

Creating Study Plans

A guide for schools

September 2016

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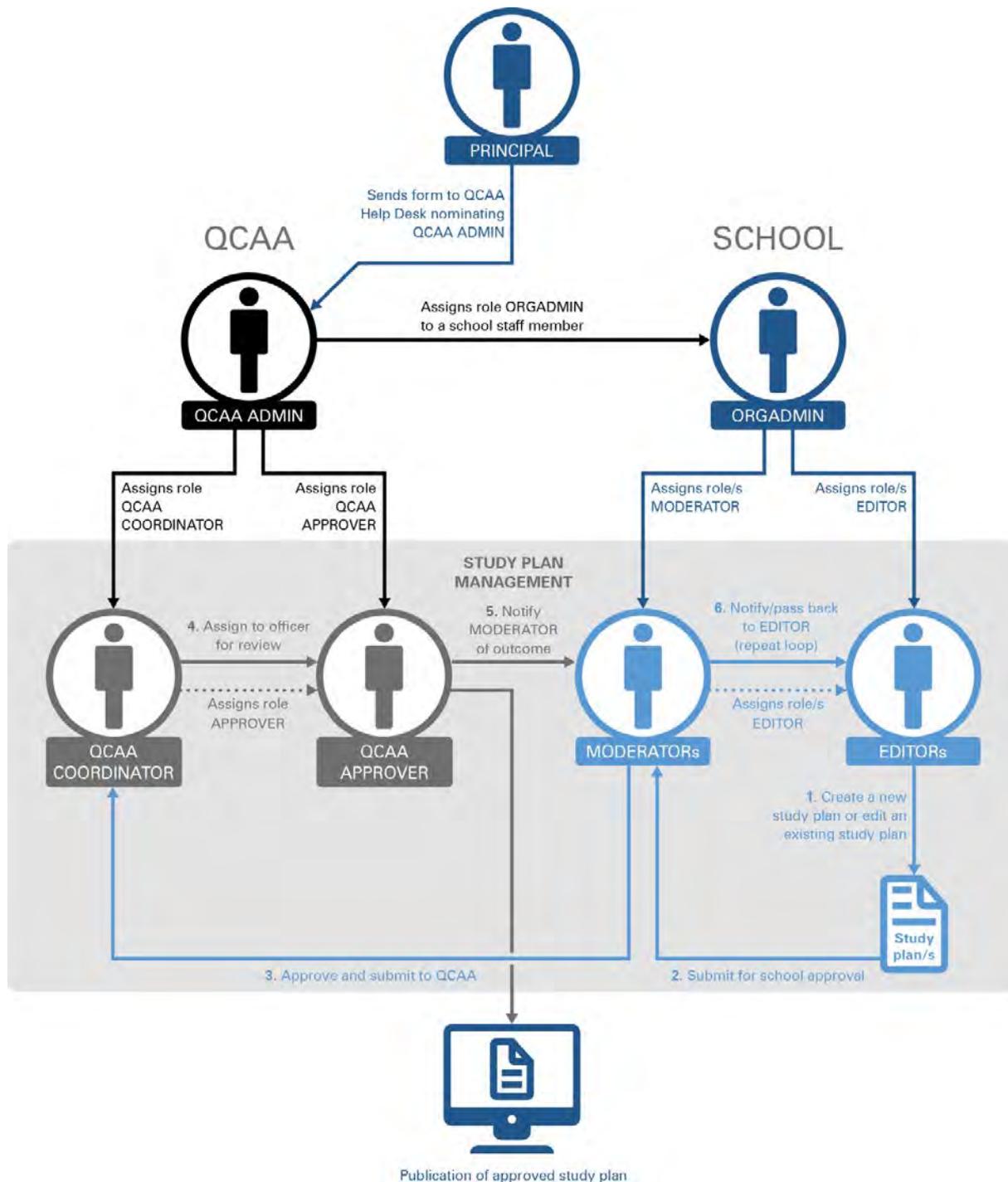
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Overview

This section is an overview of the portal administration process within both the QCAA and schools and the process for developing and approving Study Plans.

Portal administration



The diagram shows the QCAA's roles and the school's roles for portal administration and the process for developing and approving Study Plans.

Portal Administration

- **PRINCIPAL:** sends a Request for access to the School Portal as an Organisation Administrator form to the QCAA Help Desk (QCCA ADMIN) nominating school staff members to the top-level role of ORGADMIN.
- **QCAA ADMIN:** actions ORGADMIN requests from school Principals. They also assign the QCAA COORDINATOR and QCAA APPROVER roles for QCAA staff.
- **ORGADMIN:** manage access to the School Portal and the Study Plan Builder for their school. ORGADMINs assign EDITOR and MODERATOR roles to school staff.
- **EDITORS & MODERATORS:** can create, edit, view, delete, and print Study Plans. Only MODERATORS can submit Study Plans to QCAA for approval.
- **QCAA COORDINATORS and QCAA APPROVERS:** can view, print, approve or reject submitted Study Plans.

The remainder of this document outlines how school users can create and submit Study Plans.

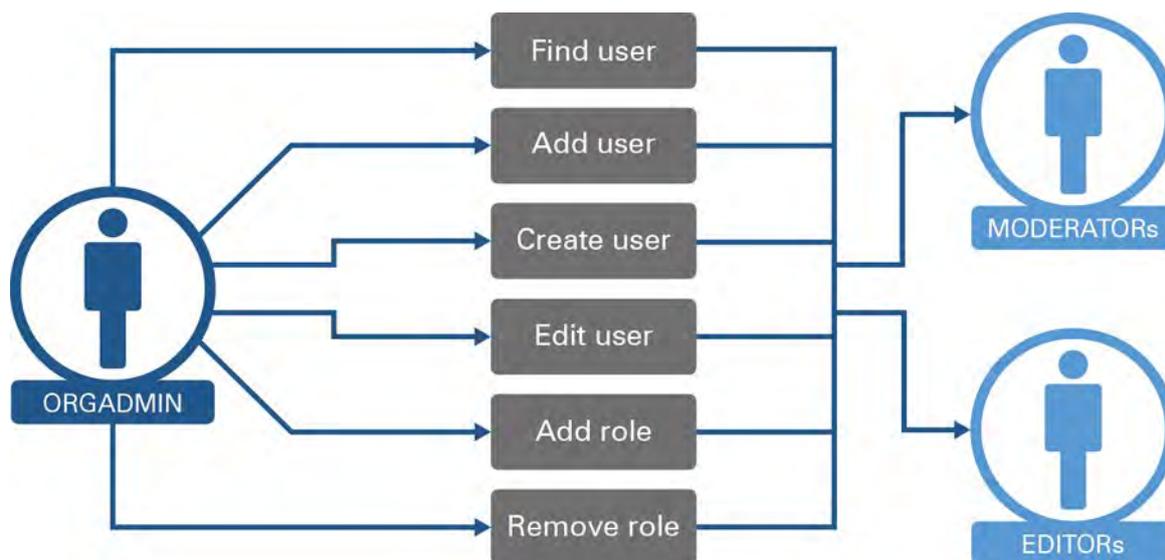
Managing roles

This section describes the functions for managing the school roles that create and manage Study Plans.

All users are identified by a Brief Identification Code (BIC). For further information about BICs, see https://www.qcaa.qld.edu.au/secure_site/logon/help-bic.html.

ORGADMIN role

An ORGADMIN self-manages access to the School Portal for school staff. This diagram is an overview of the actions available to the ORGADMIN.



The role of ORGADMIN controls user access to the School Portal and the Study Plan Builder for the rest of the users in a school. Allocating the ORGADMIN role to a user is the responsibility of the QCAA Help Desk and is assigned on receipt of a Request for Access form authorised by the School Principal. This form and instructions for completing it are on the QCAA web site at www.qcaa.qld.edu.au/request_access.html.

Once the ORGADMIN role has been assigned, the nominated user will receive a confirmation email that includes instructions on how to log into the QCAA secure website to reset their password before logging in to the School Portal.

Logging in as an ORGADMIN

An ORGADMIN can log in to the School Portal from the QCAA website www.qcaa.qld.edu.au > **Online services & secure login** > **School Portal**.

Alternatively, the School Portal log in page is located at www.qcaa.qld.edu.au/schoolportal/login.

This screen is the Home page of the portal, accessed by entering your user ID (BIC) and password. The **Home** page displays News, Key Dates, Frequently Asked Questions, Calendar and School details.

The **Admin** page allows ORGADMINs to manage users and roles within the school. Select **Security** and all users at your school with current roles are listed.

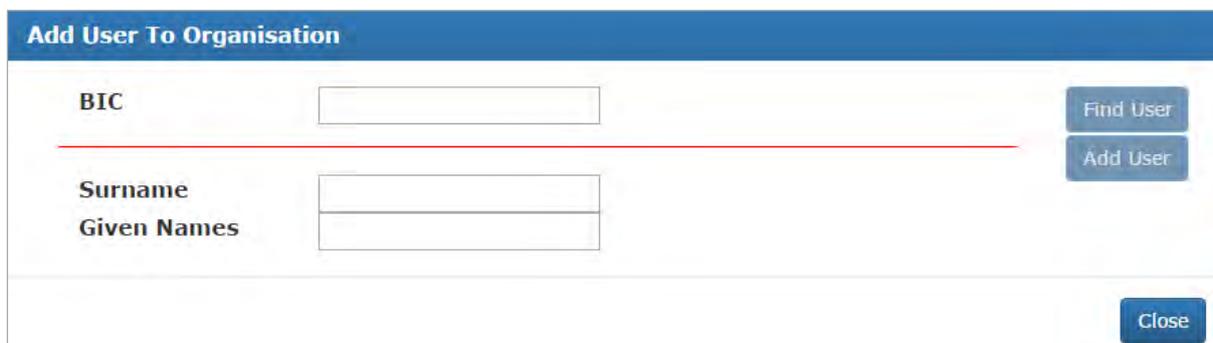


The screenshot shows the 'School Portal' interface for an ORG Administrator. The top navigation bar includes 'News', 'FAQ', 'Key Dates', 'Resources', 'Notices', 'Users', and 'Security'. A search bar is present with 'Refresh', 'Create a new user', and 'Add an existing user' buttons. The 'Security' tab is active, displaying a table of users.

BIC	Given Names	Surname
1926KIHL	Kathleen	IhloIn
9999OADM	Organisation	Administrator
0428APFL	PRINCIPAL	PRINCIPAL
1926BHIN	Rupert	Hinton

Add user — add an existing user to your school

Select **Add an existing user** to reach this screen.



The 'Add User To Organisation' dialog box contains the following fields and buttons:

- BIC**: Input field with a 'Find User' button to its right.
- Surname**: Input field.
- Given Names**: Input field.
- Add User**: Button located to the right of the Surname and Given Names fields.
- Close**: Button located at the bottom right of the dialog.

Enter the BIC and select **Find User** to display the user name. If the user is found and their details are correct, select **Add User**. The user will now appear in your list.

Create user — create a new user, BIC and assign a role

Select **Create a new user**. The BIC for each user must be unique, otherwise the following error message will display 'Error: BIC already exists. Please choose another BIC'. For directions on how to choose a BIC, see www.qcaa.qld.edu.au/secure_site/logon/help-bic.html.

The screenshot displays the 'School Portal' interface for creating a new user. On the left, a navigation menu includes 'Home', 'QCS', 'QCE', 'VET', 'Study Plans', and 'Admin'. The main content area is divided into a search table and a form. The search table lists existing users with columns for BIC, Given Names, and Surname. The form on the right is titled 'User Details' and includes sections for 'User Details', 'Contact Details', and 'Access Privileges'. The 'User Details' section has fields for BIC, Surname, Given Names, and Preferred Name, all marked as 'Required'. The 'Contact Details' section has fields for Work Email, Home Email, Other Email, Work Phone, and Mobile Phone, with Work Email and Work Phone also marked as 'Required'. The 'Access Privileges' section shows a message 'User has no roles granted for this organisation' and a table with a 'Role' column and a 'Granted' checkbox. At the bottom right, there are buttons for 'Add Role', 'Close', and a highlighted 'Save' button.

Scroll down to the address details. The address and postal address are set to the school's details by default. Mandatory fields are in red. Select **Save** to save details.

At least one role must be added, as described in the Add role section.

Edit user — edit details of an existing user

To edit user details, select a user to display their details in the right-hand pane.

The screenshot shows the 'School Portal' interface for user management. The top navigation bar includes the Queensland Government logo, the QCAA (Queensland Curriculum & Assessment Authority) logo, and the text 'School Portal'. Below the navigation bar, there is a 'Welcome Org Administrator | Logout' message. The main content area is divided into a left sidebar and a main workspace. The sidebar contains links for 'Home', 'Study Plans', and 'Admin'. The main workspace is titled 'Security' and features a search bar with a 'Refresh' button and two 'Add user' buttons. Below the search bar is a table of users with columns for 'BIC', 'Given Names', and 'Surname'. The user with BIC '1926BHIN' is selected, and their details are displayed in the right-hand pane. The 'User Details' pane includes fields for BIC, Surname, Given Names, Preferred Name, QCAA School Code, and Position. The 'Contact Details' pane includes fields for Work Email, Home Email, Other Email, Work Phone, and Mobile Phone. The 'Access Privileges' pane shows a table with columns for 'Role' and 'Granted', with the role 'MODERATOR' checked. At the bottom right of the main workspace, there are buttons for 'Add Role', 'Cancel', and 'Save'.

BIC	Given Names	Surname
1926KJHL	Kathleen	Ihle
9999OADM	Organisation	Administrator
1926OADM	Organisation	Administrator
0428APFL	PRINCIPAL	PRINCIPAL
1926BHIN	Rupert	Hinton

Role	Granted
MODERATOR	<input checked="" type="checkbox"/>

Select **Edit**. Change the details and then **Save**.

If **Save** is disabled, check if any items in a mandatory field (outlined in red) are blank. Complete all mandatory fields and **Save** again.

Roles can now be added or removed.

Add a role — add the role of EDITOR or MODERATOR to an existing or new user

Roles can be assigned for EDITORS and MODERATORS of Study Plans.

EDITORS can create, edit and complete Study Plans. MODERATORS can endorse and submit Study Plans.

Roles can be added when creating a user or editing user information (see Create user and Edit user sections).

Roles can also be added to users who are already listed. To add a role, highlight the user, select **Edit**, then **Add role**.

The screenshot shows the 'School Portal' interface for an 'Org Administrator'. The main content area is divided into two sections: 'User Details' and 'Access Privileges'. The 'User Details' section shows the following information:

Field	Value
BIC	1926BHIN
Surname	Hinton
Given Names	Rupert
Preferred Name	Bert
QCAA School Code	428
Position	

The 'Access Privileges' section shows a table with the following data:

Role	Granted
MODERATOR	<input checked="" type="checkbox"/>

At the bottom right of the interface, there are buttons for 'Add Role', 'Cancel', and 'Save'.

A pop-up window of the available roles is displayed.

Highlight the role to be added and select **Add**.

The screenshot shows a pop-up window titled 'Select User Roles to add'. It contains a table with the following data:

Role	Description
EDITOR	Study Plan Editor
MODERATOR	Study Plan Moderator

At the bottom right of the pop-up window, there are buttons for 'Close' and 'Add'.

The role now appears in the user's access privileges. Select **Save**.

The screenshot shows the 'School Portal' interface for user management. On the left, there is a navigation menu with 'Home', 'Study Plans', and 'Admin'. The 'Admin' section contains a table of users. The user '1926BHIN' with 'Given Names' 'Rupert' and 'Surname' 'Hinton' is highlighted in orange. To the right, the 'User Details' section shows fields for BIC, Surname, Given Names, Preferred Name, QCAA School Code, and Position. Below this is the 'Contact Details' section with fields for Work Email, Home Email, Other Email, Work Phone, and Mobile Phone. The 'Access Privileges' section shows a table with columns 'Role' and 'Granted'. The roles 'EDITOR' and 'MODERATOR' are listed, both with checked boxes in the 'Granted' column. At the bottom right, there are buttons for 'Add Role', 'Cancel', and 'Save'.

BIC	Given Names	Surname
1926KIHL	Kathleen	Ihleln
9999OADM	Organisation	Administrator
1926OADM	Organisation	Administrator
0428APFL	PRINCIPAL	PRINCIPAL
1926BHIN	Rupert	Hinton

Role	Granted
EDITOR	<input checked="" type="checkbox"/>
MODERATOR	<input checked="" type="checkbox"/>

Remove a role — remove roles from an existing user

To remove a role from an existing user, highlight the user and select **Edit**. Uncheck the box beside the role to remove it from the user's profile. **Save** changes. At least one role must remain for the user to stay assigned to your school.

Removing all roles automatically removes the users from your school, but their BIC remains active. With an active BIC, a user can be re-assigned using the **Add user** function.

This screenshot shows the same 'School Portal' interface as the previous one, but with the 'Access Privileges' section updated. The 'EDITOR' role has been removed, and only the 'MODERATOR' role remains, with an unchecked box in the 'Granted' column. A red message above the table states 'User has no roles granted for this organisation'. At the bottom right, the 'Save' button is circled in red, indicating it should be clicked to save the changes.

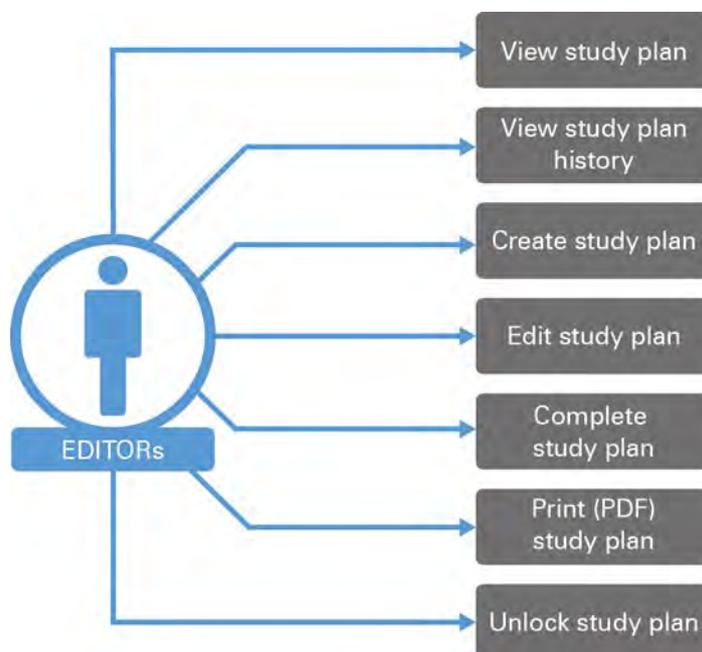
Role	Granted
MODERATOR	<input type="checkbox"/>

EDITOR role

An EDITOR can view, create, edit and print Study Plans.

When a Study Plan is complete, the EDITOR advises the MODERATOR, who reviews the Study Plan and submits it to the QCAA for approval.

This diagram is an overview of the actions available to the EDITOR.



Logging in as an EDITOR

An EDITOR can log in to the School Portal from the QCAA web site www.qcaa.qld.edu.au > **Online services & secure login** > **School Portal**.

Alternatively, the School Portal log in page is located at www.qcaa.qld.edu.au/schoolportal/login.

The screenshot shows the QCAA School Portal login page. At the top, there is a navigation bar with links for Home, Site map, Contact us, and Help, along with a search box. The main header includes the Queensland Government logo and the QCAA Queensland Curriculum & Assessment Authority logo. Below the header, there is a navigation menu with links for About us, K-12 policies and resources, Kindergarten, Prep-Year 10, Senior secondary, PD & events, and Publications. The main content area is titled "School Portal" and contains the following text:

The School Portal brings together a variety of QCAA Information sources and tools into a single online environment with improved usability and functionality.

The datasets currently available in this portal are organised under the following headings:

- **Year 12** - school summary data, student performance and subject achievements
- **OP** - individual and aggregated OP and FP results and scaling parameters
- **QCS** - individual and aggregated QCS outcomes and history
- **QCE** - individual and aggregated QCE outcomes and history
- **VET** - completed VET qualifications and school RTO Registration details
- **NAPLAN** - raw data comprising class reports for each strand of the tests - Reading, Language Conventions, Writing and Numeracy

In each area users can examine data for a selected cohort year and compare with a previous year.

More information

To access the School Portal you require a website user account authorised by your school Principal. For login assistance, please click [Login Help](#).

For login problems or to report a problem with the School Portal site, please contact the QCAA Help Desk at helpdesk@qcaa.qld.edu.au or phone (07) 3864 0278.

For enquiries regarding data quality (school performance/graphs), please contact the QCAA Principal Information Officer at pio@qcaa.qld.edu.au or phone (07) 3864 0245.

On the right side of the page, there is a "School Portal login" section with the following fields:

User ID:
Password:
> [Login Help](#)
> [Forgot password?](#)

At the bottom of the page, there is a footer with the following text:

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Queensland Government

An EDITOR can access the Home page of the Portal by entering their user ID (BIC) and password.

The screenshot shows the QCAA School Portal home page. At the top, there is a navigation bar with links for Home, Site map, Contact us, and Help, along with a search box. The main header includes the Queensland Government logo and the QCAA Queensland Curriculum & Assessment Authority logo. Below the header, there is a navigation menu with links for About us, K-12 policies and resources, Kindergarten, Prep-Year 10, Senior secondary, PD & events, and Publications. The main content area is titled "School Portal" and contains the following sections:

Home

News

Key Dates

School details

Frequently Asked Questions

October 2015

Who do I contact for help?

For login problems or to report a problem with the School Portal site, please contact the QCAA Help Desk at helpdesk@qcaa.qld.edu.au or phone (07) 3864 0278.

For enquiries regarding data quality (school performance/graphs), please contact the QCAA Principal Information Officer at pio@qcaa.qld.edu.au or phone (07) 3864 0245.

The "School details" section contains the following fields:

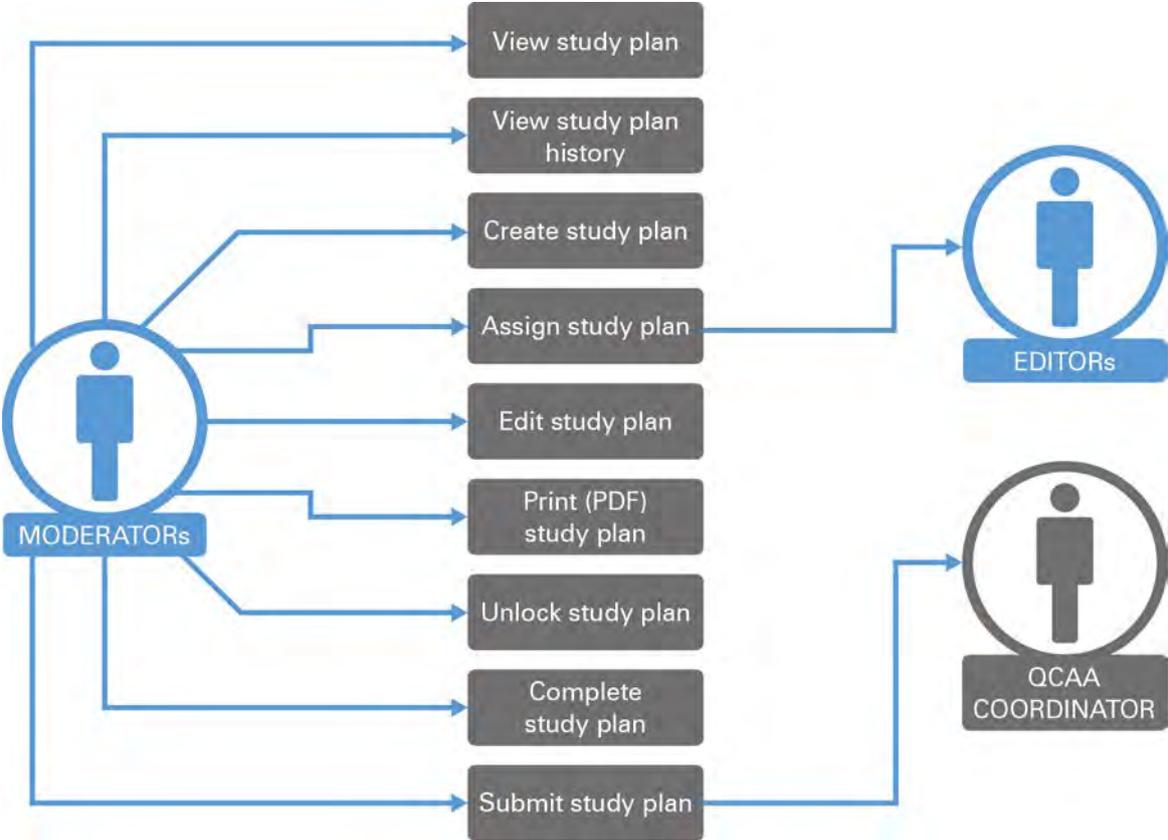
Sector:
QCAA District:
Principal:
Email:
Phone:
Fax:
Address:
Postal Address:

The "October 2015" calendar shows the following dates:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	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	31

MODERATOR role

A MODERATOR can endorse and submit Study Plans on behalf of their school. This diagram provides an overview of the actions available to the MODERATOR. A MODERATOR role is assigned by the ORGADMIN.



Logging in as a MODERATOR

A MODERATOR can log in to the School Portal from the QCAA web site www.qcaa.qld.edu.au > **Online services & secure login** > **School Portal**.

Alternatively, the School Portal log in page is located at www.qcaa.qld.edu.au/schoolportal/login.

School Portal

The School Portal brings together a variety of QCAA Information sources and tools into a single online environment with improved usability and functionality.

The datasets currently available in this portal are organised under the following headings:

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- **OP** - individual and aggregated OP and FP results and scaling parameters
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- **VET** - completed VET qualifications and school RTO Registration details
- **NAPLAN** - raw data comprising class reports for each strand of the tests - Reading, Language conventions, Writing and Numeracy

In each area users can examine data for a selected cohort year and compare with a previous year.

More information

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For enquiries regarding data quality (school performance/graphs), please contact the QCAA Principal Information Officer at pio@qcaa.qld.edu.au or phone (07) 3864 0245.

[Version 1.1.4]

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 Queensland Government

A MODERATOR can access the Home page of the Portal by entering their user ID (BIC) and password. The **Home** menu displays News, Key Dates, Frequently Asked Questions, Calendar and School details.

Welcome Bert Hinton | Logout

Home | News | Key Dates | School details

Study Plans

Frequently Asked Questions

- **Who do I contact for help?**
 For login problems or to report a problem with the School Portal site, please contact the QCAA Help Desk at helpdesk@qcaa.qld.edu.au or phone (07) 3864 0278.
 For enquiries regarding data quality (school performance/graphs), please contact the QCAA Principal Information Officer at pio@qcaa.qld.edu.au or phone (07) 3864 0245.

October 2015 today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	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	31

School details

Sector:

QCAA District:

Principal:

Email:

Phone:

Fax:

Address:

Postal Address:

Navigating the Study Plans menu

The **Study Plans** menu item displays Approved Study Plans (for your school) and Samples (provided by QCAA for reference). Highlight the Study Plan you want to use and **View** or **PDF** the Study Plan.

These tabs provide additional information about Study Plans for your school.

Learning Area	Subject Area Syllabus	Year	Approved Date	Subject Code	Composite	School Contact	
Sciences	Science In Practice	2015	23/10/2015	6421	Composite	Kathy Ihlein	View PDF Copy Refresh

Approved tab

The *Approved* tab displays approved Study Plans for your school. Choose a Study Plan and select **View**, **PDF** or **Copy** to view, print or copy approved Study Plans.

Learning Area	Subject Area Syllabus	Year	Approved Date	Subject Code	Composite	School Contact	
No data available in table							

In Progress tab

The *In Progress* tab displays all Study Plans that have been created, but not yet approved.

The *In Progress* tab is where a new Study Plan can be created and edited. Use the In Progress tab to **View**, (view the edit) **History**, **PDF** (print), **Create**, **Edit**, **Delete**, **Unlock** and **Complete** Study Plans. Moderators use the In Progress tab to **Submit** Study Plans.

Subject Area Syllabus	Subject Code	Composite	Status	Created	Updated	Assigned to	Locked by	Valid	
Science In Practice (2015)	6421		Completed	14/04/2016 09:53	14/04/2016 09:59			✓	View History
Arts in Practice (2015)	6410		Draft	11/12/2015 11:26			Bert Hinton	✗	PDF
Furnishing Skills (2015)	6418		Draft	19/11/2015 10:17	19/11/2015 14:37		Tracey Allan	✗	Edit Delete Unlock

Samples tab

Use the *Samples* tab to **View**, **Select** and **Copy** sample Study Plans provided by the QCAA.



The screenshot shows the 'Samples' tab in the QCAA School Portal. The page header includes the Queensland Government logo, the QCAA logo, and the text 'Queensland Curriculum & Assessment Authority' and 'School Portal'. A navigation bar contains 'Home', 'Approved', 'In Progress', and 'Samples' tabs. A sidebar on the left has 'Home', 'SEP', and 'Study Plans' links. The main content area features a table with columns for 'Learning Area', 'Subject Area Syllabus', 'Composite', 'Description', and action buttons ('View', 'PDF', 'Copy', 'Refresh').

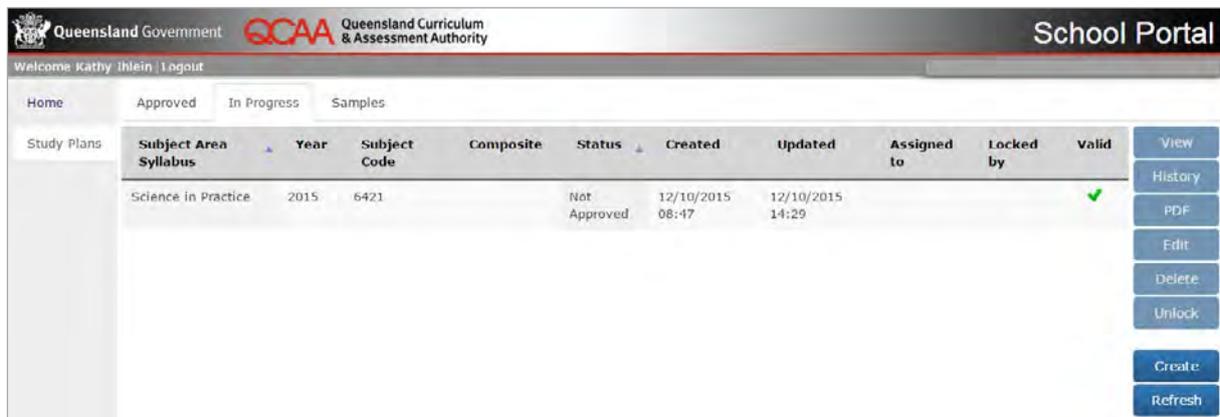
Learning Area	Subject Area Syllabus	Composite	Description	View
Business and Economics	Tourism (2015)			PDF
Information and Communication Technologies and Design	Furnishing Skills (2015)			Copy

Creating Study Plans

Create a Study Plan

Study Plans are created and edited using the *In Progress* tab of the **Study Plans** menu.

To create a new Study Plan, select the **Create** button in the *In Progress* tab.



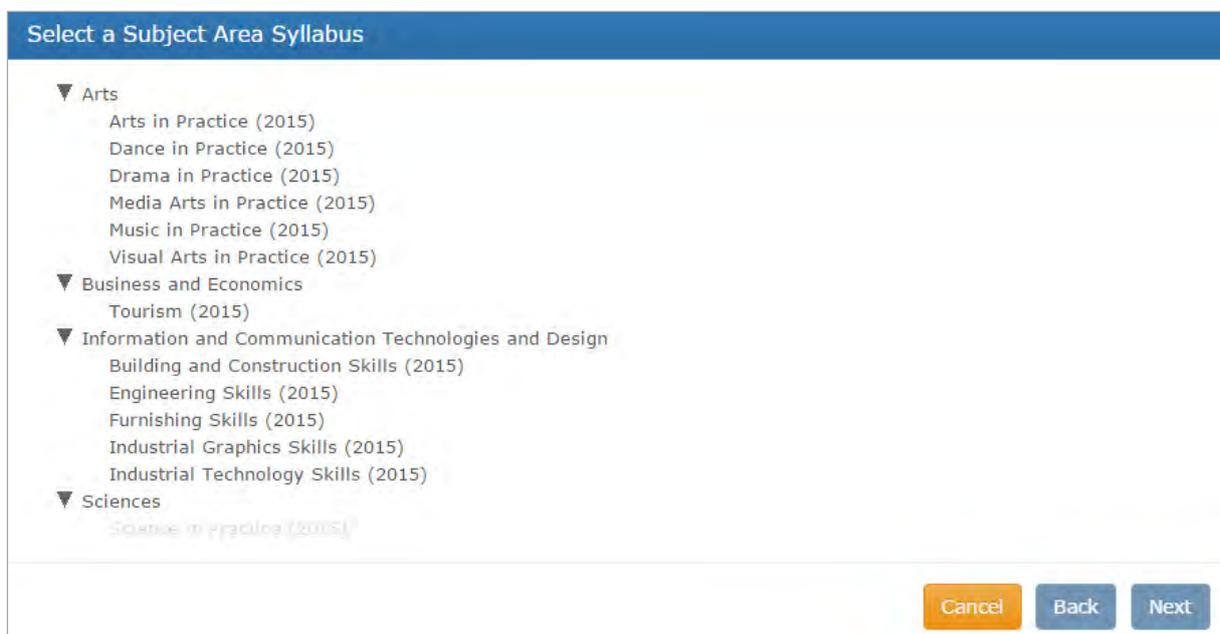
The screenshot shows the School Portal interface. At the top, there is a navigation bar with the Queensland Government logo, the QCAA logo (Queensland Curriculum & Assessment Authority), and the text 'School Portal'. Below this is a user greeting: 'Welcome Kathy Jhlein | Logout'. The main content area has a sidebar with 'Study Plans' selected. The main area shows a table with columns: Subject Area Syllabus, Year, Subject Code, Composite, Status, Created, Updated, Assigned to, Locked by, Valid, and a set of action buttons (View, History, PDF, Edit, Delete, Unlock, Create, Refresh). The table contains one row for 'Science in Practice' (Year 2015, Subject Code 6421) with a status of 'Not Approved' and a green checkmark in the 'Valid' column.

Subject Area Syllabus	Year	Subject Code	Composite	Status	Created	Updated	Assigned to	Locked by	Valid	
Science in Practice	2015	6421		Not Approved	12/10/2015 08:47	12/10/2015 14:29			✓	View History PDF Edit Delete Unlock Create Refresh

A pop-up window of Subject Area Syllabuses (SAS) without a Study Plan in progress is displayed. Only one Study Plan can be in progress for each SAS.

Note: In this example pop-up window, the *Science in Practice* syllabus is not available because there is already a Study Plan in progress for this SAS.

Choose a SAS from the list and select **Next**.

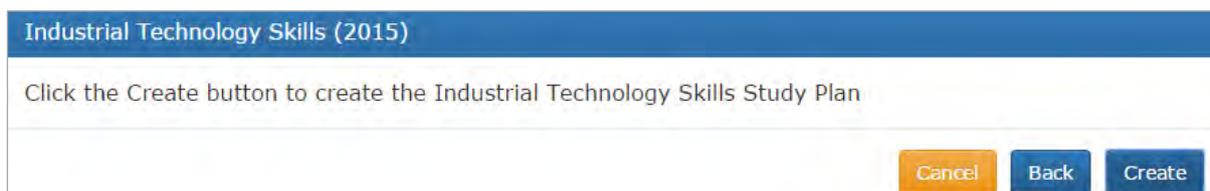


The screenshot shows a pop-up window titled 'Select a Subject Area Syllabus'. It features a list of Subject Area Syllabuses (SAS) organized by category. The categories are: Arts, Business and Economics, Information and Communication Technologies and Design, and Sciences. Under 'Arts', there are six options: Arts in Practice (2015), Dance in Practice (2015), Drama in Practice (2015), Media Arts in Practice (2015), Music in Practice (2015), and Visual Arts in Practice (2015). Under 'Business and Economics', there is one option: Tourism (2015). Under 'Information and Communication Technologies and Design', there are five options: Building and Construction Skills (2015), Engineering Skills (2015), Furnishing Skills (2015), Industrial Graphics Skills (2015), and Industrial Technology Skills (2015). Under 'Sciences', there is one option: Science in Practice (2015). At the bottom right of the window, there are three buttons: 'Cancel' (orange), 'Back' (blue), and 'Next' (blue).

Enter the required details and select **Next**.

This information is stored in the **Details** tab of the Study Plan.

Click **Create** to create the Study Plan.



Copy a Study Plan

A Study Plan can be based on a copy of a Sample or an Approved Study Plan selected from the corresponding tabs.



Learning Area	Subject Area Syllabus	Year	Approved Date	Subject Code	Composite	School Contact	View
Sciences	Science In Practice	2015	23/10/2015	6421		Kathy Ihlein	PDF Copy Refresh

From the *Samples* or *Approved* tab, highlight the Study Plan to be copied and select **Copy**.

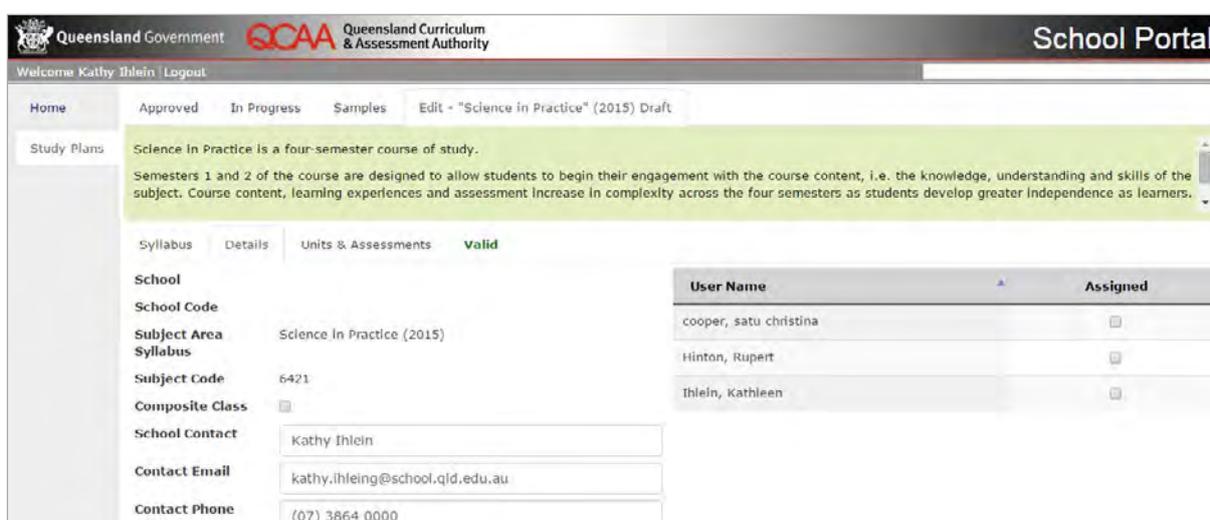
This opens the Study Plan for editing.

When this Study Plan is saved, it becomes the current *In Progress* version of that Study Plan.

Assign a Study Plan

You can assign a Study Plan to a user when you are creating the Study Plan.

You can also assign a Study Plan to a user by selecting the Study Plan from the **In Progress** tab, going to the **Details** tab of the Study Plan and selecting/deselecting users from the Assigned list.



User Name	Assigned
cooper, satu christina	<input type="checkbox"/>
Hinton, Rupert	<input type="checkbox"/>
Ihlein, Kathleen	<input type="checkbox"/>

When complete, **Save** then **Close**. If no users are assigned to a Study Plan, it is available to all users to edit (default).

Editing Study Plans

View a Study Plan

Choose a Study Plan and select the **View** button to review but not edit the Study Plan.

Subject Area Syllabus	Year	Subject Code	Composite	Status	Created	Updated	Assigned to	Locked by	Valid	
Science in Practice	2015	6421		Draft	23/10/2015 10:33	23/10/2015 10:33		Kathy Ihlein	✓	View
Tourism	2015	6422		Draft	23/10/2015 14:35	23/10/2015 14:35		Kathy Ihlein	✓	History

The Study Plan appears in tabbed sections.

Science in Practice is a four-semester course of study. Semesters 1 and 2 of the course are designed to allow students to begin their engagement with the course content, i.e. the knowledge, understanding and skills of the subject. Course content, learning experiences and assessment increase in complexity across the four semesters as students develop greater independence as learners.

Science in Practice (2015)

Science is a dynamic, collaborative and future-focused field of human endeavour that has emerged from a need to understand natural phenomena. Studying science contributes to the development of a sense of wonder and engagement with the natural world. To have an informed voice in charting the future of society and to effectively participate in society and everyday life, where science and technology play significant and increasing roles, students need to be scientifically literate. Scientific literacy is a way of thinking and a way of viewing and interacting with the world that is developed through engaging in the practical and analytical approaches of scientific inquiry.

Senior secondary students are able to ask increasingly sophisticated questions about new ideas and information. Science in Practice supports and focuses the development of these questions by encouraging inquiry and a respect for evidence and reasoning. It develops critical thinking skills through the evaluation of claims using systematic reasoning and an enhanced scientific understanding of the natural and physical world. Science in Practice is practical, with experiments and hands-on investigations at its heart. Practical activities engage students, producing excitement and curiosity. Investigations develop a deeper understanding of the nature of science and of a particular topic or context. They foster problem-solving skills that are transferable to new situations.

The core of Science in Practice focuses on 'Scientific literacy and working scientifically', 'Workplace health and safety', and 'Communication and self-management'. Science in Practice uses a contextualised approach, where units deliver the core through electives: 'Science for the workplace',

Resources

- [Microorganisms in food production](#)

Close

Navigate through the *Syllabus*, *Details*, *Units & Assessments* and *Comments* tabs to review the content. Select **Close** (bottom right) to close the Study Plan.

History — View a Study Plan's edit history

Choose a Study Plan and select **History** to view the edit history of the Study Plan.

Queensland Government QCAA Queensland Curriculum & Assessment Authority School Portal

Welcome Kathy Ihlein | Logout Albert Park Flexible Learning Centre (428)

Home Approved In Progress Samples

Study Plans	Subject Area Syllabus	Year	Subject Code	Composite	Status	Created	Updated	Assigned to	Locked by	Valid	View	History	PDF	Edit	Delete	Unlock	Create	Refresh
	Science in Practice	2015	6421		Draft	23/10/2015 10:33	23/10/2015 10:33		Kathy Ihlein									

The following pop-up will appear:

History - Science in Practice (2015)

User	Saved	Comment	View	Edit
Kathy Ihlein	23/10/2015 10:37	Incorporated feedback from School Moderator in Unit 2		
Kathy Ihlein	23/10/2015 10:36	Updated Examination assessment in Semester 4		
Kathy Ihlein	23/10/2015 10:35	Added Investigation Assessment in Semester 2		
Kathy Ihlein	23/10/2015 10:33	Changed Field Hours in Unit 4		

Close

The Study Plan Builder creates a new version of a Study Plan each time it is edited and saved. The latest saved version is the current version of the Study Plan. To revert to a previous version, click on the version required and select **Edit**.

History - Science in Practice (2015)			
User	Saved	Comment	
Kathy Ihlein	23/10/2015 10:37	Incorporated feedback from School Moderator in Unit 2	View Edit
Kathy Ihlein	23/10/2015 10:36	Updated Examination assessment in Semester 4	
Kathy Ihlein	23/10/2015 10:35	Added Investigation Assessment in Semester 2	
Kathy Ihlein	23/10/2015 10:33	Changed Field Hours in Unit 4	

[Close](#)

The corresponding version of the Study Plan will open for editing. When this version is saved, it becomes the current version. No version history is lost — all previous versions are retained.

History - Science in Practice (2015)			
User	Saved	Comment	
Kathy Ihlein	13/10/2015 15:13	Minor edits to a previous version.	View Edit
Kathy Ihlein	12/10/2015 10:18	Finalised study plan	
Kathy Ihlein	12/10/2015 09:20	Fixed errors	
Kathy Ihlein	12/10/2015 09:18	Added contact details	
Kathy Ihlein	12/10/2015 08:47		

[Close](#)

A list of users with EDITOR or MODERATOR roles are displayed. Select one or more users to assign this Study Plan to **specific users only**.

If no users are selected, all users in this list can edit this Study Plan.

Select **Next**.

Visual Arts in Practice (2015)

Assign people to this study plan:

Name	Assigned
cooper, satu christina	<input type="checkbox"/>
Hinton, Rupert	<input type="checkbox"/>
Ihle, Kathleen	<input type="checkbox"/>

If this Study Plan is for a composite class, check the box. Click **Next**.

Industrial Technology Skills (2015)

The Industrial Technology Skills syllabus enables teachers to develop a course that caters for combined Year 11 and Year 12 classes. The syllabus can support teaching and learning for composite classes by enabling teachers to:

- structure learning experiences and assessment to allow students to access the key concepts and ideas suited to their needs in each year level
- provide opportunities for multilevel group work, peer teaching and independent work.

Is this Industrial Technology Skills Study Plan for a composite class?

Print (PDF) a Study Plan

The **Print** function produces a PDF of a Study Plan that can be printed or emailed.

Click on a Study Plan in either the *Approved*, *In Progress* or *Sample* tab and select **PDF**. Depending on your browser, you will either see the PDF in the download bar at the bottom of your screen, or the PDF will open in a new tab in your browser.

Edit a Study Plan

To edit an existing Study Plan, select from the list of Study Plans in the *In Progress* tab, then select **Edit**. If the **Edit** button is disabled (not highlighted), it indicates that:

- you do not have permission to edit this Study Plan as it has been specifically assigned to one or more other users
- the Study Plan is locked by another user
- the Study Plan has been completed (EDITORS only)
- the Study Plan has been submitted.

On completion of editing, **Save** the changes. The **Save** button is located on the lower right corner of the screen.

The screenshot displays the QCAA School Portal interface. At the top, it says 'Queensland Government QCAA Queensland Curriculum & Assessment Authority School Portal'. Below that, it says 'Welcome Kathy Ihlein | Logout'. The main content area is titled 'Study Plans' and shows a list of units for 'Science in Practice' (2015) Draft. The units are:

View	Edit	Delete Sem.	Unit	Electives	Hours	Assessment	Valid
			1 Unit 1: Renewable Energy - Environmental Impacts Compare and contrast two sources of renewable energy in Australia	Resources, energy and sustainability Environments	55	Collection of work :- First hand observation and investigation Written component Spoken component Multimodal - presentation Examination :- Wind farms Short response test	
			2 Unit 2: Is your office damaging your health Examines the modern office workplace and its impact on workers health	Science for the workplace Health and lifestyles	55	Extended response to stimulus :- The student is to review a description of a typical office work environment, identify technological, environmental and physical risk factors and propose alternatives to mitigate risks to workers' health. This task will include a visit to an office workplace. Written response Investigation :- investigate on proposed change to typical office environment and its positive impact on worker health. Written response	
			3 Unit 3: 60 is the new 40	Health and	55	Investigation :- Identify the	

At the bottom left, there is a '+ Create a new unit' button. At the bottom right, there are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button.

When saving, you will be prompted to enter a brief description of the changes you made. This information is important for maintaining a meaningful version history.

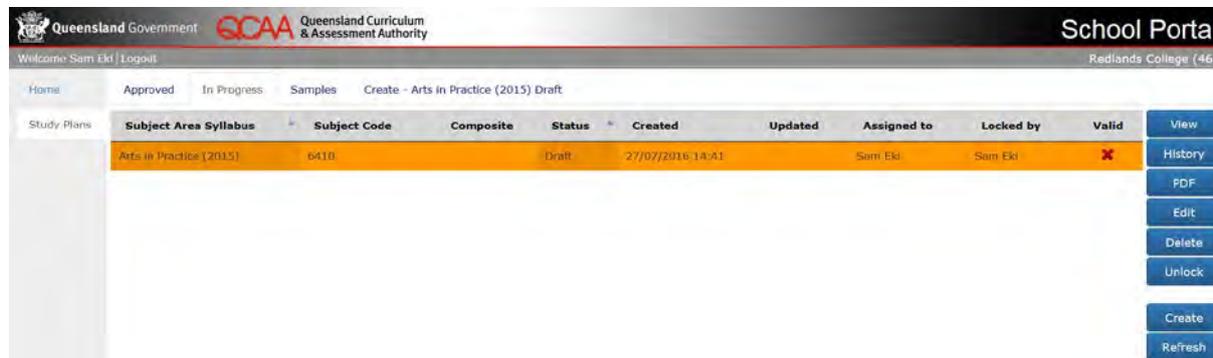
If you are an EDITOR, you can unlock any Study Plan locked to your user ID.

If you are a MODERATOR, you can unlock any Study Plan.

Delete a Study Plan

A study plan can only be deleted if it is not assigned to or locked by another user, and it has a status of **Draft**.

To delete a study plan, highlight the Study Plan in either the **In Progress** tab and select the **Delete** button.



Queensland Government SCAA Queensland Curriculum & Assessment Authority School Portal

Welcome Sam Eki | Logout Redlands College (46)

Home Approved In Progress Samples Create - Arts in Practice (2015) Draft

Study Plans	Subject Area Syllabus	Subject Code	Composite	Status	Created	Updated	Assigned to	Locked by	Valid	
	Arts in Practice (2015)	6410		Draft	27/07/2016 14:41		Sam Eki	Sam Eki	✘	View History PDF Edit Delete Unlock Create Refresh

A confirmation pop-up window will appear to confirm that the study plan is to be deleted. Click **OK**.

Are you sure you want to delete this Study Plan?

[Cancel](#) [Ok](#)

Unlock a Study Plan

A Study Plan is locked for editing by the user working on it. It needs to be unlocked to allow other users to edit it. An EDITOR can unlock any Study Plan that is locked by them.

A MODERATOR can unlock any Study Plan.

Select the Study Plan from the list in the *In Progress* tab and select **Unlock**.

Refresh selected tabs

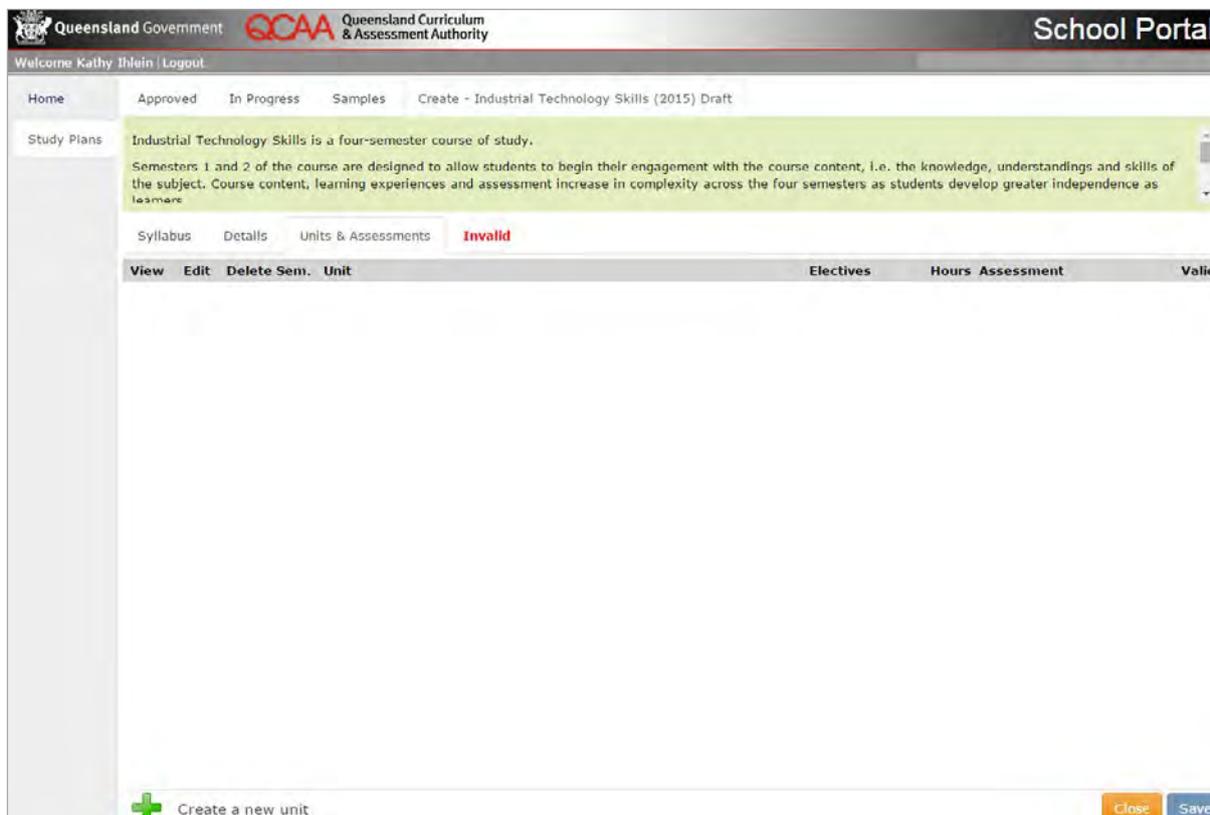
The **Refresh** function updates the listed Study Plans. If a Study Plan has been added or deleted and is not appearing or has not been removed from the list, then click on the **Refresh** button in either the *Approved*, *In Progress* or *Sample* tabs to refresh the page.

Completing and submitting Study Plans

Complete a Study Plan

To complete the Study Plan, progress through the *Units & Assessments* tab.

Add units for each Semester using the *Create a new unit button* **+** at the bottom of the *Units & Assessments* screen and complete to the required level of detail.



Study Plan requirements for each SAS are different and specific information can be found at www.qcaa.qld.edu.au/35028.html.

The **Valid/Invalid** tab indicates whether any components or details of the Study Plan are yet to be completed to the required level of detail.

When marked **Invalid**, this tab should be used to see what is outstanding or missing so that the *Units & Assessments* can be modified accordingly.

When a Study Plan is valid, that is, all units are complete and the **Valid/Invalid** tab is marked **Valid**, a green tick will show in the Valid column.

Subject Area Syllabus	Year	Subject Code	Conspecific	Status	Created	Updated	Assigned to	Locked by	Valid	View
Design in Practice	2015	9412	✓	Draft	29/10/2015 09:02	09/10/2016 09:03			✗	History
Design	2016	9412		Draft	18/10/2016 10:30	09/10/2016 10:30			✓	PDF
Engineering Skills	2015	9417		Not Approved	9/10/2015 10:41	24/03/2016 11:49	Chris Wickham, John Almond, Travis Brooke		✓	List
Accounting Skills	2015	9418		Not Approved	9/10/2015 10:41	11/03/2016 10:05	Chris Wickham, John Almond		✓	Delete
Industrial Graphics Skills	2015	9419		Submitted	9/10/2015 09:29	3/01/2016 09:47	Chris Wickham, John Almond, Travis Brooke		✓	Details
Industrial Technology Skills	2015	9420		Submitted	10/10/2015 04:30	1/01/2016 09:48	Chris Wickham, John Almond, Stephen Hill, Travis Brooke		✓	Details

Select the *In Progress* tab, highlight the Study Plan that is valid and ready to be submitted.

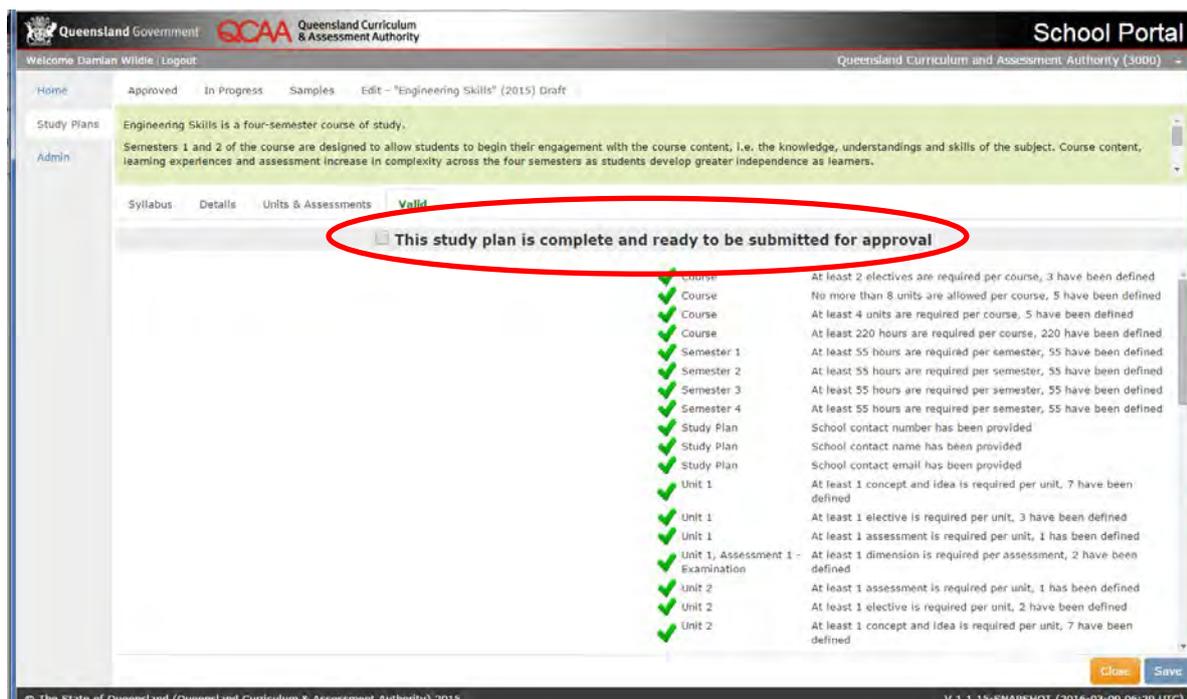
Select the *Edit* button.

Select the **Valid** tab and a checkbox will appear at the top of the screen to indicate that the Study Plan is ready for submission.

Important: Tick this checkbox to indicate that the Study Plan is complete.

Both MODERATORS and EDITORS can mark the Study Plan as complete providing there are no invalid components and the user is assigned to this Study Plan (either explicitly or by default).

Select **Save** and then **Close**.



The screenshot shows the QCAA School Portal interface. The top navigation bar includes 'Home', 'Approved', 'In Progress', 'Samples', and 'Edit - "Engineering Skills" (2015) Draft'. The main content area is titled 'Engineering Skills is a four-semester course of study.' and includes a description: 'Semesters 1 and 2 of the course are designed to allow students to begin their engagement with the course content, i.e. the knowledge, understandings and skills of the subject. Course content, learning experiences and assessment increase in complexity across the four semesters as students develop greater independence as learners.' The 'Valid' tab is selected, and a red circle highlights the checkbox 'This study plan is complete and ready to be submitted for approval'. Below this checkbox is a list of components with green checkmarks and associated requirements:

Course	At least 2 electives are required per course, 3 have been defined
Course	No more than 8 units are allowed per course, 5 have been defined
Course	At least 4 units are required per course, 5 have been defined
Course	At least 220 hours are required per course, 220 have been defined
Semester 1	At least 55 hours are required per semester, 55 have been defined
Semester 2	At least 55 hours are required per semester, 55 have been defined
Semester 3	At least 55 hours are required per semester, 55 have been defined
Semester 4	At least 55 hours are required per semester, 55 have been defined
Study Plan	School contact number has been provided
Study Plan	School contact name has been provided
Study Plan	School contact email has been provided
Unit 1	At least 1 concept and idea is required per unit, 7 have been defined
Unit 1	At least 1 elective is required per unit, 3 have been defined
Unit 1	At least 1 assessment is required per unit, 1 has been defined
Unit 1, Assessment 1 - Examination	At least 1 dimension is required per assessment, 2 have been defined
Unit 2	At least 1 assessment is required per unit, 1 has been defined
Unit 2	At least 1 elective is required per unit, 2 have been defined
Unit 2	At least 1 concept and idea is required per unit, 7 have been defined

Submit a Study Plan

Only MODERATORS can submit a Study Plan to the QCAA for approval.

To submit a Study Plan, it must first be marked as Complete (see Complete a Study Plan above).

Select the Study Plan from the *In Progress* tab. If the Study Plan can be submitted and you are a MODERATOR, the **Submit** button is enabled.

Select **Submit** and the following pop-up window will appear.

Application for approval, Science in Practice (2015) study plan

I, Bert Hinton, the principal/school moderator of _____ affirm the school has the resources to implement this program of study. This school agrees to apply the principles of assessment as outlined in the subject area syllabus, and to follow the procedures and conditions set by the QCAA for approval of the study plan and certification of student achievement. The timetabled school time devoted to the study and assessment of this subject is a minimum of 55 hours per semester (220 hours).

Date: 13/10/2015 **Tick to indicate your agreement**

Enter any comments you may have for the QCAA relevant to this study Plan

Previous Comments

Date	User	Comment
12/10/2015 14:29	Gus Holley	Insufficient detail
12/10/2015 11:13	Bert Hinton	Submit attempt #2

Check the confirmation box, add comments for version control and select **Submit**.

The status of the Study Plan is marked as **Submitted** in the *In Progress* tab for the first submission or **Resubmitted** for subsequent submissions.

Submitting a Study Plan to the QCAA for approval triggers a workflow that engages QCAA staff to review your Study Plan.

When the Study Plan has been reviewed, an email is sent to the Contact for the Study Plan, as nominated in the **Details** tab (see Create a Study Plan above). Users with a MODERATOR role for the Study Plan will also be notified.

If the Study Plan is approved it appears in the *Approved* tab. If it is **not approved**, the Study Plan is available for editing and resubmission.



Appendix A — Troubleshooting and FAQs

1. *I am unable to edit the Study Plan — the button is greyed out.*

Are users assigned to this Study Plan? If so, are you one of them?

Is the Study Plan locked by another user?

Is the status of the Study Plan Complete or Submitted? If so, you will need to get Service Coordination Unit to Reject the Study Plan before you can edit it again at Service.CoordinationUnit@qcaa.qld.edu.au. If Complete, Submit it to QCAA then request it to be rejected.

2. *I can't print my Study Plan – I click on the PDF button, it spins, and then nothing happens.*

Pop-ups are blocked. Enable popups and try again.

3. *I was editing my Study Plan yesterday but today it won't let me open it.*

See question 1. Also, check which BIC you are using to access the Study Plan.

4. *I am a MODERATOR and I can't edit a Study Plan.*

Check that the Study Plan is not locked by an EDITOR. If it is, ensure they are not working on it before unlocking it.

5. *I am a MODERATOR and I can't submit a Study Plan.*

Check that the status of the Study Plan is Complete. If it isn't, edit the Study Plan and mark it as Complete.

6. *I can't see the checkbox to mark the Study Plan as Complete.*

Ensure the Study Plan is opened in Edit mode and you are not just viewing it. The checkbox doesn't show in View mode. Also, check that the *Valid* tab has been chosen.

7. *When I log in I get a blank screen*

Javascript is disabled in your browser. Contact your IT team for support.

8. *I have ORGADMIN access, but I need to be able to submit Study Plans.*

You cannot change your own access levels. You will need to ask another ORGADMIN within your school to give you MODERATOR access or send a request to the QCAA Helpdesk at helpdesk@qcaa.qld.edu.au.

9. *Can I have more than one ORGADMIN at a school?*

Yes. QCAA recommends at least two ORGADMINs per school.

10. *Do I still use WPOne for Group A SAS?*

Yes. The process remains the same.

11. *I am already a Moderator in WPOne. Will I automatically have MODERATOR access to the School Portal?*

No. SCHOOLADMIN allows access to the school administration section. MODERATOR allows access to the MODERATOR role within the School Portal.