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Keep Accountability OnTrack

Choices OnTrack Reports

OnTrack is a powerful administrative tool that is designed to make your job easier and increase your productivity by providing you with timely reports of ***Choices*** usage.

OnTrack can help you…

- **Focus on your students' needs** by creating individual user reports to track usage and make counseling your users even easier. No more guessing what a user did when you were not available. No more wondering who needs help.
- **Support your funding needs** by creating lists of users based on the information they entered and results obtained, then review an individual user's report. Great support for continued funding requests and achieving your accountability needs.
- **Plan your career development activities** by determining who is using ***Choices*** and what they are exploring. See the top 40 occupations or schools your users have accessed. It is great information for planning your career day speakers or setting up school visitations!

Accessing OnTrack in *Choices*

1. Select **Professional Tools** from the ***Choices*** Start screen.
2. Click the Go to OnTrack link.
3. Click **OK** when you are asked if you wish to launch the System Manager.
4. Enter the System Manager password. (See Resource Kit-Quick Reference Guide for password.)
5. Choose the report you wish to view.
6. Follow the instructions and print your reports OR export your reports to an excel spreadsheet.

Choosing your Report

- Select **Individual User Reports** to check the progress of an individual user. Find out what components they used and what they selected.
- Select **Sort and Select Users** to create lists of users on information entered and results obtained. You can see individual users from here, too!
- Select **Guideway Reports** to view the Guideway and the steps used by an individual user.
- Select **Education Planning Assistant** to create statements for IEPs based on work done in Choices.
- Select ***Choices*** **Usage Reports** to check the usage of ***Choices*** and its components. Produce reports for statistics such as the number of users, the average number of sessions per user and the highest number of sessions by a user
- Select **Monthly Reports** to check the usage of Choices.