

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 all students who complete the PBAC, will have a completion record created in EMS. This is done by entering student’s physical activity data into EMS at any time prior to the end of the data entry period.

Changes to this record (if required) are made via the **School Groups** section of the **School Admin** module.

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

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



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

This fact sheet will cover the following:

[Allocating Students](#)

[Site Level Configuration](#)

[Update/Edit Individual student record](#)

[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**

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

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

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:

▼ 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**:

Search Select Review

Group Member Type: Student

First Name: Enrolment Start Date: [calendar icon]

Surname: Enrolment Exit Date: [calendar icon]

Academic Year: -Select- Include All Statuses:

Rollgroup: -Select-

Next

Bulk Selection of students

- To select all students in bulk, click **Select All** and then click **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 2 10 items per page 1 - 10 of 14 items

Search Again

Individual Selection of students

- To select individual students, hold down the **Ctrl** key and click to highlight the required records and click on **Add Selected**.

Add students along with number of weeks for the challenge in bulk

Based on the number of weeks of challenge completed by the students, for the Premier's be active Challenge, students can be added in bulk along with the required number of weeks of challenge, or the number of weeks can be updated individually for the required student.

If there is a need to update the required number of weeks for a group of students, it is only possible when you add these students in bulk and update their required number of weeks simultaneously.

Note: Updating the number of weeks for the challenge in bulk, is only possible at the time of adding multiple students in bulk to the Premier's Be Active Challenge Group.

Select the required number of weeks of challenge from **Group Role** drop-down, click **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

1 - 10 of 14 items

Search Again

On the **Review** screen, **Start Date** and **End Date** should be left blank. Click **Add Members** for bulk upload of students where the number of weeks for this challenge is same for everyone.

Search **Select** **Review**

Start Date: End Date:

Member Type	Surname	First Name	Preferred Name	Gender	House	Year	Roll Group	Campus
Student	Abbas	Abasi		M		5	STEM	
Student	Blacksell	Joan		F		5	STEM	
Student	Smith	Jade		F		5	Year 5 Primary	
Student	Stephanos	Megan		F		5	STEM	

1 - 4 of 4 items

Search Again **Add Members**

Students with their number of weeks of the Challenge in **Group Role** would be added to the **Member List**.

Member List + Add New

Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Brianna Arnold	4 Weeks	14/07/2023			
Student	Nancy Arnold	4 Weeks	14/07/2023			
Student	Caleb Cester	4 Weeks	14/07/2023			
Student	Susie Connor	4 Weeks	14/07/2023			

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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

10 items per page 1 - 10 of 15 items

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

10 items per page Export to Excel 1 - 7 of 7 items

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

Click **Select All**.

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

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**.

Update/Edit individual student records

Update Challenge for 4 weeks or 10 weeks individually

Number of weeks for the challenge can be edited individually for the students, from the Premier's Be Active Challenge Group.

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

Click **Premier's Be Active Challenge** hyperlink from **School Groups** screen

Scroll down to **Member List** section

Click **Edit** for the required student record and update the number of weeks from **Group Role**

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 checked="" 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"/>
		Challenge for 4 weeks				
		Challenge for 10 weeks				

Once you have completed the updates to the required number of weeks, this student list 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"/>

10 items per page 1 - 10 of 15 items

Delete student record from Premier's Be Active Challenge Group

If a student record has been incorrectly added, it can be removed/deleted.

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

Click **Premier's Be Active Challenge** hyperlink from **School Groups** screen

Scroll down to **Member List** section

Click the **Delete** icon for the student record that you want to remove from this current year's Premier's Be Active Challenge if this was added by mistake or incorrectly.

Member List							+ Add New	
Member Group Type	Full Name	Group Role	Start Date	End Date				
Student	Brianna Arnold	4 Weeks	14/07/2023					
Student	Nancy Arnold	4 Weeks	14/07/2023					

Click **Yes** on the next screen, to confirm the deletion.

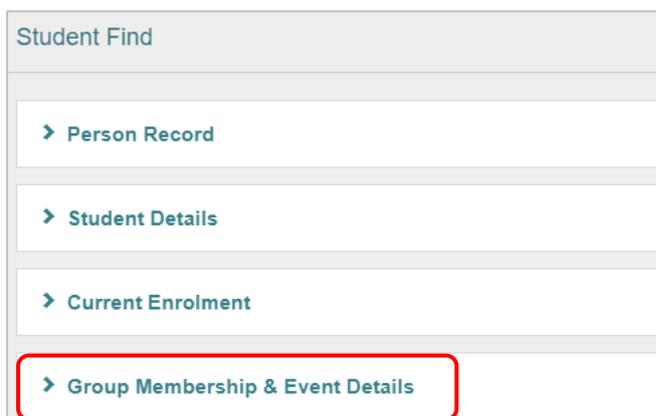
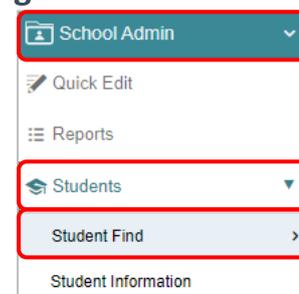
Note: This will only remove the student record from this Premier's Be Active Challenge group.

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

Click **Group Membership & Event Details** to expand this section.



From the **Group Membership & Event Details** section, select **Premier's Be Active Challenge** from **Groups** drop-down and click **Find**.

Student Find Find Clear Search Criteria

> Person Record

> Student Details

> Current Enrolment

▼ Group Membership & Event Details

Groups: Premier's Be Active Challenge ◀ Billable/All Events: All Events ▼

Teaching Group: Events (current year): -Select- ▼

The list of students will display in a grid

Student Find - Search Results Select All View Selected Find Again?

Hold **Ctrl** or **Shift** to multi-select

Surname	First Name	Date of Birth	Gender	Academic Year	Roll Group	Enrolment Type	Date of Entry
Arnold	Brianna	30/06/2011	F	6	STEM	Part-time	30/08/2022
Arnold	Nancy	20/03/2011	F	6	Year 6 Primary	Full-time	20/03/2023
Cester	Caleb	18/09/2010	M	6	Year 5 Primary	Part-time	19/02/2020
Connor	Susie	26/02/2011	F	6	Year 6 Primary	Full-time	27/02/2023

Site Level Configuration

All configuration for Premier's be active Challenge has been completed at a jurisdictional level by the department. You should not have to alter the configuration. Altering the configuration will impact data integration with other systems.

If you want to make any changes, please consult the Service Desk (see end of document for contact details).

Should you need to make changes, the following instructions are intended to guide you once you have established with the Service Desk that this is an appropriate course of action.

Before using the **Groups** menu within **Students** main menu, certain configurations must be established in **Data Management**. Specifically, the creation of **Group Types** within the **Reference Data** table is necessary to establish the **Group Category**, which is a mandatory field for creating a **New School Group**.

Upon successful creation of the **Group Type**, it becomes necessary to create **Group Roles** for defining the required number of weeks for this challenge.

- 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



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"/>		Edit
Arts	<input checked="" type="checkbox"/>		Edit
Choir	<input checked="" type="checkbox"/>		Edit
Communication	<input checked="" type="checkbox"/>		Edit

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

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

Navigate to **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**.

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

This configuration is default for all the schools participating in the challenge, and 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"/>		
Fine motor skills	Fine motor skills	3	<input checked="" type="checkbox"/>		
PRC - No consent provided	Premier's Reading Challenge - no consent provided	5	<input checked="" type="checkbox"/>		
PRC with consent	Premier's Reading Challenge - with consent	4	<input checked="" type="checkbox"/>		
PSS	Preschool Support	1	<input checked="" type="checkbox"/>		

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.

Once the site level configuration is completed, the site can start adding students in the Premier's be active Challenge group

['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

Online (edit self-service portal)

Raise your own support request at

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

EMS Help

EMS Help allows users to access a walk me on several processes, including **Premier's be Active Challenge**.

Click **EMS Help** located on the bottom right corner of the screen.

Enter **Premier's be Active Challenge** in the field: **Type in a keyword**, or click **Groups**, and then click **Premier's be Active Challenge**.

