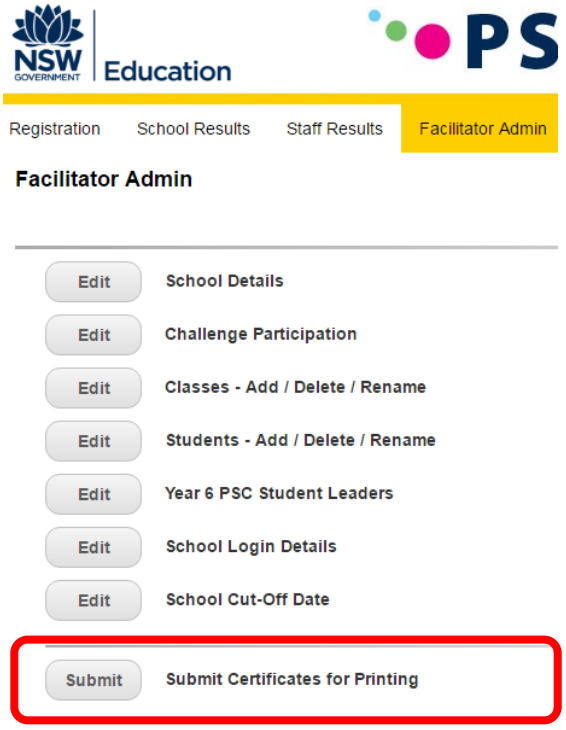
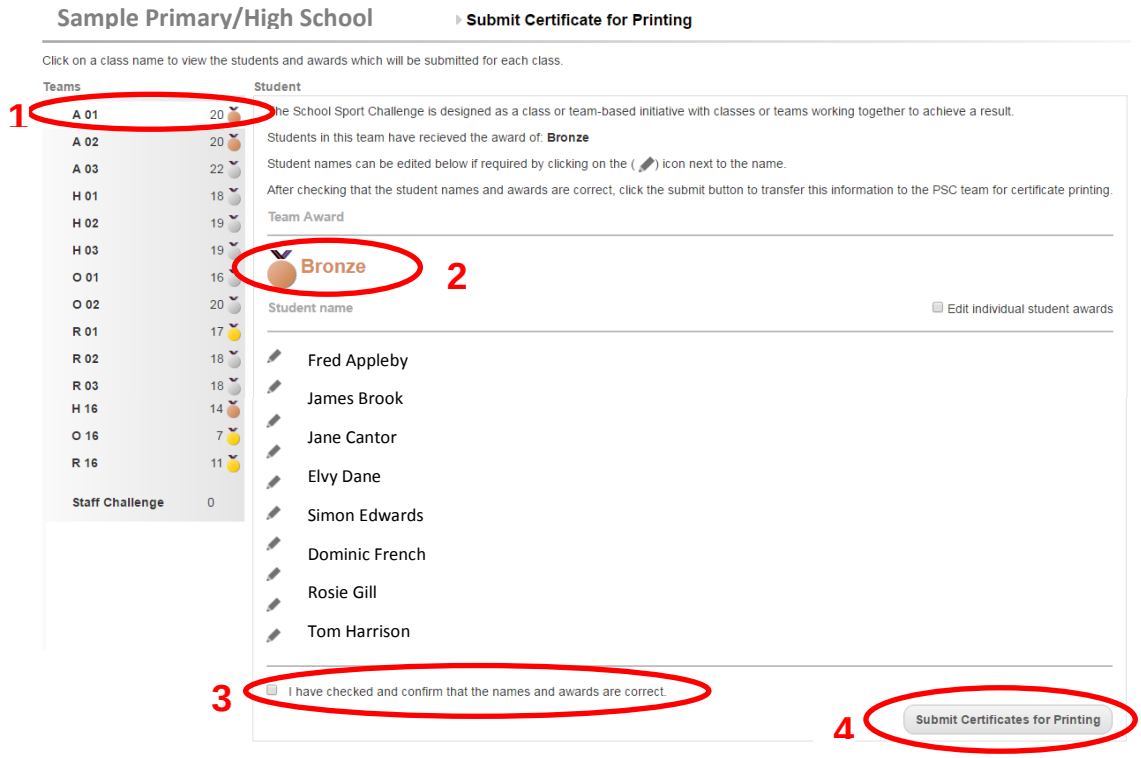
Submitting data for certificate printing



Log in to the PSC Tracker (www.psctracker.com.au) as Facilitator (using the green facilitator access button with your staff portal username and password).

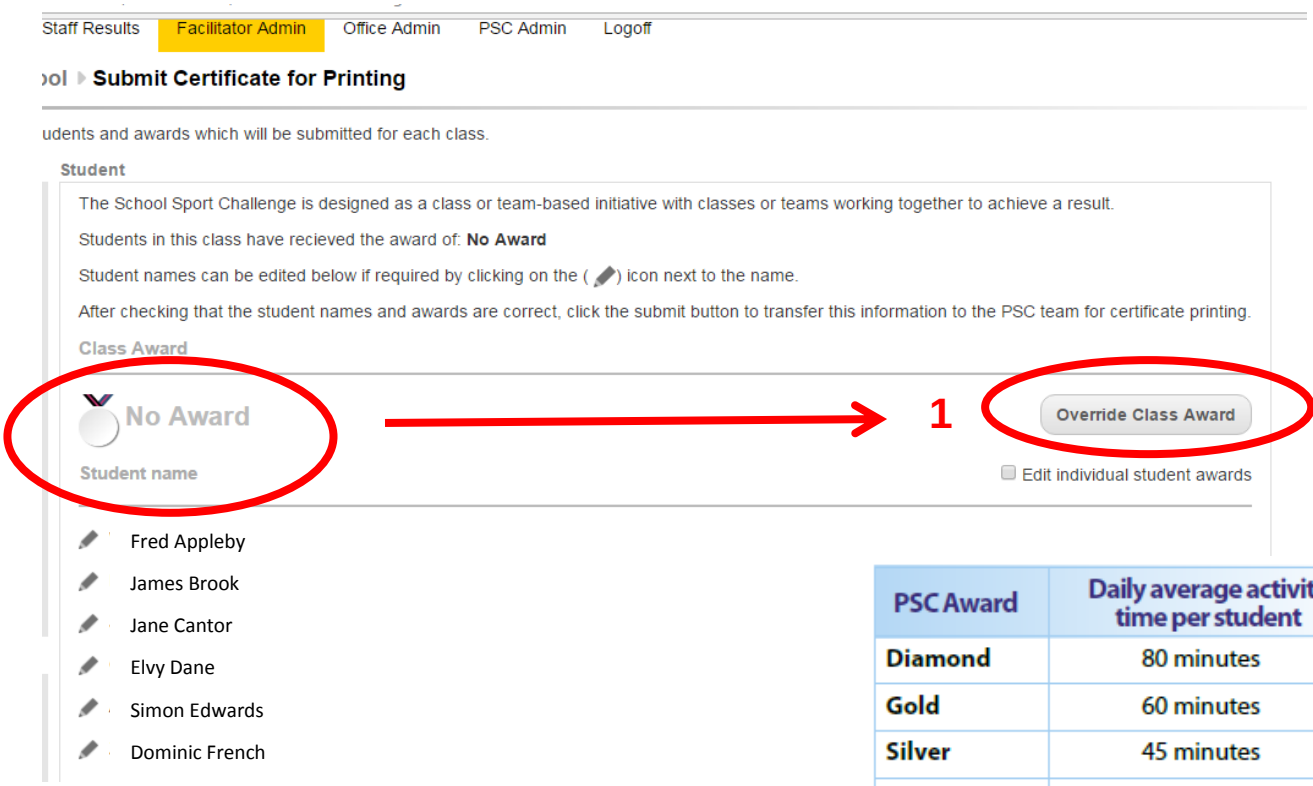
Select the **Facilitator Admin** tab,
then click the **SUBMIT Certificates for Printing** button.

1. Select the first class/team on the list.
2. Note the award level for students in this class. (See next page if you wish to revise this).
3. Check the box to confirm all student names are accurate and there's no one missing. Spelling can be amended by clicking on the corresponding pencil. (To add/delete a student from a class, you need to return to the Facilitator Admin page and select the **EDIT Students** button.)
4. Select **Submit Certificates for Printing**. Repeat for all classes/teams/Staff Challenge.



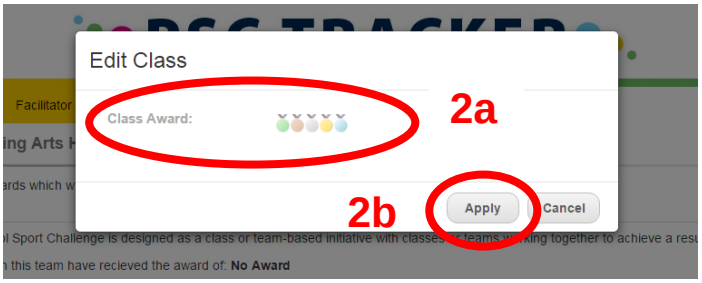
Changing or adding an award level

1. Where there's **No Award** or you have legitimate concerns that the award level does not accurately reflect the activity level of the students (remembering the award is calculated based on the average of data entered on the PSC Tracker), select **Override Class Award**.

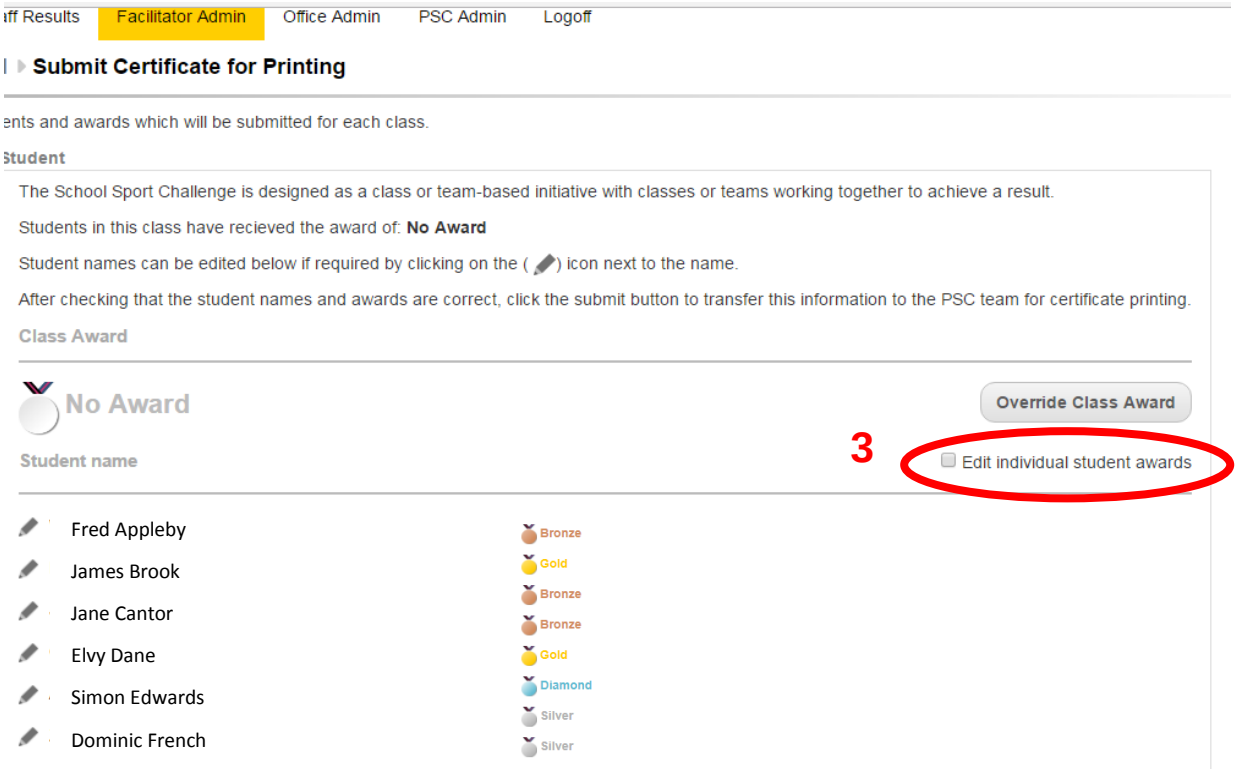


PSC Award	Daily average activity time per student
Diamond	80 minutes
Gold	60 minutes
Silver	45 minutes
Bronze	30 minutes

2. Select the **award level (2a)** and **Apply (2b).**



3. If you would you prefer to have your student's receive their individual award level select the **Edit individual student awards** checkbox and allocate their individual results if they don't already appear.



4. Check the box down the bottom to confirm the spelling of names and award levels are correct then click **Submit Certificates for Printing**.
Continue this process until all classes/teams and Staff Challenge results have been submitted.