TRACS

## 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:

| Supporting stu | dents to achieve  |                 |                |            |                     |     |  |  |
|----------------|-------------------|-----------------|----------------|------------|---------------------|-----|--|--|
| аноме ⊉р       | Rovider 谷students | ≪CLASSES ®STAFF | F 🖉 ASSESSMENT |            | ( <mark>1</mark> 0) | ¢ d |  |  |
|                |                   |                 |                |            |                     |     |  |  |
| INTERN         | AL ASSESSME       | ENT             |                |            |                     |     |  |  |
| COURSE         |                   |                 |                |            |                     |     |  |  |
|                |                   |                 | ~              |            |                     |     |  |  |
| STUDENTS       |                   |                 |                |            |                     |     |  |  |
|                | TASC ID           | SUR             | NAME           | GIVEN NAME | DOB                 |     |  |  |
|                |                   |                 | No student da  | ta found   |                     |     |  |  |

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*):

| BHP315116 - | Psychology ( KL ) |            |            | ~   |     |    |    |     |     |       |     |
|-------------|-------------------|------------|------------|-----|-----|----|----|-----|-----|-------|-----|
| TUDENTS     |                   |            |            |     |     |    |    |     |     |       |     |
| TASC ID     | SURNAME           | GIVEN NAME | 008        | C1  | C 2 | сз | C4 | C 5 | C 6 | C7    | C.8 |
| 19G96451    |                   |            | 7/08/2001  | ~   | ~   | ~  | ~  | ~   | ~   | _ ~ ] | ~   |
| 19C16167    |                   |            | 6/08/2000  | ~   | ~   | ~  | ~  | ~   | ~   | ~     | ~   |
| 19U48575    |                   |            | 4/07/2001  | Ý   | ~   | Ý  | ~  | ~   | ~   | ~ V   | Ý   |
| 19V55394    |                   |            | 7/08/2001  | ~   | ~   | ~  | ~  | ~   | ~   | ~     | Ý   |
| 19192892    |                   |            | 24/09/2001 | ~   | ~   | ~  | ~  | ~   | ~   | ~     | ~   |
| 19M20057    |                   |            | 25/08/2001 | - v | ~   | ~  | ~  | ~   | ~   | ~     | ~   |
| 19E25468    |                   |            | 2/08/2001  | ~   | ~   | ~  | ~  | ~   | ~   | ~     | ~   |
| 19X52416    |                   |            | 2/02/2001  | ~   | ~   | ~  | ~  | ~   | ~   | ~     | ~   |
| 19K79958    |                   |            | 11/01/2001 | ~ I | ~   | ~  | ~  | ~   | ×   | _ v   | ~   |
| 19N85653    | Caine             |            | 9/09/2001  | ~   | ~   | ~  | ~  | ~   | ~   | ~     | ~   |





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

|                                                                                   |                                                                             |                                                   |                                                                                     |                             |                                                                                                   | SENIORS            | SECONDARY         | COLLEGE / II                                                   | EACHERS       |                      | OLBECK        |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------|--------------------|-------------------|----------------------------------------------------------------|---------------|----------------------|---------------|
| UR/                                                                               | dents to achieve                                                            |                                                   |                                                                                     |                             |                                                                                                   |                    |                   | OFFICE OF TASMANIAN<br>ASSESSMENT STANDARDS<br>& CERTIFICATION |               |                      |               |
| НОМЕ 盒Р                                                                           | ROVIDER 뿅 STI                                                               | UDENTS 🚀 CLASS                                    | ES 🛛 STAFF 🖌                                                                        | <sup>9</sup> ASSESSMENT     |                                                                                                   |                    |                   |                                                                |               | C B                  | ¢ C           |
| NTERN.                                                                            | AL ASSES                                                                    | SMENT                                             |                                                                                     |                             |                                                                                                   |                    |                   |                                                                |               |                      |               |
| BHP315116 -                                                                       | Psychology ( KL )                                                           |                                                   |                                                                                     | ~                           |                                                                                                   |                    |                   |                                                                |               |                      |               |
| BHP315116 -<br>TUDENTS<br>TASC ID                                                 | SURNAME                                                                     | GIVEN NAME                                        | DOB                                                                                 | С1                          | C 2                                                                                               | C 3                | C 4               | C 5                                                            | С б           | С7                   | С 8           |
| BHP315116 -<br>TUDENTS<br>TASC ID<br>19G96451                                     | Psychology ( KL ) SURNAME Jones                                             | GIVEN NAME<br>Dave                                | DOB<br>7/08/2001                                                                    | C1                          | C 2                                                                                               | C 3                | C 4               | C 5                                                            | C 6           | C 7                  | C 8           |
| BHP315116 -<br>TUDENTS<br>TASC ID<br>19G96451<br>19C16167                         | Psychology ( KL ) SURNAME Jones Smith                                       | GIVEN NAME<br>Dave<br>Mandy                       | DOB<br>7/08/2001<br>6/08/2000                                                       | C1<br>A<br>C                | C2                                                                                                | C 3<br>~<br>~      | C4<br>~<br>~      | C 5<br>~<br>~                                                  | C 6<br>~<br>~ | C7<br>~<br>~         | C 8           |
| BHP315116 -<br>TUDENTS<br>TASC ID<br>19G96451<br>19C16167<br>19U48575             | Psychology (KL)       SURNAME       Jones       Smith       Field           | GIVEN NAME<br>Dave<br>Mandy<br>Danielle           | <u>ров</u><br>7/08/2001<br>6/08/2000<br>4/07/2001                                   | C1<br>A<br>B<br>C<br>t<br>z | C 2                                                                                               | C 3<br>~<br>~<br>~ | C4<br>~<br>~      | C 5<br>~<br>~                                                  | C 6<br>~<br>~ | C7<br>~~<br>~~       | C 8<br>~<br>~ |
| BHP315116 -<br>TUDENTS<br>TASC ID<br>19G96451<br>19C16167<br>19U48575<br>19V55394 | Psychology (KL)       SURNAME       Jones       Smith       Field       Lee | GIVEN NAME<br>Dave<br>Mandy<br>Danielle<br>Melina | DOB           7/08/2001           6/08/2000           4/07/2001           7/08/2001 | C1<br>A<br>C<br>t<br>Z      | C2<br>><br>><br>><br>><br>><br>><br>><br>><br>><br>><br>><br>><br>><br>><br>><br>><br>><br>><br>> | C 3                | C4<br>~<br>~<br>~ | C 5<br>~<br>~<br>~                                             | C 6           | C7<br>~~<br>~~<br>~~ | C8<br>~<br>~  |

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

|                                                                                            |                                                                                                 |                                                   |                                                                                                       |                                     |                                                                                 | SENIORS                | SECONDARY         | COLLEGE / TI                 | EACHERS                 |                   | OLBECK             |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------|------------------------|-------------------|------------------------------|-------------------------|-------------------|--------------------|
| IR/                                                                                        | dents to achieve                                                                                |                                                   |                                                                                                       |                                     |                                                                                 |                        |                   |                              |                         |                   |                    |
| HOME ≙P                                                                                    | ROVIDER 뿅 STU                                                                                   | JDENTS <b>∕</b> CLASS                             | ies 🛛 staff 💋                                                                                         | ASSESSMENT                          |                                                                                 |                        |                   |                              |                         | Č13               | ¢ Q                |
| NIERN                                                                                      | AL ASSES                                                                                        | SMENT                                             |                                                                                                       |                                     |                                                                                 |                        |                   |                              |                         |                   |                    |
| BHP315116 -                                                                                | Psychology ( KL )                                                                               |                                                   | analyse                                                                                               | v<br>perspectives abo               | out psychobiolo                                                                 | gical processes        |                   |                              |                         |                   |                    |
| OURSE<br>BHP315116 -<br>STUDENTS<br>TASC ID                                                | Psychology ( KL ) SURNAME                                                                       | GIVEN NAME                                        | analyse                                                                                               | perspectives abo                    | out psychobiolo                                                                 | gical processes<br>C 3 | C 4               | C 5                          | C 6                     | С7                | С 8                |
| OURSE<br>BHP315116 -<br>STUDENTS<br>TASC ID<br>19G96451                                    | Psychology ( KL ) SURNAME Jones                                                                 | GIVEN NAME                                        | analyse<br>DOB<br>7/08/2001                                                                           | v<br>perspectives abo<br>C 1<br>C v | out psychobiolo                                                                 | gical processes<br>C 3 | C 4               | C 5                          | C 6                     | C 7               | C 8                |
| OURSE<br>BHP315116 -<br>TUDENTS<br>TASC ID<br>19G96451<br>19C16167                         | Psychology ( KL )           SURNAME           Jones           Smith                             | GIVEN NAME<br>Dave<br>Mandy                       | analyse           DOB           7/08/2001           6/08/2000                                         | perspectives abo                    | out psychobiolo                                                                 | gical processes<br>C 3 | C 4               | C 5<br>~<br>~                | C 6<br>~<br>~           | C7<br>~<br>~      | C 8                |
| OURSE<br>BHP315116 -<br>TUDENTS<br>TASC ID<br>19G96451<br>19C16167<br>19U48575             | Psychology ( KL )           SURNAME           Jones           Smith           Field             | GIVEN NAME<br>Dave<br>Mandy<br>Danielle           | analyse           DOB           7/08/2001           6/08/2000           4/07/2001                     | perspectives abo                    | out psychobiolo                                                                 | gical processes<br>C 3 | C 4               | C 5<br>~<br>~                | C 6<br>~<br>~           | C7<br>~<br>~      | C8<br>~<br>~       |
| OURSE<br>BHP315116 -<br>TUDENTS<br>TASC ID<br>19G96451<br>19C16167<br>19U48575<br>19V55394 | Psychology (KL)           SURNAME           Jones           Smith           Field           Lee | GIVEN NAME<br>Dave<br>Mandy<br>Danielle<br>Melina | analyse           DOB           7/08/2001           6/08/2000           4/07/2001           7/08/2001 | C 1<br>C 1<br>C V                   | C2<br>C2<br>C2<br>C2<br>C2<br>C2<br>C2<br>C2<br>C2<br>C2<br>C2<br>C2<br>C2<br>C | c 3                    | C4<br>~<br>~<br>~ | C 5<br>~<br>~<br>~<br>~<br>~ | C 6<br>~<br>~<br>~<br>~ | C7<br>~<br>~<br>~ | C 8<br>~<br>~<br>~ |





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

| TR/                                            |              |                       |                                      |             |             | SENIOR      | SECONDARY   | COLLEGE / T | EACHERS     |             |     |
|------------------------------------------------|--------------|-----------------------|--------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----|
| HOME                                           | ROVIDER 뿅STU | JDENTS <i>¶</i> CLASS | ES 🛿 STAFF 🥜                         | ASSESSMENT  |             |             |             |             |             |             | Q   |
| NTERN,<br>ourse<br>bhp315116 -                 | AL ASSES     | SMENT                 |                                      | ~           |             |             |             |             |             |             |     |
| TUDENTS                                        | SURNAME      | GIVEN NAME            | DOB                                  | C 1         | C 2         | С 3         | C 4         | C 5         | C 6         | C 7         | C 8 |
| 19G96451                                       | Jones        | Dave                  | 7/08/2001                            | A 🗸         | в 🗸         | A 🗸         | A 🗸         | в 🗸         | A 🗸         | в 🗸         | в 🗸 |
| 19C16167                                       |              |                       | 6/08/2000                            | ~           | ~           | ~           | ~           | ~           | ~           | ~           | ~   |
| 19U48575                                       |              |                       | 4/07/2001                            | ~           | ~           | ~           | ~           | ~           | ~           | ~           | v   |
| 19V55394                                       |              |                       | 7/08/2001                            | _ v         | ~           | ~           | ~           | ~           | ~           | ~           | v   |
| 19T92892                                       |              |                       | 24/09/2001                           | ~           | ~           | ~           | ~           | ~           | ~           | ~           | ~   |
| 19M20057                                       |              |                       | 25/08/2001                           | ~           | ~           | ~           | ~           | ~           | ~           | ~           | v   |
| 19E25468                                       |              |                       | 2/08/2001                            | ~           | ~           | ~           | ~           | ~           | ~           | ~           | ~   |
| 19X52416                                       |              |                       | 2/02/2001                            | ~           | ~           | ~           | ~           | ~           | ~           | ~           | ~   |
| 19K79958                                       |              |                       | 11/01/2001                           | - v         | ~           | ~           | ~           | ~           | ~           | ~           | ~   |
| 19N85653                                       |              |                       | 9/09/2001                            | ~           | ~           | ~           | ~           | ~           | ~           | ~           | v   |
| 19X52416<br>19K79958<br>19N85653<br>⊠ Save All |              |                       | 2/02/2001<br>11/01/2001<br>9/09/2001 | ><br>><br>> | ><br>><br>> | ><br>><br>> | ><br>><br>> | ><br>><br>> | ×<br>×<br>× | ><br>><br>> |     |

8. You will see the area turn green:

|                               |              |          |           |          |              |     | SENIOR | SECONDARY | COLLEGE / T | EACHERS | 👤 NAOMI C          | OLBECK                                                        | ;      |  |  |
|-------------------------------|--------------|----------|-----------|----------|--------------|-----|--------|-----------|-------------|---------|--------------------|---------------------------------------------------------------|--------|--|--|
| UPPOrting students to achieve |              |          |           |          |              |     |        |           |             |         |                    | Office of tasymanan<br>Assessment standards<br>& centrication |        |  |  |
| НОМЕ 宜Р                       | ROVIDER 쒐    | STUDENTS | ≮ CLASSES | 图 STAFF  | 🖉 ASSESSMENT |     |        |           |             |         | Ľ <mark>1</mark> 3 | ¢                                                             | C      |  |  |
|                               |              |          |           |          |              |     |        |           |             |         |                    |                                                               |        |  |  |
| NTERN                         | AL ASS       | ESSMEN   | NT        |          |              |     |        |           |             |         |                    |                                                               |        |  |  |
| COURSE                        |              |          |           |          |              |     |        |           |             |         |                    |                                                               |        |  |  |
| BHP315116 -                   | Psychology ( | (L )     |           |          | ~            |     |        |           |             |         |                    |                                                               |        |  |  |
| TUDENTC                       |              |          |           |          |              |     |        |           |             |         |                    |                                                               |        |  |  |
| TODENTS<br>TASC ID            | SURNAN       | e 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 🗸          | в 🗸 | в 🗸    | в 🗸       | в 🗸         | A 🗸     | в 🗸                | A                                                             | ~      |  |  |
| 19C16167                      |              |          | 6/        | /08/2000 | ×            | ~   | ~      | ×         | ~           | ~       | ×                  |                                                               |        |  |  |
|                               |              |          |           |          |              |     |        |           |             |         |                    |                                                               | $\sim$ |  |  |





- 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.

| TR/             |                   |                |               |            |     | SENIOR | SECONDARY | COLLEGE / T | EACHERS | L NAOMI C          | OLBECK                              |
|-----------------|-------------------|----------------|---------------|------------|-----|--------|-----------|-------------|---------|--------------------|-------------------------------------|
| Supporting stud | lents to achieve  |                |               |            |     |        |           |             |         |                    | TASMANIAN<br>NT STANDARDS<br>DATION |
| номе 🚊 рг       | ROVIDER 뿅ST       | UDENTS 🦪 CLASS | ies 🛿 staff 🖉 | ASSESSMENT |     |        |           |             |         | Ľ <mark>1</mark> 3 | ¢ C                                 |
|                 |                   |                |               |            |     |        |           |             |         |                    |                                     |
| NTERN           | AL ASSES          | SMENT          |               |            |     |        |           |             |         |                    |                                     |
| OURSE           |                   |                |               |            |     |        |           |             |         |                    |                                     |
| BHP315116 -     | Psychology ( KL ) |                |               | ~          | •   |        |           |             |         |                    |                                     |
| TUDENTS         |                   |                |               |            |     |        |           |             |         |                    |                                     |
| TASC ID         | SURNAME           | GIVEN NAME     | DOB           | C 1        | C 2 | C 3    | C 4       | C 5         | C 6     | C 7                | C 8                                 |
| 19G96451        |                   |                | 7/08/2001     | A 🗸        | в 🗸 | в 🗸    | в 🗸       | в 🗸         | А 🗸     | в 🗸                | A 🗸                                 |
| 19C16167        |                   |                | 6/08/2000     | в 🗸        | ~   | в 🗸    | A 🗸       | в 🗸         | в 🗸     | c 🗸                | A                                   |
| 19U48575        |                   |                | 4/07/2001     | ~          | ~   | ~      | ~         | ~           | ~       | ~                  | ~~                                  |
| 19V55394        |                   |                | 7/08/2001     | ~          | ~   | ~      | ~         | ~           | ~       | ~                  | ~                                   |
| 19T92892        |                   |                | 24/09/2001    | ~          | ~   | ~      | ~         | ~           | ~       | ~                  | ~                                   |
| 19M20057        |                   |                | 25/08/2001    | ~          | ~   | ~      | ~         | ~           | ~       | ~                  | ~                                   |
| 19E25468        |                   |                | 2/08/2001     | ~          | ~   | ~      | ~         | ~           | ~       | ~                  | ~                                   |
| 19X52416        |                   |                | 2/02/2001     | ~          | ~   | ~      | ~         | ~           | ~       | ~                  | ~                                   |
| 19K79958        |                   |                | 11/01/2001    | ~          | ~   | ~      | ~         | ~           | ~       | ~                  | ~                                   |
| 19N85653        |                   |                | 9/09/2001     | ~          | ~   | ~      | ~         | ~           | ~       | ~                  | ~                                   |
|                 |                   |                |               |            |     |        |           |             |         |                    |                                     |

## **>>>** 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: <u>enquiries@tasc.tas.gov.au</u>
- TRACS Help: tracs@tasc.tas.gov.au



