

Entering Premier's *be active* Challenge data into EDSAS

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This fact sheet outlines the steps required by schools to submit student data for the Premier's *be active* Challenge (PBAC). Each year a student completes the PBAC, a completion record is created in EDSAS via the *Bulk Entry* function. Changes to this record (if required) are then made via the *Student Personal Details* section of the *Student Module*.

For more information on the Premier's *be active* Challenge, visit www.pbac.sa.edu.au

Each year a student completes the Premier's *be active* Challenge, a record is created in EDSAS indicating they have completed the Challenge, and the number of weeks of physical activity achieved (4 or 10 weeks).

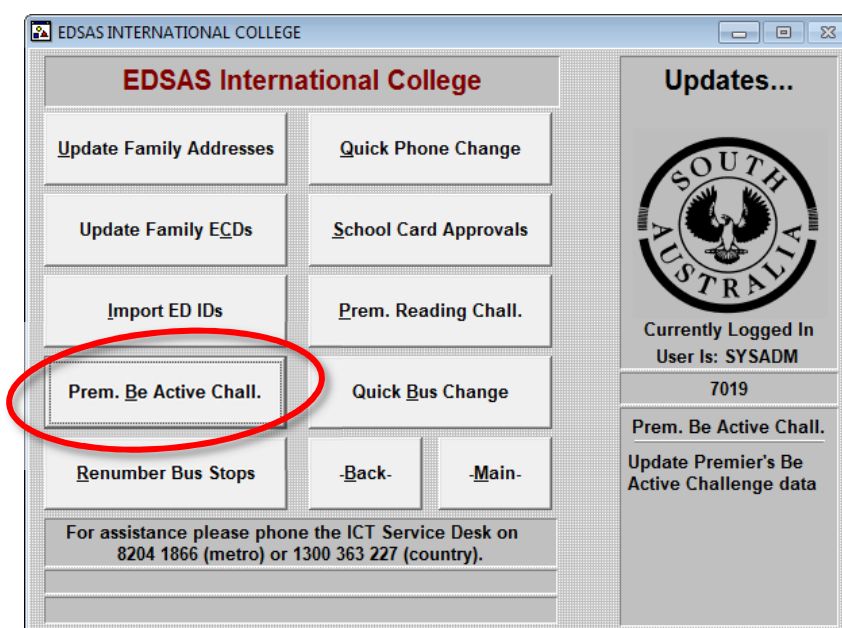


Student records can be entered into EDSAS at any time prior to the end of the Data Entry period. During the Data Entry period, if any changes are detected to the number of students with a completion record for the current year, an automated email will be sent to the sites' PBAC contacts, confirming the number of students with completion records for the current year.

Creating the Premier's *be active* Challenge student records

Premier's *be active* Challenge records are created for each student using the *Bulk Update* function in EDSAS. A list of students is generated based on *Roll Class*, *Year Level*, *Sex* or *Status*. From this list, students who have completed the Challenge are selected, and EDSAS then generates a participation record for each selected student. This process can be performed as many times as required prior to the end of the Data Entry period.

1. From the main menu in EDSAS, click on **Student Module... > Student Utilities... > Updates... > Prem. Be Active Chall.**



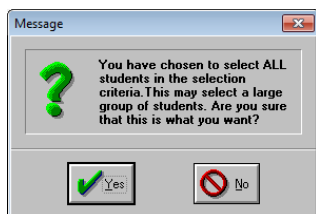
2. The *Allocate Premier's Be Active Challenge data to Students* window will now appear.

From this screen, you can generate a list of students to select from based on their current **Roll Class**, their **Year Level**, **Sex** or **Status**.

Pressing *F6* in the *Roll Class*, *Year Level*, or *Status* fields will display a list of values you can choose from. To select multiple values (e.g. multiple *Roll Classes* or *Year Levels*), hold down the *CTRL* key while clicking on the values you wish to select.

If you wish to select by *Sex*, please enter either *M* or *F*. If you wish to create records for students that have left your school, ensure the *Status* value includes *L*.

Once you have entered your selection criteria, click the **OK** button to continue.



Note – If you do not enter any criteria, a warning will appear asking for confirmation. Clicking **Yes** will generate a selection window showing all the students in EDSAS with the selected *Status*. Clicking **No** will return you to the selection window.



It is recommended that data be entered into EDSAS in multiple batches, based on the number of weeks of physical activity achieved (4 or 10 weeks). For example...

- ***A majority of Year 8 students achieved 4 weeks of physical activity***

Generate a list of all Year 8 students. Mark all the students as having completed the Challenge by clicking the *Select All* button, then *double-click* the students who did not complete the Challenge to deselect them. Finally, set the number of weeks for all the selected students by clicking the *4 Weeks All* button.

- ***Everyone in roll class YYZZ achieved 10 weeks of physical activity, except for 3 students who only achieved 4 weeks***

Generate a list of all students in the YYZZ roll class, then mark all the students as having completed the Challenge with the *Select All* button. For each student who only completed four weeks, highlight their name by clicking on it, then click the *Add 4 Weeks* button to change the number of weeks participated from 10 to 4.

- ***Half of the Year 2 students have achieved 4 weeks of physical activity, and the other half have achieved 10 weeks of physical activity***

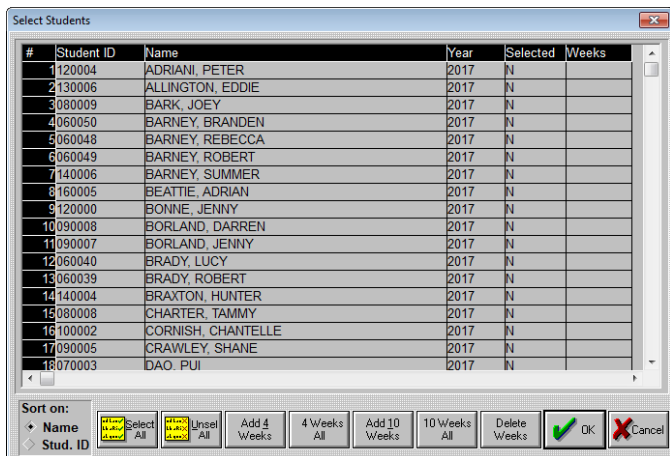
This can be processed in two batches – one batch for the 4-week students, another for the 10-week students.

Generate a list of all Year 2 students. Double-click the students who have completed the Challenge for 4 weeks to mark the *Selected* value as *Y*. Then click the *4 Weeks All* button to set the number of weeks for the selected students to 4. Click *OK* to generate the first batch of records.

Start the second batch by again generating a list of all Year 2 students. When the list appears, it will already have the details for the student previously recorded. Click the **Unsel All** button* – this will reset all the *Selected* values to *N*, and clear the existing *Weeks* values. You can now double-click the students who have achieved 10 weeks of physical activity to mark the *Selected* value as *Y*, then click the *10 Weeks All* button to set the number of weeks for the selected students to 10. Click *OK* to generate the second batch of records.

* **Please note** – when generating a list of students to select from, if data is present this indicates a record has already been created for that student. As this function will only create a new record (and not update or delete any existing records), if a record has already been created for the current year, any changes made on the *Select Students* screen will be ignored.

3. The *Select Students* window will now appear, with a list of the students that match the criteria previously selected.



The **Selected** column refers to if a student has completed the Challenge.

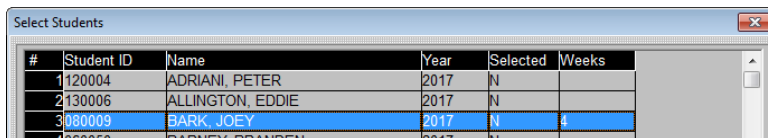
By default, the **Selected** value for each student is N.

Double-clicking an individual student name will toggle the **Selected** value between Y and N.

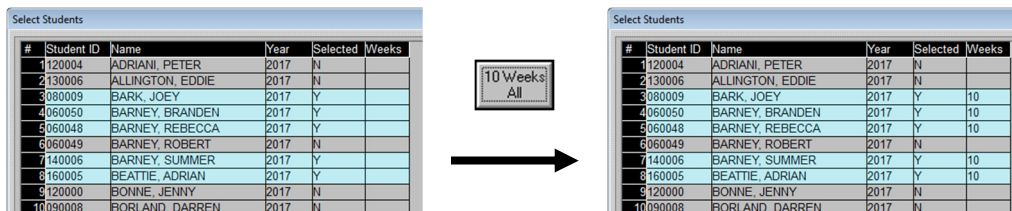
To change the **Selected** value of all the students in the list to Y, click the **Select All** button. To change the Selected value of all students in the list to N, click the **Unsel All** button.

The **Weeks** column refers to the number of weeks of physical activity achieved (either 4 or 10 weeks).

To individually set the number of weeks for a student, click the student's name to highlight the row, then click either **Add 4 Weeks** or **Add 10 Weeks**. The number of weeks will appear in the **Weeks** column.



To set the number of weeks for all students with a **Selected** value of Y, click either the **4 Weeks All** or **10 Weeks All** buttons.



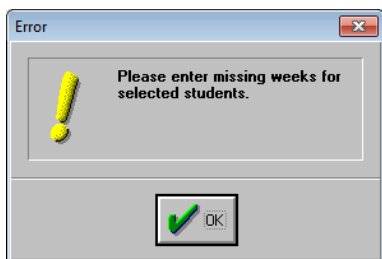
To clear the number of weeks for all students with a value entered, click the **Delete Weeks** button.

Please note:

- If a student already has a **Selected** value of Y and a **Weeks** value showing when the list is first generated, this indicates a *Premier's be active Challenge* record already exists for that student. Any changes made to this record will not be saved – please edit the record individually if needed via the *Student Personal Details* screen.
- If a student has a **Selected** value of Y, they must have a **Weeks** value recorded. If a **Weeks** value is missing, EDSAS will prompt you to enter this when you click the **OK** button.
- If a **Weeks** value is entered, but the student has a **Selected** value of N, no record will be created for the student (the **Weeks** value will be ignored).
- The **Weeks** value cannot be deleted if entered incorrectly. Either change the number of weeks using the **Add 4 Weeks** or **Add 10 Weeks** buttons, or change the **Selected** value to N (the **Weeks** value will then be ignored).



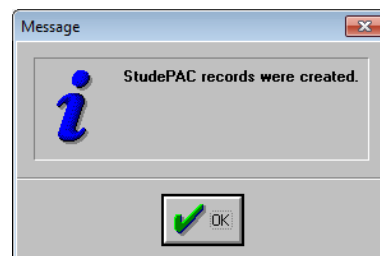
- When you have finished selecting the students who have completed the Challenge (and have allocated the correct number of weeks to each selected student), click the **OK** button to continue.



If the error message on the left appears, this indicates there are students with a **Selected** value of Y that do not have a **Weeks** value allocated. Click the **OK** button to close this message – EDSAS will return to the *Select Students* screen where you can update the student records as needed.

If all the students with a **Selected** value of Y have a **Weeks** value allocated, EDSAS will now create a *Premier's be active Challenge* record for each student selected. When completed, the message on the right will appear.

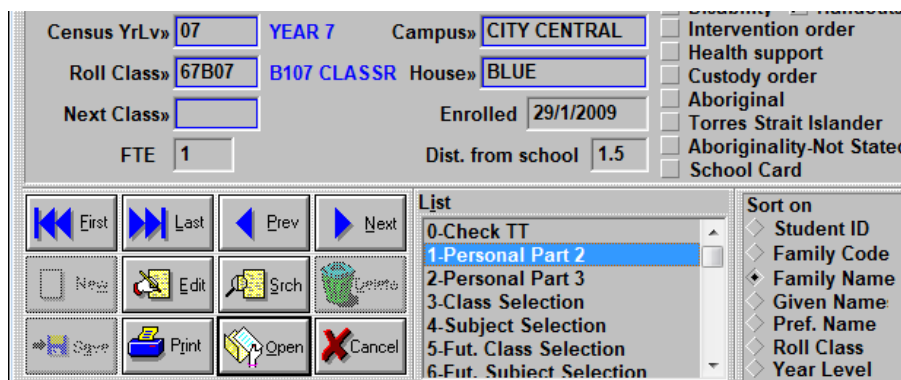
Click the **OK** button to close this window, and return to the *Updates* menu.



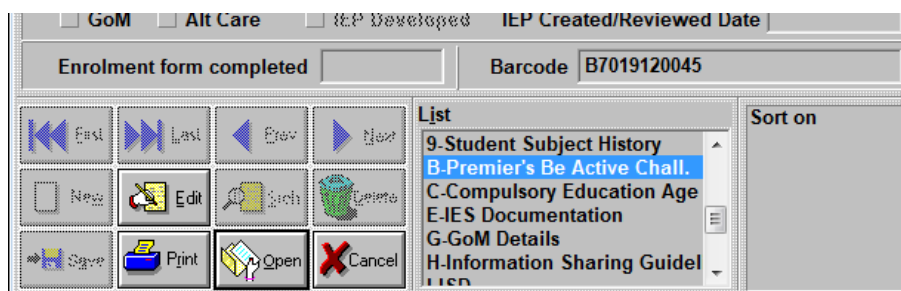
Viewing or editing individual student Premier's be active Challenge records

After creating records using the *Bulk Entry* method previously described, individual student records can be viewed, edited, or deleted if required via the *Student Personal Details* section of the *Student Module*.

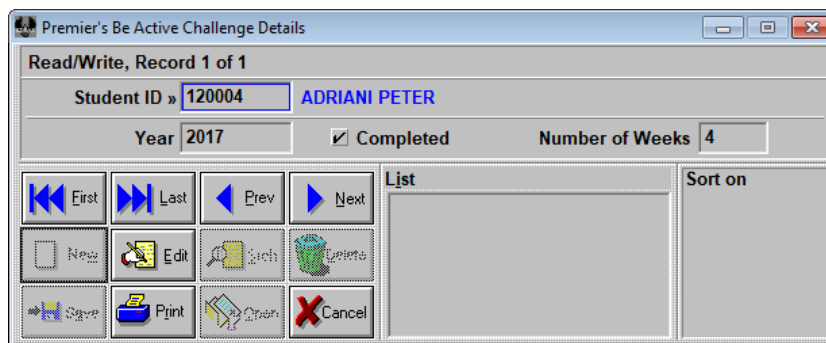
- From the main menu in EDSAS, click on **Student Module... > Student Personal Details**, and open the record of the student you wish to view / edit / delete.
- From the *Student Personal Information, Part 1* screen, double-click **1-Personal Part 2** from the *list* box at the bottom.



- The *Student Personal Information, Part 2* screen will now appear. From the *list* box at the bottom of this window, double-click on the **B-Premier's Be Active Chall.** value.



4. The Premier's Be Active Challenge Details screen will now appear, as shown below.



If the **Year** field is blank, this indicates a Premier's *be active* Challenge record has *not* been created for the current year. To create a new record, refer to the first page of this fact sheet.

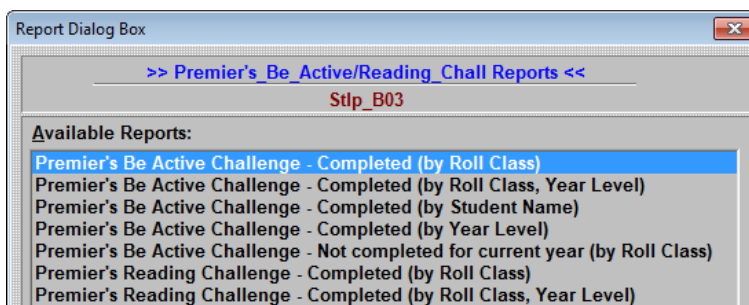
If the **Completed** value is ticked, but the student has *not* completed the Challenge, click the **Edit** button, then click the **Delete** button. You will be asked to confirm the deletion – click **Yes** to delete the record.

If the **Number of Weeks** value is incorrect, click the Edit button and update as needed (either 4 or 10), then click the **Save** button to save your changes.

Printing reports for the Premier's *be active* Challenge

EDSAS has a number of reports available for verifying data for the Premier's *be active* Challenge has been entered correctly. It is recommended at least one of the *Completed* reports is checked each time records are created or updated to ensure the accuracy of the data entered into EDSAS.

1. From the main menu in EDSAS, click on **Reports... > Student Reports... > List Reports... > Premier's Challenges**.
2. The Report Dialog Box screen will appear as shown below...



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| Version | Date Released | Changed By | Pages Affected | Comments |
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