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Student Summary

This import will update the roll class, attendance, behaviour and latest results for ENG, MAT and SCI. It will also create records for any new students not previously entered into TrackEd.

IMPORTANT NOTE: The excel document exported from OneSchool will not import directly. Once saved from OneSchool ALL the data must be copied and pasted onto a NEW excel document and saved so the import works correctly. We currently recommend importing one cohort file at a time.

In OneSchool

1. Go to Reports
2. Choose data export reports
3. Choose Student summary profile export
4. Choose year level
5. Generate report
6. Save in excel format
7. Copy data manually in excel
8. Paste data into a NEW blank excel document and save in **xlsx** format

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Student Summary)
3. Drag the **.xlsx** file you created above into the box marked "drop file to import here" (or right click to insert file)
4. Enter the calendar year for the data. Always use current data
5. There is also an optional "Import Note" space, if you'd like to include an identifier for the import
6. Each file from One School should contain a single cohort
7. When you've entered all your files, click the "Import" button, and follow the onscreen prompts

NAPLAN Summary

The NAPLAN summary adds the NAPLAN bands and scale scores. This import should be done in order from oldest to newest so that the relative gains can be calculated with each import.

In OneSchool

1. Go to Reports > NAPLAN > NAPLAN student/class reports > Student summary by class/cohort, current students
2. Choose Test year level – 3, 5, 7 or 9 (please do in order)
3. Choose the calendar year the cohort would have been in that year level.
4. For timetable period, use current timetable period (gets current enrolment only)
5. Set the year level to the current year level of students.
6. Generate the report (opens as an onscreen report – this takes a while)
7. Click the save icon (disk with an arrow)
8. Choose **csv** format
9. Choose save as.... and rename it for each year level

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (NAPLAN Summary)
3. Drag the **.csv** file you created above into the box marked "drop file here".
4. Enter the Year of the test (2015, 2016, 2017), and the test Year Level (3, 5, 7 or 9). Specifying the correct test is very important. There is also an optional "Import Note" space, if you'd like to include an identifier for the import. This will be saved to the Import Log.
5. You can download and import as many Summaries from One School as you'd like repeating steps 3 and 4 above
6. When you've entered all your Summary files, click the "Import" button, and follow the onscreen prompts.

Student Results

This will bring in achievement data for students based on reporting periods. **NOTE:** Format change in Mar 2020 **IMPORTANT NOTES:** Please import from oldest to newest reporting periods. Before importing student results ensure a Student Summary import has been done recently. This will ensure the students exist in the system first. When setting the reporting period, please use the term/semester and year that the results are from, not the graduating year. Selecting the correct period is very important.

In OneSchool

For Primary school TrackEd uses semesters (1-2) and for secondary school TrackEd users terms 1-4. Be sure you are in the correct module before doing this import. P-12 colleges should split their datasets accordingly.

1. Go to Reports > Data Export Reports > Achievement Data Export
2. Choose Semester
3. Choose reporting period(s) from list
4. Check appropriate years (for example: P-6 or 7-12). Primary and secondary results must be separated
5. Click OK
6. Choose Export.
7. This file will be saved in **.xlsx** format.

In TrackEd

1. On the Import screen, select a module for either primary or secondary (important to separate for P-12)
2. Select the import type (Student Results)
3. Drag the **.xlsx** file you created above into the box marked "drop file here".
4. Enter the Academic Year and Term in which the results were earned, not the graduating year. Selecting the correct period is very important. There is also an optional "Import Note" space, if you'd like to include an identifier for the import. This will be saved to the Import Log.
5. You can download and import as many sets of Results from One School as you'd like. Repeat steps 3 and 4 above to enter them.
6. When you've entered all your results files, click the "Import" button, and follow the onscreen prompts.

Student Photos

This import will update the student photos and should be done each year as new photos are available. You can import all cohorts at once.

IMPORTANT NOTE: If the photos import is not working please read our online support article

Prepare your photos

This import process assumes you have access to student photos with the student ID saved in the name. Photos are often delivered to schools in this format on CD or DVD from the photography company. If multiple photo sizes are available, please choose the most appropriate one. Large photos will make for PDF documents that are bigger to send via email. Small photos may reduce the quality.

1. Place the student photos in their own folder on your computer.
2. Each picture should be named with the student's ID number. There may or may not be an extension.

Filenames should be like this:

123456.png

or

987654.jpg

or

456789

In TrackEd

1. From any screen in TrackEd, click the "Import" button near the top. Once on the Import page, select a module
2. Select the import type (Student Photos), and click the Import button.
3. When you see the "Choose a folder" window, navigate to your folder of photos.

Student Details

The student details import adds the enrolment date, departed date and the Student MIS.

NOTE: This is the same file used for regular importing into IdAttend. If you are already generating this file for IdAttend you can use the same file to import into TrackEd as well. "Student Enrolment Officer" rights may be needed in OneSchool to export this file.

In OneSchool

1. Reports > Data export reports > Student Export
2. Set today's date
3. Click the open option (to open in excel)
4. Save as **.csv** with an appropriate name

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Student Details)
3. Drag the **.csv** file you created above into the box marked "drop file here" (or right click to insert file)
4. Click the "Import" button, and follow the onscreen prompts

Absence List

IMPORTANT NOTES: Before importing Absence List please ensure the Student Summary and Student Details imports have been done. Please also ensure your show holiday date has been set on the settings page.

In OneSchool

1. Go to Reports>Data Export Reports>Official Absence Download
2. Select the current year. This will export all absences for the year.
3. Export the report in **.csv** format.

In TrackEd

1. On the Import screen, select the appropriate module.
2. Select the import type (Absence List)
3. Drag the **.csv** file you created above into the box marked "drop file here".
4. Click the "Import" button, and follow the onscreen prompts.

Note: if you are not using IdAttend, you will be prompted for how many weeks of data you want to replace. We recommend at least 5 weeks each time so that historical changes are added to TrackEd

Timetable

This import contains two files and replaces our old import file type

NOTE: These are the same files used for regular importing into IdAttend. If you are already generating these files for IdAttend you can just use the same files to import into TrackEd as well. "Timetable Admin" rights may be needed in OneSchool to export these files.

In OneSchool

1. Student Class File

1. Reports > Data export reports > Student Class
2. Choose a date range as follows.
 - A. If on a 5 day timetable, choose dates for next week (not the current week)
 - B. If on a 10 day timetable, choose dates for the next 2 weeks (not the current week)
 - C. If it is the last week of term, choose the current week only.
3. Click the open option (to open in excel)
4. Save as **.csv** with an appropriate name

2. Timetable File

1. Reports > Data export reports > Timetable
2. Choose a date range as follows.
 - A. If on a 5 day timetable, choose dates for next week (not the current week)
 - B. If on a 10 day timetable, choose dates for the next 2 weeks (not the current week)
 - C. If it is the last week of term, choose the current week only.
3. Click the open option (to open in excel)
4. Save as **.csv** with an appropriate name

In TrackEd

1. On the Import screen, select secondary
2. Select the import type (Timetable)
3. Drag the two **.csv** files you created above into the boxes marked "drop file here" (or right click to insert file)
4. Click the "Import" button, and follow the onscreen prompts

Parent List

This import was added in v3.305 and replaces the old 'Parent Details' import. This import updates the parent email addresses and respects the field 'receives correspondence', omitting addresses where this is marked as "N". We suggest re-importing this file before bulk email campaigns involving parents.

In OneSchool

1. Go to Reports > Student Management > Parent information > Parent list report
2. No need to change options
3. Click Generate Report.
4. Copy OneSchool output into a new Excel spreadsheet.
5. Save as **.xlsx** with an appropriate name

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Student List)
3. Drag the **.xlsx** file you created above into the box marked "drop file here" (or right click to insert file)
4. Click the "Import" button, and follow the onscreen prompts

Dynamic Student List

IMPORTANT NOTE: This import is designed to add QCAA and LUI numbers to each student record. This import must be done for other imports that rely on those IDs to work (eg SLIMs and FULLOPs)

In OneSchool

1. Go to Reports > Student management > Lists > dynamic student list report
2. Choose year levels
3. Leave all other settings alone... except .. Display fields > LUI, QCAA number, USI, *Actual Start Date (* for v3.181 or higher)
4. Choose Report render type – Excel
5. Generate report
6. Save and name appropriately
7. Open file in Excel
8. Save again as an **.xlsx** file format (Excel Workbook in windows 8 and windows 10)

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Dynamic Student List)
3. Drag the **.xlsx** file you created above into the box marked “drop file here”.
4. Click the “Import” button, and follow the onscreen prompts.

Unit Progress

This import allows schools to monitor year 11 and 12 students as they progress through units 1-4. The template can be exported for general, applied or all subjects, and allows staff to enter an outcome (S or U), Result (A-E), a monitor flag and a points value. Only the outcome field is required. You can import the template as a predicted outcome (ie mid unit) or as a confirmed result. TrackEd will display predictions differently but still update estimated QCE points according to the fullest and latest import.

Export template from TrackEd

1. From the home page select a cohort to export
2. Click the pink 'export' button then 'Unit Progress'
3. Select the unit, the export type and subjects to export, then click the export button.
4. The template(s) will be saved to the TrackEd_Docs folder
5. Staff should fill in the 'outcome' column with an S or U at a minimum. The result, monitor and points columns are all optional, but give more detail for tracking progress. The monitor column can contain an "x"

In TrackEd

1. On the Import screen, select the secondary module.
2. Select the import type (Unit Progress)
3. Drag the **.xlsx** file you created above into the box marked “drop file here”.
4. Click the “Import” button, and follow the on-screen prompts.

If you have one file for each staff member you can use the subfolder import method as follows...

1. On the Unit Progress import page click 'import from folder'
2. Follow the on-screen instructions, being very sure that **only the new files** you want to import are in the import folder.
3. Once ready click 'import from files' to import all files in the import folder. You will only get one import review page, not one for each file.

SMS Unit Results

This import will update the unit progress (S or U) outcomes in TrackEd from the Student Management System. The export is one file per subject at this stage. This can be imported as often as required and outcomes in TrackEd will be updated.

In Student Management

1. Log in to the QCAA Portal using your secure log in information
2. Select Student Management
3. Select Enrolments and Results
4. Enter your completion year, Subject Offering and Result Item (Unit 1 or 2)
5. Select the export to **CSV** tab on the right.
6. Save.

In TrackEd

1. On the Import screen, select the proper module (primary or secondary).
2. Select the import type (SMS Unit Results)
3. Drag the **.csv** file you created above into the box marked "drop file here".
4. When the file is dropped, the correct subject code and unit number should be automatically filled in, based on the file name. If not, please enter this information. This information is very important to make sure the results are attributed correctly. There is also an optional "Import Note" space if you'd like to include an identifier for the import. This will be saved to the Import Log.
5. You can download and import as many sets of Results from One School as you'd like. Repeat steps 3 and 4 above to enter them.
6. When you've entered all your results files, click the "Import" button, and follow the onscreen prompts.

VET Competencies

Student VET Competency information can be imported from Student Management one qualification at a time, into TrackEd and displayed on the VET Competencies Profile page. During the import TrackEd will also populate the 'VET' tab on the profile with current progress towards the qualification. This export is only available from Student Management for internal VET. For external VET you might like to use the 'VET Template' import until a better import is available from an external source.

In Student Management

1. QCAA secure login
2. Student Management Tile
3. Reports Menu option
4. VET Qualification – expand
5. Select Qualification to download
6. Open file
7. Save as a **.CSV**, but retain the name already assigned to the file.
8. Repeat for other Qualifications if desired.

In TrackEd

1. On the Import screen, select Secondary module.
2. Select the import type (VET Competencies)
3. Drag the **.CSV** file you created above into the box marked "drop file here".
4. Enter an optional "Import Note" in the space if you'd like to include an identifier for the import. This will be saved to the Import Log.
5. You can download and import as many Qualifications from the Student Management Portal as you'd like.
6. Repeat steps 3 and 4 above to enter them.
7. When you've entered all your files, click the "Import" button, and follow the onscreen prompts.

VET Template

This import was added for schools manually tracking external VET in a spreadsheet. You can manage progress in the template file and import into TrackEd as often as required. This will update the VET tab on the TrackEd profile.

Export template from TrackEd

1. On the Import screen, select the Secondary module.
2. Select the import type (VET Template)
3. Select the green "Save Template" button. A spreadsheet named "VET_TEMPLATE_XXXX.xlsx" will be placed in your TrackEd_Docs folder, on your desktop.
4. Enter the requested data in each of the columns. Note that some of the columns are optional. Options for Learning Type are Core, Preparatory and Enrichment.
5. Note that for the "Estimated Points" column, any empty cells will be ignored. For those students, any Estimates previously entered in TrackEd will remain.
6. If you wish to mark withdrawn students, use a "Y" in the withdrawn column. This will set their "Estimated" points to their achieved points in TrackEd

In TrackEd

1. On the Import screen, select the Secondary module.
2. Select the import type (VET Template)
3. Drag the .xlsx file you created above into the box marked "drop file here".
4. Enter an optional "Import Note" in the space if you'd like to include an identifier for the import. This will be saved to the Import Log.
5. You can import as many spreadsheets as you'd like. Repeat steps 3 and 4 above to enter them.
6. At the right of the screen, select the type of ID (EQID, LUI, or USI) used to identify students in the spreadsheets.
7. When you've entered all your files, click the "Import" button, and follow the onscreen prompts.

Task Assessment

Adds ISMG scores for tasks using either a TrackEd template or a template matching that required to upload into SMS. TrackEd can even generate the file to upload into SMS, so you can use either format to collect the data. Ensure the Timetable is up to date before exporting the templates from TrackEd.

Export Template from TrackEd

1. On the Student Profile or List view, click the pink 'export' button, then 'Task Assessment'
2. A popup will open with a number of options. A selection must be made in each box.
 - 2a. Cohort – the cohort you'd like to prepare data for
 - 2b. Unit – either Unit 1&2 or Unit 3&4. This choice will determine which tasks you can choose from below
 - 2c. Subject – the first 3 letters of the Subject ID. The exported spreadsheet will consist of students in the selected cohort who have the selected subject in their current timetable.
 - 2d. Task – the options will be for IA1, IA2, etc or FIA1, FIA2, etc depending on the Unit choice above. The spreadsheet exported will be for the one selected task only.
 - 2e. Export File Options – Choose whether you'd like your data in one big file, or broken out into separate sheets for each staff member. Select SMS format if you want that file type.
3. When you've made your choices, click "Export Task Assessment" to continue.
4. The template(s) will be saved to the TrackEd_Docs folder

In TrackEd

1. On the Import screen, select the proper module (primary or secondary).
2. Select the import type (Task Assessment)
3. Drag the .xlsx file you created into the box marked "drop file here".
4. At the right, select whether your .xlsx file was created using the TrackEd or SMS format.
5. There is an optional "Import Note" space if you'd like to include an identifier for the import. This will be saved to the Import Log.
6. You can import as many spreadsheets as you'd like. Repeat steps 3 and 4 above to enter them.
7. When you've entered all your spreadsheets, click the "Import" button, and follow the onscreen prompts.

Tracking Template

This tool is designed to allow you to import student tracking data in nearly any form. It is useful for datasets not currently supported by other TrackEd imports and for imports of data that are specific for your school. This is also the import for PAT M and PAT R data

IMPORTANT NOTES: Tracking templates are configured in TrackEd first or you can use one of our starting templates. Please visit our Tracking Template support articles for more information.

Export template from TrackEd

1. Click the Excel icon beside the Tracking Template Imports button. On the following page, choose a prepared template you want to use, or create a new one.
2. Choose the 'EDIT' button to change any column headings or add new column headings. Also check the boxes for detailed or simple view depending on which report options you want the data displayed in.
- 3a. Choose the 'EXPORT TEMPLATE' option to get an empty excel sheet with just heading names, ready to fill in.
- 3b. You can instead have a list of students on the list page and use the pink 'export student as a tracking template' button at the top right. This will export a template populated with student names and IDs
4. Copy your students' information into the Tracking Template, leaving the exported column headers in place, and using them for guidance in positioning your data. Names are optional and don't need to be separated into two columns
5. Please do not alter the first column as TrackEd uses this column to match the data with each template. Save and close the **.xlsx** before importing

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Tracking Template)
3. Drag the **.xlsx** file you created above into the box marked "drop file here" then set the year and term that the data is from.
4. There is an optional "Import Note" space, if you'd like to include an identifier for the import. This will be saved to the Import Log.
5. You can import as many Tracking Templates as you'd like. Repeat steps 3 and 4 above to enter them.
6. When you've entered all your Tracking Template files, click the "Import" button, and follow the onscreen prompts.

NAPLAN Item Response

This import brings in data at a question level per student. As such it does take a while to run. TrackEd marks the import against our own answer key and as such we do need to issue an update a week or two after the official results are published so that this information can be imported.

In OneSchool

1. Go to Reports/NAPLAN/NAPLAN Student-Class Reports
2. Student Item Responses By Class/Cohort – Current Students
3. Then complete the form with information you require
 - a. Test Year Level – NAPLAN TEST YEAR
 - b. For year – Calendar year of NAPLAN test
 - c. Timetable Period – choose current timetable period
 - d. Year Level – Year the students are currently in
 - e. Select all Strands – IMPORTANT
4. Generate Report
5. Use button at top of document to save as a **CSV** file in a location of your choice.

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (NAPLAN Item Response)
3. Drag the **.csv** file you created above into the box marked "drop file here".
4. Click the "Import" button, and follow the onscreen prompts.

Extra Curricular

This import will populate the extra curricular profile tab options and extra curricular report option

In OneSchool

1. Go to Data Export Reports
2. Select the Extra Curricular Involvement Export
3. Choose the date range you would like. Its okay if your data overlaps your last import a bit, duplicate records will be deleted.
4. Choose the Year Level to export.
5. Click "Generate Report". This report should be saved as an **.xls** file.

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Extra Curricular)
3. Drag the **.xls** file you created above into the box marked "drop file here".
4. Click the "Import" button, and follow the onscreen prompts.

Positive Behaviour

This import will populate the positive behaviour profile tab options and positive behaviour report option.

In OneSchool

1. Go to Reports -> Behaviour History -> Positive Behaviour Data Export
2. Choose just the current year and leave everything else blank. Make sure "Optional Display Columns" tick boxes are clear. This will export positive behaviour incidents for all year levels for the current year, one line per incident.
3. Your exported file should be in **.xls** format
4. Copy your data from the **.xls** file and paste the data into a NEW blank Excel document and save in **.xlsx** format

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Positive Behaviour)
3. Drag the **.xlsx** file you created above into the box marked "drop file here".
4. Click the "Import" button, and follow the onscreen prompts.

Negative Behaviour

This import will populate the negative behaviour profile tab options and negative behaviour report option.

IMPORTANT NOTE: this import does not update the 'beh' total at the top of the profile and reports. Instead use the Student Summary import to update that total

In OneSchool

1. Go to Reports -> Behaviour History -> Behaviour Data Export
2. Choose just the current year and leave everything else blank
3. Your exported file should be in .xls format
4. Copy your data from the .xls file and paste the data into a NEW blank Excel document and save in .xlsx format

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Negative Behaviour)
3. Drag the .xlsx file you created above into the box marked "drop file here".
4. Click the "Import" button, and follow the onscreen prompts.

Coaching Notes

This import is for importing coaching notes gathered using a TrackEd template in excel.

IMPORTANT NOTES: Any notes are added to the top of the notes field or the internal notes field with the coach and date also recorded. Any blank cells in the excel will remain unchanged in TrackEd. The columns in the spreadsheet can be expanded to accommodate your notes, and the cells can be formatted to "wrap text" from inside excel.

Export template from TrackEd

1. Find the set of students you want to meet with.
2. Go to the list page, choose export > export coaching notes. The template is saved in .xlsx format in the TrackEd_Docs folder.
3. Student information will be profiled ready to enter date and notes from your coaching meetings.

In TrackEd

When your meetings are complete...

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Coaching Notes)
3. Drop your Coaching Template spreadsheet in the box. There is an optional "Import Note" space.
4. You can import as many Coaching Template spreadsheets as you'd like. Repeat step 3 above to enter them.
5. When you've entered all your files, click the "Import" button, and follow the onscreen prompts.

Custom Fields

This is a flexible import that allows you to import any data in a spreadsheet into TrackEd Custom Fields. Please set your custom field labels in TrackEd, on the settings, utilities tab first. Using the spreadsheet template you can paste and import any of the 25 custom fields, and only data entered into the spreadsheet will be updated in TrackEd.

Export template from TrackEd

1. Once custom fields have been configured for your school on the settings > utilities tab you can use this template to import data.
2. From the Home page select your cohort
3. From the Profile page or a List view, click the pink 'export' button then 'Custom Fields'
4. Select whether you'd like the export to include any existing data for the students, or only export a blank template with the students' names and ids.
5. The template(s) will be saved to the TrackEd_Docs folder
6. Fill in your data or paste in from other spreadsheets, but please maintain the template column order
7. Save and close before import

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Custom Fields)
3. Drag the .xlsx file you created above into the box marked "drop file here" (or right click to insert file)
4. You can import as many Custom Fields spreadsheets as you'd like. Repeat step 3 above to enter them.
5. When you are ready, click the "Import" button, and follow the onscreen prompts

QISSS Raw Result

This import is to add a 100 point scale result for each student and subject, then export it in a format ready for analysis. This is required before sending the file for analysis. These steps may be simplified in future versions.

Export template from TrackEd

1. Select a cohort to export. The last selected cohort at the time of export will be in the template.
2. Click the pink 'export' button then 'QISSS Template'
3. Select the subjects to export, then click the export button. To include all subjects, use the "Select All" button.
4. Choose the sort order (by result, last or first name).
5. The template(s) will be saved to the TrackEd_Docs folder.
6. Staff should fill in the 'Raw Result' column with a value between 1 and 100, then save for import.

In TrackEd

1. On the Import screen, select the Secondary module.
2. Select the import type (QISSS Raw Results)
3. Drag the .xlsx file you created above into the box marked "drop file here".
4. Click the "Import" button, and follow the onscreen prompts.
5. Click the pink 'export' button then 'QISSS Export'.
6. Select whether you'd like to export the current found set of students or a particular cohort.
7. Click the green "Export QISSS" button.
8. The template(s) will be saved to the TrackEd_Docs folder. Send this file for analysis

QISSS Calculation

Receive file from 3rd party provider

Use the file as sent

In TrackEd

1. On the Import screen, select the Secondary module.
2. Select the import type (QISSS Calculation)
3. Drag the **.csv** QISSS Calculation file the box marked “drop file here”.
4. Click the “Import” button, and follow the onscreen prompts.

At Risk Subjects

The at risk import is designed to populate the at risk profile (found in the purple options on the profile page). This is an optional import and is generally only done for a smaller set of ‘at risk’ student rather than whole cohorts.

Export template from TrackEd

1. Find the students you are interested in on the Profile page.
2. Use the “View At Risk Profile” button to view the At Risk data.
3. Select the year and term you want to export, or use the “latest import” button.
4. Use the “At Risk Export” button to export spreadsheets to your desktop for the selected students. There will be a number of spreadsheets, one per teacher, in **.xlsx** format.

In TrackEd

Once the exported spreadsheets are filled in with the Concerns and Strategies...

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (At Risk Subjects)
3. Drag the **.xlsx** file you created above into the box marked “drop file here”.
4. There is an optional “Import Note” space, if you’d like to include an identifier for the import.
5. You can import as many At Risk spreadsheets as you’d like. Repeat steps 3 and 4 above to enter them.
6. When you’ve entered all your At Risk files, click the “Import” button, and follow the onscreen prompts.

Extension & Support

This import is designed to populate the Extension and Support profile (found in the purple options on the profile page). This is an optional import.

Export template from TrackEd

1. Find the students you are interested in on the Profile Layout.
2. Use the “Export” button to “Export Extensions & Support Template”.
3. You have the option to export all the students together, or to receive a separate spreadsheet for each roll class.
4. Find the exported templates in your TrackEd_Docs folder. There will be two, “Extensions_Support_XXX.xlsx” and “Extensions_Support_Formatted_XXX.xlsx”.
5. Copy the data from the 'Extensions_Support' spreadsheet into the 'Extensions_Support_Formatted' spreadsheet. The formatted spreadsheet has been set up to be easier to read and use. To reliably copy the data, use the little box in the upper left corner of your spreadsheet. To paste it, right click the upper left cell of the formatted spreadsheet, and use “Paste Special”, to select “Values” to paste.
6. Now you can fill in your spreadsheet.

In TrackEd

Once you’ve completed the exported spreadsheets...

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Extension & Support)
3. Drag the formatted .xlsx file you created above into the box marked “drop file here”.
4. Click the “Import” button, and follow the onscreen prompts.

Differentiation

This import is designed to populate the Differentiation profile (found in the purple options on the profile page). This is an optional import.

Export template from TrackEd

1. Find the students you are interested in on the Profile Layout.
2. Use the “Export” button to “Export Differentiation Template”.
3. Select the year level
4. Find the exported templates in your TrackEd_Docs folder. There will be two, “Differentiation_XXX.xlsx” and “Differentiation_Formatted_XXX.xlsx”.
5. Copy the data from the Differentiation spreadsheet into the Differentiation_Formatted spreadsheet. The formatted spreadsheet has been set up to be easier to read and use. To reliably copy the data, use the little box in the upper left corner of your spreadsheet. To paste it, right click the upper left cell of the formatted spreadsheet, and use “Paste Special”, to select “Values” to paste.
6. Now you can fill in your spreadsheet (an x in a box to mark it is all that’s required). If you are updating a previous year’s plan, don’t forget to update the year level column.

In TrackEd

Once you’ve completed the exported spreadsheets...

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Differentiation)
3. Drag the formatted .xlsx file you created above into the box marked “drop file here”.
4. Click the “Import” button, and follow the onscreen prompts.

NCCD

This import is designed to populate the NCCD report. This is an optional import.

Export template from TrackEd

1. Find the students you are interested in on the Profile Layout.
2. Use the “Export” button to “NCCD Template”.
3. Find the exported templates in your TrackEd_Docs folder. There will be two, “NCCD_XXX.xlsx” and “NCCD_Formatted_XXX.xlsx”.
4. Copy the data from the NCCD spreadsheet into the NCCD_Formatted spreadsheet. The formatted spreadsheet has been set up to be easier to read and use. To reliably copy the data, use the little box in the upper left corner of your spreadsheet. To paste it, right click the upper left cell of the formatted spreadsheet, and use “Paste Special”, to select “Values” to paste.
5. Now you can fill in your spreadsheet.

If you want to create one spreadsheet for each teacher, please use the 'copy for all staff IDs' import option (separate instructions)

In TrackEd

Once you've completed the exported spreadsheets...

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (NCCD)
3. Drag the formatted **.xlsx** file you created above into the box marked “drop file here”.
4. Click the “Import” button, and follow the onscreen prompts.

If you have one file for each staff member you can use the subfolder import method as follows...

1. On the NCCD import page click 'import from folder'
2. Follow the on-screen instructions, being very sure that only the new files you want to import are in the import folder.
3. Fill out the academic year, term and import note
4. Once ready click 'import from files' to import all files in the import folder. You will only get one import review page, not one for each file.

Enrolment Interview

The Enrolment interview import will populate the enrolment profile with values collected in the enrolment interview spreadsheet. The import is only needed if the template method was used for data collection.

Export template from TrackEd

1. From the home screen, load the cohort you want
2. From the student profile page in the purple area, choose the enrolment interview profile.
3. Choose the export button to generate the template into the TrackEd_Docs folder on your desktop.

In TrackEd

Once you've completed the the data entry...

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Enrolment Interview)
3. Drag the **.xlsx** file you created above into the box marked “drop file here”.
4. Click the “Import” button, and follow the onscreen prompts.

Learning Support

This import is a subset of the Enrolment Interview fields, being just the fields in the learning support section. This allows you to use a smaller data collection template if this is all you need.

Export Template from TrackEd

1. In a Profile or List screen, create a found set of the student records you wish to export.
2. On the Import screen, select the appropriate module, Primary or Secondary.
3. Select the import type (Learning Support)
4. Select the green "Save Template" button. A spreadsheet named "Learning_Support_XXXX.xlsx" will be placed in your TrackEd_Docs folder.
5. Enter the needed data in each of the columns. You can mark data that appears in TrackEd as a checkbox with an "X".

In TrackEd

1. On the Import screen, select the appropriate module, Primary or Secondary.
2. Select the import type (Learning Support)
3. Drag the .xlsx file you created above into the box marked "drop file here".
4. Click the "Import" button, and follow the onscreen prompts.

Rung LOA

The Rung LOA import will import LOA values (ie VH10 to VL01, or A+ to E-, etc) and display them on the LOA tab option or as an extra column on the 'latest results' tab display option. These values can also be used in the ProgressTracker report.

Export template from TrackEd

1. Select the cohort you wish to rank.
2. On the Student Profile page, click the "Export" button, and then the "Export Cohort for Rung LOA" button. You'll be asked to select a subject.
3. Find the exported template in the TrackEd_Docs folder on your desktop. The template will show all the students in your selected cohort and their latest term and results.

Once you have the exported template, you can rank your students and enter their LOA values in the LOA column. When the LOA column is completed, you can import the data back into TrackEd. LOA values should start with VH, HA, SA, LA or VL, and include a number between 01 and 10. Examples of valid LOA values would be VH10, SA05 or VL03.

In TrackEd

1. On the Import screen, select the secondary module
2. Select the Rung LOA import type at left
3. Drop the template you filled in above into the yellow box.
4. Click the import button.

Your data will be imported into TrackEd. You can repeat this process as many times as you need to - each import will update any data you have previously imported

Rewards Points

This import will update the student's "Rewards" value. You can any rewards system your school might use with the TrackEd template or you can use the dedicated Vivo import format. Both options are below. Vivo is an independent 3rd party rewards system. To find out more please visit <https://www.vivoclass.com.au>

Vivo or TrackEd template

If using Vivo

1. From the Setup menu, choose Manage data
2. On the Data Management page, select Export Users
3. On the Users Export page, in the Columns to export section, select First name, Surname, Total Vivos, and UPN
4. On the Users Export page, in the Users to export section, select both Gold Club and non Gold Club members
5. Click Export. A spreadsheet will be downloaded to your computer.

If using the TrackEd template

1. On the "Import" screen, click the "Save Vivo Template" button to save the template to the TrackEd_Docs folder
2. Paste your data into the template, keeping the columns in their original order.
3. Save the file as .xlsx

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Rewards Points)
3. Drag the .xlsx file you created above into the box marked "drop file here".
4. Click the "Import" button, and follow the onscreen prompts.

OneSchool Survey

This imports a survey from OneSchool into the Survey profile in TrackEd.

In OneSchool

Create a survey in OneSchool...

1. System Administration > Configuration > Student tab > Surveys Sub-tab
2. Select 'Add new' icon
3. Enter the name, year levels and save
4. The survey will now be active and you can fill in the questions.

Once the survey has been completed...

1. Reports > Careers > Survey Data Export (last option)
2. Choose the survey to export and save as .xls
3. Column headers should read as follows... Question No, Question text, Last name, First Name, Year level, Roll Class, Student Response, Other details.

In TrackEd

1. go to the import page select
2. Select Primary or Secondary as appropriate for the group.
3. Select "OneSchool Survey" at left
4. Drop your .xls survey file in the slot and press import

New Student

Use this import to create one new student from an S1 form or similar

Export template from TrackEd

1. On the Import screen, under the "New Student" import selection, click the "Save Template" button and retrieve the spreadsheet from the TrackEd_Docs folder.
2. Enter the student information, taking care to fill in all the required data (darker boxes) on the first page, "New Student". A second sheet is also included as an example. For Primary students, enter 1 or 2 as the "Last Reporting Term", as Primary is tracked by semester. For Junior/Senior students, enter 1, 2, 3 or 4 for terms.
3. Only enter one student per spreadsheet. Additional students can be entered in separate spreadsheets.

In TrackEd

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (New Student)
3. Drag the **.xlsx** file you created above into the box marked "drop file here". There is an optional "Import Note" space, if you'd like to include an identifier for the import. This will be saved to the Import Log.
4. You can import as many New Student spreadsheets as you'd like. Repeat step 3 above to enter them.
6. When you've entered all your New Student spreadsheets, click the "Import" button, and follow the on-screen prompts.

Student Transfer

Use this to import a transfer student file sent from another school into your copy of TrackEd.

IMPORTANT NOTE: Schools sending data should be sure they have principal permission, and that they only send the correct set of students. An ID search is the best way to get the specific students in a found set before export.

Export from another TrackEd

From the school sending data...

1. Do a find to gather the students you want to export. If you have a list of student IDs to transfer, you may want to use the "ID search" to locate the student records.
2. Click through and check that only the students you want to send are in the found set.
3. Use the pink "Export" button at the top right of the Profile page, and select "Student Transfer".
4. Copy the transfer file from your TrackEd_Docs folder and send it to the new school

In TrackEd

After receiving the file from the original school..

1. On the Import screen, select a module for either primary or secondary
2. Select the import type (Student Transfer).
3. Drag the **.tracked** file sent to you into the box marked "drop file here". The file will likely be called "Student_Transfer_XXX.tracked"
4. Click the "Import" button, and follow the onscreen prompts. There can be a lot of data to transfer, especially if the file contains multiple students, so the import may be a bit slow.

		TrackEd Functionality																													
		Basic Student Profile	Basic List views	Basic Datawalls	ProgressTracker Report	Class Builder	Attendance tabs and list view	Engagement List	Timetable searches and bundling	Email Functionality	QCE Monitoring	Task Assessment Monitoring	PAT and other Diagnostics	TT Benchmark Reports	NAPLAN Item Response Analysis	Extra Curricular tab	Behaviour tab	Coaching Notes	Custom Fields	QISSS Calculation (by Denis Bridger)	At Risk Profile	Support and Extension tab & list	Differentiation Profile	NCCD Report	Enrolment Interview Profile	Learning Support in supplementary ta	Rung LOA Placements	Rewards Points	New students and transition		
Import(s) Required	Student Summary																														
	NAPLAN Summary																														
	Student Results																														
	Student Photos																														
	Student Details																														
	Absence List						2																								
	Timetable																														
	Dynamic Student List																														
	Parent Details																														
	Unit Progress																														
	SMS Unit Results Import																														
	VET Competencies																														
	VET Template																														
	Task Assessment																														
	Tracking Template																														
	NAPLAN Item Response																														
	Extra Curricular																														
	Positive Behaviour																														
	Negative Behaviour																														
	Coaching Notes																			1											
	Custom Fields																				1										
	QISSS Raw Result																														
	QISSS Calculation																														
	At Risk Subjects																						1								
	Extension & Support																							1							
	Differentiation																														
	NCCD																														
	Enrolment Interview																										1	1			
Learning Support																									1	1					
Rung LOA																															
Rewards Points																															
New Student																														1	
Student Transfer																															
ID Attend							2																								

Notes

- 1 Can be manually entered or imported
- 2 Can use either the absence list OR weekly attendance import