# CompTracker® SOLUTIONS FOR MODERN LEARNING *Version 5.0*
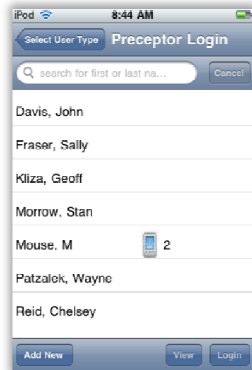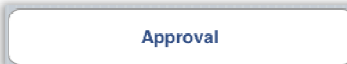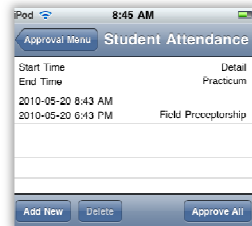
## Quick Start Guide: PDA (iPod/iPhone) APPROVALS

**1**

**Login:** Student logs into CompTracker with their PIN, then hands their PDA over to you to review what they have submitted.

**Select your name** (or add yourself as a new user if possible) to reach the **Main** screen.

Tap the **"Approval"** button to see a summary of items submitted to you by this student.
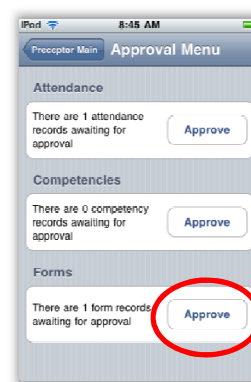
> Approval

**2**

**Attendance:** You will see the date and time within the row.

If all attendance records are correct, tap on **"Approve All"** to approve all records in the list. If one or more records are not correct, tap on **"Delete"** to remove from this list (they cannot be edited). If the record must be entered with corrections, or to add a new Attendance record, tap on **"Add New."**

**3**

**Competencies/Objectives:** Submitted alone or attached to the form, you will see them listed for approval.

Tap on each one listed to view the complete description, any sub-tasks associated, or extra information attached (if there are extra data fields for you to review, the text will show up **bold**).

**Progress**: Forms may be submitted alone, or with competencies/objectives attached. Also, competencies/ objectives may be submitted with or without a form.

**Forms:** Review each field on the form and make changes to make it accurate. You must review the full form and fill out your required fields (*).
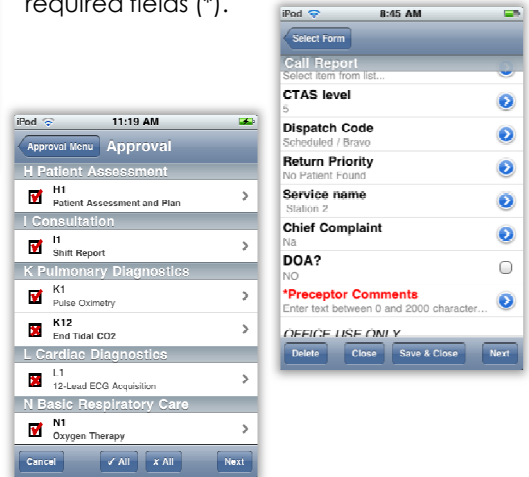
**4**

**Approve/Not Approve:** Select whether each competency/objective has been achieved competently according to your school's guidelines. The **"✔"** indicates Approval and increases this student's progress, whereas the **"X"** indicates that this attempt will not count towards progress completion. Tap on the item and **"Recall"** if it was not attempted by the student.

**Add Comments:** You will first add comments to **APPROVED** items, and be given a list of pre-written options. Next you will add comments to those items that you have **NOT APPROVED**. Select multiple items with the box on the right to add the same comments. Asterisks (*) indicate that a comment is required on that item to continue.
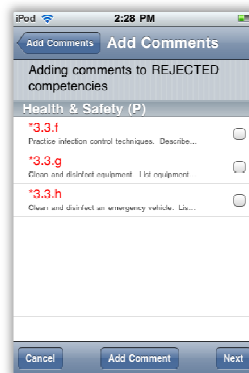
**5**

**Signature:** After your feedback has been gathered, sign in the box to confirm your choices.

Your signature will only be accessible on the secure website by school personnel in order to validate the approval and produce reports for this institution; the student will not have access to it. Upon synchronization, the student's information will be updated on the website.

**Need Help?** Call **1-866-432-3280** , Email **support@studentlogbook.com,** or visit **www.StudentLogBook.com/Support**