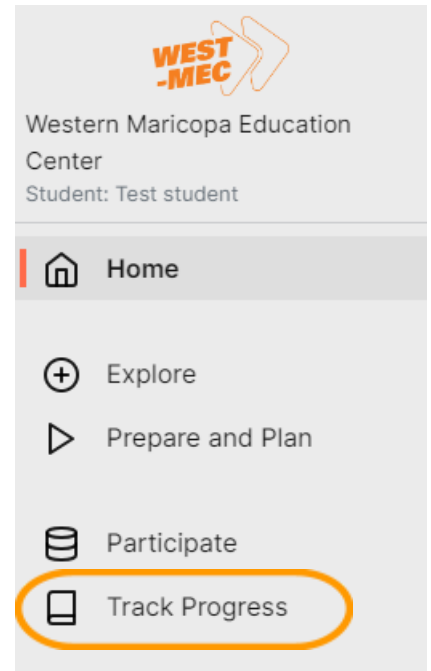


GO Tracker Student Self-Report Directions



The GO Tracker can export all the experiences you have participated in during your time at West-MEC. You can use this list to help you as you build your resume and interview with potential employers.

1. Go to “GO Tracker” on your West-MEC student Chromebook
**If you are on a mobile phone or personal computer, please follow the login directions at the bottom of this page*
2. On your GO Tracker Homepage, click “Track Progress” on the left toolbar
3. Click on “Service and WBL Hours”
4. You will have a dashboard with all the experiences and hours you have tracked. Scroll to the bottom, where the header says “Download Data”
5. Choose All Under “Select Grade”
6. Under “Log Time,” You can choose to export all hours, just Experiences, or just Service Hours tracked
7. Under “Report Type,” choose All Log Data
8. Under “Output Type,” choose either CSV or PDF
**You can edit experiences if you choose CSV. If you choose PDF, it*



will export a tabled report

9. You will now have an exported file of all the Work-Based Learning experiences you participated in at West-MEC! Remember to include notable ones on your resume and talk about your experiences in interviews.

Download Data

Select Grade	All
Log Type	Experience
Report Type	All Log Data
Output Type	PDF

[Generate](#)

Logging into GO Tracker on a Mobile Device or Personal Computer*

1. Go to www.west-mec.org on an internet browser
2. Scroll to the bottom of the homepage and find the button that says “My Apps”
3. Log in using your West-MEC credentials
4. Click on GO Tracker
5. On the Login screen, click “Sign-In with Microsoft”
10. Using your West-MEC credentials, log in again to GO Tracker