



Technology Tutorial



Mastery Connect: Adding a Collaborator to your Tracker



The first step is to open **Mastery Connect**. Scroll down and click the tracker you want to which you want to add a collaborator.

1

The screenshot shows a list of trackers with columns for RD, KW, and TC. Below the list, the 'Honors Algebra 2' tracker is selected and highlighted with a pink box. The tracker details show it is for Math, Standards of Learning: Mathematic..., Algebra II, and was created from N. Below this, there is a section for 'Students to support' with a 'See All' link and a 'Benchr' section with a '25-' grade level and 'Available 2026' status.



Click **More options**.

2

The screenshot shows the 'More options' menu for the 'Honors Algebra 2' tracker. The menu includes icons for a person, a document, a bar chart, a circular arrow, a crossed-out circle, a gear, and a 'More' button. The 'More' button is highlighted with a pink box. To the right of the menu is a blue button labeled '+ Add Assessment'.



Click **People**.

3

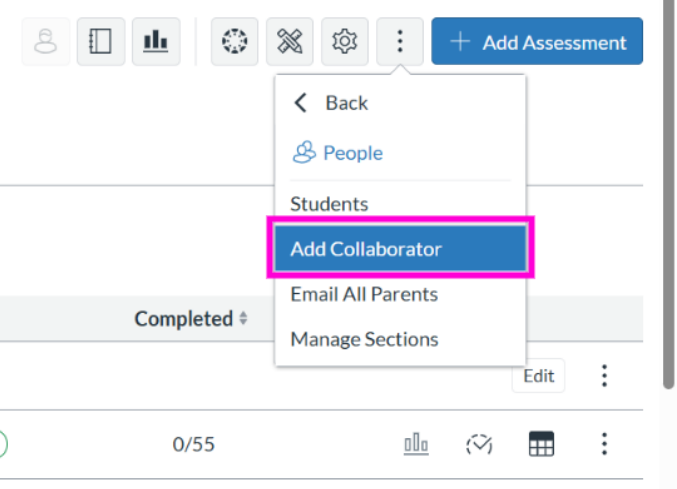
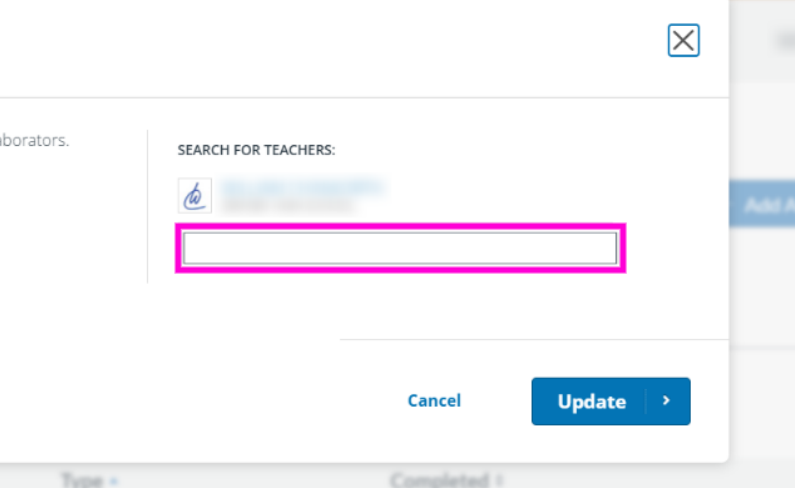
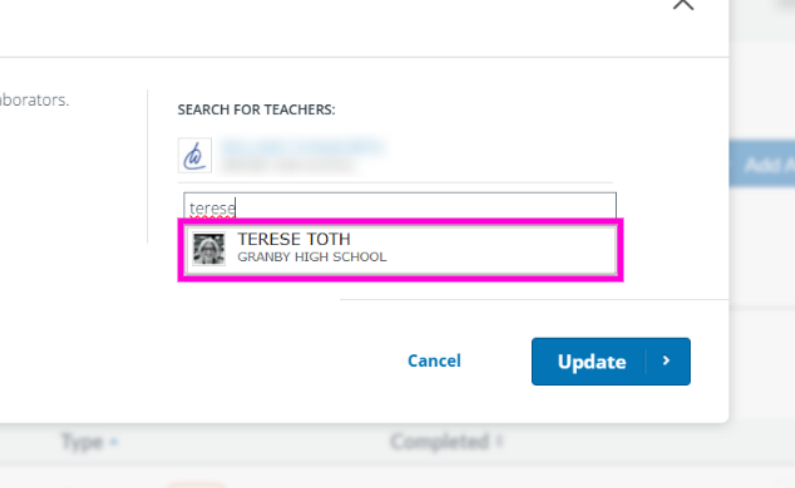
The screenshot shows the 'More options' menu for the 'Honors Algebra 2' tracker. The menu includes icons for a person, a document, a bar chart, a circular arrow, a crossed-out circle, a gear, and a 'More' button. The 'More' button is highlighted with a pink box. A dropdown menu is open, showing options: 'Item Bank', 'Standards', 'Reporting', 'People', 'Curriculum Map', 'Help', and 'Unlink Tracker'. The 'People' option is highlighted with a pink box. To the right of the menu is a blue button labeled '+ Add Assessment'.



Technology Tutorial



Mastery Connect: Adding a Collaborator to your Tracker

Click Add Collaborator.	4	
Click add-member and enter the name (or email address) of the collaborator.	5	
Click on the name of the collaborator when it populates as an option.	6	



Technology Tutorial

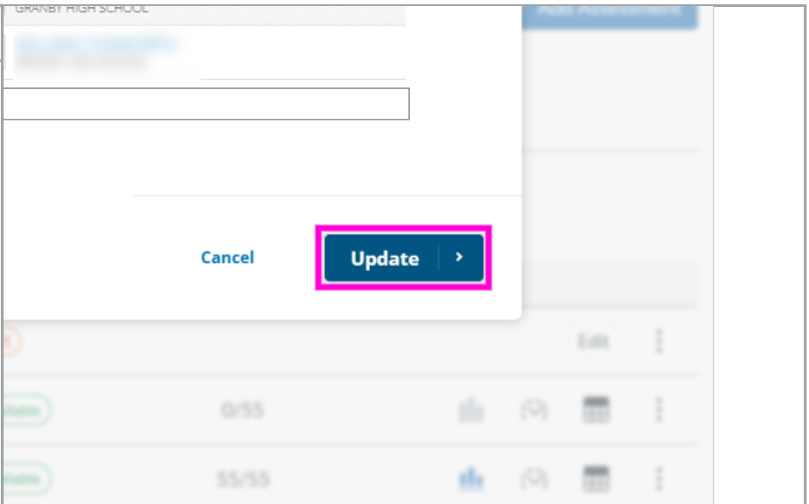


Mastery Connect: Adding a Collaborator to your Tracker



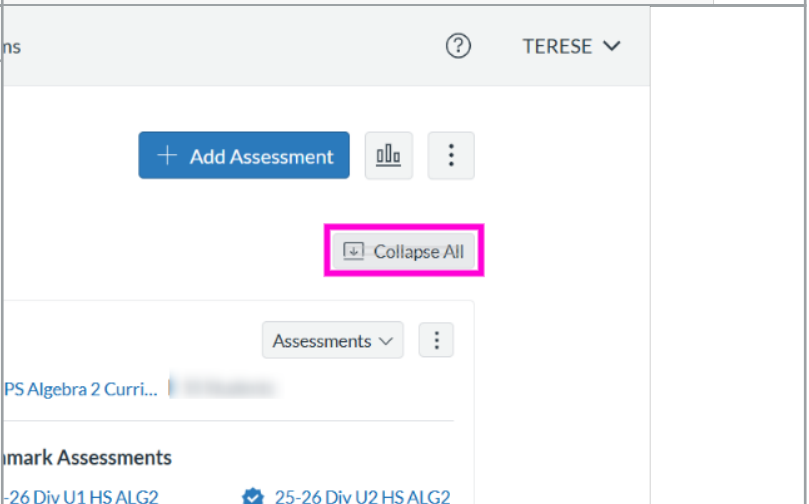
7

Click **Update**. The collaborator now has access and will see the shared tracker on their dashboard. Verify the collaborator has been added.



8

The collaborator now has access and will see the shared tracker on their dashboard. That's it! Your're done!





Technology Tutorial



Mastery Connect: Adding a Collaborator to your Tracker



Scan to go to the interactive player