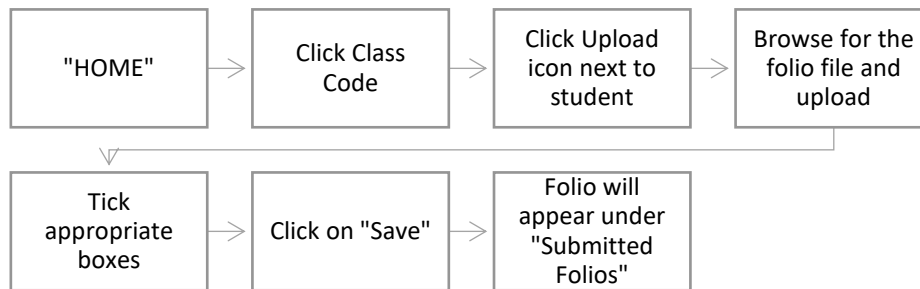


HOW TO SUBMIT STUDENT FOLIOS

This is for **teachers of courses that have folios as the external assessment.**

Quick version



Detailed version

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

TRACS UAT Portal

SENIOR SECONDARY COLLEGE / TEACHERS | RHYS LEWIS | Help

HOME PROVIDER STUDENTS CLASSES STAFF ASSESSMENT

HOME

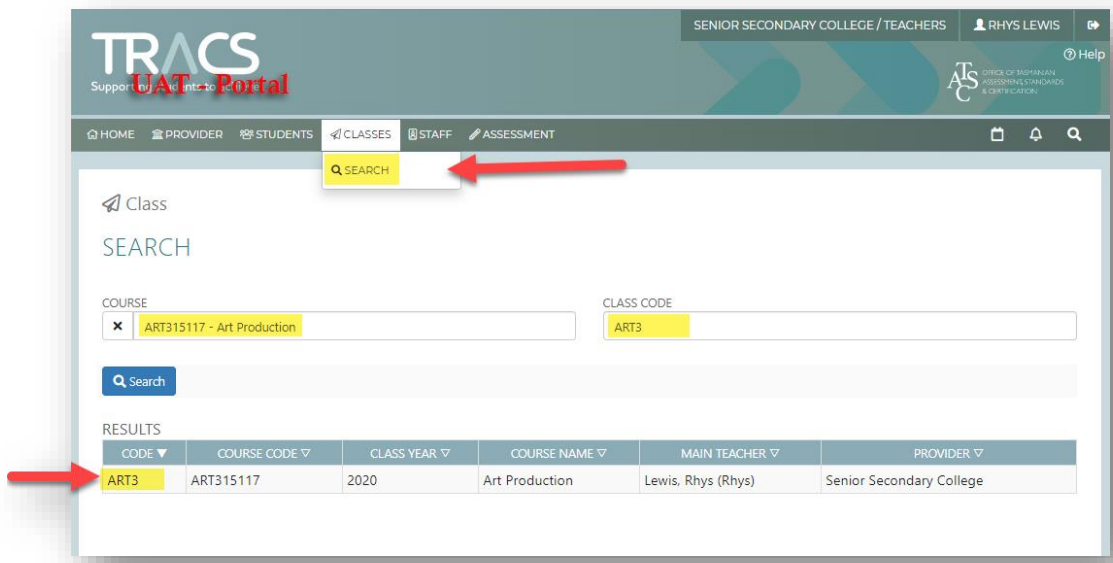
Upcoming Events
No upcoming events

Correspondence
No active correspondence with TASC




Class Enrolment

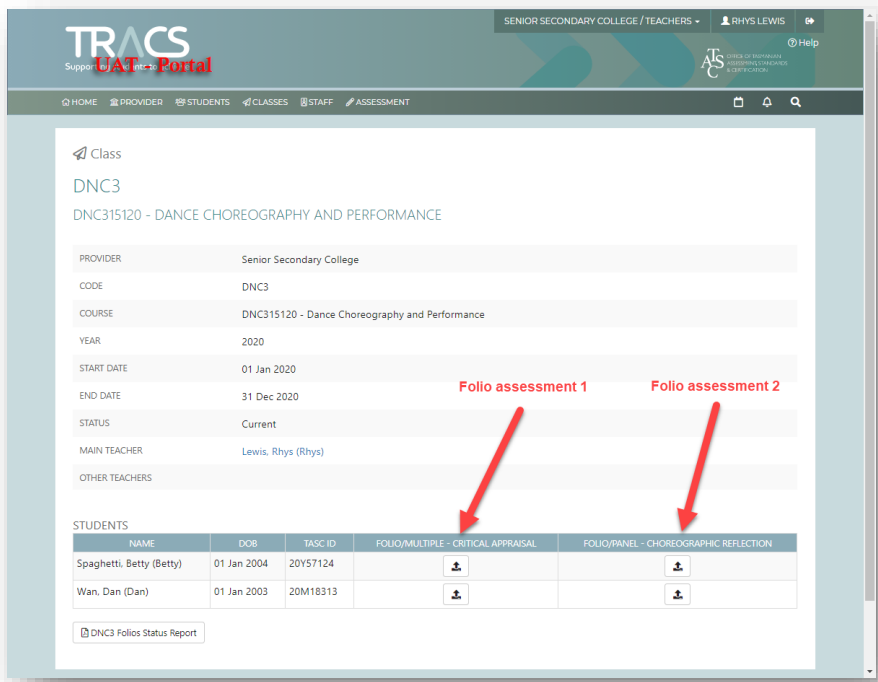
CLASS ▲	COURSE ▲	FOLIOS	ENROLLED STUDENTS	STUDENTS MISSING FOLIOS	FOLIO DATES
ART3	ART315117	1	3	3	30/08/2020 - 10/09/2020
DNC3	DNC315120	2	2	4	14/09/2020 - 23/09/2020
DNC3	DNC315120	2	2	4	30/09/2020 - 16/10/2020
LSC2	LSC215120	-	1	-	-
MSM3	MSM315120	1	2	2	14/10/2020 - 30/10/2020
MTW2	MTW215120	-	1	-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


Alternatively, go to **Classes** at the top of the page and select **Search**. Enter the course and/or class code and select **Search**. Click on a class code to go to that class page.



2. 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.

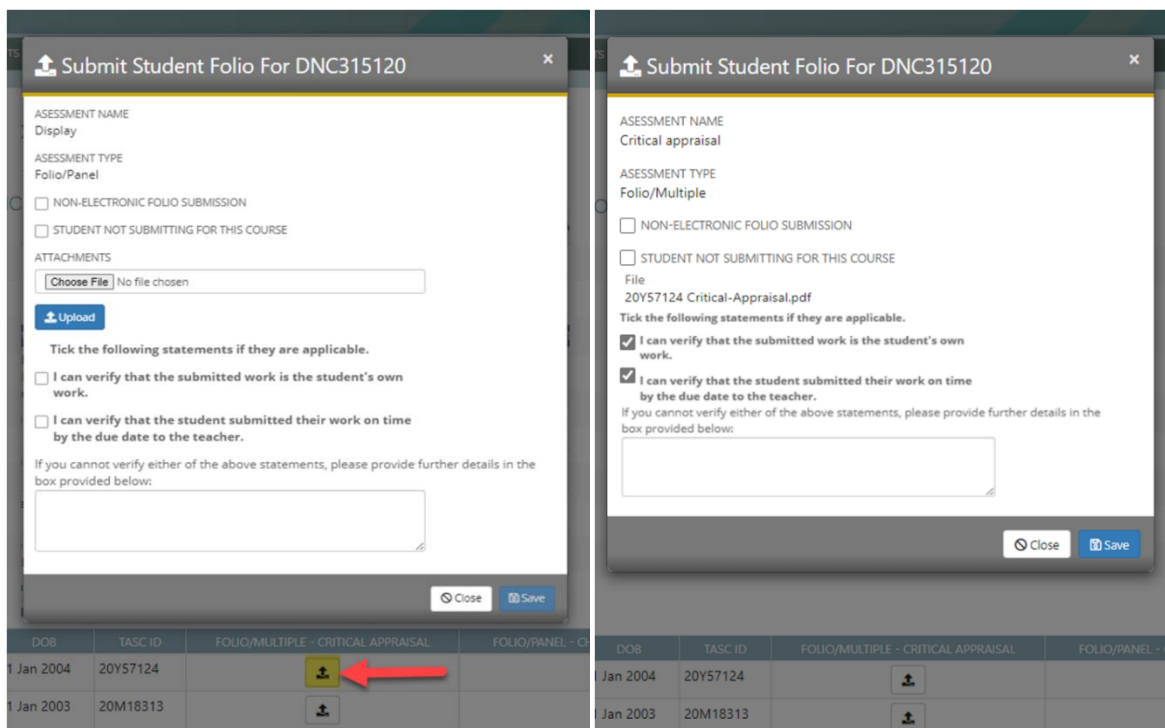
-  The folio assessment cannot be uploaded yet. This icon also appears after the upload due date if a student has no recorded submissions.
-  Folio can now be submitted, but has not yet been uploaded for the student. Clicking this icon will open a window to upload the folio.
-  The student's folio has been submitted (or they have been marked as *not submitting*). Clicking this icon navigates to the student page.






3. To upload a folio, click the upload  icon that aligns with the applicable student and assessment. The folio submission window will then appear. **Assessment Name** and **Assessment Type** are displayed at the top.
 - a. Tick **Non-Electronic Folio Submission** if the assessment does not require folios to be uploaded to TRACS.
 - b. 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.
 - c. Click **Choose File** to find the folio on your system that you are attaching.
 - d. Select the file in your system and click the **Upload** button. **Note:** the filename **must** begin with the student's TASC ID. **Do not** include any identifiable information in the filename (such as the student's name or school).
 - e. **Only** tick the following statements on behalf of your school if you can confirm that the student has met the requirements:
 - *I can verify that the submitted work is the student's own work.*
 - *I can verify that the student submitted their work on time by the due date to the teacher.*

If you are unable to tick either of these statements, you must provide further details in the comment box. The [Student Folio Declaration Form Information Sheet](#) has further information on the verification of student work.

- f. 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			




Re-uploading a student's folio

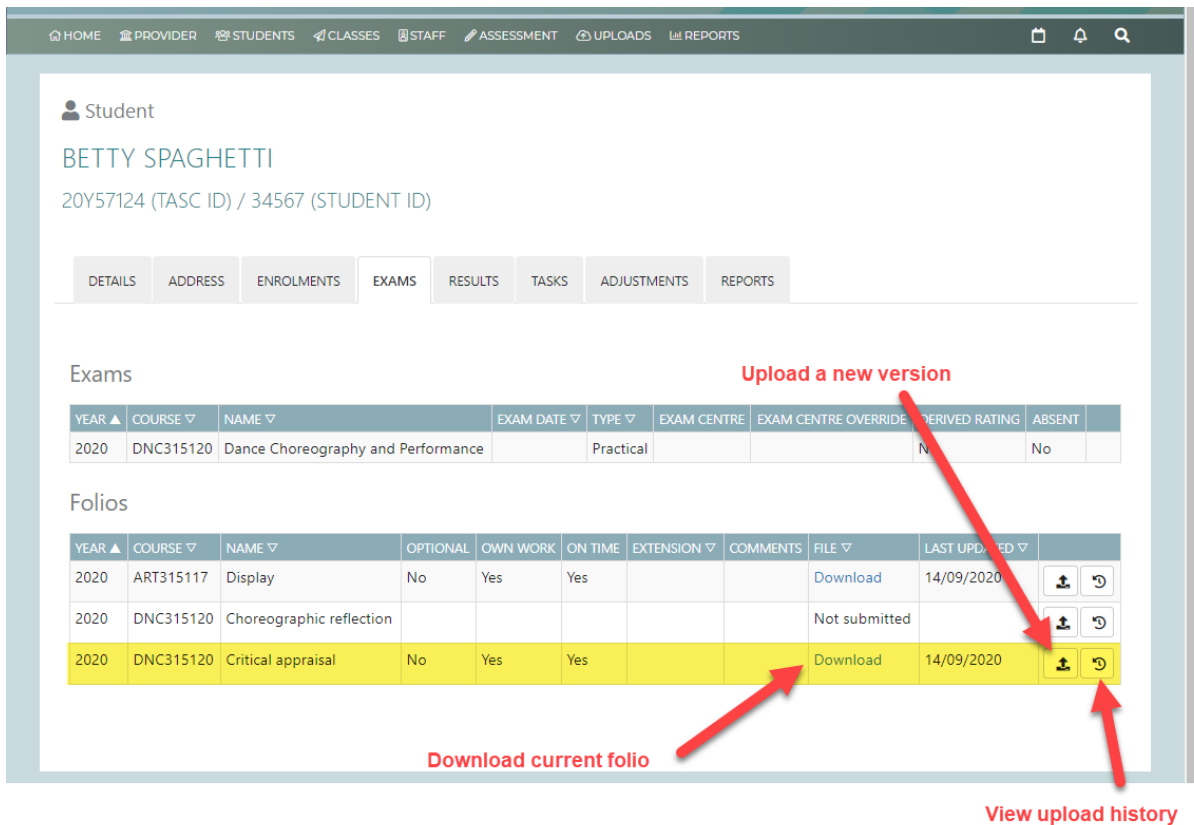
In the student's record (**Exams** tab) you will see that the folio has been submitted.

A new version can be uploaded by clicking the same upload button and following the previously outlined process (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 the **Download** button.

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









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

DETAILS ADDRESS ENROLMENTS EXAMS RESULTS TASKS ADJUSTMENTS REPORTS

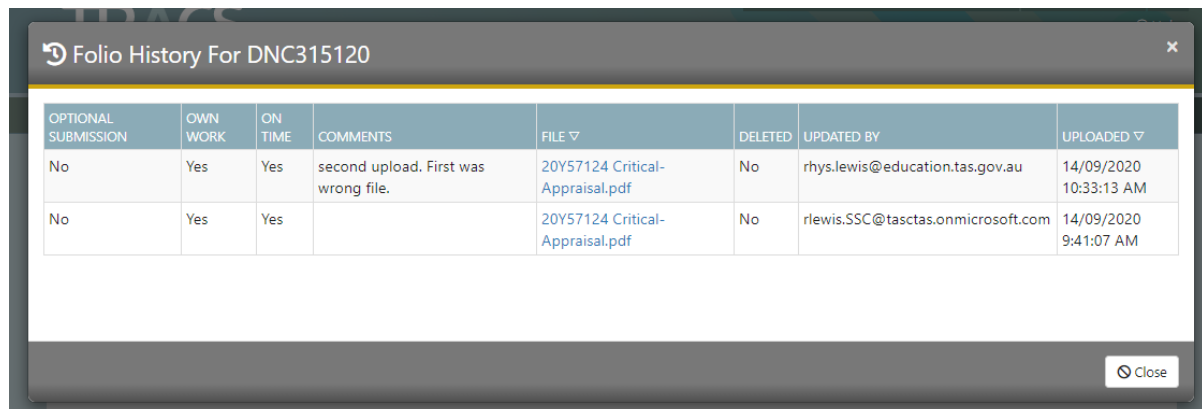
Exams Upload a new version

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



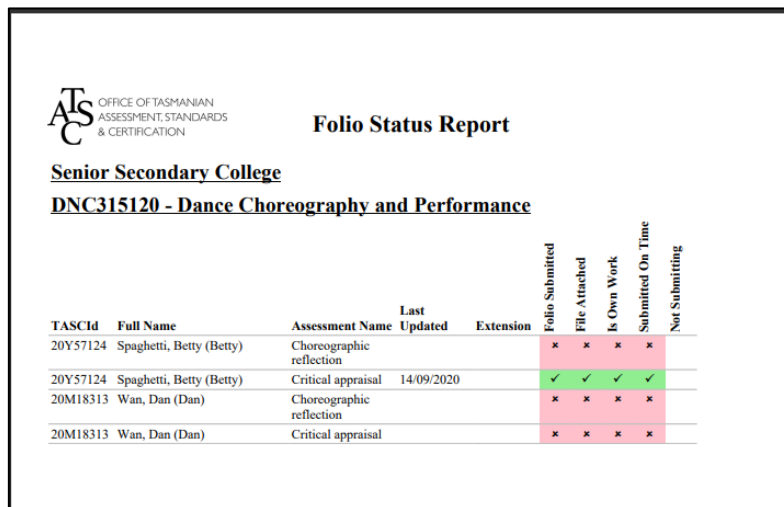
Folio History For DNC315120

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	
20Y57124	Spaghetti, Betty (Betty)	Critical appraisal	14/09/2020		✓	✓	✓	✓	
20M18313	Wan, Dan (Dan)	Choreographic reflection			x	x	x	x	
20M18313	Wan, Dan (Dan)	Critical appraisal			x	x	x	x	

Things to know

- Folios **must** be submitted in TRACS within two (2) working days of the [date due to teachers](#). TRACS will be open for folio uploads two weeks before that date, so you can begin uploading whenever you are ready.
- TASC recommends that you start uploading folios as soon as you are able. Folios that have already been uploaded may be updated later if change are required.
- The title of the folio file **must** begin with the student's TASC ID (and zipped if the folio consists of more than one file) to ensure TRACS will accept the file.
- The following **cannot** be identified in the student's folio or in the folio file name:
 - student's name
 - student's school
 - student's teacher
- You must select **Non-Electronic Folio Submission** if your course does not require folios to be uploaded to TRACS. See *How each course submits folios to TASC* on the [TRACS Resources page](#), under *TRACS and external assessment*.
- If it is not appropriate to tick either or both of the following boxes:
 - ***I can verify that the submitted work is the student's own work.***
 - ***I can verify that the student submitted their work on time by the due date to the teacher.***

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 TASC Liaison Officer (TLO) who will contact TASC as soon as possible.