

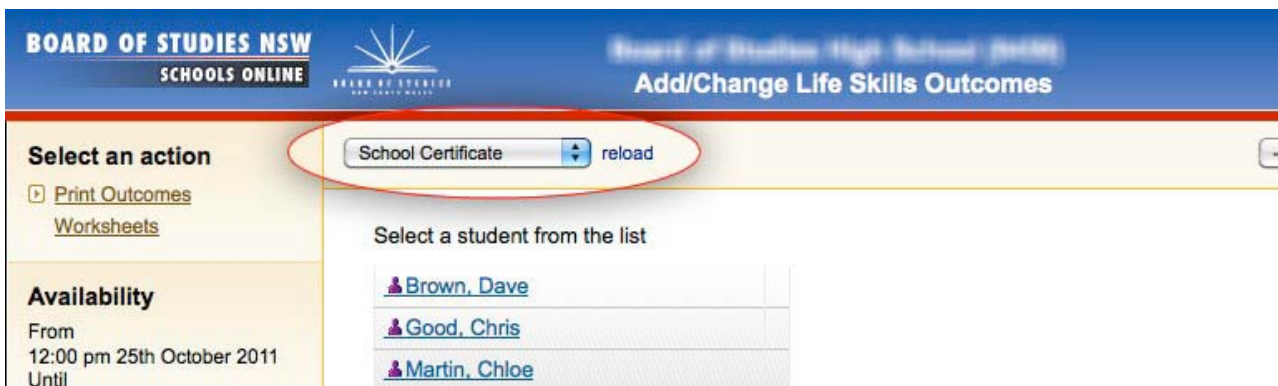
Generating a Profile of Student Achievement for the School Certificate

This information assists you to enter outcomes achieved for students undertaking courses based on Life Skills outcomes and content in order to generate a Profile of Student Achievement as part of the School Certificate credential. The information can also be accessed on *Schools Online (Administration)* using the *Help* function.

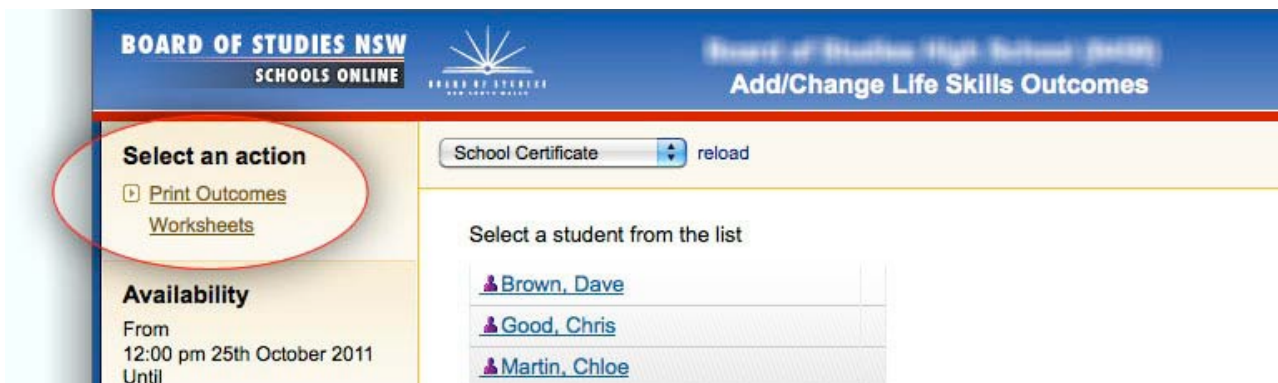
Enter *Schools Online (Administration)* via the Board of Studies' website. You will need to be assigned a User Id and PIN by your school's Principal to access *Schools Online (Administration)*. Select *Life Skills Outcomes* under the heading *Data Collection* for a list of students undertaking courses based on Life Skills outcomes and content at your school.



(Note: ensure 'School Certificate' has been selected in the drop-down menu at the top of the page. If not, select 'School Certificate' and click 'reload').



To download Life Skills Outcomes Worksheets for students prior to entering outcome information, click on 'Print Outcomes Worksheets' under 'Select an action' in the top left-hand corner.



This will generate personalised worksheets for every student enrolled in a course based on Life Skills outcomes and content. The worksheets can then be downloaded from *My Reports* under *Downloads* on the site-map. (Note: personalised worksheets can be generated from *Schools Online*

at any time after a student has been entered into a Life Skills course. Schools do not have to wait until the Life Skills outcomes entry is open on *Schools Online* to download the worksheets).

BOARD OF STUDIES NSW
SCHOOLS ONLINE

Board of Studies (High Schools 2011)
My Reports

2011 School Certificate reload

Messages:
The Board of Studies is aware of a hoax email requesting logon information. The Board does not send emails asking you to verify or provide login details for any of our Online Services. These hoax emails should be treated as spam and deleted. Contact us immediately on 9367 8299 if you have disclosed any information resulting from the email.

Enquiries
For technical assistance or advice on student enrolments and credentialling, please call Records and Strategic Business Systems Branch:
 ▢ HSC (02) 9367 8299
 ▢ Preliminary (02) 9367 8329
 ▢ School Certificate (02) 9367 8130
 ▢ VET (02) 9367 8391
 For Marking application and appointment enquiries, please call the Marker Support

The reports listed below are in Adobe Acrobat format so you will need the Reader software to view them.
 It is recommended that you save these reports (PDF files) to your own computer before you open the report. Refer to **help** for more detailed information on how to do this.

Folders/Available Files	Created On	At	Regenerate document	Additional Selections
All My Own Work				
Assessment				
Assessment Rank Order				
Confirmation of Entry				
Estimated Marks				
Life Skills				
Life Skills Worksheets	30/06/2011	10:14	Click here	
Options				
Practical Examinations				
Principals Result List				

Select a student by clicking on their name. A list of Life Skills courses for which the student is enrolled will be displayed. The columns on the right 'Total achieved' and 'Total achieved with support' list the number of outcomes achieved that have already been entered for the student.

From 12:00 pm 25th October 2011
 Until 5:00 pm 16th November 2011

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Course name	Total Achieved	Total Achieved With Support
English (Life Skills)		
Mathematics (Life Skills)	2	
Science (Life Skills)		
Australian History (Life Skills)	1	1
Australian Geography (Life Skills)	4	3

Select a course by clicking on its name. The Life Skills outcomes for the selected course are listed. For each outcome the student has achieved, click the box to the left of the outcome under the heading 'Achieved'. Where an outcome has been achieved with support, click the box under the heading 'Achieved with support' as well. In this instance, both columns will be checked.

BOARD OF STUDIES NSW
SCHOOLS ONLINE

Board of Studies High School (HS) Add/Change Life Skills Outcomes

2011 School Certificate

Select an action
 new course
 save your changes

Availability
 From 12:00 pm 25th October 2011
 Until 5:00 pm 16th November 2011

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 HSC (02) 9367 8299

William Adams (25145828)
Mathematics (Life Skills)

Tick the box next to the outcomes that the student has achieved. If an outcome was achieved with support, tick the box next to the 'Achieved With Support' box also. To remove an outcome ensure that both boxes are unchecked.

Achieved	Achieved With Support	Outcome Identifier	Outcome Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	WMLS.1	Asks questions about mathematics
<input type="checkbox"/>	<input type="checkbox"/>	WMLS.2	Uses a range of strategies in solving problems
<input checked="" type="checkbox"/>	<input type="checkbox"/>	WMLS.3	Responds to and uses mathematical language in every
<input checked="" type="checkbox"/>	<input type="checkbox"/>	WMLS.4	Checks solutions and reasons to reach conclusions

When all outcomes achieved have been selected, click on 'save your changes'. This will take you back to the list of Life Skills courses for which the student has been entered. The selection of outcomes will be checked for correctness. If there are no problems, the course list will be redisplayed with an updated outcomes count. If any errors are detected the outcome list will be redisplayed, together with an explanatory message.

A list of courses is displayed beneath the courses based on Life Skills outcomes and content for which the student is enrolled. Where a student has achieved Life Skills outcomes drawn from additional syllabuses to supplement courses the student is enrolled in, select the course from the drop down menu 'to work with outcomes from other courses' and click 'Select Course'. Select the Life Skills outcomes the student has achieved from the additional syllabus and click on 'save your changes'.

advice on student enrolments and credentialling, please call Records and Strategic Business Systems Branch:
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For Marking application and appointment enquiries, please

To work with outcomes from other courses select from the list below.

English Life Skills

English Life Skills
 Mathematics Life Skills
 Personal Dev Health & PE Life Skills
 Citizenship & Society Life Skills
 Science Life Skills
 Creative Arts Life Skills
 Technology & Applied Studies Life Skills
 Work & the Community Life Skills

You can move between students and courses at any stage by using the links under 'Select an action' at the top left-hand corner of the page. Remember to click 'save your changes' before moving to a new course in order to save any outcomes you have selected.

BOARD OF STUDIES NSW
SCHOOLS ONLINE

Board of Studies High School (2011)
Add/Change Life Skills Outcomes

Select an action

- [new student](#)

Availability
From 12:00 pm 25th October 2011
Until 5:00 pm 16th November 2011

2011 School Certificate

William Adams (25145828)
Select a course from the list

Course name	Total Achieved	Total Achieved With Support

Once all outcomes have been entered, click on 'new student' to return to the list of students undertaking Life Skills outcomes and content. To generate the Profile of Student Achievement, click on 'Print Student Profiles' under 'Select an action' in the top left-hand corner.

BOARD OF STUDIES NSW
SCHOOLS ONLINE

Board of Studies High School (2011)
Add/Change Life Skills Outcomes

Select an action

- [Print Outcomes](#)
- [Worksheets](#)
- [Print Student Profiles](#)

Availability
From 12:00 pm 25th October 2011

School Certificate reload

Select a student from the list

- [Brown, Dave](#)
- [Good, Chris](#)
- [Martin, Chloe](#)

All student profiles for the school will then be generated and can be downloaded from *My Reports* under *Downloads* on the site-map. Schools will need to issue the Profile of Student Achievement to students along with their School Certificate credentials.

BOARD OF STUDIES NSW
SCHOOLS ONLINE

Board of Studies High Schools (HSIS)

My Reports

2011 School Certificate reload

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Folders/Available Files	Created On	At	Regenerate document	Additional Selections
All My Own Work				
Confirmation of Entries				
Estimated Marks				
Life Skills				
Life Skills Profiles	6/06/2011	12:40	Click here	
Life Skills Worksheets	16/06/2011	10:50	Click here	
Principals...				
Results Reporting				
Student Entries				
VET				
Miscellaneous Documents				

For more information about School Certificate credentials go to:

http://www.boardofstudies.nsw.edu.au/schoolcertificate/sc_portfolio/sc_portfolio.html

For more information about students undertaking Life Skills courses as part of a special program of study, go to:

http://www.boardofstudies.nsw.edu.au/special_ed/faq_7_10.html

For further information, contact:

Senior Curriculum Officer, Special Education
(02) 9367 8148