

TRACKING REPORTS

Effectively track student outcomes and progress using CFNC's Tracking Reports for Milestones and Guideways.

1. Go to **procenter.cfnc.org** and enter your **Professional Account Name** and **Password**.
2. Click on **Reports**.

TRACKING MILESTONES

1. Click on **Milestones Tracking Report**.
2. You can track students' milestones by **Class** or by **Group**.
3. Milestone activities are numbered and a bar graph shows the **percentage of students who have completed each milestone activity**.
4. Click on an **activity for a detailed report** of which students have completed that milestone and which students have not. When you are done, click on **Return to Full Milestones Tracking Report**.
5. Scroll down to find a list of students in your selected class or group. Checkmarks indicate which milestones a student has completed.
6. Click on a **student's first or last name** to review their individual portfolio.

TRACKING GUIDEWAYS

3. Click on **Guideways Tracking Report**.
4. Select which **group of Guideways** you would like to review. A pie chart shows the **percentage of students in that grade/group who have started at least one step**.
5. Guideway activities are numbered and a bar graph shows the **percentage of students who have completed each step**.
6. Scroll down to find a list of students for your selected guideway. Checkmarks indicate which guideway steps a student has completed.
7. Click on a **student's first or last name** to review their individual portfolio.