Premier's *be active* Challenge

Non-Government Schools Data Entry Instructions

Contents

Premier's *be active* Challenge Data

This fact sheet provides instructions on:

1. Preparation for data entry.

2. Accessing the website to enter data for Premier's *be active* Challenge (P*ba*C).

3. Entering total school enrolment numbers.

4. Entering existing students.

5. Entering new students as having completed the Challenge for the current year.

6. Printing reports of data entered.

Data for the current year can be entered between the first day of term 3 and the last day of term 3. Please refer to the Premier's *be active* Challenge website for details of cut off dates.

You will be assigned an Education EdPass account username (eg John.Smith99@schools.sa.edu.au) and a password for logging into the Education departments' application portal to access the Premier's Challenges Administration System. These will be emailed to you before the beginning of term 3.

Data can be added any time after receiving your Education EdPass account username and password. Data does not have to be entered all at once. It is recommended that after entering about 40 students, you click the **Mark completed for PBAC** button to save the data.

Please note: Please submit any data entered before walking away from the computer, even for a few minutes, as you will lose your data.

When you have finished using the Premier's Challenges Administration System each time, please close the system in the following way:

1. Click on the **Menu** button in the top left hand corner and then **Log Out.**

2. The following window will appear:
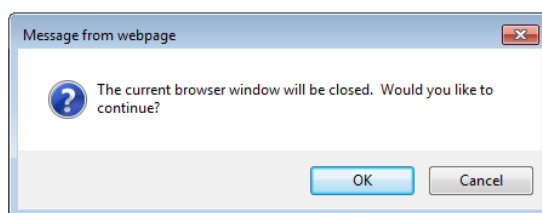
3. Click the **OK** button.

To close the departments' EduPortal, click on **Logout** in the top right hand corner.

A dialogue box asking if you want to close the browser window will appear. Click the **OK** button again.

The window will then close and you will be logged off the departments' EduPortal.

Please note: You are NOT required to send any Student Records or Reports to the department. All student data will be collected electronically as detailed in this Data Entry Instructions fact sheet.

If you have any issues with your data entry, please contact the Premier's *be active* Challenge team via an email Education.PbaC@sa.gov.au.

Preparation

What you need:

1. **An Education EdPass account username (eg John.Smith99@schools.sa.edu.au) and password** - which will be supplied by email to the school contact person for the Premier's *be active* Challenge before the beginning of term 3.

2. **The numbers of students enrolled in the school, in total, for each class** - not just the number of students who completed the Challenge. Eg If you have 50 students in Reception to Year 2, and 45 completed the Challenge, you would enter 50 for the enrolment figure.

3. **Date of birth for any new students** - this will help to avoid duplication of students and to match students to their Challenge record at a different school in previous years if applicable. It also helps to distinguish students who have the same name. This should be noted on each student's Student Record.

4. **The previous school for students new to your school this year** - who have come to your school from another school. This should be noted on each student's Student Record and is a mandatory field.

5. **All Student Records** - for those who have completed the Premier's *be active* Challenge.
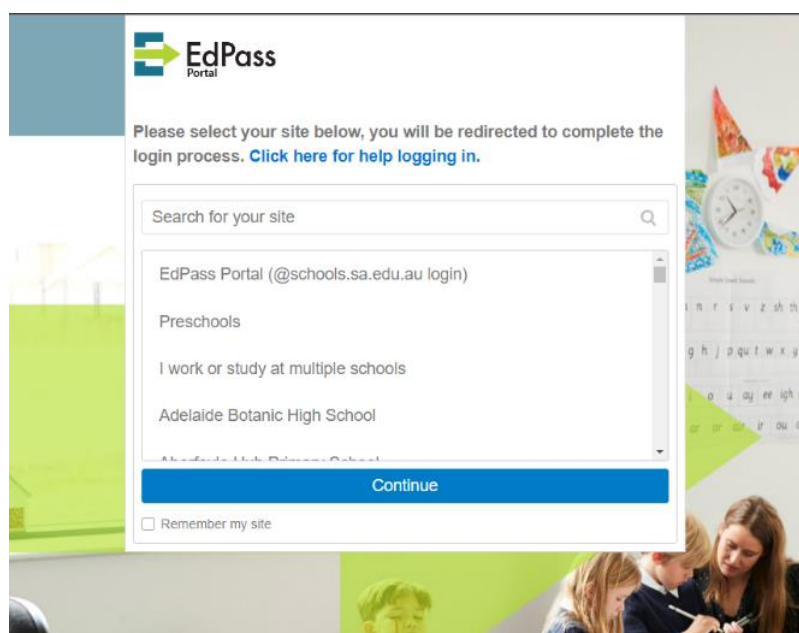
Accessing the Premier's Challenges Administration System

1. Open the Premier's *be active* Challenge website http://www.pbac.sa.edu.au. Click on **Staff & Teachers** (on top of the page) and then click on **Data Entry for Schools** (on the right hand side). Click on the link EDU Portal (under the heading **Non-Government Schools**) to log into the Education departments' application portal (EduPortal) to access the Premier's Challenges Administration System.

   OR

   Go to the following website - https://www.eduportal.sa.edu.au/Portal/hub/#apps.

2. You'll be presented with an **EdPass login** screen and from the **drop down list**, select **EdPass Portal (@schools.sa.edu.au login)** and click on the **Continue** button.

3. A **EdPass Sign In** screen will appear. Enter your **Education EdPass account username for Username** and in the **Password field, enter your password** that was emailed to you and click on the **Sign In** button.
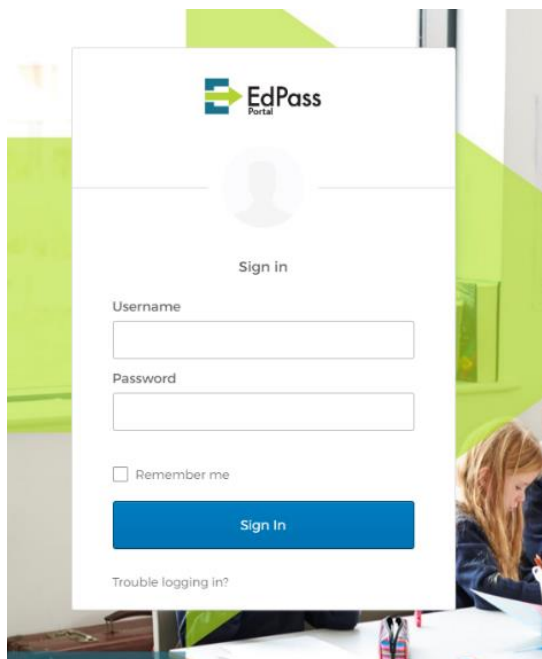
4. A **Welcome to EdPass** screen will appear. There is no need to **Add Phone Number** for resetting your password or unlocking your account using SMS. You will need to **Select a Security Image** by clicking on one of the pictures and then continue to finalise your **EdPass account**.
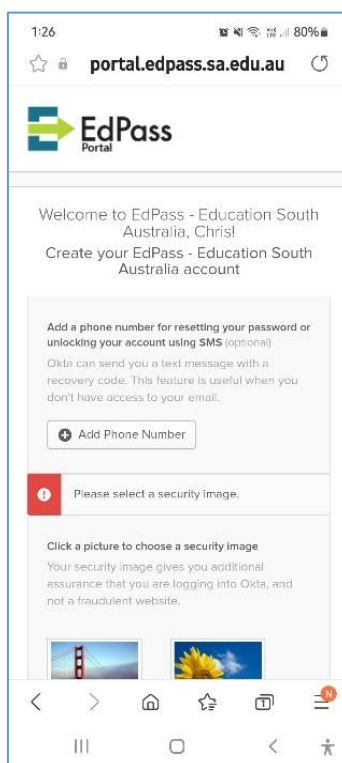

If you need any assistance, please call the Department for Education ICT Service Desk on 8204 1866 (metro) or 1300 363 227 (regional).

Once you finalise your **EdPass account**, the departments' EduPortal appears which shows the link to the Premier's Challenges Administration System under the **Applications** heading. Click on the link **Premier's Challenges Administration System** and it will take you directly to the Welcome screen and the main Menu.
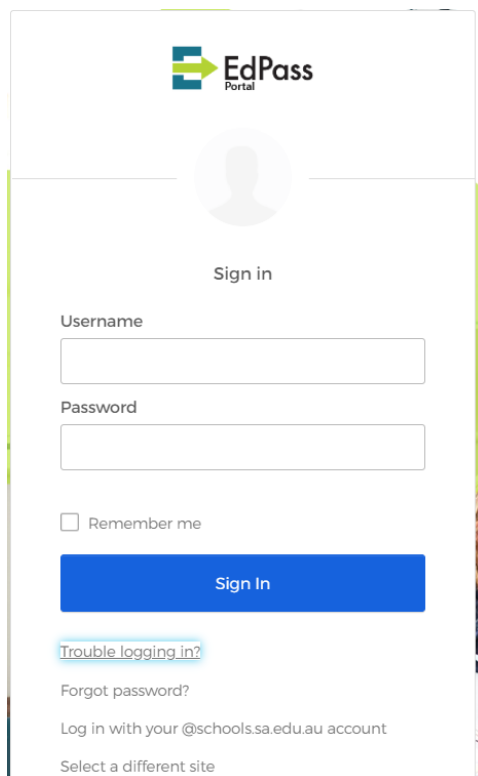

Having Trouble Logging In?

1. If you are having trouble logging in using your **Education EdPass account username or your password**, please click on **Trouble logging in?** link at the bottom of the **EdPass Sign In** screen.
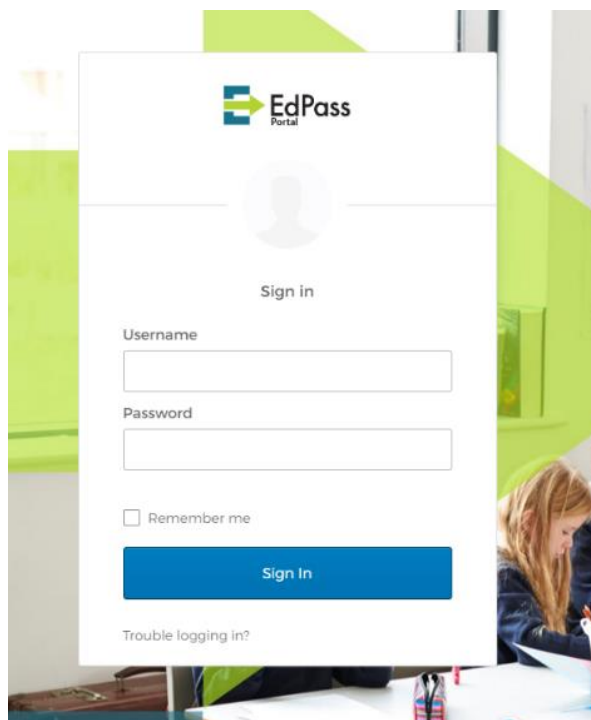
2. Then click on the link **Log in with your @schools.sa.edu.au account** and re-enter your **Education EdPass account username and password.**

If you need any assistance, please call the Department for Education ICT Service Desk on 8204 1866 (metro) or 1300 363 227 (regional).

Premier's Challenges Administration System – Main Menu

1. Click on the **Menu** button in the top left hand corner of the Welcome screen.

2. Click on **Non-Government.**

3. The secondary menu that shows up when you click on **Non-Government** contains 3 options:

   a. **Enrolments (Total enrolment) - enter the numbers of students enrolled in the school, in total, for each year level group as applicable (R–2, 3–5, 6-9, 10-12), (not just the number of students who completed the Challenge).** Eg If you have 50 students in Reception to Year 2, and 45 completed the Challenge, you would enter **50** for the enrolment figure. **(This option may have already been completed by the Premier's Reading Challenge (PRC) school contact person).**

      Also, if you are an R-12 school who only runs the Challenge in certain year levels, please enter enrolment figures for **all** year levels available at your school.

   b. **Students** - edit student details, add new students and select students as having completed P*ba*C for the current year.

   c. **Reports** - view and print reports on the numbers of new and existing students involved in P*ba*C for the current year. **(Please run these to confirm whether your data entry has been successful).**

Step 1 – Enter Enrolment Figures

To enter enrolment figures:

1. Click on **Menu….> Non-Government….> Enrolments…>.**
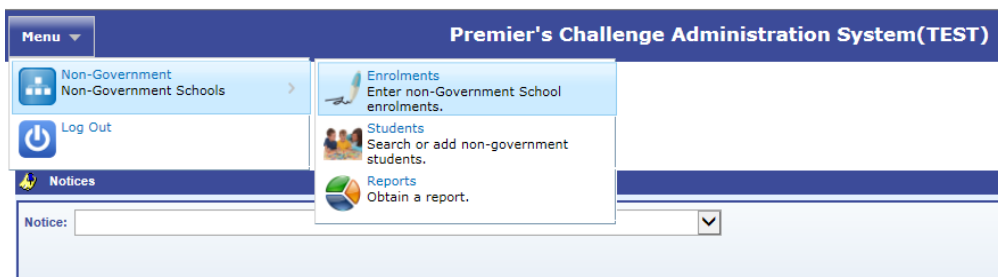
2. Your school should already be listed in the drop down list next to **School (you should not be able to see any other schools listed).**

3. Enter your **Total School Enrolments** for each year level group, eg Years R-2, Years 3-5, Years 6-9 and Years 10-12 (as applicable). **(This may have already been completed by the PRC school contact person).**

    Eg 1: If you have 50 students in Years R-2, but only 45 completed the Challenge, please enter 50 as the enrolment figure.

    Eg 2: Schools that only enroll students in certain year levels enter enrolment figures for the relevant year levels (eg an R-7 school would enter enrolment figures for R-2, 3-5 and 6-9, the 6-9 figure being students in years 6 and 7).

    Eg 3: Special Schools or schools with special classes should include students in those classes in the approximate, equivalent year level for their learning ability (eg a 10 year old in a special class at a year 2 learning ability can be included in the Year R-2 figure).

4. Click the **Save** button to the right of the screen and the window should return to the Welcome screen.

Step 2 – Check Students

To check students listed:

1. Click on **Menu….> Non-Government….> Students…>.**

a. Check that the **School** drop down box lists your correct school and the **Registration Year** should be, by default, last year.

b. Also, check that there is an orange **P*ba*C** at the top right of your screen; to ensure you are entering data for the Premier's *be active* Challenge. If not, click on the drop down box next to it and select **PBAC**.

c. The list of students shown is by default the students who completed the Premier's *be active* Challenge last year.

d. Alternatively, search for the missing student using the **Additional Search Criteria** and clicking the **Go** button.

e. To view students who completed the Premier's Reading Challenge last year, click the **Show completed students from PRC as well** tick box.

f. The names are listed in alphabetical order by **Last Name**, but can be sorted by **Current Year Level** or **Roll Class** as needed. To sort, hover over the column heading you would like to sort by, until the arrow turns into a hand and then click.

The list may show students who have left your school. The Premier's Challenges Administration System will always show the history of all students who have completed the Premier's *be active* Challenge at your school in past years and deleting them will alter their history and result in the incorrect award being presented at their new school.

Step 3 – Edit Student Details

Please edit student details carefully, as the award list will be generated using this data.

Please submit any data entered before walking away from the computer, even for a few minutes, as you will lose your data.

To edit student details:

1. Click on **Menu….> Non-Government….> Students…>.**

   a. **Student's Name, Date of Birth, ATSI Status** - click on the student's name. A window will pop up to allow their Given Names, Preferred Name, Last Name, Date of Birth and ATSI status to be edited.

   The **Preferred Name** option is for use in a case where the student is not normally known by the official first name, but is **not designed to be used for 'nick' names.** For example, a student officially enrolled as 'Thu Anh' may prefer to use the name 'Anna'. Enter 'Thu Anh' as the Given Names, and 'Anna' as the Preferred Name. Or, if the Preferred Last Name is different to the enrolled last name, put the full Preferred Last Name in the Preferred Name box. Eg Sally Jones prefers to be called Sally Brown, so put Sally Brown in the Preferred Name box.

   Please note: Entering a Preferred Name will change the student's name in the list of participants, but our records will still maintain the given name as entered previously.

   Any errors in the spelling of names from previous years can also be edited at this stage**.**

   b. **Current Year Level** - click in the **Current Year Level** column and use the drop down list if the current year level shown is incorrect (R-12 only). (For most students, you will not need to edit this field).

   For students in special needs classes, enter the year level for that student as the equivalent year level that the student is learning at (eg a 10 year old student at a year 2 learning level would be entered as Year 2). This allows for easier reporting on participation

by year level.

c. **Roll Class** - click in the **Roll Class** column next to the student's name and a text box will appear. Enter their Roll Class code according to your class lists – this will be saved when you click on the next student.

For students in special needs classes, please enter SPEC (or something that makes sense to you) in the Roll Class NOT the Current Year Level.

This is not mandatory but it may save a lot of sorting time when the awards for your school arrive. The roll class code can be any combination of up to **five letters and numbers.**

Step 4 – Submit Student Data

Please submit any data entered before walking away from the computer, even for a few minutes, as you will lose your data.

It is a good idea to **work in small batches (eg one class at a time)**, checking spelling of student names, their current year level and marking the students HAS having completed the Premier's *be active* Challenge. To check if you have submitted your data, enter one class and then run a report (see Step 6) to see if the class you have entered appears on the report.

To submit student data:

1. Click on **Menu….> Non-Government….> Students…>.**

2. The screen shown is by default the students who completed the Premier's Reading Challenge last year. Please select **PBAC** from the **Challenge Type** drop down list, at the top right of your screen. Check that there is an orange *PbaC* at the top right of your screen.

3. Click on the **Show completed students from PRC as well** tick box. This will show students who have completed the Premier's Reading Challenge last year.

4. Select the students who have completed the Premier's *be active* Challenge for this year. Click on the box to the left hand side of the student name in the list and a tick will appear in the box. This marks the student **HAS** having completed the Challenge for the current year. (The tick can be removed from the box by clicking on it again).

5. Select the number of weeks the students have completed the Challenge. Click in the **Number Of Weeks** column and a text box will appear. Choose the number of weeks the student has completed the Challenge from the drop down list, either **4 Weeks** or **10 Weeks**. The number of weeks will appear next to the student.

6. Click in the Roll Class column next to the student's name and a text box will appear. Enter their Roll Class code according to your class lists – this will be saved when you click on the next student. The roll class code can be any combination of up to **five letters and numbers and must be entered before submitting data. You cannot do it later as those students' names will have disappeared from the list.**

   For students in special needs classes, please enter SPEC (or something that makes sense to you) in the Roll Class NOT the Current Year Level.

   This is not mandatory but it may save a lot of sorting time when the awards for your school arrive.

7. Click on the **Mark completed for PBAC** button.

   Please note: Click the Mark completed for PBAC button regularly and before stepping away from the computer for any length of time, to avoid the system timing out resulting in lost data.

8. The following message with appear:
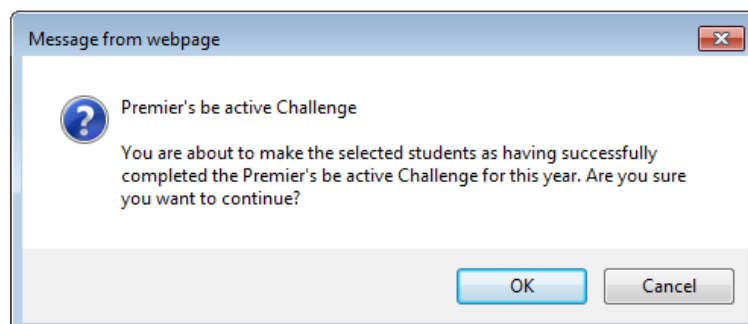
9. Click on the **OK** button.

10. Then click **OK** on the pop up message that will come up, letting you know how many students are **marked completed for the Premier's Be Active Challenge**.
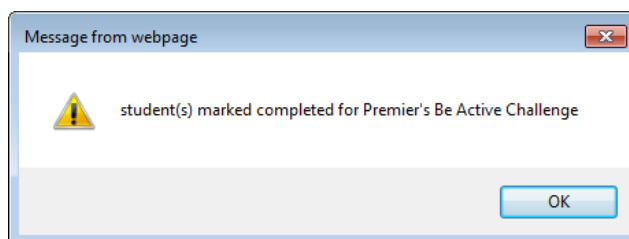

11. The students will then be marked in the system as having completed the Premier's *be active* Challenge and their name will disappear from the list. **(Please note that this action is not reversible by you at your school).**

12. To check which students have been entered, either run a report (see Step 6), or change the **Registration Year** to the current year from the drop down list. They will be listed there. Please make sure the **Show completed students from PRC as well** is not ticked.

Step 5 – Add New Students

Any students on your lists, who are not found in the Students screen above or by searching using the Additional Search Criteria, should be entered into the New Students screen. This can include students new to your school, or who have not completed the Challenge at your school prior to this year. There are a few searches you can do prior to creating a new student record.

To add new students:

1. Click on **Menu….> Non-Government….> Students…>.**
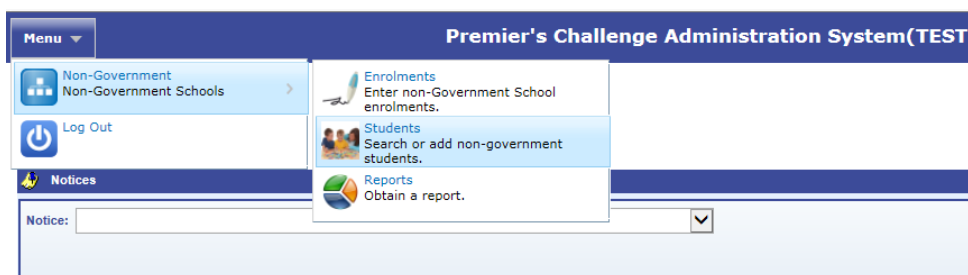
2. Click on the **Show completed students from PRC as well** tick box. This will show students who may have completed the Premier's Reading Challenge at your school previously, but not the P*ba*C. See if the student now shows in the list and, if so, select the student and follow the instructions above (see Step 4).

3. **Additional Search Criteria** - enter the **Given Names**, **Last Name** or **Date of Birth** in the **Additional Search Criteria** and click the **Go** button. A list of possible matches will show up. Select the correct student and then follow the instructions above (see Step 4).

If the search does not produce the required student, click on the **Add New Student** button at the bottom of the screen, which will bring up a screen, **Add New Participant for Registration Year 20XX.** Enter all the information required (blue boxes are mandatory).

Please enter all information into the required fields carefully, before clicking the Save button.

a. **Date of Birth** - use the calendar that will pop up to select the correct **Date of Birth.**

b. **Previous School** - where a student is new to your school from another school. Click on the drop down box to indicate whether this information is **Unknown, Not Applicable or Known.** If **Known** is selected, the box to enter the previous school becomes a mandatory field for you to complete.

   This will help match these students to their previous records if they have completed the Challenge prior to attending your school.

c. **Roll Class** - enter their **Roll Class** code according to your class list. The roll class code can be any combination of up to five letters and numbers.

   This is not mandatory but it may save a lot of sorting time when the awards for your school arrive.

4. Click on the **Save** button. The record will be added to the list for the current year. Check by changing the **Registration Year** to the current year.

5. Click the **Close** button to return to the Welcome screen and proceed to printing your reports.

If you have accidently entered a student/s who has/have NOT completed the Challenge this year, please let the Premier's *be active* Challenge team know via an email Education.PbaC@sa.gov.au. We can then delete the student/s from the current year's participants list.
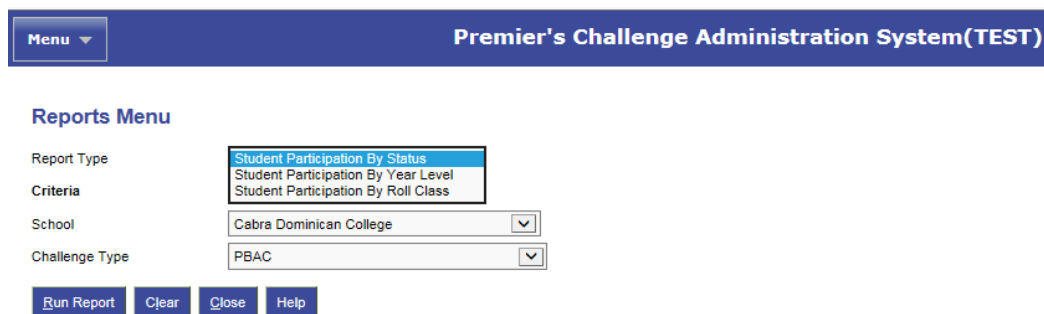
Step 6 – Print Your Reports

To print your reports:

1. Click on **Menu….> Non-Government….> Reports…>.**
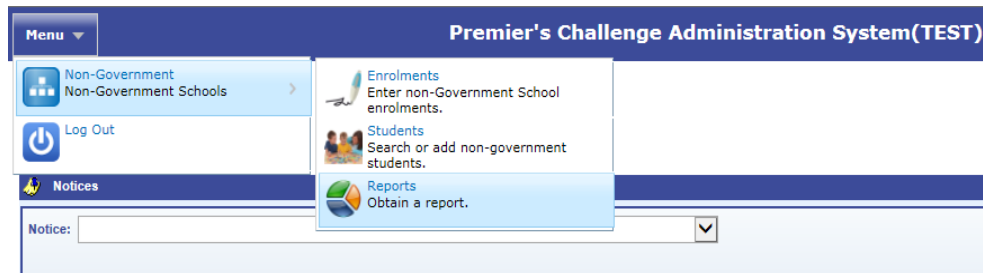
2. Select the required report using the **Report Type** drop down list and ensure that the **Challenge Type** drop down contains **PBAC.**

   a. **Report 1 - Student Participation By Status.** All students who have completed the Challenge in the current year, grouped by weather they are new or existing students.

   b. **Report 2 - Student Participation By Year Level.** All students who have completed the Challenge in the current year, grouped by year level in alphabetical order.

   c. **Report 3 - Student Participation by Roll Class.** All students who have completed the Challenge in the current year, grouped by roll class in alphabetical order.

3. Click the **Run Report** button to run the report.

4. **Print the report** - you can either save it to your computer as an Excel or PDF document and then print the report, or print the report directly from the page. Use the buttons in the top right hand corner.

It is recommended that you print and/or save all reports for your records. You are NOT required to send any Student Records or Reports to the department.

Please check all reports carefully to make sure all students who have completed the Challenge are included and that all names are spelt correctly.

If you notice any corrections that need to be amended and you have already submitted your data, please email your requested changes to Education.PbaC@sa.gov.au.

Thank you for entering your Premier's *be active* Challenge data for this year.

Awards are scheduled to arrive at your school in PE Week.