

Preparing documents to upload into schools online

Visual Arts – Art/Design Support Guide

Preparing files to upload to schools online takes time. This is especially evident if student work is not submitted to you for assessment in an online format for marking and moderation.

The earlier that you (along with your students) can make a start getting these prepared and organised, the easier it will hopefully be when it comes to uploading at the end of the year for moderation and marking. Having students help and be a part of the process is really up to you, however, it will definitely help to lessen the workload if students are made accountable for being part of the scanning and preparing of their own documents and files.

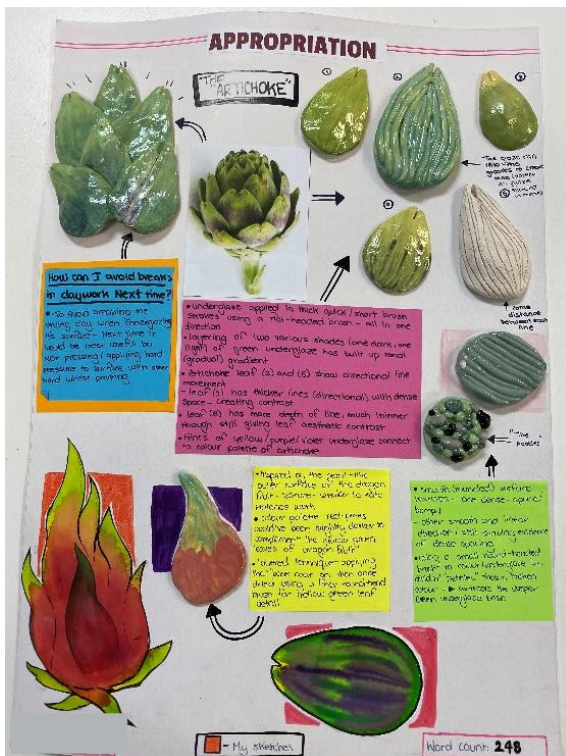
You may need to spend some time explaining and going through the process initially with students of what is required, but in the long run it will likely save you time overall, especially if you have larger class sizes.

How to scan/copy A3 pages ready for uploading to schools online

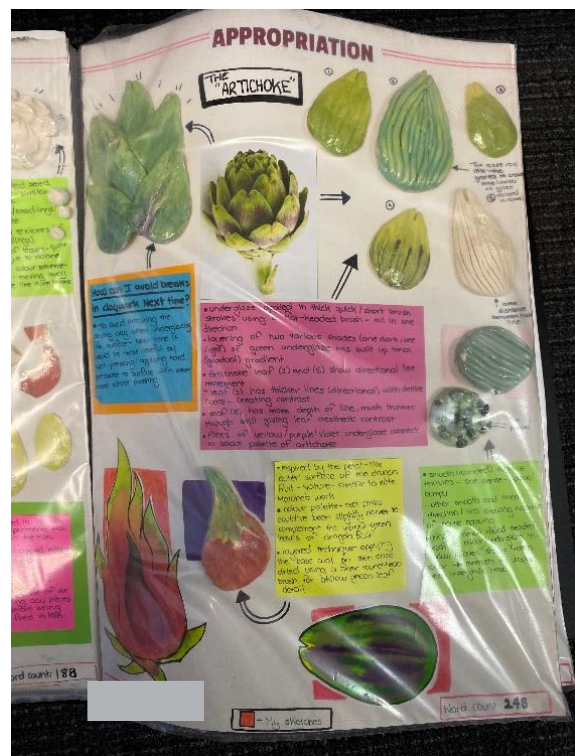
There may be instances where your students have created a visual study or pages of their folio which has 3D work which is clearly not going to be scanned or sent through a photocopier. In this instance, it would be appropriate to photograph the folio or visual study pages and then combine these individual photographs into one document for submission online.



TIP: Remember that when copying or taking images of student work to think of the reflection which may be created by the plastic folders they may currently be stored in. Remove the page before photographing or scanning for better quality image.



Photographed out of the plastic sleeve
Minimal to no reflection distractors.
Try to keep page flat when copying



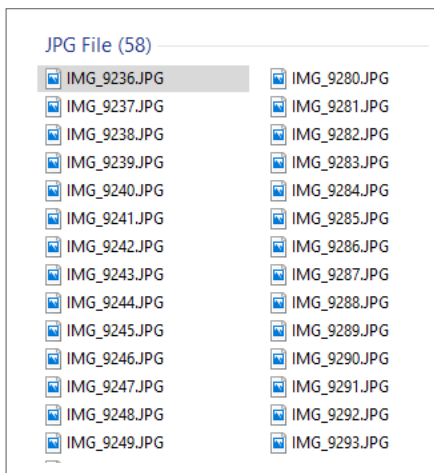
Photographed in the plastic sleeve
Reflection makes it difficult to read text. Curved page also hinders view

What if our photocopier only scans and saves as individual pages?

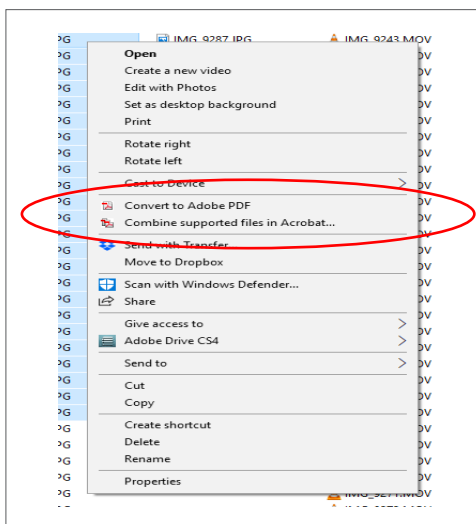
Scanning pages is probably the most common and easiest way to transfer physically created pages of a Folio or Visual Study into an online format. However, if your photocopier is older, it may not allow you to scan multiple pages and then create a final combined document at the end. It may only copy and scan pages individually and then saves them as separate, individual files. By using a software program like Adobe Photoshop you can very easily select all of these individual files and have them combine together and save automatically as one document (refer to instructions below).

How do I use ADOBE ACROBAT software to combine multiple saved documents into one individual file?

Step 1: Open up the folder where you have the individual saved image files on your computer



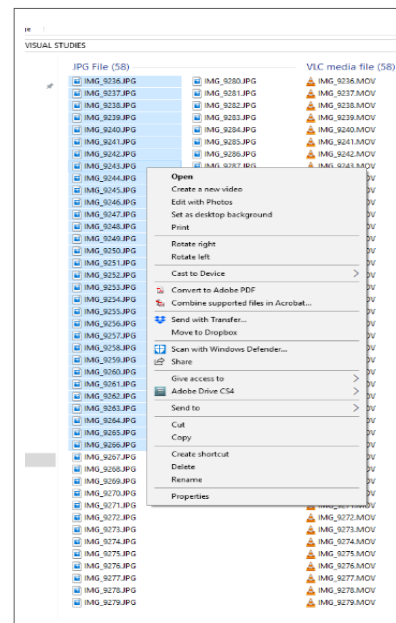
Step 3: Find **Combine supported files in Acrobat** in the list and right mouse click on it



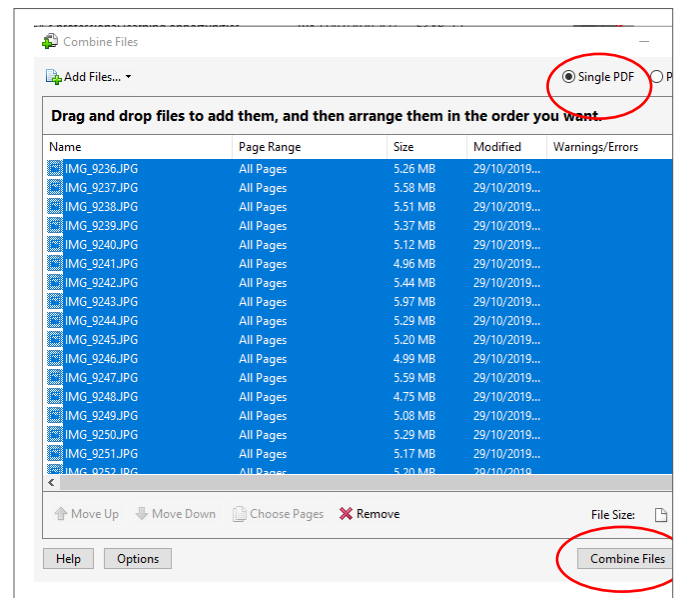
What if I use a mobile phone or camera to take photographs?

The step by step guide provided below would also be suitable for those where students have taken individual images/ photographs of their A3 pages using a phone or a digital camera. It is important that these individual files are then taken and saved into one final document and saved using the correct file saving convention suitable for schools online (refer to instructions later on correct naming conventions).

Step 2: Select all the files which you want to be combined into one document and right click on your mouse button. The selection box should then appear and all files you want to be combined together into one document should be highlighted behind.



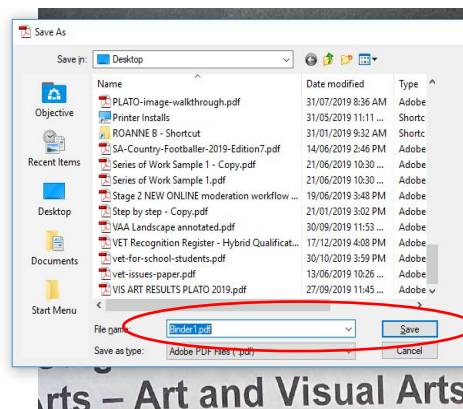
Step 4: In the top right hand corner you will see the option to choose **Single PDF document**.



Step 5: At the bottom of the page you will see a TAB which stages **Combine Files** (select and click on this option).

Step 6: Your newly created document will appear and here you rename the document (see screenshot where it shows the programs naming convention will automatically appear as named Binder1.pdf)

Rename the document and click save. It will save all original pages onto one combined PDF document. This file will be locatable wherever you have chosen to save the file in your computer directory (remember to take note – this one is saving to my desktop see where it states Save in: Desktop at the top).



TIP: Where possible, try to save files into PDF format, as once the file is saved as a PDF its content & formatting will not change.

Do I have to save the student files a specific way ready for then uploading into Schools Online?

It is really important that you remember that you MUST ensure you follow the stipulated file saving convention to ensure student files will upload correctly into schools online.

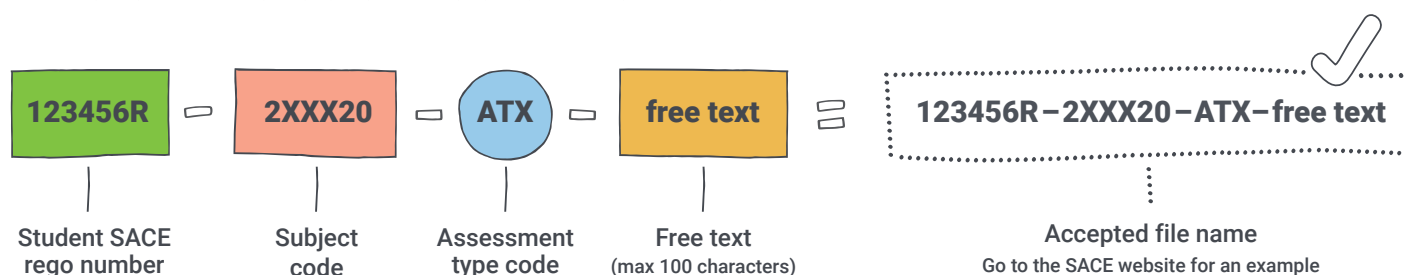


TIP: To save time it is good to get into the habit of using the required file saving convention right from the start with all files so that you do not have to go in and waste time renaming to the correct format at a later stage.

Follow this formula below for naming all files

Files will not be accepted onto the Schools Online database for uploading if they are not saved using this below format.

Student SACE registration number (7 characters)	Subject code (6 characters)	Assessment type code (3 characters)	Free text (100 character limit, can include spaces)	Accepted file name
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Visual Arts – Art 2VAA10

- Folio 123456R-2VAA10-AT1-free text
- Practical 123456R-2VAA10-AT2-free text
- Visual Study 123456R-2VAA10-AT3-free text

Visual Arts – Art 2VAA20

- Folio 123456R-2VAA20-AT1-free text
- Practical 123456R-2VAA20-AT2-free text
- Visual Study 123456R-2VAA20-AT3-free text

Visual Arts - Design 2VAD10

- Folio 123456R-2VAD10-AT1-free text
- Practical 123456R-2VAD10-AT2-free text
- Visual Study 123456R-2VAD10-AT3-free text

Visual Arts - Design 2VAD20

- Folio 123456R-2VAA20-AT1-free text
- Practical 123456R-2VAA20-AT2-free text
- Visual Study 123456R-2VAA20-AT3-free text

TIP: If you have multiple files for an assessment type that you need to upload, then please use the free text option at the end of the file saving convention to assist you to identify each file - see examples below. This allows you to upload more than one file into each assessment type and have it easily identifiable by the moderator.



Assessment Type 1: Folio

- 123456R-2VAD20-AT1-Folio1of2
- 123456R-2VAD20-AT1-Folio2of2

Assessment Type 2: Practical

- 123456R-2VAA20-AT2-Practical#1Unforgiven
- 123456R-2VAA20-AT2-Practical#1Practitioner Statement
- 123456R-2VAA20-AT2-Practical#2Regression
- 123456R-2VAA20-AT2-Practical#2Practitioner Statement

What is the largest file size that can be uploaded?

Schools online does not limit file size. Your school's IT manager may need to consider how to support you with the uploading of very large files, for example, large files could be compressed to smaller more manageable file sizes. Alternatively, large files could be uploaded overnight if bandwidth is an issue during school hours.

Students creating their files online in a digital format do they have to be A3 in size and which format must they be saved in?

Yes, any work that is created online still needs to be created using the A3 page size restriction. When saving the work it is important that the folders are saved into a Schools online accepted file format (see listed below). If unsure, we suggest always converting the document to a PDF to be safe, knowing your student's work will always be readable.

Are there common questions asked about submitting work online?

There are common questions that are often asked when it comes to submitting work online. Click on the link below and you will be taken to the SACE website where there is likely to be questions asked and answered that you may have yourself when preparing student work. <https://www.sace.sa.edu.au/teaching/resulting/online-submission/faqs>

When submitting files they should be one continuous document (not individual uploaded files e.g.: 1x document saved and uploaded only for a student's Visual Study – not 20x individual saved files uploaded of each individual page.

You choose the most appropriate presentation format of portrait or landscape – it will not make a difference to the marker or moderator. Scanned work should be presented in a format which best suits the layout and presentation of student work.

All scanned pages should be submitted as A3 size only. Please do not reduce the work or size to any other alternate page size – the subject outline specifies A3 only.

For the Folio a maximum of 2x individual files can be uploaded if the student has opted to divide their Folio into two focus areas for each practical piece. You could name them Folio 1 (linked with Prac 1) and Folio 2 (linked with Prac 2).






What are Schools Online accepted file formats?

Teachers must consider these listed formats below when planning student learning and assessment.

Arranging for students to submit their work electronically using accepted file formats, or allowing time for file conversion will make the process easier for everyone.

For additional advice on submitting non-written materials, see Preparation of non-written materials link provided below.

Schools Online will accept these file formats below:

Type of file	Accepted file formats
 Document	PDF, Microsoft Office 2010 (including DOC/DOCX, XLS/XLSX, PUB, PPT/PPTX)
 Image	JPEG/JPG, GIF, PNG
 Video	MOV, AVI, WMV, MP4, MPG, WebM, MKV, M4V
 Audio	MP3, WAV, AIFF, AAC, FLAC, M4A, OGG, PCM, WMA
 Other	Adobe Creative Suite CS5 (including PSD, INDD, AI)

Further information about online submissions can be read about on the SACE Website. Quick links posted below:

[sace.sa.edu.au/teaching/resulting/online-submission](https://www.sace.sa.edu.au/teaching/resulting/online-submission)

Accepted file names and formats – find out how to name your student's files correctly and which types of files the schools online will accept [sace.sa.edu.au/teaching/resulting/online-submission/accepted-file-names-and-formats](https://www.sace.sa.edu.au/teaching/resulting/online-submission/accepted-file-names-and-formats)

Tutorial videos – learn best practice for preparing files, how to upload to Schools Online and how to use new features of results sheets [sace.sa.edu.au/teaching/resulting/online-submission/tutorials](https://www.sace.sa.edu.au/teaching/resulting/online-submission/tutorials)

FAQs – Not sure about online submission? Get answers to commonly asked questions [sace.sa.edu.au/teaching/resulting/online-submission/accepted-file-names-and-formats](https://www.sace.sa.edu.au/teaching/resulting/online-submission/accepted-file-names-and-formats)

Preparation for non-written materials – for advice on submitting non-written materials. [sace.sa.edu.au/documents/652891/d9bbdce0-5773-49c3-82d4-773da07b1df6](https://www.sace.sa.edu.au/documents/652891/d9bbdce0-5773-49c3-82d4-773da07b1df6)



A special practice area has been created where you can familiarise yourself with the online submission process and practice uploading assessment materials. The sandpit is not connected to the schools online database, it is purely a place to practice so you can feel comfortable and confident working in the online environment.

apps2.sace.sa.edu.au/schools-online-sandpit/sandpitWelcome.dos