

To Find A Specific Track

1. If you know the number of the Track, type in the Track's number in the field (blank space) next to **View Track #** located under the **Find a Track** column on the TrackStar home page. This is the easiest way to direct students to a Track or set of Tracks.
2. If you know the author, choose [Search Tracks by Author](#) link on the TrackStar home page, then fill in the author's last name or e-mail address. Click on **Find Tracks** and wait for the results page. Be sure to use upper and lower case for this search (e.g., John Smith not john smith)
3. If you know the topic (e.g., ancient egypt), choose [Search Tracks by Keyword](#) link on the TrackStar home page, then type the word or phrase (e.g., "ancient egypt") into the form. Narrow your search by choosing subject, grade, format, or award. Click **Find Tracks** and wait for the results page. Using lowercase makes it more likely you will find all the Tracks that include this word or phrase for the grade levels chosen (e.g., "ancient egypt" not "Ancient Egypt"). Be sure to use the search instructions at the right-side of the Keyword search page to get the best results.

To Make An Instructional Track

1. First be sure that you have located several Web sites you wish to feature in your Track. You can feature no more than 15 sites within a Track. These sites should be related to a topic you are teaching. You will need to know the title of each site and its URL (Web address). You will also want to plan the sequence of these sites. Last, you should think about what you want the student to do at each site. If they are to answer specific questions, you may want to plan those questions before beginning the Track.
2. If you want to make a quiz or Web page to include in your Track, you should do this prior to making the Track. Be sure you know the full URL (beginning with http://...) of these pages prior to beginning the Track. Take the [Make A Quiz](#) or the [Build A Web Page](#) link from the TrackStar home page to make a quiz or Web page.
3. Click [Login to Make or Edit a Track](#) on the TrackStar home page.
4. On the **Login** page, either [REGISTER](#) (if you have never made a Track before and do not have an account) or [LOGIN](#). You will need to remember your e-mail and password to edit your Track or to create others, so be sure you write it down and keep it somewhere safe. This information will not be sold and does not obligate you to anything. **TrackStar is a free service.**
5. When you login by filling in the blanks and clicking either the **Register** or **Login** button, depending on which you did, you will be taken to your **My Account** page.
6. The **My Account** page lists all the Tracks you have made. Above this list, click on the **Make New Track** link.
7. Use the **Help** link on the top of all TrackStar pages if you have trouble filling out the form. Otherwise, just click in a box (field) and type in the Track title,

description, type, subject area, and grade level. You may also choose to enter a Due Date or Password, if you wish.

8. Be sure you are careful when you choose the grades and subjects for your Track. This will help other teachers find the Tracks they need.
9. At the end of this form, click the **Next** button.
10. Now simply click in the title field and type the title of the first site you wish to include in your Track. Then click in the URL field and type (or copy and paste) the URL for that site. Then click on the Annotation field and type any instructions or descriptions you wish to provide the students related to this first site. Continue doing this until all your sites are included in the Track. Then scroll to the bottom of the form and click **Save**. Wait for the **Confirmation** page to appear. It will give you the Track number and the full URL. You can view the Track immediately by clicking on the link on the **Confirmation** page. Be sure you know the number of your Track. You and your students can use this number to find the Track quickly.
11. Read the **Tutorial** on the TrackStar home page if you wish to see step-by-step detailed instructions.

To Edit or Delete Your Own Track

1. If you wish to edit your Track, choose **Login to Make or Edit a Track** link from the TrackStar home page.
2. Login by typing in your e-mail address and password and click the **Login** button.
3. Look for the Track's title on your personal **My Account** page. Next to the title is an **Edit** link represented by a pencil and a **Delete** link represented by a red "x". Click on either the pencil to **Edit** the Track or the red "x" to **Delete** the entire Track including all its sites and annotations.
4. If you choose **Delete**, you will be asked to confirm that you want to delete the entire Track.
5. If you choose **Edit**, the form with all the data from your Track will be generated.
6. Make any corrections to the Track. Correct typos, change URLs, titles or annotations, or delete sites. It works like a word processor. Simply click or select the part you wish to change and type the correction. To delete a site from your Track, simply click the red "x" next to that link. Click on **Preview**, represented by a magnifying glass, beside a link if you want to check the link. When you have made all your corrections, scroll to the bottom of the page and click the **Save** button.
7. Read the **Tutorial** on the TrackStar home page if you wish to see step-by-step detailed instructions.

This tutorial is available: <http://trackstar.4teachers.org> Permission is granted to reproduce for educational purposes. Additional teachers' aides found on this site: Quizstar, Rubricstar, Notestar.

For additional tutorials on just about everything go to: [Internet4Classrooms](#)