TRACS

How to…manage Student and Staff data in TRACS

This is for:

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

>>> **Quick versions:**

Students:

| To FIND a student | → | "STUDENT" | → | "SEARCH" | → | Type in identifier (eg. Family name) | → | "Search" | → | Select from list that appears |

| To ADD a student | → | "STUDENT" | → | "+ADD STUDENT" | → | Enter student details | → | "Save" |

Staff:

| To FIND a staff member: | → | "STAFF" | → | "SEARCH" | → | Type in identifier (eg. Family name) | → | "Search" | → | Select from list that appears |

| To ADD a staff member: | → | "STAFF" | → | "+ADD STAFF" | → | Enter staff member details | → | "Save" |

Classes:

| To FIND a class: | → | "CLASSES" | → | "SEARCH" | → | Type in course our class code | → | "Search" | → | Select from list that appears |

| To ADD a class: | → | "CLASSES" | → | "+ADD CLASS" | → | Enter your class code, dates and teacher | → | "Save" |

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> **NOTE: When you go into TRACS at the beginning of the year, <u>there will be no student records</u> 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:
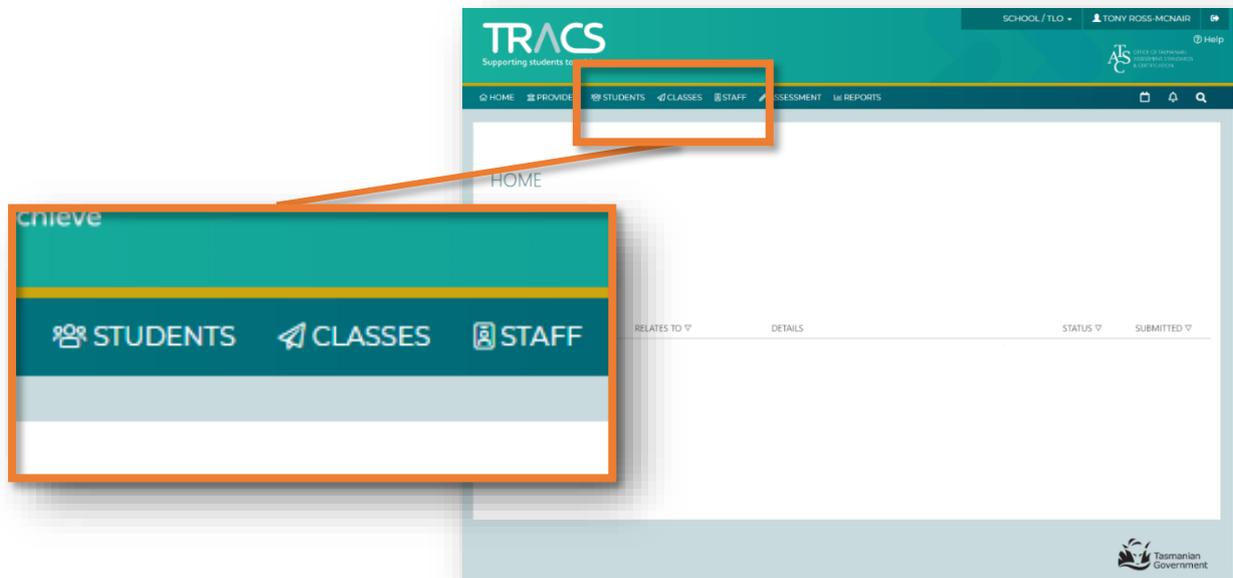
>>> Student records:

1. **To search for a <u>student's</u> 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.

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2. 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.

3. 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* <u>*withdraw button*</u> *rather than deleting the record*).

4. 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.
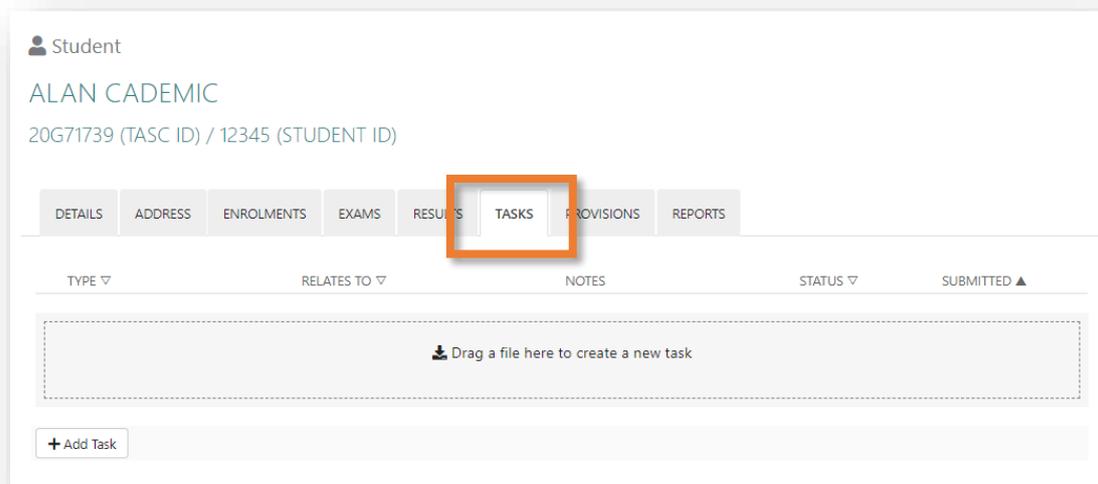
5. **To add a student (individually)**, go back to the **STUDENT** tab and select "**+ADD STUDENT**":
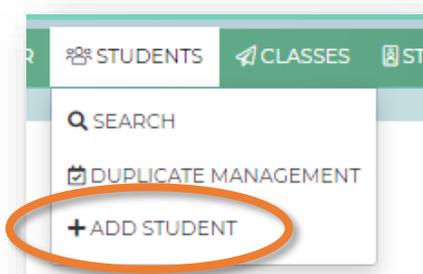
6. You can now add the new student's details:
   - Note that the STUDENT ID is the identification number that your school uses for that student.
   - Don't forget to scroll down on this page, to get all the details in.

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

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❯❯❯ 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:
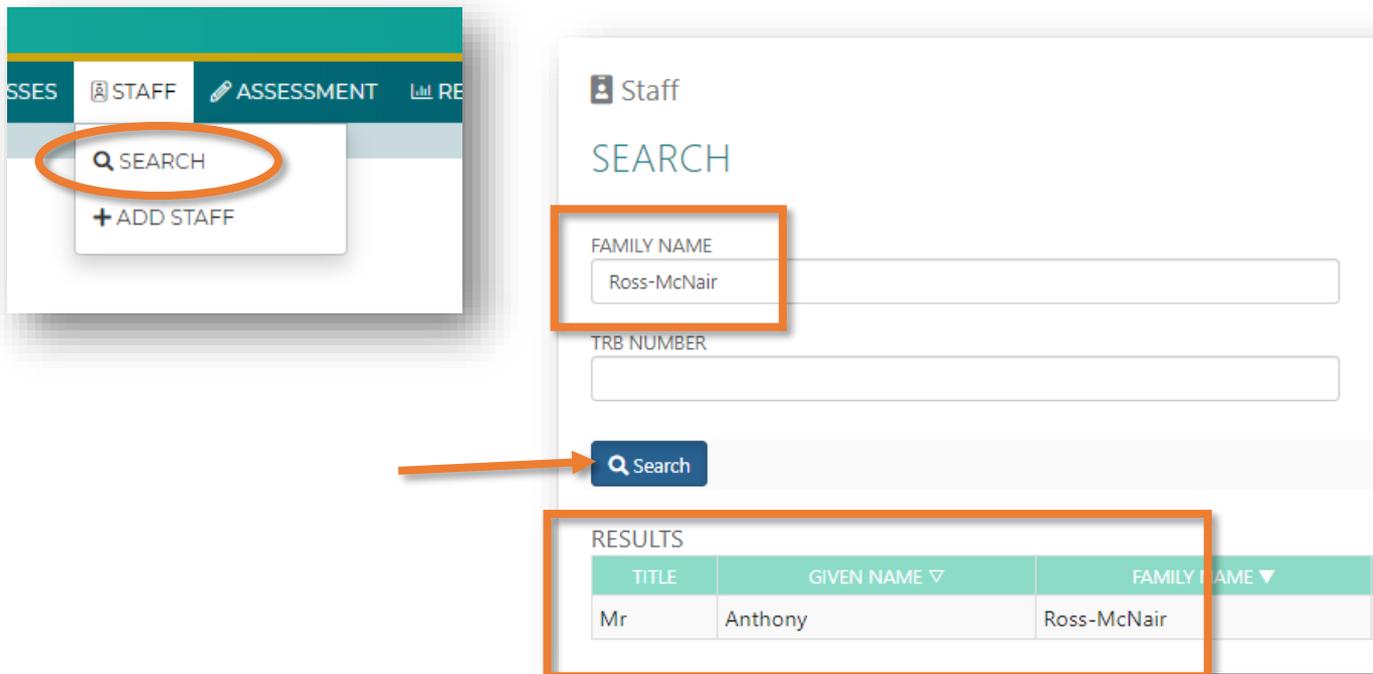
2. **To add a new staff member**: Go back to **STAFF** and select **"+ADD STAFF"**:
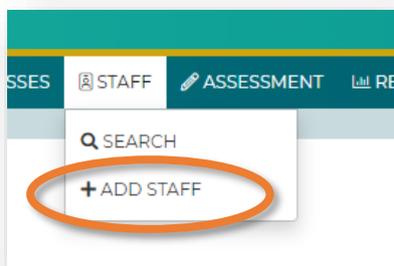
3. The "Add Staff" page appears for you to complete:
   - Note that teaching staff must have a TRB NUMBER.
   - The FAMILY NAME of teaching staff must match the one registered with the Teachers Registration Board.

4. Click on "**Save**" when you've finished entering details.
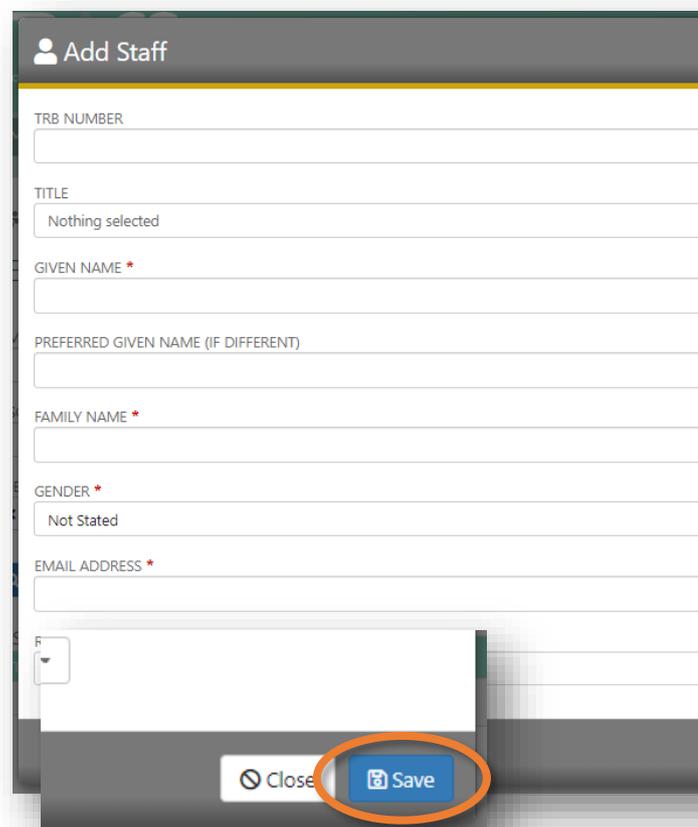
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>>> Class records:

> 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 <u>find</u> a class**: Go to **CLASSES** and select **SEARCH**:
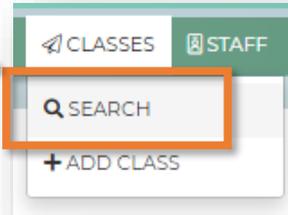
2. In the page that appears, type either the first letters of the course name/TASC code in the COURSE box, or type in one of your own class codes in the CLASS CODE box.
   - Click on "**Search**"
   - Click on the name of the class itself in the RESULTS table to access its record:
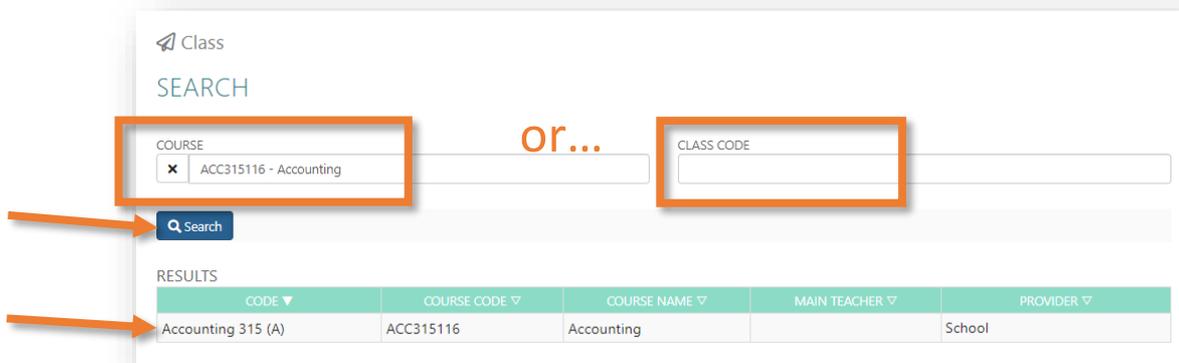
   ✈ Class

   SEARCH

   COURSE   or...   CLASS CODE
   ✕ ACC315116 - Accounting

   🔍 Search

   RESULTS

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

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

   ✈ Class

   ACCOUNTING

   ACC315116 - ACCOUNTING

PROVIDER	
CODE	
COURSE	ACC315116 - Accounting
YEAR	2019
START DATE	01 Jan 2019
END DATE	31 Dec 2019
STATUS	
MAIN TEACHER	
OTHER TEACHERS	

   📝 Edit

   STUDENTS

NAME	DOB	TASC ID

4. **To add a new class (individually)**: Go back to **CLASSES** and select **"+ADD CLASS"**:
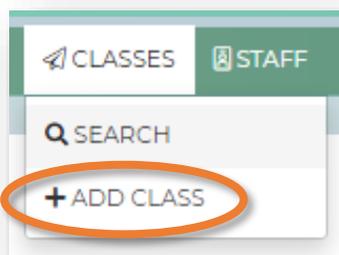
5. The "Add Class" page appears:
    - "CODE" is the code you have assigned to that class within your own school.

6. Click on "**Save**" when you've finished entering details.
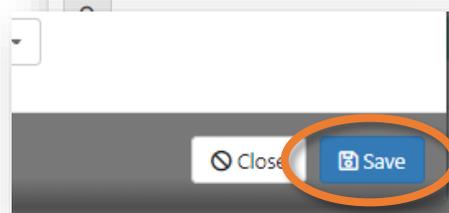
>>> Things to know:

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

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