myTracker Instructions

Get started with myTracker to enter your Daily 10/4 activities and milestones.

1. Start myTracker

2. Student Dashboard

3. Enter Activity Data (Daily 10/4)

4. Enter Milestone Data

5. View Reports

1. Start myTracker

a) Log in to myKW.

b) There are two ways to find myTracker quickly:

    i) Hover over the Education tab, then click on **myTracker**

   ii) From the Ignite page on KWU click on **myTracker**

2. Student Dashboard

a) This view shows you how you're doing for the week in all four habits. Your goal is 10 a day!

Click on a date to enter your Daily 10/4. You will then go to the entry form for that day.
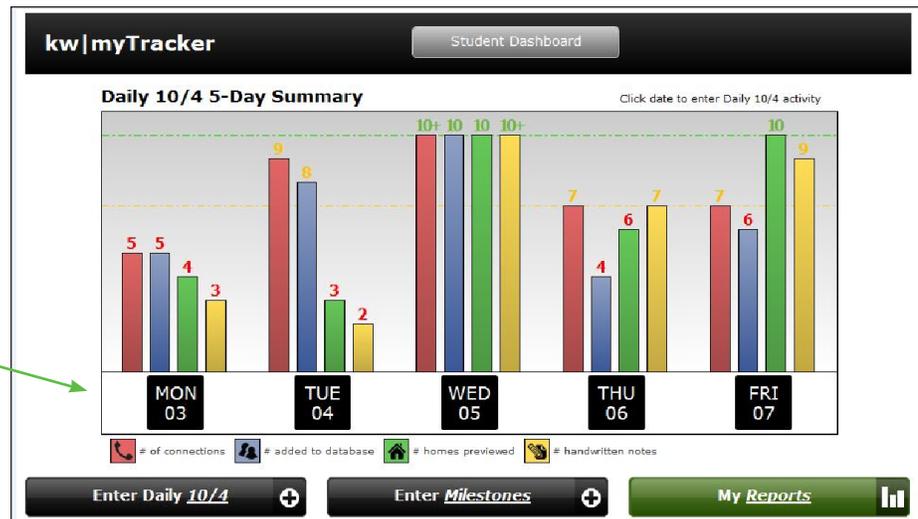
3. Enter Activity Data (Daily 10/4)

1. Enter totals for each of four habits for one day. Enter either by keying in the number in the number field, or by using the + and – buttons to increase or decrease the number.

2. The bar shows your progress. Red indicates that your activity is low, yellow indicates your activity is fair, and green indicates that you've met the benchmark of 10!

3. After entering the four numbers, click **Save**.

4. Return to the Student Dashboard to see your results, or click **Enter Milestones** to advance to the Milestones Entry page.
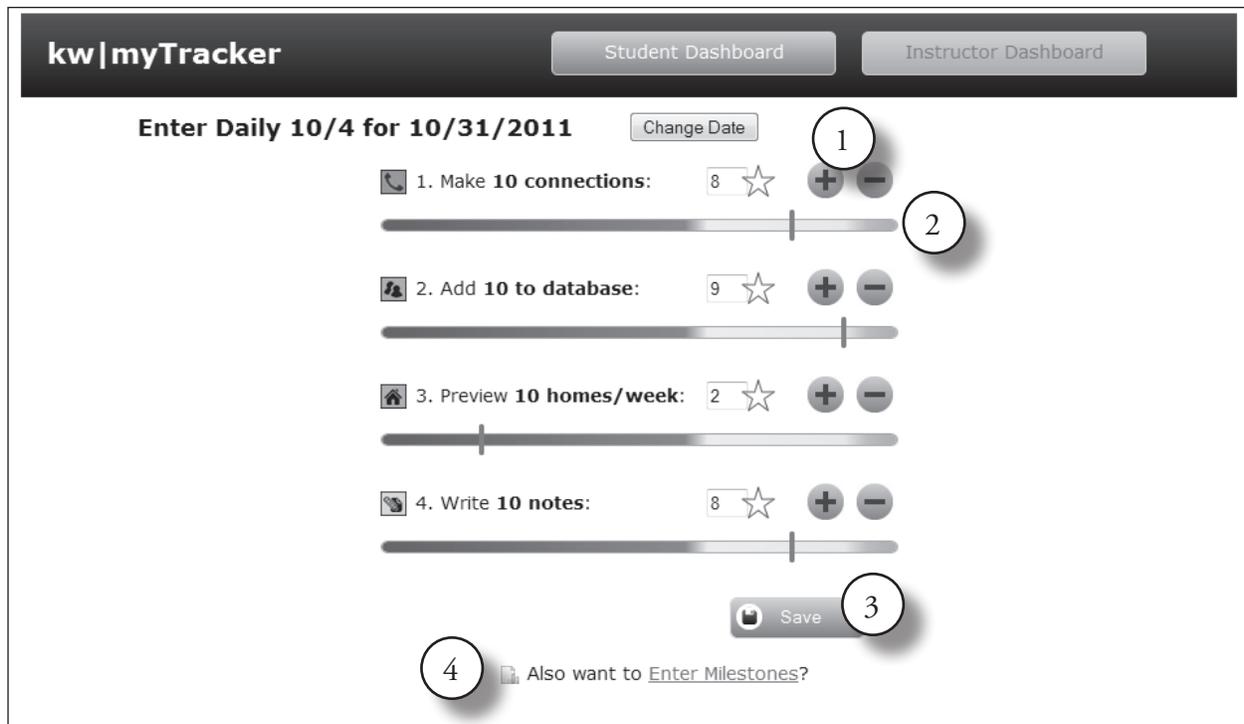
4. Enter Milestone Data

1. Enter your four milestones once you have achieved them.

2. Return to the Student Dashboard, or enter other Daily 10/4 data by clicking on **Enter Daily 10/4.**
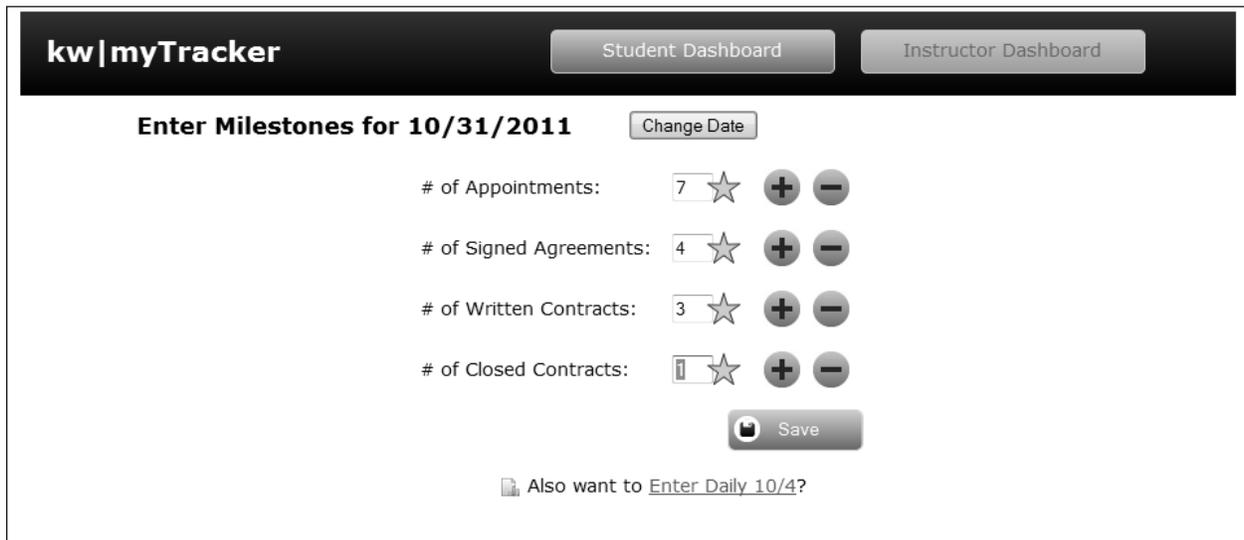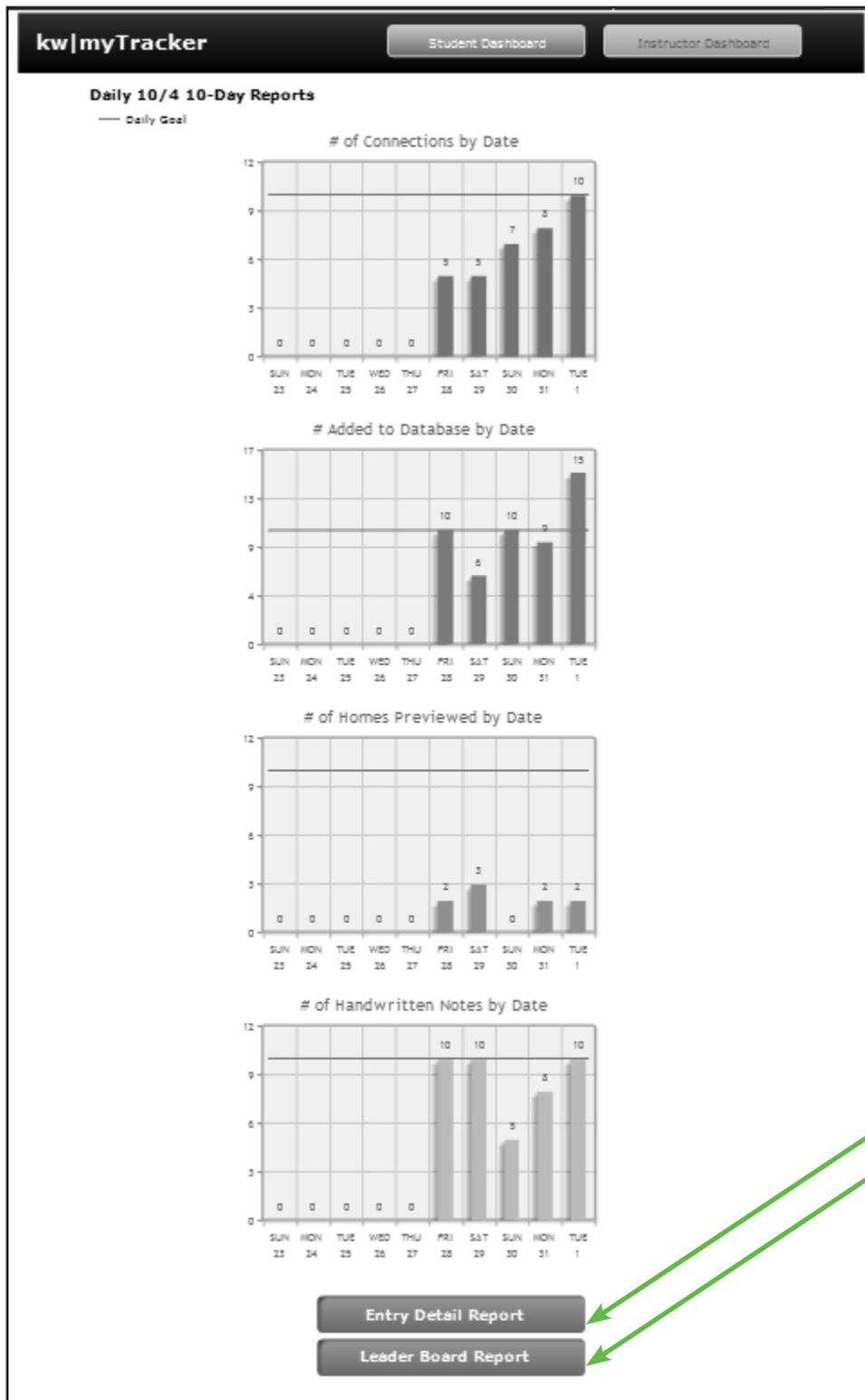

5. View Reports

1. From the Student Dashboard, click the **My Reports** button.
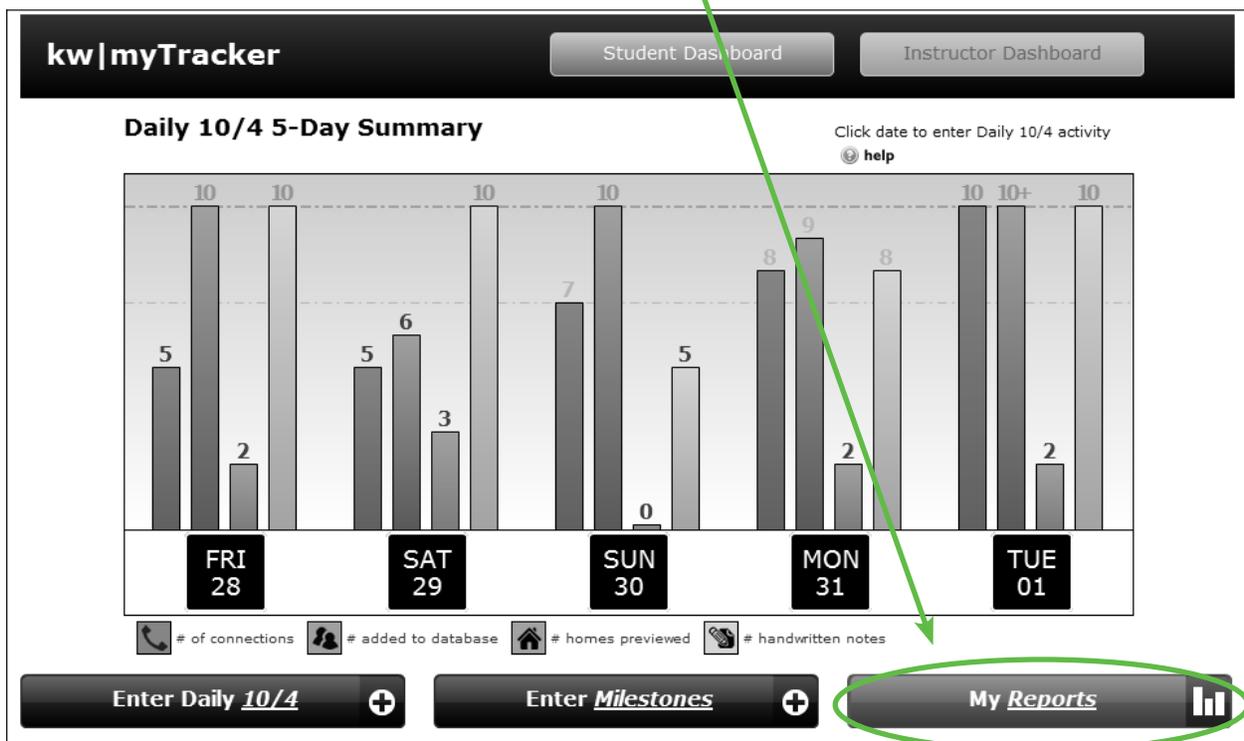
2. From the Daily 10/4 10-Day Reports, click on either **Entry Detail Report**, or **Leader Board Report** to view the final two reports.

Leader Board
Class: Ignite - (10/24/11 - 11/18/11)

Top Associates for This Week

Contacts in Database	Connections	Handwritten Notes	Homes Previewed
1. Camille C. Sumption	1. Camille C. Sumption	1. Ellen Elleman	1. Joanne Brockway
2. Billy Steen	2. Milena Dacheva	2. Camille C. Sumption	2. Michael Naylor
3. Milena Dacheva	3. Kent Susong	3. Milena Dacheva	3. Janice Harper
4. Kathy Coulthard	4. Ellen Elleman	4. Kathy Coulthard	4. Kathy Coulthard
5. Michael Naylor	5. Patricia Fuchs	5. Evelyn Greene	5. Ellen Elleman

Appointments	Signed Agreements	Written Contracts	Closed Contracts
1. Kathy Coulthard	1. Ellen Elleman	1. Ellen Elleman	1. Joanne Brockway
2. Ellen Elleman	2. Joanne Brockway	2. Marilyn Stewart	2.
3. Janice Harper	3. Marilyn Stewart	3.	3.
4. Brigitte McElroy	4.	4.	4.
5.	5.	5.	5.

Top Associates for Last Week

Contacts in Database	Connections	Handwritten Notes	Homes Previewed
1. Camille C. Sumption	1. Lynne Klosik	1. Camille C. Sumption	1. Ellen Elleman
2. Kent Susong	2. Camille C. Sumption	2. Ellen Elleman	2. Marilyn Stewart
3. Billy Steen	3. Patricia Fuchs	3. Brigitte McElroy	3. Camille C. Sumption
4. Kathy Coulthard	4. Brigitte McElroy	4. Patricia Fuchs	4. Janice Harper
5. Mariana Robertson	5. Kelly Krider	5. Kathy Coulthard	5. Kathy Coulthard

Appointments	Signed Agreements	Written Contracts	Closed Contracts
1. Joanne Brockway	1. Janice Harper	1. Brigitte McElroy	1.
2. Marilyn Stewart	2. Camille C. Sumption	2. Camille C. Sumption	2.
3. Brigitte McElroy	3. Evelyn Greene	3.	3.
4. Kathy Coulthard	4.	4.	4.
5. Camille C. Sumption	5.	5.	5.