



## Start of School Year Guide for Teachers Mastery Connect

The information included in this guide will help you successfully begin the school year in Mastery Connect. School staff can also view the Mindful Courses in Mastery Connect and...

### LOGINS

All Mastery Connect usernames are set to district email addresses. Staff who are new to the district will receive a Welcome email from Mastery Connect on their MUNIS (and PowerSchool) accounts are fully established. After receiving a Welcome email, new staff should follow the prompts to set their password.

Staff who worked in the district last school year can continue using the same username/password. For staff who moved from one location to another, their account will be linked to their new location once updates are made in MUNIS. It may take a few weeks at the beginning of the school year for all user accounts to become active and aligned properly.

If a staff person has forgotten his or her password, s/he should click the Forgot Password link on the Mastery Connect Login page (<https://app.masteryconnect.com/login>) and follow the prompts to reset their password.

### TRACKERS

#### End of Previous Year

Trackers from the previous year were archived during the summer. Please note that teachers should never delete any trackers with assessment results. If a tracker gets deleted, historical assessment results within Mastery Connect also get deleted.

#### Start of School Year

Teachers will need to set up new trackers through a shared district curriculum map (refer to the next section for more details about cmaps). PowerSchool classes must be assigned before setting up new trackers. Teachers should work with their Database Specialist if courses are missing in PowerSchool. Courses added in PowerSchool will show in Mastery Connect within 24 hours. The PowerSchool and Mastery Connect systems...

### CURRICULUM MAPS (CMAPS)

#### End of Previous Year

Teachers do not have to archive or delete any curriculum maps. During the summer, district staff will modify the district curriculum maps as necessary. If you created personal cmaps, save them from year to year or update them as needed.

#### Start of School Year

In our district, trackers should be created through shared district cmaps for most courses. You should only create personal cmaps if district staff did not create a cmap for a course you teach. Check that you have access to the correct district cmaps using the below steps:

- 1) Log into Mastery Connect and click Trackers
- 2) In the gray bar, click Curriculum Maps
- 3) On the left hand side of screen, you should see a Shared With Me folder. Click on the folder name to open it and view the

secondary level, you will need to contact your Content Specialist for assistance. S/he will need to share the necessary cmap(s) with you.

How to successfully create a tracker through a shared district cmap is on Page 2.

## ASSESSMENTS

End of Previous Year

Teachers do not have to archive or delete any assessments. Assessments can be given year after year in Mastery Connect.

Start of School Year

## SYNCING TRACKERS TO SHARED CMAP

When district staff makes changes to a district shared cmap (i.e., adds new assessments, pins, standards, etc.), teachers will need to re-sync each tracker to its cmap in order to apply the changes to their trackers. It is best practice for teachers to periodically re-sync their trackers by following these simple steps.

- (1) Click on Trackers, select the tracker that needs to be re-synced with a cmap, and open it.
- (2) Click the orange menu bar and select Sync With CMap

## TRACKER NAMING CONVENTION

to Z Å ] u % o district wide naming conventions for trackers. This will provide additional clarity, facilitate support and streamline collaboration. Please be sure your trackemames are distinguishable from one another. In other words, any administrator should be able to clearly