

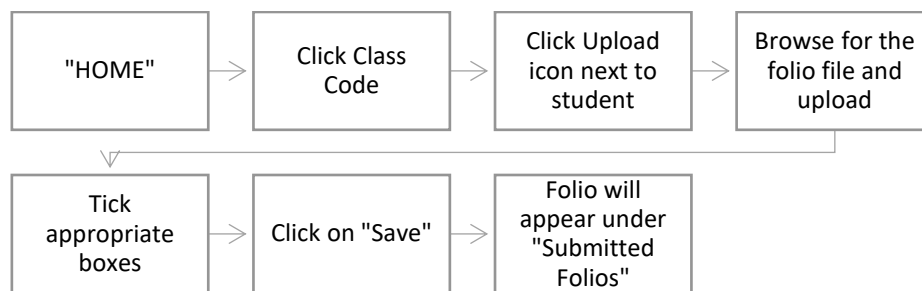
# How to...submit student folios



This is for:

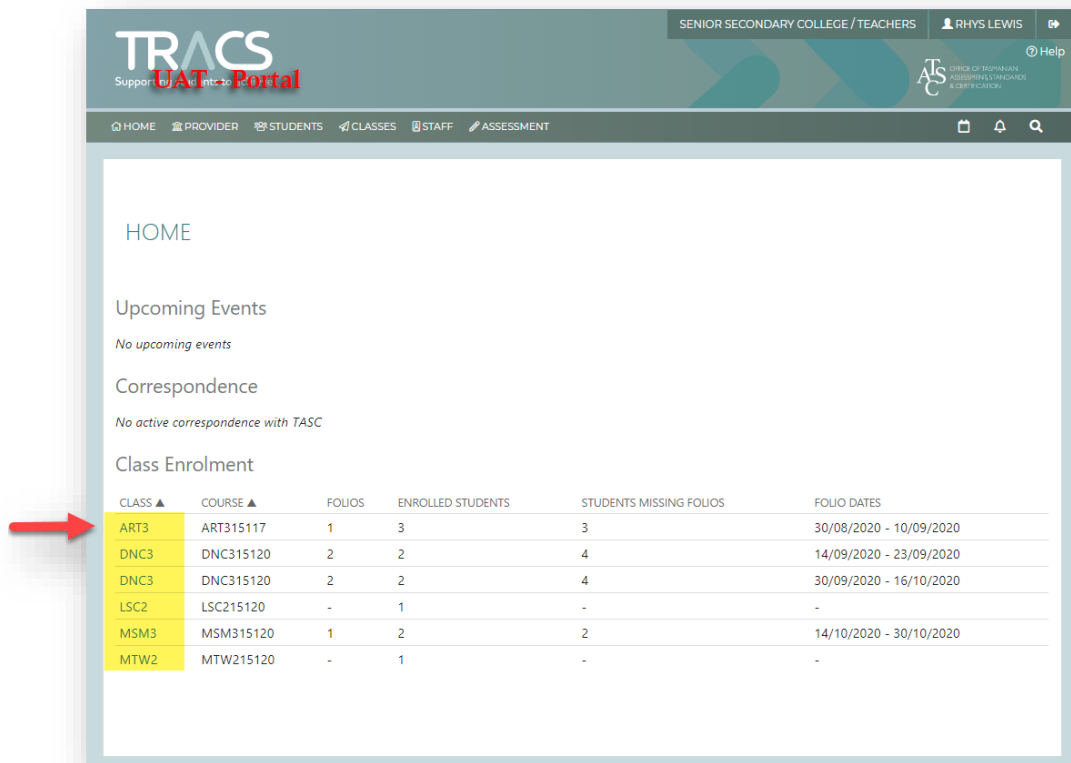
- a. teachers of courses that use folios for assessment

## >>> Quick version:



## ➤➤➤ Detailed version:

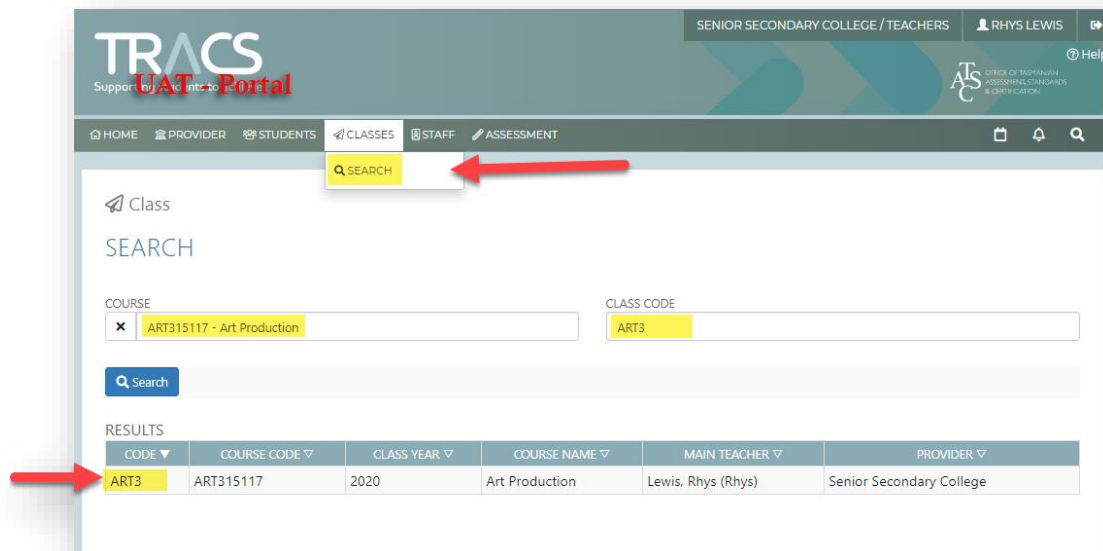
1. **Find your class:** On the TRACS home page, classes are displayed underneath Events and Correspondence (you may need to scroll down). Click a class code to go to that class page:



The screenshot shows the TRACS home page for a teacher at Senior Secondary College. The page has a navigation bar with 'HOME', 'PROVIDER', 'STUDENTS', 'CLASSES', 'STAFF', and 'ASSESSMENT'. The main content area is titled 'HOME' and includes sections for 'Upcoming Events' (no events), 'Correspondence' (no active correspondence), and 'Class Enrolment'. The 'Class Enrolment' section contains a table with the following data:

CLASS ▲	COURSE ▲	FOLIOS	ENROLLED STUDENTS	STUDENTS MISSING FOLIOS	FOLIO DATES
ART3	ART315117	1	3	3	30/08/2020 - 10/09/2020
DNC3	DNC315120	2	2	4	14/09/2020 - 23/09/2020
DNC3	DNC315120	2	2	4	30/09/2020 - 16/10/2020
LSC2	LSC215120	-	1	-	-
MSM3	MSM315120	1	2	2	14/10/2020 - 30/10/2020
MTW2	MTW215120	-	1	-	-

*Alternatively,* navigate to **CLASSES > SEARCH**. Then enter the course and/or class code and select **Search**. Click a class code to go to that class page.



The screenshot shows the 'Class SEARCH' page in TRACS. The 'CLASSES' menu item is selected. The search form has 'ART315117 - Art Production' in the 'COURSE' field and 'ART3' in the 'CLASS CODE' field. The 'SEARCH' button is highlighted with a red arrow. Below the search form, the 'RESULTS' section shows a table with the following data:

CODE ▼	COURSE CODE ▼	CLASS YEAR ▼	COURSE NAME ▼	MAIN TEACHER ▼	PROVIDER ▼
ART3	ART315117	2020	Art Production	Lewis, Rhys (Rhys)	Senior Secondary College

- The class list will appear. If the class has folio assessments, there will be a column for each assessment item. The icon within the column indicates the folio status for each student:



The folio assessment cannot be uploaded yet. This icon also appears after the upload due date if a student has no recorded submissions.



Folio can now be submitted, but has not yet been uploaded for the student. Clicking this icon will open a window to upload the folio.



The student's folio has been submitted (or they have been marked as *not submitting*). Clicking this icon navigates to the student page.

**TRACS**  
Supporting students to achieve

UAT Portal

SENIOR SECONDARY COLLEGE / TEACHERS - RHYS LEWIS

HOME PROVIDER STUDENTS CLASSES STAFF ASSESSMENT

Class  
DNC3  
DNC315120 - DANCE CHOREOGRAPHY AND PERFORMANCE


PROVIDER: Senior Secondary College  
CODE: DNC3  
COURSE: DNC315120 - Dance Choreography and Performance  
YEAR: 2020  
START DATE: 01 Jan 2020  
END DATE: 31 Dec 2020  
STATUS: Current  
MAIN TEACHER: Lewis, Rhys (Rhys)

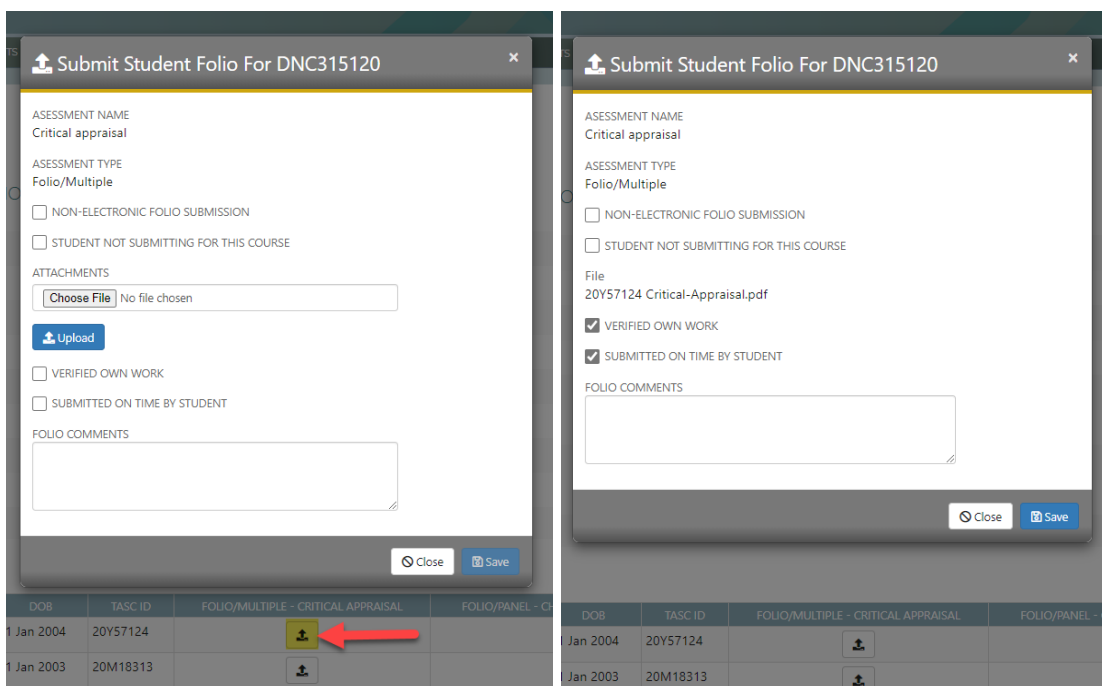
**Folio assessment 1**      **Folio assessment 2**

STUDENTS





NAME	DOB	TASC ID	FOLIO/MULTIPLE - CRITICAL APPRAISAL	FOLIO/PANEL - CHOREOGRAPHIC REFLECTION
Spaghetti, Betty (Betty)	01 Jan 2004	20Y57124		
Wan, Dan (Dan)	01 Jan 2003	20M18313		

DNC3 Folios Status Report

3. To upload a folio, click the upload  icon that aligns with the applicable student and assessment. The folio submission window will appear. **Assessment Name** and **Assessment Type** are displayed at the top.
  - b. Tick **Non-Electronic Folio Submission** if the assessment does not require folios to be uploaded to TRACS.  
**Note:** *this will “tick” the assessment in the class page.*
  - c. Tick **Student Not Submitting for this Course** if the student is not submitting a folio.  
**Note:** *this will “tick” the assessment in the class page.*
  - d. Click **Choose File** to find the folio on your system that you are attaching.
  - e. Select the file in your system and click the **Upload** button.  
**Note:** *the filename MUST begin with the student’s TASC ID. Please avoid including any identifiable information in the filename (such as the student’s name).*
  - f. Tick **Verified own work** and **Submitted on Time by Student** where applicable.
  - g. Enter a comment if you need to. This will appear in TRACS alongside the folio.
  - h. Click **Save** to finalise the submission. A green tick will now appear on the class page.



STUDENTS

NAME	DOB	TASC ID	FOLIO/MULTIPLE - CRITICAL APPRAISAL	FOLIO/PANEL - CHOREOGRAPHIC REFLECTION
Spaghetti, Betty (Betty)	01 Jan 2004	20Y57124		
Wan, Dan (Dan)	01 Jan 2003	20M18313		

[DNC3 Folios Status Report](#)


## To Re-upload a student's folio

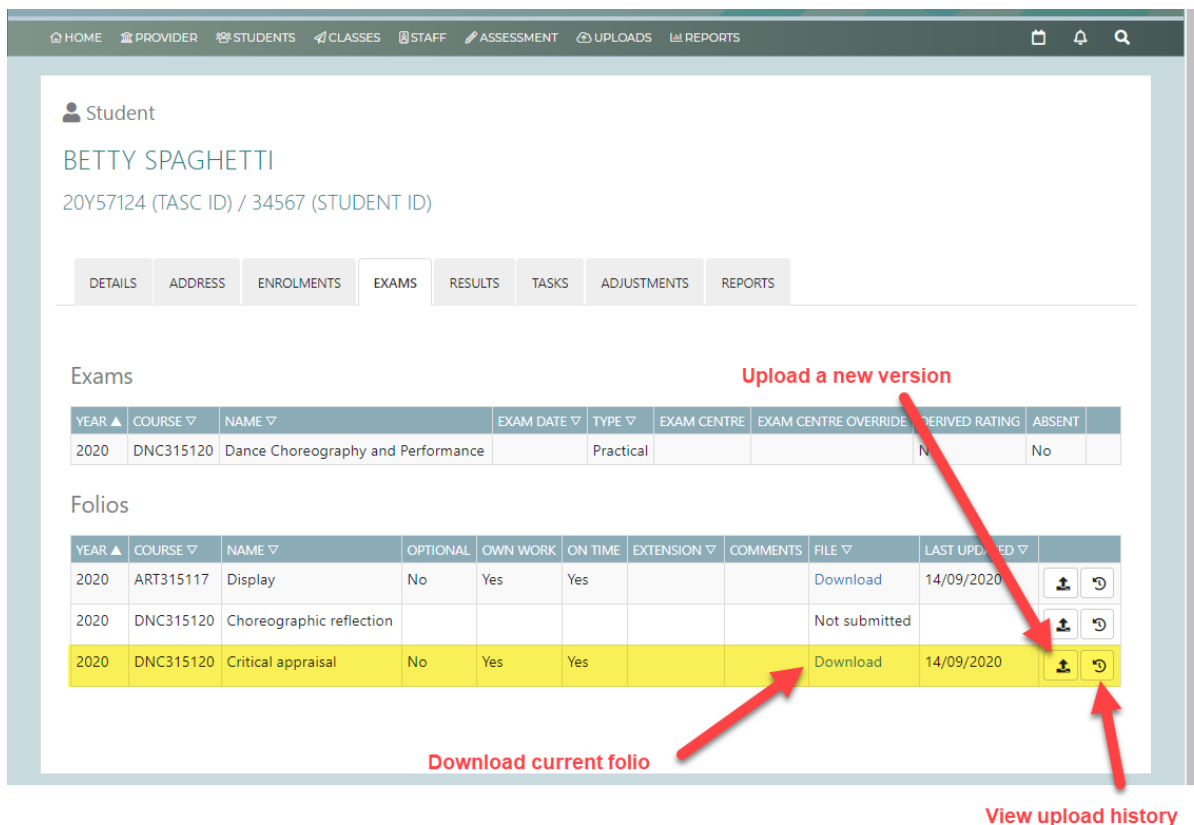
In the student's record (EXAMS tab) you will see that the folio has been submitted.

**A new version can be uploaded** by clicking the same upload button and following the previously outlined process (from Step 3). Options selected in the pop-up window from the last upload will be retained.

*NOTE: this must be done before the folio due date or student extension date.*

**The submitted folio can be downloaded** by clicking [Download](#).

The folio's **submission history** can be viewed by clicking the  icon. Previously submitted folios can also be downloaded









Student  
BETTY SPAGHETTI  
20Y57124 (TASC ID) / 34567 (STUDENT ID)

DETAILS ADDRESS ENROLMENTS **EXAMS** RESULTS TASKS ADJUSTMENTS REPORTS

Exams Upload a new version

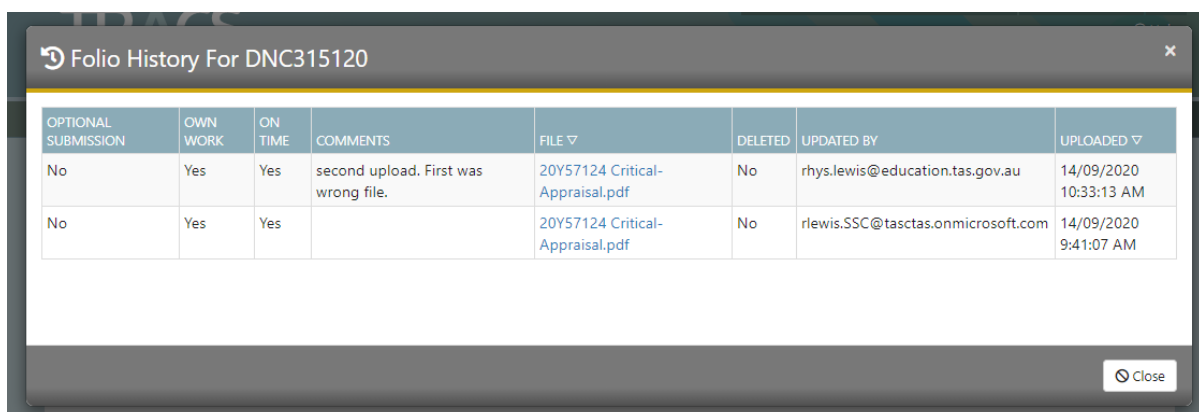
YEAR ▲	COURSE ▼	NAME ▼	EXAM DATE ▼	TYPE ▼	EXAM CENTRE	EXAM CENTRE OVERRIDE	DERIVED RATING	ABSENT
2020	DNC315120	Dance Choreography and Performance		Practical			N	No

Folios

YEAR ▲	COURSE ▼	NAME ▼	OPTIONAL	OWN WORK	ON TIME	EXTENSION ▼	COMMENTS	FILE ▼	LAST UPDATED ▼	
2020	ART315117	Display	No	Yes	Yes			Download	14/09/2020	 
2020	DNC315120	Choreographic reflection						Not submitted		 
2020	DNC315120	Critical appraisal	No	Yes	Yes			Download	14/09/2020	 

Download current folio

View upload history



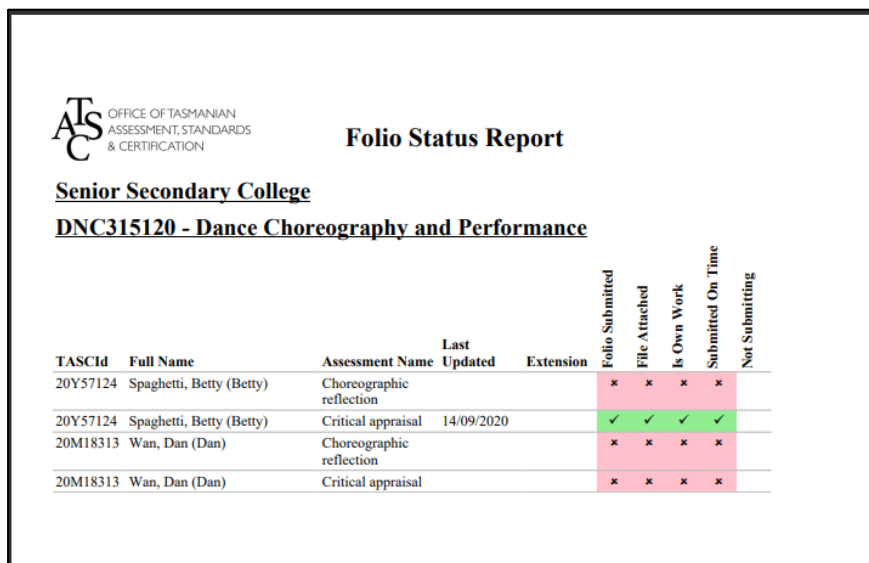
Folio History For DNC315120

OPTIONAL SUBMISSION	OWN WORK	ON TIME	COMMENTS	FILE ▼	DELETED	UPDATED BY	UPLOADED ▼
No	Yes	Yes	second upload. First was wrong file.	20Y57124 Critical-Appraisal.pdf	No	rhys.lewis@education.tas.gov.au	14/09/2020 10:33:13 AM
No	Yes	Yes		20Y57124 Critical-Appraisal.pdf	No	rlewis.SSC@tasctas.onmicrosoft.com	14/09/2020 9:41:07 AM

Close

## Folio Status Report

On each class page (where the course has a folio assessment), the **Folio Status Report** can be run at any time from the bottom-left of the screen. This produces a simple PDF with a list of the students and folio assessments, with a series of columns showing some of the upload options.



TASCId	Full Name	Assessment Name	Last Updated	Extension	Folio Submitted	File Attached	Is Own Work	Submitted On Time	Not Submitting
20Y57124	Spaghetti, Betty (Betty)	Choreographic reflection			x	x	x	x	x
20Y57124	Spaghetti, Betty (Betty)	Critical appraisal	14/09/2020		✓	✓	✓	✓	✓
20M18313	Wan, Dan (Dan)	Choreographic reflection			x	x	x	x	x
20M18313	Wan, Dan (Dan)	Critical appraisal			x	x	x	x	x

### Things to know:

- Folios must be submitted into TRACS within two (2) working days of the due date. TRACS will be open for folio uploads two weeks before that date, so you can begin uploading whenever you're ready to go.
- TASC recommends that you start uploading folios as soon as you are able. Folios that have already been uploaded may be updated later if changes are required.
- The title of the folio file must begin with the student's TASC ID (and zipped if more than one file makes up the whole folio) to ensure TRACS will accept the file.
- The student must not be identified by name.
- You must select "Non-Electronic Folio Submission" if your course does not require folios to be uploaded to TRACS.
- If it's not appropriate to tick either/both of the "verified own work" or "submitted on time" boxes, you should still submit the folio. TASC will then contact your school to start an alternative process for verification.
- If you are unable to meet the deadline, contact your TLO (who will contact TASC) as soon as possible.

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

**Phone:** (03) 6165 6000

**Email:** [enquiries@tasc.tas.gov.au](mailto:enquiries@tasc.tas.gov.au)

**TRACS Help:** [tracs@tasc.tas.gov.au](mailto:tracs@tasc.tas.gov.au)