

## Directions for Accessing Ontrack

You can access “Ontrack” in any of these three ways.

- Classlink Ontrack is a shortcut on a teacher’s desktop,
- It is located in your “homedrive.
- You can access it directly through the Classlink launch pad, click on the icon of the person with the book behind his head.

Log in to Classlink On Track

Click on the “**Libraries**” tab.

Click on [“My Lessons”](#)

Click on the blue hyperlink “**New Lesson**” on the right side of the page and the template appears.

Fill in the blanks on the template and check the grade, click save.

Lesson title and grade level will appear at the top of the page.

Complete the new template.....

You can write your lesson “**for the week**” on this template using Day 1, Day 2 etc.

**General Directions** if needed....

- click - add detail
- put cursor inside the wysiwyg box and click
- type inside the wysiwyg box, using the toolbar commands (use bullets of numbering or all writing will wrap into one paragraph)
- click – save
- ***(items placed in general directions will not be seen by students when students begin to receive assignments)***
- This would be a good place to put the assessment for the lesson for your information. If the assessment is not here, please indicate that piece elsewhere in the template.

Go to **Objectives**

- click - add detail
- put cursor inside the wysiwyg box and click
- type inside the wysiwyg box, using the toolbar commands (use bullets or numbering or ***all writing will wrap into one paragraph***)
- click - save

Go to **Materials:**

- List any materials needed, supplemental books etc.

Go to **“standards”** click **“edit”**

*As long as the standards are in **“blue”** font, you can drill down to get more detail.*

*When the font color is **black**, it is the finest detail you can get.*

- choose standards you want by clicking in the circle to the right to reveal a check mark
- click – save
- If you want to add more standards after you save, follow the half green or all green circle to go back to where you previously were

Scroll to the top of the page.

Click on the **“Activities”** tab

On the left side of the page

- Click on **“My Groups”** or **“Classes”**

Click on **the** group or class you wish to make an assignment to

- Calendar will pop up

Click on **“Add”** on the day you want the lesson to **“start”**

The next page will appear with a list of your lessons at the **bottom** of the page

- select lesson
- click in the **box** to the right of the lesson – a **check mark** appears
- highlight and **copy** the lesson title or retype the lesson title (lesson will say “untitled” unless there is a title in the name field)
- **paste** the title in the rectangle box at the top of the page by **“name”**
- set the start and end date to the same date **using the calendar**, if you type it in it will not hold to that date (***if both dates are NOT the same, the lesson will appear on the END date!***)
- Click - save

The calendar should now show the **title of the lesson** on that day.

Click on the **lesson title** and the lesson plan will appear.