

ON TRACK ONLINE

What is On Track?

On Track is a co-curricular experience designed to enhance student development beyond the classroom setting, encourage students to network socially among peers, and to include students in traditional and signature university events. Each semester, a map of events and activities will be available to students categorized by interests at www.atu.edu/ontrack.

The online edition of On Track for online students will offer the following tracks:



Advance to Career ONLINE is designed to navigate students further down the road to success. This track will hone students' skills in preparation for the "real world" through career-focused programming. The goal of Advance to Career is to utilize the student involvement experience to articulate the abilities and skills that students have gained from participation on campus and teach them to express those qualifications to potential employers.



Aspiring Leader ONLINE is developed specifically for freshmen and sophomores. The purpose of Aspiring Leader is to help develop foundational leadership and social skills for the ensuing years of collegiate life.



Global Focus ONLINE is designed to expose students to a variety of situations and topics that they may encounter or be affected by as a member of a global population. Global Focus will offer programs that allow students to grow into more intelligent and aware individuals.



Graduate Scholar ONLINE is designed to engage graduate students on campus and to encourage scholarly development as well as provide opportunities for professional development.

Get Licensed

In order for a student to participate in the On Track co-curricular experience, they will need to get licensed. A student must get licensed each semester to participate. Get Licensed (ONLINE ONLY students) on GOLD Cabinet's page on theLink under Forms.

Completion

An online student completes a track by fulfilling three (3) options offered as part of a track in any given semester. The track will have four or more opportunities for fulfillment each semester. Criteria for each track does change every semester, so a student can get licensed in the same track more than once.

Incentive

Students, who complete a track within On Track (Online), will be granted the track badge for their resume. This can be accessed after completing the track through the On Track Progress Report. The track must be completed within the semester for which the student was licensed.

Students, who choose to complete a track within On Track (Online), become eligible to apply for a \$200 Visa Gift Card drawing. For a student to enter, please complete the Online Student On Track Gift Card Drawing Entry Form by Reading Day of each semester. The form can be found on GOLD Cabinet's page on theLink.

For specific application details, please visit www.atu.edu/ontrack.

To Complete a Track:

- ☑ Step 1: Student should watch theLink/On Track how-to video found here: www.atu.edu/ontrack.
- ☑ Step 2: Student must get licensed on theLink at thelink.atu.edu.
- ☑ Step 3: After licensing form is approved, the student must attend/watch videos of three (3) items on the track(s) and self-report their completion on the item page on theLink to ensure completion.
- ☑ Step 4: Student must answer reflection question on theLink for each event.
- ☑ Step 5: Student must complete the Post Test on theLink after completing three (3) items.

*Getting licensed, completing reflection questions, and submitting the post test, should take no more than 15 minutes.

To Get Licensed:

In order for a student to participate in the On Track co-curricular experience, they will need to get licensed. The Road Map can be viewed at www.atu.edu/ontrack. Students must get licensed each semester to participate.

- ☑ Step 1: Go to thelink.atu.edu and click Sign In.
- ☑ Step 2: Sign in with your OneTech username and password.
- ☑ Step 3: Click on the Get Licensed (Online Students) link in the yellow alert box on the homepage and complete the form.

Once you have been granted a license for the track(s) you requested, you will notice a Path section on your home page in the lower right part of your screen when you sign in to your account on theLink.

How to Check Your Progress:

- ☑ Step 1: Go to thelink.atu.edu and click Sign In.
- ☑ Step 2: Sign in with your OneTech username and password.
- ☑ Step 3: Look at the Path section in the lower right part of the home page. Click on the path you would like to see.

(The Paths page is a progress log that identifies which items have been completed and credited to a student's account. The map will also display items that have not been completed and the fulfillment details of each item.)

- ☑ Step 4: You are now on your Paths page. Select the track you wish to see from the drop down menu. The progress for this track will be displayed.
- ☑ Step 5: Click the gray bar with the name of your track to expand the information. The options to fulfill the track requirements are listed.
 - *To learn how to fulfill that item, click on it and view the Fulfillment Options.*
- ☑ Step 6: Answer any reflection questions for the item(s) you have completed. Items requiring reflection questions will have an orange exclamation point. Click on the icon. Click on Additional Information Required. Answer the question and click Submit. The item will now have a green check mark.
- ☑ Step 7: After completing three (3) items and answering the reflection questions, complete the Post Test. Click on the item that is marked Required. A link to a form will be displayed. Complete the form. This information will be processed by Campus Life, and credit will be issued within three (3) business days.
- ☑ Step 8: Click Print View to see your On Track Progress Report (path report) for the selected track. You can print or save as a pdf.

Frequently Asked Questions

1. How do I enroll?

We call it Get Licensed. To Get Licensed, you will need to go to thelink.atu.edu and Sign In with your OneTech username and password. Click on the Get Licensed link in the yellow alert box on the home page, and complete the form.

2. How do I answer reflection questions?

Scroll down on your homepage on theLink. You will see a section that says Paths. Click on the path you are trying to complete. The progress for this track will be displayed. Click the gray bar with the name of your track to expand the information. The options to fulfill the track requirements are listed. Answer any reflection questions for the event(s) you have attended. Items requiring reflection questions will have an orange exclamation point. Click on the icon. Click on Additional Information Required. Answer the question and click Submit. The item will now have a green check mark.

3. How do I get to the post test?

To answer the post test, you will locate the item that says Track Name-Post Test- Current Semester on your Paths page. Click on the item that is marked Required. A link to a form will be displayed. Complete the form. This information will be processed by Campus Life, and credit will be issued within three (3) business days.

4. How do I see my progress?

Go to thelink.atu.edu and click Sign In. Sign in with your OneTech username and password. Look at the Paths section in the lower right of the home page. You are now on your Paths page. Select the track you wish to see from the drop down menu. The progress for this track will be displayed. Click Print View to see your Progress Report for the selected track.

5. Can I print off my On Track Progress Report (Path report)?

You can print or email your On Track Progress Report (path report) by clicking Print View on your Paths page.

6. I attended an event, and it isn't showing up on my Paths page on theLink. How do I get credit?

Contact Campus Life. The Campus Life staff can adjust attendance as needed.

7. How do I enter my name into the drawing for the \$200 Visa gift card?

For a student to enter, please complete the Online Student On Track Gift Card Drawing Entry Form by Reading Day of each semester. The form can be found on GOLD Cabinet's page on theLink.

8. If I am having issues, who can I contact?

You can come visit us in Doc Bryan Suite 233, call us at 479.968.0276, or email all questions, comments, concerns to campuslife@atu.edu.

Still have a question? Contact Campus Life at 479.968.0276 or campuslife@atu.edu.