

# Schools Online

## Training Guide SA & NT Schools

This training guide assists school staff in the use of the Schools Online SACE / NTCET Data Exchange system.



Government  
of South Australia

**SACE**  
Board of SA

South Australian Certificate of Education

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# Schools Online Training

You must already be Schools Online user at your school when you attend the training. Changes you make in the Schools Online training application will not affect your school data in the production version. The training database has been recently updated to reflect the data stored in the production Schools Online database for your school but it is a separate database.

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## Welcome and Introduction

**The Schools Online training** is an introduction to the Schools Online system. Participants will learn how to navigate Schools Online and how to maintain the Schools records for their school.



Schools Online is the SACE Board of South Australia data collection software for South Australia Certificate of Education (SACE) / Northern Territory Certificate of Education and Training (NTCET) students, their enrolments (both VET and SACE) and Stage 1 results.

**The SACE / NTCET** is awarded to students who successfully complete their senior secondary schooling in South Australia and the Northern Territory. SACE / NTCET completion is the main way students meet university and TAFE entry requirements. It also provides options for students who want to follow a different path into the workforce, such as:

- studying a full-time program at school after completing Year 10
- mixing part-time work and part-time study
- completing a full-time apprenticeship
- finding a full-time job with an employer, where training that meets the SACE / NTCET requirements are arranged.

To gain the SACE / NTCET, students complete a Personal Learning Plan (generally in Year 10) which helps them review their strengths and identify skills to develop. There are two SACE / NTCET stages: Stage 1, which most students do in Year 11, and Stage 2, which most students do in Year 12.

Each subject or course successfully completed earns 'credits' towards the SACE / NTCET. A minimum of 200 credits are required for students to gain the certificate. Ten credits equates to a semester, or half a year of study. Students will receive a grade, from A+ to E-, for each subject depending on the stage. For compulsory subjects, they will need to achieve a C grade or better.

The compulsory subjects are:

- Personal Learning Plan (10 credits at Stage 1)
- Literacy – at least 20 credits from a range of English subjects or courses (Stage 1 & Stage 2)
- Numeracy – at least 10 credits from a range of mathematics subjects or courses (Stage 1 & Stage 2)
- Research Project – an in-depth major project (10 credits at Stage 2) (SA Only)
- Other Stage 2 subjects totalling at last 60 credits.



The remaining credits (90 in SA, 100 in NT) can be gained through additional Stage 1 or Stage 2 subjects, or courses of a student's choice. (In the Northern Territory 40 credits must be at a C grade or better.) Each school decides which subjects they will offer to their students.<sup>1</sup>

SACE results are used to calculate an Australian Tertiary Admission Rank (ATAR), used by the South Australian Tertiary Admissions Centre (SATAC) to determine a student's course offerings.

See <http://www.sace.sa.edu.au/the-sace> to find out more about the SACE and <http://www.det.nt.gov.au/parents-community/curriculum-ntbos/ntcet> to find out more about the NTCET.

The SACE Board of South Australia site for information about Schools Online is <http://www.sace.sa.edu.au/connect/online-tools/schools-online>.

<sup>1</sup> SACE Board recognises learning in and beyond the classroom, including: TAFE and other Vocational Education and Training (VET) courses; university studies; courses from interstate and overseas; courses undertaken online or through other distance education technologies; and community learning, such as Country Fire Service (CFS) training or the Duke of Edinburgh's Award, work experience and other roles such as being a caregiver or participating in a community service organisation.

## Schools Online Training Guide

Use the '**Menu**' guide to open Schools Online to the screen as you follow this document. The Hints and the Schools Online Help for that screen describe how to use the screen.


- The **Menu** paragraphs in this training guide display the list of selections required to find a Schools Online screen.
- Screen names and selections within a screen are displayed in **bold**.
- Text or graphics within the square brackets indicate actions to take within the screen.

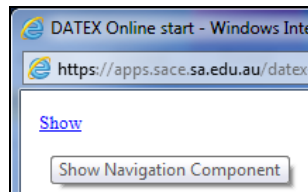
Menu: Home > *Students* > *Student Search* > **Student Search (Own School)** [Enter student details] > **View Student**

### Training 1 Instructions to open a screen (example)

(Breadcrumbs in the Schools Online screens are very similar to the Training Guide's [Menu paragraphs](#).)

To learn about topics in this Training Guide:

1. Use the menu instructions to find the Schools Online screen.
2. Read the **Hints** on the Schools Online screen. To read more detail about the screen you are viewing click on the **Context Help**  button and read the help topic.
3. To read about related topics and navigate the other Help topics click on the 'Show' hyperlink in the top left of the help window. This will display the topic tree, a table of contents for Schools Online Help.

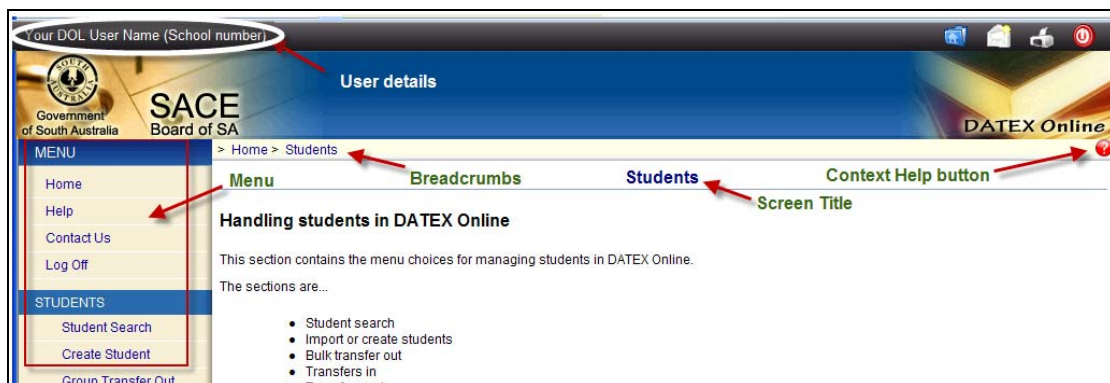


### Training 2 Show the Help Contents from a Context Help topic

## Schools Online Introduction

### Schools Online conventions

Schools Online displays consistent information to help you navigate the system.



### Training 3 Schools Online User Interface conventions

**User details** The User Name and SACE Board school number used to log in to Schools Online are displayed at the top of the screen.

**Menu** The menu at the left of the page displays the starting points for Schools Online activities. When you select a menu item from the list Schools Online will display the appropriate screen and may alter the menu options available to you.

**Breadcrumbs** The breadcrumbs on each screen are displayed above the screen title. This sequence of hyperlinks indicates the sequence of opened screens. To return to a previous screen without causing data problems, click on the breadcrumb link to that screen. (**Do not** use your browser's **Back** and **Forward** buttons.)

**Screen Title** The title identifies the screen. The information displayed within a screen will depend on the selections you make in previous screens.

**Context Help button** Click on the **Context Help** button to display the help topic relevant to current screen.





## ***Schools Online banner***

The Schools Online banner is viewable only when you are logged in to the system and is available from the top of the browser window.



### **Training 4 Right hand side of Schools Online banner**

Explanation of the icons used in the Schools Online banner:

-  - links to view the Schools Online main home page.
-  - links to the **Contact Us** page within Schools Online.
-  - hides the menu and banner to make a printable view of the current page.
-  - logs you out of Schools Online.


## ***Searching in Schools Online***

Throughout the system there are screens in which you enter search parameters.

- To go directly to the correct record enter a unique identifier, such as a Student Code, Registration Number and / or another appropriate ID.
- When you do not have an ID, enter detail to narrow the search. A list of possible matches will be returned for you to select from.
- Enter mandatory fields (red background) if your search requires them.

## ***Record creation***

Entering data within Schools Online follows consistent conventions. There are three levels of helpful detail:

1. Mandatory fields are indicated by red background and labels.
2. Hints are visible on the right of the screen as you enter data.
3. Context help is available via the **Context Help**  button.

The screenshot shows the 'Create SACE Class' form with the following fields and hints:

- Subject Code:** 1AUC10
- Subject Name:** Auslan (continuers)
- Teacher:** [Red background] Auslan (continuers) [Red background] [Create New Teacher](#)
- Class Number:** [Red background]
- Variant:** [Red background]
- Semester:** [Red background]
- Results Due:** [Red background]
- Class Code:** [Red background]
- School Subject Name:** [Red background]
- Accession No.:** [Red background]
- Estimated No. of Students:** [Red background]
- Teacher Experience:** [Red background]
- School Support:** [Red background]

**HINTS:**

1. Enter the details of the new class.
2. Items in red are required. You can enter the other details at another time.
3. Click [Create New Teacher](#) if the teacher for this class is not yet in the database. When you return to this screen the new teacher will be inserted.
4. When the details for the class are correct, click [Submit](#) to create the class.

**Callouts:**

1. Mandatory fields have a red background
2. Hints provide helpful details
3. If you need more detail click on the Context Help button.

### Training 5 Schools Online Data Entry conventions

## Student Code

Importing information about students, teachers, classes and enrolments from supported administration systems<sup>2</sup> at the beginning of the year reduces the double-handling of data.

The **Student Code** is a student identifier that is unique within a school. Use the Student Code to coordinate Schools Online records with the data in the school's administration system.

1. Enter new students into your school's administration system.
2. Use the Student Code it generates as the Student Code when you enter the student in Schools Online.

When Student / Candidate data is imported into Schools Online your school's administration system, that system's **Student Code** is used in Schools Online, provided that the Student / Candidate file is formatted correctly.

## Useful task sequence

The data managed by Schools Online can be entered and updated manually as needed during the year.

1. Update Student / Candidate, Teacher, Class structure, SACE Enrolment, VET Enrolment and VET Qualification details, including new enrolments (supported administration system)
2. Export the files from the administration system. If the system is not one of those supported by Schools Online, modify the exported file structure to comply with the specifications published in the Schools Online Help. (See 'Data Exchange')
3. Import into Schools Online the compliant files in the order listed within the **Import Data** list.
4. Perform **Group Transfers In / Out** to remove students not enrolled in current SACE classes from the Schools Online and import students new to the school.
5. Allocate students to Home Groups.
6. Update class information, variants and teacher information.

Manual processing:

1. Do an end of year rollover to increment student year levels, rollover classes and teacher
2. Add any new Teachers.
3. Maintain / update the SACE and VET enrolments.
4. Maintain / update the Students.
5. Enrol students in SACE and VET enrolment.
6. Do a Group Transfer Out of the students remaining in the Schools Online without SACE or VET enrolments.

<sup>2</sup> The supported administration systems are EDSAS in SA and SAMS in NT. The file format, for files to be imported into and exported from Schools Online, is described in the 'Data Exchange' topic within the Schools Online help.



## Accessing Schools Online information

Link: <http://www.sace.sa.edu.au/connect/online-tools/schools-online>

On the Schools Online section (link above) of the SACE Board website it gives you information about the system also you can download:

- a Schools Online cycle
- a Schools Online Training Guide
- a Schools Online Release Fact sheet
- the access request form.

**NOTE: To arrange for access to Schools Online you must first download and fill out the access request forms available from this section of the website.**

The screenshot shows the SACE Board website interface. At the top, there are links for 'Sign In', 'Forgot Password', and 'Create Account'. The main navigation bar includes 'HOME', 'THE SACE', 'SUBJECTS', 'CONNECT', 'NEWS', 'ABOUT', and 'HELP'. The breadcrumb trail is 'CONNECT > Online Tools > DateX Online'. A sidebar on the left lists various online tools, with 'DateX Online' highlighted. The main content area is titled 'DATEX Online' and contains the following text:

**DATEX Online**

**Gaining access**

All schools wishing to use DATEX Online will need to fill out the following forms and send them in to the SACE Board Service Desk via fax (8115 1315) or post to gain access to the system.

> [Request for Access \(PDF\)](#)

Note that more than one person from your school may have access to DATEX Online, however, a Confidentiality Agreement needs to be submitted for each user, and all DATEX Online users at your school must be listed on a single initial Request for Access form. To subsequently remove or add additional users, a Request for Access form listing only the changes may be submitted (along with Confidentiality Agreements for each new user to be added).

If more than one person is to access the system, it is recommended that a restricted number of users are assigned to the "Administrator" role, and other users of the system are assigned to one of the "Data Entry", "VET", or "Counsellor" roles (see the Confidentiality Agreement for more information).

If you have any questions on this process please do not hesitate to call the SACE Board Service Desk on (08) 8372 7412 or email your questions to [service.desk@saceboard.sa.gov.au](mailto:service.desk@saceboard.sa.gov.au).

[Access DATEX Online](#)

Below the main content, there is a 'Documents' section with a list of files:

Documents	
2012 DATEX Online Fact Sheets	+
2012 DATEX Online Survey	+
2013 DATEX Online Fact Sheets	+
DATEX Online Cycle for 2012	+
DATEX Online Training Guides for 2012	+

At the bottom of the page, there are links for 'Contact', 'Disclaimer', 'Privacy', 'Terms and Conditions', and 'Copyright'.

Training 6 Schools Online section of the SACE Board Website

## Logging in to Schools Online

When you log on to Schools Online you must enter your User Name, SACE Board School Number and Password.

Link: <https://apps.sace.sa.edu.au/schools-online/login.jsp>

**Government of South Australia**  
**SACE Board of SA**  
**DATEX Online**

**Login Page**

DATEX is a web-based SACE management tool supplied by the SACE Board of South Australia.

SACE Management features are available for school SACE Coordinators and DATEX Operators from this page. A request form for access to the system is available for download here. This form can be faxed to the SACE Board of South Australia on (08) 8372 7438. To contact the helpdesk please call (08) 8372 7412.

To gain access to the system, you must read and accept the conditions listed below.  
By logging on to the System I confirm that:

- I have read and agreed to the DATEX Online User Agreement below.
- I am an authorised user of the DATEX Online system.
- I have signed and registered a confidentiality agreement with the SACE Board of South Australia.
- I will neither disclose my credentials to any other person nor use another person's credentials to access the system.

User Name

SACE Board School Number

Password

**DATEX Online User Agreement**

As a user of the SACE Board of South Australia DATEX Online System I agree that I will comply with the requirements as set out in the confidentiality agreement as signed by me relating to the use of said system, namely that:

1. I will not divulge personal information about students as contained in the SACE Board of South Australia records,
2. I will not give any information about the achievements of a student to any other person or group of persons, unless formally authorised to do so by that student,
3. I will not divulge any other confidential information in documents, including confidential papers, to any outside person or agency without permission,

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DATEX Online - Version 3.29 - Build 17/01/2013 09:01 - Production

### Training 7 Schools Online Login Page

From the Schools Online home page you can:

- check Student transfers in / out and requests
- read current news items: Information about database cut off dates and Schools Online release information
- use the menu to access the system.

## User Menu

### Changing password

Menu: Home > User > Password Change > **User Password Change**

> Home > User > User Password Change

**User Password Change**

Old Password

New Password

Confirm New Password

### Training 8 User Password Change

Change your password when you log in to Schools Online for the first time so that only you can log on to Schools Online with your User Name. Password requirements are described in the **Hints / Help**.

## Changing user settings

Menu: Home > User > User Settings > **User Settings**

### Training 9 User Settings

Each Schools Online user can set their own defaults for some settings, which are described in the Hints and the 'User Settings' topic within **Help / Hints**.

## School Menu

### Performing a Rollover

Menu: Home > School > Rollover > **Rollover**

### Training 10 School Rollover

Do not use the Rollover if you are importing student and class data from another administrative system.

When you update Schools Online manually the rollover facility allows you to:

- rollover your class and teacher information from the previous year to the current year
- increment, leave or decrement a year to each student's year level
- clear all home groups

Further details are described in the **Hints / Help**.

### Listing teachers

Menu: Home > School > List Teachers > **Teachers List**

From the **Teachers List** screen you can list current teachers, edit their name and view their current SACE classes. If a teacher has no current SACE classes they can be selected and deleted from the Schools Online.

## Editing a teacher

Menu: Home > School > List Teachers > Teachers List [Click on a Teacher Code.] > **Maintain Teacher**

### Training 11 Editing Teacher

Make the necessary changes to the **Title**, **Initial** and **Surname** as required. Once changes have been made, click **Submit** to save the changes.

**HINT:** To change the **Teacher Code** the teacher must be deleted from the database and their record recreated with the correct **Teacher Code**.

## Creating a new teacher

Menu: Home > School > Create Teacher > **Create Teacher**

### Training 12 Create Teacher

1. Note the teacher's unique identifier in your school administration system. Use that identifier as the **Teacher Code** when you enter the teacher's details into Schools Online.
2. Enter the details of the new teachers and click **Submit** to create a new teacher.

## Transfers In / Out

### Transferring students out of your school

Students with no current year SACE enrolments or have left your school need to be transferred out from your school within Schools Online.

Menu: Home > Students > Group Transfer Out > **Group Transfer Out Search** [Select a **Home Group** or enter a **Year Level**, then click on the **Search** button] > **Group Transfer Out**

Selected	Registration	Student Code	Student	Year of Last Active Enrolment	Status	Year Level
<input type="checkbox"/>	762177R	528-3	Transfer, Ethan	-	E	11
<input type="checkbox"/>	818369G	528-1	Transfer, Joshua	-	E	11
<input type="checkbox"/>	941499E	528-2	Transfer, Lachlan	-	E	11

### Training 13 Group Transfer Out


You may decide to process enrolments for a Home Group or Year Level and then transfer out the students with no current enrolments for that group before processing the next group.

1. Complete all student enrolments.
  - a) Make sure that data imports from your administration are completed.
  - b) Process the enrolments for new students, as described in the 'Students' section from page 12.
2. From the **Group Transfer Out** screen transfer the remaining students, who have no SACE enrolments, to the **SACE Board of South Australia** (School 000).

Further details about **Group Transfer Out** are described in the **Hints / Help**.

## Transferring an individual student out of your school

### Method 1:

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the [Transfer Out](#) hyperlink  [Transfer Out](#) at the bottom of the screen.]

### Method 2:


Menu: [Home](#) > [Students](#) > [Transfer out Requests](#) > [Transfer out Requests](#) [Click on the [Accept](#) hyperlink for the student]

Transfer out Requests					
Registration	Student	Requesting School	Reason	Date Requested	
541988G	Tranfer, Josh	528 St Training High School	This student has moved to the area.	15 Feb 2012	<a href="#">Accept</a> <a href="#">Reject</a>

### Training 14 Transfer out Requests

## Transferring students to your school

You can transfer students into your school from: Other Schools Online schools, The SACE Board of South Australia and Paper schools (which includes a manual process).

Menu: [Home](#) > [Students](#) > [Students Search](#) > [Click on the [Search From Other Schools](#) hyperlink  [Search From Other Schools](#) ] > [Student Search \(Other Schools\)](#) [Enter details and click on the [Search](#) button] > [View Student \(Registered Elsewhere\)](#) [Click on the [Request Transfer In](#) hyperlink at the bottom of the screen.]

View Student (Registered Elsewhere)			
Surname	Tranfer	Student Code	-
Given Names	Josh	Status	Enrolled
Title	N/A	Address	<a href="#">Details</a>
Date of Birth	09 Feb 1997	Suburb	Not
Gender	M	State	Shown
Year Level	10	Postcode	-
Home Group	N/A	Phone	-
Registration Date	28 Feb 2011		
SACE Awarded	N/A		
Registration	541988G	Contact School	Registered Elsewhere
		TAFE ID	N/A
Declarations			
		SATAC	Y
		Schools	Y
		Media	Y
		Visa Class 571	N
<a href="#">View Enrolments</a> <a href="#">Request to Transfer In</a>  ATAR   <input checked="" type="checkbox"/> Completion Check			

### Training 15 View Student (Registered Elsewhere)

To transfer in a student into your school:

1. Search other schools for the student. If you are able to enter the student's Registration the search will be quick.
2. Click the **Request to Transfer In** hyperlink.

- For Schools Online schools you will be presented with the **Request to Transfer In** screen. Please be mindful that the reason you enter for the transfer will become visible to the student's current school.
- For students currently enrolled at the SACE Board of South Australia (School 000) the student will be transferred immediately.
- For students enrolled at a Paper School you will be prompted to submit a paper transfer in form to the SACE Board of South Australia, Attention: Assessment Operations.

## Action a transfer out request

Menu: [Home](#) > [Students](#) > [Transfer out Requests](#) > [Transfer out Requests](#) [Click on the **Accept** hyperlink for the student]

Transfer out Requests					
Registration	Student	Requesting School	Reason	Date Requested	
541988G	Tranfer, Josh	528 St Training High School	This student has moved to the area.	15 Feb 2012	<a href="#">Accept</a> <a href="#">Reject</a>

### Training 16 Transfer out Requests

1. Click on the **Accept** hyperlink to transfer the student to the requesting school if you agree with the request.
2. You can view a student's current enrolments in the **Transfer Out Request Confirmation** screen. If any are listed you can select the enrolments that should be deleted when the student is transferred out.
3. Click on the **Transfer Out** button.

**HINT:** If there are no enrolments, or if you have deleted those that should be removed, you will see the **Transfer Out Confirmation** screen with no current enrolments.

## Students Menu

### Creating new students

Menu: [Home](#) > [Students](#) > [Create Student](#) > [Create Student](#) [Enter the student details and click on the **Save** button.]

After the student has been created in the school's administration system (Note the student's unique ID in that system) enter their details in the Schools Online **Create Student** screen. Use the Student ID from the school administration system as the **Student Code**.

If the student details are similar to another student in the database the **Check Student Duplicate** screen will be displayed.

In the Check Duplicate Student screen click on the **Modify** button to modify the details and then click on the **Save** button.

### Maintaining student information

Menu: [Home](#) > [Students](#) > [Student Search](#) > [Student Search \(Own School\)](#) [Enter details] > [View Student](#)

If you wish to edit the student's details after the record has been saved, open the **View**

**Student** screen and click on the **Maintain Student** hyperlink  [Maintain Student](#) at the bottom of the screen.

## Viewing Enrolments for a student


Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the [View](#)

[Enrolments](#) hyperlink at the bottom of the screen  [View Enrolments](#)]

From this screen you can:

- delete or withdraw current year individual enrolments (SACE & VET)
- view and edit individual enrolments (including proposed)
- add the student to a **SACE class**
- add **Self Directed Learning**
- run a **Completion Check**
- view the **ATAR** (Australian Tertiary Admission Rank) status for the student
- confirm the student's VET qualifications.


**NOTE:** Duplicate VET Enrolments entered and resulted as P (Passed) will appear as an example below:

*	2012 HLTHIR403C Work effectively with culturally diverse clients and co-workers	0/20 Hrs	P	
* This unit of competency has previously been recognised for this student.				

**Training 17 Duplicate VET enrolment appearing with the red star.**

## Enrolling individual students in SACE classes


Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the [View](#)

[Enrolments](#) hyperlink at the bottom of the screen  [View Enrolments](#) ] > [View Enrolments](#) [Click on the [Add to SACE Classes](#) hyperlink [Add to SACE Classes](#) above the list of classes] > [Add Student to SACE Classes](#)

1. Enter details and click on the **View** button, which displays students in the **Add Students to SACE Classes** screen.
2. Select the classes and click the **Add to Classes** button.

## Adding self directed learning for an individual student


Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the [View](#)

[Enrolments](#) hyperlink at the bottom of the screen  [View Enrolments](#) ] > [View Enrolments](#) [Click on the [Add Self Directed Learning](#) hyperlink [Add Self Directed Learning](#) above the list of classes > [Add Student to Self Directed Learning](#)

Select the **Status** and **Credits** and then click on the **Add Students** button.

## Adding VET Enrolments

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the [View](#)

[Enrolments](#) hyperlink at the bottom of the screen  [View Enrolments](#) ] > [Click on the [Add VET Enrolment](#) hyperlink [Add VET Enrolment](#) above the list of enrolments > [Add VET Unit of Competency](#)

The **Add VET unit of Competency** allows you to add one and / or multiple VET Enrolments for the selected student.



Students > Student Search (Own School) > View Student > View Enrolments > Add VET Unit of Competency

### Add VET Unit of Competency

Student Test39, Zoe TAFE ID  
 Registration 276048R Home Group S10M  
 Student Code 276048R Year Level 10

Qualification Code  Stage  
 Registered Training Organisation  Hours  
 VET Unit of Competency Code  Hours  
 Year 2012  
 Result Unresulted  
 Apprenticeship No

Recently added Units of Competency Enrolments

Unit Code	VET Unit of Competency	Hours	Stage	RTO	Year	Result	Apprenticeship
-----------	------------------------	-------	-------	-----	------	--------	----------------

**Training 18 Add VET Unit of Competency (SA)**

Students > Student Search (Own School) > View Student > View Enrolments > Add VET Unit of Competency

### Add VET Unit of Competency

Student Test3, Jamie TAFE ID  
 Registration 463336W Home Group 11\_14  
 Student Code 2013093 Year Level 10




Qualification Code  Stage  
 Registered Training Organisation  Hours  
 VET Unit of Competency Code  Hours  
 Year 2012  
 Result Unresulted  
 Apprenticeship No  
 Delivery Location

Recently added Units of Competency Enrolments

Unit Code	VET Unit of Competency	Hours	Stage	RTO	Year	Result	Apprenticeship
-----------	------------------------	-------	-------	-----	------	--------	----------------

**Training 19 Add VET Unit of Competency (NT)**


For each enrolment you need to:

- Select a **Qualification Code** from the list which will contain the 25 commonly used qualifications. If the qualification you require isn't listed you may perform a search by clicking on  icon.
- Enter a **VET Unit of Competency code** or you may perform a search by clicking on  icon.
- Check the year in the **Year** field. It will default to the current year. Only change this if entering VET for the previous year.
- Select a **Registered Training Organisation (RTO)** from the list which will contain the 15 commonly used organisations. If the RTO isn't listed you may perform a search by clicking on  icon.
- Select the appropriate **Result** and **Apprenticeship** option.
- For Northern Territory schools, you must enter a **Delivery Location**.

Once the required details are selected, click on **Submit** to add the enrolment to Schools Online.


**HINT:** Once you click on **Submit** the added enrolment will appear listed in the **Recently added Units of Competency Enrolments** so you can add another VET enrolment if required.

## Viewing Completion for a student

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the **Completion Check** hyperlink at the bottom of the screen  **Completion Check**]

A student's completion details demonstrate whether or not the subjects studied at Stage 1 and Stage 2 will allow the student to gain the SACE or NTCET and which subjects will contribute to fulfilling the various requirements. Detailed and summary views are available.

## Viewing ATAR status for a student

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the **ATAR** hyperlink at the bottom of the screen  **ATAR**]

The ATAR (Australian Tertiary Admission Rank) status indicates whether or not a student will receive an ATAR score. It does this by checking Stage 2 enrolments against a set of inbuilt rules to determine whether the grouping of subjects can be used to construct an aggregate for university entry.



## Viewing Compulsory Education Age (CEA) data for a student (SA only)

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the [Student CEA Data](#) hyperlink at the bottom of the screen  [Student CEA Data](#) ]


Compulsory Education Age data can only be entered / changed via Schools Online for South Australian schools. Use this screen to maintain Compulsory Education Age (CEA) data for a student at your school.

Further details are described in the [Hints / Help](#).

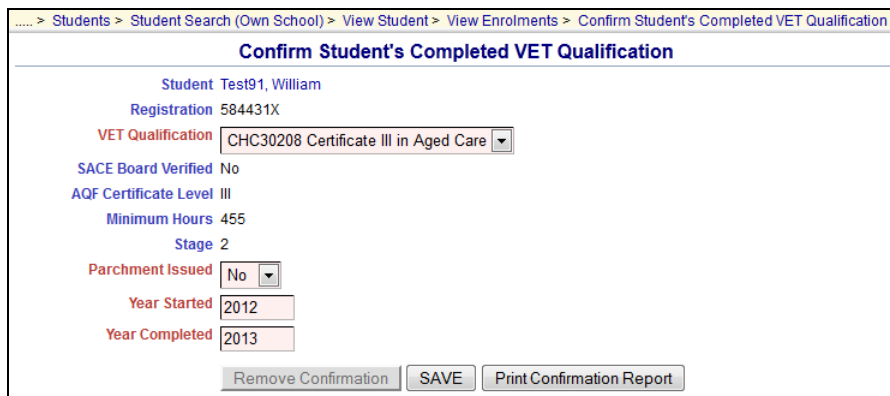
**HINT:** As the student is enrolled in a SACE subject a CEA Record is added automatically in the category of **Secondary Education** with the start defaulting to the date the enrolment was entered.

## Confirming VET Qualifications for an individual

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the [View](#)

[Enrolments](#) hyperlink at the bottom of the screen  [View Enrolments](#) ] > [Click on the [Confirm VET Qualification](#) hyperlink [Confirm VET Qualifications](#) above the list of enrolments > [Confirm Student's Completed VET Qualification](#)

In order for the qualification (Certificate III or above) to be used for the Australian Tertiary Admission Rank (ATAR) each student needs to have successful completion of their qualification confirmed by the Registered Training Organisation (RTO) and verified by the Principal and the form submitted to the SACE Board.



..... > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) > [View Enrolments](#) > [Confirm Student's Completed VET Qualification](#)

**Confirm Student's Completed VET Qualification**

Student Test91, William  
Registration 584431X

VET Qualification CHC30208 Certificate III in Aged Care

SACE Board Verified No  
AQF Certificate Level III  
Minimum Hours 455  
Stage 2

Parchment Issued No

Year Started 2012  
Year Completed 2013

[Remove Confirmation](#) [SAVE](#) [Print Confirmation Report](#)

### Training 20 Confirm Student's Completed VET Qualification

For each qualification that requires confirmation you need to:

1. Select the **VET Qualification** from the drop down list.
2. Indicate whether a parchment already has been issued by the RTO by selecting Yes (Y) or No (N) from the **Parchment Issued** drop down box.
3. Enter the **Year Started** and **Year Completed** for that qualification.
4. Once the details have been entered click on **Save**.

**HINT:** If the SACE Board has verified the qualification the *SACE Board Verified* field will be set to Yes. Once verified details of the confirmation can't be changed or the confirmation removed via Schools Online.

**NOTE:** Each qualification has minimum hours allocated and if the hours calculated in Schools Online is not enough it will give a warning as indicated below:

Warning: The student has insufficient VET enrolments to meet the minimum requirements for this qualification.

80 Hours [Click here to add VET Enrolments.](#)

### Training 21 Confirm VET Qualification Message – Not Enough Hours

**HINT:** If you have made a mistake and need to remove the confirmation you can click on the **Remove Confirmation** button.

Each qualification entered needs to have a report signed by the principal and faxed to the SACE Board. In order to produce the report you click on **Print Confirmation Report** button. The report will show details of the student's qualification you just entered.

## Allocating students to a Home Group

Menu: [Home](#) > [Students](#) > [Home Group Allocation](#) > [Home Group Allocation Search](#) [Select a **Home Group** or enter a **Year Level**, then click on the **Search** button] > [Home Group Allocation](#)

Select	Registration	Student Code	Student	Home Group
<input type="checkbox"/>	974234J	100102	Test10, Dylan	
<input type="checkbox"/>	523809L	100105	Test103, Isabella	11BL
<input type="checkbox"/>	518852R	080003	Test104, Daniel	
<input type="checkbox"/>	518281F	080067	Test105, Ava	
<input type="checkbox"/>	507863J	080066	Test107, Lily	
<input type="checkbox"/>	503180G	080064	Test111, Jackson	
<input type="checkbox"/>	495565W	080040	Test112, Hayley	
<input type="checkbox"/>	494143R	080059	Test114, Olivia	

### Training 22 Home Group Allocation

Select the **Home Group**, the students to allocate, and click on the **Allocate** button.

## Group TAFE ID Entry (SA Only)

Menu: [Home](#) > [Students](#) > [Group TAFE ID Entry](#) [Enter a **Year Level** and select whether you want to **include TAFE ID already allocated**]

Registration	Student Code	Student	Home Group	TAFE ID
568525W	090041	Test100, Emma	10CHE	<input type="text"/>
517188E	090036	Test111, Ruby	10CHE	<input type="text"/>
507239W	090075	Test113, Grace	10CHE	<input type="text"/>
507183W	090064	Test114, Mia	11AG	<input type="text"/>
477484X	090046	Test123, Chelsea	11AG	<input type="text"/>
468933T	110093	Test124, Hayden	10CHE	<input type="text"/>
463518T	090029	Test127, Olivia	11ART	<input type="text"/>
964762E	090035	Test13, Sophia	11AG	<input type="text"/>
437622R	090031	Test131, Ava	11AG	<input type="text"/>
400366L	090024	Test137, Lachlan	11PE	<input type="text"/>

### Training 23 Group TAFE ID Entry

For each student listed you can enter the **TAFE ID** in the field provided, and then click on the **Allocate** button.

## SACE Classes Menu

**NOTE:** When you import SACE enrolments from another administrative system they will be added to the appropriate student's enrolment records through the SACE class structure.

## Creating a new SACE class

Menu: [Home](#) > [SACE Classes](#) > [Create SACE Class – Subjects Search](#) [Enter a **SACE Code** if you know it] > [Create SACE Class – Search Results](#) [Click on the **Create Class** hyperlink for the

Subject Code	Subject Name	Curriculum Area Name	
1BIG10	Biology	Sciences	<a href="#">Create Class</a>
1BIG20	Biology	Sciences	<a href="#">Create Class</a>
2BIG20	Biology	Sciences	<a href="#">Create Class</a>


class ] > [Create SACE Class](#)

On the **Create SACE Class** screen:

1. Enter the required fields.
2. Enter the **Class Code** and **Accession No.** (The **Accession No.** is a number granted on an approved Learning and Assessment Plan).

**NOTE:** Entering a **Class Code** will make it easier to go quickly to that class in the future.

## Editing a SACE class

Menu: [Home](#) > [SACE Classes](#) > [List SACE Classes](#) > [SACE Class Search](#) [Enter search details] > [SACE Class Selection](#) [Click on a **Class Code**] > [SACE Class Summary](#) [Click on the **Edit SACE Class** hyperlink  [Edit SACE Class](#)] > [Edit SACE Class Information](#)

In the **Edit SACE Class** Information screen you can:

- change the **Teacher** for the class
- edit the **Class Number** and **Class Code**
- for a stage 1 class: you can also edit the **Variant**, **School Subject Name** & **Accession No.**
- for a stage 2 class: you can also edit **Assessment School**, **Assessment Group** and the teacher information.

## Viewing a SACE Class details (SACE Class Summary)

**Method 1:**

Menu: [Home](#) > [School](#) > [List Teachers](#) > [Teachers List](#)  
[Click on the **View SACE Classes** hyperlink for a teacher

TEACH001	Mr	B	Brown	<a href="#">View SACE Classes</a>
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Code for a SACE Class [BIO-PR1](#) 1BIG10 Biology 1 B 1 J ] > [SACE Class Summary](#)

**Method 2:**

Menu: [Home](#) > [SACE Classes](#) > [List SACE Classes](#) > [SACE Class Search](#) [Enter class details] > [SACE Class Selection](#) [Click on the **Class Code** hyperlink for the subject

Class Code	Subject Code	Subject Name	Class Number	Var	Semester	Results Due	Teacher	Student Count
<a href="#">BIO-PR1</a>	1BIG10	Biology	1	B	1	J	Mr B Brown	3
1BS-A	1BUE10	Business	1	A	1	J	MR M TRNOVSKY	15

] > [SACE Class Summary](#)

**NOTE:** Details that can be modified are according to the Stage, Subject (i.e. Research Project) or type (i.e. Compulsory).

> Home > SACE Classes > SACE Class Search > SACE Class Summary

### SACE Class Summary

Class Code	Teacher	Subject	Class Number	Var	Semester	Results Due
<Not Set>	Mr J Testing	1 PLP 10 Personal Learning Plan	2		1	J

Select	Student Code	Student Name	Registration	Status	Grade	Status Change	Repeat Indicator
<input type="checkbox"/>	00006	Training, Alan	230310H	E	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> N <input type="radio"/> P	<input type="checkbox"/> W	<input type="button" value="N"/>
<input type="checkbox"/>	00021	Training, Bob	124163H	E	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> N <input type="radio"/> P	<input type="checkbox"/> W	<input type="button" value="N"/>
<input type="checkbox"/>	00001	Training, Brad	193444W	E	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> N <input type="radio"/> P	<input type="checkbox"/> W	<input type="button" value="N"/>
<input type="checkbox"/>	00015	Training, Carol	824000F	E	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> N <input type="radio"/> P	<input type="checkbox"/> W	<input type="button" value="N"/>
<input type="checkbox"/>	00019	Training, Elizabeth	287640H	E	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> N <input type="radio"/> P	<input type="checkbox"/> W	<input type="button" value="N"/>

Number of Students: 5  
[Select All](#) | [Clear All](#)

[Edit SACE Class](#) | [Add Students to Class](#)

### Training 24 SACE Class Summary (Stage 1 Compulsory Subject)

> Home > SACE Classes > SACE Class Search > SACE Class Summary

### SACE Class Summary

Class Code	Teacher	Subject	Class Number	Var	Semester	Results Due
<Not Set>	Mr J Testing	1 BIG 10 Biology	12		1	J

Select	Student Code	Student Name	Registration	Status	Grade	Status Change	Repeat Indicator
<input type="checkbox"/>	00004	Training, John	565730T	E	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> N	<input type="checkbox"/> W	<input type="button" value="N"/>
<input type="checkbox"/>	00012	Training, Julie	245528X	E	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> N	<input type="checkbox"/> W	<input type="button" value="N"/>
<input type="checkbox"/>	00017	Training, Karen	704698R	E	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> N	<input type="checkbox"/> W	<input type="button" value="N"/>
<input type="checkbox"/>	00018	Training, Kate	146615J	E	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> N	<input type="checkbox"/> W	<input type="button" value="N"/>
<input type="checkbox"/>	00020	Training, Maria	299961J	E	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> N	<input type="checkbox"/> W	<input type="button" value="N"/>

Number of Students: 5  
[Select All](#) | [Clear All](#)

[Edit SACE Class](#) | [Add Students to Class](#)

### Training 25 SACE Class Summary (Stage 1 Subject)

> Home > SACE Classes > SACE Class Search > SACE Class Summary

### SACE Class Summary

Class Code	Teacher	Subject	Class Number	Var	Semester	Results Due
<Not Set>	Mr J Testing	2 CVA 20 Creative Arts	1		1	D

Select	Student Code	Student Name	Registration	Status	Details
<input type="checkbox"/>	00002	Training, James	146679L	E	
<input type="checkbox"/>	00011	Training, Jane	489490J	E	
<input type="checkbox"/>	00008	Training, Phil	562755E	E	
<input type="checkbox"/>	00009	Training, Sam	456289T	E	
<input type="checkbox"/>	00014	Training, Sue	623971X	E	

Number of Students: 5  
[Select All](#) | [Clear All](#)

[Edit SACE Class](#) | [Add Students to Class](#)

### Training 26 SACE Class Summary (Stage 2 Subject)

> Home > SACE Classes > SACE Class Search > SACE Class Summary

### SACE Class Summary

Class Code	Teacher	Subject	Class Number	Var	Semester	Results Due
<Not Set>	Mr J Testing	2 RPJ 10 Research Project	2		1	J

Select	Student Code	Student Name	Registration	Status	Details	Version	Descriptor
Max 25 chars							
<input type="checkbox"/>	00005	Training, Michael	766571E	E		B	
<input type="checkbox"/>	00013	Training, Michelle	588125X	E		A	
<input type="checkbox"/>	00003	Training, Peter	972918F	E		B	
<input type="checkbox"/>	00008	Training, Phil	562755E	E		A	
<input type="checkbox"/>	00009	Training, Sam	456289T	E		B	

Number of Students: 5  
[Select All](#) | [Clear All](#)

[Edit SACE Class](#) | [Add Students to Class](#)

### Training 27 SACE Class Summary (Stage 2 Research Project)

From the **SACE Class Summary** screen you can:

- add, delete or withdraw students from the class
- for Stage 1 enrolments: you can change the **Grade** or **Repeat Indicator**
- for a Stage 2 Research Project enrolment: you can change the **Version** and **Descriptor**.

HINT: For a stage 1 subject you can click to select the 'W' in the Status Change column and as you click on submit it will withdraw those students as well as saving the grades entered.

For any SACE subjects that do not have an approved learning and assessment plan will display a warning message:

Class Code	Teacher	Subject	Class Number	Var	Semester	Results Due
<Not Set>	Mr J Bond	1 FOH 10 Food and Hospitality	2		1	J

An approved learning and assessment plan for this subject does not exist for your school. For students to be resultued, please submit a learning and assessment plan to the SACE Board.

### Training 28 SACE Class Summary – Stage 1 Learning and Assessment Plan warning message

Class Code	Teacher	Subject	Class Number	Var	Semester	Results Due
<Not Set>	Mr J Testing	2 BIG 20 Biology	1		1	D

An approved learning and assessment plan for this subject does not exist for your school. Please submit a learning and assessment plan to the SACE Board.

### Training 29 SACE Class Summary – Stage 2 Learning and Assessment Plan warning message

## Updating SACE Class teacher information

Menu: [Home](#) > [SACE Classes](#) > [Update SACE Class Teacher Information](#)

Select	Class Code	Subject	Semester	Results Due	Class Number	Variant	Teacher	Is the teacher new to the subject?	Is there an experienced teacher of the subject in the school?
<input type="checkbox"/>	BIO-BR1	1BIG10 Biology	2	D	1	B	Brown, B <a href="#">Create New Teacher</a>		
<input type="checkbox"/>	<Not Set>	2RPJ10 Research Project	2	D	1		Brown, B <a href="#">Create New Teacher</a>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Training 30 Update SACE Class Information screen

When classes are created (either via an import or rollover) you can update information relating to that particular SACE class.

You can for each class listed on this screen:

- Delete classes with no enrolments
- Change the **Teacher** assigned to the class
- Change the **Is the teacher new to the subject?** and **Is there an experienced teacher of the subject in the school?** fields.

Click on the **Save** button once any changes are made to save the entered information.

## VET Enrolments Menu

### Creating VET Enrolments

Menu: [Home](#) > [VET Enrolments](#) > [Create VET Enrolments](#)

This wizard will allow you to enrol a number of students in one or more units of competencies at the same time. Essentially you will identify the VET qualification, the students they wish to enrol and the units of competency in which to enrol them.

**HINT:** Throughout the wizard portions of the screen they can be minimised by clicking on the icon ▼▲.

### Step One – VET Qualification

The screen will display a list of the 25 most commonly used VET Qualifications for the current user's school.

You have two options to select the VET Qualification:

- Click on a commonly used qualification
- Perform a search on all VET Qualifications on the Recognition Register.

**HINT:** Any VET Qualification added must be on the VET Recognition Register before proceeding. If your search returns no results please ensure you have selected the option **View all qualifications in the Recognition Register**.

To proceed to step two of the wizard click on the qualification either from the commonly used or the search results.

> Home > VET Enrolments > Add Multiple VET Enrolments

### Add Multiple VET Enrolments

Step 1 - VET Qualification    Step 2 - VET Units of Competency    Step 3 - Student    Finish - Create VET Enrolments    Summary

Either select a commonly used VET Qualification

Qualification Code	Qualification Title	SACE Stage
30771QLD	Certificate III in Christian Ministry and Theology	2
406028A	Certificate III in Police Studies	2
AUR10105	Certificate I in Automotive	1
AUR20705	Certificate II in Automotive Mechanical	2
AUR20805	Certificate II in Outdoor Power Equipment	2
AUR30405	Certificate III in Automotive Mechanical Technology	2
AUR30805	Certificate III in Automotive Vehicle Body	2
BCG10103	Certificate I in General Construction	1
BCG30203	Certificate II in Carpentry	2
CHC30200	CERTIFICATE III IN AGED CARE	2
CPC20208	Certificate II in Construction Pathways	1
ICA10105	Certificate I in Information Technology	1
RTE20103	Certificate II in Agriculture	1
RTE30103	Certificate III in Agriculture	2
RTF20103	Certificate II in Horticulture	1
SIR20207	Certificate II in Retail	1
SIT20307	Certificate II in Hospitality (Kitchen Operations)	1
TLI31107	Certificate III in Transport and Logistics (Logistics Operations)	2
WRB20204	Certificate II in Make-Up Services	1

Or search for VET Qualifications

Qualification Code     SACE Stage

Qualification Title     AQF Certificate Level

Industry Area

Year

Student Surname     Sort Options

View qualifications with student enrolments     View all qualifications in the Recognition Register

### Training 31 Add Multiple VET Enrolments Wizard (Step 1 - VET Qualification)

#### Step Two – VET Units of Competency

The second step of the wizard list the commonly used 25 units of competency for the selected qualification at the current user's school.

The qualification selected in step one will be shown throughout the wizard and if you have selected the incorrect one click on the **Back to Previous Step** button to take you back to step one of the wizard.

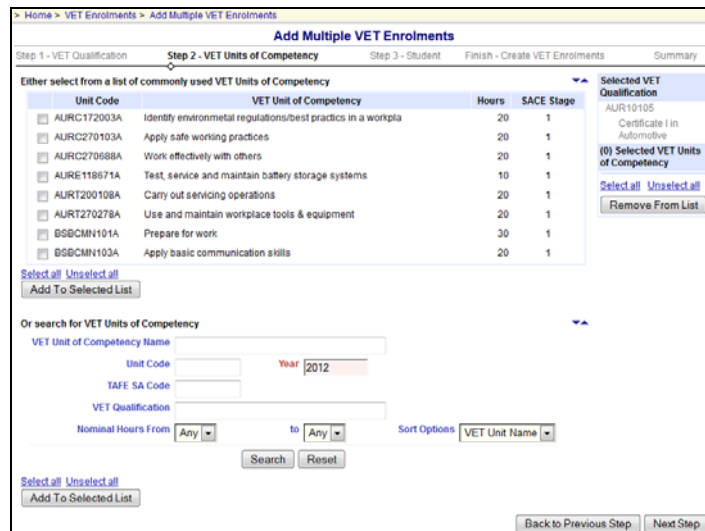
You have two options to select one or more VET Unit of Competency:

- Select one or more commonly used competencies using the box alongside the unit code.
- Perform a search on all unexpired VET Unit of competency in Schools Online.

Once either selected a commonly used competency or performed a search you click on the box alongside the VET Competencies you wish and then click on **Add to Selected List** below the section of the page you have selected the VET competencies.

A VET Competency selected can be removed by click on the box alongside the competency and then click on **Remove From List** button.

Once the selected list contains the competencies you wish to add to the qualification previous select click on **Next Step** button.



**Training 32 Add Multiple VET Enrolments Wizard (Step 2 - VET Units of Competency)**

### Step Three – Students

The third step of the wizard allow you search for and select at least one student to add the previous selected Units of Competency under the VET Qualification selected in step one of the wizard.

You can perform a search of students by:

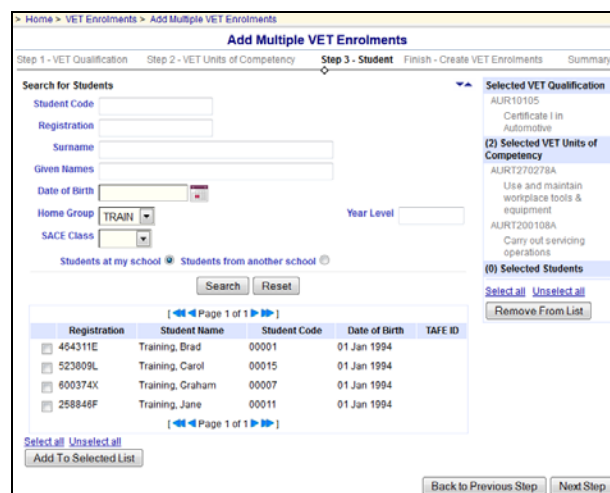
- an individual student by **Registration, Student Code, Givens Names or Surname**
- a group of students by **Home Group or Year Level**
- the members of a current **SACE class**

**HINT:** To add students who are not at your school, select **Students from another school** hyperlink and enter the student’s details.

Click on the **Search** button. The list of matching students is displayed in the bottom portion of the screen. Click on the box alongside the student or students you wish and then click on **Add to Selected List**.

A student selected can be removed by click on the box alongside the student and then click on **Remove From List** button.

Once the list contains the students you wish to add to the selected competencies and qualification click on **Next Step** button.



**Training 33 Add Multiple VET Enrolments Wizard (Step 3 - Student)**




## Finish – Create VET Enrolments

The final step require you set the Apprenticeship, Result, Registered Training Organisation (RTO), Delivery Location (NT Only) and Year fields for one or more common students.

The qualification competencies, students selected in previous steps will be shown as seen below and if you have selected the incorrect one/s click on the **Back to Previous Step** to take you back to step three of the wizard.

For any student selected either all or few as appropriate you enter or select common values:

- Check the year in the **Year** field. It will default to the current year. Only change this if entering VET for the previous year.
- Select a **Registered Training Organisation (RTO)** from the list which will contain the 15 commonly used organisations. If the RTO you require isn't listed you may perform a search by clicking on  icon.
- Select the appropriate **Result** and **Apprenticeship** option.
- For Northern Territory schools, you must enter a **Delivery Location**.

Once the common values are selected and the students are ticked you click on **Create Enrolments**. Once an enrolment is added to Schools Online it will appear at the bottom of the screen under the section titled **Created VET Units of Competency Enrolments**. Students with all their enrolments added will be removed from the list. As soon as there are no students to select or you have added the VET enrolments to the students required you can click on **Finish** to take you to the **Summary** screen

**NOTE:** Results can be changed as often as necessary until the database Cut-Off.

**HINT:** Once you begin creating enrolments you can't go back to any previous steps of the wizard.

### Training 34 Add Multiple VET Enrolments Wizard (Final Step - Create VET Enrolments) (SA)


### Training 35 Add Multiple VET Enrolments Wizard (Final Step - Create VET Enrolments) (NT)

## Final Step – Summary

This summary show you all the enrolment information added to Schools Online via the wizard.

Add Multiple VET Enrolments						
Step 1 - VET Qualification		Step 2 - VET Units of Competency		Step 3 - Student	Finish - Create VET Enrolments	Summary
<b>Created VET Units of Competency Enrolments</b>						
Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year
523809L	Training, Carol	(AURT270278A) Use and maintain workplace tools & equipment	20 Hrs	Passed	40161	2012
		(AURT200108A) Carry out servicing operations	20 Hrs	Passed	40161	2012
464311E	Training, Brad	(AURT270278A) Use and maintain workplace tools & equipment	20 Hrs	Passed	40161	2012
		(AURT200108A) Carry out servicing operations	20 Hrs	Passed	40161	2012

### Training 36 Add Multiple VET Enrolments Wizard (Final Step - Summary)

**HINT:** Each individual VET enrolment can be editing by clicking on the  icon along the enrolment.

## Viewing VET Enrolments

Menu: Home > VET Enrolments > List Students by Qualifications

The **List Students by Qualification** provides the functionality to search and display student enrolments in units of competency, grouped by VET Qualification.

VET Qualification Search	
Qualification Code <input type="text"/>	SACE Stage <input type="text"/>
Qualification Title <input type="text"/>	AQF Certificate Level <input type="text"/>
Industry Area <input type="text"/>	SACE Completion Requirement <input type="text"/>
Year <input type="text" value="2012"/>	RTO Code <input type="text"/>
Student Surname <input type="text"/>	VET Unit of Competency Code <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

### Training 37 VET Qualification Search

You can perform a search by entering/selecting one or more criteria:

- a **Qualification Code**, an **AQF<sup>3</sup> Certificate Level**, a **SACE Stage** of the qualification as on the Register, a **RTO Code**, and/or an **SACE Completion Requirement**,
- a **Qualification Title** or part of the title,
- select from an **Industry Area**,
- a **Year**,
- a **VET Unit of Competency Code**, or
- a **VET Unit of Competency title** or part of a title.

Click on the **Search** button to view matching qualifications on the **List VET Qualifications and Students** screen.

<sup>3</sup> The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It set the certificate levels ranging from Level 1 (Certificate 1) to Level 5 (Diploma) and higher.

> Home > VET Enrolments > VET Qualification Search


### List VET Qualifications and Students

Qualification Code	Qualification Title	Year	Stage
<input type="checkbox"/> AUR10105	Certificate I in Automotive	2012	1
<b>VET Unit of Competency</b>			
<input type="checkbox"/> AURT200108A	Carry out servicing operations	20	1 2
<input type="checkbox"/> AURC172003A	Identify environmental regulations/best practices in a workpla	20	1 2
<input type="checkbox"/> AURT270278A	Use and maintain workplace tools & equipment	20	1 2
<input type="checkbox"/> AURC270103A	Apply safe working practices	20	1 2
<input type="checkbox"/> AUR30405	Certificate III in Automotive Mechanical Technology	2012	2

Registration	Student Name	RTO	Apprenticeship	Result
<input type="checkbox"/> 464311E	Training, Brad	40161	No	Passed (20)
<input type="checkbox"/> 523809L	Training, Carol	40161	No	Passed (20)

### Training 38 List VET Qualifications and Students

For each qualification that matches the search performed you see the qualification records. Each qualification can be expanded by clicking on  to view the Units of Competency added. Finally each Unit of Competency can be expanded to view the students enrolled in that competency.

You can alter the **Result** and **Apprenticeship** information and then click on Submit to save the information to Schools Online.

## Confirm completed VET Qualifications







Menu: Home > VET Enrolments > Confirm Completed VET Qualifications

In order for the qualification (Certificate III or above) to be used for the Australian Tertiary Admission Rank (ATAR) each student needs to have successful completion of their qualification confirmed by the Registered Training Organisation (RTO) and verified by the Principal and the form submitted to the SACE Board.


The report will list those qualifications currently being undertaken at the user's school.

> Home > VET Enrolments > VET Confirmation

### VET Confirmation

Qualification Code	Qualification Title	AQF	Year Started	
30771QLD	Certificate III in Christian Ministry and Theology	3	2011	
AUR10105	Certificate I in Automotive	1	2011	
AUR20805	Certificate II in Outdoor Power Equipment	2	2011	
AUR30405	Certificate III in Automotive Mechanical Technology	3	2011	
BCG30203	Certificate III in Carpentry	3	2011	
CHC30208	Certificate III In Aged Care	3	2011	
CPC20208	Certificate II in Construction Pathways	2	2011	
RTE30103	Certificate III in Agriculture	3	2011	
SIR20207	Certificate II in Retail	2	2011	

### Training 39 VET Qualification Confirmation – VET Qualification Search

To enter details for each student to indicate that they have successfully completed the qualification click on the  alongside the qualification.



# Data Exchange Menu

## Importing data into Schools Online

We strongly recommend that data exchanges between your administrative system and Schools Online should be done by one staff member only. That staff member needs to have administrative rights to the system.

You can import data into Schools Online from administrative systems that use the correct file formats. In South Australia EDSAS, and in the Northern Territory SAMS, support file formats compatible with Schools Online. The files and their formats are described in the Schools Online Help. The files you can import are listed below and **MUST BE IMPORTED IN THE CORRECT ORDER**.

### Import File Order (South Australia)

1. Students (StudImp.dat\*)
2. Teachers (Tchrlmp.dat\*)
3. SACE Classes (ClassImp.dat\*)
4. SACE Enrolments (EnrImp.dat\*)
5. VET Enrolments (VETRImp.dat\*)
6. CEA Data (CEADatImp.dat\*)

\* These file names refer to EDSAS users only.

### Import File Order (Northern Territory)

1. Candidates
2. Teachers
3. Class Structure
4. Enrolments
5. VET Results
6. VET Qualifications

### Import warnings

You can only import one file at a time.

- Always import students and teachers before classes and enrolments.
- Do not attempt to have two imports running at the same time.

If your student import file includes a student with a name similar to a student already in the database, the system may assume you are trying to create a duplicate record and fail to import it. Remove the student from the import file and try again. If the second student is not a duplicate, you will need to enter that student manually through the **Create Student** screen.


- Make sure your SACE classes exist before importing SACE enrolments.

### Importing the data

Menu: [Home](#) > [Data Exchange](#) > [Import](#) > [Import Data](#)

1. Select a file to import from the **Type** list. (Remember to import files in the correct sequence.)
2. Select the correct **Date Format** and browse to the **File** location, then click on the **Import** button.
3. A report will be generated, telling you if the import was successful and detailing any import errors.

If warnings are found in the import file, the correct records will be imported and the incorrect records will not. Errors found in those records will be reported to you in an error message.

For more details about importing data click on the **Context Help** button  and read the Help topic.

## Exporting data from Schools Online

Menu: [Home](#) > [Data Exchange](#) > [Export](#) > [Export Data](#)

You can export data from Schools Online from the **Export Data** screen by selecting the **Export Type, Text Delimiter, Field Separator, Date Format** and **Include Field Headers** option. You can view each data file on screen or save the file to disk. You can then import the data into another administrative software system.

## Reports Menu

Schools Online reports are available for Students, SACE Classes and VET enrolments.

Menu: [Home](#) > [Reports](#) > [Student Reports](#) > [Student Reports Selection](#)

The **Report types** are: Declarations Checklist, Potential Completion Details, Student Details, Student Summary, Student Tracking Summary, Students without a CEA record (SA Only) and VET Unit of Competency By Student.

Menu: [Home](#) > [Reports](#) > [SACE Class Reports](#) > [SACE Class Reports Selection](#)

The **Report types** are: Class Listing, Class Listing by Subject, Enrolment Checklist, Enrolments Against Learning and Assessment Plan Status Report, Program Variant Listing, Research Project – End of Semester, School Assessment Sample Materials Submission, School Report for all Stage 1 Subject Enrolments, Stage 1 Result Confirmation, Stage 1 Result Sheets, Students Enrolled Elsewhere, Students Registered Elsewhere, Subject Listing, Teacher Class Listing and Teacher Listing.

Menu: [Home](#) > [Reports](#) > [VET Reports](#) > [VET Reports Selection](#)

The **Report types** are: Unit By Qualifications, VET Qualification Verification, VET Qualifications entered as completed and VET Result Sheet.

## Frequently Asked Questions (FAQ)

You may find the answer to one of your questions in the FAQ (Frequently Asked Questions).

Menu: [Home](#) > [Help](#) > [FAQ](#)

Appendix A of this Training Guide has the current FAQ from the Schools Online help. You should regularly visit the FAQ page within the help as this is updated regularly.

# Contacting the SACE Board

Menu: [Home](#) > [Contact Us](#) > [Contact Us](#)

The latest contact details are available on the **Contact Us** screen.

> [Home](#) > [Contact Us](#)

**Contact Us**

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**SACE Board of South Australia Helpdesk**

[DATEX Online Issues](#) Phone: 8372 7412  
 Fax: 8115 1315  
 Email: [ServiceDesk@saceboard.sa.gov.au](mailto:ServiceDesk@saceboard.sa.gov.au)

**Assessment Operations**

[SACE Enrolment queries](#) Phone: 8372 7424  
[VET Enrolment queries](#) Phone: 8372 7415  
[Assessment Plans](#) Phone: 8372 7476  
[Status, Credit](#) Phone: 8372 7425  
[Examination Centres](#) Phone: 8372 7425  
[Stage1 and 2 Results](#) Phone: 8372 7426  
[Clerical Checks](#) Phone: 8372 7426  
[Eligibility](#) Phone: 8372 7476  
 Fax: 8372 7509

## Training 42 Contact Us (SA)

> [Home](#) > [Contact Us](#)

**Contact Us**

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<p><b>NT DATEX Online Helpdesk</b></p> <p><a href="#">NTCET Certification Officer</a> Phone: 8944 9253 / 8944 9254  <a href="#">Clerical Checks and Enrolment Queries</a> Phone: 8944 9253 / 8944 9254  <a href="#">Data Analyst</a> Phone: 8944 9249              Fax: 8999 4270              Email: <a href="mailto:ntcertification.det@nt.gov.au">ntcertification.det@nt.gov.au</a></p> <p><b>Senior Years Team Manager</b></p> <p><a href="#">Assessment Plans, Status and Credit/VET Credits</a> Phone: 8944 9251              Fax: 8999 4270</p> <p><b>SAMS Team</b></p> <p><a href="#">DET Policy SAMS Manager</a> Phone: 8999 3532  <a href="#">SAMS Support</a> Phone: 1800 446 961</p>	<p><b>SACE Board of South Australia Helpdesk</b></p> <p><a href="#">DATEX Online Issues</a> Phone: 8372 7412              Fax: 8115 1315              Email: <a href="mailto:ServiceDesk@saceboard.sa.gov.au">ServiceDesk@saceboard.sa.gov.au</a></p> <p><b>SACE Board of South Australia Assessment Operations</b></p> <p><a href="#">SACE Enrolment queries</a> Phone: 8372 7424  <a href="#">VET Enrolment queries</a> Phone: 8372 7415  <a href="#">Assessment Plans</a> Phone: 8372 7476  <a href="#">Status, Credit</a> Phone: 8372 7425  <a href="#">Examination Centres</a> Phone: 8372 7425  <a href="#">Stage1 and 2 Results</a> Phone: 8372 7426  <a href="#">Clerical Checks</a> Phone: 8372 7426  <a href="#">Eligibility</a> Phone: 8372 7476              Fax: 8372 7509</p>
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## Training 43 Contact Us (NT)



# Appendix A

## Schools Online FAQ

### Student

**Q. What do I do with students who have completed and / or left school in my database?**

A. If they have left your school or have completed the SACE or NTCET, please transfer them out. This will make them immediately available to other schools.

**Q. How do I transfer in a student from another school?**

A. Use the **Student Search** screen to find the student. HINT: Remember to choose **Search from Other Schools**. When the student details are displayed on the **View Student (Registered Elsewhere)** screen, and you are sure you have located the correct student, click **Request to Transfer In**.

**Q. How do I maintain completed student information when they return to do further study?**

A. Enrol them in a SACE class. This will make them active again so you can now maintain the details of the student.

**Q. What do I do if I find a student duplicated within Schools Online?**

A. Send a fax to the 'Assessment Officer: Enrolments and Results' on (08) 8372 7509. The fax needs to contain the following details:

- the Registration numbers of the students;
- the Name of the duplicated students;
- Date of Birth.

### SACE Class

**Q. How do I delete stage 1 and 2 classes from the database?**

A. Follow these steps:

1. Select **SACE Classes** from the main menu
2. Choose **List SACE Classes** from the SACE menu
3. Indicate the group of classes you want to view on the SACE Class Search screen and click **View**.
4. Select the class you want to delete and click its **Class Code** to open the class.
5. If there are students in the class, delete them. When the class is empty the **Delete Class** button will appear. Click it to remove the class from the database.

**Q. How do I delete a group of unwanted classes from the database in one operation?**

A. Follow these steps:

1. Select **SACE Classes** from the main menu
2. Choose **Update SACE Class Teacher Information** from the SACE Classes menu.
3. Select the classes you want to delete and click **Delete Selected** to remove the classes in one operation.

**Q. When a student from my school studies one or more subjects at another school, who is responsible for entering the enrolment?**

A. In Schools Online the **teaching school** is responsible for entering enrolments for all students they are teaching.

**Q. How do I change the assessment school for students enrolled in a Stage 2 subject?**

A. Follow these steps:



1. Select **SACE Classes** from the main menu
2. Choose **List SACE Classes** from the SACE menu
3. Indicate the group of classes you want to view on the SACE Class Search screen and click **View**.
4. Select the class you want and click its **Class Code** to open the class.
5. Click on **Edit SACE Class**.
6. Select the **Assessment School** from the school drop down list.
7. Click the **Save** button to save the change made.

**Q. I have imported grades for my Stage 1 students but no results are displayed and the enrolment status has not changed from 'E' (Enrolled) to 'C' (Completed).**

A. This is because the cut-off date for this semester has not yet been reached. You can change results for students as many times as you need until the cut-off date has been reached. At that time the results are taken on at SACE Board of South Australia and become fixed. The enrolment status will become 'C' (Completed) and a grade will be displayed.

## VET

**Q. Do I need to enter VET Class Codes for my VET classes?**

A. Although not mandatory, we strongly suggest you do enter VET Class Codes. They will help you identify individual classes from a list that could grow quite large. But you must enter VET Class Codes when you are creating your VET classes. At any time they can be changed by maintaining the VET Class.

**Q. I have got a Competency that doesn't exist in Schools Online. What should I do?**

A. If the VET competency is missing from the list please forward the details to the SACE Board of South Australia (Assessment Operations), quoting the **title, code, qualification, Registered Training Organisation (RTO) and hours**. Once the information has been verified, the SACE Board of South Australia will update the list of available competencies.

## Reports

**Q. Can I view reports on the screen?**

A. Yes. All reports will be displayed on the screen in PDF (Portable Document Format). You can save or print them if you wish once they have been displayed.

**Q. Why can't I see any reports displayed?**

A. The report may be active but minimised. Check the icons at the bottom of your screen. Your browser may automatically block pop-up windows from all sites. More information on allowing popup for various toolbars / browsers can be found in the help topic **Allowing pop-ups instructions** within the **Resources** book.

## Data Exchange

**Q. What data can I import into Schools Online from another administrative system?**

A. You can import all or part of your data from another system into Schools Online. It is important that you should import the data in the following order:

- Students
- Teachers
- SACE Classes
- SACE Enrolments
- VET Enrolments
- CEA Data

Northern Territory schools should import the data in the following order:

- Candidates
- Teachers
- Class Structure

- Enrolments
- VET Results
- VET Qualifications

**Q. How do I deal with errors in the imported data?**

A. If there are any errors in the imported data more information on the error messages with imported files can be found in the **Data import overview** section of the help.

**Q. How do I resolve errors with my data from EDSAS / SAMS being incorrect?**

A. Follow these steps:

1. Check the Schools Online Import Error Report and resolve the error in the administrative system based on **Diagnosis** and the **Cure**.
2. There may be an issue with the other administrative system and you will need to contact the relevant Service Desk/Support for those systems.

**Q. Can I import data from an administrative system other than EDSAS or SAMS?**

A. Data can only be imported into Schools Online if it is in the correct order and in the correct format.

The import format for each type of file is published in the online help. You can view the file formats for SA and NT from the **Data Exchange** section of the help.

- If your administrative system produces data files in an incorrect format, you can make changes in Excel and save the file in **CSV** (Comma Separated Values) format before importing. If you attempt this, make sure:
  - all columns containing data with leading zeros are formatted to text
  - all date of birth entries are shown in one of the acceptable birth date formats.

## **School & Teacher**

**Q. Do I need to do a rollover?**

- If you import all your data including students, teachers, classes, SACE enrolments and VET enrolments from another administrative system such as EDSAS or SAMS, you do not need to carry out a rollover in Schools Online.
- If you do not import all your data from another system then you must do a rollover.

**Q. Where can I see and edit the list of teachers?**

A. Select **Home > School > List teachers** from the menu to open the **Teachers List** screen. More information on the maintaining teachers can be found in the school section of the help.

**Q. How can I add a new teacher to the list?**

A. Select **Home > School > Create Teacher** from the menu to open the **Create Teacher** screen. More information on adding a new teacher can be found in the school section of the help.

**Q. How do I change a teacher code for a teacher?**

A. Follow these steps:

1. Remove the teacher from all classes.
  - a) From the **Teachers List** screen, click on the **View SACE Classes** hyperlink. The **Teacher Details** screen is displayed with the list of the teacher's current SACE classes.
  - b) If the teacher has no classes assigned to them a checkbox is displayed at the beginning of their entry. Proceed to step 2.
  - c) For each of the classes, click on the **Class Code** hyperlink. The **SACE Class Summary** screen is displayed.
  - d) Click on the **Edit SACE Class** hyperlink. The **Edit SACE Class Information** screen opens.

- e) Use the **Teacher** list or **Create New Teacher** hyperlink to assign the class to another teacher temporarily.
  - f) Return to step 1.a).
2. Once the teacher has no classes you can delete them from the Teachers List.
    - a) From the **Teachers List** screen, click in the teacher's **Delete** checkbox.
    - b) Click on the **Delete Selected** button.
  3. Create the teacher again with the new code.
  4. If classes were temporarily assigned to another teacher, re-assign those classes to the newly created teacher.

## User

### Q. How do I change my user settings?

A. Select **Home > User > User Settings** from the menu to open the **User Settings** screen. More information on the User settings can be found in the users section of the help.

### Q. How do I change my password?

A. Select **Home > User > Password Change** from the menu. More information on the changing your password can be found in the users section of the help.

### Q. Why must I have a password?

A. Your password is very important in Schools Online.

- When you use this system, you will be viewing SACE Board of South Australia's database. This database contains present and past information about many thousands of students, so for security and confidentiality reasons we must be sure that only authorised people have access.
- Your password identifies you to the system and everything you do in Schools Online is logged. This can help us identify any problems you may be having. It can also help us identify any changes to the data made by someone who is using your password without authority.
- So for security of the data and to protect the rights of the students listed on the database, you are asked to create a password that is difficult for someone else to copy, and to change your password often. If you think that someone else may have used your password, please contact the SACE Board of South Australia Service Desk immediately on (08) 8372 7412.

### Q. What should I do now as I have forgotten my password for Schools Online?

A. You should contact the SACE Board of South Australia Service Desk on (08) 8372 7412 and we confirm your identity using the Security Question that you answered on the Schools Online Confidentiality Agreement.

### Q. How do I arrange to change my Role (Permission) within Schools Online?

A. You will be required to have another Schools Online Confidentiality agreement filled in with the appropriate authorisation and permission. On receipt by the SACE Board of South Australia Service Desk and processed and you should be contacted.

### Q. Why should I avoid using the back key?

Use of the Back key can cause data corruption and should be avoided. If you need to go back a few pages you should use the bread crumbs at the top of the page. Bread crumbs appear at the top of each page. You will see them appearing something like this ...

..... > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) > [View Enrolments](#) > [Add Student to SACE Classes](#)

### Training 44 Schools Online Breadcrumbs

Click on any link between two chevron ('>') characters to return to that page.

## General

### Q. What do I do if I have missed a Schools Online cut-off?

A. You will be required to contact the Enrolment Officer in Assessment Operations immediately. See the **Contact Us** page for the telephone number.

### Q. How can I make Schools Online run more efficiently?

A. Within Schools Online there are a few strategies you can adopt:

- Increase the **Number of search items on a page** in your **User Settings** to 50 or more instead of the default 12.
- Limit the number of entries in a report by choosing a smaller group of students or classes.

Should you have any ideas for improving the efficiency in Schools Online, please email the SACE Board of South Australia Service Desk with those comments / ideas.