

How to...

Re-upload Student Folios

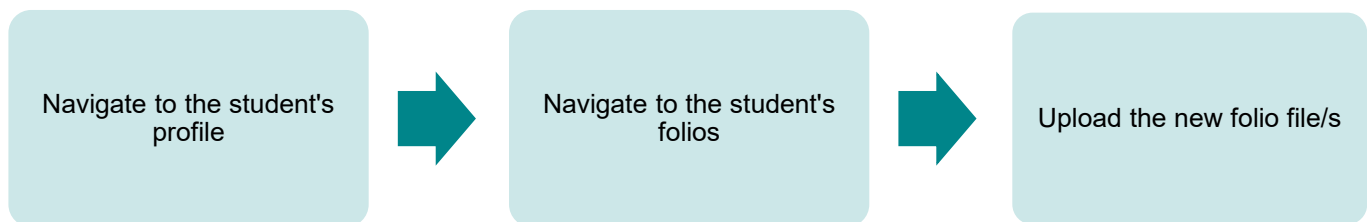
This guide is for:

- Teachers of courses with folios as the external assessment.

IMPORTANT:

- If the folio contains multiple files, it must be zipped to ensure TRACS accepts the file.
- The title of the folio file or zip file must begin with the student's TASC ID. 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.
- Deadlines for submission of externally assessed folios vary between courses. For more information about submitting folios, including deadlines, refer to the *Guidelines, Due Dates and Folio Declarations* section of the [Externally Assessed Folios](#) webpage.
- If you are unable to meet the deadline, contact your TASC Liaison Officer (TLO) who will contact TASC as soon as possible.

Quick version

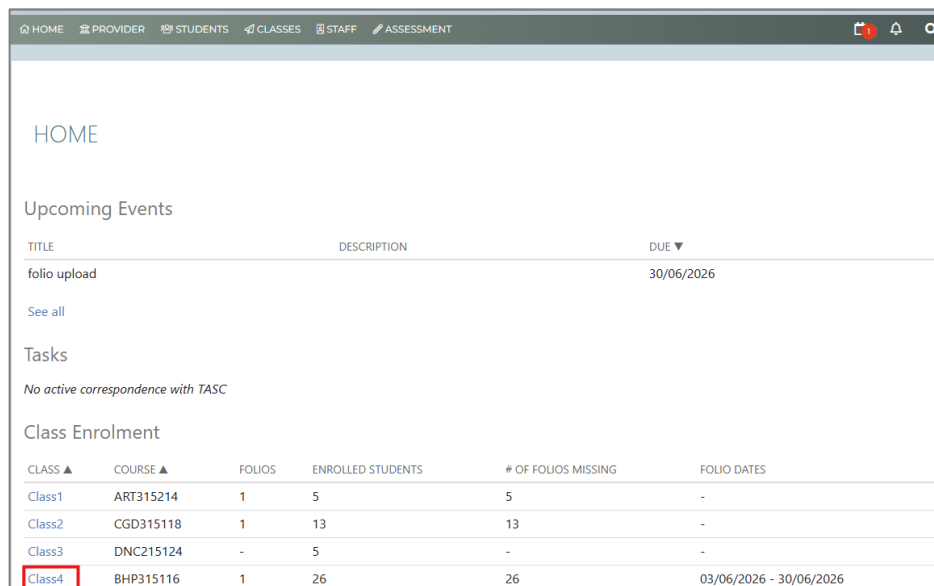


Detailed version

1. Navigate to the student's profile

There are two ways to navigate to the student's profile in TRACS:

- **On the TRACS homepage:**
 - i. You should see *Upcoming Events*, *Tasks* and *Class Enrolment*. Find the *Class Enrolment* section to view all your classes, then click on the class the student is enrolled in.



The screenshot shows the TRACS homepage with a navigation bar at the top containing links for HOME, PROVIDER, STUDENTS, CLASSES, STAFF, and ASSESSMENT. The main content area is titled 'HOME' and includes sections for 'Upcoming Events', 'Tasks', and 'Class Enrolment'. The 'Class Enrolment' section contains a table with columns: CLASS, COURSE, FOLIOS, ENROLLED STUDENTS, # OF FOLIOS MISSING, and FOLIO DATES. The table lists four classes, with 'Class4' highlighted by a red box.

CLASS ▲	COURSE ▲	FOLIOS	ENROLLED STUDENTS	# OF FOLIOS MISSING	FOLIO DATES
Class1	ART315214	1	5	5	-
Class2	CGD315118	1	13	13	-
Class3	DNC215124	-	5	-	-
Class4	BHP315116	1	26	26	03/06/2026 - 30/06/2026

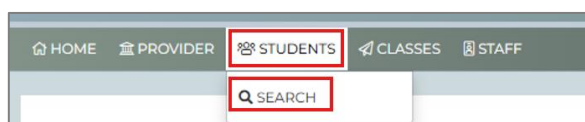
- ii. On the *Class* page, scroll down to the *STUDENTS* section, and find the student in the list and then click on the student's name to open their profile.



The screenshot shows the 'STUDENTS' section of the Class page. It contains a table with columns: NAME, DOB, TASC ID, FOLIO/MULTIPLE - INVESTIGATION PROJECT, and FOLIO/PANEL - PRESENTATION. The first row, 'Spaghetti, Betty', is highlighted by a red box.

NAME	DOB	TASC ID	FOLIO/MULTIPLE - INVESTIGATION PROJECT	FOLIO/PANEL - PRESENTATION
Spaghetti, Betty	12 Nov 2008	25U12345		
Wan, Dan	12 May 2008	25P67890		

- **OR** Via the *STUDENTS* tab:
 - i. Hover on the *STUDENTS* tab, and then click *SEARCH*.



- ii. Type in the TASC ID or other identifying information into the fields then click Search.

Student

SEARCH

FAMILY NAME

GIVEN NAME

TASC ID

ED ID / STUDENT ID

DOB

- iii. Below the search fields, there will be a table under *RESULTS* listing all the students matching the search. Look for the student in the list and then click on the relevant row to open the student profile.

Note: If the information you provided in the search is incorrect or vague, this may result in too many or too few results so you may need to refine your search.

RESULTS						
TITLE	GIVEN NAME ▾	FAMILY NAME ▾	DATE OF BIRTH	TASC ID	EDID / STUDENT ID	ORGANISATION
	Betty	Spaghetti	12/11/2008	25U123456	123456	Senior Secondary College

2. Navigate to the student's folios

- a. Once on the student profile, click on the *EXAMS* tab.

Student

BETTY SPAGHETTI

25U123456 (TASC ID) / 123456 (STUDENT ID)

DETAILS ADDRESS ENROLMENTS **EXAMS** RESULTS

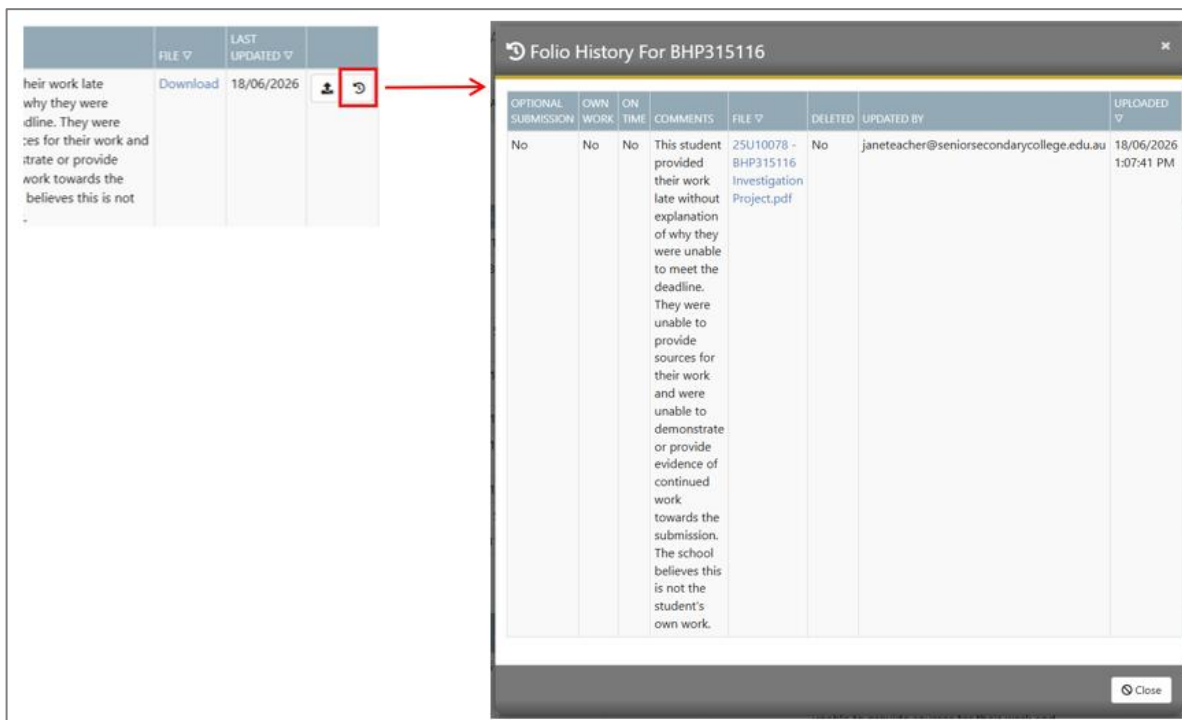
- b. Towards the bottom of the page, you should see *Folios*. There may be multiple rows if the student has multiple courses with folio based external assessment items. Refer to the *YEAR*, *COURSE* and *NAME* columns to identify the file you would like to update.

Folios									
YEAR	COURSE ▾	NAME ▾	OPTIONAL	OWN WORK	ON TIME	EXTENSION ▾	COMMENTS	FILE ▾	LAST UPDATED ▾
2026	BHP315116	Investigation Project	No	No	No		This student provided their work late without explanation of why they were unable to meet the deadline. They were unable to provide sources for their work and were unable to demonstrate or provide evidence of continued work towards the submission. The school believes this is not the student's own work.	Download	18/06/2026
2026	HSM315117	Investigation Project						Not submitted	

- c. Once you have found the item, you can click *Download* in the *FILE* column to view what was submitted originally.

	FILE ▾	LAST UPDATED ▾	
r work late y they were	Download	18/06/2026	 

- d. If you would like to see the upload history, you can click on the  (counterclockwise arrow) button. This may be beneficial to check whether the new file has already been uploaded or to check for changes to the original submission.



The screenshot shows a table with columns: FILE ▾, LAST UPDATED ▾, and two action buttons. A red box highlights the refresh icon (counterclockwise arrow) in the action buttons column. An arrow points from this box to a modal window titled 'Folio History For BHP315116'. The modal window contains a table with the following data:

OPTIONAL SUBMISSION	OWN WORK	ON TIME	COMMENTS	FILE ▾	DELETED	UPDATED BY	UPLOADED ▾
No	No	No	This student provided their work late without explanation of why they were unable to meet the deadline. They were unable to provide sources for their work and were unable to demonstrate or provide evidence of continued work towards the submission. The school believes this is not the student's own work.	25U10078 - BHP315116 Investigation Project.pdf	No	janeteacher@seniorsecondarycollege.edu.au	18/06/2026 1:07:41 PM

A 'Close' button is located at the bottom right of the modal window.

3. Upload the new folio file/s

- a. To upload a new folio file or zip file, click on the  upload (upwards arrow) button.

	FILE ▾	LAST UPDATED ▾	
r work late y they were be. They were	Download	18/06/2026	 

- b. In the dialog box that appears, you will have the same options as when you uploaded the folio initially and fields will be populated with the options selected in the last upload. You can adjust these if necessary or leave them as is.

Submit Student Folio For BHP315116

ASSESSMENT NAME
Investigation Project

ASSESSMENT TYPE
Folio/Multiple

☐ NON-ELECTRONIC FOLIO SUBMISSION

☐ STUDENT NOT SUBMITTING FOR THIS COURSE

25U123456_SKM_C550i26083115380.pdf [Replace file...](#)

Please select Yes or No for each statement.

I confirm that, to the best of my knowledge, the folio submitted by this student is their own work and meets the authentication requirements of this course, including any requirements relating to the use of artificial intelligence (AI).

In making this declaration, I have applied the school's authentication processes, including monitoring the student's work and sighting work throughout its development.

☒ Yes ☐ No

I confirm that the student submitted the folio by the school's internal due date.

☒ Yes ☐ No

If you cannot confirm either statement, provide a brief reason why:

[Close](#) [Save](#)

- c. To replace the folio file/s, click on *Replace file...* next to the existing file name.

Submit Student Folio For BHP315116

ASSESSMENT NAME
Investigation Project

ASSESSMENT TYPE
Folio/Multiple

☐ NON-ELECTRONIC FOLIO SUBMISSION

☐ STUDENT NOT SUBMITTING FOR THIS COURSE

25U123456 - BHP315116 Investigation Project.pdf [Replace file...](#)

Tick the following statements if they are applicable.

- d. The file name will be replaced with *Choose File* and *Upload* buttons. To upload the new file, click on *Choose File* and select the file from your computer, or drag and drop the file, then click *Upload*.

ATTACHMENTS

[Choose File](#) No file chosen

[Upload](#)

- e. Once you have uploaded the new file and made any other changes to the folio submission, click **Save** to complete the submission.

Submit Student Folio For BHP315116

ASSESSMENT NAME

Investigation Project

ASSESSMENT TYPE

Folio/Multiple

☐ NON-ELECTRONIC FOLIO SUBMISSION

☐ STUDENT NOT SUBMITTING FOR THIS COURSE

File

25U123456.pdf

Please select Yes or No for each statement.

I confirm that, to the best of my knowledge, the folio submitted by this student is their own work and meets the authentication requirements of this course, including any requirements relating to the use of artificial intelligence (AI).

In making this declaration, I have applied the school's authentication processes, including monitoring the student's work and sighting work throughout its development.

☒ Yes ☐ No

I confirm that the student submitted the folio by the school's internal due date.

☒ Yes ☐ No

If you cannot confirm either statement, provide a brief reason why:

Close

Save