

## EMS – Premier’s be active Challenge

### School Admin Module

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 EMS. Changes to this record (if required) are then made via the Student Group section of the School Admin Module. For more information on this Challenge, visit <https://pbac.sa.edu.au/>

Each year a student completes the Premier’s be active Challenge, a record is created in EMS 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 EMS 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 can be sent to the sites’ PBAC contacts, confirming students with completion records for the current year.



Completed Student Records are to be retained by each school - please *do not* send these into the department.

This fact sheet will cover the following:

- 1.) [Allocating Students](#)
- 2.) [Challenge for 4 weeks/10 weeks](#)
- 3.) [Site Level Configuration](#)
- 4.) [Support](#)

### Allocate Student records to the Premier’s be active Challenge

Premier’s be active Challenge records are created for each student using the bulk update function in EMS School Admin. A list of students is generated based on *Rollgroup, Academic Year, Enrolment Start & Exit date*. Once generated, students who have completed the Challenge are selected, and EMS then generates a participation record for each student selected. This process can be performed as many times as required prior to the Data Entry period closing.

#### Adding Students in bulk or individually

Navigate to: **School Admin > Students > Groups**

Name	Group Type	Group Code	Description	Campus	Active	Start Date
Choir	Choir	SCII	School choir students	Alpha Creek Preschool	<input type="checkbox"/>	31/01/2022
Choir Music	Arts	SC	School choir	ALL	<input type="checkbox"/>	31/01/2022
Fine motor skills 2021	Motor skills	FMS2021	Fine motor skills 2021	ALL	<input type="checkbox"/>	02/02/2021
Premier's Be Active Challenge	Premier's Be Active Challenge	PBAC	Premier's Be Active Challenge	Alpha Creek Preschool	<input type="checkbox"/>	21/06/2022
Premier's Reading Challenge 22	Premier's Reading Challenge	PRC 2022	Premier's Reading Challenge 22	Alpha Creek Preschool	<input type="checkbox"/>	07/06/2022
Speech & Language Support	Academic	Speech & Language	Speech & Language Support	Alpha Creek Preschool	<input type="checkbox"/>	15/05/2020
Teacher Focus - Stacey	Academic	TF	Teacher Focus - Stacey	ALL	<input type="checkbox"/>	28/01/2021

Click on the hyperlink – Premier’s Be Active Challenge from this School Groups screen.

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Note: If 'Premier's Be Active Challenge' group name does not appear for selection in the list, you will need to create the group prior to performing this step. Instructions on how to create the group are provided in the [Site Level Configuration section](#) of this fact sheet.

On the next screen, click on the **Add New** button under the **Member List** section to add students.

School Group Detail + Add New   × Delete

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▼ Group Details Edit

Group Code: PBAC	Start Date: 21/06/2022
Name: Premier's Be Active Challenge	End Date: <input type="text"/>
Description: Premier's Be Active Challenge	Max Members: <input type="text"/>
Group Category: Premier's Be Active Challenge	Notes: <input style="width: 100%;" type="text"/>
Campus: Alpha Creek Preschool	
Active: <input checked="" type="checkbox"/>	

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▼ Member List + Add New

Member Group Type	Full Name	Group Role	Start Date	End Date			
There are no records to display.							

From the next screen, we can search the students based on **Academic Year** or **Rollgroup** and then click on **Next**:

Find Candidates for Premier's Be Active Challenge

Search

Select

Review

Group Member Type: <input type="text" value="Student"/>	
First Name: <input type="text"/>	Enrolment Start Date: <input type="text"/>
Surname: <input type="text"/>	Enrolment Exit Date: <input type="text"/>
Academic Year: <span style="border: 2px solid red; padding: 2px;">PRE</span>	Include All Statuses: <input type="checkbox"/>
Rollgroup: <span style="border: 2px solid red; padding: 2px;">PEACOCK</span>	

Next

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- To select all, click the **Select All** button
- To select individual students, hold down the **Ctrl** key and click to highlight the required records and click on **Add Selected**
- To de-select a highlighted record, hold down the **Ctrl** key and click on the selected record.

Find Candidates for Premier's Be Active Challenge

Search **Select** Review

Group Role: -Select-

**Select All** Unselect All **+ Add Selected**

Surname	First Name	Preferred Name	Gender	Date Of Birth	Year	Roll Group	
Brown	Bobby		M	22/03/2017	PRE	PEACOCK	
Murphy	Tia		F	01/04/2017	PRE	PEACOCK	
Newman	Nina		F	22/03/2017	PRE	PEACOCK	
Noor	Rosie		F	23/06/2016	PRE	PEACOCK	
Parker	Peter		M	27/03/2016	PRE	PEACOCK	
Peters	Seanna		F	12/02/2016	PRE	PEACOCK	
Porter	Scotty		M	22/02/2018	PRE	PEACOCK	
Ronaldo	Cristiano		M	25/02/2016	PRE	PEACOCK	
Salman	Tara		F	12/12/2016	PRE	PEACOCK	
Sandermill	Chelina		F	10/06/2018	PRE	PEACOCK	

1 - 10 of 14 items

Search Again

After clicking on **Add selected**, the students get added to the challenge and shows under the **Member List** section:

Group Details

[Edit](#)

Group Code: PBAC Start Date: 23/06/2022

Name: Premier's Be Active Challenge End Date:

Description: Premier's Be Active Challenge Max Members:

Group Category: Premier's Be Active Challenge Notes:

Campus: Alpha Creek Preschool

Active:

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Member List

[+ Add New](#)

Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Bobby Brown		05/07/2022			<a href="#">Edit</a>
Student	Sri Mimi		05/07/2022			<a href="#">Edit</a>
Student	Tia Murphy		05/07/2022			<a href="#">Edit</a>
Student	Nina Newman		05/07/2022			<a href="#">Edit</a>
Student	Rosie Noor		05/07/2022			<a href="#">Edit</a>

Based on whether the student has completed the Challenge for 4 weeks or for 10 weeks for the Premier's be active Challenge, choose the corresponding option from **Group Role** drop-down, then choose to **Select All** and click **Add Selected**:

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### Find Candidates for Premier's Be Active Challenge

Search **Select** Review

Group Role: **Challenge for 4 weeks** Select All Unselect All + Add Selected

Surname	First Name	Preferred Name	Gender	Date Of Birth	Year	Roll Group
Brown	Bobby		M	22/03/2017	PRE	PEACOCK
Murphy	Tia		F	01/04/2017	PRE	PEACOCK
Newman	Nina		F	22/03/2017	PRE	PEACOCK
Noor	Rosie		F	23/06/2016	PRE	PEACOCK
Parker	Peter		M	27/03/2016	PRE	PEACOCK
Peters	Seanna		F	12/02/2016	PRE	PEACOCK
Porter	Scotty		M	22/02/2018	PRE	PEACOCK
Ronaldo	Cristiano		M	25/02/2016	PRE	PEACOCK
Salman	Tara		F	12/12/2016	PRE	PEACOCK
Sandermill	Chelina		F	10/06/2018	PRE	PEACOCK

10 items per page 1 - 10 of 14 items

Search Again

On the final Review screen, click on **Add Members** for bulk upload:

### Find Candidates for Premier's Be Active Challenge

Search Select **Review**

Start Date:  End Date:

Member Type	Surname	First Name	Preferred Name	Gender	House	Year	Roll Group	Campus
Student	Brown	Bobby		M		PRE	PEACOCK	
Student	Murphy	Tia		F		PRE	PEACOCK	
Student	Newman	Nina		F		PRE	PEACOCK	
Student	Noor	Rosie		F		PRE	PEACOCK	
Student	Parker	Peter		M		PRE	PEACOCK	
Student	Peters	Seanna		F		PRE	PEACOCK	
Student	Porter	Scotty		M		PRE	PEACOCK	
Student	Ronaldo	Cristiano		M		PRE	PEACOCK	
Student	Salman	Tara		F		PRE	PEACOCK	
Student	Sandermill	Chelina		F		PRE	PEACOCK	

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Search Again Add Members

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## Challenge for 4 weeks or 10 weeks

To edit the Challenge for 4 or 10 weeks individually for the students, click on Edit button from the **Member List** for a particular student record and choose **Group Role** accordingly:

▼ Member List

Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Bobby Brown	Challenge for 4 weeks	21/06/2022			Edit
Student	Tia Murphy	Challenge for 10 weeks	21/06/2022			Save  Cancel
Student	Nina Newman	-Select-	21/06/2022			Edit
Student	Rosie Noor	PSS	21/06/2022			Edit
Student	Peter Parker	Communication	21/06/2022			Edit
Student	Seanna Peters	Fine motor skills	21/06/2022			Edit
Student	Scotty Porter	PRC with consent	21/06/2022			Edit
Student	Scotty Porter	PRC - No consent provided	21/06/2022			Edit
Student	Scotty Porter	Challenge for 4 weeks	21/06/2022			Edit
Student	Cristiano Ronaldo	Challenge for 10 weeks	21/06/2022			Edit

EMS will now create a Premier's Be Active Challenge record for each student that was selected. The data can be exported to excel and can be printed from there if required.

▼ Member List

[+ Add New](#)

Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Bobby Brown	Challenge for 4 weeks	05/07/2022			Edit
Student	Sri Mimi	Challenge for 4 weeks	05/07/2022			Edit
Student	Tia Murphy	Challenge for 4 weeks	05/07/2022			Edit
Student	Nina Newman	Challenge for 4 weeks	05/07/2022			Edit
Student	Rosie Noor	Challenge for 4 weeks	05/07/2022			Edit
Student	Peter Parker	Challenge for 4 weeks	05/07/2022			Edit
Student	Seanna Peters	Challenge for 4 weeks	05/07/2022			Edit
Student	Scotty Porter	Challenge for 4 weeks	05/07/2022			Edit
Student	Cristiano Ronaldo	Challenge for 4 weeks	05/07/2022			Edit
Student	Tara Salman	Challenge for 4 weeks	05/07/2022			Edit

1 2 10 items per page  Export to Excel 1 - 10 of 15 items

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## Choose half the class for 4 weeks Challenge and remainder for 10 weeks Challenge

As an example, the sites do have an option based on the requirement, to add half of the class for 4 weeks Challenge and the remainder students for 10 weeks Challenge.

Below is an example of adding/selecting 7 students with a Challenge for 4 weeks out of 15 students from the Rollgroup:

Find Candidates for Premier's Be Active Challenge

Search **Select** Review

Group Role: Challenge for 4 weeks Select All Unselect All + Add Selected

Surname	First Name	Preferred Name	Gender	Date Of Birth	Year	Roll Group
Brown	Bobby		M	22/03/2017	PRE	PEACOCK
Mimi	Sri		F	01/07/2018	PRE	PEACOCK
Murphy	Tia		F	01/04/2017	PRE	PEACOCK
Newman	Nina		F	22/03/2017	PRE	PEACOCK
Noor	Rosie		F	23/06/2016	PRE	PEACOCK
Parker	Peter		M	27/03/2016	PRE	PEACOCK
Peters	Seanna		F	12/02/2016	PRE	PEACOCK
Porter	Scotty		M	22/02/2018	PRE	PEACOCK
Ronaldo	Cristiano		M	25/02/2016	PRE	PEACOCK
Salman	Tara		F	12/12/2016	PRE	PEACOCK

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Member List + Add New

Member Group Type	Full Name	Group Role	Start Date	End Date	
Student	Bobby Brown	Challenge for 4 weeks	05/07/2022		
Student	Sri Mimi	Challenge for 4 weeks	05/07/2022		
Student	Tia Murphy	Challenge for 4 weeks	05/07/2022		
Student	Nina Newman	Challenge for 4 weeks	05/07/2022		
Student	Rosie Noor	Challenge for 4 weeks	05/07/2022		
Student	Peter Parker	Challenge for 4 weeks	05/07/2022		
Student	Seanna Peters	Challenge for 4 weeks	05/07/2022		

10 items per page [Export to Excel](#) 1 - 7 of 7 items

Click on **Add New** to add the remainder of the class with a Challenge for 10 weeks for the remaining 8 students:

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### Find Candidates for Premier's Be Active Challenge

Search **Select** Review

Group Role: **Challenge for 10 we...** Select All Unselect All + Add Selected

Surname	First Name	Preferred Name	Gender	Date Of Birth	Year	Roll Group
Porter	Scotty		M	22/02/2018	PRE	PEACOCK
Ronaldo	Cristiano		M	25/02/2016	PRE	PEACOCK
Salman	Tara		F	12/12/2016	PRE	PEACOCK
Sandermill	Chelina		F	10/06/2018	PRE	PEACOCK
Sharma	Ridhi		F	16/04/2017	PRE	PEACOCK
Smart	Ryan		M	09/01/2017	PRE	PEACOCK
Smith	Henry		M	30/05/2018	PRE	PEACOCK
Smith	Jack		M	01/01/2016	PRE	PEACOCK

10 items per page 1 - 8 of 8 items

### Member List

+ Add New

Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Bobby Brown	Challenge for 4 weeks	05/07/2022			
Student	Sri Mimi	Challenge for 4 weeks	05/07/2022			
Student	Tia Murphy	Challenge for 4 weeks	05/07/2022			
Student	Nina Newman	Challenge for 4 weeks	05/07/2022			
Student	Rosie Noor	Challenge for 4 weeks	05/07/2022			
Student	Peter Parker	Challenge for 4 weeks	05/07/2022			
Student	Seanna Peters	Challenge for 4 weeks	05/07/2022			
Student	Scotty Porter	Challenge for 10 weeks	05/07/2022			
Student	Cristiano Ronaldo	Challenge for 10 weeks	05/07/2022			
Student	Tara Salman	Challenge for 10 weeks	05/07/2022			

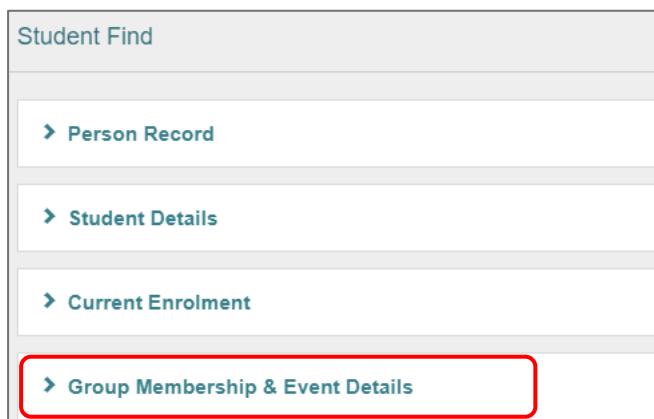
10 items per page Export to Excel 1 - 10 of 15 items

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## Search students participating in Premier's be active Challenge

Use the following instructions to search for students participating in Premier's be active Challenge:

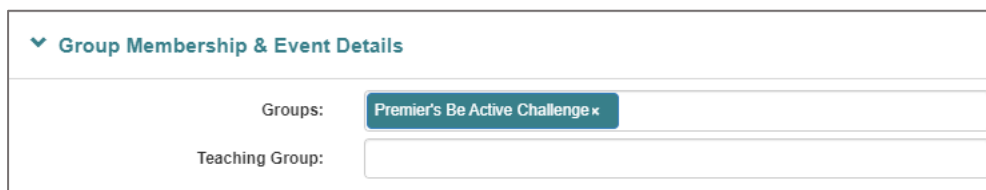
### School Admin > Students > Student Find



Student Find

- > Person Record
- > Student Details
- > Current Enrolment
- > **Group Membership & Event Details**

From the **Group Membership & Event Details** section, choose Premier's Be Active Challenge Group and click on **Find**.



▼ Group Membership & Event Details

Groups: Premier's Be Active Challenge ×

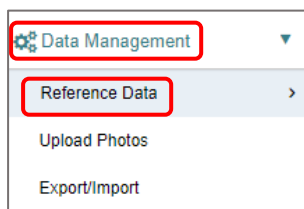
Teaching Group:

## Site Level Configuration

- Group Types creation
- Group Roles creation

Premier's Be Active Challenge Award category can be created from Data management section within School Admin, using the following instructions:

### School Admin > Data Management > Reference Data



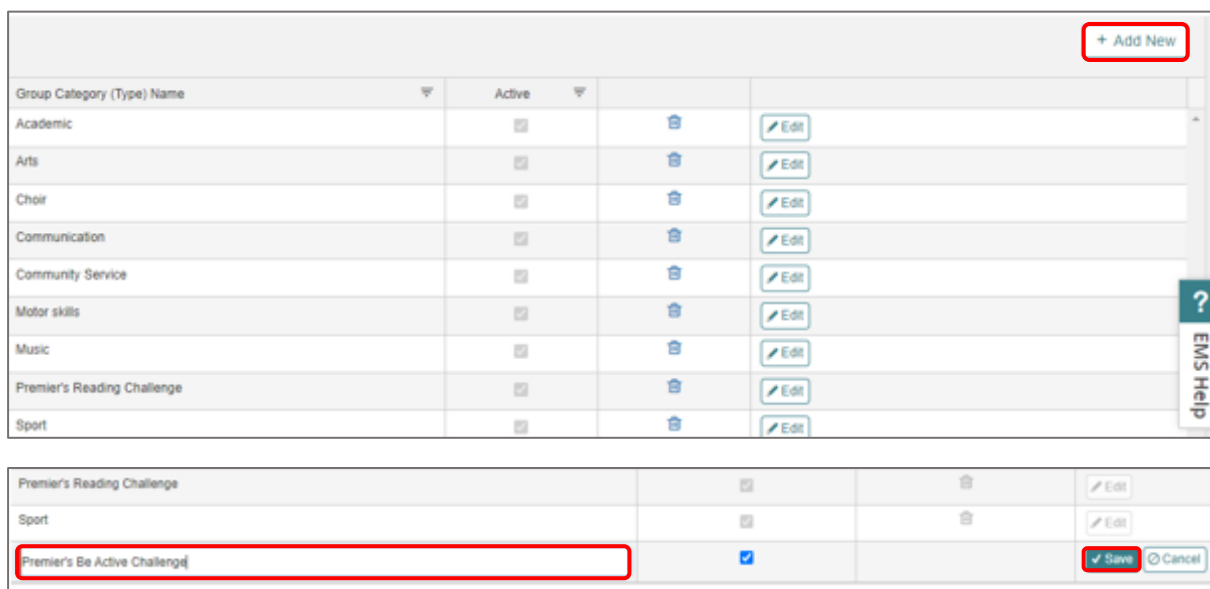
- ⚙ Data Management ▼
- Reference Data** >
- Upload Photos
- Export/Import

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From this **Reference Data** screen, go to **Group Type** and create the following category by clicking **Add New** button:

- Premier’s Be Active Challenge



Group Category (Type) Name	Active		
Academic	<input checked="" type="checkbox"/>		
Arts	<input checked="" type="checkbox"/>		
Choir	<input checked="" type="checkbox"/>		
Communication	<input checked="" type="checkbox"/>		
Community Service	<input checked="" type="checkbox"/>		
Motor skills	<input checked="" type="checkbox"/>		
Music	<input checked="" type="checkbox"/>		
Premier's Reading Challenge	<input checked="" type="checkbox"/>		
Sport	<input checked="" type="checkbox"/>		

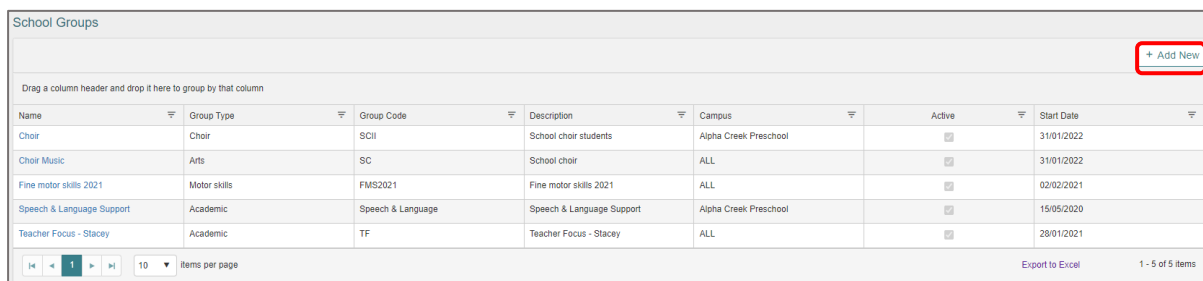
Premier's Reading Challenge	<input checked="" type="checkbox"/>		
Sport	<input checked="" type="checkbox"/>		
Premier's Be Active Challenge	<input checked="" type="checkbox"/>		

Once the categories are created, the following instructions will help in creating the **New School Group**: Premier’s Be Active Challenge

### Adding Premier’s Be Active Challenge as a Group Type

School Admin > Students > Groups

From this screen, click on **Add New**



Name	Group Type	Group Code	Description	Campus	Active	Start Date
Choir	Choir	SCII	School choir students	Alpha Creek Preschool	<input checked="" type="checkbox"/>	31/01/2022
Choir Music	Arts	SC	School choir	ALL	<input checked="" type="checkbox"/>	31/01/2022
Fine motor skills 2021	Motor skills	FMS2021	Fine motor skills 2021	ALL	<input checked="" type="checkbox"/>	02/02/2021
Speech & Language Support	Academic	Speech & Language	Speech & Language Support	Alpha Creek Preschool	<input checked="" type="checkbox"/>	15/05/2020
Teacher Focus - Stacy	Academic	TF	Teacher Focus - Stacy	ALL	<input checked="" type="checkbox"/>	28/01/2021

Fill in the details as below in the **New School Group** screen, and then click on **Save** button.

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New School Group

[Save](#) [Cancel](#)

**Group Details**

Group Code: PBAC Start Date: 21/06/2022

Name: Premier's Be Active Challenge End Date:

Description: Premier's Be Active Challenge Max Members:

Campus: Alpha Creek Preschool Notes:

Group Category: Premier's Be Active Challenge

Active:

### Adding 4 weeks & 10 weeks Challenge data configuration

To use the weeks for the Challenge, the same must be created from the Data management screen.

### School Admin > Data Management > Reference Data > Group Role

Click on the **Add New** button to add the new category names: Challenge for 4 weeks and Challenge for 10 weeks.

Name	Description	List Priority	Active		
Communication	Communication	2	<input checked="" type="checkbox"/>		<a href="#">Edit</a>
Fine motor skills	Fine motor skills	3	<input checked="" type="checkbox"/>		<a href="#">Edit</a>
PRC - No consent provided	Premier's Reading Challenge - no consent provided	5	<input checked="" type="checkbox"/>		<a href="#">Edit</a>
PRC with consent	Premier's Reading Challenge - with consent	4	<input checked="" type="checkbox"/>		<a href="#">Edit</a>
PSS	Preschool Support	1	<input checked="" type="checkbox"/>		<a href="#">Edit</a>

Name	Description
Challenge for 10 weeks	Challenge for 10 weeks
Challenge for 4 weeks	Challenge for 4 weeks

**Note:** Group Role records can only be added at site level.

Back to ['Allocate Student records to the Premier's Be Active Challenge'](#)

## Support

The ICT Service Desk is available to help you with any EMS Project related issues you might experience.

### Phone

Metro callers: 8204 1866

Regional callers: 1300 363 227 (Select **4** for EMS when prompted)

### Online (edit self-service portal)

Raise your own support request at

<https://selfservice.education.sa.gov.au/edit>

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