VCAA Language Assessments

A range of assessments designed to support teachers implementing the Victorian Curriculum F-10 Languages.

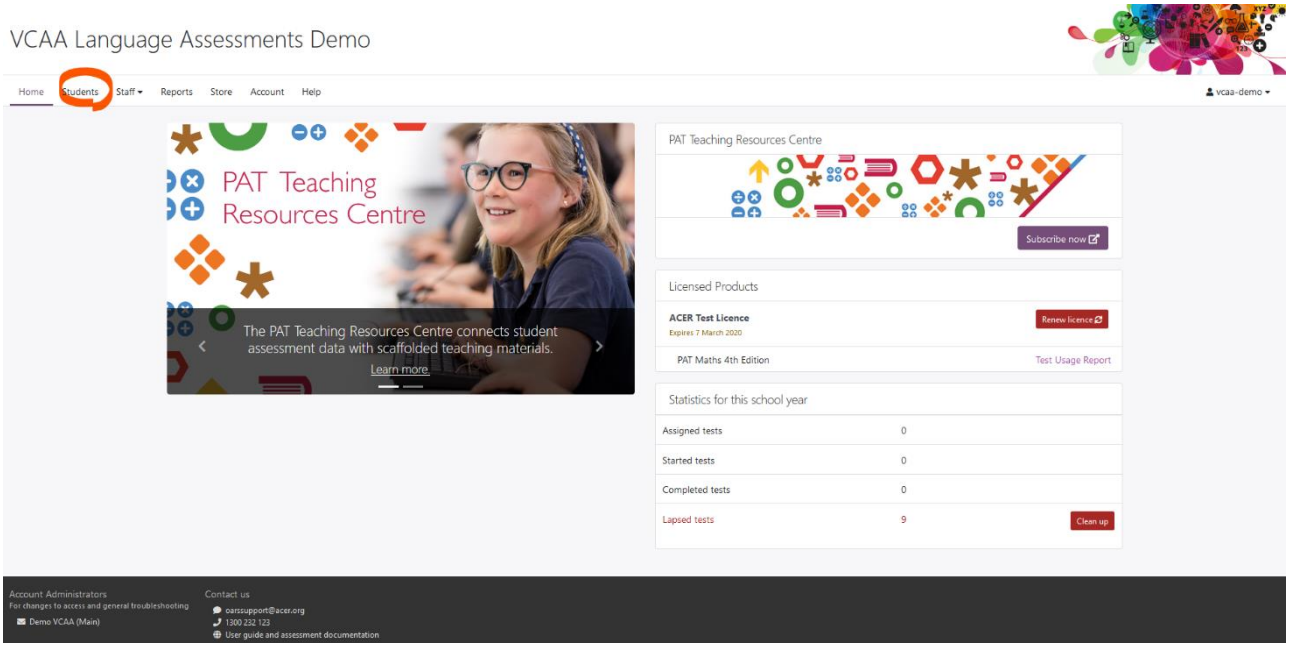
The VCAA Language Assessments are delivered through the ACER online platform, called the Online Assessment and Reporting (OARS) platform. Once you have students' information in your school account and need to edit the information, go to the **Help** page in your school account.

EDIT STUDENTS

You can edit a single student, OR edit multiple students in bulk. There are video demonstrations and step-by-step instructions available under the **Help** page. To go to the **Help** page, log in to your school account and click **Help**.

EDIT STUDENTS by Creating single student

1. Log in and go to the Students page.



2. Click on the student's name on the main student list and a pop-up box will open showing selected details about the student. Make the necessary changes, observing the field requirements listed below, and press **Save**.

Given name:	The student's first name. Apostrophes, hyphens and spaces are allowed.
Family name:	The student's last name. Apostrophes, hyphens and spaces are allowed.
Middle name:	Student's middle names. Spaces are allowed. This field is optional and can be left blank.
Username	The unique name the student will use to log in to their testing page. Apostrophes and spaces are not allowed. Student ID numbers, email addresses or combinations of first and last names are most commonly used. Using the same protocol for all usernames is recommended.
Password	The student's password used to log in to their testing page. Passwords must be a minimum of 8 characters. All students or groups of students can be allocated the same password. Alternatively, click **Generate Password** and the system will allocate a randomised ten-character password for you.
Date of birth	Use the drop-down boxes to select the student's date of birth.
Gender	Select Male, Female or Gender X.
Tags	Click in the field and any tags created will appear in a drop-down box. You may select as many as you wish. You may wish not to select any tags.
Unique ID	You may enter another student identifier here, for example, a student number or database code. This field is optional and can be left blank.
Enrolled	Select the student's current enrolment status.
Year level	Select the student's current year level.
School year	Select the current school year.

EDIT STUDENTS by Creating students in bulk

If you need to edit a large number of students in one or many fields, you can export a file to Excel, make the changes and then import it back into the account. Students not currently in the OARS account must not be added onto this Excel spreadsheet. Creating new students and editing existing students are two different tasks and must be completed separately.

Please note that editing the details of very large numbers of students at once via this bulk edit process may occasionally result in the system timing out and your changes not taking effect.
If you encounter an error, try splitting the student details across multiple Excel files and uploading them separately. Ensure that each separate file includes the required column headings.

3. Log in and go to the Students page.

4. If you wish to edit only a specific group of students, for example a year level or a particular tag, use the search features at the top of the main student list to select the specific group you want to edit. If you want to edit all the students, skip this instruction.

5. Click **Manage** at the top of the student list and, from the drop-down menu, select **Edit students - file upload**.

6. A pop-up box will open. Click on **Download students data**. Note that the file name is on the left.

7. The Excel spreadsheet will open. Save the file using the 'Save As' option in Excel. It will save in the *.xls format. Do not change this. Rename the file if you wish and save it to a folder or location which will be accessible to you later.

8. When editing the file, please observe the following requirements:

- Do not make any changes to Column A, ‘System ID’. The System ID is used to ensure the correct student’s details are edited when the file is imported back into the system.
- You can reorder the student rows as you wish, but ensure that you move the entire student’s row together, not just a single column.
- Do not add any new students to this list.
- You can remove students from the list, if you don’t need to edit them. They will not disappear from the system.

9. To assist you when editing, click on **Show Excel help** on your Bulk edit students screen and follow the directions carefully.

10. Once you have finished editing, save and close the file.

11. You are now ready to import the edits back into the system. On the Bulk edit students pop-up box, click on **select a file** under Step 3. Locate your file and then click on **Import students**.

12. If the file has been filled out correctly, you will see it uploading. Then a green bar will appear reporting that the students have been uploaded. Select **Refresh Page**, the pop-up box will close.

DO YOU NEED HELP?

13. If you have any questions or issues with adding students’ details, contact the OARS Team.

    The **Contact us** information is available at the bottom of your account.

You may also call us on 1300 232 123.

OARS TEAM

1300 232 123

oarssupport@acer.org