

6 April 2017

Attention: School ICT staff

Online submission of assessment materials for selected Stage 2 subjects

You are receiving this correspondence as your school has been identified as offering at least one of the nine Stage 2 subjects selected for the online submission of assessment materials in 2017.

This letter contains important information about the online submission process, including the WebEx Information Session and links to online resources, such as frequently asked questions (FAQs) and instructional training videos.

Please note: a separate communication has been sent to Stage 2 subject teachers, Principals, principal's delegates, and SACE coordinators with information relevant to them.

[Access the Letter to Stage 2 subject teachers.](#)

WebEx Information Session

Thank you to those who participated in the WebEx forum for school ICT staff on Wednesday 22 March 2017. The forum was an opportunity for you to seek information on the online submission of assessment materials, so that you can support teachers with this change.

The responses to questions raised in the session will be made available on the [SACE modernisation](#) webpage under [frequently asked questions](#).

Feedback

If you participated in the WebEx session, the SACE Board would welcome your feedback so that we can better support you and your school during the transition to online submissions.

Please take a moment to complete our brief online survey (only three questions), and let us know how we can better support you.

- [SACE modernisation survey](#)

Support for schools, teachers and ICT staff

The SACE Board has prepared online resources to assist schools in the transition to online submissions in 2017. The information is available on the [SACE modernisation](#) webpage under 'Latest updates'. The resources include:

- [Frequently asked questions](#)
- [Instructional training videos](#)
 - Best practices in preparing files for online submission
 - How to upload materials into Schools Online



Tips to help prepare for online submission

The SACE Board recommends that teachers follow these tips to reduce any issues at peak submission times:

- Encourage students to apply the [accepted file names](#) convention when saving files
- Encourage students to submit work in the [accepted file formats](#)

Thank you once again for your support in the transition to online submissions. If you have any questions about the information contained in this letter, please contact the SACE Board Support Team on 8372 7412 or email sace.schoolsonlinesupport@sa.gov.au