



Norfolk Public Schools
Instructional Technology
Resource Department

Technology Tutorial



Mastery Connect: Grading & Accessing Groups of Students in one Tracker



The first step is to open **Mastery Connect** and access the tracker you are using.

1

The screenshot shows the top navigation bar with 'Home', 'Analytics', 'Maps', 'Assessments', and 'Items'. Below this is a breadcrumb trail: 'Trackers > World History to 1500'. The main title is 'World History to 1500-PO2-Chester' with a subtitle 'Grade 9: World History and Geography to 1500 A.D. | Social Studies | VA: Standards of Learning - History and Social Science'. Below the title are two tabs: 'Students' (selected) and 'Assessments'. A table with columns for 'Students' and various assessment scores is visible.



Scroll over and click **Students**

2

The screenshot shows the 'Students' tab selected. A pink box highlights the 'Students' button in the top right corner. Below the button are several icons: a person, a document, a bar chart, a pie chart, a gear, and a three-dot menu. The bottom of the screen shows a table with columns for 'WH.2.a', 'WH.2.b', 'WH.2.c', 'WH.2.d', '25-26 Div U2...', and 'WH.3'.



Click **here** to select a group of students.

3

The screenshot shows the 'Students' tab selected. A pink box highlights the 'Students' button in the top right corner. Below the button are several icons: a person, a document, a bar chart, a pie chart, a gear, and a three-dot menu. The bottom of the screen shows a table with columns for 'WH.2.a', 'WH.2.b', 'WH.2.c', 'WH.2.d', '25-26 Div U2...', and 'WH.3'.

Click Save

4

✓ Non-Hispanic

✓ Hispanic

Groups ⓘ

☐ IEP

☐ ELL

Restore Default

Cancel

Save

Click Home

5

Home

Analytics ▾

Maps

Assessments

Items

Trackers > World History to 1500

World History to 1500-PO2-Chester

Grade 9: World History and Geography to 1500 A.D. | Social Studies | VA: Standards of Learning - History and Social Sci

Students

Assessments

Students

▼

▼

▼

▼

▼

Click Grade

6

See All

Benchmark Avg. ⬆

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Benchmark Assessments

25-26 Div U1 HS WHI HSS

Available: Aug 20, 2025 - May 29, 2026

Grade

Report

Item Analysis

25-26 Div U1 HS WHI HSS

Available: Aug 20, 2025 - May 29, 2026

Assess

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7



Scroll to check this is the correct group of students and click **Close** when you are done grading. PLEASE TEST THIS WITH ONE STUDENT BEFORE GRADING ALL STUDENTS.

8



To change the group of students click on the **tracker** again

9



Scroll over and click **Students**

10

Click the next group of students with whom you are working

Sections ⓘ

☐

World History to 1500 - PO2 - Chester

☐

World History to 1500 - PO2 - Chester

☐

World History to 1500 - PO2 - Chester

Last Synced: August 29, 2025 5:38 AM

Gender

☒ Male

☒ Female

11

Click Save

Hispanic

☒ Hispanic

Groups ⓘ

☐ IEP

☐ ELL

Restore Default

Cancel

Save

12

Click Home

Home

Analytics

Maps

Assessments

Items

Trackers > World History to 1500

World History to 1500-PO2-Chester

Grade 9: World History and Geography to 1500 A.D. | Social Studies | VA: Standards of Learning - History and Social Science

Students

Assessments

Students

World History to 1500 - PO2 - Chester

World History to 1500 - PO2 - Chester

World History to 1500 - PO2 - Chester

World History to 1500 - PO2 - Chester

World History to 1500 - PO2 - Chester

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Click **Grade**

13

g - History an... | Grade 9: World History and Geogr... | Created from: NPS World History I... | 69 Stud

[See All](#)

Benchmark Avg. ▴

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Benchmark Assessments

25-26 Div U1 HS WHI HSS 25-2

Available: Aug 20, 2025 - May 29, 2026 Available:

Grade [Report](#) [Item Analysis](#) [Assess](#)



Grade any questions needed and click **Close**

14



Sort by: Needs Grading ▾

WHI.e | 4 pts

#4: WHI Unit 1 DTQ 1 - Item 4

Essay (Plain Text)

WHI.1.e | **1/1 pt**



That's it. You're done.

15

Tutorial completed.

Congratulations on finishing this tutorial.

