



**A WebCT Guide for MTSU Faculty
Student Management Tools**

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Student Management Tools

Tracking

Track Students

The **Track Students** feature allows you to monitor how students progress through the course material. You have access to the following information:

- The **content module** pages that students have visited.
- Their first access and most recent access of your course.
- The number of times they have accessed other areas of the course, for example, Homepage and **Organizer pages**.
- Their activity in **Discussions**.

To access Track Students

1. Navigate to the **Manage Course** screen.
2. Click **Track Students**. The **Track Students** screen appears.

Viewing Student Tracking Information

Student tracking information is presented in the **Student Records** table. You can narrow the scope of information through specifying which students to view. You also can customize the presentation of tracking information by choosing the category to use to sort student records and by specifying the number of records to view on each page.

The Student Records Table

The Student Records table lists activity information for each student. It contains the following columns:

- **Full Name:** student's name
- **User ID:** student's user identification number
- **First Access:** first time the student accessed the course
- **Last Access:** last time the student accessed the course
- **Hits:** number of times the student accessed a homepage, tool page and content module page
- **Items Read:** number of messages the student has posted to Discussions.
- **Posted:** number of messages the student has posted to Discussions.

Viewing Selected Student's Activity

You can select a group of students and see the number of times they have accessed and contributed course material.

To view selected students' activity

1. Navigate to **Track Students**
2. **From the Track Students** drop-down list, select **Select students to view** and click **Go**. The **Select Student** screen appears.
3. Check the check box next to the name of each student you want to view.
4. Click **View**. The **Track Students** screen appears, containing only the students you selected.

Note: To view all students, select **Show all students** from the **Track Students** drop-down list.

Sorting Records by Category

You can sort the **Student Records** table using any of the categories listed. By default, the table appears sorted by students' full names.

To sort the Student Records table by a category

1. Click the category name button in the column header.
2. The table redisplay, sorted by the selected category.

Searching Tracking Information

You can search the student tracking records in order to view students who match certain criteria.

To search tracking information

1. Navigate to the **Track Students** screen.
2. From the **Track Students** drop-down list, select **Search Records** and click Go. The **Search Records** screen appears.
3. From the **Search** drop-down lists, specify your search criteria.
 - a. First drop-down list: select whether to search the **Entire Class** or limit the search to **Listed Students**.
 - b. Second drop-down list: select the **Student Records** category to search within.
 - c. Third drop-down list: select the search operation (Equals, Greater Than, Starts with, etc.) to use the search.
 - d. Text box: enter the text to base the search on.
4. Once you have selected your search criteria, click Search. The results display in the **Student Records** table.

Track Pages

The **Track Pages** feature allows you to track how students are progressing through the course material. You can see the course pages that students are accessing, how many times the pages have been visited and the amount of time spent on each page.

1. To access **Track Pages**
2. Navigate to the **Manage Course** page.
3. Click **Track Pages**. The **Track Pages** screen appears.

Page Usage Summary

The **page usage summary** displays at the top of the screen. It displays the totals for all pages in the course in the following categories:

- **Pages:** total number of content module pages in the course.
- **Hits:** Total number of times that course content module pages have been accessed.
- **Time:** total time spent by students on all content module pages.
- **Time/Hit:** the average time spent per student visit to a page.
- **Posts:** total number of Discussions postings made from course content page.

Note: Because there is no way to ascertain when a student stops viewing a page, it is difficult determining exactly how long a student spent on a page. If more than 30 minutes elapse between page accesses, WebCT does not count the time spent at the previously viewed page. Although this may affect the accuracy of the **Time/Hit** values, for large samples this provides a reasonable approximation.

The Pages Table

The **Pages table** lists the pages in the order they appear on each path. It contains the following columns:

- **Page Name:** title of the page.
- **Hits:** number of times a page has been accessed.
- **Time:** total time spent by students on the page.
- **Time/Hit:** the average time spend per student visit to the page (see the Note above).
- **Posts:** total number of Discussions postings made from the page.

You can sort the Pages table based on any of the categories listed.

To sort the Pages table by a category

Click the category name button in the column header. The table redisplay, sorted by the selected category.

Resetting Track Pages

You can choose to completely reset the page tracking statistics by following the procedure below. Once you do so, all existing page tracking statistics will be lost permanently.

To reset all page tracking statistics

1. Click **Reset** next to the page usage summary. A warning message appears.
2. Click **OK** to confirm your desire to reset the totals.

Manage Students and Student Grades

Student grades can be viewed, edited and managed from the **Manage Students** screen. The columns on the left of the **Manage Students** table list student identifier information, such as User ID and first and last names. The columns to the right list grades for students' coursework. These include quizzes and assignments submitted electronically, as well as any grades that you have entered manually.

You can download student records from **Manage Students** to your computer in the form of a comma-delimited text file. In addition, you have the option of copying student records to the Clipboard for use in another WebCT tool.

Entering Grades in Manage Students Columns

You can manually enter grades for the entire class by editing columns in the **Manage Students** table. However, this option is available only for **Alphanumeric**, **Numeric** and **Selection Box** columns. To edit **Calculated** or **Letter Grade** columns, see the next section. **Quiz**, **Assignment** and **User ID** columns cannot be edited at all.

To enter grades in Alphanumeric, Numeric and Selection Box columns

1. In the **Manage Students** table, click **Edit** below the label of the appropriate column. The **Edit Values** table displays, with a text box for each cell in the column.
2. Enter grade information for each student.
3. Click **Update** to save your changes and return to **Manage Students**.

Overriding Calculated and Letter Grades

You can manually override the grades in **Calculated** and **Letter Grade** columns. The grade for that student is then displayed as gray, rather than black, to show that the grade has been changed.

To override a calculated or letter grade

1. The first column of the **Manage Students** table contains a hyperlinked identifier for each student, such as a name or student number. Click on this link. The **Edit Record** screen appears with the student record you selected.
2. At the top of the **Calculated** or **Letter Grade** column, click the **Override** link. The **Calculation Override** or **Letter Grade Override** screen appears.
3. Set a formula for the student's grade or simply enter a number or letter grade. The formula or grade that you enter applies only to the student record you are editing. Other student records remain unchanged.

4. Click Update or Override to save your changes and return to the student list.

Downloading the Student List

You can use **Manage Students** to download student records to your computer in the form of a comma-delimited text file.

Note: In **Calculated** and **Letter Grade** columns, the calculated or assigned value is downloaded, not the formula.

To download the student list

1. In Manage Students, click Download. The Download Student Records screen appears.
2. Choose a field separator (space, comma, or tab) from the drop-down box and click Download. A standard Web browser dialog box appears.

Note: You will not be prompted for a field separator in this step if you selected a default field separator in **Manage Students Settings**.

3. Follow the instructions in the dialog box to download the file to your computer.

Copying and Pasting Selected Student Records

You can copy a list of student records and paste them into **Mail** and **Track Students**. For example, you could list students with failing grades, then copy and paste these records into a **Mail** message encouraging them to seek tutorial help. You could also paste these records into **Track Students** to see how often the students have accessed the course.

To copy and paste selected student records

1. From **Manage Students**, list a subset of students or search student records.
2. From the Advanced Options drop-down list, select Copy records and click Go. A dialog box appears, notifying you that the records have been copied to the clipboard.
3. The student records can now be retrieved as follows:
 - a. In **Track Students**, select Paste list from clipboard from the Advanced Options drop-down list.
 - b. In **Mail**, click **Clipboard** in the Compose Mail Message window.

Managing and Releasing Student Grades

Column Types

In the **Manage Students** table, different columns store different types of information. For example, quiz grades are stored in a quiz column, names are stored in an alphanumeric column and a final grade can be stored in a calculated column. You can select the column type when you first create a column or you can convert an existing column to a different type. You can also set up the default column type according to your preferences.

In the Modify Columns screen, which is reached through Manage Students, each column is labeled with a letter representing its type. The following column types are available:

- **Alphanumeric (A)**
- **Numeric (N)**
- **Letter Grade (L)**
- **Selection Box (S)**
- **Calculated (C)**
- **Text (M)**

Note: The **Text** column type can be selected when you create a column. However, existing columns cannot be converted to **Text** columns.

Alphanumeric (A)

Alphanumeric columns can contain any sequence of characters, including letters and numbers. This column type should be used for fields that won't be calculated. Examples of possible alphanumeric columns include last name, first name and student number.

Numeric (N)

Numeric columns contain only digits. These columns can be used in conjunction with **calculated** columns to calculate totals. Examples of possible Numeric columns include assignment grades and exam grades. Before a Numeric column can be used to calculate a total, you must designate the total possible points for that column.

To designate the total possible points for a numeric column

1. Click Edit at the top of a **Numeric** column. The **Edit Column Values** screen appears.
2. Type the total possible points in the **Out of** text box in the column header.
3. Click **Update** to save the changes.

Letter Grade (L)

If you want to display a letter grade rather than a point value for a particular quiz, assignment, exam or other calculated grade, you can use a Letter Grade column. Letter grades are based on numeric value ranges that you specify when you add a Letter Grade column. Letter grades can only be applied to Numeric, Calculated and Quiz columns that have been assigned a total possible point value.

To set up a letter grade for a column

1. Add a **Letter Grade** column to the **Manage Students** table in the same manner you would add any other column.
2. Give the **Letter Grade** column a label that corresponds to the source column. For example if you want to display a letter grade for a numerical column titled Assignment 1, label the Letter Grade column **Assignment 1 (LG)**, where LG stands for **Letter Grade**.
3. Click Return to Manage Student at the top of the Modify Columns screen.
4. Find the new column in the **Manage Students** table. Under the column label, click Edit. The **Letter Grade Editor** appears.
5. From the **Apply the grading scheme to** drop-down list, select the **Manage Students** column to which you want to apply the grade range. For example, if you want to display a letter grade for a numerical column titled Assignment 1; select **Assignment 1** from the drop-down menu.
6. Depending on the number of grade ranges you want to set, you might need to add or delete rows in the range table.
 - a. To add a new row above a particular row, check the check box to the left of the row and click Add Row.
 - b. To delete a row, select the check box to the left of the row and click Delete Row.
7. Starting with the lowest grade range and working up (F, then D, then C...), type the upper-limit range in the Upper limit % column and the corresponding grade in the Letter Grade column.

Note: Letter grade ranges are based on the percentage of possible points achieved and not on the actual points

8. Once you have entered all of the ranges for your letter grades, click Refresh Ranges. The Range % of the Letter Grade Editor table will display the range percentage coordinates for each letter grade.
9. To set the current grade ranges as the default for your course, click Set as Default. In the future, you can use this grade range whenever you create a Letter Grade column by clicking Use Default.
10. Click Update to apply the grade ranges to the column.

Selection Box (S)

Selection Box columns let you create a drop-down list of choices for a field, which makes column editing easier and more efficient. For example, if you have divided your class into groups, you can create a **Selection Box** column listing the group names. Then when you edit the student or teaching assistant list, you can simply select, rather than type a group name.

To set up the selection box for a column

1. Add a **Selection Box** column to the **Manage Students** table in the same manner you would add any other column.
2. In the **Manage Students** table, click Selection in the header for the column. The **Selection Box Editor** appears.
3. In the Selection box choice text boxes, enter the options you want to include in your selection box.
4. If you do not have enough text boxes to enter all of your options, click More Selections. Three additional text boxes appear.
5. Click **Update** to save your choices and return to Manage Students.

Calculated (C)

You can use **Calculated** columns to compute a value based on the numeric contents of other columns. For example, you can create a **Calculated** column called "Final Grade" that adds the grades from all of your **Quiz** columns and calculates the average score.

Text (M)

Text columns are useful for storing information that requires hard returns, such as addresses or general comments. When you have added a Text column entry pertaining to a particular TA, WebCT inserts a **View** button in that field in the column.

Adding, Editing and Deleting Columns

You can modify the **Manage Students** table by adding and editing columns as needed. In addition, you can choose to delete columns at any time.

Adding Columns

By default, a new column is positioned to the right of the rightmost existing column. To insert the column before a specific column, select that column's check box before performing the procedure below.

Note: Quiz and assignment columns are automatically created when you add quizzes and assignments to the course.

To add a column to the Manage Students table

1. Navigate to the **Manage Students** screen.
2. From the **Advanced Options** drop-down list, select Modify Columns and click Go. The **Modify Columns** screen appears.
3. Under the **Modify Columns** heading, select Add column and click Go. The **Add Column** screen appears.
4. Type a label for the column in the text box.
5. Select a column type from the drop-down box.
6. Click Add. The **Modify Columns** screen appears with the new column placed as specified.

Editing Columns

Columns can be customized in many different ways. For example, you can rename columns, change the way data is aligned in them and release information from certain columns to your students.

To edit columns in the **Manage Students** table

1. Navigate to the **Manage Students** screen
2. Select **Modify columns** from the **Advanced Options** drop-down list and click Go. The **Modify Columns** screen appears.
3. Make any desired changes to the table.
4. Click Update to save your changes.

Deleting Columns

You can delete any of the columns from the **Manage Students** table, with the following exceptions:

- The **User ID**, **First Name** and **Last Name** columns can never be deleted, since they uniquely identify each student.
- A **Quiz** or **Assignment** column can only be deleted from the table if the quiz or assignment itself has been deleted from the course.

Warning: Once a column has been deleted, all data in that column is lost and cannot be retrieved.

To delete selected column(s) from the Manage Students table

1. Navigate to the **Manage Students** screen
2. Select **Modify columns** from the **Advanced Options** drop-down list and click Go. The **Modify Columns** screen appears.
3. Check the check box (es) above the column(s) to be deleted.
4. Under **Modify Columns**, select **Delete Columns** and click Go.
5. A warning dialog box confirmation screen appears, asking you to confirm the deletion. Click OK.
6. The **Modify Columns** screen redisplay with the selected column(s) deleted.

Moving Columns

You can reorganize the **Student Table** by repositioning its columns.

To move a column

1. Navigate to the **Manage Students** screen.
2. Select **Modify Columns** from the **Advanced Options** drop-down list and click Go. The **Modify Columns** screen appears.
3. Select the check box at the top of the column you want to move.
4. Under the **Organize Columns** heading, select the direction in which to move the column.
5. Click Go. The table redisplay with the column in its new position.

Determining the Decimal Places for a Column

Manage Students allows you to specify how many decimal places should be displayed for a particular column. This option is available only for numeric, quiz and calculated columns. The four options are:

- **All:** all decimals will be displayed
- **0:** only integer values will be displayed
- **1:** one decimal place will be displayed
- **2:** two decimal places will be displayed

In all cases, values are rounded down. For example, a field containing the value 75.8 shows as 75 if the Decimals value for that column is 0.

To determine the default number of decimal places

1. Navigate to the **Manage Students** screen.

2. Select **Modify columns** from the **Advanced Options** drop-down list and click Go. The **Modify Columns** screen appears.
3. From the **Decimals** drop-down list, select the desired number of decimal places.
4. Click Update to save your changes.

Converting the Column Type

You can choose to convert a **Manage Students** table column from one type to another, with the following exceptions:

- Existing columns cannot be converted to **Text** columns.
- **Quiz** and **Assignment** columns cannot be converted.
- The **User ID**, **First Name** and **Last Name** columns cannot be converted.

To convert a column's type

1. Navigate to the **Manage Students** screen.
2. Select **Modify columns** from the **Advanced Options** drop-down list and click Go. The **Modify Columns** screen appears.
3. Select the check box at the top of the column you want to convert.
4. Under the **Modify Columns** heading, select **Convert column type** and click Go. The **Column Conversion** screen appears, listing the column label and current type.
5. Select the new column type from the designated drop down list.
6. Click **Convert**. The **Convert Confirmation** screen appears.
7. Review the conversion table for accuracy, then click **Convert** to complete the process.

Note: Converting an Alphanumeric column to a Numeric Column now removes all non-numeric characters.

Specifying Student Access to Course Records

You can use the **Manage Students** tool to allow and deny individual students access to their personal course records. By default, students have access to all their records once you add the **My Grades** feature to your course.

Allowing Access

The following procedure allows access for all students in your course. If you want to allow access for a group of students, list a subset of students first. You can also allow access for one student at a time by editing the student's record.

To allow access to course records for selected students

1. Navigate to the **Manage Students** screen
2. From the **Manage Students** drop-down list, select **Allow student access** and click Go. The **Confirm Allow Access** screen appears.
3. Click **Allow Access** under the student records. A confirmation message appears.
4. The **Manage Students** screen reappears. The student records appear in regular text, indicating that the students have been granted access to their records.

Denying Access

The following procedure denies access to all students in your course. If you want to deny access to a group of students, list a subset of students first. You can also deny access to one student at a time by editing the student's record.

To deny access to course records for selected students

1. Navigate to the **Manage Students** screen
2. **From the Manage Students drop-down list, select Deny student access** and click Go. The **Confirm Deny Access** screen appears.
3. Click **Deny Access** under the student records.

4. The **Manage Students** screen reappears. The student records now appear in gray text, indicating that the students have been denied access to their records.
5. If you do not want the denied access student names to display in your class list you may hide these students.

Specifying Columns for Student Viewing

You can use the **Modify Columns** feature to specify which columns will be released for student viewing. By default, all columns are visible to students.

To release or withhold columns for student viewing

1. Navigate to the **Manage Students** screen
2. Select **Modify columns** from the **Advanced Options** drop-down list and click Go. The **Modify Columns** screen appears.
3. From the **Released** drop-down list for the columns, select Yes or No.
4. Click Update to save your changes.

Submitting Student Assignments

Assignment Tool: The **Assignment Tool** allows you to distribute and receive course assignments electronically. You can:

- Describe the assignment and set its grade value
- Set a date and time for releasing the assignment to students
- Attach files containing images and spreadsheets to an assignment
- Evaluate and comment on submitted assignments

The screenshot shows a WebCT interface. At the top, there is a navigation bar with 'MYWEBCT | RESUME COURSE | COURSE MAP | HELP'. Below this is a 'Show Navigation' link and a breadcrumb trail: 'Internet Terminology: View Designer Options'. The main content area is titled 'Intro. to the Internet' and includes a breadcrumb trail: 'Home > Assignments > Add Assignment > Internet Terminology'. The assignment title is 'Assignment Information Internet Terminology'. The details listed are: Due date: Jun 19, 2000 16:00; Maximum grade: 25; Instructions: Read Chapter 1 of your text; then complete this assignment. At the bottom, it says 'Assignment-related files: None'.

You and your students can use **Assignments** only after you have added the tool to your course. Depending on how you structure your course, you may want to have Assignments linked on the **Homepage** or you may want to group them with quizzes and self tests on an **Assessment** organizer page.

Assignments allow you to create and distribute course assignments to your students, and download, evaluate, and assign a grade to the completed work.

- First, add the assignment to the course by **Adding an Assignment**, and then use **Assignment Settings** to enter the instructions about the assignment, assign a maximum grade to inform the students of the assignment's value, and set the time and dates for which you want the assignment to be available. You can also attach assignment-related files such as photographs, a spreadsheet you want the student to modify, or articles to which you want students to respond. Students can then view the assignment instructions,

submit their completed work, and view their grade after you have graded their assignment.

- Your student's view of **Assignments** varies from the course designer view in a number of ways. For example, to upload completed assignment files, students must navigate through a series of screens that you, as a course designer, do not see. The following set of instructions is written with the student in mind.

Note: Students use their own software applications to complete assignments. When naming an assignment file, they must use single-word file names or insert an underscore between words. WebCT does not recognize file names with spaces, or characters that are not numbers or letters.

To upload completed assignments, click Assignments. The Assignments screen appears.

1. Under **Title**, click the assignment that you want to submit. The Assignments screen appears.
2. Click Student files. The Student Files for **Assignment** screen appears.
3. Click Upload. The **Upload File for Assignment** screen appears.
4. To locate the file, click Browse. Your computer's file manager appears.
5. Select the file. The **Upload File for Assignment** screen reappears, with the name of the file in the Filename text box.
6. Click Upload. The **Student Files for Assignment** screen appears.
7. Click the **Return to Assignment** link at the top of the screen. The **Assignment** screen appears.
8. Click **Submit assignment**. The **Submit Assignment** screen appears. If the instructor has enabled WebCT's email notification feature, you can receive email notification that your assignment was submitted successfully. In the text box, type your email address. If your instructor has not enabled the email notification feature, this text box will not appear.
9. Click **Submit assignment**. A confirmation message appears.
10. Click OK. The Assignments screen appears with the message **Submitted** appearing in the **Status** column. When the assignment has been graded, this message changes to a Graded link. Click the **Graded** link to view your grade and any instructor comments.

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