

“How To” for SounsTracker (Registering, adding students, recording data)

Souns.org (website) > “Resources” (top menu) > SounsTracker (last on list)

Scroll below the box for signing in and click on **Register Now**.

Step 1: Register Now

Enter **School/Organization** - a short simple “nickname” is best
(ALL teachers in a school system are to use EXACTLY the same “nickname” for entries)

User name; password (best to give a copy to administration for safe keeping)

Accept the confidentiality agreement by clicking on the little box.

Click **Continue** at the bottom of page

(You will receive a verification email at the email address you entered. This may go to junk mail, so check. Once you click on the verification link in the email, you may login to SounsTracker.)

Step 2: Sign In

- a. Go to **Add a New Student** (near bottom of screen)
- b. **School/Organization**: EVERY teacher uses same “nickname” for a school system
- c. Fill in all information, then **CONTINUE** will show you that the student was entered.
Click on **Student List** and **Add a new student** to enter each student.

Step 3: To enter data, go to Student List

- a. Click on **Student** to access individual student data.
- b. Click on **Souns Progress**, and the data collecting form appears.
 - 1) **Not Yet** - Filled ‘dot’ stays until confidence with a letter sound is entered.
 - 2) **Mastered** – As the child progresses through Souns in the current classroom move the ‘dot’ from **Not Yet** to **Mastered**.
 - 3) The **Comments** section is important for noting special circumstances.
 - 4) Scroll down and **SUBMIT** and, from the window displayed, click **Go back to the Souns Progress Form I was working on** to show that the date was populated. Changes can be made.
- c. Go back to **Student List** to choose another student, to click on a report for a particular student, or view a report for the class as a whole: **Combined Report of All Students** at bottom of page.

Step 4: Be advised that **HOME** takes you back to the **Teacher Login** screen. There is help in case you’ve forgotten your password. The School Administrator has an overall graph showing ALL classrooms combined. Such data is critical for end-of-year review and grant applications.

Questions about SounsTracker? Email contact@souns.org or phone Brenda Erickson at 770-335-2743.

Technical issues about SounsTracker? Email contact@lattery.com .