

Getting started with Tracker Apps

Congratulations! You've decided to empower your students and teachers through helping them track ATL skill development and service learning at your school. Getting started with Tracker Apps involves the following steps:

1. Signing the service agreement

Even if you have a free trial, you will receive a service agreement. It outlines the start and end dates of the contract, the number of student licences and gives you information about our GDPR compliance and privacy policy.

We also include a template for gaining parental permission for students under the age of 18 to use our software although most schools will already cover this requirement through existing IT use policies.

2. Technical set up

We configure the app specifically to your school using your student, teacher and class data. This means that the only thing your teachers and students have to do is login in and update their temporary password.

Schools who have a paid subscription will get immediate access to their own administration portal allowing set up and user administration to be done without having to contact us. Of course, we are always here to support you if you have questions!

3. Deciding on training

Every school is individual and that's why we offer flexible training to suit the needs of your teachers and students. Our software is designed to be intuitive but we also provide user guides, video guidance and suggestions for schools. In addition, we can arrange virtual training sessions for teachers and students or an interactive Q&A session.

If you have specific training needs, please let us know!



4. Getting students and teachers started



Students and teachers log in for the **first time** through the web portal at <https://portals.tracker-apps.com> using their school email address and student or teacher ID issued by the school.

As soon as they log in, they will be prompted to change their password and to accept the terms and conditions. After the first log in, students can use Tracker Apps via app (iOS & Android) or web browser. Teachers use Tracker Apps via a web browser.

5. Celebrating success



As your students and teachers begin to use Tracker Apps, you might like to use one of our certificates to recognise achievements such as the most skills logged, diversity in service learning projects or using the data in a student conference.

Certificates are available on the resources page on the Tracker Apps website: <https://tracker-apps.com/resources/>

6. Using the data

In addition to feed back on student development, data from Tracker Apps can be used to inform on curriculum planning, guide teacher professional development, in school annual reports, marketing materials or for school authorisation requirements.



www.tracker-apps.com

