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Start-of-year checklist

A list of administration tasks to get you and your school ready for the year

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Task	Why is this important?	How do I do this?
Update your school contact details	For us to deliver the best service, we need your most up-to-date details. School contact details are used by the SACE Board to distribute all SACE information eg examinations, special provisions, stage 1 moderation etc. For more, see My school details.	Review and update your school contact information in Schools Online under the School > School information. Changes can also be made as they occur during the year.
Transfer out students who have completed the SACE or left your school	Students who have left your school should be transferred at the beginning of every year. This is not done by the SACE Board. This allows other schools to transfer students in and cleans up your school data to make searches faster and less cluttered.	1. Select Students 2. Group Transfer Out 3. Select by homegroup or year level 4. Select students on the left 5. Transfer Out
Rollover classes, teachers, increment student year levels and manage homegroups	This process should be done at the beginning of every year prior to doing an import. Once classes and teachers are rolled over, they can be edited or deleted if required. This means you won't have to spend time creating your classes again and adding teacher accounts. Student details from the previous year are removed so that current student can be enrolled.	1. Select School 2. Rollover 3. Select the relevant radio button 4. Important Note: be mindful of the clear all home groups selection, if you would like to keep the same homegroups as the previous year please unselect. 5. Go 6. Your selections will appear on the screen for you to confirm

Add new teachers and delete teachers who have left the school. All teachers should also have a user account which allows them to log into Schools Online and PLATO. These must be linked so that teachers can view their classes and access online result sheets. You need Principal's Delegate access to log into this screen. Teachers who have left the school should also have their user account deleted. You need Principal's Delegate access to log into this screen.	Keeping your teacher and user accounts up-to-date helps us communicate targeted subject information to subject teachers. For instructional videos and guides, see [Schools online for school leaders](#)	1. Select Schools 2. User/Teacher List" Add New User 1. Select Add New User 2. Enter their email address and select Check 3. This will find them if they already have a user account 4. Provide appropriate access and SAVE. Add New Teacher 1. Select Add New Teacher 2. Enter all information in fields required and select SAVE Linking User Account and Teacher Account 1. Select users name on left of the screen 2. Find their name in the dropdown box next to Teacher: heading, select SAVE.
Create/edit Stage 1 and Stage 2 classes and allocate your teachers	This allows teachers to view and check their classes in Schools Online. It will also ensure that teachers can access their online result sheets. For instructional videos and guides, see [Schools online for school leaders](#).	Create SACE class 1. Enter subject code and search 2. Enter class details and submit Edit SACE class 1. Select the subject to view the class 2. Edit SACE Class link 3. Edit the required field SAVE.
Check eligibility of students to enrol in subjects	Language subjects and Modified Subjects have eligibility requirements. It is the school's responsibility to ensure students are eligible.	Information regarding eligibility can be found under [Coordinating the SACE](#). See Information Sheets 4,5,6,17

New students registered for SACE studies – activate Students Online account	For students to be registered for the SACE, they must be entered into Schools Online. This will enable you to enrol them into their classes. It also allows the student to log into Students Online, active their account and set their Sharing Preferences. Students can then use the SACE tracker to track their own SACE progress. For instructional videos and guides, see Schools online for school leaders. *Please encourage new SACE students to visit the following information on the SACE website. What is Students Online?	**To create an individual student** 1. Select create student 2. Enter required fields and select SAVE **To add students using imports** Importing and Exporting Guide South Australia Importing and Exporting Guide Northern Territory Students should be provided with their SACE registration number and default PIN to enable them to log in. This could align with the EIF enrolment process.
Enrol all students in classes	Enrolling students allows your school to track student completion in the SACE and their ATAR (if applicable). For instructional videos and guides, see Schools online for school leaders.	1. Select List SACE Classes 2. Select the class 3. Select Add students to the class 4. Enter your selection and view 5. Select the student(s) you would like to add and Add Students
Identify combined classes for assessment purposes	In a subject that has an examination or performance with fewer than 10 students the SACE Board recommends combining with another class. For all other subjects the teacher can choose to combine. Where a teacher has more than once class in a particular subject their classes will automatically be combined as one assessment group. For more, see Assessment groups — Stage 2. For instructional videos and guides, see Schools online for school leaders.	1. Select SACE Classes 2. Select List SACE Classes 3. Select from list or use search function 4. Select Edit SACE Class 5. Update Assessment Group if own school 6. Update Assessment School and Assessment Group if other school has a different assessment group or more than one group 7. SAVE

Check student enrolments will meet SACE completion (and/or ATAR) requirements	It's your responsibility to ensure enrolments for each student meet SACE completion (and/or ATAR) requirements. For instructional videos and guides, see Schools online for school leaders.	1. Select Students 2. Select Student Search (Own School) 3. Enter registration number only or other details if registration number not known and Search 4. Select Completion Check or ATAR
Prepare for moderation of Stage 1 Moderation and Modified Subject Review	Stage 1 Moderation/Modified Subjects Review occurs in a triennial cycle. Subjects required for Stage 1 Moderation or Modified Subjects Review are available on the Schools Online home page. For more, see Stage 1 moderation. Also see Modified Subjects - Review.	We will contact you early in the year and advise which subjects are required from your school. Anyone with Principal's Delegate or Schools Online administrator access will be able to review the subjects required for moderation or review on the home page. If the subject is listed on the home page teachers should check their SACE Class Summary. This will display a banner advising the teacher there is a moderation/revie requirement for their subject as well as the submission due date for samples.