

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 that completes the PBAC, has a completion record created in EMS. Changes to this record (if required) are then made via the **School Groups** section of the **School Admin** Module.

For more information on this Challenge, visit <https://pbac.sa.edu.au/>

After completing the Challenge, the number of weeks of physical activity achieved (4 or 10 weeks) is required.

Student records are then entered into EMS at any time prior to the end of the data entry period. During the data entry period, if any changes are made 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 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:

[Allocating Students](#)

[Site Level Configuration](#)

[Challenge for 4 weeks/10 weeks](#)

[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
Choir	Choir	SCII	School choir students	Alpha Creek Preschool
Premier's Be Active Challenge	Premier's Be Active Challenge	PBAC	Premier's Be Active Challenge	Alpha Creek Preschool
Premier's Reading Challenge	Premier's Reading Challenge	PRC	Premier's Reading Challenge	Alpha Creek Preschool
Speech & Language Support	Academic	Speech & Language	Speech & Language Support	Alpha Creek Preschool

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

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.

Click **Add New** under the **Member List** section to add students.

School Group Detail

+ Add New × Delete

▼ Group Details

Edit

Group Code: PBAC	Start Date: 21/06/2022
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: <input checked="" type="checkbox"/>	

▼ Member List

+ Add New

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

Search the students based on **Academic Year** or **Rollgroup** and then click **Next**:

Find Candidates for Premier's Be Active Challenge

Search
Select
Review

Group Member Type: Student	Enrolment Start Date:
First Name:	Enrolment Exit Date:
Surname:	Include All Statuses: <input type="checkbox"/>
Academic Year: PRE	
Rollgroup: PEACOCK	

Next

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- To select all, click the **Select All**
- 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

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Search Again

After clicking on **Add selected**, click **Add Members** on the **Review** screen. The students will be added to the Challenge and they will show under the **Member List** section:

Group Code: PbaC Start Date: 4/07/2022

Name: Premiers Be Active Challenge End Date:

Description: Premiers be active challenge Max Members:

Group Category: Premiers Be Active Challenge Notes:

Campus: ABC Education Primary

Active: Reportable:

Member List

+ Add New

Member Group Type	Full Name	Group Role	Start Date	End Date	
Student	Tata Aha		04/07/2022		
Student	Abigail Andrews		04/07/2022		
Student	Joe Carlton		04/07/2022		
Student	May May Carlton		04/07/2022		
Student	Das Donny		04/07/2022		

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If a student has completed the Challenge for 4 weeks, for the Premier's be active Challenge, select Challenge for 4 weeks from **Group Role** drop-down, then choose to **Select All** and click **Add Selected**.

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

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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 manage and edit the Challenge for 4 or 10 weeks individually for the students, click **Edit** from the **Member List** for the required student record and choose **Group Role** accordingly:

Click **Save** to save this record.

▼ Member List + Add New

Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Pop Drink	-Select-	05/10/2022			<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Student	Mother Goose	-Select-	05/10/2022			<input type="button" value="Edit"/>
Student	Tia Murphy	Communication	05/10/2022			<input type="button" value="Edit"/>
Student	Nina Newman	Fine motor skills	05/10/2022			<input type="button" value="Edit"/>
Student	Peter Parker	Consent provided	05/10/2022			<input type="button" value="Edit"/>
Student	Scotty Porter	Consent not provided	05/10/2022			<input type="button" value="Edit"/>
Student		Challenge for 4 weeks				
Student		Challenge for 10 weeks				

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			<input type="button" value="Edit"/>
Student	Sri Mimi	Challenge for 4 weeks	05/07/2022			<input type="button" value="Edit"/>
Student	Tia Murphy	Challenge for 4 weeks	05/07/2022			<input type="button" value="Edit"/>
Student	Nina Newman	Challenge for 4 weeks	05/07/2022			<input type="button" value="Edit"/>
Student	Rosie Noor	Challenge for 4 weeks	05/07/2022			<input type="button" value="Edit"/>
Student	Peter Parker	Challenge for 4 weeks	05/07/2022			<input type="button" value="Edit"/>
Student	Seanna Peters	Challenge for 4 weeks	05/07/2022			<input type="button" value="Edit"/>
Student	Scotty Porter	Challenge for 4 weeks	05/07/2022			<input type="button" value="Edit"/>
Student	Cristiano Ronaldo	Challenge for 4 weeks	05/07/2022			<input type="button" value="Edit"/>
Student	Tara Salman	Challenge for 4 weeks	05/07/2022			<input type="button" value="Edit"/>

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

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		

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Select **Academic Year**, **Rollgroup** and click **Next**.

Click **Select All**.

Select **Group Role** as Challenge for 10 weeks and click **Add Selected**:

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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

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Click **Add Members** and the students will display in the **Member List**:

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			

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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

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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 **Find**.

▼ Group Membership & Event Details

Groups: Premier's Be Active Challenge ✕

Teaching Group:

Site Level Configuration

- Group Types creation
- Group Roles creation

Note: These configuration settings are applied at a Jurisdiction level by the department. We strongly recommend, these settings to be left unchanged, as it will impact data integration with other systems. If you want to make any changes, please consult the Service Desk.

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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Open the **Group Type** table by clicking on the **Group Type** table hyperlink.

Click **Add New**.

Enter Premier's Be Active Challenge in the text box and click **Save**.

Reference Table Detail Back

Table Name: Group Type

+ Add New

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"/>		

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

Click **Add New**.

School Groups **+ Add New**

Drag a column header and drop it here to group by that column

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 - Stacey	Academic	TF	Teacher Focus - Stacey	ALL	<input checked="" type="checkbox"/>	28/01/2021

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Fill in the details in the **New School Group** screen and click **Save**.

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New School Group

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

Group Details

Group Code:	PbaC	Start Date:	06/10/2022
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: Reportable:

Note: Reportable checkbox allows the site to select which group/activities are published/printed in the final Academic Report.

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 **Add New** 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"/>		Edit
Fine motor skills	Fine motor skills	3	<input checked="" type="checkbox"/>		Edit
PRC - No consent provided	Premier's Reading Challenge - no consent provided	5	<input checked="" type="checkbox"/>		Edit
PRC with consent	Premier's Reading Challenge - with consent	4	<input checked="" type="checkbox"/>		Edit
PSS	Preschool Support	1	<input checked="" type="checkbox"/>		Edit

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.

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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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