

TRACS HOW TO

TOUR OF TRACS – For Independent and Catholic Schools

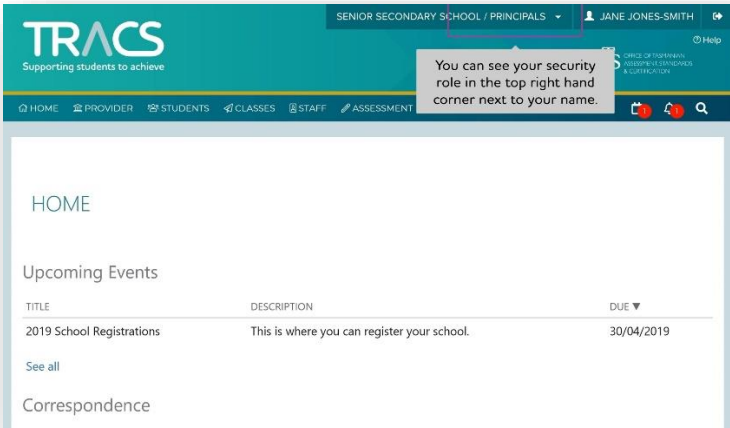
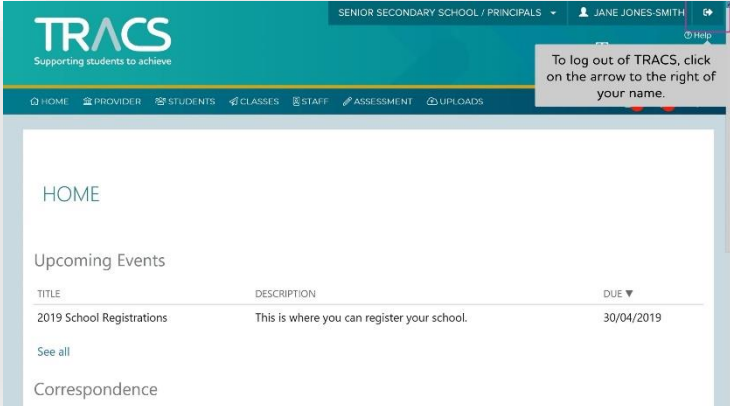


Your school will perform its key TASC tasks (including submitting the school's registration and scope, corresponding with TASC and managing school data) on TRACS.

Category: setting up your school.

➤➤➤ This process covers

A tour of TRACS and introduces you to TRACS' key features.

Feature	Detail	Screenshot
1 Your security role on TRACS	<p>The menu items you see on TRACS will depend on your security role.</p> <p>Your security role is displayed in the top right hand corner, next to your name.</p>	 <p>The screenshot shows the TRACS home page. In the top right corner, the user's name 'JANE JONES-SMITH' is displayed next to a dropdown arrow. A callout box points to this area with the text: 'You can see your security role in the top right hand corner next to your name.'</p>
2 Logging out	<p>To log out of TRACS, click on the arrow to the right of your name</p>	 <p>The screenshot shows the TRACS home page. In the top right corner, the user's name 'JANE JONES-SMITH' is displayed next to a dropdown arrow. A callout box points to this arrow with the text: 'To log out of TRACS, click on the arrow to the right of your name.'</p>

3 Home page

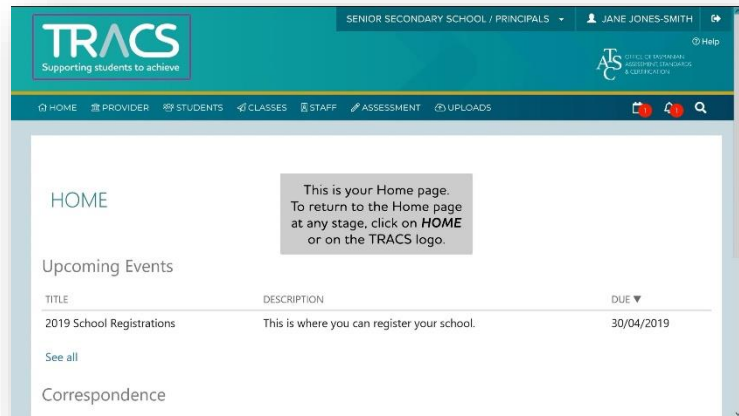
To return to the Home page at any stage, click on HOME or on the TRACS logo

On your home page you'll see:

Upcoming events (also highlighted in the top right corner)

Correspondence, your responses from TASC (also in the top right corner)

You can use QUICK SEARCH instead of navigating through the menu



4 PROVIDER menu

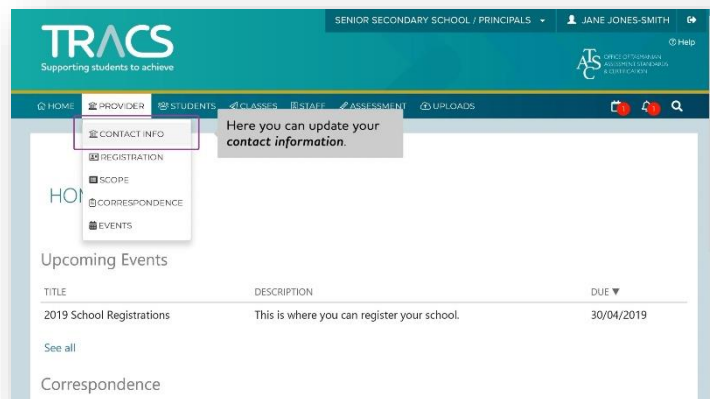
Here you can:
Update your contact information

Submit your school's REGISTRATION

Submit your school's SCOPE

Correspond with TASC about general school or multiple student enquiries

See any relevant upcoming EVENTS

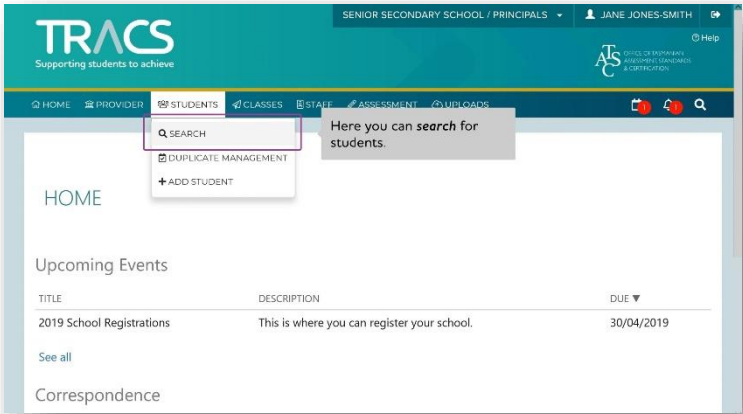


5 STUDENTS menu

Here you can: SEARCH for students

Manage student duplicate records

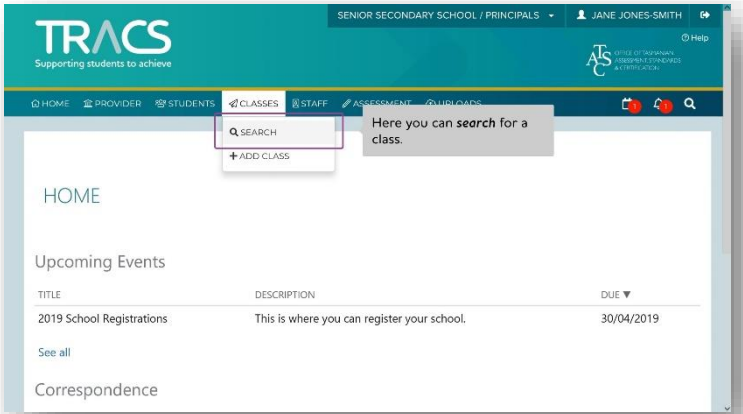
Individually add students



6 CLASSES menu

Here you can SEARCH for a class

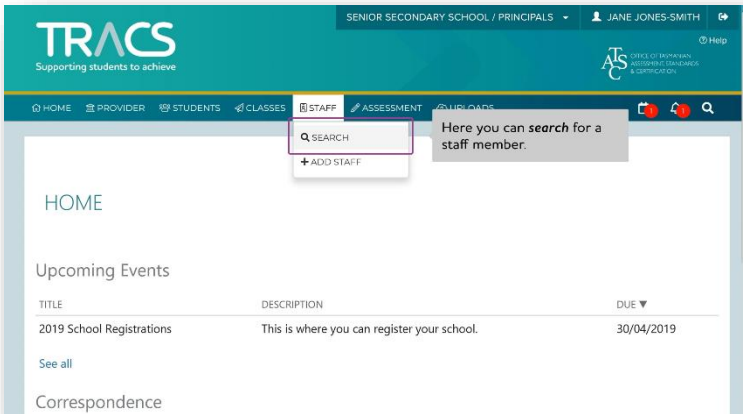
Individually ADD A CLASS



7 STAFF

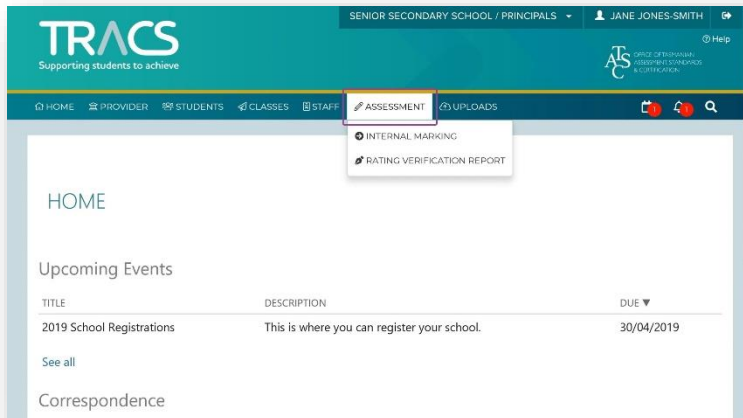
Here you can: SEARCH for a staff member

Individually ADD a staff member



**8
ASSESSMENT**

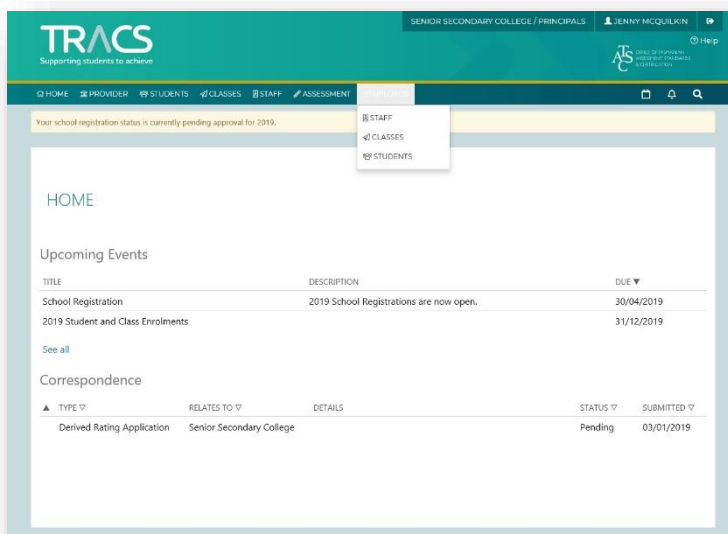
Here, teachers can enter marks in **INTERNAL MARKING** and produce a **RATING VERIFICATION REPORT** to check their internal results in TRACS.



**9
UPLOADS**

Here, you can upload your **STAFF, CLASSES** and **STUDENTS** in bulk.

To do this you will download a template, populate it with your information and upload it to TRACS.



**10
HELP BUTTON**

This will take you to training resources and FAQs for TRACS

