

Monitor Learner Progress

When to Use: When you need to monitor the progress of a Learner.

Log into MAX

- 1) Navigate to <https://www.tracommax.com/>
- 2) Enter both your **Username** and **Password** (both are case sensitive)
- 3) Click "**LOGIN**"

Find the Session

- 1) Under the **SESSIONS** tab, click "**Manage Session**"
- 2) Click on the Session name

Navigate to the Session Snapshot Screen

- 1) Click "**View/Edit**" under **Learner Enrollment**

View Learners Currently Enrolled

- 1) Each Learner is listed in the table with the following information:
 - First Name
 - Last Name
 - E-mail address
 - Norm Selection – The norm that the learner will be measured against
 - Email/Report Language– The language in which the invitation was sent
 - Data Status – Five possible answers (Not started, Started, Sufficient Data, Generated, Existing)
 - Report Status – Two possible answers (Delivered or Sample)