



Government  
of South Australia

SACE  
Board of SA

# ORS

ONLINE  
RESULTS  
SHEETS

## **Teacher** Online Results Sheets (ORS) Information Booklet



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## Welcome to the Online Results Sheets

This information booklet will help you to understand the Online Results Sheets (ORS) functionality in Schools Online.

Included in this booklet is:

- a business flow diagram which depicts at a high level the Schools Online workflow, what happens with ORS at the school, and then at the SACE Board
- instruction sheets to assist you to perform functions in Schools Online
- a link to the Schools Online website where you can access information.

Schools Online is the SACE Board's system for schools to record their student enrolment and results information. ORS is a feature within the system that enables:

- teachers to complete and check results
- Principal's Delegates to administer, quality assure results, and send results to the SACE Board
- SACE Board to receive, check Results Sheets, and follow-up anomalies.

## Who to contact for support

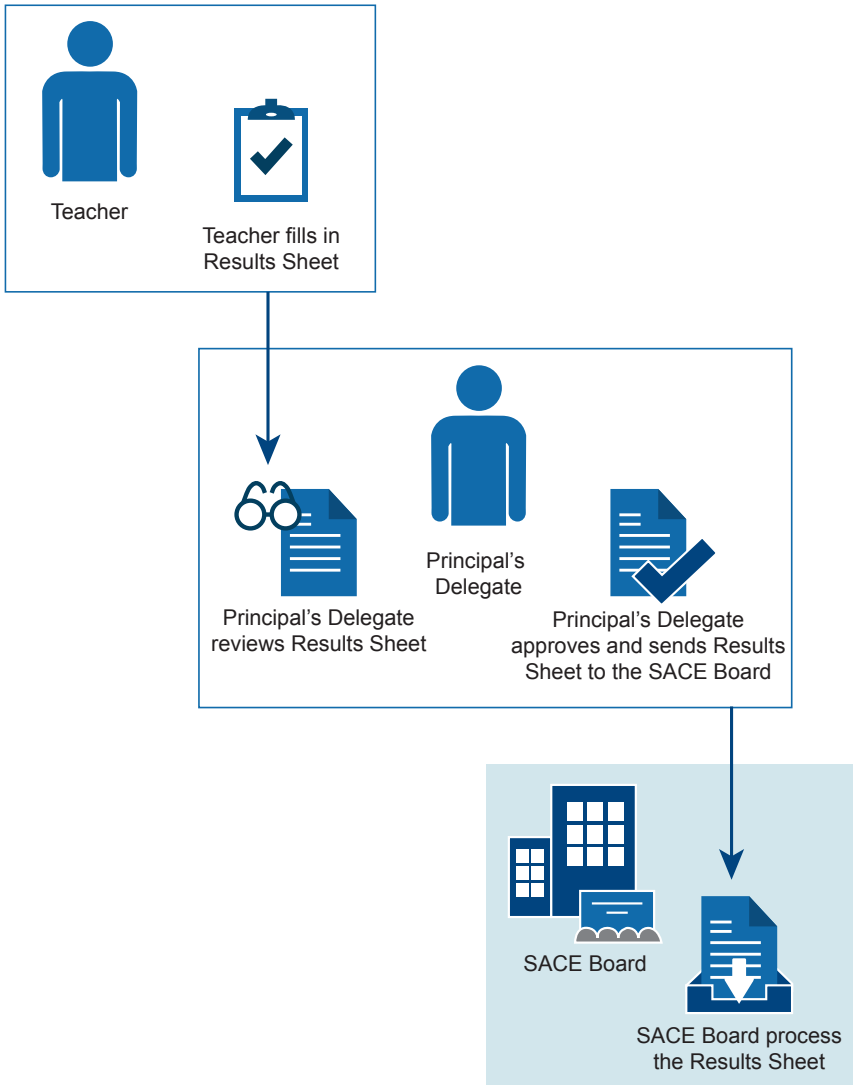
The SACE Board Service Desk is the central point of contact to manage all ORS questions and register enquiries or issues. They are available between the hours of 8.30am and 5.00pm, Monday to Friday, on +61 8 8372 7412 or via email at [sace.servicedesk@sa.gov.au](mailto:sace.servicedesk@sa.gov.au)

# Business flow diagram

This diagram illustrates the workflow associated with ORS. In the system the Results Sheets start with a teacher who enters results and then sends the Results Sheets to the Principal's Delegate for review.

The Principal's Delegate then approves the Results Sheets before submitting them to the SACE Board.

The SACE Board checks and processes the Results Sheets.



# Instruction Sheet A

## Logging into Schools Online for the first time

### Getting started

- Open your web browser (e.g. Firefox, Internet Explorer, etc) and ensure your computer has internet access
- Copy and paste the following web link into your browser's address bar:
  - » <http://www.sace.sa.edu.au/schools-online/>

The SACE Board's website will be displayed with a link to the Schools Online application.

- Click the Access Schools Online link.

The Schools Online login screen will be displayed.

South Australian  
Certificate of Education  
Schools Online

**Login Page**

Schools Online 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 Schools Online 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 8115 1315

To contact the Service Desk please call 8372 7412

**Welcome to the SACE Board of South Australia - Schools Online System**

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 am an authorised user of the Schools Online system.
- I will neither disclose my credentials to any other person nor use another person's credentials to access the system.

**Login**

Email Address:

Password:

[Forgot Password?](#)

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Schools Online - Version 3.38 4-RC02 - Build 14/11/2014 18:02 - Production

sa.gov.au

### Logging into Schools Online

- Type in your email address
- Your email address is your official school email address, e.g.:
  - » joanne.surname012@schools.sa.edu.au
  - » joanne.surname@catholic.edu.au
- Type your password
- Click the Login button.

A temporary password may have been emailed to you by the SACE Board. When you login you will be prompted to change this password.

## **Setting up your user details**

The first time you log in to Schools Online, you are required to do three things – change your password, read and acknowledge a user agreement, and set up some security questions and answers.

This won't happen every time you log in, just the first time.

## **Setting a new password**

- Type your existing password
- Type a new password
- Retype your new password
- Click the Submit button.

Your password must be at least 8 characters long and contain a mixture of uppercase and lowercase letters, numbers and other characters.

## **Setting your security questions**

If you need to reset your password, Schools Online will need to verify your identity.

- Select a suitable question from the dropdown list
- Type your answer in the space provided.
- Choose questions from the remaining lists and provide answers for each one.
- Click the Submit button.

## **Acknowledge the User Agreement**

- Read the text
- Tick the checkbox to accept the agreement.

Now you can start using Schools Online.

Once you have done all of these steps, you will not be asked to do them again the next time you log in to Schools Online.



# Instruction Sheet B

## Logging into Schools Online

### Getting started

- Open your web browser (e.g. Firefox, Internet Explorer, etc) and ensure your computer has internet access
- Click on the link below
- or
- Copy and paste the web link into your browser:
  - » <http://www.sace.sa.edu.au/schools-online/>
- The SACE Board's website will be displayed with a link to Schools Online.
- Click the Access Schools Online link.

The Schools Online login screen will be displayed.

South Australian  
Certificate of Education  
**Schools Online**

**Login Page**

Schools Online 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 Schools Online 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 8115 1315

To contact the Service Desk please call 8372 2452

**Welcome to the SACE Board of South Australia - Schools Online System**

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 am an authorised user of the Schools Online system.
- I will neither disclose my credentials to any other person nor use another person's credentials to access the system.

**Login**

Email Address:

Password:

[Forgot Password?](#)

- Type in your email address.
- Your email address is your official school email address, e.g.:
  - » joanne.surname012@schools.sa.edu.au
  - » joanne.surname@catholic.edu.au
- Type your password
- Click the Login button.

A temporary password may have been emailed to you by the SACE Board. When you login you will be prompted to change this password.

# Instruction Sheet C

## Understanding Results Sheets page

The screen shows you a list of all your Results Sheets.

From here you can filter Results Sheets by type, open individual Results Sheets, export them to PDF for emailing or printing, and send the completed Results Sheet on to the Principal's Delegate.

**Teacher Results Sheets**

Result Sheet Type: All Result Sheets

Page 1 of 1

Select	Type	Status	Subject	Name	Class(es)	Assess Grp	Class	Students	Submission Date
<input type="checkbox"/>	Investigation	Unactioned	2LAC20	Language and Culture	LAC01	1	1	7	4 Aug 2015
<input type="checkbox"/>	Predicted Examination	Unactioned	2JAC20	Japanese (continuers)	20JAPEX1	1		5	27 Mar 2015
<input type="checkbox"/>	School Assessment	Unactioned	2JAC20	Japanese (continuers)	20JAPEX1	1		5	7 Aug 2015
<input type="checkbox"/>	School Assessment	In Progress	2LAC20	Language and Culture	LAC01, LAC1	1		15	7 Aug 2015
<input type="checkbox"/>	Stage 1	Unactioned	1JAC20	Japanese (continuers)	10JAPAN1		1	12	12 Aug 2015

Page 1 of 1 5 records

Select All | Clear All

Export to PDF Send to Principal's Delegate Refresh Page

Legend:

Due within 7 days	Amended by another user
-------------------	-------------------------

## Status

- *Unactioned* – no results have been entered yet
- *In Progress* – some results have been entered but the Results Sheet isn't complete yet
- *Sent to Principal's Delegate* – the teacher has entered all the results and sent the Results Sheet to the Principal's Delegate
- *Returned to Teacher* – the Principal's Delegate has returned the Results Sheet to you for correction
- *Sent to SACE Board* – the Principal's Delegate has sent the Results Sheet electronically to the SACE Board but it hasn't been processed yet
- *Returned to Principal's Delegate* – the SACE Board has sent the Results Sheet electronically back to the Principal's Delegate for correction
- *Processed by SACE Board* – the results of all students on the Results Sheet have been recorded by the SACE Board.

## Colours

Some rows on the list may be displayed in a different colour.

- Pink means that your Results Sheet is nearing its due date and needs to be completed and sent on to the Principal's Delegate
- Orange means that another user (e.g. the Principal's Delegate) has made changes to the Results Sheet since you last opened it.

## Actions

- Clicking the Result Sheet type will open that Results Sheet, enabling you to enter results for students in your class and also add or withdraw students if necessary.
- The Export to PDF button will create PDF files for each of the selected Results Sheets, enabling you to print them or attach them to emails
- Clicking the Send to Principal's Delegate button is the next step of sending the selected Results Sheet to the Principal's Delegate who will check it and then when it is correct, send it electronically to the SACE Board.
- The Refresh Page button will update the display with the latest information about your Results Sheets.

# Instruction Sheet D

## Filling out a Results Sheet

### Getting started

- Open your web browser (e.g. Internet Explorer, Firefox, etc) and ensure your computer has internet access
- Log in to Schools Online (see *Logging into Schools Online* Instruction Sheet)
- Once you have logged in to Schools Online your Teacher Results Sheets list will be displayed.

The screen shows you a list of the Results Sheets for your classes.

**Teacher Results Sheets**

Result Sheet Type:

Page 1 of 1

Select	Type	Status	Subject	Name	Class(es)	Assess Grp	Class	Students	Submission Date
<input type="checkbox"/>	Investigation	Unactioned	2LAC20	Language and Culture	LAC01	1	1	7	4 Aug 2015
<input type="checkbox"/>	Predicted Examination	Unactioned	2JAC20	Japanese (continuers)	20JAPEX1	1		5	27 Mar 2015
<input type="checkbox"/>	School Assessment	Unactioned	2JAC20	Japanese (continuers)	20JAPEX1	1		5	7 Aug 2015
<input type="checkbox"/>	School Assessment	In Progress	2LAC20	Language and Culture	LAC01, LAC1	1		15	7 Aug 2015
<input type="checkbox"/>	Stage 1	Unactioned	1JAC20	Japanese (continuers)	10JAPAN1		1	12	12 Aug 2015

Page 1 of 1 5 records

[Select All](#) | [Clear All](#)

Legend

Due within 7 days	Amended by another user
-------------------	-------------------------

From here, you can filter Results Sheets by type, open Results Sheets to enter students' results, export a copy to PDF for printing or emailing, and you can send the Results Sheet electronically from within Schools Online to the Principal's Delegate for checking.

### Opening a Result Sheet

- Find the Results Sheet you want to open
- Click the Result Sheet type link for that row

The Result Sheet page will be displayed.

## Entering Results for School Assessment

- Type or select a grade for each Assessment Type

*Note that the combined grade is automatically calculated for you.*

**Stage 2 School Assessment Results Sheet**

Research Project A (2RPA10)      Class Teacher(s): G Musulin      Status: Unactioned

Class: <Not Set>

Assessment Group: 2      Results Due: June      Result Sheet Due: Thu 16 Apr 2015

Student Name	Registration	Folio (30%)	Research Outcome (40%)	Combined Grade	Withdrawn
CLARK, SARAH BETH	609258L	B	B+	B+	<input type="checkbox"/>
DAVIES, DANIEL TROY	938139F			Withdrawn	<input checked="" type="checkbox"/>
FASHAI, FIONA MARIE	699224G				<input type="checkbox"/>
FATAIKI, RUBY ANN	612238L				<input type="checkbox"/>
GILKES, SONG JIN	307908R				<input type="checkbox"/>
GREEN, CASEY JAMES	485059E				<input type="checkbox"/>
HUNT, JAY ANTHONY	259120L				<input type="checkbox"/>
MAINAS, ANTHONY JOSEPH	498490E				<input type="checkbox"/>
NGUYEN, JIA (PHOEBE)	787844F				<input type="checkbox"/>
SCAFFIDI-MUTA, ANGELO	832561F				<input type="checkbox"/>
SELWAY, CASSANDRA ADEIE	503299J				<input type="checkbox"/>
SUTTON, MATTHEW STEPHEN	914820R				<input type="checkbox"/>

- Once you have completed the entire Results Sheet, the Send to Principal's Delegate button is enabled.

## Entering Results for School Assessment (On Site)

- Type or select a grade

**Stage 2 School Assessment (On Site) Results Sheet**

Visual Arts - Art (2VAA20)      Class Teacher(s): K HOLE      Status: Unactioned

Class: <Not Set>

Assessment Group: 2      Results Due: December      Result Sheet Due: Thu 27 Aug 2015

Student Name	Registration	Practical (30%)	Withdrawn
FERGUSON, NOELENE ELIZABETH	234014E		<input type="checkbox"/>
GROSSI, LOUISA MARIE	797300E		<input type="checkbox"/>
POMERY, SANDRA JANE	890304R		<input type="checkbox"/>
ROACH, KAYLA	288074J		<input type="checkbox"/>
SAINT, KYANDRA ROSSLYN	248528L		<input type="checkbox"/>
SAYNER, ALEX	772652T		<input type="checkbox"/>
STUART, MARGIE	143377J		<input type="checkbox"/>
WESTERN, EMMA KATE	748444G		<input type="checkbox"/>

- Once you have completed the entire results sheet, the Send to Principal's Delegate button is enabled.

## Entering Results for Predicted examinations

- Type or select a mark for each examination type
- For Languages at continuers level select the Special Subject Allowance

**Stage 2 Predicted Examination Results Sheet**

English Studies (ZEND20)      Class Teacher(s): N Bonazinga      Status: Unactioned

Class: 20ENGST1

Assessment Group: 1      Results Due: December      Result Sheet Due: Fri 21 Aug 2015

Student Name	Registration	Written Examination (30%)	Withdrawn
BAUER, JARED LEITH	754002W	<input type="text"/>	<input type="checkbox"/>
BRONISH-STOPPS, EMILY KATHLEEN	367204E	<input type="text"/>	<input type="checkbox"/>
ENNEKING, VANESSA	701508E	<input type="text"/>	<input type="checkbox"/>
FAHEY, ABBY MARIE	612329E	<input type="text"/>	<input type="checkbox"/>
FOSTER, GRACE	648874X	<input type="text"/>	<input type="checkbox"/>
JAKEL, JOANNA	570699L	<input type="text"/>	<input type="checkbox"/>
KELLY, AARON	494531F	<input type="text"/>	<input type="checkbox"/>
KEOW MEI-SHAN, TAMMY JANE	853305T	<input type="text"/>	<input type="checkbox"/>
LINDSAY, ARKADIUSZ JAN	680487E	<input type="text"/>	<input type="checkbox"/>
MARSHALL, EWAN GRAEME	516166L	<input type="text"/>	<input type="checkbox"/>
SHANAHAN, MARK	956939H	<input type="text"/>	<input type="checkbox"/>
SHEPHARD, MAREE	956213F	<input type="text"/>	<input type="checkbox"/>

- Once you have completed the entire results sheet, the Send to Principal's Delegate button is enabled.

## Entering Results for Investigations

- Type or select a mark for the Assessment Type
- Note the Grade is automatically derived from the mark entered and displayed for you.
- The status of the Special Provisions application is displayed in the Special Provisions column. If an application is submitted to the SACE Board a 'Y' (Approved) or 'P' (Pending) will appear in the Special Provisions column and a result is not required to be entered for the student.
- To identify a potential breach of rules tick the Potential Breaches check box alongside the student.

**Stage 2 Investigation Results Sheet**

Research Project B (ZRPB10) Semester: 1  
 Results Due: June Batch Number: 17  
 Class: 3 Result Sheet Due: Tue 28 Apr 2015  
 Class Teacher(s): LA MCKAY Status: Unactioned

Assessment Design Criteria	
Synthesis	S3
Evaluation	E1E2E3

E-	E	E+	D-	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16	17-18	19-20	21-22	23-24	25-26	27-28	29-30
Student Name			Registration	Evaluation Max 30	Grade	Special Provisions	Potential Breaches	Withdrawn						
AMBARWATI, LILIAN PHONG			998588F	25	A-		<input type="checkbox"/>	<input type="checkbox"/>						
COOPER, ROBERT(BOBBY)			674786F		Withdrawn		<input type="checkbox"/>	<input checked="" type="checkbox"/>						
FORBES, BENJAMIN PAUL			932816E				<input checked="" type="checkbox"/>	<input type="checkbox"/>						
HATOWSKYJ, ADRIAN ZHANG			466122E				<input type="checkbox"/>	<input type="checkbox"/>						
KUJAC, TAYLAH LEIGH			794905F				<input type="checkbox"/>	<input type="checkbox"/>						
LA VELLE,			723386G				<input type="checkbox"/>	<input type="checkbox"/>						
LODGE, LUKE ASHLEY			977347J				<input type="checkbox"/>	<input type="checkbox"/>						
MCCARTNEY, SUNNY			971061T				<input type="checkbox"/>	<input type="checkbox"/>						
PAGE, PHOEBE ANNE			703024T				<input type="checkbox"/>	<input type="checkbox"/>						
PETRUSMA, NATHAN			396472F				<input type="checkbox"/>	<input type="checkbox"/>						
POLITIS, LLOYD JAMES			699293W				<input type="checkbox"/>	<input type="checkbox"/>						
STEWART, AMBER NOELLE			324252L				<input type="checkbox"/>	<input type="checkbox"/>						
SWEENEY DYLAN			711119J				<input type="checkbox"/>	<input type="checkbox"/>						

- Once you have completed the entire Results Sheet, the Send to Principal's Delegate button is enabled.
- Once you have sent the results sheet to the Principals Delegate you will be prompted to print an Investigation Packing Checklist. The Packing Checklist must be printed and included in the class envelope along with the investigation for each student listed on the checklist.

## Entering Results for Stage 1

- Type or select a grade.

**Stage 1 Results Sheet**

English (1EGH10) Semester: 1 Status: Unactioned  
Class: 1EGH1A Variant:  
Results Due: June Class Teacher(s): SJ CURRAN  
Class Number: 2 Result Sheet Due: Thu 16 Apr 2015

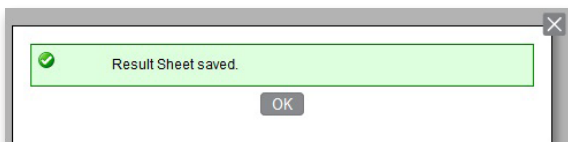
Student Name	Registration	Grade	Withdrawn
BIZLEY, DAVID VINH HUY	329899G	C	<input type="checkbox"/>
BOXER, ELYCIA JADE	160826H		<input checked="" type="checkbox"/>
CARROCCI, NOR AFIDAH BINTI	252405H		<input type="checkbox"/>
DI DONNA, ALETTA MARGOT	400345J		<input type="checkbox"/>
MARTIN, DION JOSEPH	893451E		<input type="checkbox"/>
MOUZAKITIS, KIRSTEN LOUISE	410879F		<input type="checkbox"/>
NICHOLSON, YETEMENGE	839658E		<input type="checkbox"/>
SHIZAS, TIFFANY	617062T		<input type="checkbox"/>
TRELOAR, SHAUN	776912G		<input type="checkbox"/>
WATSON, NAOMI	511939L		<input type="checkbox"/>
WHEELER, ASHLEY	858681F		<input type="checkbox"/>
ZREIKA, TRACY M	591817F		<input type="checkbox"/>

- Once you have completed the entire results sheet, the Send to Principal's Delegate button is enabled.

## Saving a Results Sheet

You can save your work part-way through filling out the Results Sheet and pick up where you left off.

- Click the Save button. A prompt will appear
- Click OK to return to Results Sheet.



## Sending a Results Sheet to the Principal's Delegate

Sending a Results Sheet to the Principal's Delegate is an *essential* step in the process of uploading your students' results to the SACE Board.

Once the Results Sheet is complete and you are satisfied there are no more changes needed:

- Click the green Send to Principal's Delegate button
- Read and accept the Acknowledgement message by ticking the checkbox



- If you want to make any further changes to the Results Sheet, click the Cancel button
- If you are finished with the Results Sheet, click the Send to Principal's Delegate button.

## **Logging out of Schools Online**

It is always a good idea to log out of Schools Online when you have finished using it.

- Click the logout link at the top of the page.

# Instruction Sheet E

## Withdrawing and adding students

### Withdrawing a Student

Once you have logged into Schools Online from your Results Sheet you can withdraw and add a student.

Withdrawing a student from this Result Sheet withdraws them from the entire subject. Please check with your Principal's Delegate before withdrawing a student.

- Check there are no results entered for the student
- If there are results, clear them by selecting the blank option from the results dropdown lists.
- Click the Withdrawn check box.

Note that the results dropdown lists are now disabled for that student (you can't withdraw a student and enter results for the same student)

### Adding a Student

Adding a student to a Results Sheet is also something that needs to be done in consultation with the Principal's Delegate.

- Click the Add Student button

The Add Student to Result Sheet window will be displayed.

- Type in some search criteria, such as the student's surname.
- Click the Search button

The search results will be displayed

- Tick the Select box for the students that you wish to add to the Results Sheet
- Click the Add Students button

Or

- Click the Cancel button if you do not wish to add any students
- The students will be added to the Results Sheet and highlighted in pink. You will need to provide results for them before the sheet can be sent to the Principal's Delegate.

# Instruction Sheet F

## Changing and resetting your password

### Getting started

Open your web browser (eg Internet Explorer, Firefox, etc) and ensure your computer has internet access

### Changing your own password

- Log in to Schools Online (see Instruction – Logging into Schools Online)
- Click your name at the top right corner of the screen
- Choose the Change Password option

The Change Password screen will be displayed.

**Password Change**

Old Password:  ❗ This is a required field

New Password:

Confirm New Password:

**Hints**

### Changing your password

1. Use this page to change your password.
2. Enter your old password in the **Old Password** box.
3. Enter your new password twice, once in the **New Password** box and once in the **Confirm New Password** box.
4. Click **Submit** to save the new password.

**NOTE:** The passwords you create will need to have a minimum of 8 characters (i.e. either alpha-numeric characters and/or punctuation). You

You can click in each field or press <Tab> on the keyboard to move to the next field.

- Type your current password
- Type a new password
- Type your new password again
- Click the Submit button

Your new password must be at least 8 characters long and be a mixture of uppercase and lowercase letters, numbers and/or other symbols (e.g. &, #, \$ etc.).

## Resetting your password

To reset your own password:

- Open the Schools Online application in your browser
- Click the Forgot Password link

You will be asked to enter your official school email address.

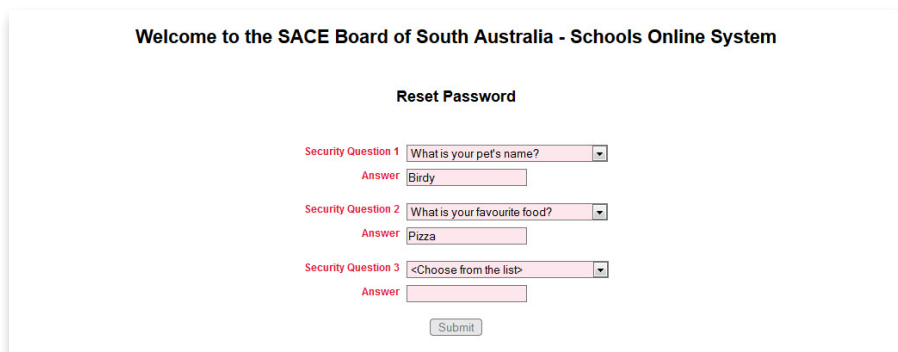
- Type your email address
- Click the Submit button

An email will be sent to the address you entered, so please make sure it was the one that has been set up as your login for Schools Online.

It should be in your inbox within a few minutes. If you don't receive an email, check your Junk/Spam folder.

The email will contain a link to the Reset Password screen.

- Click the link (some email systems need you to hold down the Ctrl key when you click)



**Welcome to the SACE Board of South Australia - Schools Online System**

**Reset Password**

Security Question 1 What is your pet's name?

Answer Birdy

Security Question 2 What is your favourite food?

Answer Pizza

Security Question 3 <Choose from the list>

Answer

A screen will be opened in your browser asking you to enter the answers to three of your security questions (you set them up when you first logged in):

- Select from the list of security questions
- Type the answers for each question in the spaces provided.

You don't need to worry about trying to match capital letters, but you will need to spell things the same as your recorded answers.

After you have selected three questions and typed your answers:

- Click the Submit button

The system will now verify your answers and, if everything matches, you will be prompted to type a new password.

- Type a new password
- Type your new password again
- Click the Submit button

Your new password must be at least 8 characters long and be a mixture of uppercase and lowercase letters, numbers and/or other symbols (e.g. &, #, \$ etc.).

You can have three attempts to answer the security questions before the system locks you out. If this happens, then please contact your Principal's Delegate who is able to reset your password for you.

As a last resort you can contact the Schools Online Service Desk for assistance.

## Support

Instructional Videos supporting the Online Results Sheets can be found on the Schools Online page.

Access this page via:

- [www.sace.sa.edu.au/schools-online/](http://www.sace.sa.edu.au/schools-online/)
- SACE website > Connect > Schools Online page





Government  
of South Australia

**SACE**  
Board of SA

**[www.sace.sa.edu.au](http://www.sace.sa.edu.au)**

**SACE Board Service Desk**

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Email: [sace.servicedesk@sa.gov.au](mailto:sace.servicedesk@sa.gov.au)