



Service Tracker

Teacher User Guide

1. Logging In

Go to

<https://portals.tracker-apps.com/>

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

A screenshot of a login page with a blue background and a brain icon. A red arrow points to the form fields. The form includes fields for Email Address and Password, a Remember me checkbox, a Login button, a Forgot your password? link, and a Français link.

Email Address

Password

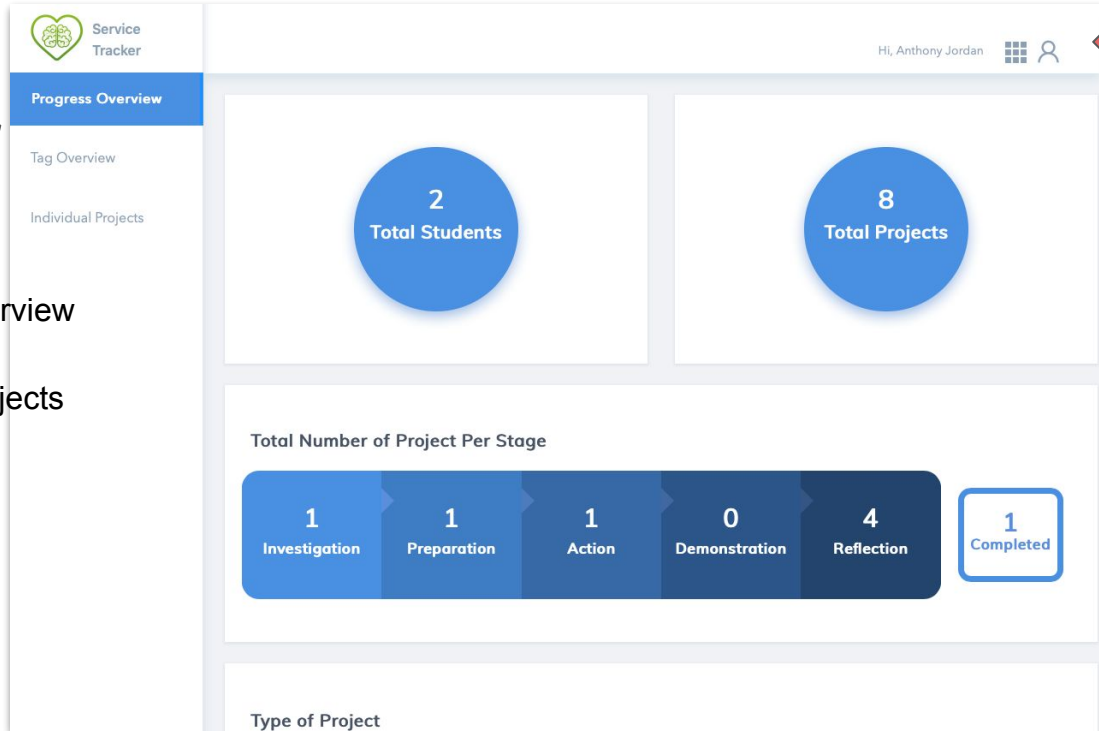
Remember me

Login

[Forgot your password?](#)

[Français](#)

2. Features on the homepage



Switch between:
1. Progress Overview
2. Tag Overview
3. Individual Projects

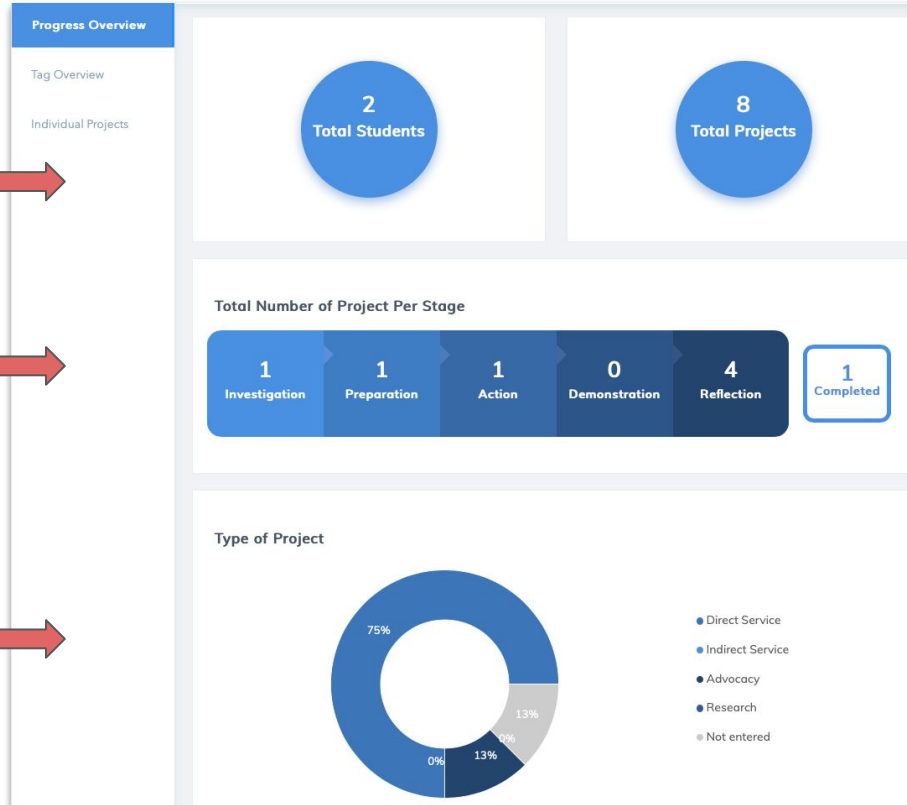
Your profile - change password and log out here

Toggle between Service Tracker and Skill Tracker (if you have access to both)

3. Progress Overview



View total number of students and projects



At a glance, see which stage each project is at



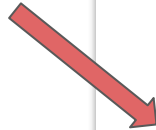
See the data showing the type of project; Direct Service, Indirect Service, Research and Advocacy



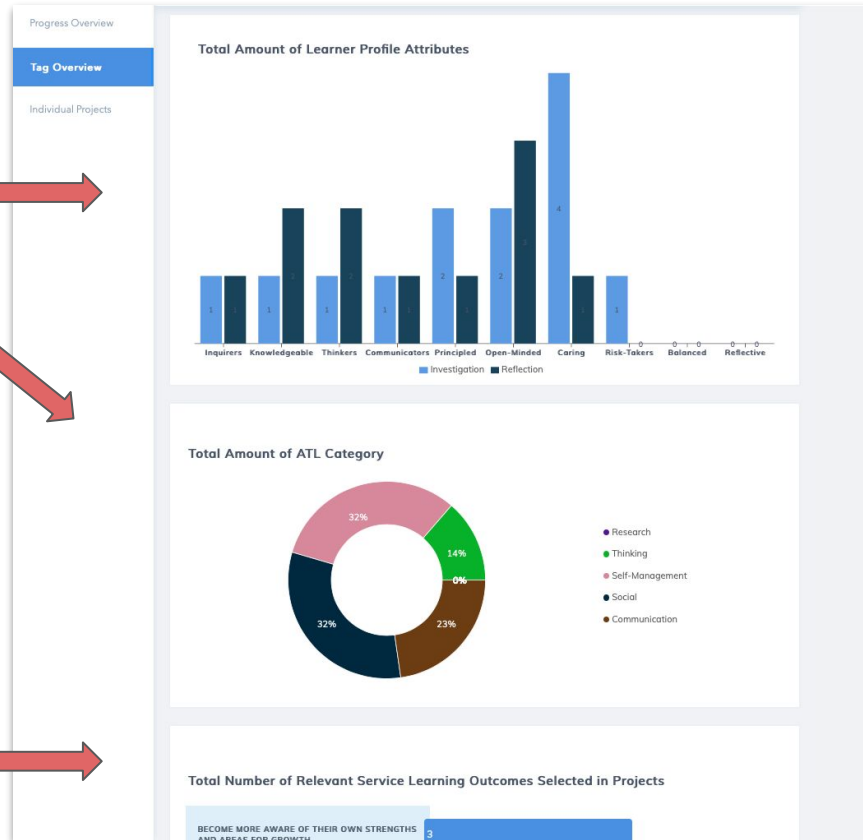
4. Tag Overview



View data showing how students connect Learner Profile attributes and ATL skills in service learning



See which service learning outcomes are being met



5. Individual projects



Use the individual project view to see each service learning project or experience that is being logged

Click on an card to view more details

The screenshot shows the 'Service Tracker' interface. On the left is a sidebar with 'Individual Projects' selected. The main area displays a grid of project cards. Each card includes the student's name, MYP level (12), project name, a progress indicator (a row of 5 numbered circles), and the project stage. A 'Filter' button is located in the top right corner of the main area.

Student Name	MYP	Project Name	Progress (1-5)	Stage
William Rees	12	Soup Kitchen	1, 2, 3, 4, 5 (5 is orange)	REFLECTION
William Rees	12	Volunteer at Wildlife Rehabilitation Center	1, 2, 3, 4, 5 (all green)	COMPLETED
William Rees	12	Dog walking	1, 2, 3, 4, 5 (2 is orange)	PREPARATION
William Rees	12	New Test Project	1, 2, 3, 4, 5 (3 is orange)	ACTION
Anna Fisher	12	Homeless shelter	1, 2, 3, 4, 5 (all green)	REFLECTION
Anna Fisher	12	Helping the elderly to use email	1, 2, 3, 4, 5 (all green)	REFLECTION

Filter projects by name, type of project and project stage

6. Individual projects



Click on a card to view all the data related to one project

View the entries related to each of the different phases by clicking on the relevant number.