

# TOUR OF TRACS – For Government Schools



Your school will perform its key TASC tasks (including submitting schools registration and scope and corresponding with TASC) on TRACS. You will continue to enter your school data into Edupoint and your teachers will continue to enter internal results into Saris. This information will be transferred to TRACS every night.

## ➤➤➤ This process covers

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

Feature	Details	Screenshot
<p><b>1</b> <b>Your security role on TRACS</b></p>	<p>The menu items you will 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><b>2</b> <b>Logging out</b></p>	<p>To log out of TRACS, click on the arrow to the right of your name</p>	

### 3 Home page

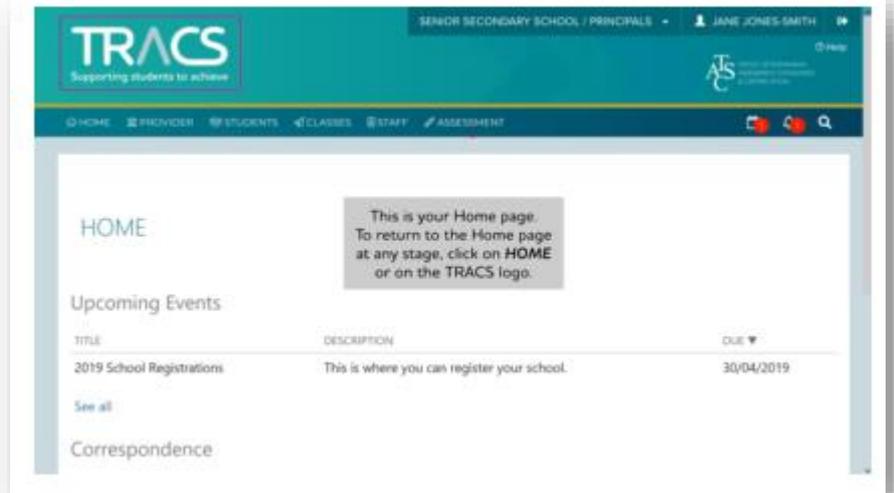
To return to the Home page at any stage, click on HOME or on the TRACS logo

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

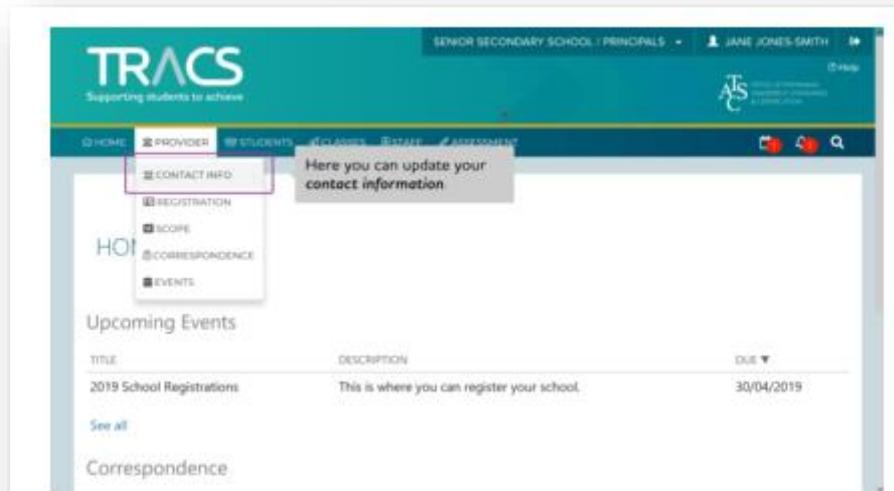
Here you can:  
Update your contact information

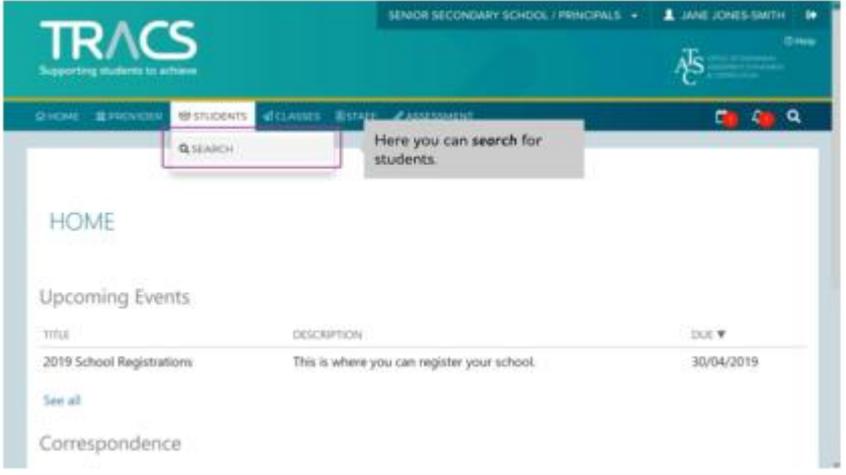
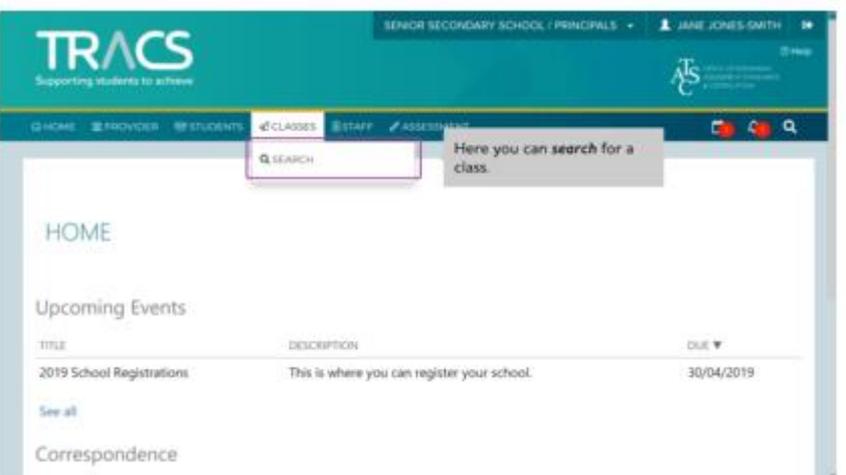
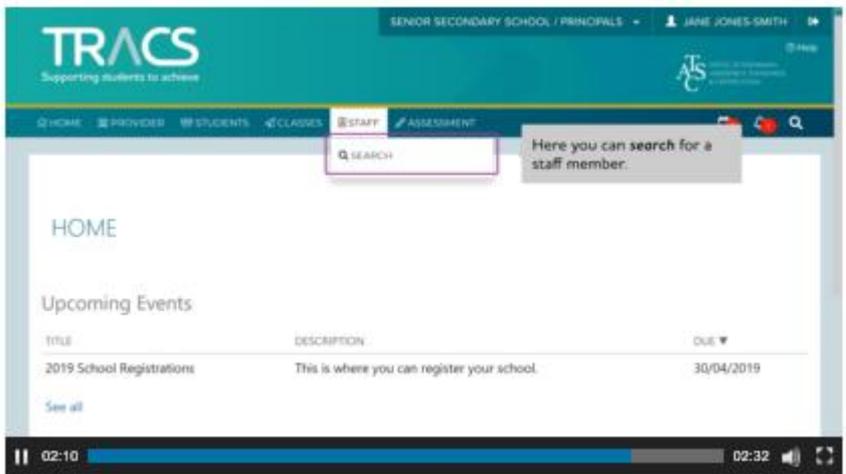
Submit your school's REGISTRATION

Submit your school's SCOPE

Correspond with TASC about general school or multiple student enquiries

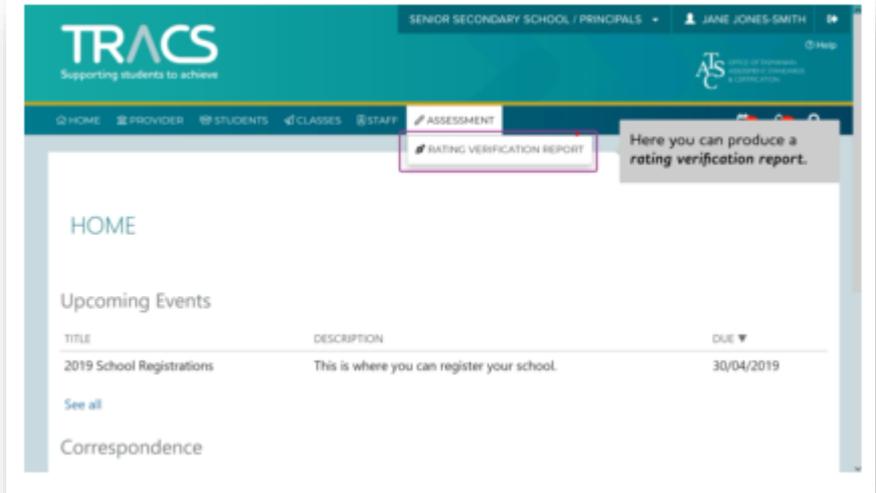
See any relevant upcoming EVENTS



<p><b>5</b> <b>STUDENTS</b> <b>menu</b></p>	<p>Here you can: <b>SEARCH</b> for students</p>	
<p><b>6</b> <b>CLASSES</b> <b>menu</b></p>	<p>Here you can <b>SEARCH</b> for a class</p>	
<p><b>7</b> <b>STAFF</b></p>	<p>Here you can: <b>SEARCH</b> for a staff member</p>	

**8  
ASSESSMENT**

Here, you can produce a RATING VERIFICATION REPORT to check internal results in TRACS.



**9  
HELP BUTTON**

Help button (this will take you to training resources and FAQs for TRACS)

