



Government of Western Australia
School Curriculum and Standards Authority

Online Literacy and Numeracy Assessment (OLNA) Dashboard User Guide 2022



OLNA Helpdesk: 9273 6726 or olna@scsa.wa.edu.au

Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

TITLE: Online Literacy and Numeracy Assessment (OLNA) Dashboard User Guide 2022

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School Curriculum and Standards Authority
303 Sevenoaks Street
CANNINGTON Western Australia 6107

PO Box 816
CANNINGTON Western Australia 6987

For further information, contact:

Telephone: +61 8 9273 6726

Email: olna@scsa.wa.edu.au

Web: www.scsa.wa.edu.au

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Notes

Introduction

The School Curriculum and Standards Authority (the Authority) is responsible for setting standards, and assessing and certifying student achievement according to those standards.

The Western Australian Certificate of Education (WACE) is a senior secondary certificate recognised nationally in the *Australian Qualifications Framework* (AQF) and by universities, industry and other training providers.

Students must demonstrate a minimum standard of literacy and numeracy to be eligible for a WACE.

The OLNA Dashboard has been developed to assist with the accurate and timely collection of student data before, during and after the Online Literacy and Numeracy Assessment (OLNA).

This user guide complements the *OLNA Test-Delivery Website User Guide 2022* and the *OLNA Handbook 2022*. The *OLNA Test-Delivery Website User Guide 2022* provides OLNA coordinators, OLNA supervisors and the school's IT support person with information about accessing and using the test-delivery website. The *OLNA Handbook 2022*, found on the Authority website on the [OLNA Schools page \(https://senior-secondary.scsa.wa.edu.au/assessment/olna/schools\)](https://senior-secondary.scsa.wa.edu.au/assessment/olna/schools), provides information on policies, procedures and guidelines relevant for schools, teachers and other members of the education community. The handbook includes checklists for principals and OLNA coordinators, information for OLNA supervisors, as well as advice for teachers and links to resources.

Using this guide

This guide is designed to assist schools to use the OLNA Dashboard.

The OLNA Dashboard is an online student records management system specific to the delivery of the OLNA tests. Its primary function is to assist with the accurate and timely collection of student data as it relates to the OLNA. This data may be collected before, during and after the OLNA.

This user guide provides schools with information on how to:

- access the OLNA Dashboard
- request student adjustments
- check students' passwords and whether they have sat a component in the current round
- provide details of test incidents.

As SIRS is the primary source of data for the OLNA Dashboard, any changes to student records should be uploaded into SIRS. There may then be a delay of a day or so due to batch processing times before the OLNA Dashboard is updated. The *OLNA Student Log-in Details* sheet is only available through SIRS.

OLNA Helpdesk

The *OLNA Handbook 2022* and the Authority website provide extensive information on the implementation of the OLNA. For more information and clarification, contact the OLNA Helpdesk weekdays 8.00 am to 4.00 pm (AWST) on +61 (08) 9273 6726 or at olna@scsa.wa.edu.au.

Links to additional support documents and websites

- The Authority website – [WACE Requirements page \(https://senior-secondary.scsa.wa.edu.au/the-wace/wace-requirements\)](https://senior-secondary.scsa.wa.edu.au/the-wace/wace-requirements)
- [OLNA Requirements page \(https://assess.scsa.wa.edu.au/requirements\)](https://assess.scsa.wa.edu.au/requirements)
- [Practice and example tests \(https://assess.scsa.wa.edu.au/engine/index.php/login/olna\)](https://assess.scsa.wa.edu.au/engine/index.php/login/olna).

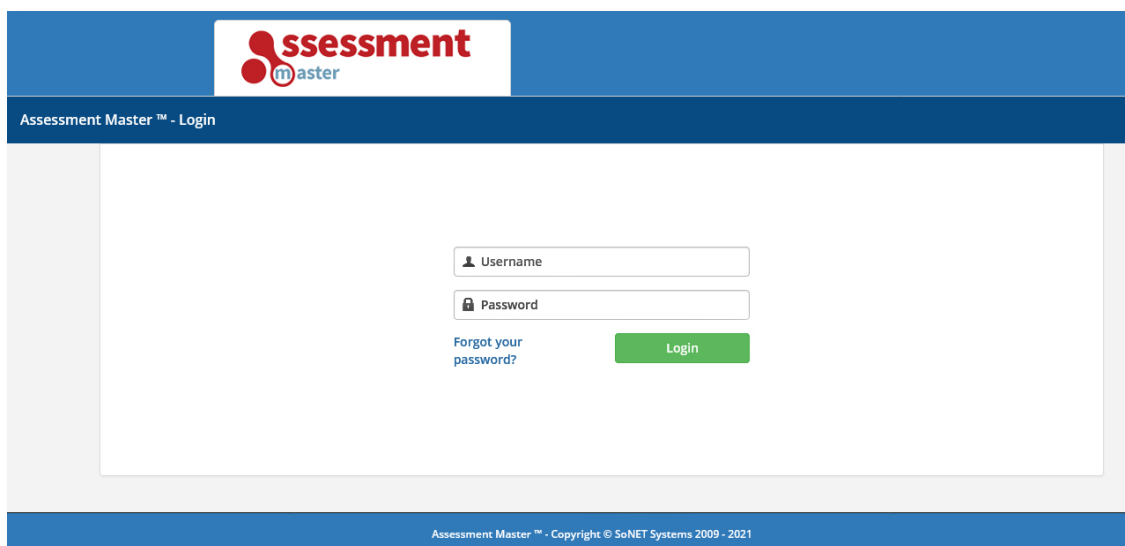
Using the OLNA Dashboard

As the principal, OLNA school contact or other authorised staff, you will be able to log in to the OLNA Dashboard with a username and password that has been emailed to you.

All schools are provided with two accounts to access the OLNA Dashboard – one for the principal and one for the OLNA school contact. The names used for each of these accounts are taken from SIRS.

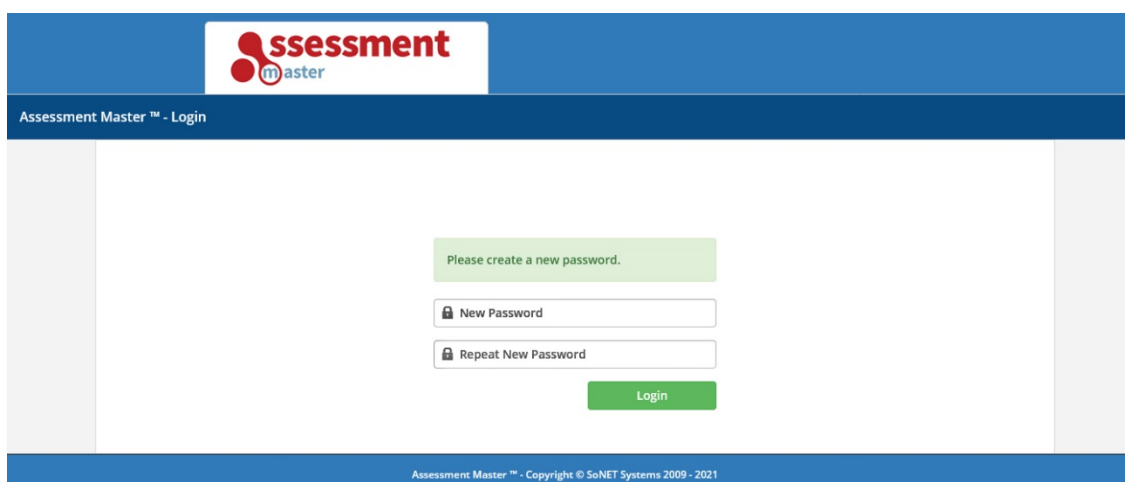
Logging in

1. When you have received your username and password, you may log in to the OLNA website at <https://assess.scsa.wa.edu.au/admin> (see screenshot below).




The screenshot shows the Assessment Master login page. At the top, there is a blue header with the Assessment Master logo. Below the header, the page title is "Assessment Master™ - Login". The main content area is white and contains a login form with two input fields: "Username" and "Password". Below the "Password" field, there is a link that says "Forgot your password?". To the right of the "Forgot your password?" link is a green "Login" button. At the bottom of the page, there is a blue footer with the text "Assessment Master™ - Copyright © SoNET Systems 2009 - 2021".

2. When you log in for the first time, you will be required to change your password.




The screenshot shows the Assessment Master password change page. At the top, there is a blue header with the Assessment Master logo. Below the header, the page title is "Assessment Master™ - Login". The main content area is white and contains a form for creating a new password. At the top of the form, there is a green box with the text "Please create a new password.". Below this, there are two input fields: "New Password" and "Repeat New Password". Below the "Repeat New Password" field is a green "Login" button. At the bottom of the page, there is a blue footer with the text "Assessment Master™ - Copyright © SoNET Systems 2009 - 2021".

- When you have changed your password and clicked on the **Login** button, you will be asked to accept the *OLNA Educator Code of Conduct*. When you have read the information, tick the **I agree to adhere to the OLNA Educator code of conduct** check box, type in your name and click on the **Save** button. You may need to scroll down the page. You will then be taken to the **Home** screen.



Assessment Master™ - Login



School Curriculum and Standards Authority

Online Literacy and Numeracy Assessment (OLNA)

OLNA Educator code of conduct

The integrity of the OLNA relies upon a shared commitment to delivering fair and equitable high-quality tests. School principals, coordinators, supervisors and teachers must ensure that the OLNA is administered in accordance with the principles and values of the *OLNA Educator code of conduct*.

The OLNA Educator code of conduct provides a summary of acceptable and unacceptable behaviours of all persons involved with the OLNA. Schools must ensure the OLNA is administered fairly and equitably for all students to ensure an accurate assessment of students' capabilities at the time of the tests.

- The OLNA must be accessible to all students so that they can demonstrate their actual skills and knowledge.**
 - Appropriate adjustments are to be made for students with diagnosed disability. The Authority has the right to audit school records and documentation of decisions for reasonable adjustments actioned.
 - Appropriate arrangements are to be made for English as an Additional Language or Dialect (EAL/D) students who have received approval from the Authority for 10 minutes extra time to complete each OLNA test.
- The integrity of the OLNA must be maintained at all times.**
 - The copying of any test materials or student responses is not permitted.
 - Providing details of the questions or prompts is not permitted.
 - Cheating is not permitted.
 - The test conditions must neither advantage nor disadvantage any student.
 - The test must be administered and supervised in accordance with specifications contained in the OLNA Handbook 2021, the OLNA Test-Delivery Website User Guide 2021, the OLNA Supervisor's Handbook 2021, the OLNA Dashboard User Guide 2021 and the OLNA Updates as emailed to schools.
 - All students are actively supervised during the test sessions.
 - Providing unauthorised assistance to students during test sessions is not permitted.
 - Allowing students to access unauthorised materials and aids during test sessions is not permitted. Such unauthorised materials include mobile phones, pen-readers, Bluetooth/wireless/web-enabled devices, photographic, scanning or audio devices, headphones, calculators, dictionaries, thesauruses or notes. (The device a student uses to access the test is considered to be an authorised device.)
 - Administrators and supervisors must ensure their actions before, during and after the test sessions do not affect students' results.
 - Supervisors must ensure that students do not have applications/programs or browser tabs open other than what is necessary to access the test.
- Principals and all relevant school staff must read, understand and abide by the instructions in this handbook. If unsure of any points, the principal or staff must seek clarification from the Authority.**
 - Failure to read or become aware of the protocols contained within this handbook is not a valid reason for breaching protocols.
 - Dishonest and inappropriate practices must be discouraged.
 - Allegations of breaches of the OLNA Educator code of conduct must be reported promptly for investigation by the Authority.
 - It is the responsibility of the principal to make parents and carers aware of the main aspects of the OLNA program.

It is the responsibility of the principal to make parents and carers aware of the main aspects of the OLNA program.


I agree to adhere to the *OLNA Educator code of conduct*.

Name of educator:

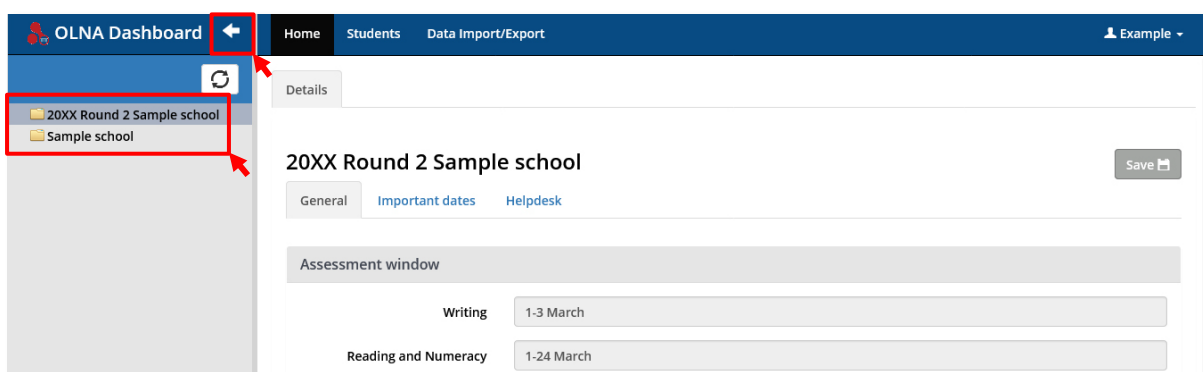
Assessment Master™ - Copyright © SoNET Systems 2009 - 2021

Navigating

Folders panel

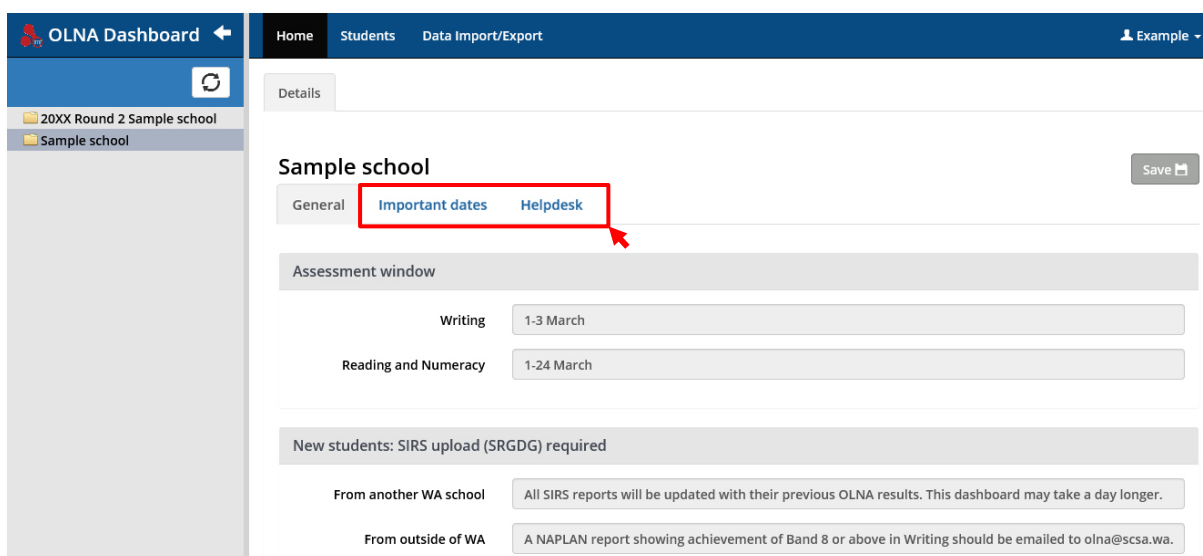
The folders panel section of the screen (left hand panel) shows the school's previous and current rounds (highlighted below). Clicking on the folder icon or name will allow you to move between the rounds. The previous round, which the system defaults to, has a round identifier prefaced to it. The arrow  (highlighted below) to the right of the OLN Dashboard text allows you to minimise the folders panel.

Note: this panel is not shown once the deadline for uploading adjustment requests has passed in Round 1 or during all of Round 2, as the facility to move between rounds is not available.



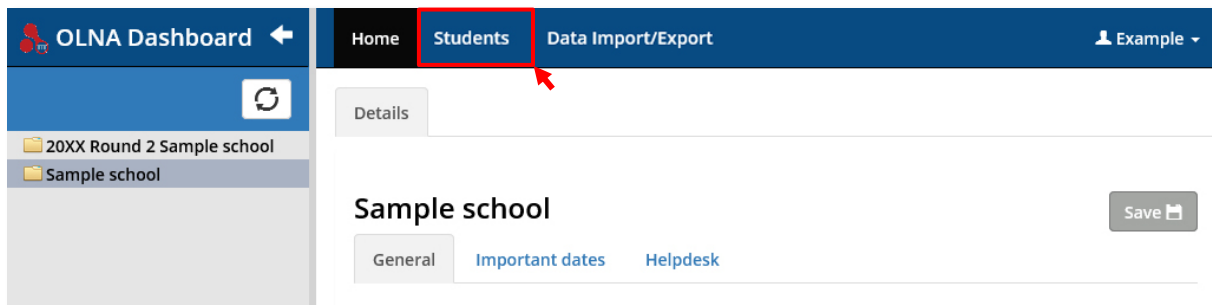
Home screen

The **Home** screen shows basic information about the school for the selected round. Clicking on the **Important dates** or **Helpdesk** tabs (highlighted below) will reveal further information.



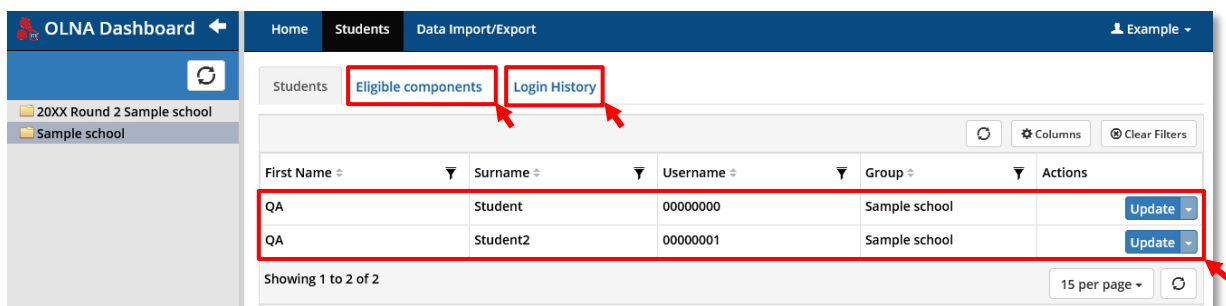
Students screen

Clicking on the **Students** screen (highlighted below) will allow you to see the students at your school for the selected round.



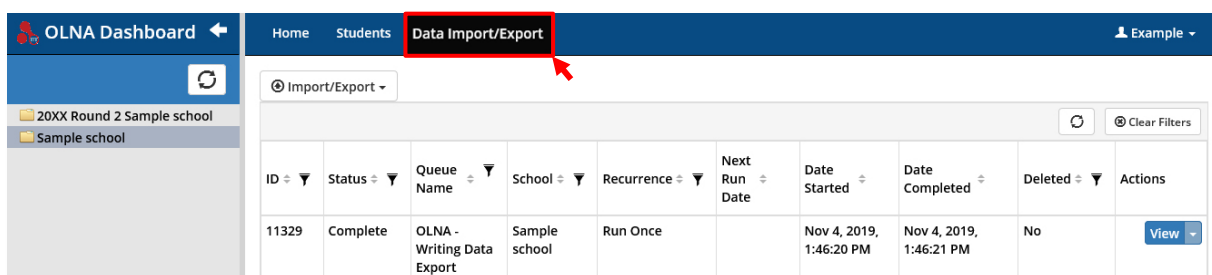
The **Students** screen allows you to view:

- students who are/were eligible to sit in the currently selected round (highlighted below)
- the **Eligible components** each student needs/needed to sit (highlighted below)
- the **Login History** for each student at your school (highlighted below).



Data Import/Export screen

Clicking the **Data Import/Export** screen (highlighted below) will allow you to import and export student adjustment requests. You can use this screen to download students from the previous round and upload students into the current round (for Round 1 only).



Users screen

Clicking on the **Users** screen (highlighted below) will allow you to view users from your school for the selected round. This screen is only available from the principal's account.

OLNA Dashboard

Home Students Data Import/Export **Users** Example

Users

+ Create User Assign Users Columns Clear Filters

| ID | Username | First Name | Surname | Active | School | Blacklisted | Action |
|------|----------|------------|--------------|--------|---------------|-------------|------------------------|
| 6196 | 0001C | Example | User | Yes | Sample school | No | Update |
| 5672 | 0001B | Example | OLNA contact | Yes | Sample school | No | Update |
| 1679 | 0001A | Example | Principal | Yes | Sample school | No | Update |

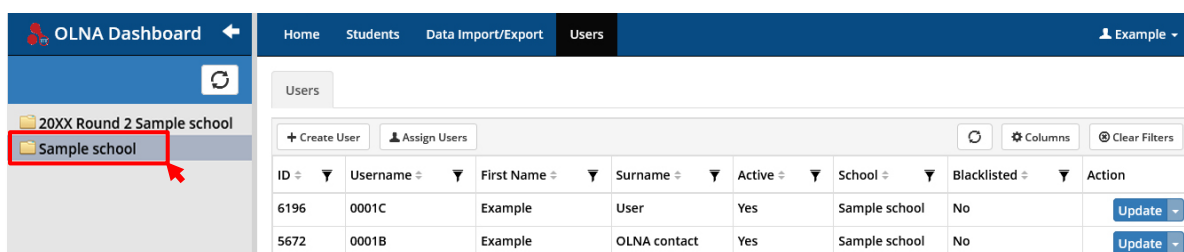
Showing 1 to 3 of 3 15 per page

Before the testing window

The OLN Dashboard should be used by schools to request adjustments for students. To help with this process, and other uses of the OLN Dashboard, schools may create additional users. Schools may also view passwords for each component in the week before testing. Note: schools should still use the SIRS report LAN002 to print individual student login details.

Viewing existing users

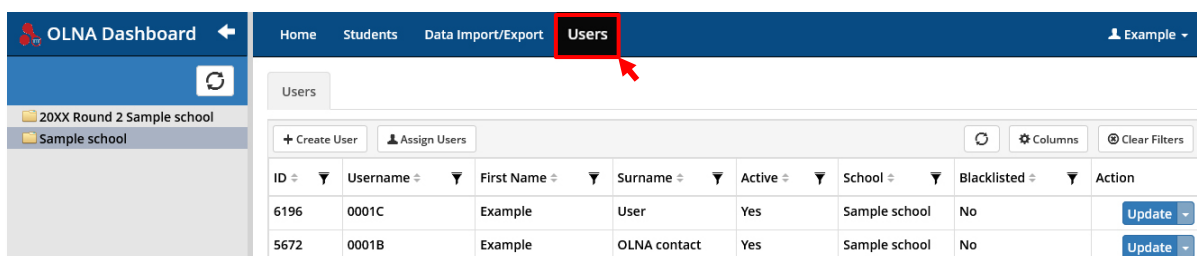
1. Click on the current round's folder (your school's name without round information) in the folders panel (highlighted below).



The screenshot shows the OLN Dashboard interface. The left sidebar contains a folder structure with '20XX Round 2 Sample school' and 'Sample school'. The 'Sample school' folder is highlighted with a red box and a red arrow pointing to it. The main content area shows the 'Users' screen with a table of users.

| ID | Username | First Name | Surname | Active | School | Blacklisted | Action |
|------|----------|------------|--------------|--------|---------------|-------------|------------------------|
| 6196 | 0001C | Example | User | Yes | Sample school | No | Update |
| 5672 | 0001B | Example | OLNA contact | Yes | Sample school | No | Update |

2. Click on the **Users** screen (highlighted below). A list of all users for your school will be displayed.



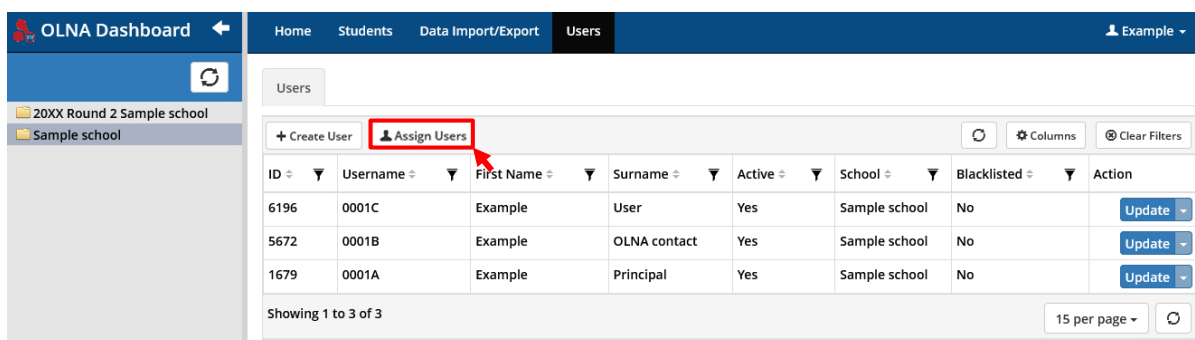
The screenshot shows the OLN Dashboard interface. The top navigation bar has 'Users' highlighted with a red box and a red arrow pointing to it. The main content area shows the 'Users' screen with a table of users.

| ID | Username | First Name | Surname | Active | School | Blacklisted | Action |
|------|----------|------------|--------------|--------|---------------|-------------|------------------------|
| 6196 | 0001C | Example | User | Yes | Sample school | No | Update |
| 5672 | 0001B | Example | OLNA contact | Yes | Sample school | No | Update |

Assigning existing users

If you have created a user previously, you will be able to add them to this round's group.

1. Click on the **Assign Users** button (highlighted below).



The screenshot shows the OLN Dashboard interface. The top navigation bar has 'Users' highlighted. The main content area shows the 'Users' screen with a table of users. The 'Assign Users' button is highlighted with a red box and a red arrow pointing to it.

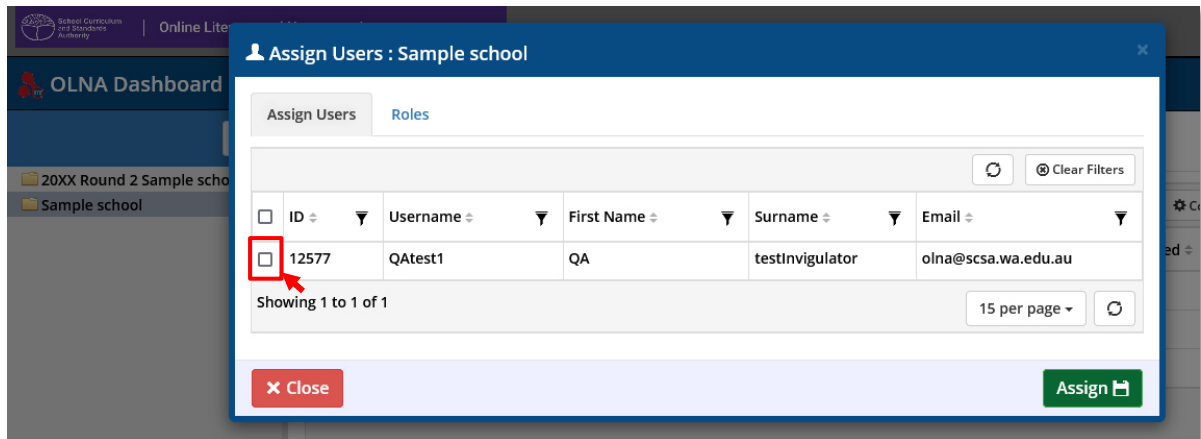
| ID | Username | First Name | Surname | Active | School | Blacklisted | Action |
|------|----------|------------|--------------|--------|---------------|-------------|------------------------|
| 6196 | 0001C | Example | User | Yes | Sample school | No | Update |
| 5672 | 0001B | Example | OLNA contact | Yes | Sample school | No | Update |
| 1679 | 0001A | Example | Principal | Yes | Sample school | No | Update |

Showing 1 to 3 of 3

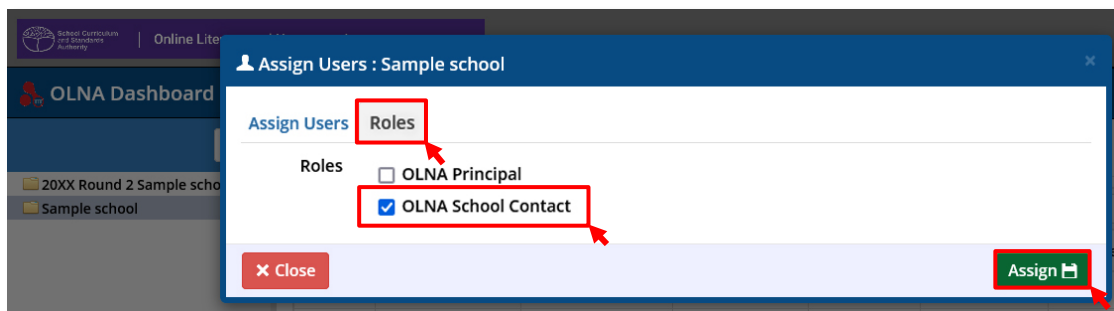
15 per page

The **Assign Users** pop-up window appears. Tick the check box (highlighted below) next to the user (or users) you wish to add to the current round.

Note: if a user is not currently at your school, but they appear in the list with a username you wish to use in this round, you may assign the old user to the current round and then update the name, email and password to match the new user.



2. Click on the **Roles** tab (highlighted below). Tick the check box next to **OLNA School Contact** (highlighted below).
3. Click on the **Assign** button (highlighted below).

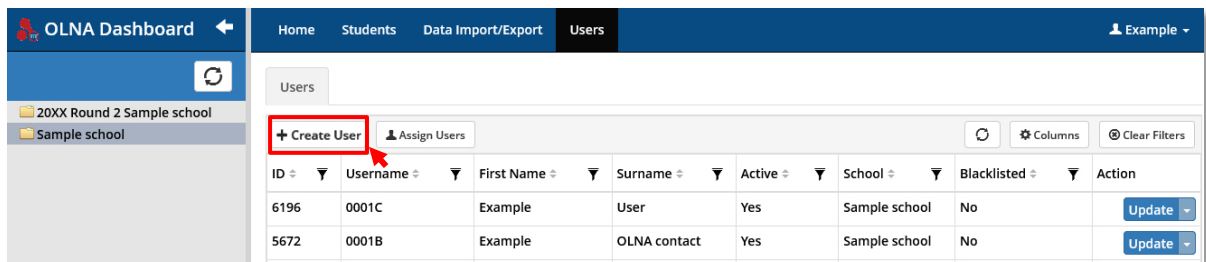


Creating additional users

To assist in the efficient implementation of the OLN, school principals may provide access to the OLN Dashboard to other staff at their school.

Note: only the principal's account can create additional users.

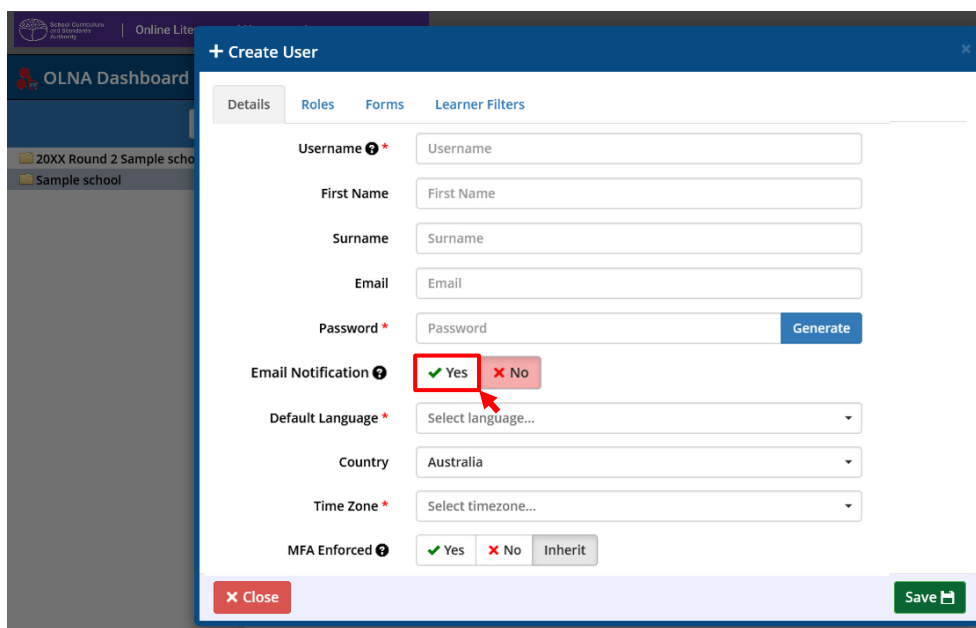
1. Click on the **Create User** button (highlighted below).



2. The **Create User** pop-up window appears. Complete all fields for the new user, setting the **Default Language** to **English (OLNA)**.

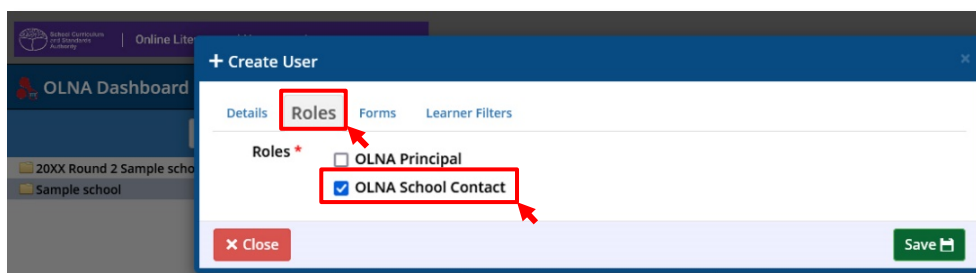
- The Authority recommends that usernames follow the naming convention of your school code followed by a letter, e.g. 0000C.
- Click on **Yes** for **Email Notification** (highlighted below). This will allow the new user to receive an email with their username and a temporary password.

Note: they will need to change this temporary password when they first log in.

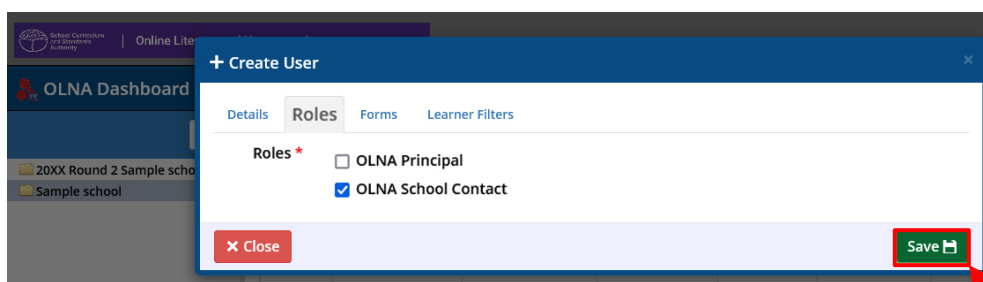


3. Click on the **Roles** tab (highlighted below). Tick the check box next to **OLNA School Contact** (highlighted below).

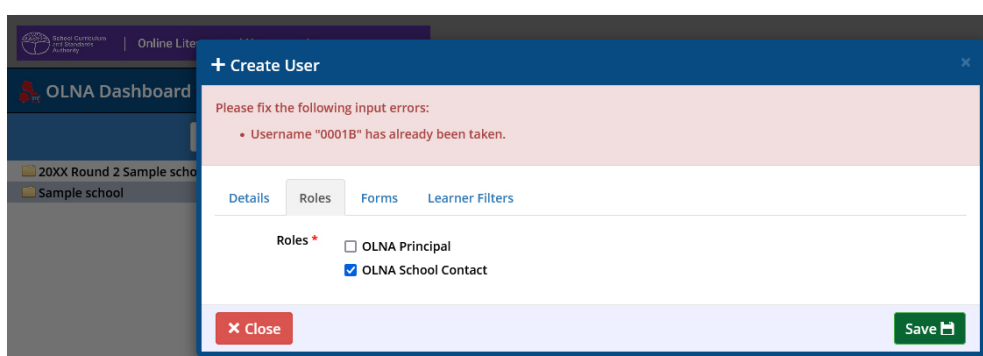
Note: leave the **Learner Filters** tab.



4. Click on the **Save** button (highlighted below).



Note: if you created a user in a previous round, you will not be able to use the same username. If this occurs, you will receive the message below. In this case, you will need to assign the old user (see pages 8 and 9) to the current round and then change the name, email and password for this user.



Requesting adjustments (disability or EAL/D)

Before requesting adjustments for students with disability or EAL/D students, schools should review the following documents available on the Authority website.

- The *OLNA Handbook 2022* found on the [OLNA Schools page \(https://senior-secondary.scsa.wa.edu.au/assessment/olna/schools\)](https://senior-secondary.scsa.wa.edu.au/assessment/olna/schools).
- The *Guidelines for disability adjustment for timed assessments* found on the [Disability Adjustment Guidelines page \(https://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines\)](https://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines).
- The *EAL/D – Eligibility guide and allocation of extra time for the OLNADashboard* found on the [English as an Additional Language or Dialect page \(https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect\)](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect).

Schools may enter adjustment requests either directly into the OLNADashboard or carry out a bulk upload of student adjustment requests (see Appendix 1).

For Round 2 (September), all approved adjustments from Round 1 (March) will already be loaded into the OLNADashboard. As a result, schools will not have access to the Round 1 (March) folder. This will result in the folder panel not showing in Round 2.

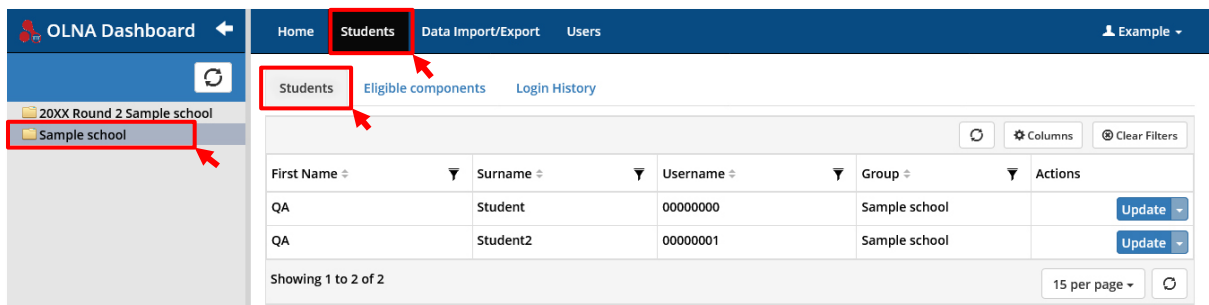
Schools will not be able to enter or upload student adjustment requests until the student has been enrolled in the school for the current year.

Note: it is recommended that when adding an adjustment request for a student for the first time, it is manually entered into the OLNA Dashboard to ensure that all data is accurate.

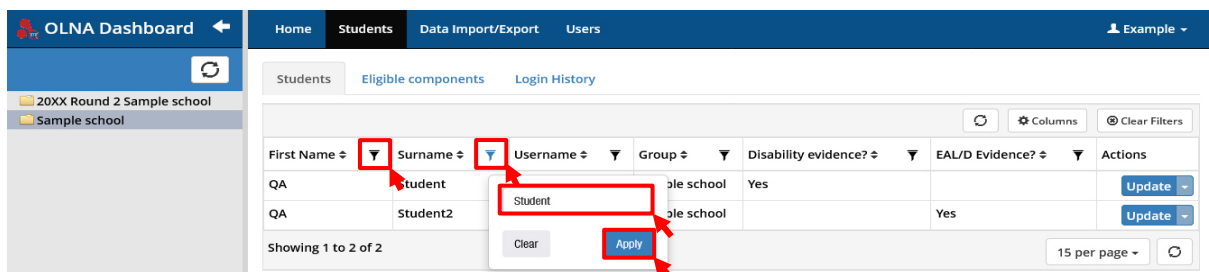
For Round 1 (March) of each year, schools can download the previous year’s Round 2 request file and use this file to upload changes to adjustments. The downloaded file will contain all previously approved adjustments. Students who have left must be removed. New students may be added to the file for upload.

Entering adjustments directly into the OLNA Dashboard

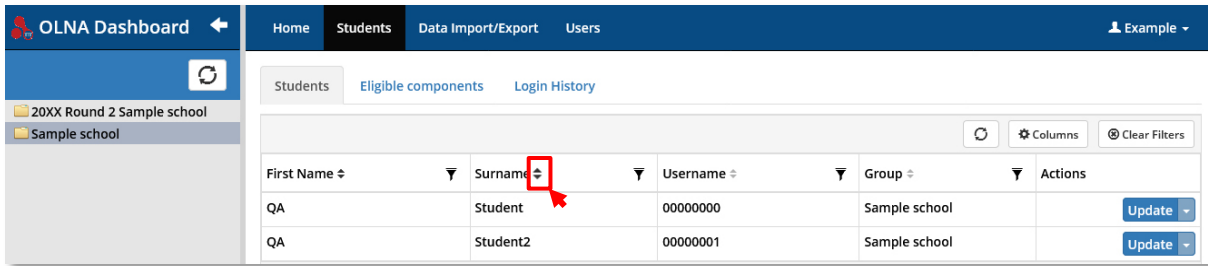
1. Click on the current round’s folder from the folders panel (highlighted below), then click on the **Students** screen (highlighted below) and then the **Students** tab (highlighted below).



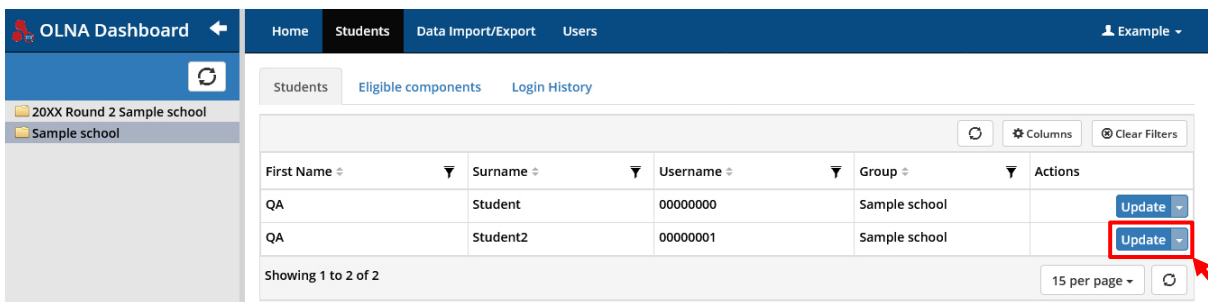
2. To find the record of the student requiring an adjustment, use either the **Filter** fields or the **Sort** arrows. For example, click on the **Filter** icon ▼ (highlighted below) next to the **First Name** or **Surname** column headings and then type the student’s name into the **Filter** field/s (highlighted below). Then click on the **Apply** button (highlighted below).



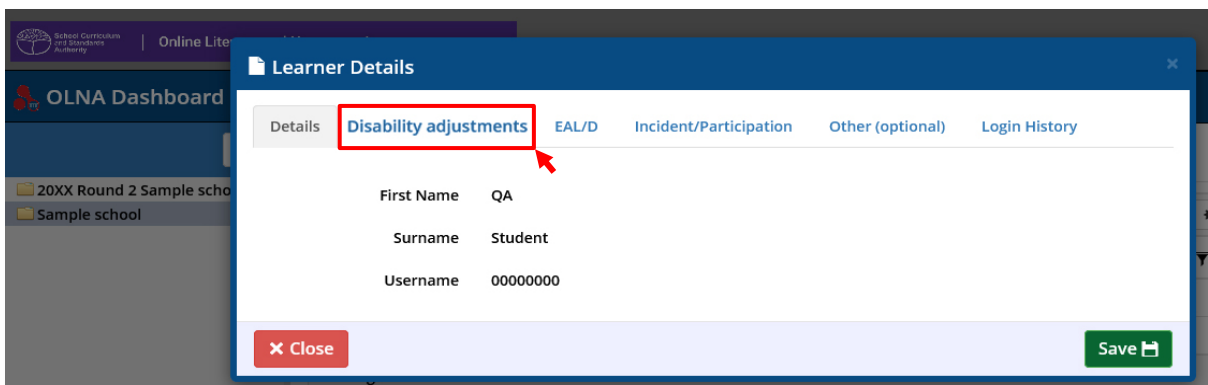
Sort: click the arrows ↕ (highlighted below) to see names listed in alphabetical or reverse alphabetical order.



3. To request an adjustment for a student, click on the **Update** button next to the student’s details (highlighted below).



4. The **Learner Details** pop-up window appears. To request a disability adjustment, click on the **Disability adjustments** tab (highlighted below).



5. Complete the form, entering details of the disability adjustment being requested. (You may need to scroll.) Enter the name of the disability in the **Description** field. The **Severity/Comment** field is optional; however, a comment on the severity of the condition and/or any unlisted disabilities should be included. This will enable the Authority to make appropriate decisions when it conducts its audit of disability adjustment requests.

Learner Details

Details | Disability adjustments | **EAL/D** | Incident/Participation | Other (optional) | Login History

Disability

Description

Severity/Comment (optional)

Disability evidence? Yes No

Reading adjustment request

Pause (R) Yes No

Pause time (R)

Extra time (R)

Discretionary time (R)

Alternate images (R) Yes No

Coloured background (R) Yes No

Writing adjustment request

Pause (W) Yes No

Pause timer (W)

Extra time (W)

Discretionary time (W)

6. Once you have completed the form, click on the **Save** button (highlighted below).

Numeracy adjustment request

Pause (N) Yes No

Pause timer (N)

Extra time (N)

Discretionary time (N)

Coloured background (N) Yes No

Alternate images (N) Yes No

School provided adjustment

Reading

Numeracy

Writing

SCSA comment

Comment

7. To request an EAL/D adjustment, click on the **EAL/D** tab (highlighted below).

Learner Details

Details | Disability adjustments | **EAL/D** | Incident/Participation | Other (optional) | Login History

First Name QA

Surname Student

Username 00000000

- You must have completed and filed the required documentation as evidence that the student is an eligible EAL/D student. If this evidence has been filed, click the **Yes** button (highlighted below); then, to request extra time, click the **Yes** button (highlighted below) and then click on the **Save** button (highlighted below).

The screenshot shows the 'Learner Details' form with the following fields and actions:

- Evidence:**
 - Required Documentation: <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english>
 - Statement: The school has completed the required documentation and it is on file at the school.
 - EAL/D Evidence?: Yes No
- Request:**
 - Extra Time (EAL/D): Yes No
- Buttons: and

Bulk upload of student adjustment requests process

The bulk adjustments request process requires a .CSV file to be uploaded. The bulk request facility is provided for convenience; however, schools are responsible for ensuring that all .CSV files are correctly formatted, valid codes are used (as described in Appendix 1) and the adjustment requests have been uploaded accurately. While the OLN Helpdesk will provide generic advice on the .CSV file, it will not produce .CSV files for schools.

Downloading the previous round's adjustments

Using the previous round's .CSV file will provide a template that includes students' names, the adjustment provided and details of their disability or EAL/D status. The process below assumes you will be using the previous round's template.

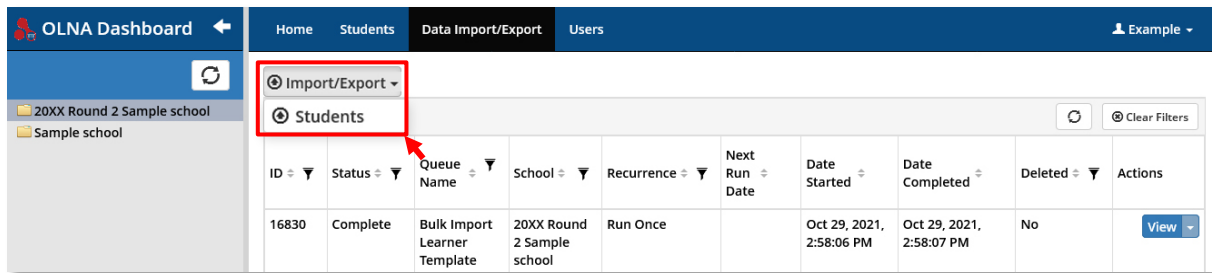
- Click on the **Data Import/Export** screen (highlighted below) and in the folders panel, click on the folder with the name that is made up of both the previous round's name and your school's name (highlighted below).

The screenshot shows the 'Data Import/Export' screen with the following elements:

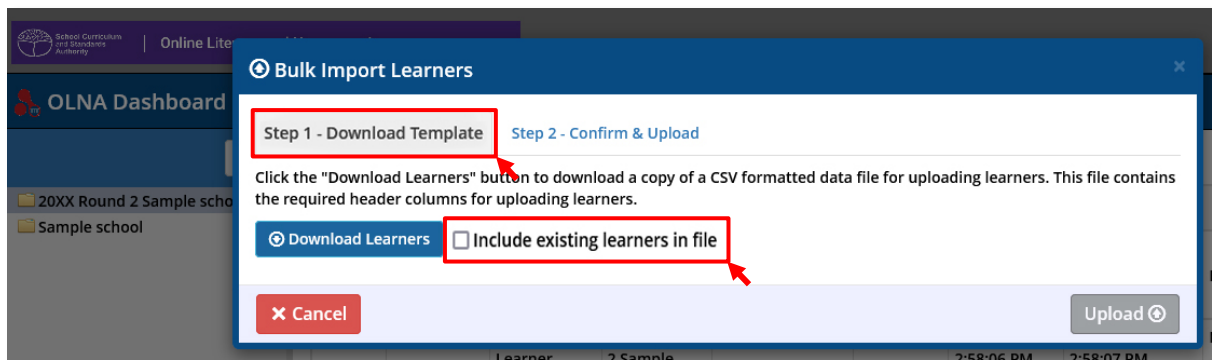
- Navigation: Home, Students, **Data Import/Export**, Users
- Folder Panel:
 - 20XX Round 2 Sample school
 - Sample school
- Table:

| ID | Status | Queue Name | School | Recurrence | Next Run Date | Date Started | Date Completed | Deleted | Actions |
|-------|----------|------------------------------|----------------------------|------------|---------------|--------------------------|--------------------------|---------|----------------------|
| 16830 | Complete | Bulk Import Learner Template | 20XX Round 2 Sample school | Run Once | | Oct 29, 2021, 2:58:06 PM | Oct 29, 2021, 2:58:07 PM | No | View |

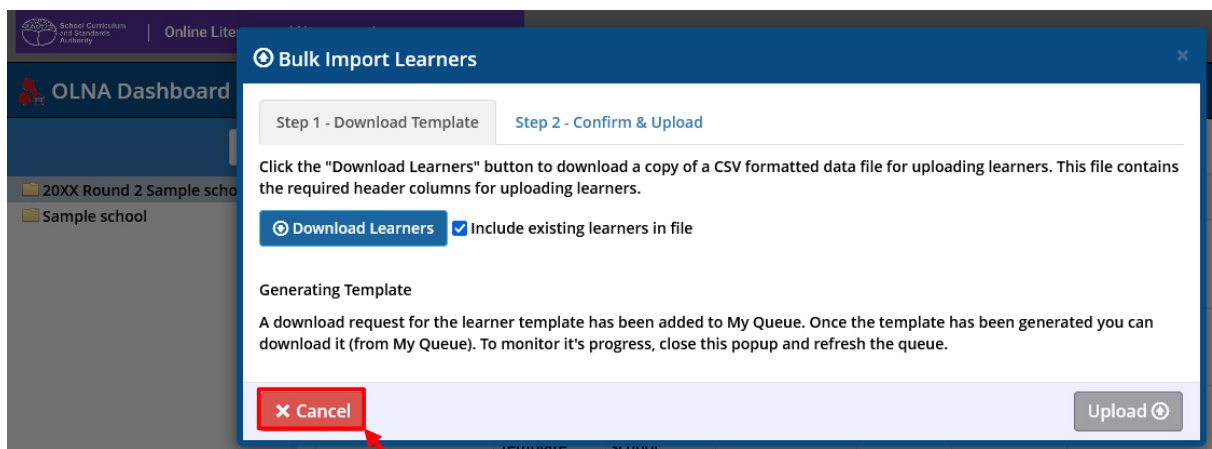
2. Click on the **Import/Export** drop-down menu (highlighted below) and then on the **Students** button (highlighted below).




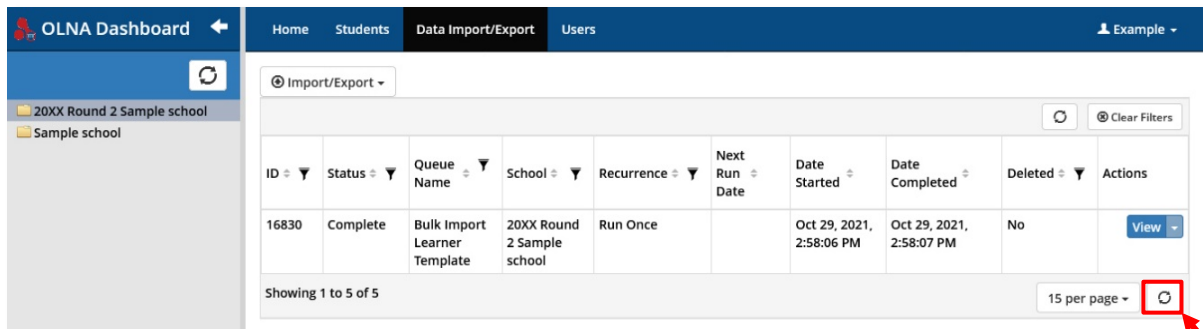
3. When the **Bulk Import Learners** pop-up window appears, on the **Step 1 – Download Template** tab (highlighted below), ensure that the check box next to the **Include existing learners in file** is ticked (highlighted below).



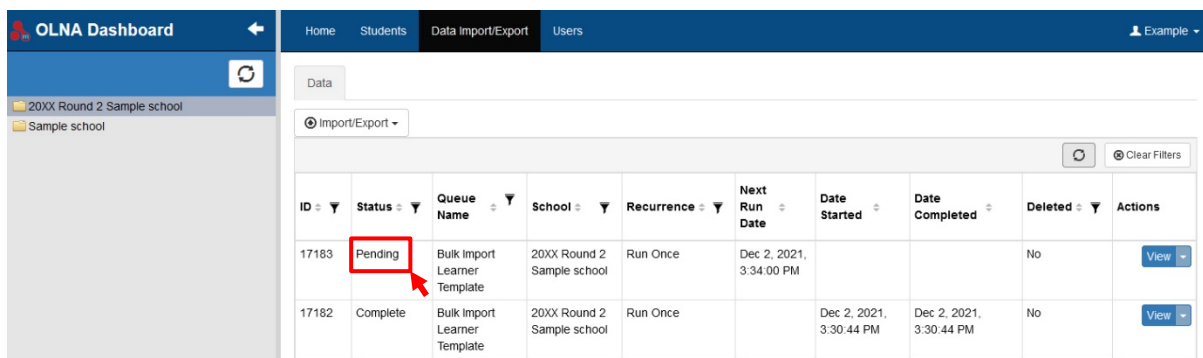
4. Click on the **Download Learners** button (highlighted below) to generate the .CSV file.
 - If you have **not** ticked the **Include existing learners in file** check box you will be prompted to download a file without student adjustments from the pop-up window below.
 - If you have ticked the **Include existing learners in file** check box you will need to click on the **Cancel** button (highlighted below) to see the list of files available for download.




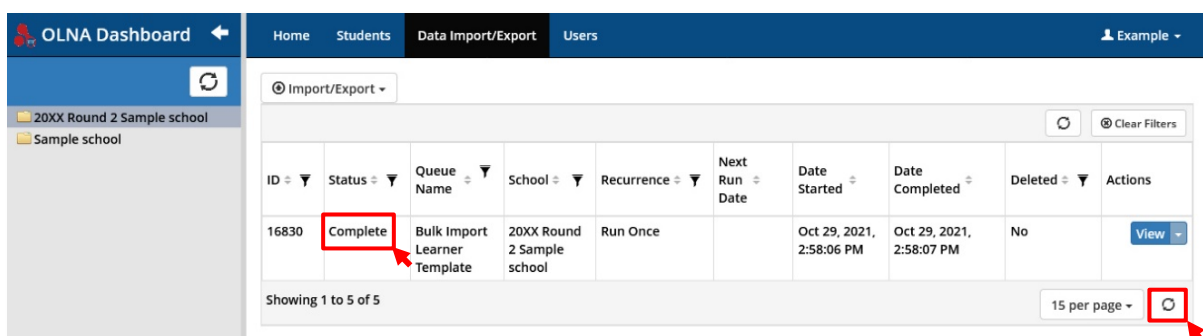
- Click on the **Refresh** button  (highlighted below) to view the list of files that are available for download.




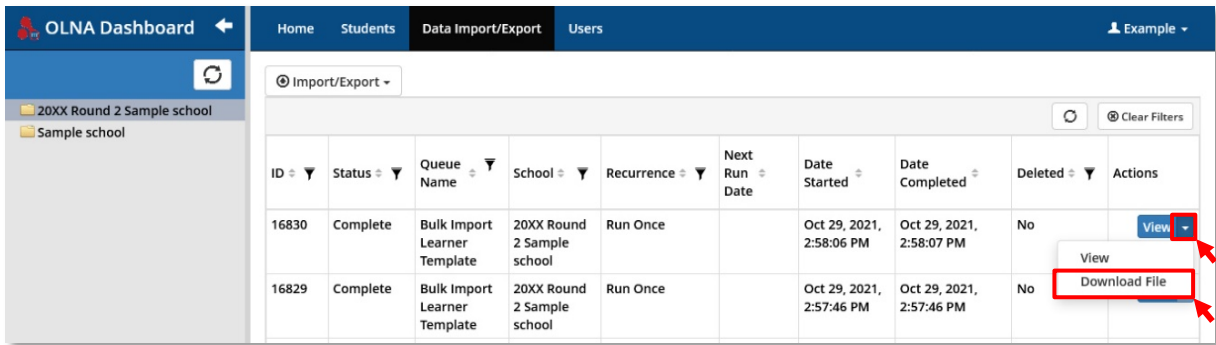
- Initially, the **Data Import/Export** screen will update showing the status of the file as pending (highlighted below).



- You may need to wait a few minutes before the system generates the file. Click on the **Refresh** button  (highlighted below) to update the screen. When the file is ready, the status will change to **Complete** (highlighted below).



- Click on the arrow  next to the **View** button to see a list of other actions and select **Download File** from the drop-down menu (highlighted below). Once the file has been downloaded, save the .CSV file to an appropriate place on your device.

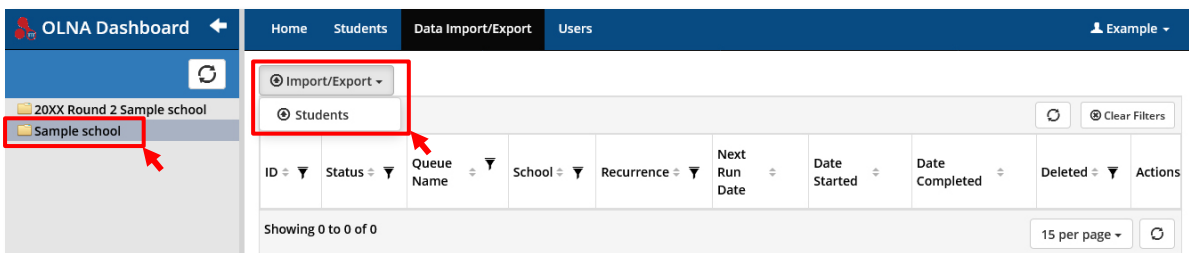


9. Open the .CSV file in a program like Microsoft® Excel®. You can use the functions of this program to edit the file (see Appendix 1 for details on editing a .CSV file and the valid codes for each field) to:

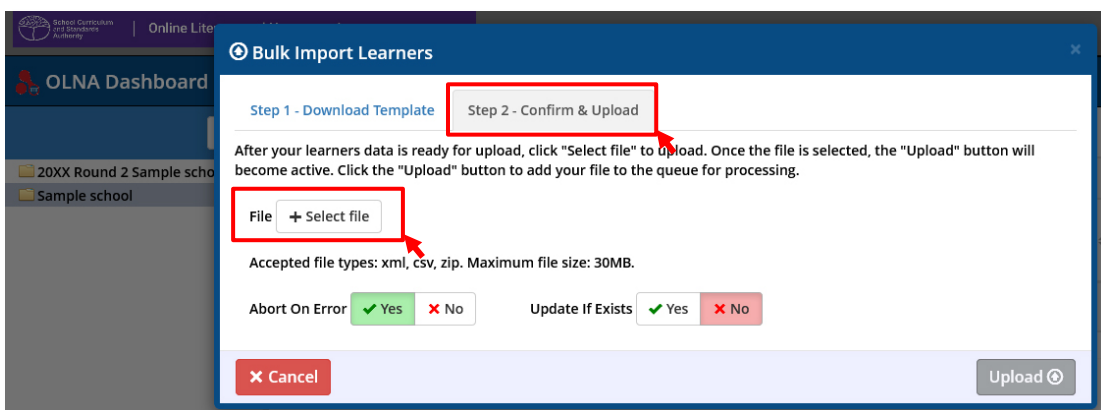
- remove students who do not require adjustment or are no longer at your school
- update adjustment requests for existing students
- add students who require adjustments.

Uploading the current round's adjustment requests

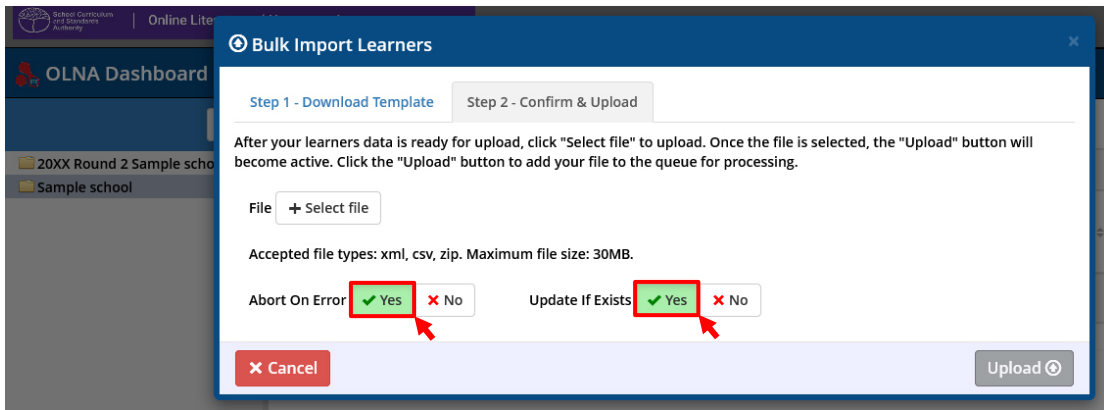
1. Click on the current round's folder in the folders panel (highlighted below), then click on the **Import/Export** button (highlighted below) and then on the **Students** button (highlighted below).



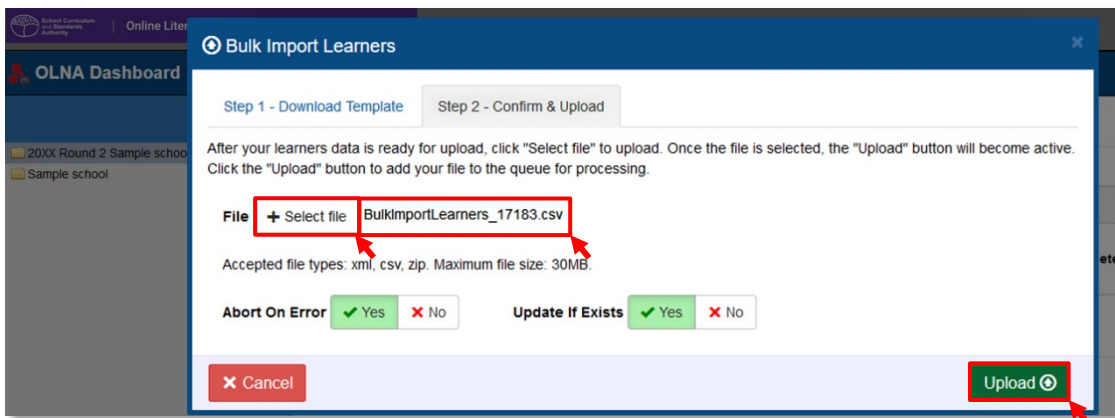
2. The **Bulk Import Learners** pop-up window appears. Click on the **Step 2 – Confirm & Upload** tab and then click on the **Select file** button. A pop-up window will allow you to identify the file for upload. The file **must** be saved as a .CSV file.




3. To ensure the OLNDA Dashboard only loads data if the whole file is correct, leave the **Abort on Error** as **Yes** (highlighted below). To ensure records are updated, change the **Update If Exists** to **Yes** (highlighted below).



- Click on the **Select file** button (highlighted below), find the file on your device to upload and, if the OLNA Dashboard accepts the file, the file name will be displayed (highlighted below) and the **Upload** button will become green (highlighted below). Click on the **Upload** button.



- To check the outcome of the file upload, click on the **Refresh**  button (highlighted below). The **Status** column (highlighted below) will update with the status of the upload.

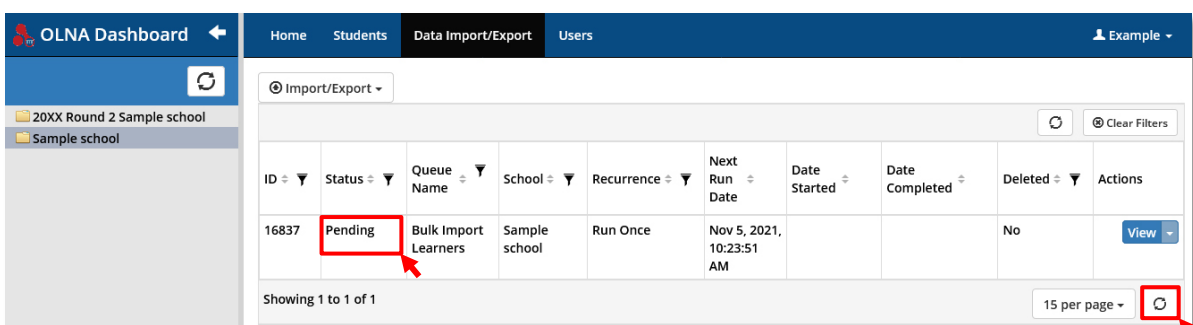


Table 1. File upload status explanations

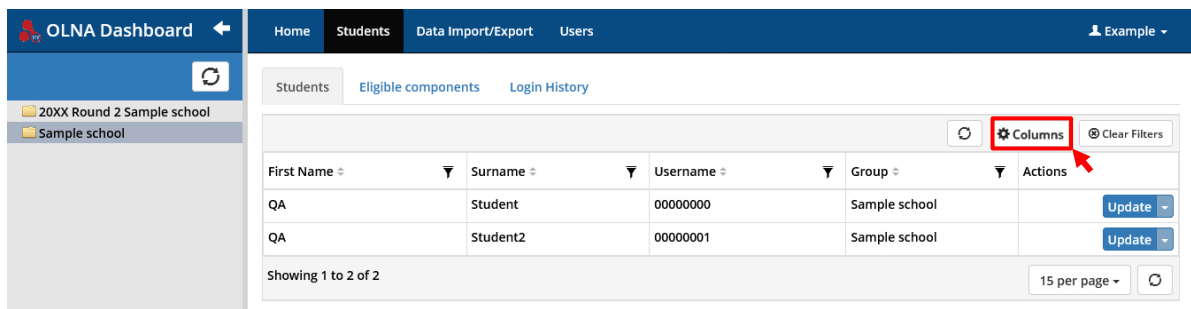
| Status | Explanation |
|-----------------|---|
| Pending | The file has been put in the queue for processing (it may take a few minutes before it is processed). |
| Complete | The file has been processed. |
| Failed | There was an error in the processing. You can click on the View button to see a list of errors. See Appendix 3 for explanations of possible processing errors. |

All requests will be audited by the Authority and approved adjustments will be applied before testing.

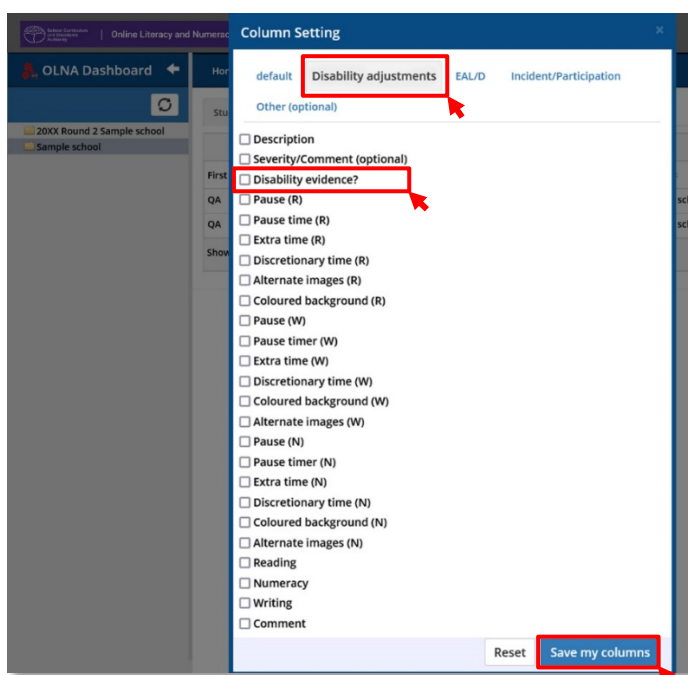
Reviewing adjustment requests

Schools may view requested adjustments by adding the evidence column for disability and EAL/D adjustments and applying a filter on this column.

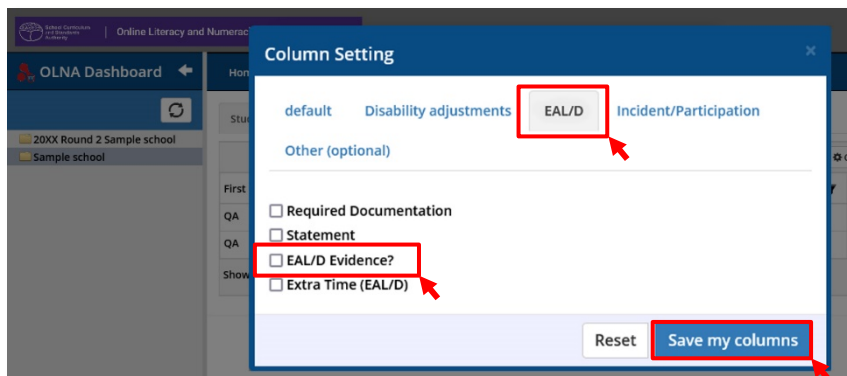
1. Click on the **Columns** button (highlighted below).



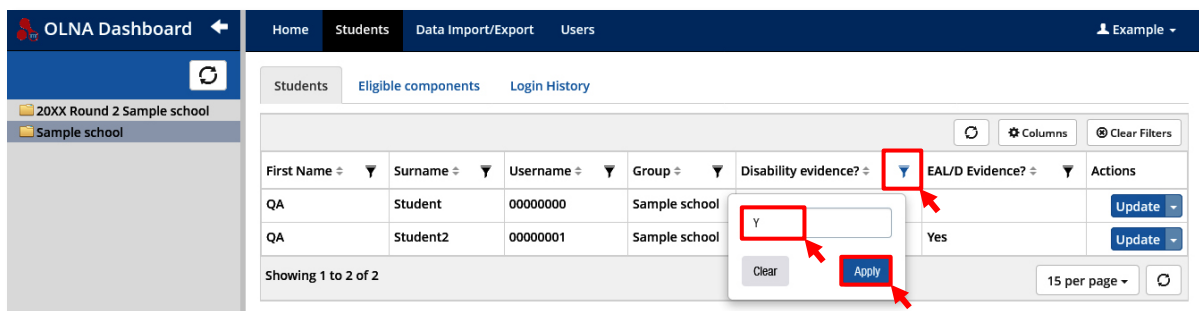
2. The **Column Setting** pop-up window appears. To view disability adjustment requests, click on the **Disability adjustments** tab (highlighted below), click on the **Disability Evidence?** check box (highlighted below) and then click on the **Save my columns** button (highlighted below).



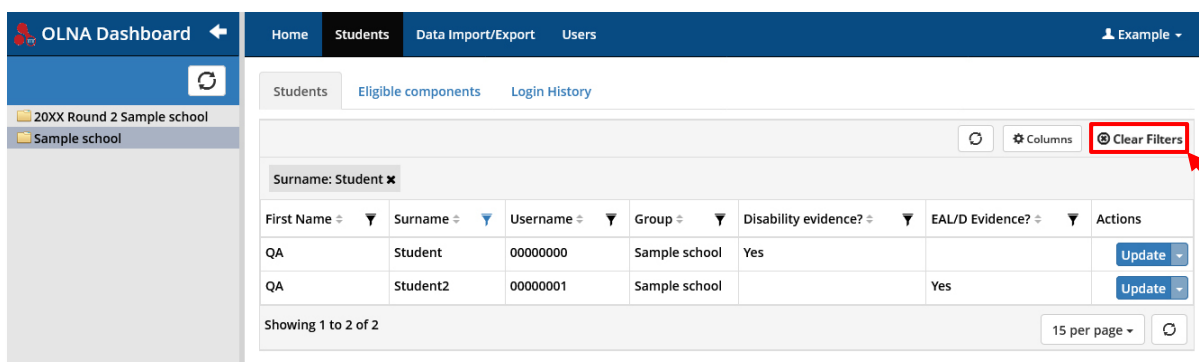
- To view EAL/D adjustment requests, click on the **EAL/D** tab (highlighted below), click on the **EAL/D Evidence?** check box (highlighted below) and then click on the **Save my columns** button (highlighted below).



- Click on the **Filter** icon (highlighted below) next to the **Disability Evidence?** column heading and type the letter 'Y' into the **Filter** field (highlighted below). Then click on the **Apply** button (highlighted below) to see students with requests for disability adjustments. Click on the **Filter** icon next to the **EAL/D Evidence?** column heading to see students with requests for EAL/D adjustment.



- Wait for the system to automatically reload the **Student** screen to only show students with evidence for disability or EAL/D adjustment. Note: this process may be used to add or remove most columns and then filter/sort students. Click on the **Clear Filters** button (highlighted below), before applying a new filter.



Placing students into classes (optional)

Schools may wish to allocate students to a class to help organise students in the OLN Dashboard. This may be useful to monitor students who are currently completing testing to see who has **Completed** or who is **In Progress**. Schools may allocate classes directly or by bulk upload.

Allocating classes directly into the OLN Dashboard

1. Click on the current round's folder from the folders panel (highlighted below), then click on the **Students** screen (highlighted below) and then the **Students** tab (highlighted below).

The screenshot shows the OLN Dashboard interface. The top navigation bar includes 'Home', 'Students', and 'Data Import/Export'. The 'Students' tab is selected and highlighted. Below the navigation bar, there are three sub-tabs: 'Students', 'Eligible components', and 'Login History'. The 'Students' sub-tab is selected. On the left sidebar, the 'Sample school' folder is highlighted. The main content area displays a table of student records with columns for First Name, Surname, Username, Group, Disability evidence?, and EAL/D Evidence?. Two rows are visible, both with 'Update' buttons in the Actions column.

| First Name | Surname | Username | Group | Disability evidence? | EAL/D Evidence? | Actions |
|------------|----------|----------|---------------|----------------------|-----------------|------------------------|
| QA | Student | 00000000 | Sample school | No | Yes | Update |
| QA | Student2 | 00000001 | Sample school | Yes | | Update |

2. Identify the relevant student using either the **Filter** (highlighted below) or **Sort** options (highlighted below) next to any of the column headings. See pages 12 and 13 for further information on using these features.

The screenshot shows the OLN Dashboard with the 'Students' tab selected. A filter dropdown menu is open over the 'Surname' column heading. The dropdown menu contains the text 'Student' and an 'Apply' button. The 'Update' button for the first student row is also highlighted.

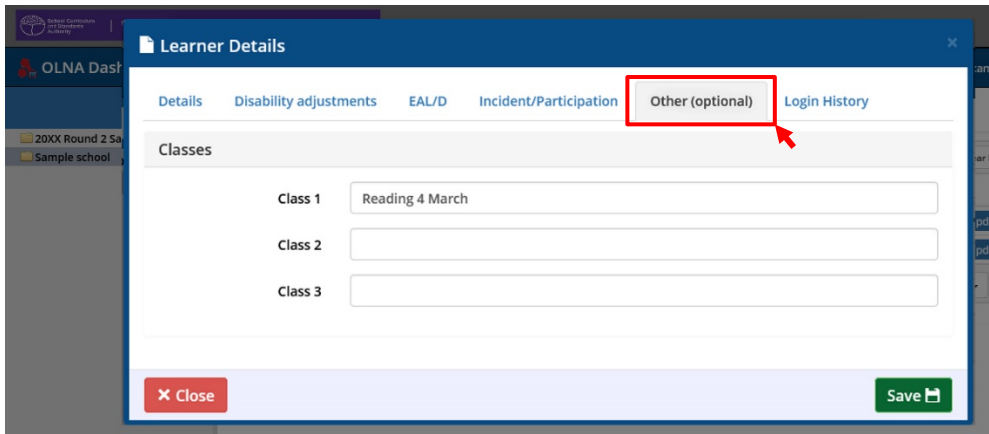
| First Name | Surname | Username | Group | Disability evidence? | EAL/D Evidence? | Actions |
|------------|----------|----------|---------------|----------------------|-----------------|------------------------|
| QA | Student | 00000000 | Sample school | Yes | | Update |
| QA | Student2 | 00000001 | Sample school | | Yes | Update |

3. Click on the **Update** button (highlighted below).

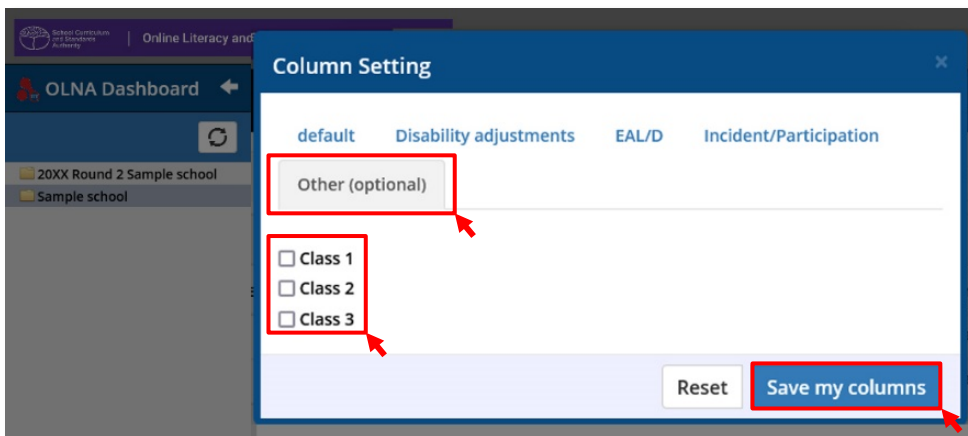
The screenshot shows the OLN Dashboard with the 'Students' tab selected. A filter dropdown menu is open over the 'Surname' column heading, showing 'Surname: Student'. The 'Update' button for the first student row is highlighted.

| First Name | Surname | Username | Group | Disability evidence? | EAL/D Evidence? | Actions |
|------------|----------|----------|---------------|----------------------|-----------------|------------------------|
| QA | Student | 00000000 | Sample school | Yes | | Update |
| QA | Student2 | 00000001 | Sample school | | Yes | Update |

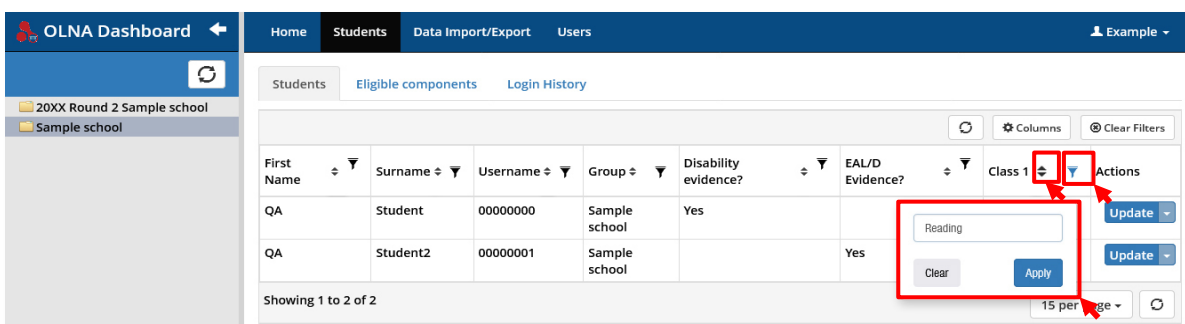
- The **Learner Details** pop-up window appears. Click on the **Other (optional)** tab (highlighted below) and, for each class the student will be a part of, enter the class name and click on the **Save** button. The class name can be any identifier that is relevant to your needs – numerals, letters or words that specify your groupings of students, e.g. 10A, 10 red, 1 etc.



- To view students by class, click on the **Columns** button in the **Students** screen. The **Column Setting** pop-up window appears. Click on the **Other (optional)** tab (highlighted below), tick the check box/es of the class/es you want to view (**Class 1**, **Class 2**, **Class 3** highlighted below) and then click on the **Save my columns** button (highlighted below).



- Click on either the **Filter** icon (highlighted below) or **Sort** options (highlighted below) next to the **Class 1**, **Class 2** or **Class 3** column heading (only **Class 1** is shown in the example in the screenshot below) and type all or part of the class name into the **Filter** field. Then click on the **Apply** button.



7. Wait for the system to automatically reload the **Student** screen to show only students in that class. Note: this process may be used to add or remove most columns and then filter/sort students. Click on the **Clear Filters** button before applying a new filter.

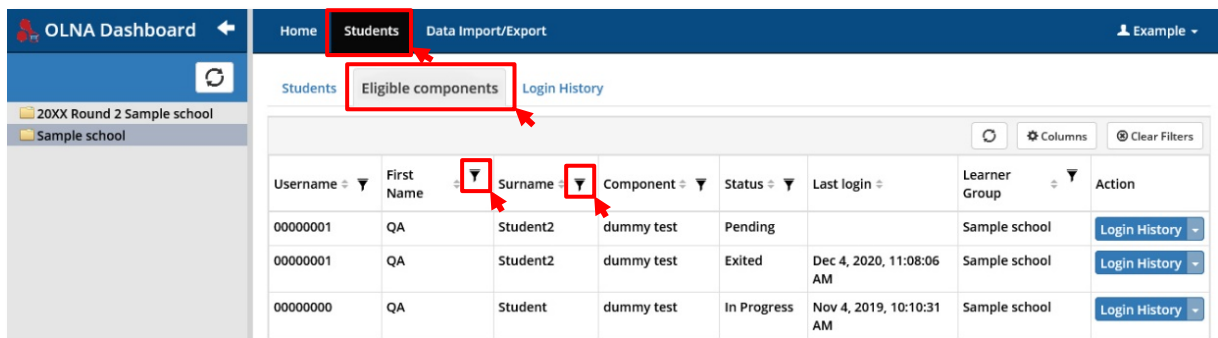
Passwords and components

Passwords are only available from the start of the week before the testing window. These are provided for reference only.

Login sheets must still be downloaded from SIRS.

Viewing students' passwords

1. To view students' passwords for each component they are required to sit, click on the **Students** screen and then click on the **Eligible components** tab (highlighted below).
2. Click on the **Filter** icon (highlighted below) next to the **First Name** and **Surname** columns headings and type the student's name into the **Filter** field/s to find individual student passwords.



The screenshot shows the OLN Dashboard interface. The top navigation bar includes 'Home', 'Students', and 'Data Import/Export'. The 'Students' tab is active. Below the navigation bar, there are three tabs: 'Students', 'Eligible components', and 'Login History'. The 'Eligible components' tab is highlighted with a red box. Below the tabs is a table with columns: Username, First Name, Surname, Component, Status, Last login, Learner Group, and Action. The 'First Name' and 'Surname' columns have filter icons (downward arrows) highlighted with red boxes. The table contains three rows of student data.

| Username | First Name | Surname | Component | Status | Last login | Learner Group | Action |
|----------|------------|----------|------------|-------------|--------------------------|---------------|---------------|
| 00000001 | QA | Student2 | dummy test | Pending | | Sample school | Login History |
| 00000001 | QA | Student2 | dummy test | Exited | Dec 4, 2020, 11:08:06 AM | Sample school | Login History |
| 00000000 | QA | Student | dummy test | In Progress | Nov 4, 2019, 10:10:31 AM | Sample school | Login History |

During and after the test window

During and after the test window for a component, schools can:

- check which students have sat or not sat a test
- note any test incidents and student participation status.

Checking which students have sat a test

1. To check which students have sat a test, click on the **Students** screen (highlighted below) and then on the **Eligible components** tab (highlighted below). Ensure you have selected the current round's folder.

| Username | First Name | Surname | Component | Status | Last login | Learner Group | Action |
|----------|------------|----------|------------|---------|--------------------------|---------------|---------------|
| 00000001 | QA | Student2 | dummy test | Pending | | Sample school | Login History |
| 00000001 | QA | Student2 | dummy test | Exited | Dec 4, 2020, 11:08:06 AM | Sample school | Login History |

A list of all possible components and students for that round is displayed. Schools may use the information in the **Status** column (highlighted below) to determine who is still required to sit a component and who has already sat a component and when. Clicking on the **Refresh** button will update each student's status in real time, if their status has changed.

If a student has logged in multiple times, these details can be accessed by clicking on the **Login History** button (highlighted below) in the **Action** column (highlighted below).

| Username | First Name | Surname | Component | Status | Last login | Learner Group | Action |
|----------|------------|----------|------------|---------|--------------------------|---------------|---------------|
| 00000001 | QA | Student2 | dummy test | Pending | | Sample school | Login History |
| 00000001 | QA | Student2 | dummy test | Exited | Dec 4, 2020, 11:08:06 AM | Sample school | Login History |

Table 2. Student test status explanations

| Status | Explanation |
|--------------------|---|
| Exited | Student has completed the test (i.e. clicked on the Submit button). |
| In Progress | Student is currently doing the test. OR Student has closed the browser without clicking on the Submit button. |
| Pending | Student has not started the test. |

Noting test incidents and student participation status

Schools must enter test incidents and participation statuses directly into the OLN Dashboard.

'Participation' status refers to events related to the student's participation in the test, e.g. refused to sit test.

Test 'incidents' refers to events related to technical matters that impacted on a student's ability to sit the test, e.g. power failure, frozen laptop etc.

1. To note test incidents and participation, click on the **Students** screen (highlighted below) and then on the **Students** tab (highlighted below). Ensure you have selected the current round's folder.

| First Name | Surname | Username | Group | Disability evidence? | EAL/D Evidence? | Actions |
|------------|----------|----------|---------------|----------------------|-----------------|------------------------|
| QA | Student | 00000000 | Sample school | Yes | | Update |
| QA | Student2 | 00000001 | Sample school | Yes | | Update |

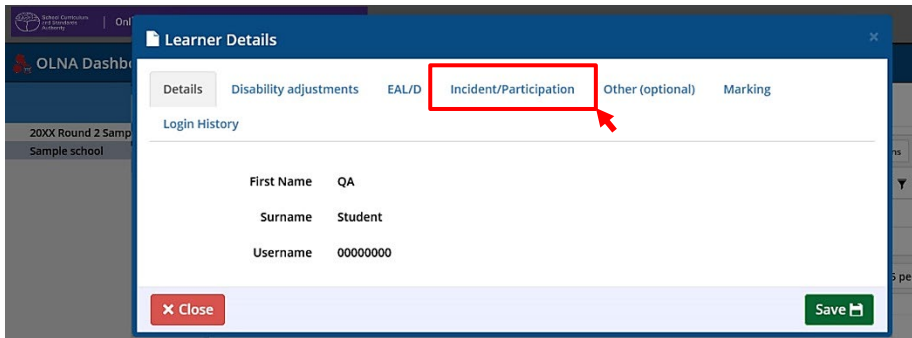
2. Identify the relevant student using either the **Filter** (highlighted below) or **Sort** options (highlighted below) next to any of the column headings. See pages 12 and 13 for further information on using these features.

| First Name | Surname | Username | Group | Disability evidence? | EAL/D Evidence? | Actions |
|------------|----------|----------|---------------|----------------------|-----------------|------------------------|
| QA | Student | 00000000 | Sample school | Yes | | Update |
| QA | Student2 | 00000001 | Sample school | | Yes | Update |

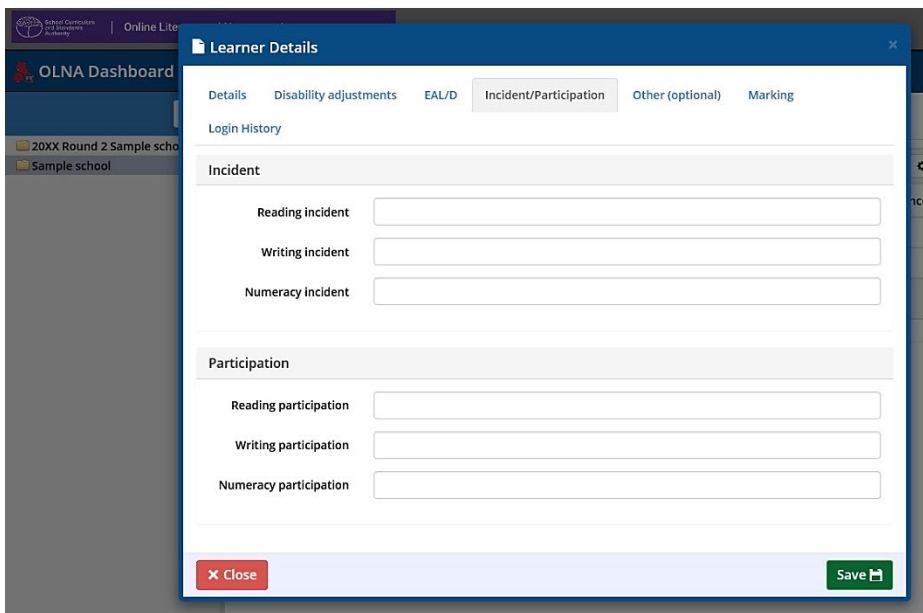
3. Click on the **Update** button (highlighted below).

| First Name | Surname | Username | Group | Disability evidence? | EAL/D Evidence? | Actions |
|------------|----------|----------|---------------|----------------------|-----------------|------------------------|
| QA | Student | 00000000 | Sample school | Yes | | Update |
| QA | Student2 | 00000001 | Sample school | Yes | | Update |

4. The **Learner Details** pop-up window appears. Click on the **Incident/Participation** tab (highlighted below).



5. Enter details of any incident or participation issue related to the student. Participation information is not required if the student sat the test, i.e. was present.





If the matter requires immediate action, contact the OLNA Helpdesk on 9273 6726. If it requires action before the end of the testing window, email olna@sca.wa.edu.au.

Appendix 1 – Bulk upload of adjustments

Steps for preparing the .CSV file

The following steps for preparing a .CSV file relate to Microsoft Excel, but may be carried out in any spreadsheet software.

1. Open the downloaded file.
2. Change the name of the 'AM Path' for each student from the previous round to the current round (delete the round name prefaced to the school name, e.g. '17R1').
3. Remove students who do not need any adjustment. To do this:
 - i. Select the entire spreadsheet by clicking on the triangle to the left of the **A** column and above row **1**.
 - ii. Click on the **Data** menu and then **Filter**.
 - iii. Click on the arrow  button in the column with the heading **Disability Evidence?** and/or **EAL/D Evidence?** and deselect the **Blanks** check box and click on the **OK** button.
 - iv. Select the entire spreadsheet again and press **Ctrl + C** to copy this list of students.
 - v. Create a new sheet by clicking the plus sign inside the circle  at the bottom of the screen.
 - vi. Click on the tab for the new sheet and press **Ctrl + V** to paste the selection.
 - vii. Click on **File** and then **Save As**. Select a relevant folder. Ensure the **Save as type** is set to **CSV (Comma delimited)** and give an appropriate **File name**. Click on the **Save** button. If a pop-up window appears, click on **OK** and then **Yes**, to save the sheet as a .CSV file.
4. Check existing adjustment requests are appropriate for the student and update if necessary. The adjustments downloaded are those requested in the last round not the final provision approved for the student. Schools should refer to the Authority website for the *Guidelines for disability adjustments for timed assessments* found on the [Disability Adjustment Guidelines page \(https://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines\)](https://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines) and the *EAL/D Eligibility guide and allocation of extra time to complete the Online Numeracy and Literacy Assessment (OLNA)* found on the [English as an Additional Language or Dialect page \(https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect\)](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect) for details about appropriate adjustments.
5. Add any additional students and requested adjustments. The Authority recommends that requested adjustments are directly entered into the OLNA Dashboard on the first occasion that the student needs the adjustment.
6. Save the file as a .CSV file. Note: the field names must be included as the first row.

List of valid codes for the .CSV file

The table below lists the valid codes for the .CSV file and what they mean for each field (column). All field names **must** remain in the .CSV file for an upload to succeed even if they are blank.

Table 3. Valid codes/comments for .CSV files

| Field name | Valid codes/comments |
|-----------------------------|--|
| AM Path | Use current round's folder name |
| AM Username | Leave existing data |
| AM Password | Leave blank |
| AM Testlet Original ID | Leave blank |
| AM Run Type | Leave existing data |
| Disability description | See Appendix 2 for accepted conditions |
| Disability comment | String (free text)* |
| Disability evidence | 1 = Yes, 0 = No |
| Reading pause | 1 = Yes, 0 = No |
| Reading pause timer | 10, 15, 20 (mins) |
| Reading extra time | 0, 5, 10, 15, 20, 25 (mins) |
| Reading discretionary time | 0, 5, 10, 15, 20, 25 (mins) |
| Reading themes | 1 = Yes, 0 = No |
| Reading alt images | 1 = Yes, 0 = No |
| Writing pause | 1 = Yes, 0 = No |
| Writing pause time | 10, 15, 20 (mins) |
| Writing extra time | 0, 5, 10, 15, 20, 25, 30 (mins) |
| Writing discretionary time | 0, 5, 10, 15, 20, 25 (mins) |
| Writing themes | 1 = Yes, 0 = No |
| Writing alt image | 1 = Yes, 0 = No |
| Numeracy pause | 1 = Yes, 0 = No |
| Numeracy pause time | 10, 15, 20 (mins) |
| Numeracy extra time | 0, 5, 10, 15, 20, 25 (mins) |
| Numeracy discretionary time | 0, 5, 10, 15, 20, 25 (mins) |
| Numeracy themes | 1 = Yes, 0 = No |
| Numeracy alt images | 1 = Yes, 0 = No |
| EALD evidence | 1 = Yes, 0 = No |
| EALD extra time | 1 = Yes, 0 = No |

*Only comments about the severity of the disability or a disability not listed in the **Disability description** field should be entered.

Note: if a record causes an error during upload because the **Disability description** is not valid, then either enter the adjustment request directly into the OLN Dashboard or leave the **Disability description** field blank and enter the disability into the **Disability comment** field.

Appendix 2 – List of valid disability codes

Table 4. Valid disability codes

| Valid disability codes |
|---|
| ADD/ADHD |
| Anorexia nervosa |
| Arthritis |
| Autism spectrum disorder |
| Back injury |
| Bowel problems |
| Broken arm (writing hand) |
| Cancer |
| Carpal tunnel syndrome |
| Cerebral palsy |
| Chronic fatigue syndrome |
| Crohn's disease |
| Depression (severe) |
| Diabetes |
| Dyscalculia |
| Dysgraphia |
| Dyslexia |
| Dyspraxia |
| Epilepsy |
| Hand/arm injury |
| Head injury – severe (sustained <2 years ago) |
| Head injury – severe (sustained >2 years ago) |
| Intellectual disability – mild |
| Intellectual disability – moderate |
| Intellectual disability – severe |
| Irlen syndrome (scotopic sensitivity) |
| Motor disability |
| Muscular dystrophy |
| Neurological disability |
| Obsessive-compulsive disorder/severe depression |
| Panic attacks |
| Paraplegia |
| Psychological/clinical anxiety |
| Rheumatism |
| Scoliosis |
| Significant physical disability |

| Valid disability codes |
|---|
| Tendinitis |
| Tourette syndrome |
| Tremor |
| Vision impairment |
| Other not listed above – note in comments |

Note: this list does not cover all disabilities, just those most frequently cited in adjustment requests for the OLNA. If a disability is not listed, enter the disability in the **Disability comments** field.

Appendix 3 – Data Import/Export queue

To view details of an upload, click on the **Data Import/Export** screen and then on the **View** button next to the upload you are interested in.

A **Queue Summary** pop-up window will then appear (shown below). It shows details of who uploaded a file, when it was uploaded and details of the upload process.

Upload errors

Upload errors can be viewed in the **Queue Summary** pop-up window either in the grid (highlighted below) or by downloading the **Export** file (highlighted below).

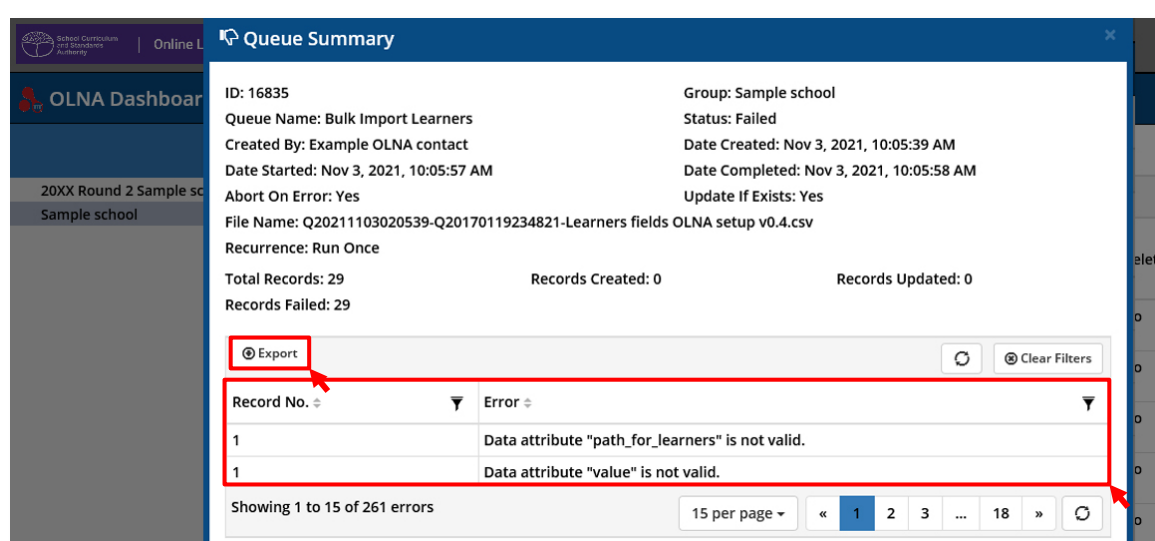


Table 5. Explanation of columns in the upload error grid in Queue Summary pop-up window

| Column | Explanation |
|-------------------|--|
| Record No. | Indicates which row in the .CSV file contains the error. As headings are in the first row, the second row contains student data. |
| Error | Provides details of why the record was unable to be processed. |

Common upload errors

Data attribute “path_for_learners” is not valid (as can be seen in the screenshot above)

The upload file had a field name (data attribute) that was not in the OLNDA Dashboard (the field name may be misspelt). This also occurs when the field names have not been included as the first row of the file.

Group path “20XX Round X – QA School” not found

In the upload file, the AM Path has the wrong round’s folder name. Ensure you are using the current round’s folder name when completing uploads.

Contact the OLNDA Helpdesk (see page 3) for assistance with errors.

Appendix 4 – List of common tasks

The following table outlines some of the common activities undertaken in the OLNA Dashboard. For each task listed below, there is a page reference to the relevant section within this document.

| Task | Pages |
|-------------------------------------|-------|
| Downloading student adjustment data | 15–18 |
| Uploading student data | 18–19 |
| Columns: adding columns to the grid | 20 |
| Filtering students | 12–13 |
| Sorting students | 12–13 |

