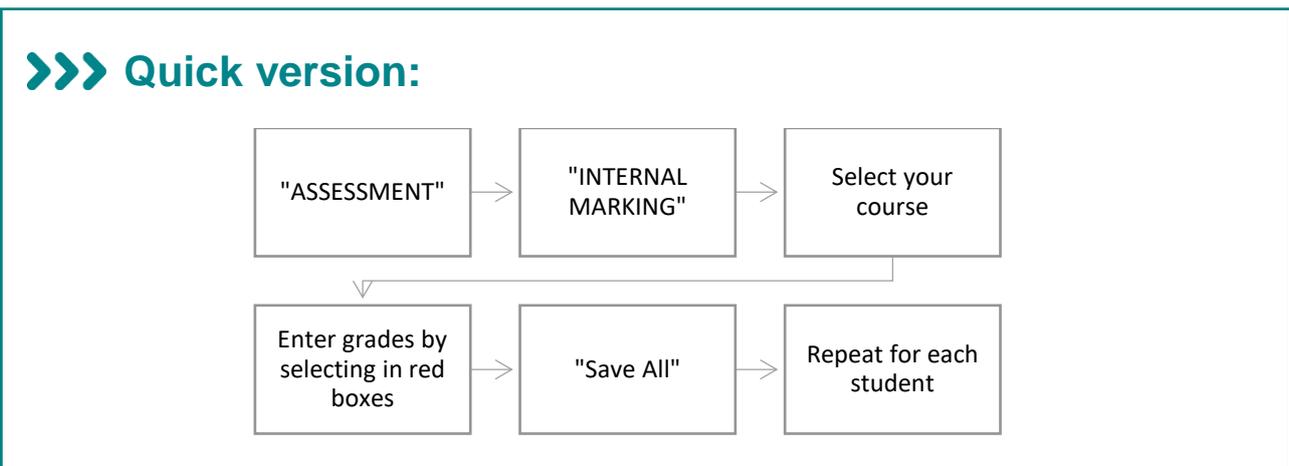


How to...enter internal ratings into TRACS



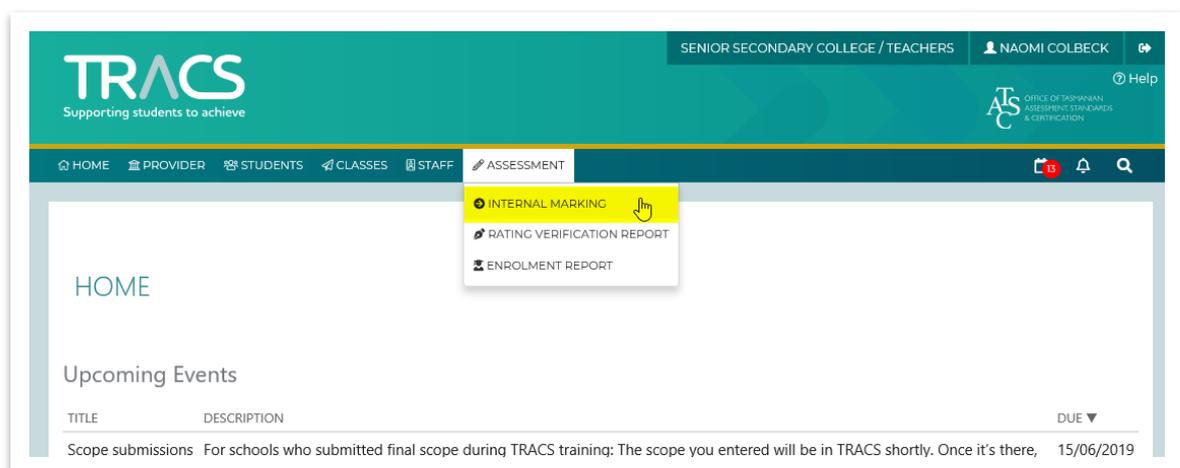
This is for:

- teachers from Catholic and Independent schools

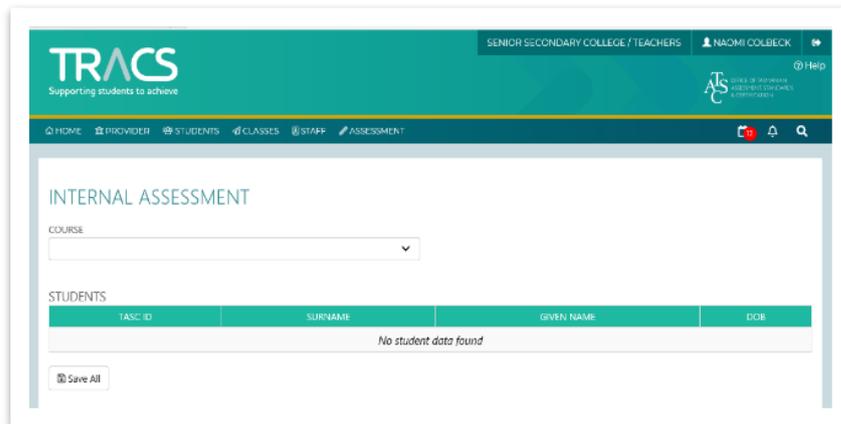


Detailed version:

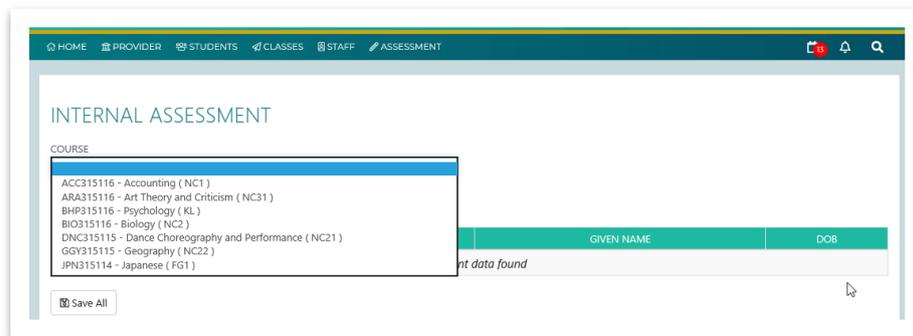
1. Go into the “ASSESSMENT” menu and select “INTERNAL MARKING”:



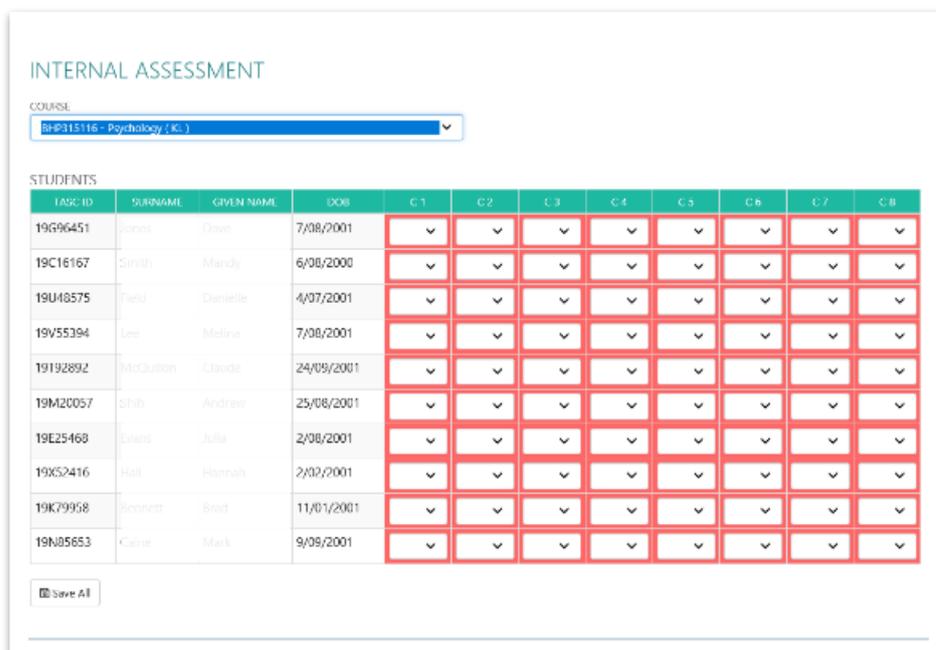
2. You will see the INTERNAL ASSESSMENT screen:



3. Select the course you will mark from the drop down list:



4. Where marks haven't been entered they will be shown in red (Note - names have been greyed out for privacy in these examples):



- For each student (names washed out here for privacy), select a rating from the drop down list for each criterion in your assessment activity:

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SENIOR SECONDARY COLLEGE / TEACHERS NAOMI COLBECK

HOME PROVIDER STUDENTS CLASSES STAFF ASSESSMENT

INTERNAL ASSESSMENT

COURSE: BHP315116 - Psychology (KL)

STUDENTS

TASC ID	SURNAME	GIVEN NAME	DOB	C 1	C 2	C 3	C 4	C 5	C 6	C 7	C 8
19G96451	Jones	Dave	7/08/2001	A B C t z	▼	▼	▼	▼	▼	▼	▼
19C16167	Smith	Mandy	6/08/2000	▼	▼	▼	▼	▼	▼	▼	▼
19U48575	Field	Danielle	4/07/2001	▼	▼	▼	▼	▼	▼	▼	▼
19V55394	Lee	Melina	7/08/2001	▼	▼	▼	▼	▼	▼	▼	▼
19T92892	McQuilkin	Claude	24/09/2001	▼	▼	▼	▼	▼	▼	▼	▼

- You can see details of each criterion by hovering over it:

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HOME PROVIDER STUDENTS CLASSES STAFF ASSESSMENT

INTERNAL ASSESSMENT

COURSE: BHP315116 - Psychology (KL)

STUDENTS

analyse perspectives about psychobiological processes

TASC ID	SURNAME	GIVEN NAME	DOB	C 1	C 2	C 3	C 4	C 5	C 6	C 7	C 8
19G96451	Jones	Dave	7/08/2001	C	▼	▼	▼	▼	▼	▼	▼
19C16167	Smith	Mandy	6/08/2000	▼	▼	▼	▼	▼	▼	▼	▼
19U48575	Field	Danielle	4/07/2001	▼	▼	▼	▼	▼	▼	▼	▼
19V55394	Lee	Melina	7/08/2001	▼	▼	▼	▼	▼	▼	▼	▼
19T92892	McQuilkin	Claude	24/09/2001	▼	▼	▼	▼	▼	▼	▼	▼

7. **Saving:** When you have the marks for that student, they will turn from red to yellow:
 - a. Select "Save All".

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HOME PROVIDER STUDENTS CLASSES STAFF ASSESSMENT

INTERNAL ASSESSMENT

COURSE: BHP315116 - Psychology (KL)

STUDENTS

TASC ID	SURNAME	GIVEN NAME	DOB	C 1	C 2	C 3	C 4	C 5	C 6	C 7	C 8
19G96451	Jones	Dave	7/08/2001	A	B	A	A	B	A	B	B
19C16167	Smith	Mandy	6/08/2000								
19U48575	Field	Danielle	4/07/2001								
19V55394	Lee	Melina	7/08/2001								
19T92892	McQuilkin	Claude	24/09/2001								
19M20057	Shih	Andrew	25/08/2001								
19E25468	Evans	Julia	2/08/2001								
19X52416	Hall	Hannah	2/02/2001								
19K79958	Bennett	Brad	11/01/2001								
19N85653	Caine	Mark	9/09/2001								

Save All

8. You will see the area turn green:

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HOME PROVIDER STUDENTS CLASSES STAFF ASSESSMENT

INTERNAL ASSESSMENT

COURSE: BHP315116 - Psychology (KL)

STUDENTS

TASC ID	SURNAME	GIVEN NAME	DOB	C 1	C 2	C 3	C 4	C 5	C 6	C 7	C 8
19G96451	Jones	Dave	7/08/2001	A	B	B	B	B	A	B	A
19C16167	Smith	Mandy	6/08/2000								
19U48575	Field	Danielle	4/07/2001								

9. You can Skip marking certain criteria to come back to them. These will be highlighted for you.
 - a. You can then continue to the next student.

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HOME PROVIDER STUDENTS CLASSES STAFF ASSESSMENT

INTERNAL ASSESSMENT

COURSE: BHP315116 - Psychology (KL)

STUDENTS

TASC ID	SURNAME	GIVEN NAME	DOB	C 1	C 2	C 3	C 4	C 5	C 6	C 7	C 8
19G96451	Jones	Dave	7/08/2001	A	B	B	B	B	A	B	A
19C16167	Smith	Mandy	6/08/2000	B	B	B	A	B	B	C	A
19U48575	Field	Danielle	4/07/2001								
19V55394	Lee	Melina	7/08/2001								
19T92892	McQuilkin	Claude	24/09/2001								
19M20057	Shih	Andrew	25/08/2001								
19E25468	Evans	Julia	2/08/2001								
19X52416	Hall	Hannah	2/02/2001								
19K79958	Bennett	Brad	11/01/2001								
19N85653	Caine	Mark	9/09/2001								

Save All

>>> Things to know:

- TLOs and school principals can also access teachers' internal marking. A record of who has entered/changed internal marks is kept in TRACS.

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