



Mastery**Connect**

Participants Reference Guide



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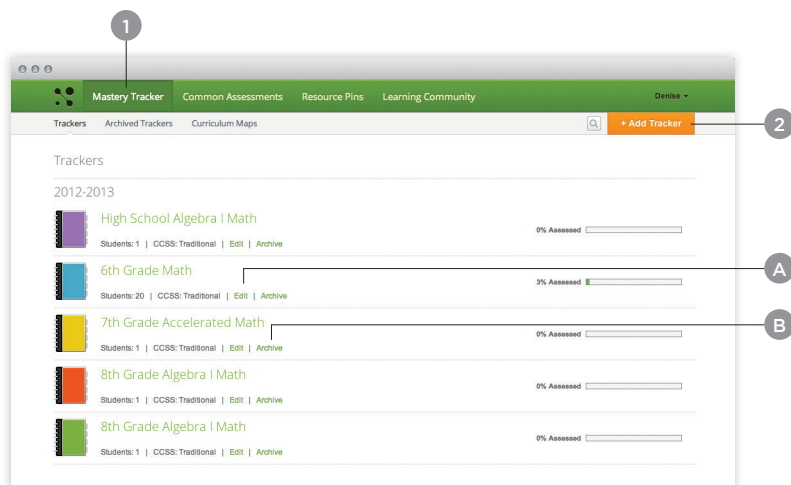
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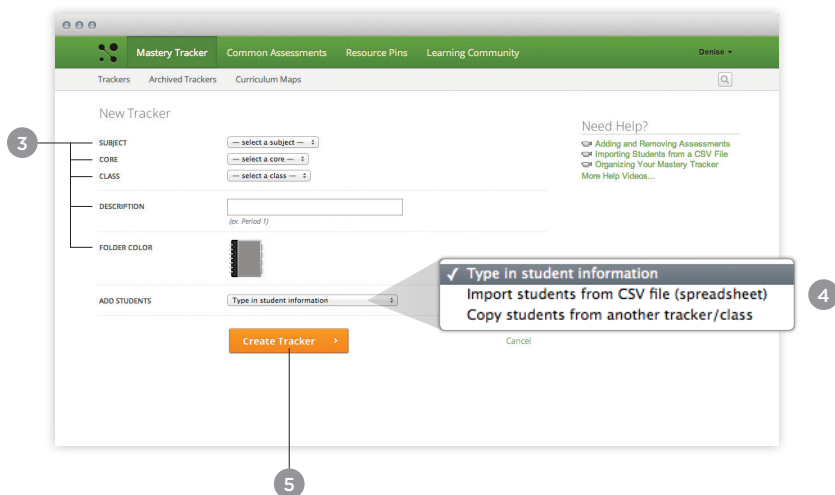


Creating a Mastery Tracker



Instructional Steps:

- 1 Click the “Mastery Tracker” tab.
- 2 Click the “Add Tracker” button.
- 3 Choose your subject, core, class, enter a description, and choose a folder color.
- 4 Select the method to add students. *(Several options will appear: Type in student information, Import students from a CSV file, Copy students from another tracker/class and import your students from an SIS)*
- 5 Click the “Create Tracker” button.



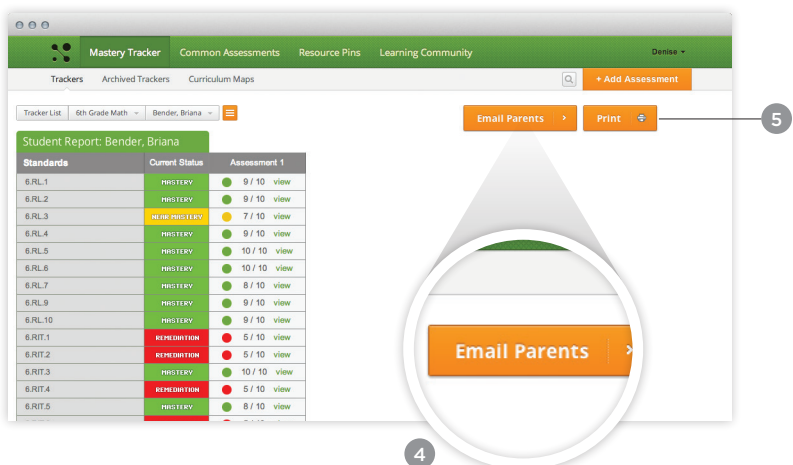
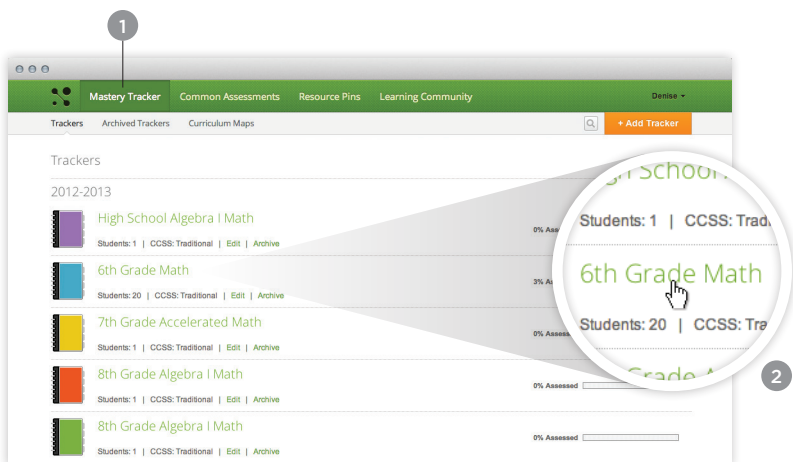
Page Highlights:

- A Click the “Edit” link to edit a tracker description or folder color.
- B Click the “Archive” link to archive a tracker.

Notes:



Emailing / Printing Student Reports



Instructional Steps:

- 1 Click the "Mastery Tracker" tab
- 2 Click the **Title** of a tracker
- 3 Click a student name
- 4 Click on the "Email Parents" button to send a student mastery report
- 5 Click on the "Print" button to print a student mastery report

HELPFUL TIPS:

Adjust privacy settings:

1. Click the **Mastery Tracker** tab
2. Click the **Title** of a tracker
3. Click a **Standard** heading
4. Hover over an assessment, click "Privacy"
5. Select from the following check boxes:
(*Hide Assessment from Parents, Hide Answer Key from Parents, or Hide Item Analysis from Parents*)
6. Click "Save"

Notes:
