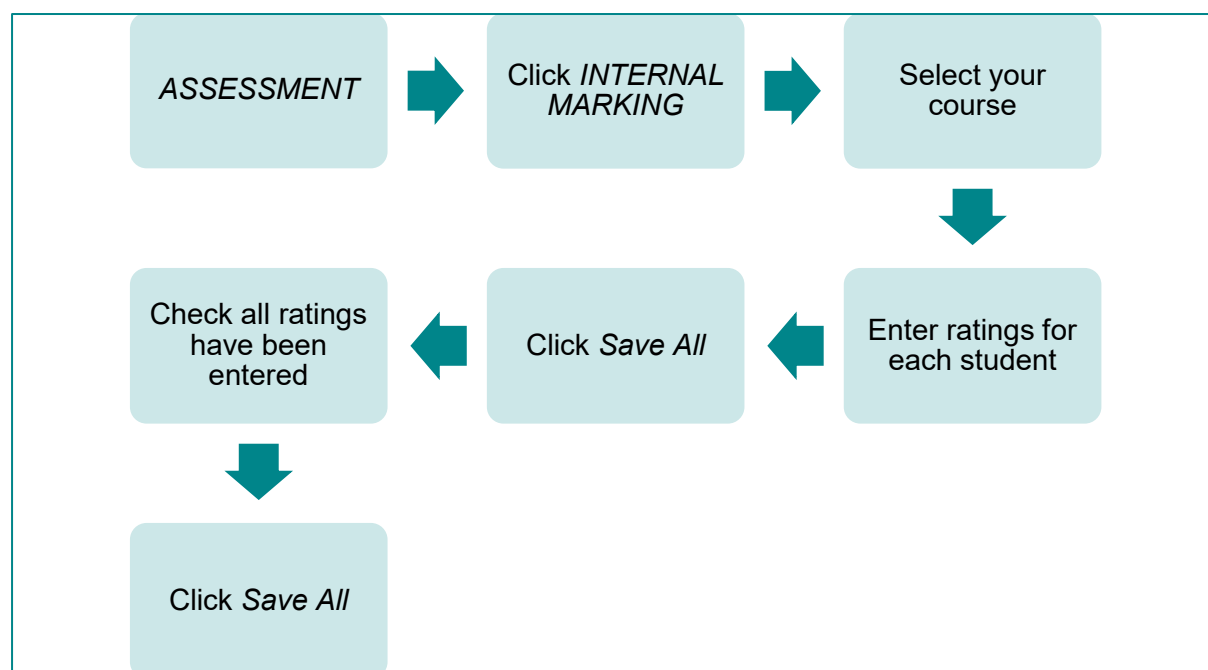


How to...enter internal ratings into TRACS

This document is for:

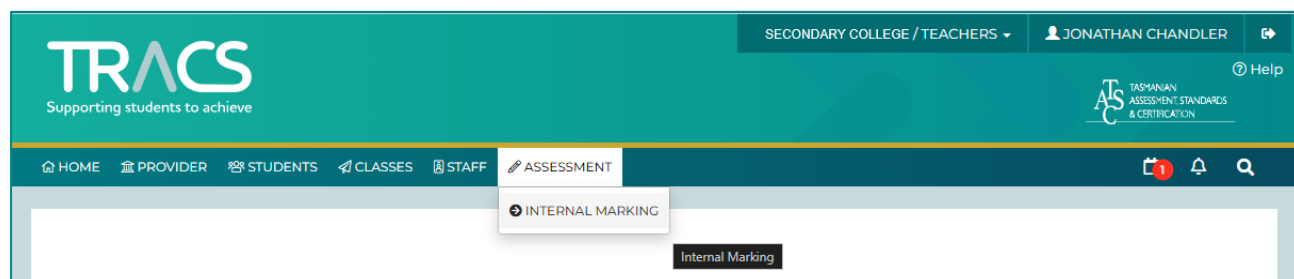
- teachers from Catholic and Independent schools (non-DECYP)

Quick version



Detailed version

1. Go to the **ASSESSMENT** menu and select **INTERNAL MARKING**:



2. The INTERNAL MARKING screen will be displayed:

INTERNAL MARKING

CLASS
Nothing selected

STUDENTS

TASC ID ▼	SURNAME ▼	GIVEN NAME ▼	DOB ▼
No student data found			

Save All

3. Select the course you are teaching that you want to enter ratings for from the drop-down menu:

INTERNAL MARKING

CLASS
Nothing selected

ANH315117 - Ancient History (ANH)

STUDENTS

TASC ID ▼	SURNAME ▼	GIVEN NAME ▼	DOB ▼
No student data found			

Save All

4. Where ratings have not been entered for a student, the cells will be shown in red (deidentified for privacy):

INTERNAL MARKING

CLASS
ANH315117 - Ancient History (ANH)

STUDENTS

TASC ID ▼	SURNAME ▼	GIVEN NAME ▼	DOB ▼	C 1	C 2	C 3	C 4	C 5	C 6	C 7	C 8
26W64476			28/07/2009								
22R56068			22/07/2008								
26V14021			19/05/2009								

5. For each student, select a rating from the drop-down menu for each criterion in your course:

INTERNAL MARKING

CLASS
ANH315117 - Ancient History (ANH)

STUDENTS

TASC ID ▾	SURNAME ▾	GIVEN NAME ▾	DOB ▾	C 1	C 2	C 3	C 4	C 5	C 6	C 7	C 8
26W64476			28/07/2009	▾	▾	▾	▾	▾	▾	▾	▾
22R56068			22/07/2008	A	▾	▾	▾	▾	▾	▾	▾
26V14021			19/05/2009	B	▾	▾	▾	▾	▾	▾	▾
26A99860			24/04/2009	C	▾	▾	▾	▾	▾	▾	▾
25W70582			1/01/2008	t	▾	▾	▾	▾	▾	▾	▾
				z	▾	▾	▾	▾	▾	▾	▾

6. You can see the details/statement for each criterion by hovering over it:

INTERNAL MARKING

CLASS
ANH315117 - Ancient History (ANH)

STUDENTS

TASC ID ▾	SURNAME ▾	GIVEN NAME ▾	DOB ▾	C 1	C 2	C 3	C 4	C 5	C 6	C 7	C 8
26W64476			28/07/2009	▾	▾	communicate historical ideas and information	▾	▾	▾	▾	▾
22R56068			22/07/2008	▾	▾	▾	▾	▾	▾	▾	▾

7. When you have entered the student's ratings, they will turn from red to yellow:

INTERNAL MARKING

CLASS
ANH315117 - Ancient History (ANH)

STUDENTS

TASC ID ▾	SURNAME ▾	GIVEN NAME ▾	DOB ▾	C 1	C 2	C 3	C 4	C 5	C 6	C 7	C 8
26W64476			28/07/2009	▾	▾	▾	▾	▾	▾	▾	▾
22R56068			22/07/2008	A	B	C	B	A	A	C	B
26V14021			19/05/2009	▾	▾	▾	▾	▾	▾	▾	▾

8. Select Save All which is at the bottom of the screen. The ratings will turn green:

STUDENTS

TASC ID ▾	SURNAME ▾	GIVEN NAME ▾	DOB ▾	C 1	C 2	C 3	C 4	C 5	C 6	C 7	C 8
26W64476			28/07/2009	▾	▾	▾	▾	▾	▾	▾	▾
22R56068			22/07/2008	A	B	C	B	A	A	C	B
26V14021			19/05/2009	▾	▾	▾	▾	▾	▾	▾	▾

9. You can skip marking certain criteria to come back to them later. The entered ratings will be displayed as green. You can then continue to the next student.

- After clicking *Save All*, all entered ratings are now green, but any cells where ratings are missing are shown in red.

INTERNAL MARKING

CLASS
ANH315117 - Ancient History (ANH)

STUDENTS

TASC ID ▼	SURNAME ▼	GIVEN NAME ▼	DOB ▼	C 1	C 2	C 3	C 4	C 5	C 6	C 7	C 8
26W64476			28/07/2009								
22R56068			22/07/2008	A	B	C	B	A	A	C	B
26V14021			19/05/2009	B		A	A	C	B	C	A
26A99860			24/04/2009								
25W70582			1/01/2008								

>>> Things to know:

- TLOs and Principals can also access their teachers' internal marking. A record of who has entered/changed internal ratings is kept in TRACS.
- For further TRACS support, contact TASC via either of the following:
 - Phone: (03) 6165 6000
 - Email: enquiries@tasc.tas.gov.au