

ON TRACK

Frequently Asked Questions

1. How do I access “On Track”

“On Track” may be accessed from the Classlink Launch Pad. Click on the person with the book behind his head. Sign in on the next screen with your regular NOVELL username and password.

2. How do I know where to look for Lesson Plans or curriculum?

Use the tabs at the top of the pages to figure out where to go or to check to see where you are. Sometimes you can't always see the whole page of text so you need to use the tabs to check and see where you are.

3. Where do I enter “Lesson Plans”?

Lesson Plans are entered after you click the “Libraries” tab. Click “*new lesson*”. After you name the lesson and save it you will get the “new lesson” template.

4. How do I attach Lesson Plans to the activity calendar?

Once a lesson plan is saved in “Libraries” you may click on the “activities” tab. This should bring up your calendar. Click on the “add” icon on the date you want to add your lesson. This will bring another screen for you to set the begin and end date for an assignment. If you want the lesson to appear on the FIRST day assigned; BOTH THE BEGIN AND END DATE MUST BE THE SAME. Use the calendar pop ups to set the dates. If you just type in the date it will not hold during save.

5. How do I change the calendar to the next month?

When setting the date, click on the month; example “October”, and you will see the range of months to choose from.

6. How do students get updated in “On Track”?

Students must be updated by Classlink. Email the Director of Curriculum or the Director of Technology to make this happen, OR, fill out a Classlink Helpdesk Ticket following the directions on the Classlink Launchpad.

7. Who do I contact if I have technical issues with “On Track”?

Technical issues should be addressed using a Catskill Help Desk Ticket, which can be followed by an email to the Director of Technology or a technician in the Building which you reside. You may also call the “Platinum” Service number dis-

played on the Classlink Launch Pad. You may also submit a Helpdesk Ticket directly to Classlink.

8. Who do I contact for curriculum questions regarding “On Track”?

You may email the Director of Curriculum for curriculum questions.

9. Who do I contact with lesson plan questions?

Building principals are setting the parameters for lesson plan components and the frequency with which lesson plans are submitted. Check with your building principal. If you are having difficulty with the steps to follow or how to attach to the calendar, you may contact the Director of Curriculum.

10. Who can view my lessons?

Administrators may view your lessons “as activities, once they are submitted to the calendar” Students will see what is posted to the calendar, but will not see general directions. Be mindful of what students will see when entering “student directions”. Parents, students, other teachers, or administrators CANNOT see what is in your “Libraries”. The only public part of your lessons is what YOU post on the calendar.

11. When will students begin using “On Track”?

A few teachers have experimented with assigning and receiving student work. In general we hope to have some MS / HS teachers and students trained in this portion of “On Track” in January / February 2007.