



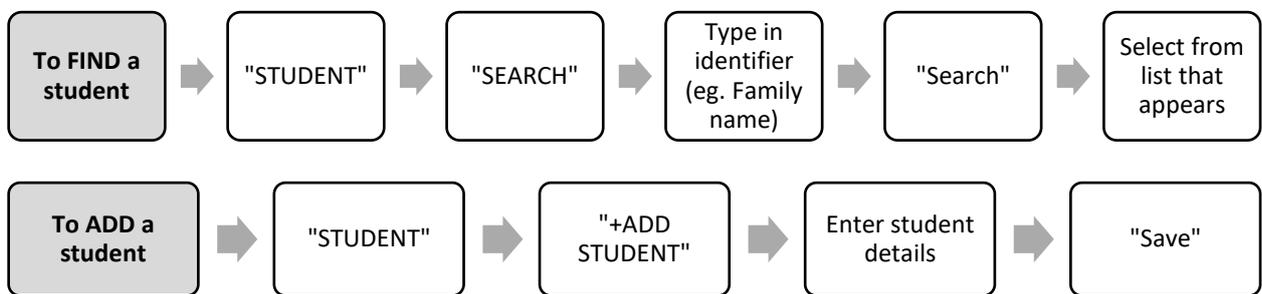
How to...manage Student and Staff data in TRACS

This is for:

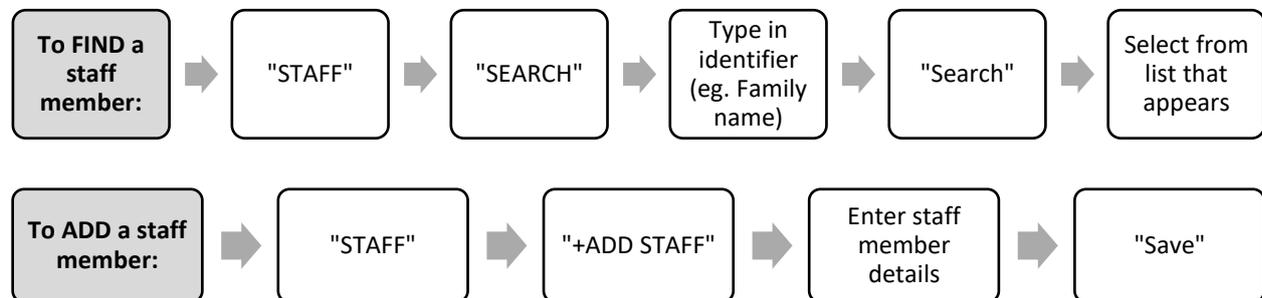
- principals and TLOs in Catholic and Independent schools (only)

>>> Quick versions:

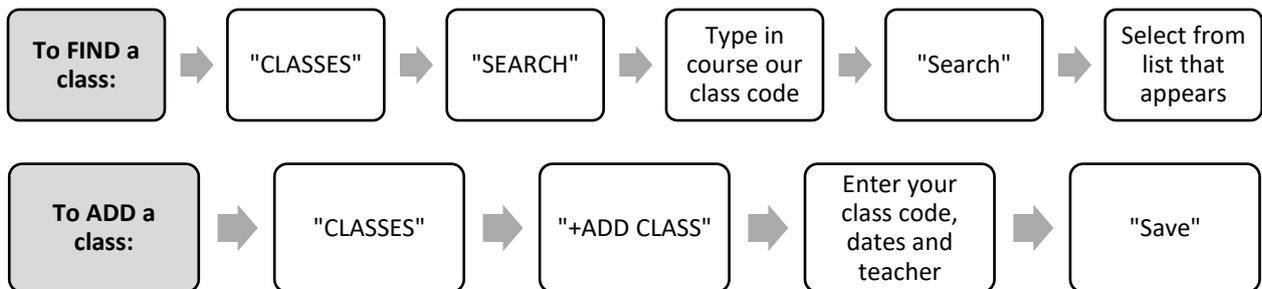
Students:



Staff:

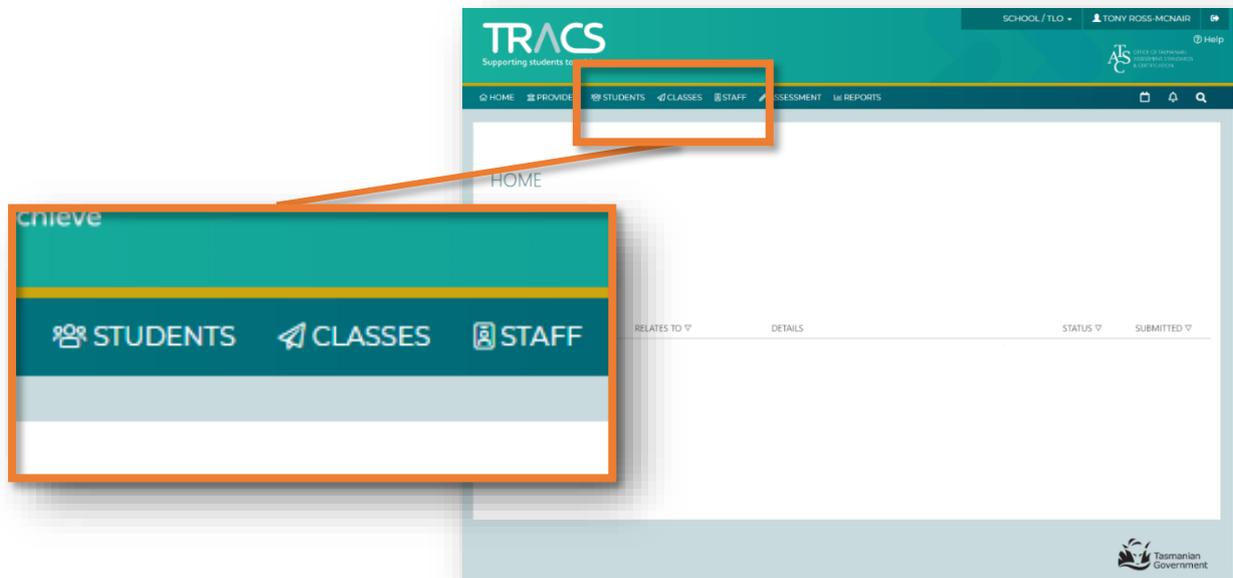


Classes:



NOTE: When you go into TRACS at the beginning of the year, there will be no student records until your school submits your Data Spreadsheet for the year.

1. To find your data from the HOME page, search via the **STUDENTS; CLASSES** or **STAFF** tabs:



Student records:

1. To search for a student's record, go to the **STUDENTS** tab and select **SEARCH**:

- In the page that appears, type a relevant term into any of the available boxes (e.g. type the family name of the student you are looking for in the FAMILY NAME box).
- Then click on “Search”.
- All the options will appear in the RESULTS table. Click on the row that applies.

TITLE	GIVEN NAME	FAMILY NAME	DATE OF BIRTH
	Jack	Smith	
	Joshua	Smith	
	Miriam	Smith	

- The Student page contains, via several tabs, information held by TASC about a given student. This is where you will update the details of contact information, classes, reasonable adjustments, etc.

Student
ALAN CADEMIC
20G71739 (TASC ID) / 12345 (STUDENT ID)

DETAILS ADDRESS ENROLMENTS EXAMS RESULTS TASKS PROVISIONS REPORTS

TITLE	Mr
GIVEN NAME	Alan
PREFERRED GIVEN NAME	Alan
MIDDLE NAMES	
FAMILY NAME	Cademic
DATE OF BIRTH	01/01/2002
GENDER	Male

[Edit](#)

TRANSITION PLAN

DESTINATION
EDUCATION/TRAINING
FOCUS AREA

2019 DECLARATION

FORM NUMBER
AUSTRALIAN CITIZEN OR PERMANENT RESIDENT
STUDENT DECLARATION SIGNED
ATSI
ENGLISH SPEAKING
USE OF EXAMINED MATERIAL
RESULTS NOTIFICATION EMAIL
PUBLICATION OF NAMES
RELEASE OF CONTACT DETAILS

- The **ENROLMENTS** tab contains a list of providers (schools) the student has attended and a list of the courses they have been, and are currently, enrolled in. You can add or withdraw this student from classes via this page. (**Note: If a student withdraws from a class, select the withdraw button rather than deleting the record**).

Student
ALAN CADEMIC
20G71739 (TASC ID) / 12345 (STUDENT ID)

DETAILS ADDRESS **ENROLMENTS** EXAMS RESULTS TASKS PROVISIONS REPORTS

PROVIDERS

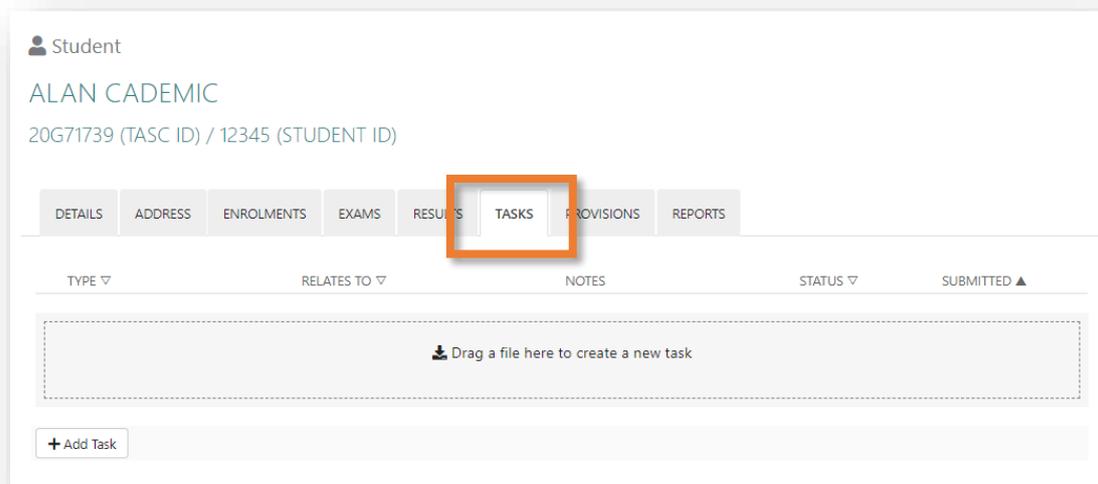
NAME	YEAR	YEAR LEVEL	STATUS	HOME GROUP	START	EXIT	
Allens Training Pty Ltd	2018	Year 10	FINISHED	2018-90909	01/01/2018	31/12/2018	
Launceston Church Grammar School	2018	Year 10	FINISHED	2018-LCGS	01/01/2018	31/12/2018	
The Friends' School	2019	Year 11	ACTIVE	C18	01/01/2019	31/12/2019	

CLASSES

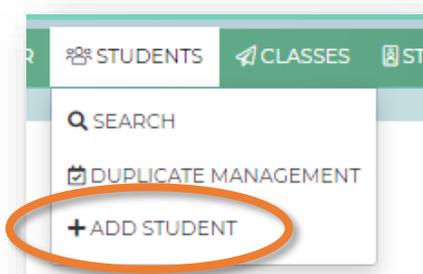
CLASS	COURSE	NAME	YEAR	STATUS	PROVIDER	
Art 315 (A) (PAST)	ART315117	Art Production	2019		The Friends' School	
English 315 (B) (PAST)	ENG315117	English	2019		The Friends' School	
Med Prod - Video 315 (A) (PAST)	MED315117	Media Production	2019		The Friends' School	
General Maths 215 (A) (PAST)	MTG215114	General Mathematics - Foundation	2019		The Friends' School	

[+ Add to Class](#)

- The TASKS tab is where you correspond with TASC about this student. Whenever you create a Task, you must continue correspondence *within this Task* – rather than starting a new Task every time. This allows for all correspondence to be in one place and helps us to provide you with more efficient responses.



- To **add a student (individually)**, go back to the **STUDENT** tab and select “**+ADD STUDENT**”:



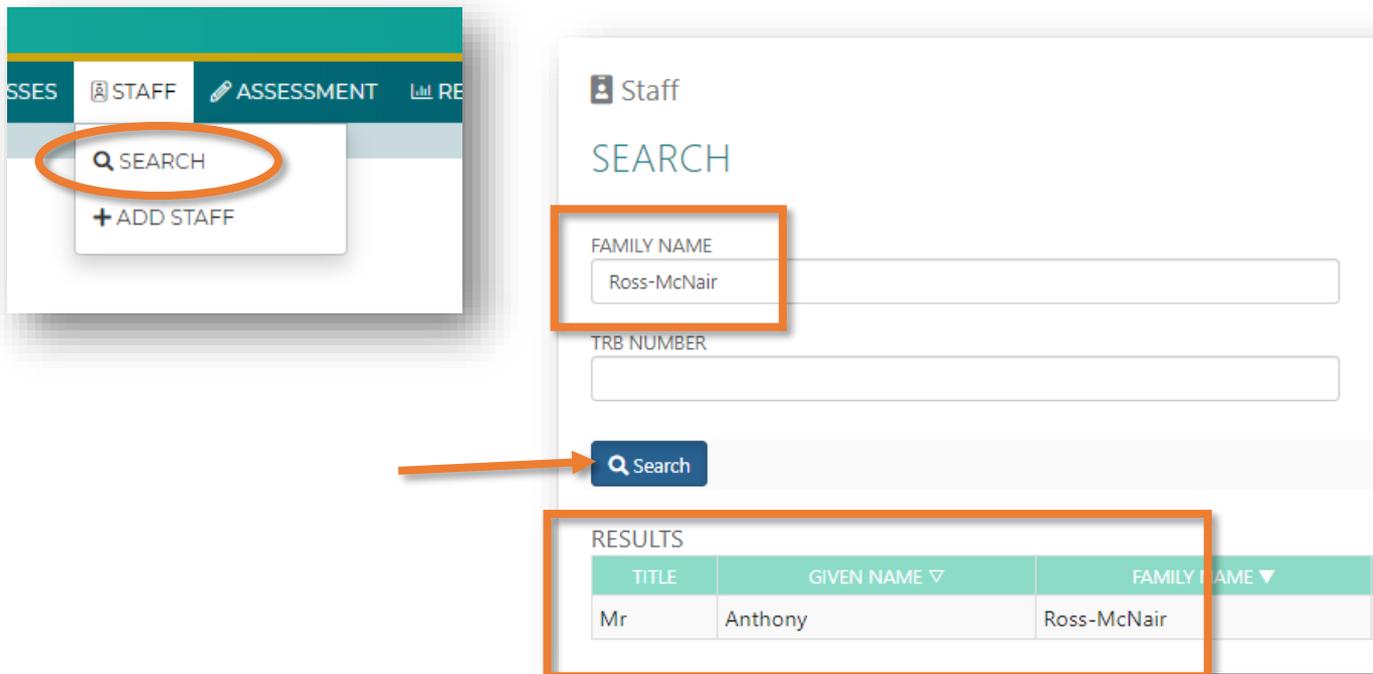
- You can now add the new student’s details:
 - Note that the STUDENT ID is the identification number that your school uses for that student.
 - Don’t forget to scroll down on this page, to get all the details in.

- Once you complete this page, click on **Save**. TRACS will automatically assign a new TASC ID for that student.



Staff records:

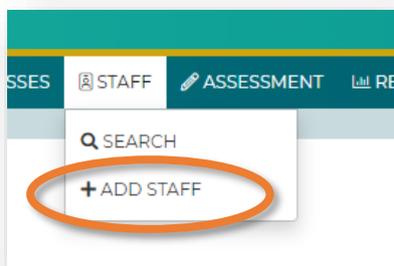
1. To **find** a staff member: Go to **STAFF** and select **SEARCH**. In the page that appears, type the name or TRB number of the staff member and then click on **“Search”**. Click on the name in the RESULTS table to access their record:



The image shows two screenshots from a web application. The left screenshot shows a navigation menu with 'STAFF' selected, and a dropdown menu where 'SEARCH' is circled in orange. The right screenshot shows the 'Staff SEARCH' page. The 'FAMILY NAME' field contains 'Ross-McNair'. Below it is a 'TRB NUMBER' field. A 'Search' button is highlighted with an orange arrow. Below the search fields is a 'RESULTS' table with the following data:

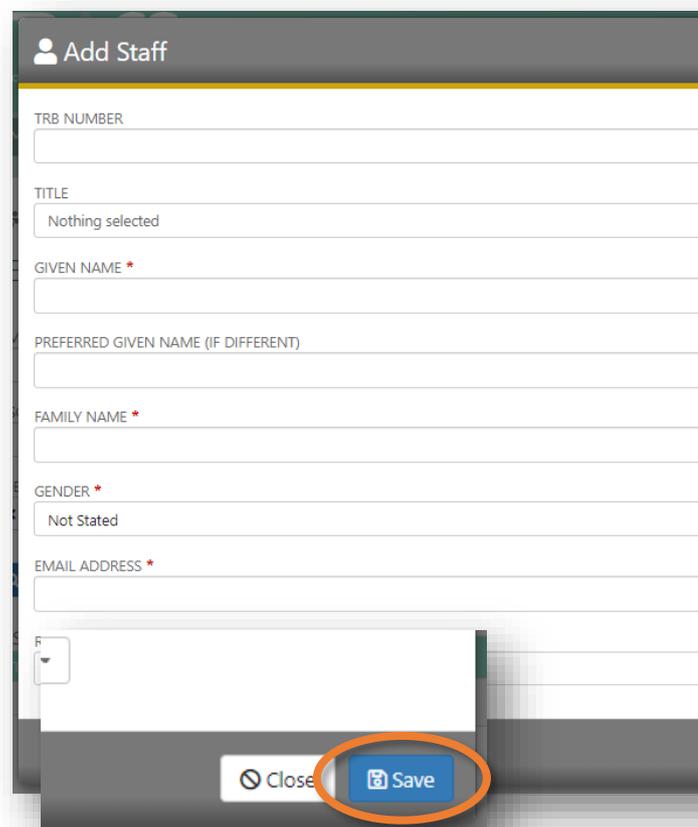
TITLE	GIVEN NAME ▾	FAMILY NAME ▾
Mr	Anthony	Ross-McNair

2. To **add** a new staff member: Go back to **STAFF** and select **“+ADD STAFF”**:



The image shows a screenshot of the navigation menu with 'STAFF' selected. A dropdown menu is open, and the '+ADD STAFF' option is circled in orange.

3. The “Add Staff” page appears for you to complete:
 - Note that teaching staff must have a TRB NUMBER.
 - The FAMILY NAME of teaching staff must match the one registered with the Teachers Registration Board.
4. Click on **“Save”** when you’ve finished entering details.

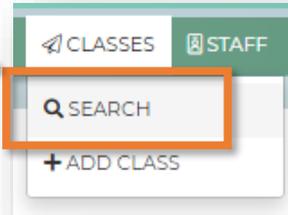


The image shows the 'Add Staff' form. It contains several input fields: 'TRB NUMBER', 'TITLE' (with a dropdown menu showing 'Nothing selected'), 'GIVEN NAME *', 'PREFERRED GIVEN NAME (IF DIFFERENT)', 'FAMILY NAME *', 'GENDER *' (with a dropdown menu showing 'Not Stated'), and 'EMAIL ADDRESS *'. At the bottom of the form, there are two buttons: 'Close' and 'Save'. The 'Save' button is circled in orange.

>>> Class records:

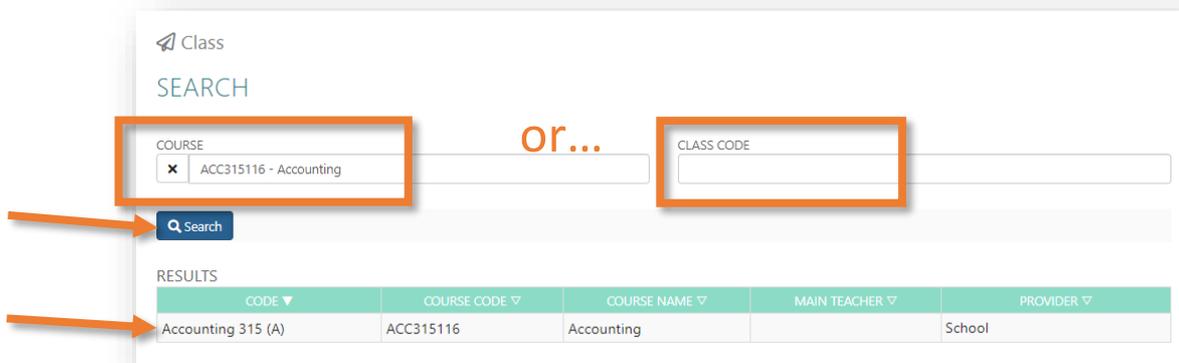
Note: if you need to enrol an individual student in a class, do this from the *student's* record, not the *class* record.

1. To find a class: Go to **CLASSES** and select **SEARCH**:



2. In the page that appears, type either the first letters of the course name/TASC code in the **COURSE** box, or type in one of your own class codes in the **CLASS CODE** box.

- Click on “**Search**”
- Click on the name of the class itself in the **RESULTS** table to access its record:

A screenshot of a search interface. At the top, it says 'Class' and 'SEARCH'. There are two input boxes: 'COURSE' and 'CLASS CODE'. The 'COURSE' box contains 'ACC315116 - Accounting' and is highlighted with an orange box. The 'CLASS CODE' box is empty and also highlighted with an orange box. Between the two boxes is the text 'or...'. Below the input boxes is a blue 'Search' button, also highlighted with an orange box. Below the search bar is a 'RESULTS' table with the following data:

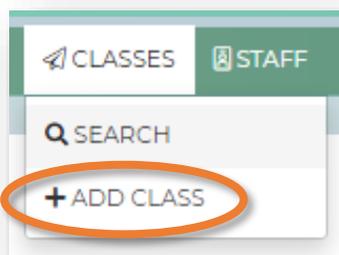
CODE	COURSE CODE	COURSE NAME	MAIN TEACHER	PROVIDER
Accounting 315 (A)	ACC315116	Accounting		School

Orange arrows point from the text in step 2 to the 'COURSE' box, the 'Search' button, and the first row of the 'RESULTS' table.

3. Your class page appears with all the relevant details and a list of the students enrolled within it:

A screenshot of a class page. At the top, it says 'Class' and 'ACCOUNTING'. Below that is 'ACC315116 - ACCOUNTING'. There are several sections: 'PROVIDER', 'CODE', 'COURSE' (ACC315116 - Accounting), 'YEAR' (2019), 'START DATE' (01 Jan 2019), 'END DATE' (31 Dec 2019), 'STATUS', 'MAIN TEACHER', and 'OTHER TEACHERS'. Below these is an 'Edit' button. At the bottom, there is a 'STUDENTS' table with columns for 'NAME', 'DOB', and 'TASC ID'. A large orange arrow points from the text in step 3 to the 'STUDENTS' table.

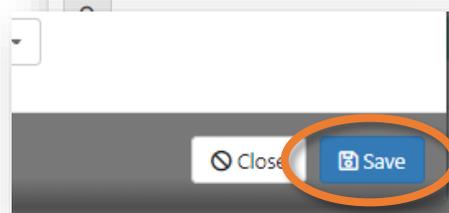
4. To add a new class (individually): Go back to **CLASSES** and select “+ADD CLASS”:



5. The “Add Class” page appears:
- “CODE” is the code you have assigned to that class within your own school.

A screenshot of the 'Add Class' form in TRACS. The form has a dark header with a white arrow icon and the text 'Add Class'. Below the header are several input fields: 'PROVIDER' with the value 'School', 'CODE *' (empty), 'COURSE' with the value 'Nothing selected', 'START DATE *' with the value '01/01/2019', 'END DATE *' with the value '31/12/2019', 'MAIN TEACHER' (empty), and 'OTHER TEACHERS' (empty). Each date field has a small 'x' icon to its left.

6. Click on “Save” when you’ve finished entering details.



>>> Things to know:

Reminders:

- When you go into TRACS at the beginning of the year, there will be no student records until your school submits your Data Spreadsheet for the year.
- If a student withdraws from a class, select the withdraw button rather than deleting the record.
- If you need to enrol an individual student in a class, do this from the *student's* record, not the *class* record.

For further TRACS support, contact TASC via any of the following:

- Phone: (03) 6165 6000
- Email: enquiries@tasc.tas.gov.au