TRACS

How to...zip folio files for uploading

This is for:

• teachers of courses that use folios for assessment



## >>> Detailed version:

- 1. Find original files in File Explorer:
  - a. Note TASC ID must start the file name



2. Tick both/all files:

Name ^	Date modified
I6T12345 - First example file for demonstration purposes	22/08/2019 2:57 PM
16T12345 - Second example file for demonstration purposes	22/08/2019 2:58 PM







## **3.** Right Click over the files, then:

- a. Select "Send to"
- b. Select "Compressed (zipped) folder"

		~			
	Name	~		Date modified	Туре
	🖂 💫 16T12345 - First example	e file for (	demonstration purposes	22/08/2019 2:57 PM	Adobe
ation			or demonstration purposes	22/08/2019 2:58 PM	Adobe
	Open				
	Print				
	Move to OneDrive				
	Scan for Viruses	_			
Ŀ	Share				
	Give access to	>			
	Send to	> 🚯	Bluetooth device		
	Cut	l.	CM Desktop		
	Сору		Compressed (zipped) folder		
] —	Create shortcut	- 1	Content Manager		
· ·	Delete		Desktop (create shortcut)		
	Rename		Documents		
			Fax recipient		
	Properties		Mail Recipient		
			(0:) office (\\education.tas.gov.	au)	
			(X:) CorpApps (\\education.tas.	gov.au\shares)	

- **4.** Zipped file is created:
  - a. Rename zip file (with Student TASC ID) ready for upload to TRACS

Name	^	Date modified
剧 16T12345 - First example file	for demonstration purposes	22/08/2019 2:57 PM
🔊 16T12345 - Second example	file for demonstration purposes	22/08/2019 2:58 PM
8 16T12345		27/08/2019 9:56 AM

## **>>>** Things to know:

• How to zip files with Chromebooks

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

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



