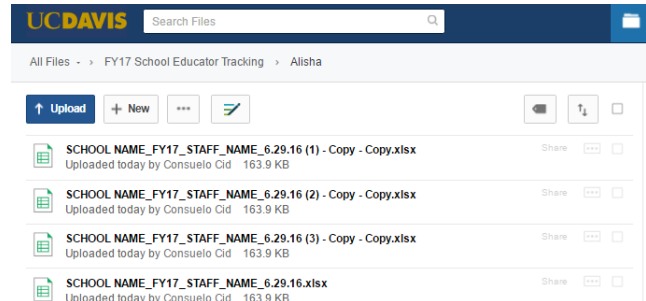
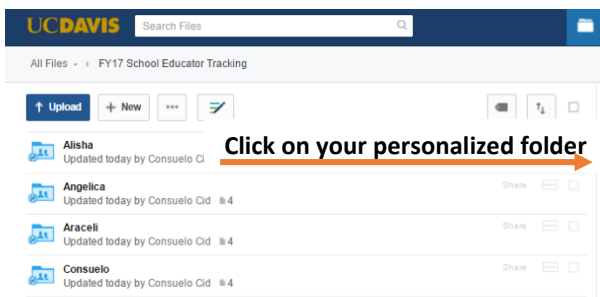


Getting Started with the New Educator Tracker

Where can I find my school tracker?

All Educator Trackers are housed in Box. Each staff member will have their own personalized folder. Educator Trackers will be saved in your personal file.

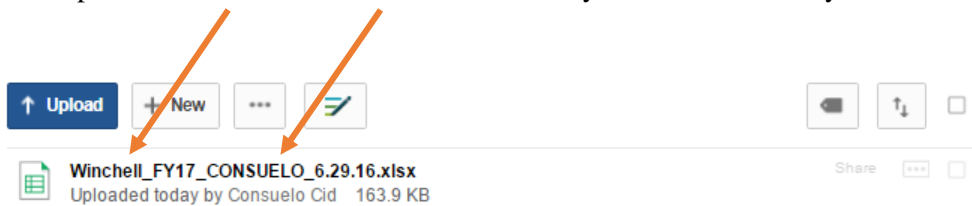


File name: **FY17 School Educator Tracking**

Box link: <https://ucdavis.app.box.com/>

Step 1

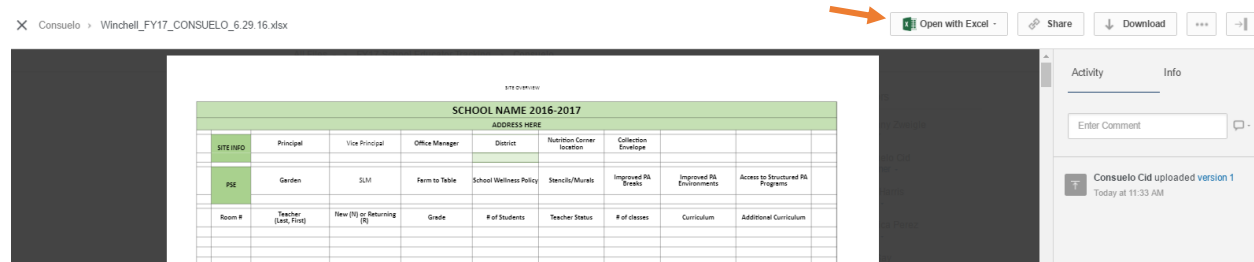
Change file name. Replace **School Name** and **Staff_Name** with your school site and your name, respectively.



Step 2

Open file using the **Open with Excel** drop down. Select **Microsoft Excel**.

Did you know? You can also download and open your trackers on Box Sync.



Step 3

Start at the **Site Overview** tab. This is a snap shot of your school site. This tab contains three pages and is arranged vertically. Once complete you can print and place in your school folder in the Site Overview tab.

Replace **SCHOOL NAME** with your school site name. You will notice that it will auto-update for all future tabs; update address too.

SCHOOL NAME 2016-2017										
ADDRESS HERE										
SITE INFO	Principal	Vice Principal	Office Manager	District	Nutrition Corner location	Collection Envelope				
PSE	Garden	SLM	Farm to Table	School Wellness Policy	Stencils/Murals	Improved PA Breaks	Improved PA Environments	Access to Structured PA Programs		

Complete the **Site Info** and **PSE** sections, which are drop downs. *FYI: Y = Yes; N = No.*

Add all enrolled teachers to the Site Overview tab. You will only need to complete this once; it will auto-update to all future tabs. Please do not add or delete columns or rows.

FYI: Page 2 tracks IRB consent page distribution, enrollment dates, photo release on file, etc. Page 3 tracks all NERIs distributed.

Winchell 2016-2017										
550 E Shaw Ave Ste. 210 B Fresno, CA 93710										
SITE INFO	Principal	Vice Principal	Office Manager	District	Nutrition Corner location	Collection Envelope				
	Miramontes, Javier	Zweigle, Brittany	Say, Nath	PRIVATE	Break Room	Copy Room				
PSE	Garden	SLM	Farm to Table	School Wellness Policy	Stencils/Murals	Improved PA Breaks	Improved PA Environments	Access to Structured PA Programs		
	Y	N	Y	N	Y	N	Y	N		
Room #	Teacher (Last, First)	New (N) or Returning (R)	Grade	# of Students	Teacher Status	# of classes	Curriculum	Additional Curriculum		
27A	Cid, Consuelo	R	K	30	Lead	1	POWER PLAY			

Step 4

Add your lesson times on the **Schedules** tab. All schedules will be housed in this tab. Make sure to include any breaks.

Step 5

The Teacher Email Spreadsheet google document has been retired. Input all emails in the **Teacher Emails** tab. Only enter emails; teacher names will be auto-populated. Highlight as per the legend.

TEACHER EMAILS	
Add teacher email addresses next to your teachers name.	
Once teacher email addresses have been added in to Constant Contact, they will be shaded in gray.	
If a teacher email address has been added, it will be highlighted in blue.	
If a teacher email address has been added and needs to be corrected, please make the correction to the email(s) in the list and highlight it in yellow.	
If a teacher adds to the program, please insert their email address below others in the list and highlight in orange.	
If a teacher drops from the program, highlight in red. I will remove them from the Constant Contact email list.	
Teacher (Last, First)	Teacher Email Address
Cid, Consuelo	

Step 6

Track all lessons taught, NARFs and TTTs collected, trainings conducted, and document any assistance received when teaching your site lessons.

Do you have any comments/concerns/questions?

Feel free to document these comments/concerns in the **comment/concern** section.

For example, if you have a special event where you had help from more than one educator, document it here. This way Stephanie can allocate our Educators' time on the County Workbook appropriately.

Below the comment/concern section you will find a totaling of lesson hours by month and quarter.

Comments/Concerns:									
Taught a special lesson, cooking demonstration, in August, with assistance from Emily Harris and Araceli Delgadillo.									
	Lesson Hours	AUG	SEP	Total Quarter Hours		Training Hours	AUG	SEPT	Total Quarter Hours
		0	0	0			0	0	0
	Lesson Hours for Second Educator	AUG	SEP	Total Quarter Hours					
		0	0	0					

Step 7

Print-only...

Tracking is organized by quarter, each quarter tab has a **Quarter X (print only)** tab. This is for your printing convenience. This tab is protected, and is only available on a print-only basis. If you need assistance in altering this document, feel free to let me know (Consuelo).

Winchell 2016-2017 QUARTER 4 (AUG SEPT)							
			TASTING DELIVERY DATE	AUG VISIT DATE	SEP VISIT DATE	Available print-only.	
Rm#	Teacher (Last, First)	Grade	Curriculum	# of students	Q4 NARF AUG SEP	Tasting 1	NOTES
27A	Cid, Consuelo	K	POWER PLAY	30			

Step 8

Remember to save, it will auto-save on Box.