

## Schools Online

### Changing the Stage 1 Results Due option

Schools Online now offers a quick and easy way to update the Results Due details for a Stage 1 class, after the class has been created.

By following the simple instructions below, the Results Due option may be changed without the need to withdraw or delete students, or delete the class.

Changing the Results Due field must be completed prior to the Stage 1 results cut-off date. See the Schools Online Calendar or the SACE Operations Manual for cut-off dates.

#### Why changes to the Results Due option may be required?

- teaching and learning programs not completed by June can be rolled over to December resulting.
- the school does not have an approved learning and assessment plan for the subject.
- the school did not participate in Stage 1 moderation for the requested compulsory subject(s).
- an incorrect Results Due option was selected when the class was created, rolled over or imported.

#### To change the Results Due option for a Stage 1 class:

1. Login to *Schools Online*
2. Click on *SACE Classes* menu option
3. Click on *List SACE Classes* menu option
4. Select appropriate fields to find the Stage 1 class to edit
5. Click on the *Class Code* field
6. Click on *Edit SACE Class* at the bottom of the screen
7. You can edit one or more fields on the *Edit SACE Class Information* screen
8. Select *Results Due* (June or December)
9. Click *Save*.

> Home > SACE Classes > SACE Class Search > SACE Class Summary > Edit SACE Class Information

### Edit SACE Class Information

SACE Stage 1  
SACE Code BIG  
Credits 10  
Subject Name Biology

Teacher  [Create New Teacher](#)

Class Number

Variant

Semester 2

Results Due

Class Code

School Subject Name

Accession No.  (optional)

The Results Due field has a drop down menu with June and December as options. Changes to Results Due can be made without affecting the other class information i.e. all students in the class will have their Results Due changed to the selected option.