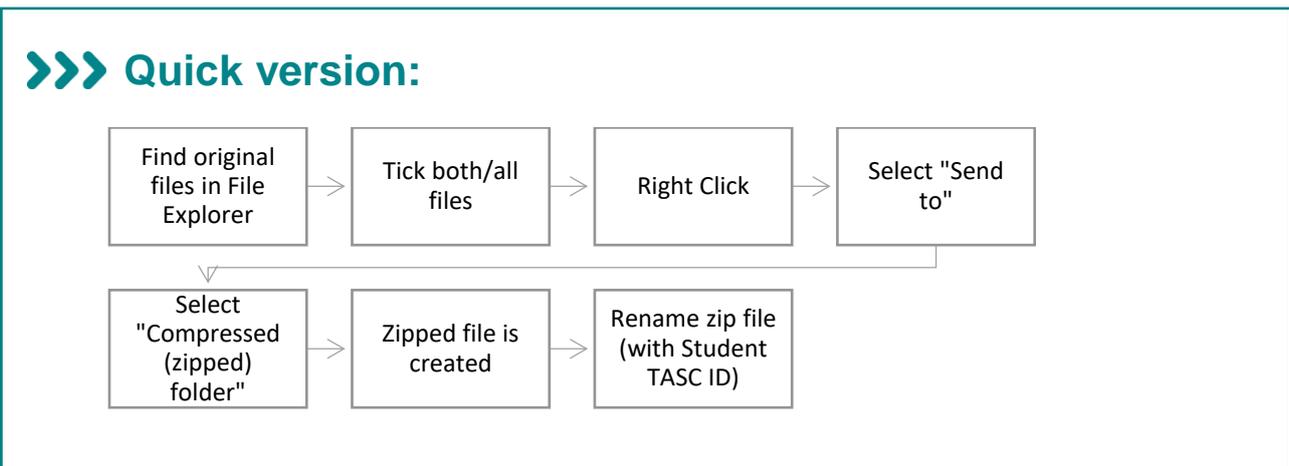




How to...zip folio files for uploading

This is for:

- teachers of courses that use folios for assessment



Detailed version:

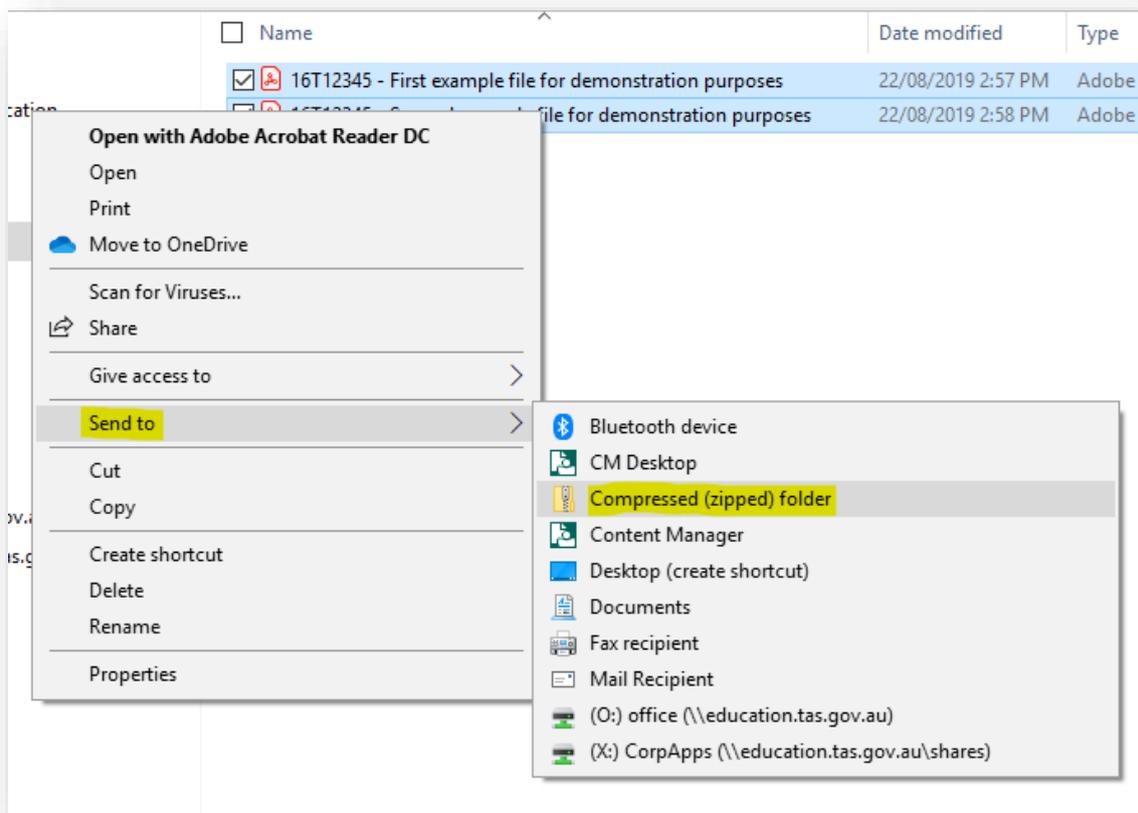
1. Find original files in File Explorer:
 - a. Note TASC ID must start the file name

<input type="checkbox"/>	Name	Date modified
<input type="checkbox"/>	16T12345 - First example file for demonstration purposes	22/08/2019 2:57 PM
<input type="checkbox"/>	16T12345 - Second example file for demonstration purposes	22/08/2019 2:58 PM

2. Tick both/all files:

<input type="checkbox"/>	Name	Date modified
<input checked="" type="checkbox"/>	16T12345 - First example file for demonstration purposes	22/08/2019 2:57 PM
<input checked="" type="checkbox"/>	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"



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

Name	Date modified
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
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