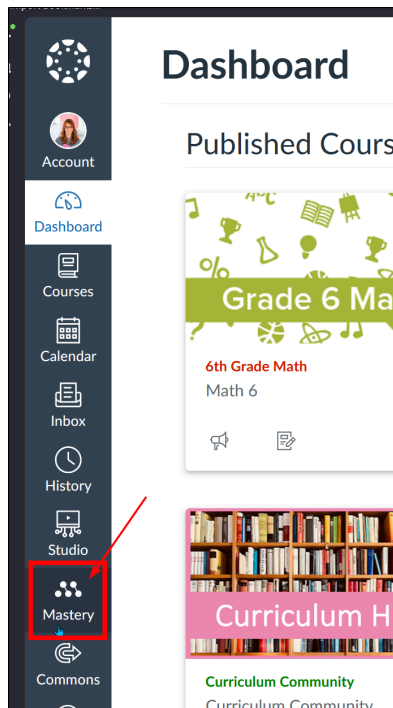
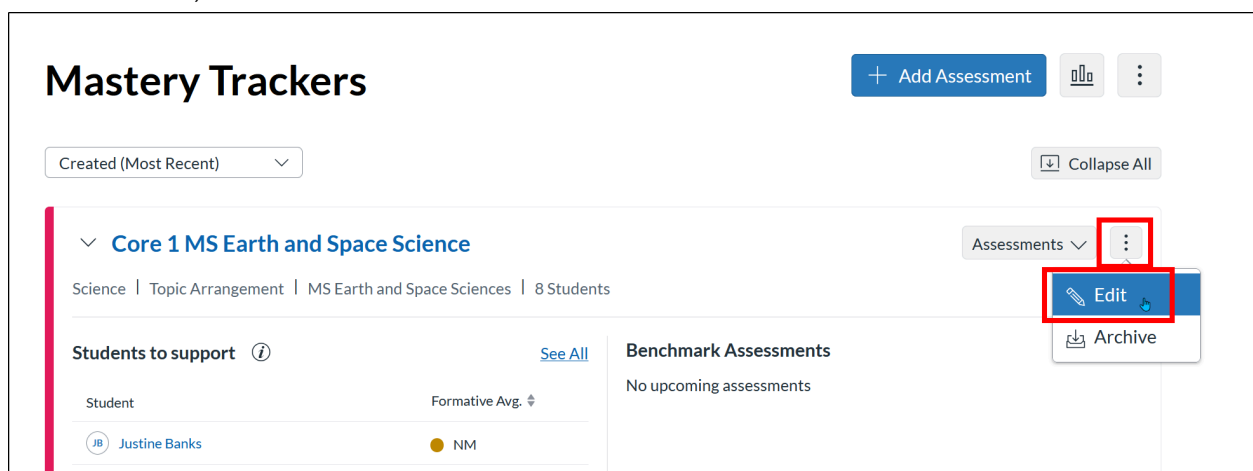


Customizing your Trackers

To rename trackers and customize colors, from Canvas click on the Mastery icon in the blue global navigation bar.



For the tracker, click on the 3 dots and Edit.



Edit the name of the tracker[1] using the naming convention SY_TeacherName_ClassName_Section_Term. Add a pop of color to your tracker [2]. Remember to scroll down and click Add [3]. Add a collaborator. Click Save.

The screenshot shows the 'Edit Tracker' dialog box. It has a title bar with a close button. The main content area includes a 'Description' field (highlighted with a red box and callout 1) containing the text '26-27 Clark Alg 1 Block 3 S1'. Below this is a 'Folder Color' field (highlighted with a red box and callout 2) showing a pink color swatch. To the left of the color field is a section for 'Add Collaborators' with a search bar and a list of 'Active Teachers' including 'Melanie Jones' from 'Roosevelt School'. Below the collaborators is a 'Link to Section' dropdown menu currently set to 'None'. At the bottom right of the dialog is a red box with callout 3 highlighting the 'Add' button. A color picker is also visible, showing RGB values (227, 27, 90) and a grid of color presets.

Please use the following naming convention.

SY_TeacherName_ClassName_Section_Term

For example:

26-27 Clark Math 3 YL

26-27 Clark Math 3 Section 1* YL

26-27 Clark Math 8 Core 1 YL

26-27 Clark Alg 1 Block 1 S1

26-27 Clark Alg 1 Block 1 S2

26-27 Clark Alg 1 Block 1 YL

*For elementary schools that are departmentalized please use your school naming convention for sections.