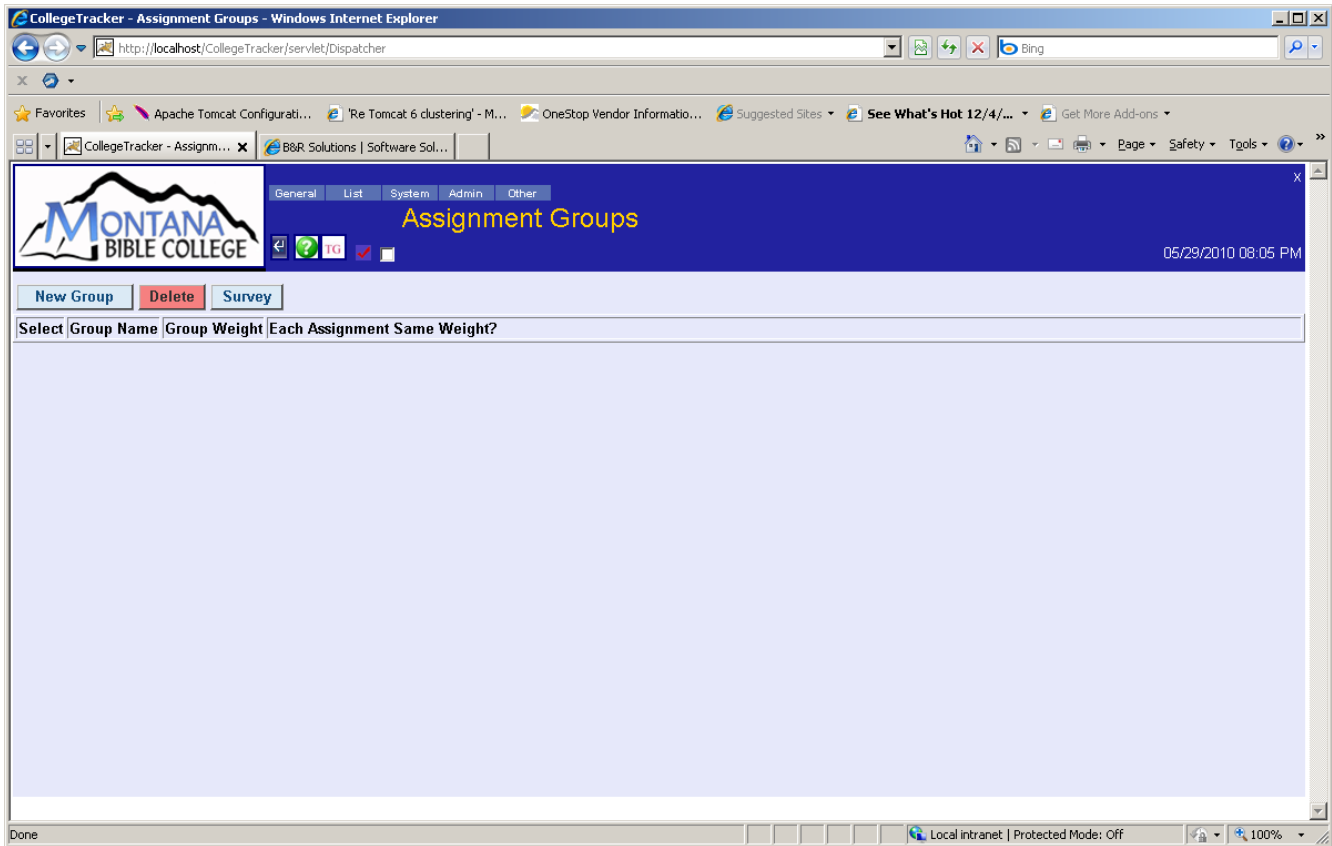


Clicking the “Post” Button from the “Message Board” will allow you to post a message which can be read by anyone in the class.

The screenshot shows a Windows Internet Explorer browser window titled "CollegeTracker - Post A Message". The address bar shows the URL "http://localhost/CollegeTracker/servlet/Dispatcher". The page header features the Montana Bible College logo and navigation tabs for "General", "System", and "Admin". The main heading is "Post A Message" with a timestamp of "06/01/2010 03:40 PM". Below the heading are "Submit" and "Reset" buttons. A notice states: "Please note, any message posted to this forum will be viewable by all users - please consider using e-mail to exchange private information with one or more people." The "New Message" section contains a "Title" text input field and a "Message" text area.

To post the message, you would fill in the title with why you are sending this message. You would also type into the message body what you wanted to say.

Return to the “Faculty Class List” by clicking the “Go Back” icon three times. Click the “Create” button under assignments. The browser will display a new page which will look like this.



You can define whatever groups of assignments you are needing for the class at hand. You can delete groups by putting a check box next to the groups you do not want and clicking the “Delete” button. You can also set up questions which will automatically be included in the Course Evaluation at the end of the semester (explained later). For now, I am going to add a new group by clicking the “New Group” button.

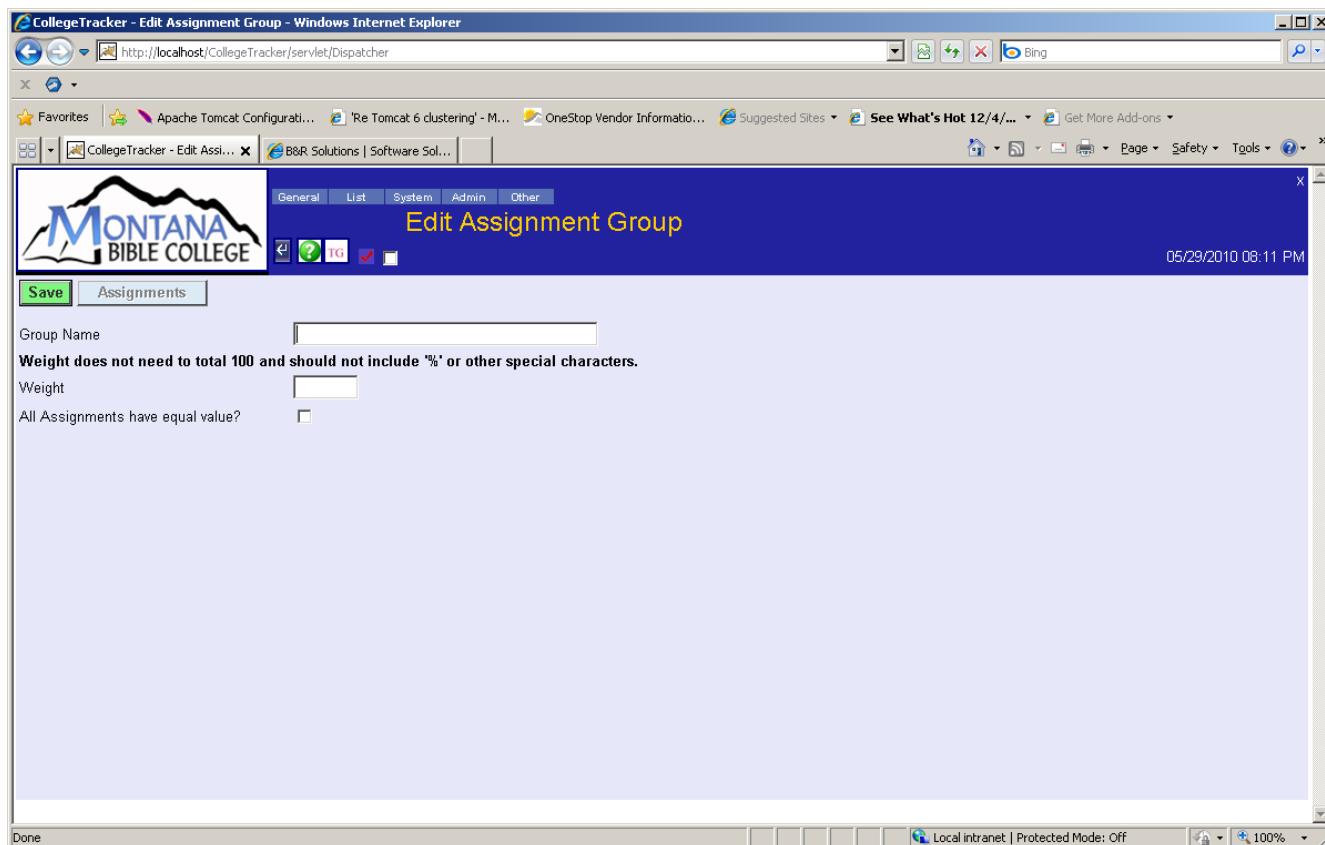
The Grade percentage can be calculated using the following formula. We then take the percentage and convert it to a letter grade using data in reference tables the Registrar will configure:

$$\text{Final Average} = \frac{(\text{Group 1 Average} \times \text{Group 1 weight}) + \dots + (\text{Group N Average} \times \text{Group N weight})}{\text{sum of group weights}}$$

$$\text{Final \%} = \text{Final Average} \times 100$$

If you are at all good at math, you will realize that, based on the above formula, we do not assume that the weights add up to anything in particular. In fact, you could have a group with a weight of 0 although this would be rather weird. The only assumptions we do make is that at least one group has a non-zero weight and that none of the weights are negative.

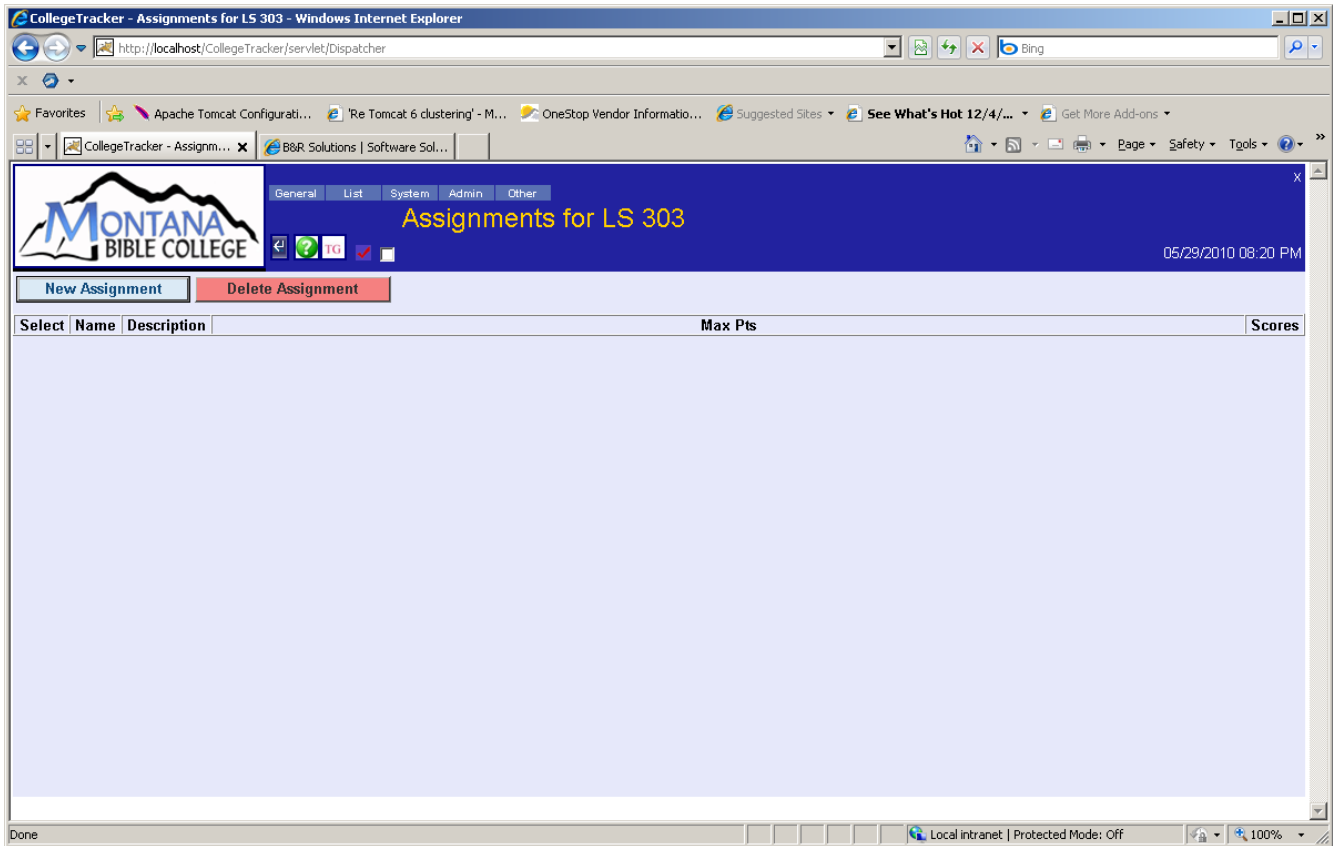
When the “New Group” button is clicked a new page will be displayed.



On this page, you can specify a name which will be used to identify this group of assignments. For instance, you might have a group for reading assignments, a group for tests, a group for quizzes, and, perhaps, a group for attendance. The weight of each group will be used when attempting to calculate the overall grade. For instance, if reading assignments are worth 20% of the total grade, you could put its weight as 20 assuming you have all of these weights add up to 100. The weights do not need to add up to anything in particular but, for predictability purposes, I'd suggest you keep it simple – make it so everything adds up to 100 or 1000 or something like that. I am going to fill in this new group as though it were for tests and worth 40% of the total grade. When finished, I will click the “Save” button. If I check the “All assignments equal” check box, all the assignments, no matter how many “points” they are worth will be treated as though they all had exactly the same number of points, will be made of equal value and then averaged. Once the new group has been saved, it will be possible to add assignments to this group.

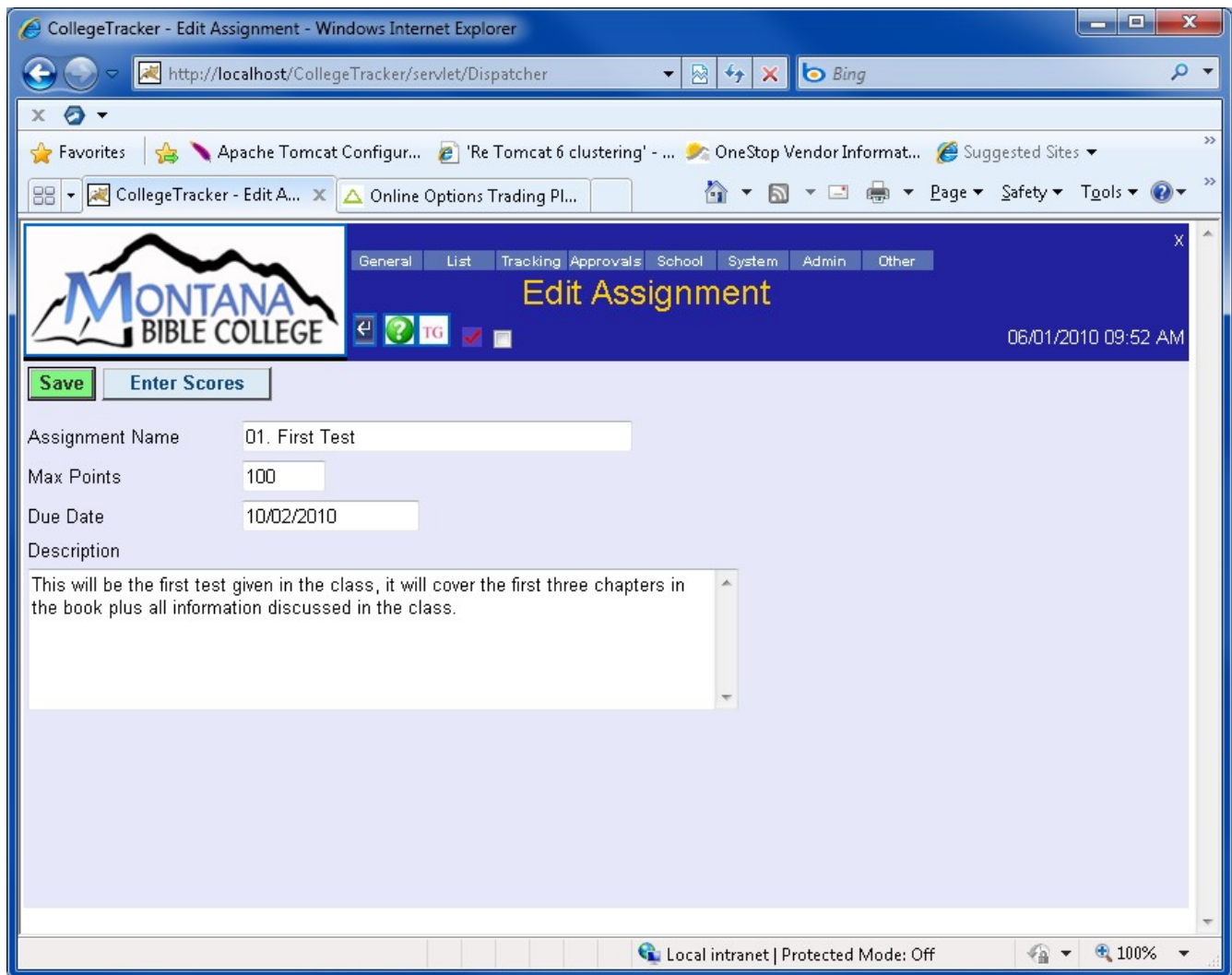
Within a group of assignments, you may have different point values, if the “All assignments equal” check box is NOT checked, the formula used to calculate the average for the group is just the sum of the individual assignment scores divided by the sum of the points possible for all the assignments within the group. This means that an assignment worth twice as many points as another will have twice the impact on the final average for this group. If the check box is checked, the formula is: sum (each assignment's score divided by its possible points) divided by the total number of assignments in the group. This means that, no matter how many points a single assignment is worth, it will have exactly the same impact as any other assignment. Both approaches have their merit – whichever way you decide to go, you might want to mention it in your syllabus so the students know what to expect.

Clicking the “Assignments” button will bring up a new page which will display all assignments within this group. It will also show the maximum points for each assignment.



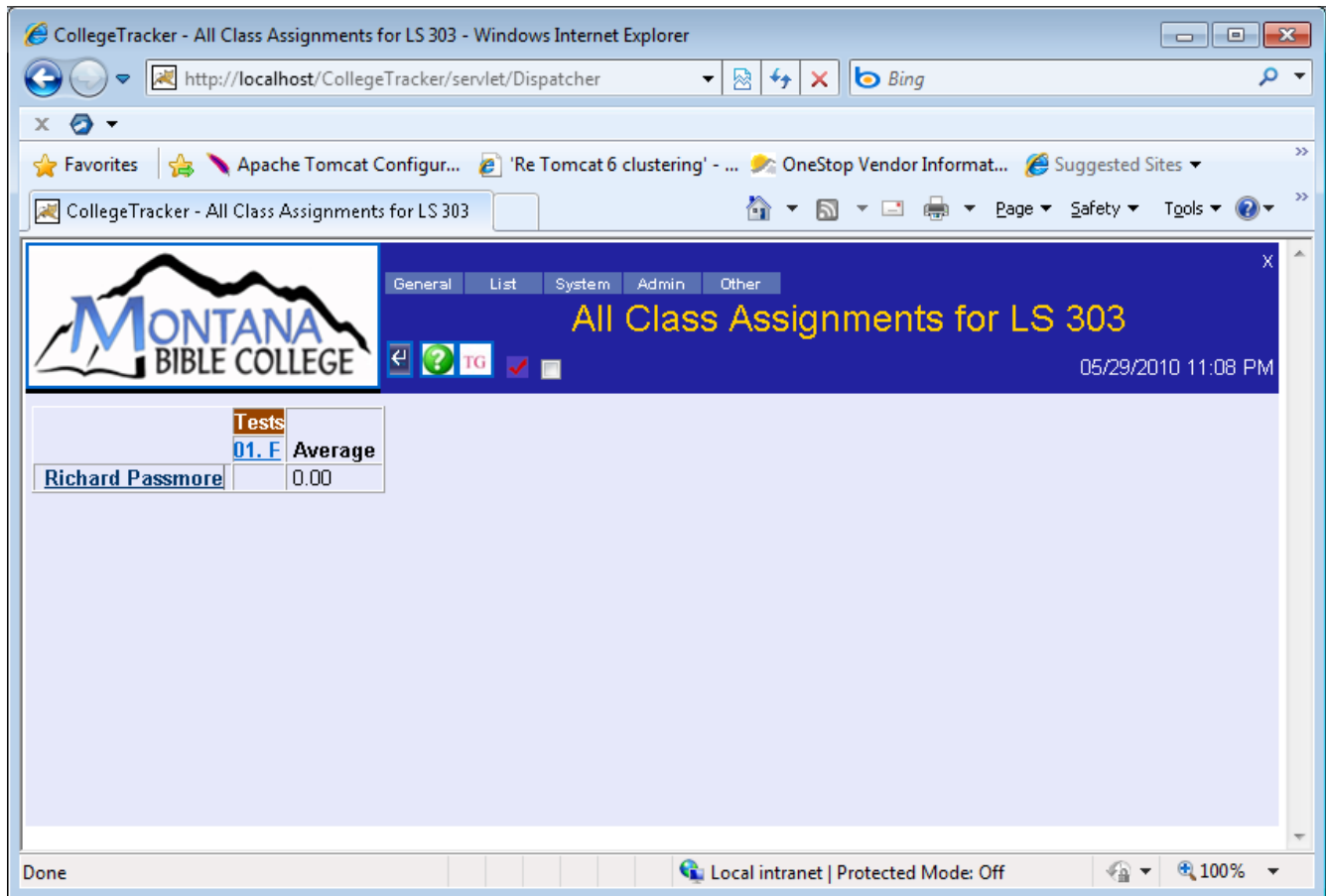
This page displays a list of assignments in the current group. All of the assignments in this group will be combined into the group into which they are added. From this page, you can remove assignments by clicking on the check box next to the assignments to be removed and clicking the “Delete” button. When assignments have been added, they will appear with a background which will tell you about the entering of scores for that assignment. For instance, a red background means no scores have been entered yet while the “normal” background indicates that all assignment scores have been entered. For now, we are going to just add an assignment.

By clicking the “New Assignment” button, another page will be displayed which will allow you to add or edit an assignment.



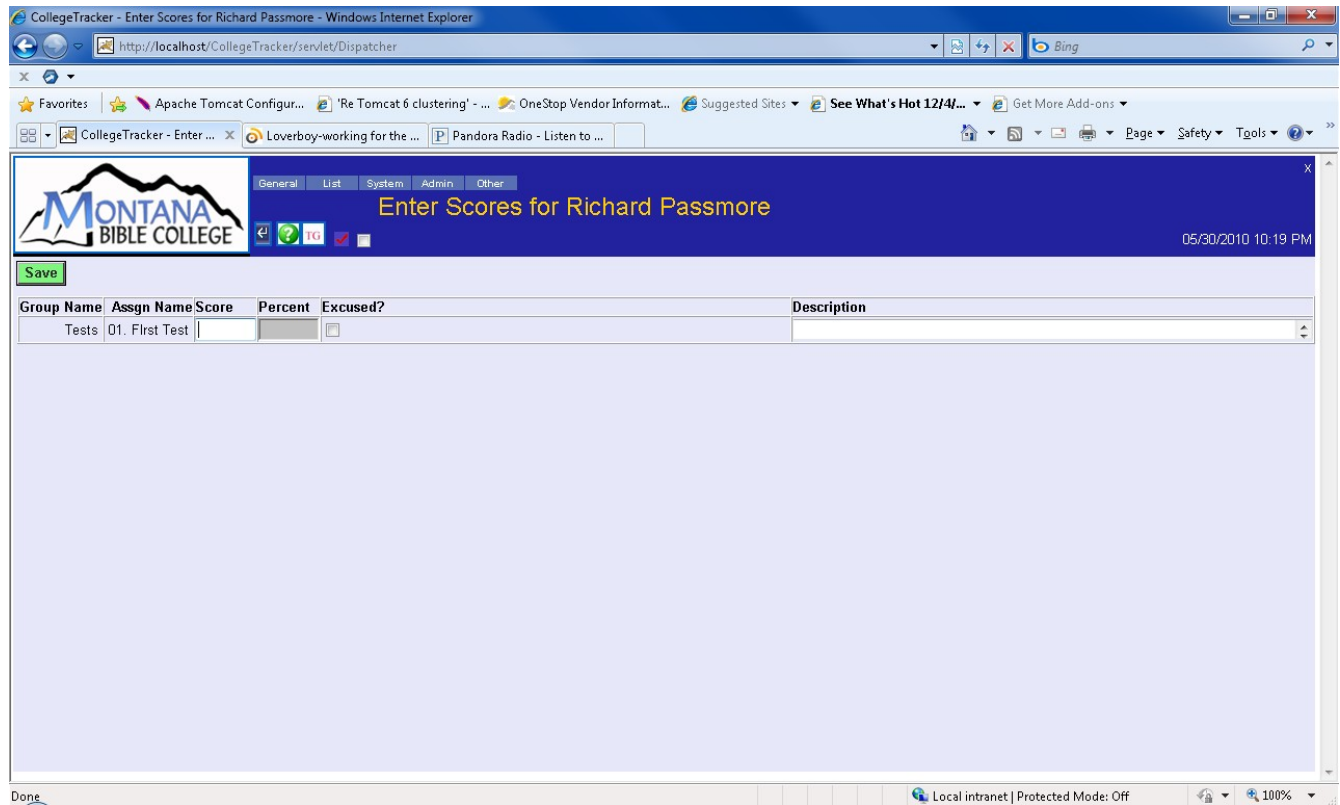
Fill in the assignment name, maximum points, a due date (optional), and a description of the assignment. Then, click the “Save” button. You will notice that I put a “01.” at the start of the assignment name. Assignments within a group will be sorted alphabetically so, sometimes, it is helpful to add a number before the real assignment name so your assignments will appear in the order given instead of alphabetically. From this page, you could enter scores for this assignment but, there are other, easier ways to get there than coming in to this page.

OK, let's return to your home page and try a few other things. To do this, click on the top level item on any of the menu items (example: click on General). Next, click on Classes again so we can explore some more of the options in here. Click on the “View” link under Assignments. You will see this page



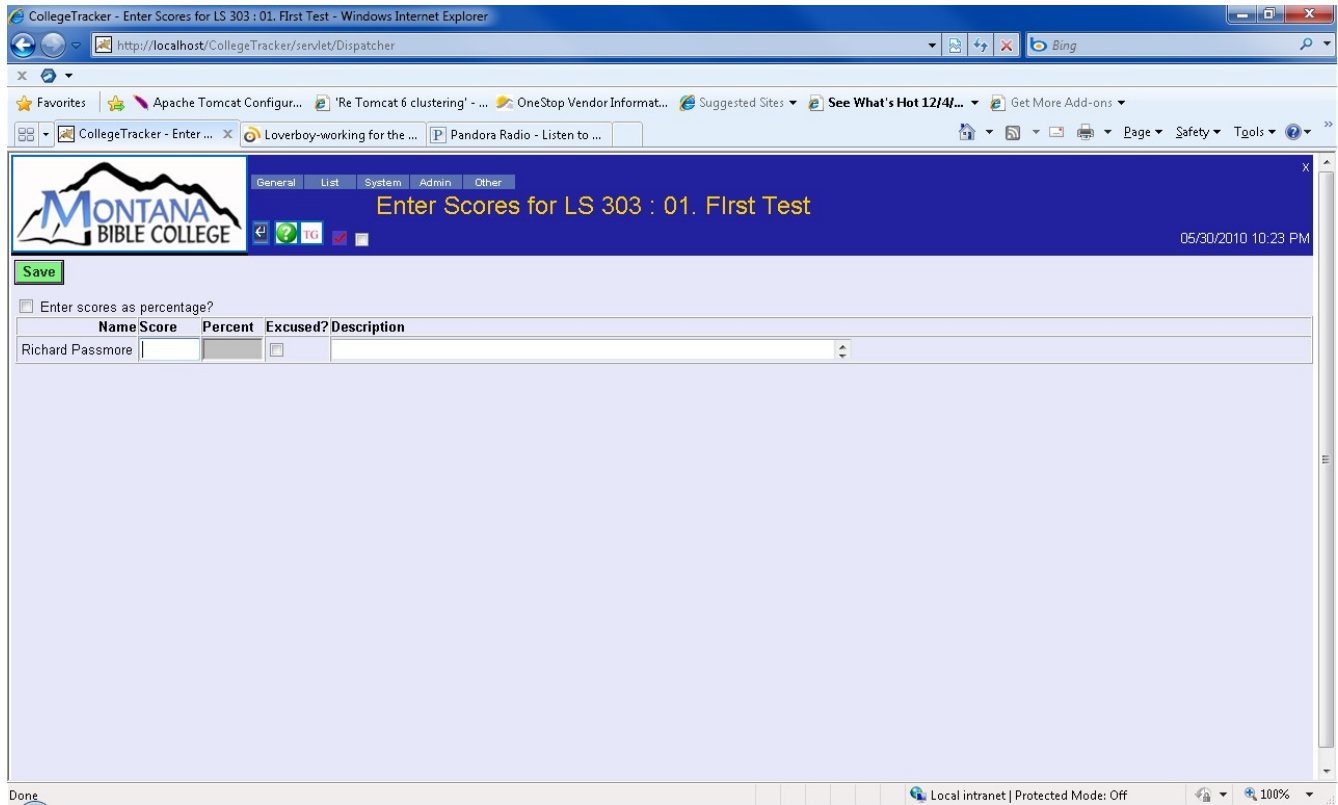
This page will display each student going down the page in alphabetical order and all of the assignments by group in alphabetical order going across. Hover over the various areas in the table (student name, group name, assignment name, and the blank square under the assignment). You will see various information displayed as “hints”. You can use a lot of these to keep track of what you're doing. To enter scores for an assignment, click on the assignment name. To enter all scores for a particular student, you can click on the student's name and all their assignments will be displayed.

Click on the name of the student, you will see a page similar to the following with all assignments for that student listed.



You can use this page to enter all assignment scores for this student. In this case, there is only one assignment in the system so, the page looks a little strange but, if you had many assignments, this might be a view that would be useful. This page might also be helpful if you have another method by which you keep assignment grades and then want to transfer that information into CollegeTracker. The percentage will automatically be figured out as you enter the information so you can tell if you are entering things correctly. Notice that you can also enter a description of why the grade is what it is. You can also mark an assignment as being excused for this particular student. Please note that, when calculating the interim or final grade, a blank entry is skipped (but, the program will continually remind you that scores are missing unless you mark these as excused) so, if you want a score of 0, make sure to enter it into the assignment scores.

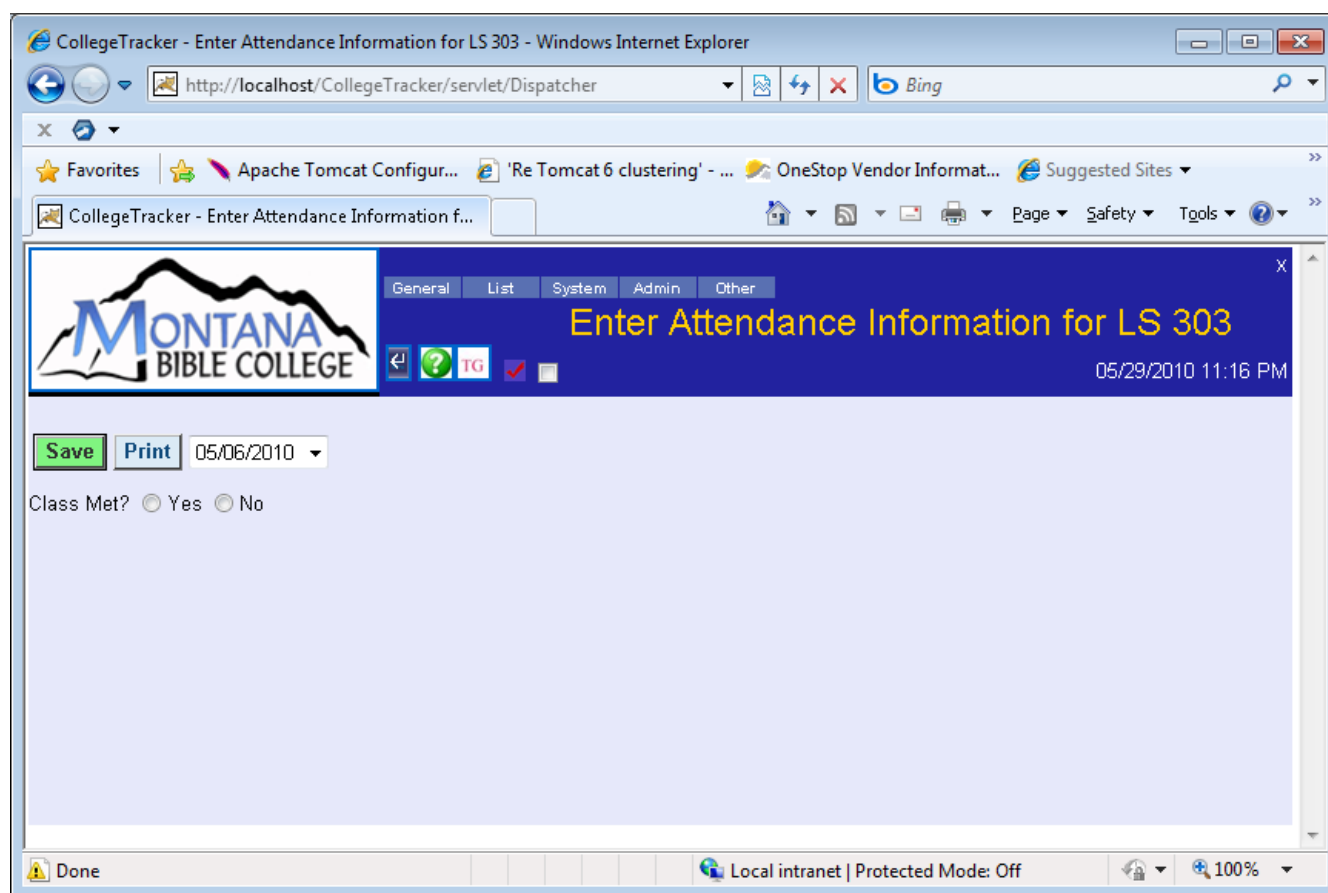
Click the “Go Back” icon and then click on the assignment name. You will see this page.



In this example, the two pages look very similar. You will notice there is an additional check box on this one. When this is checked, you will enter the percentage into the score and let the program calculate the actual points when you save. This is designed to minimize data entry problems.



Next, let's click the “Go Back” icon (bent arrow near the school logo) twice. Click on the “Enter” link under Attendance.



This page allows you to enter attendance information for each class period. If a class is offered on a regular basis, the list of dates will be the dates the class could be in session. Select a date and then select the “Yes” radio button for “Class Met”. You can now enter whether each student in your class was present, late, excused, or unexcused and save the data to the database.

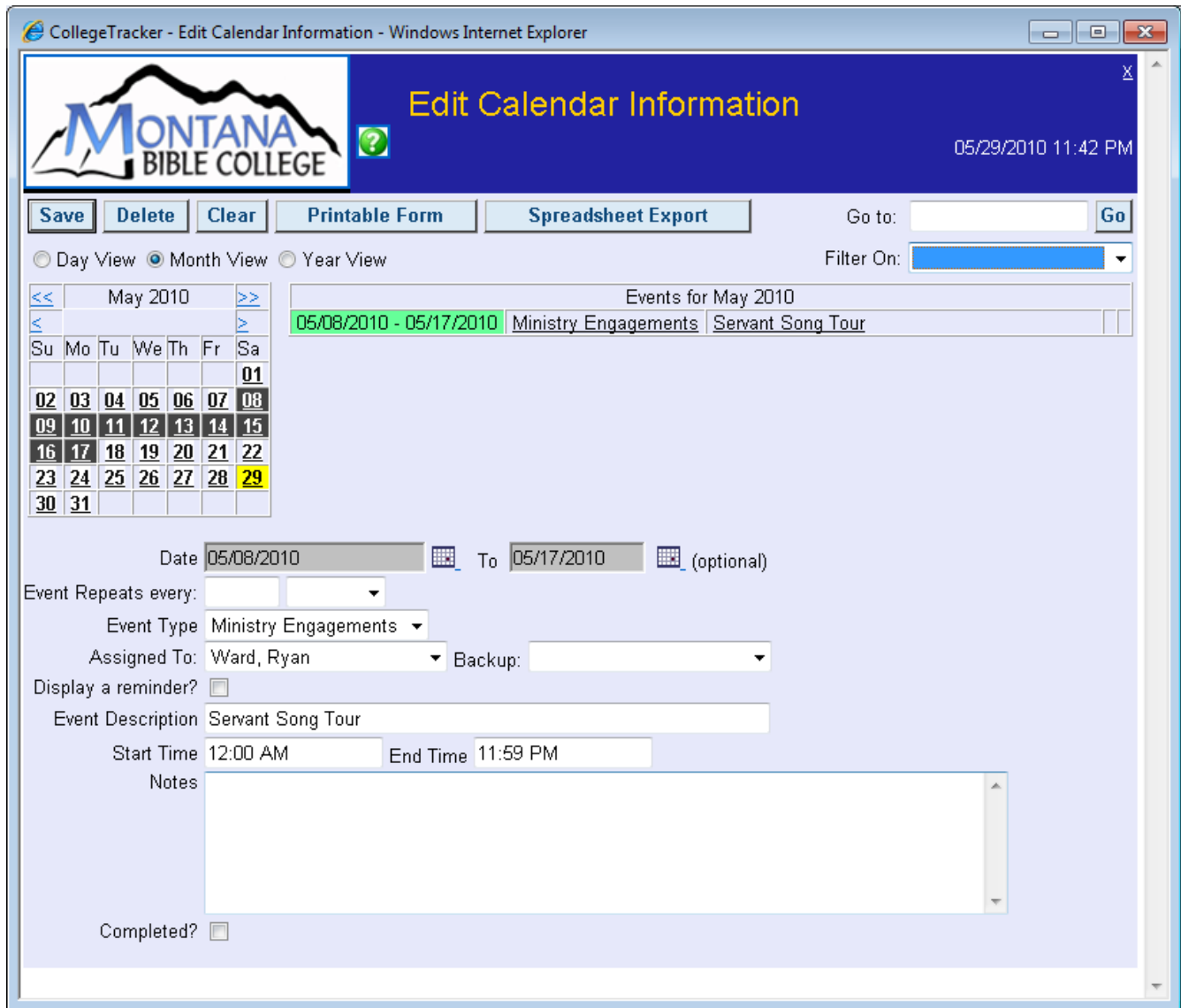
In the menu, hover over “List” and then click on “Students” (if available). This will bring up a page of all students currently “Active” at your school. Teachers fall under three different categories within this program – there are Teachers, Advisers, and Faculty Administrators. Teachers will not be able to see the big list of students (so, you won't see it in the menu). Advisers can see the list of students but, once a student is selected, the student must enter their password to grant the adviser access to their information. Finally, Faculty Administrators have the ability to pretty much do anything in the system as far as students and teachers are concerned. I believe that each college should have one or two faculty administrators and every other teacher should fall into one of the other two roles based on their duties. A teacher's role can be changed by the faculty administrator or by an administrator such as the Registrar. I will not be exploring this area further at this point.

I mentioned early in the guide that you could get back to the “Challenge” questions. To do so, hover over “System” in the menu and click on “Challenges”.

You can change your password by hovering over “Admin” and clicking on “Password”. Passwords have to be at least 8 characters in length and are case sensitive (example: an “A” is different than an “a” in a password). Normally, a secure password is one which is at least 8 characters in length, contains at least some upper case and lower case letters, perhaps a special character (such as an “&”), or a number or two. Since you are securing sensitive data, I would suggest you make your password a little difficult to figure out. On the security front, I would also suggest that you not have your browser remember your password and that you don't write it down and stick it on your monitor.

Depending on your college's profile settings, you may also have access to the “Contacts” area of the program. This area has a record for each student, teacher, donor, alumni, and any other people or companies your college wishes to keep track of. As a general rule, you shouldn't need access to this for your teaching position.

As a teacher, you will probably have access to add information to the college calendar. To do so, hover over “General” in the menu and click on “Calendar” this will open a new browser window with the calendar.

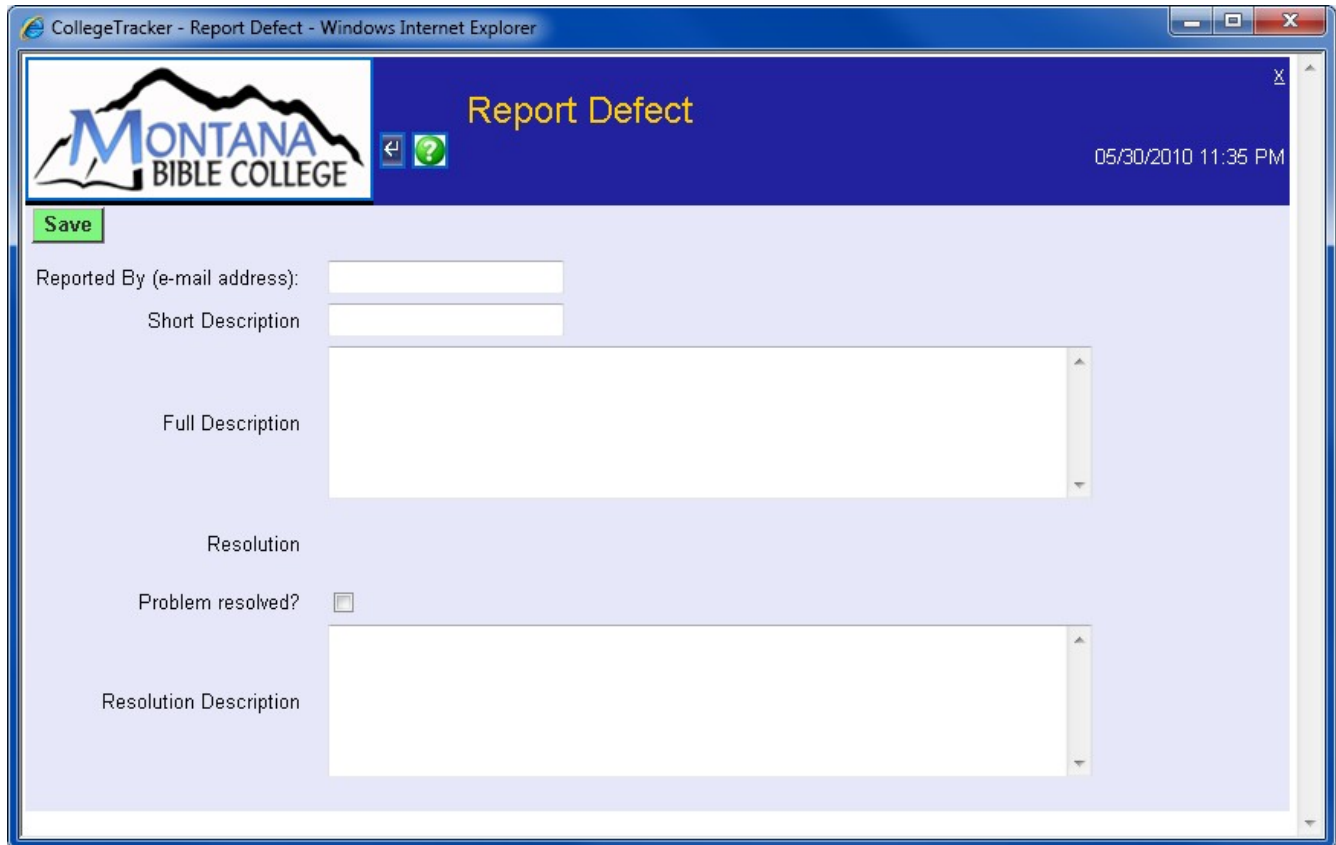


You can add any college related events to this calendar that you want to. Realize that everyone (other teachers, staff, and students) can see whatever is entered into this calendar. Currently, there isn't a “personal calendar” included in CollegeTracker although, longer term, that might be a logical next step. For now, go ahead and close the calendar by clicking the “X” in the upper right hand corner of the calendar page, this will simply close the calendar without logging you out of the application.

Another page which may come in handy is the “Report Defect” page – this page allows you to report problems to the software developers and gives them a way to respond back to you to receive clarification or to let you know when the problem has been solved. In the menus, hover over “Admin” and then click on “Report Defect”. This will launch a separate window or tab which will let you see a list of problems which have been reported. This will let you check the status on other defect requests and, by clicking the “New Defect” button, will allow you to report a new one to the developers.

	User Name	Date	Short Description	Resolved
<input type="checkbox"/>	<a href="mailto:business@montanabiblecollege.com">business@montanabiblecollege.com</a>	<a href="#">2007-09-19</a>	<a href="#">mark inactive</a>	<a href="#">Y</a>
<input type="checkbox"/>	<a href="mailto:business@montanabiblecollege.com">business@montanabiblecollege.com</a>	<a href="#">2007-09-19</a>	<a href="#">Volunteer List</a>	<a href="#">Y</a>
<input type="checkbox"/>	<a href="mailto:business@montanabiblecollege.com">business@montanabiblecollege.com</a>	<a href="#">2007-09-19</a>	<a href="#">Volunteer List</a>	<a href="#">N</a>
<input type="checkbox"/>	<a href="mailto:recruitment@montanabiblecollege.com">recruitment@montanabiblecollege.com</a>	<a href="#">2008-01-21</a>	<a href="#">GPA Calculation</a>	<a href="#">Y</a>
<input type="checkbox"/>	<a href="mailto:library_barb@montanabiblecollege.com">library_barb@montanabiblecollege.com</a>	<a href="#">2008-01-22</a>	<a href="#">Class List</a>	<a href="#">Y</a>
<input type="checkbox"/>	<a href="mailto:Admissions@montanabiblecollege.com">Admissions@montanabiblecollege.com</a>	<a href="#">2008-02-01</a>	<a href="#">Note problem</a>	<a href="#">Y</a>
<input type="checkbox"/>	<a href="mailto:recruitment@montanabiblecollege.com">recruitment@montanabiblecollege.com</a>	<a href="#">2008-02-04</a>	<a href="#">calendar reminder</a>	<a href="#">Y</a>
<input type="checkbox"/>	<a href="mailto:recruitment@montanabiblecollege.com">recruitment@montanabiblecollege.com</a>	<a href="#">2008-02-04</a>	<a href="#">Calendar Error</a>	<a href="#">Y</a>
<input type="checkbox"/>	<a href="mailto:recruitment@montanabiblecollege.com">recruitment@montanabiblecollege.com</a>	<a href="#">2008-02-04</a>	<a href="#">completed</a>	<a href="#">Y</a>
<input type="checkbox"/>	<a href="mailto:recruitment@montanabiblecollege.com">recruitment@montanabiblecollege.com</a>	<a href="#">2008-02-04</a>	<a href="#">continued</a>	<a href="#">Y</a>
<input type="checkbox"/>	<a href="mailto:recruitment@montanabiblecollege.com">recruitment@montanabiblecollege.com</a>	<a href="#">2008-02-12</a>	<a href="#">Calendar window</a>	<a href="#">Y</a>
<input type="checkbox"/>	<a href="mailto:recruitment@montanabiblecollege.com">recruitment@montanabiblecollege.com</a>	<a href="#">2008-02-12</a>	<a href="#">assignment description</a>	<a href="#">Y</a>
<input type="checkbox"/>	<a href="mailto:recruitment@montanabiblecollege.com">recruitment@montanabiblecollege.com</a>	<a href="#">2008-02-12</a>	<a href="#">pre-register</a>	<a href="#">Y</a>

Go ahead and click on the “New Defect” button. You will see a page like the following:



The screenshot shows a web browser window titled "CollegeTracker - Report Defect - Windows Internet Explorer". The page has a dark blue header with the Montana Bible College logo on the left and the text "Report Defect" in yellow on the right. The date and time "05/30/2010 11:35 PM" are displayed in the top right corner. Below the header is a green "Save" button. The main content area is light blue and contains several form fields: "Reported By (e-mail address):" with a text input field, "Short Description" with a text input field, "Full Description" with a large text area, "Resolution" with a text input field, "Problem resolved?" with a checkbox, and "Resolution Description" with a large text area. There are also navigation icons (back and help) in the top left of the page content.

When you find a defect, come to this page, fill out your e-mail address, a brief phrase about the problem and enter a full description of what is happening. Make sure to mention the page affected, which user you are logged in as, and any other details you can provide along with what doesn't seem right to you about what you are seeing. When you click the “Save” button, an e-mail will be sent out and, usually, within the day, one of the developers will be in touch with you. Similar to the Calendar, the “X” in the top right corner of this page will also just close the window – go ahead and click that now.

This pretty much wraps up our tour of the functionality available to teachers. Since everything with CollegeTracker is driven by a user profile, you may or may not have access to every page shown but, this should at least give you a flavor of what you can do and how to do it. Let us or your administrator know if you find anything else you need help understanding or doing. To log out of CollegeTracker, click the “X” in the upper right corner of the web page – this will return you to the Log in page. Thank you for your time. I hope it has been effective for you.