

Digitally record practical procedures in the classroom or student salon.

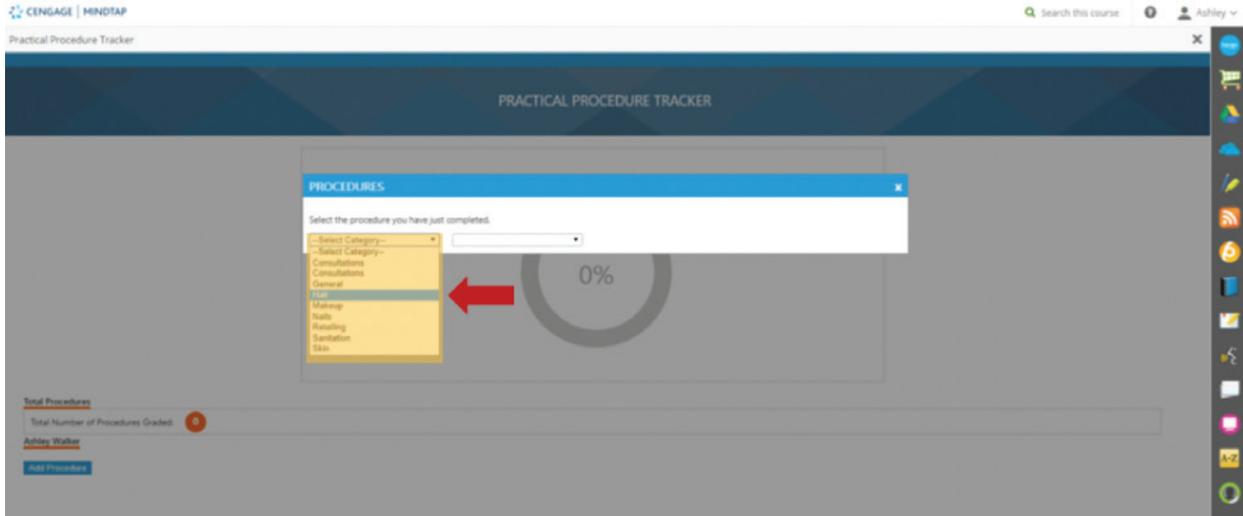
- 1 Students will access Practical Procedure Tracker from the student's view of the main dashboard.

The screenshot shows the Milady Standard Cosmetology dashboard. On the left, a list of activities is displayed under various sections: 'Getting Started', 'Part 1: History & Career Opportunities', 'Part 2: General Sciences', 'Part 3: Hair Care', 'Part 4: Skin Care', 'Part 5: Nail Care', 'Part 6: Business Skills', and 'Before You Graduate'. The 'Practical Procedure Tracker' activity is highlighted with a red box. It shows 0% submitted, 0.0% avg score, and 100 points. On the right, a 'Recent Activity Scores' chart shows a class average of 20.17%.

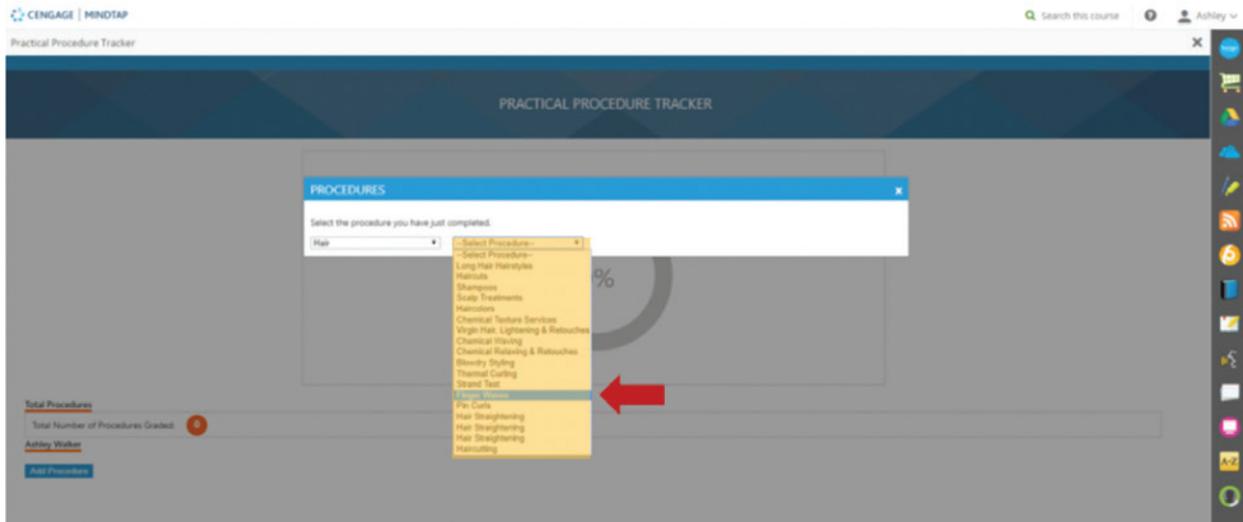
- 2 Click "Add Procedure."

The screenshot shows the 'Practical Procedure Tracker' interface. At the top, it says 'PRACTICAL PROCEDURE TRACKER'. In the center, there is a large circular progress indicator showing 0%. Below this, there is a section for 'Total Procedures' and 'Total Number of Procedures Graded' with a red arrow pointing to the 'Add Procedures' button.

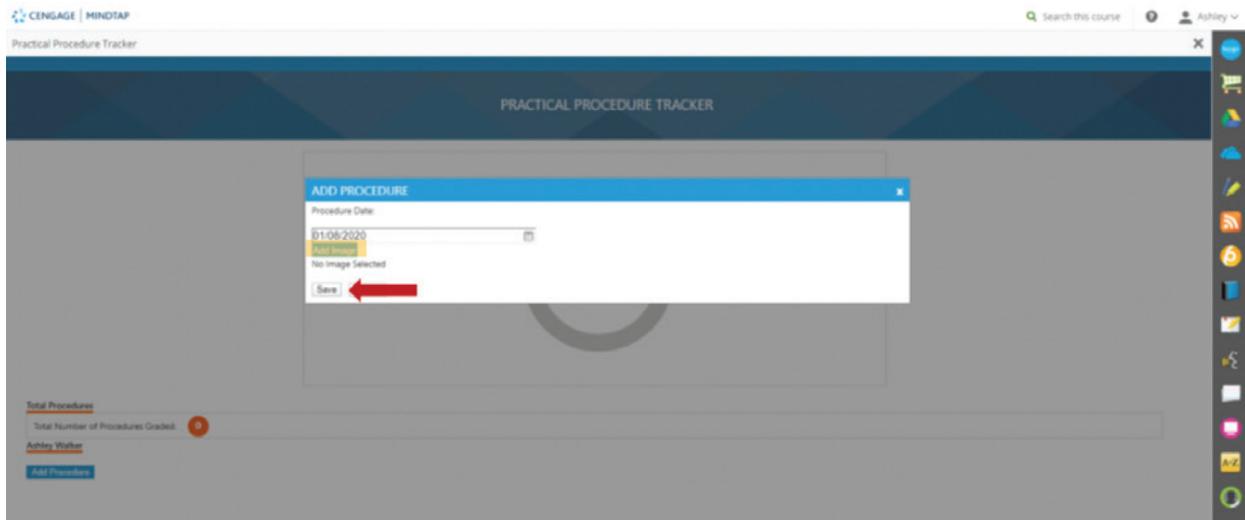
3 Select the category from the drop-down menu.



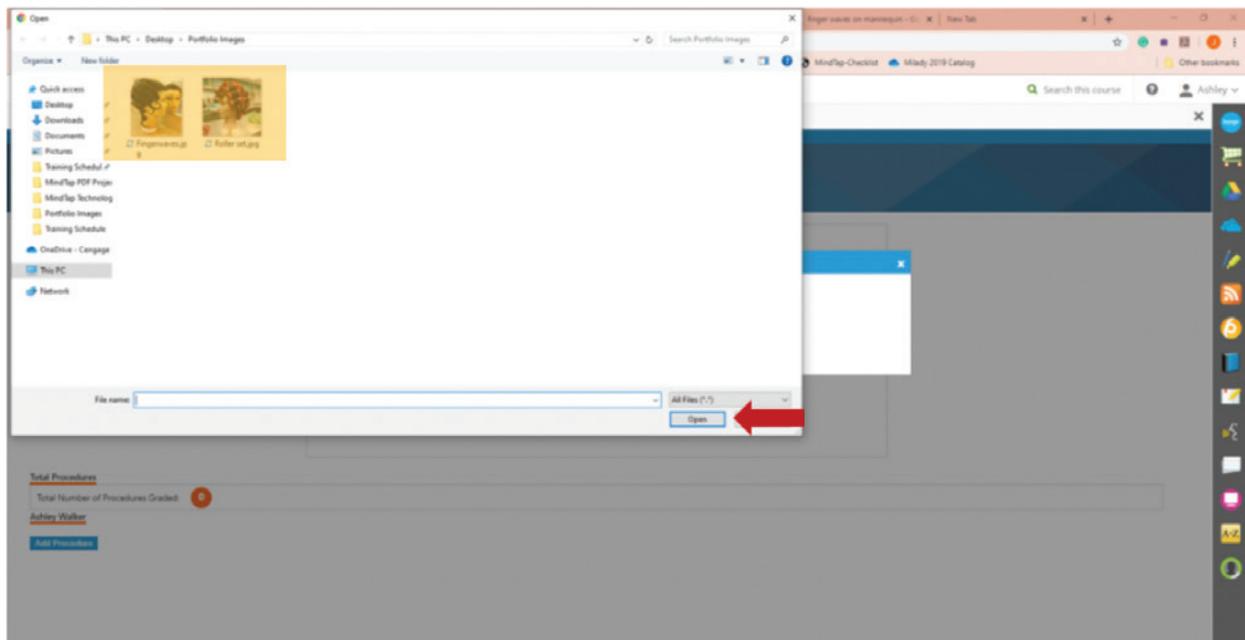
4 Select the procedure from the drop-down menu.



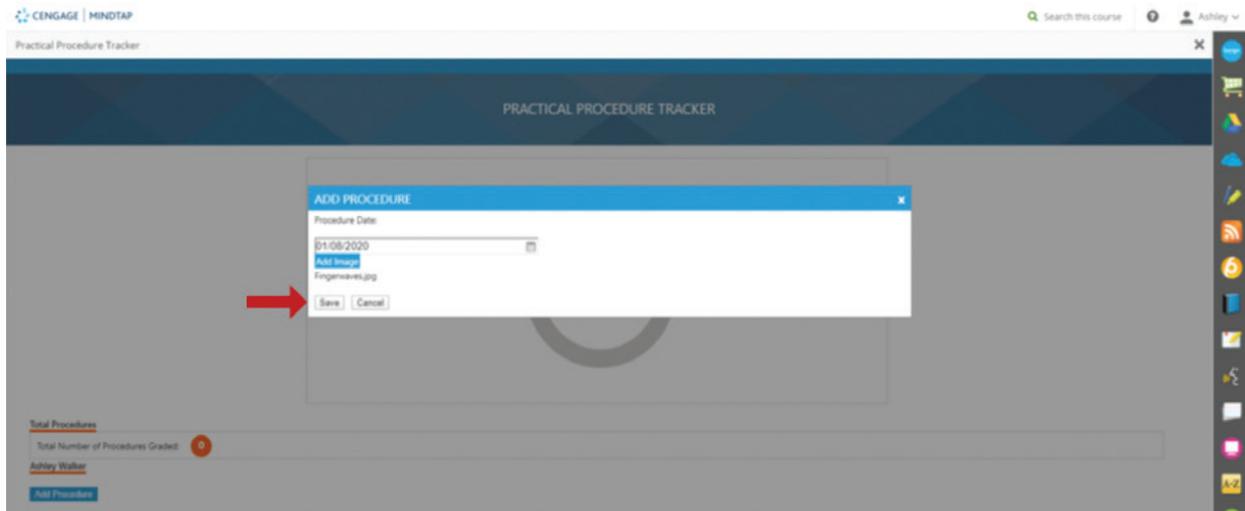
- 5 Enter the date of completion, and optionally select “Add Image” of the procedure. Click “Save.”



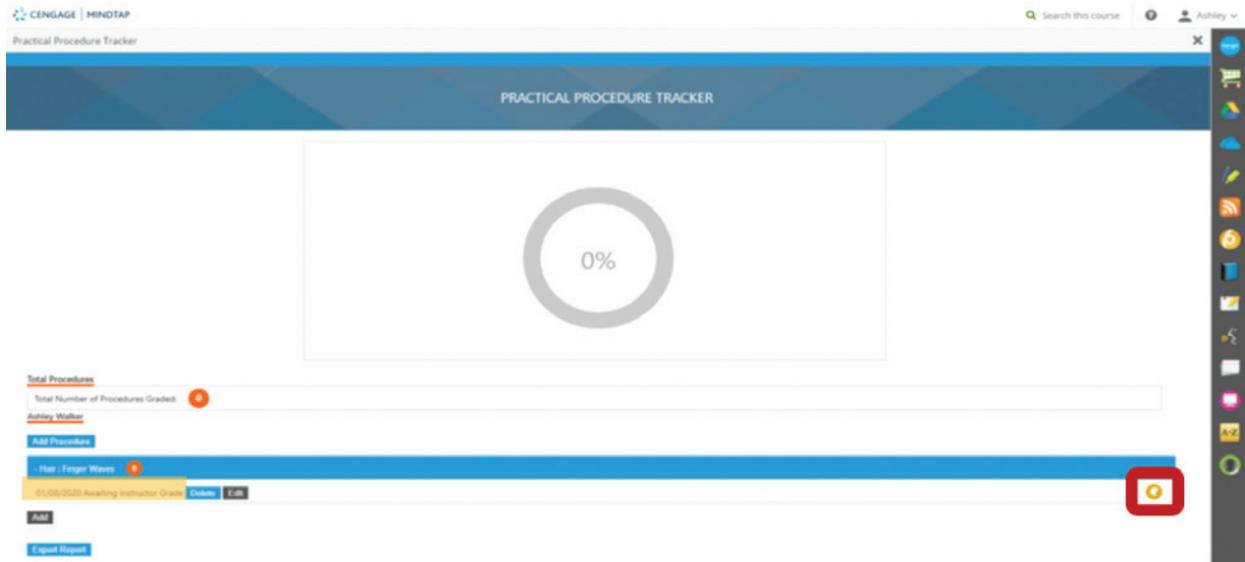
- 6 Select the image from your files. Click “Open.”



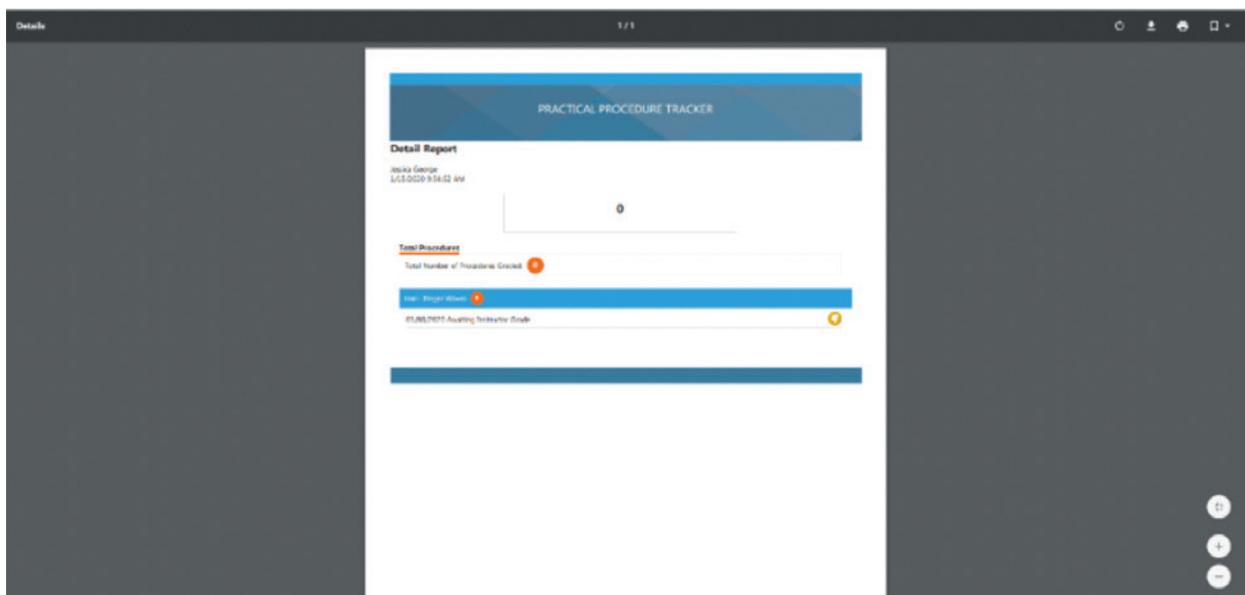
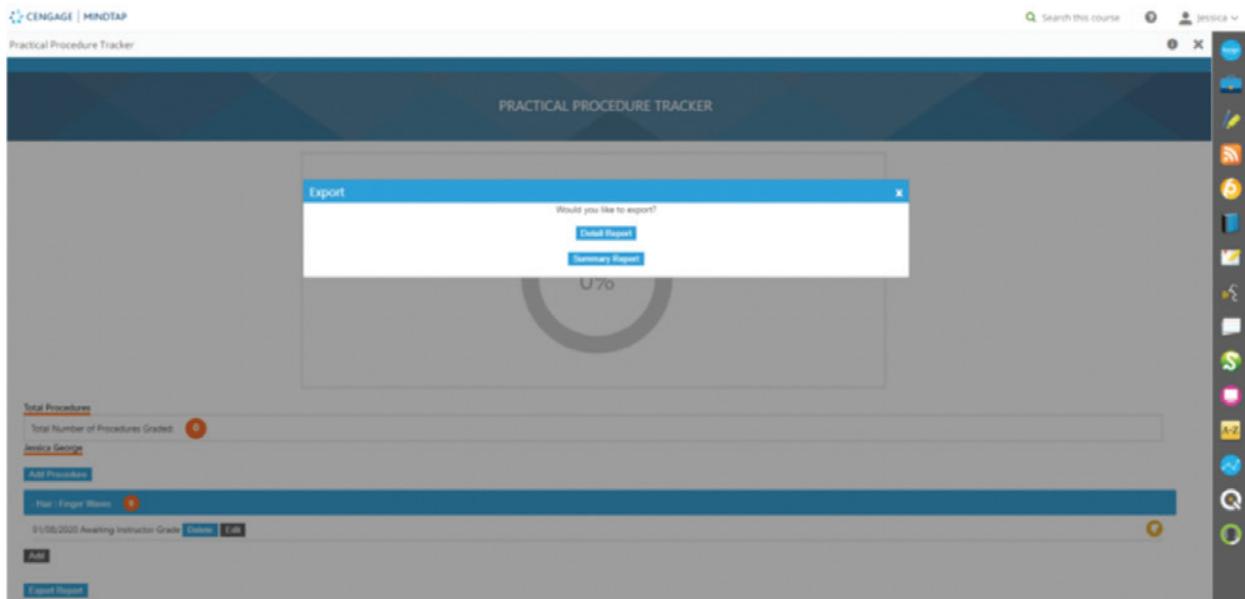
7 Once the image has uploaded click “Save.”



8 The procedure will be listed as “Awaiting Instructor Grade” in the student dashboard. If the student shared an image the face silhouette icon will display.



Please Note: Students can export a report of Practical Procedures by clicking “Export Report.” Students can choose a detail report or a summary report. Both report types will open as a PDF file.



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Instructors will grade the procedure by visiting the Procedure Tracker Gradebook on the MindTap apps dock on the right side of instructor MindTap dashboard. See the “How to Use the Procedure Tracker Gradebook” PDF tutorial.