

Completing Course Evaluations through OnTrack

1. Log in to OnTrack.

<https://usoe.truenorthlogic.com>

You can also access OnTrack by logging in to your My.Uen page and choosing OnTrack from the Services/Tools portlet.

USOE has an FAQ Guide for help with their OnTrack system.

<http://www.schools.utah.gov/cert/Professional-Development/OnTrack.aspx>

2. Click on **View My Transcript**.

The screenshot shows the OnTrack professional learning center interface. At the top, there are navigation links for 'SIGN OUT', 'MY PROFILE', and 'LINK'. Below the navigation is a header with the Utah State Education logo and the OnTrack logo. A secondary navigation bar includes links for 'Home', 'PD360', 'Professional Learning', 'Level 1 Educators', 'Professional Growth Plan', 'Standards', 'Effectiveness Pilot', and 'Administration'. A welcome message for Linda Mosbacher is displayed. The main content area is divided into sections: 'Welcome to OnTrack' with a message and a photo, 'My Announcements' with two links, 'Upcoming Events' with a calendar for April 2013, and 'My Learning Opportunities' which contains a 'View My Transcript' button circled in red. A red arrow points from this button to the text in step 2.

3. You will see a list of the courses you have completed in the past as well as the courses for which you are currently registered. For previous courses, the Survey column will indicate **No survey to take**. For current courses, click on **Take the Survey**.

Survey	#	Course #	Course Title	Section #	Section Title	Credit Hours
No survey to take	1.	34773	Tools for Teaching: Using Photo Story in the Classroom	37520	Using Photo Story	0.5 Credits USOE
No survey to take	2.	34772	Tools for Teaching: Using Publisher in the Classroom	37519	Using Publisher	0.5 Credits USOE

For questions, please contact Elaine Villarruel 801-578-8282.