

10 Steps to Getting Started with Homeschool Tracker Plus

While there is no wrong way to use **Homeschool Tracker Plus** this is a list of things you might want to consider when getting started.

1. The best way to use the program is in a way that works best for you, your students, and your homeschool. And the way you use the program will likely change over the years as your needs change and evolve. No one - and I literally mean no one - will have need of every single feature and report of the program.
2. Enter information about your school and school days under the Maintenance: School Info tab
(Help File or User Manual: Setting Up Your School)
3. Create a School Year, Terms and Holidays to meet your needs using the School Year Calculator, found under the Tools menu
(Help File or User Manual: Create a School Year and Terms)
4. Enter your books under the Maintenance: Library tab using the ISBN button for quick entry
(Help File or User Manual: Library: Adding a Library Item via ISBN)
5. Set up your Subject list under the Maintenance: Subjects/Courses tab. You can use the existing Subjects or edit them to meet your needs or add new Subjects
(Help File or User Manual: Subjects, Courses and Activities)
6. Create your Courses to further define your areas of study within each Subject as needed under the Maintenance: Subjects/Courses tab. All you need to get started is a name and code (abbreviation) for the course. You may also set the grading options for your Course, or you can come back and do that at a later time. Courses are necessary for creating a Transcript. Courses are not necessary for the lower elementary or middle school grades but you may set them up if you wish.
(Help File or User Manual: Subjects, Course and Activities)
7. Use the Library items you have created to establish your list of Resources. Under the Maintenance: Library tab, select the items you wish to use with your student's assignments, right-click over them and choose Create Resource
(Help File or User Manual: Library: Creating Resources or Reading Log Items from the Library)
8. View the 7 numbered companion videos on the website. These will help you understand some important features of the program to help you preserve, enter and display your data in a way that works best for you. (http://www.homeschooltracker.com/support_plus_videos.aspx)
9. Know how to get the help you need while working with the program:
 - Use the Help File within the program
 - Use the User Manual – linked on the website at <http://www.homeschooltracker.com/support.aspx>
 - Send an email to support@homeschooltracker.com
 - Post to the Customer Discussion Group - <http://forum.homeschooltracker.com/default.aspx>
 - Use the 'Ask Live' button on our website – <http://www.homeschooltracker.com>
10. Now – jump in! If you like to plan ahead, then you'll want to explore the Lesson Plan and Weekly Planner areas under the Teacher tab. If you just want a way to record what has already been done you can enter items directly into the Student: Assignment area as you go along.