Welcome to CollegeTracker. This tour is designed for use by students and demonstrates all pages a student can reach during a semester and what each page can be used to accomplish.

The first page a student will reach is the Login page – you should have been provided with a login user name and password already. If not, please obtain those before proceeding. In this example, I am going to log in as a test student (Richard.Passmore). Who has been registered for some classes . We will use this login throughout these examples. Once I've entered the credentials, I click the Login button or press **Enter**...
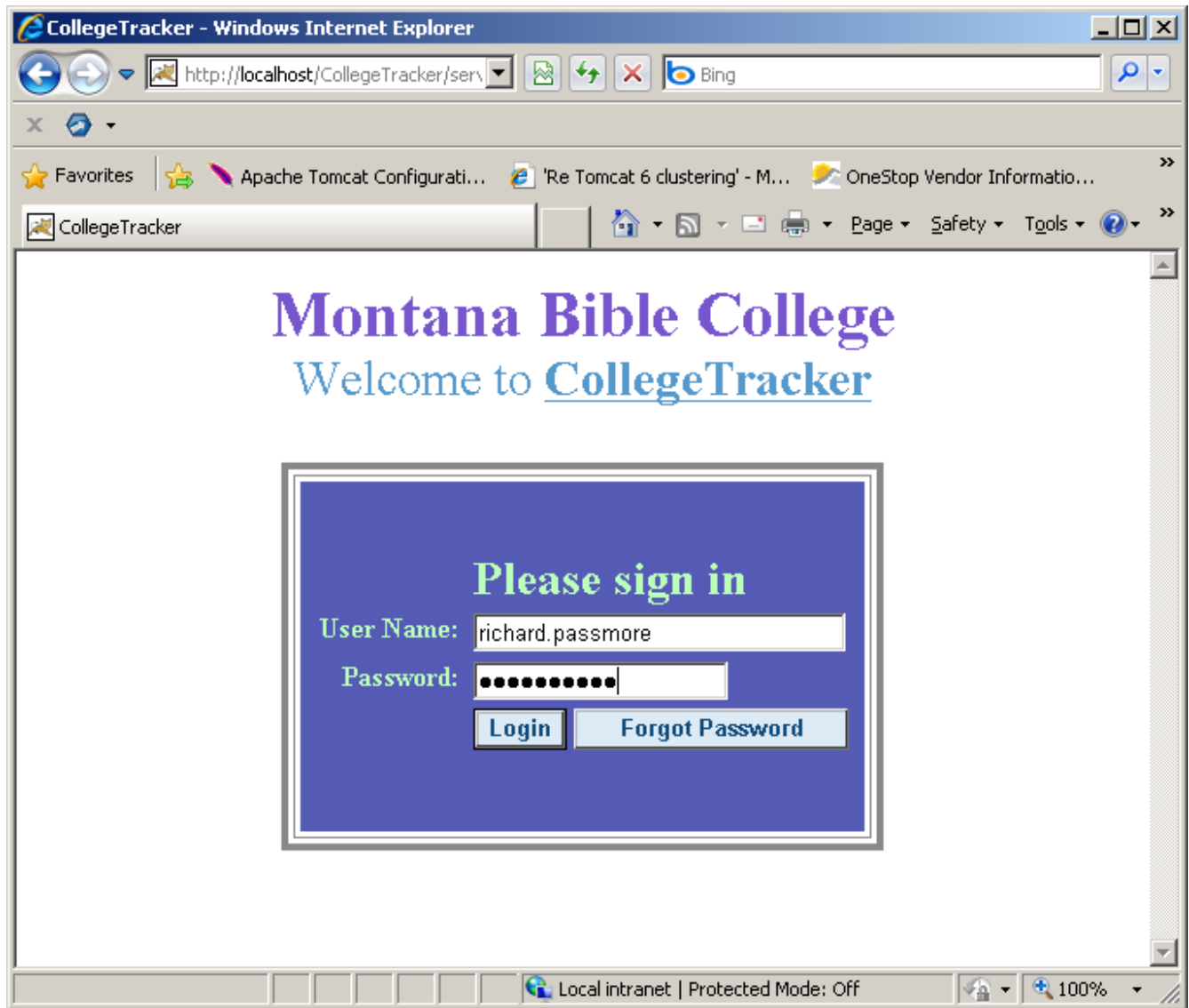
This is the home page for students – as you can see, some basic information is displayed, if this was your record, you would be able to see the contact and similar information the school has for you but would not be able to modify it. Some actions which are allowed are viewing your class schedule (with printing options), completing class surveys, updating your picture, and modifying the default stylesheet. Since it's not described elsewhere, the stylesheet allows you to define a different color scheme for the pages displayed – contact your system administrator for help in obtaining the starting stylesheet as well as how to modify one to fit your needs. Also, you will notice "Go Back", "Logoff", and "Help" in the menu options. The "X" in the upper right corner will log you out of the program. "?" will bring up some context sensitive help about the page you are currently using. "TG" provides a "Tour Guide" feature within the program – currently, there are no guides for a student. Under "Admin", you will find "Change Password" which will be described later. The checkbox you see

Clicking on the "Class Schedule" button from the home page will bring up a page which will show the basic information about each class being attempted. During the semester, the grade column will reflect your grade in each class based on the assignments entered into the system so far.
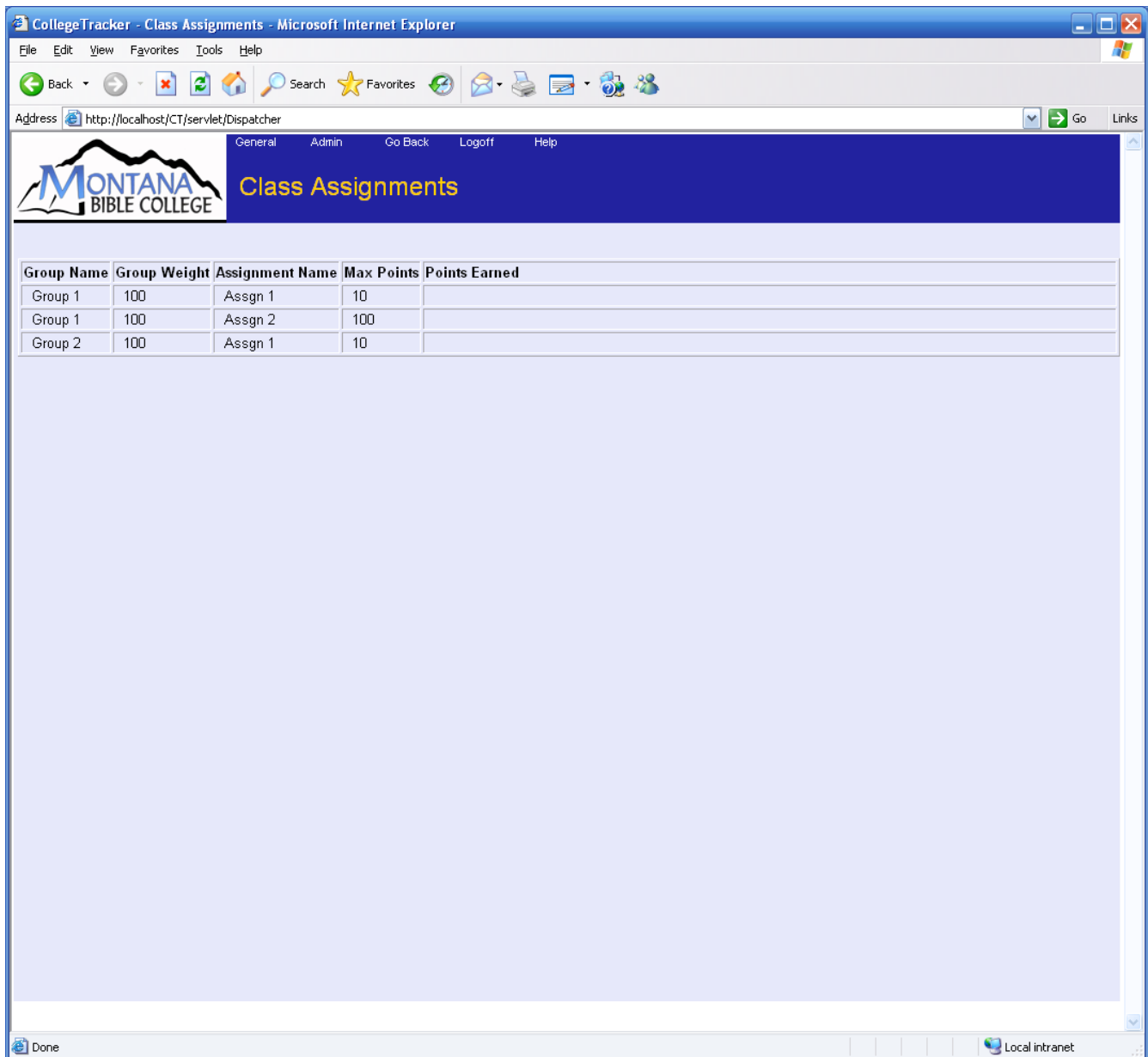
Catalog#	Name	Teacher	Room	Time	Days	Credits	Grade	Actions	
BS 100	Chapel					0		Assignments	Messages
BS 101	Old Testament Survey					3		Assignments	Messages
BS 103	Bible Study Methods					2		Assignments	Messages
LS 101	Family Development					2		Assignments	Messages
LS 100	Research and Writing					1		Assignments	Messages

Clicking the "Assignments" button next to a class will let you view your assignment grades and see what assignments you still need to complete.

Back on the class schedule, clicking on the "Messages" button will allow you to post or reply to messages sent out by the teacher or other students in the class. This is meant to facilitate class discussions outside of class or to communicate about assignments. When a new message has been posted, the teacher and all other students in the class will be notified so they can read and reply if they feel like it.
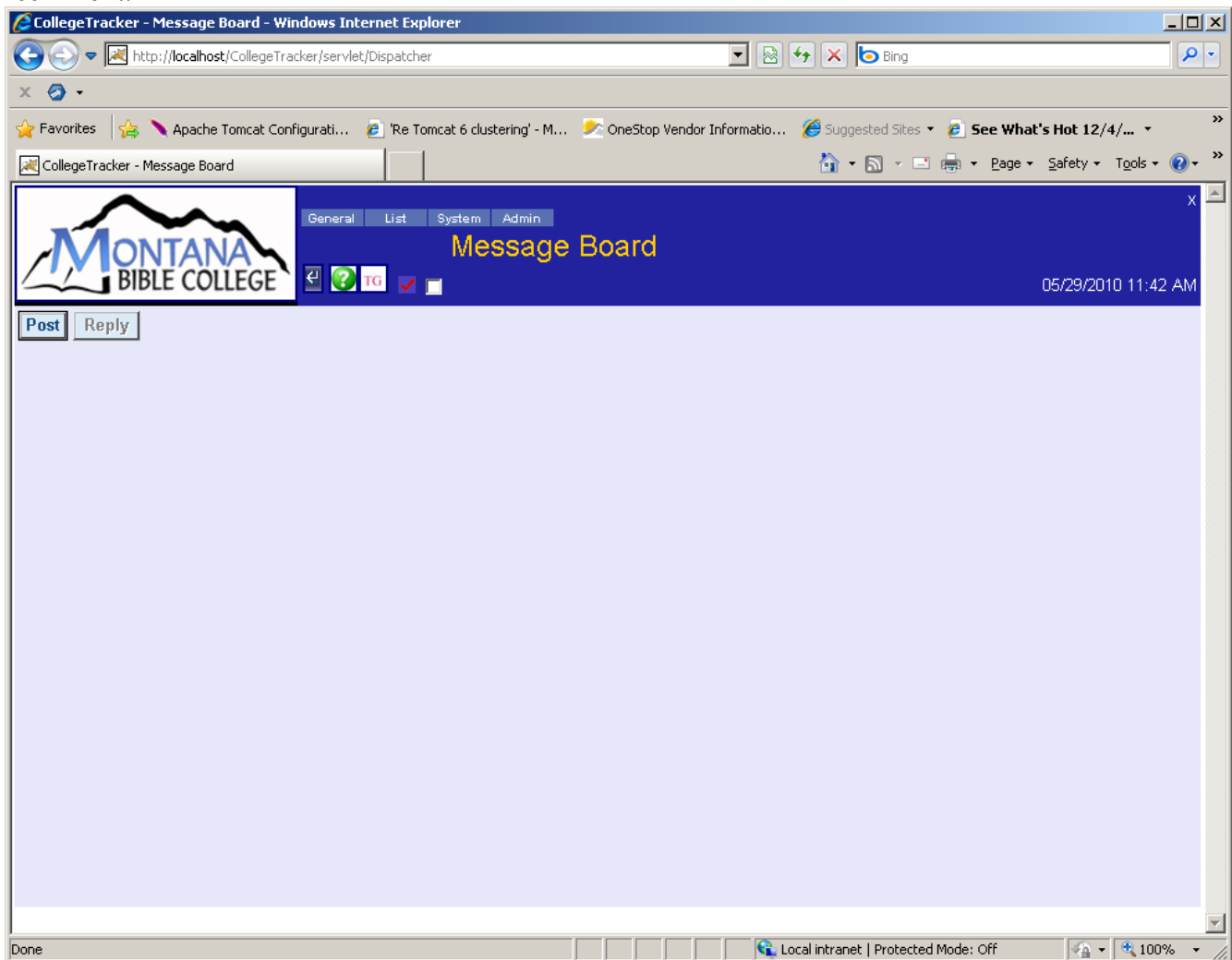
At the end of each semester, another option will be displayed on your "Home" page as well as on the Class Schedule page. Course Evaluations ("Evaluations" button) allows you to give feedback to the college on how well each of the courses met your needs/expectations. The college will tell you if you are expected to complete these evaluations or not, if so, please do so in a timely manner since the college can track completion although they can associate an evaluation back to a student.

Clicking on "Update Picture" from your home page will allow you to load a new picture into the system. The picture should meet your college's standards and should be in the same orientation (landscape or portrait) and comparable dimensions to other pictures in the system since this picture will be used for things such as the pictorial directory. On this picture, you'll see a "bent arrow" symbol to the left of the help icon. This will appear on each page other than your "home" page. Clicking on this symbol will return you to the previous page.
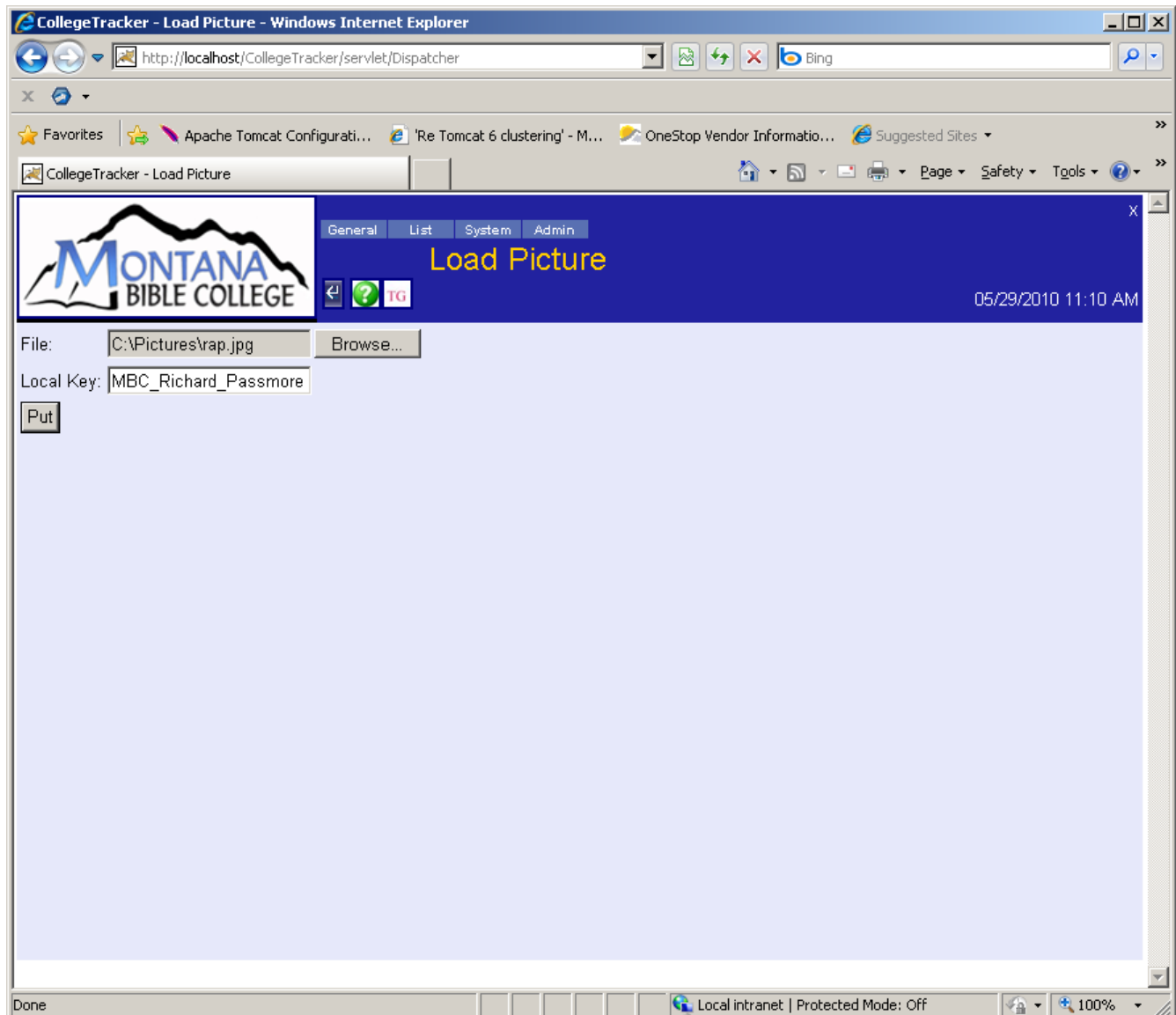
In the Admin menu, selecting the "Password" menu item will allow you to change your own password. You can also set up "Challenge" questions which will allow you to reset your password when you have forgotten it by finding the "System | Challenges" in the menus.

This page was actually obtained as an administrator, but, during preregistration, you will have access to this page as well using a button called "Pre-Register". The main difference between this page for an Administrator and what you'll see is the "Audit" column will not be present on your page. If you want to audit a class, you will need to visit your advisor. In essence, you will use this page by checking the boxes next to the classes you wish to take – if you select two sections of the same class, only the first one will be checked. Also, when you save, the system will automatically check any prerequisites for the courses to make sure you are allowed to take the course. Also, by clicking on the catalog number for a course, you can view the catalog information for that course as well as any prerequisites it may have. The "View Books" button will take you to a page where you can view and decide whether you are going to buy the book yourself or are going to buy them directly from the college. The "Print" button will bring up a printable form showing the classes you have registered to take. To drop a class, uncheck the boxes next to the course. To audit a course (assuming the "Audit" column is present), check the audit box for that class – check, at most, one check box for a class.

By clicking on "General | Calendar", you will see a new calendar page pop up which will let you view upcoming events at the college. Please note, this is the school calendar so, you are unlikely to be finding birthdays or other personal events listed here.