



# Skill Tracker

Student User Guide

(Smartphone and tablet)

# 1. Logging In

Log in to Tracker Apps using your school email and password that you chose in the registration process

A screenshot of the Tracker Apps login page. The background is a dark blue gradient with a network of white lines and dots. At the top center is a blue icon of a brain with a lightbulb base. Below the icon are two white input fields: the first is labeled "Email Address" and the second is labeled "Password". Below the password field is a checkbox labeled "Remember me". At the bottom center is a white "Login" button. Below the button are two links: "Forgot your password?" and "Français". A large red arrow points from the left towards the "Email Address" input field.

## 2. Select Skill Tracker

Click on the Skill Tracker logo on the Tracker Apps home screen



### 3. Set up your profile



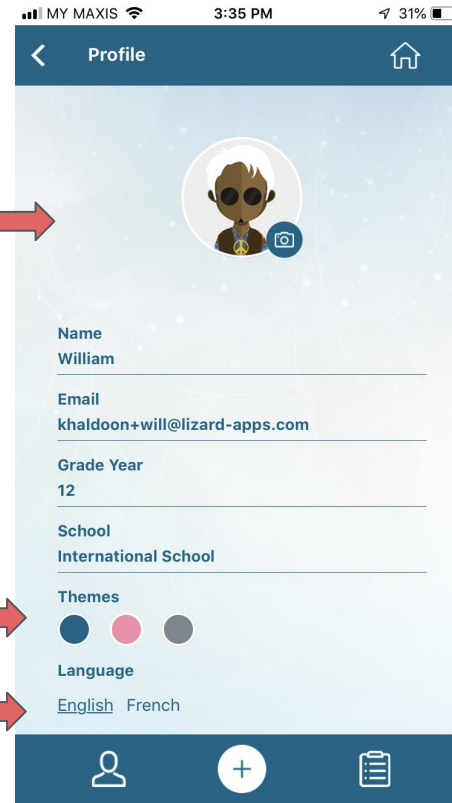
- Take a profile picture or choose an avatar



- Choose your theme colour



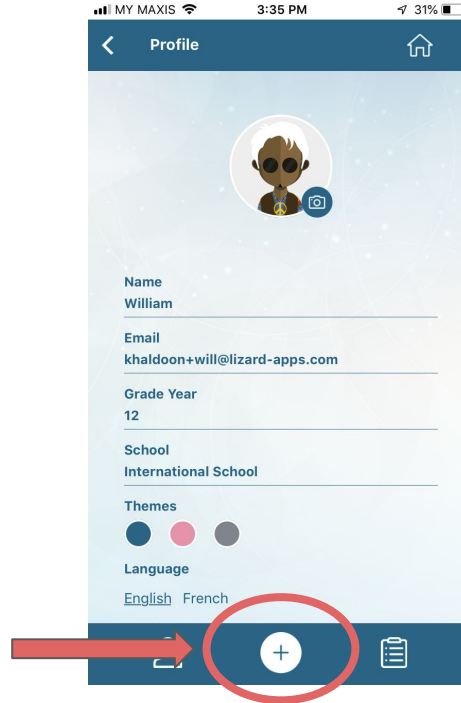
- Choose your language



## 4. Start logging your ATL skills



After you've set up your profile, click on the white circle to start logging skills.



# 5. Logging an ATL skill - Part 1



1. Choose your class from the drop down list



2. Describe the activity or task where you were working on an ATL skill eg 'Writing a lab report'



3. Choose the appropriate ATL category and cluster. You can ask your teacher if you're not sure.



MY MAXIS 3:31 PM 21%

< Logging Work

Class  
Select >

Title of Work  
Insert your work title here

ATL Category  
Select >

ATL Cluster  
Select >

Level of Skill ⓘ  
Select >

Add Notes  
Insert note here

(Maximum 5 Attachments)

Upload Attachment Submit



4. Choose the appropriate skill level. Click on the 'i' button if you need more help.

## 6. Logging an ATL skill - Part 2



**5.** Add some more detail or a reflection about the ATL skill. Name the specific skill that you were working on.

You could also put in a reminder on how to do the skill or set a goal for what you'd like to improve next time you practice this skill.

**6.** Add a photo as evidence of learning or practicing this skill.

The screenshot shows a mobile app interface for logging work. At the top, the status bar displays 'MY MAXIS', signal strength, Wi-Fi, time '3:31 PM', and battery '21%'. The app title is 'Logging Work'. The form contains the following fields:

- Class:** A dropdown menu with 'Select' and a right arrow.
- Title of Work:** A text input field with the placeholder 'Insert your work title here'.
- ATL Category:** A dropdown menu with 'Select' and a right arrow.
- ATL Cluster:** A dropdown menu with 'Select' and a right arrow.
- Level of Skill:** A dropdown menu with 'Select' and a right arrow, and an information icon.
- Add Notes:** A text input field with the placeholder 'Insert note here'.

At the bottom of the form, there is a note '(Maximum 5 Attachments)' and two buttons: 'Upload Attachment' and 'Submit'. A red arrow points to the 'Add Notes' field, another red arrow points to the 'Upload Attachment' button, and a third red arrow points to the 'Submit' button.

**7.** Click on 'submit' once you've added all the fields

# 7. Accessing the Work Overview



MY MAXIS 3:44 PM 31%

< Logging Work

**Class**  
Select >

**Title of Work**  
Insert your work title here

**ATL Category**  
Select >

**ATL Cluster**  
Select >

**Level of Skill** ⓘ  
Select >

**Add Notes**  
Insert note here

(Maximum 5 Attachments)

Upload Attachment Submit

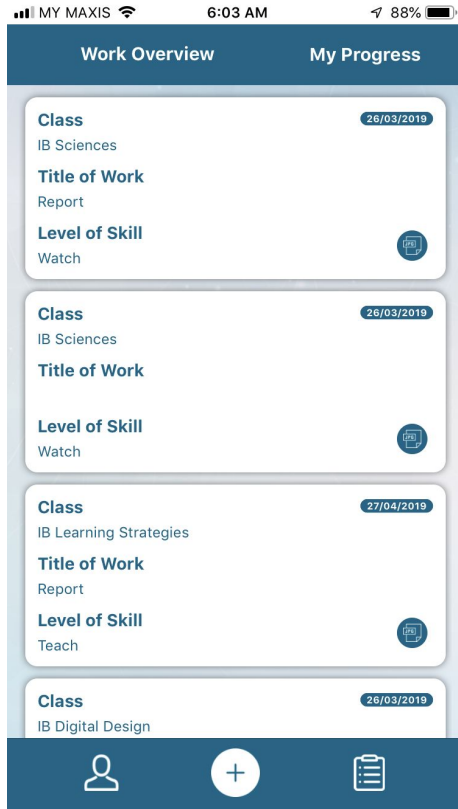
⏪ + 📄 ⏩

Access the Work Overview by clicking on the clipboard symbol

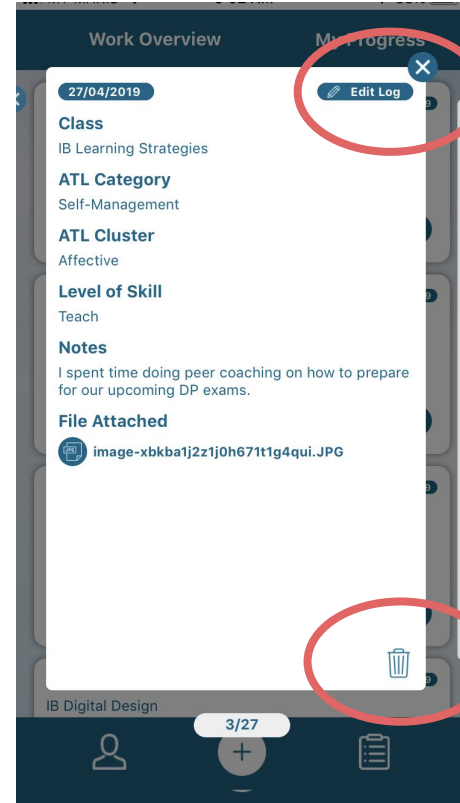




# 8. Using the Work Overview



Click on a card to see more details about the entry



Edit

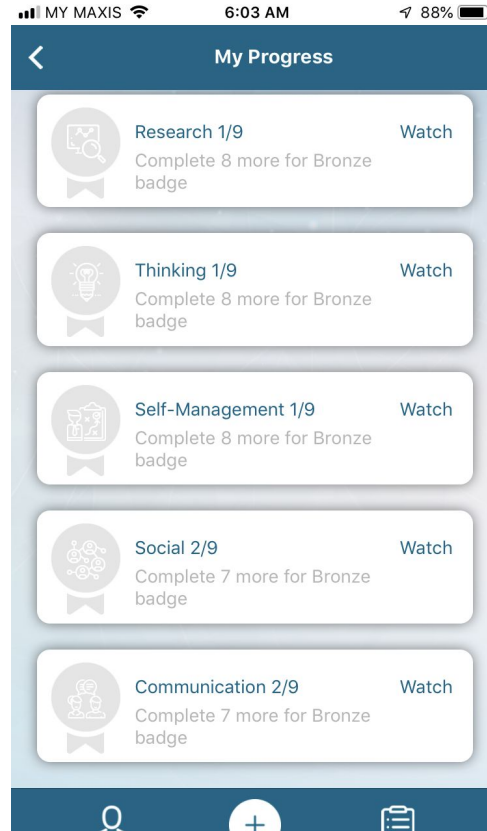
Once you've clicked on the card, you can view, edit or delete an entry

Delete

# 9. My Progress



You can track your progress and earn badges for logging skills across subject areas, at different levels and in different ATL categories



Log skills at the 'watch' level in all subjects to earn a Bronze badge



Log skills at the 'copy' level in all subjects to earn a Silver badge



Log skills at the 'do' level in all subjects to earn a Gold badge



Log skills at the 'teach' level in all subjects to earn a Ruby badge

# FAQs



## **I can't log in with my email address**

Check that you have correctly typed your email address into the log in box. You must use the same email that you use for school.

## **I've forgotten my password**

On the log in screen, enter your email and then click 'reset password'. A password reset link will be sent to your email address.

## **The app keeps crashing**

Make sure you are using the latest version of the app. You can choose the setting on your phone to allow automatic app updates to ensure you're using the most recent version of Skill Tracker. If the problem persists, please contact us at [trackerapps@lizard-apps.com](mailto:trackerapps@lizard-apps.com)

## **I want to add a Word doc or youtube video as evidence for a skill**

When you are using Skill Tracker on your phone or tablet, you can only include photos for the evidence of ATL skill learning. You can log in to Skill Tracker via a web browser and add any file type that you'd like. You can log a skill on your phone and then later you can edit this skill log to include the evidence that you'd like.

## **I want to export my skill logs**

You can export some or all of your ATL skills by logging into Skill Tracker via a web browser.