

# Premier's *be active* Challenge

## Non-Government Schools Data Entry Instructions



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## 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 (PbaC).
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.

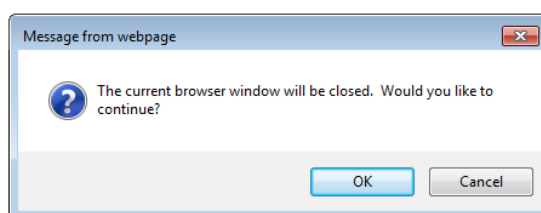
You will be assigned an Education EdPass account username (eg [Contact1.SiteXXXXXX@schools.sa.edu.au](mailto:Contact1.SiteXXXXXX@schools.sa.edu.au)) and a password for logging into the Education departments' application portal to access the Premier's Challenges Administration System. These will be emailed 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' EDU Portal, 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' EDU Portal.

**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](mailto:Education.PbaC@sa.gov.au).

## Preparation

What you need:

1. **An Education EdPass account username (eg [Contact1.SiteXXXXXXX@schools.sa.edu.au](mailto:Contact1.SiteXXXXXXX@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.

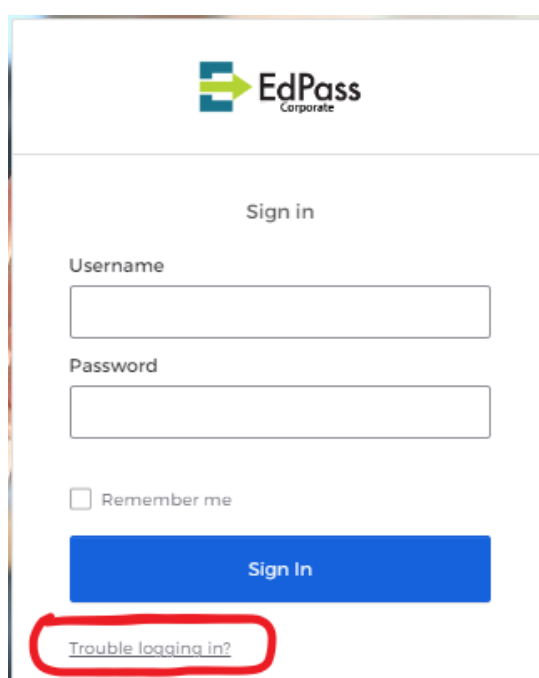
## Accessing the Premier's Challenges Administration System

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 (EDU Portal) to access the Premier's Challenges Administration System.

**OR**

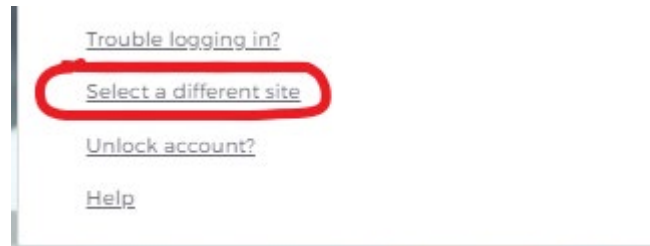
Go to the following website - <https://www.eduportal.sa.edu.au>.

2. 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 **Trouble logging in?** at the bottom.

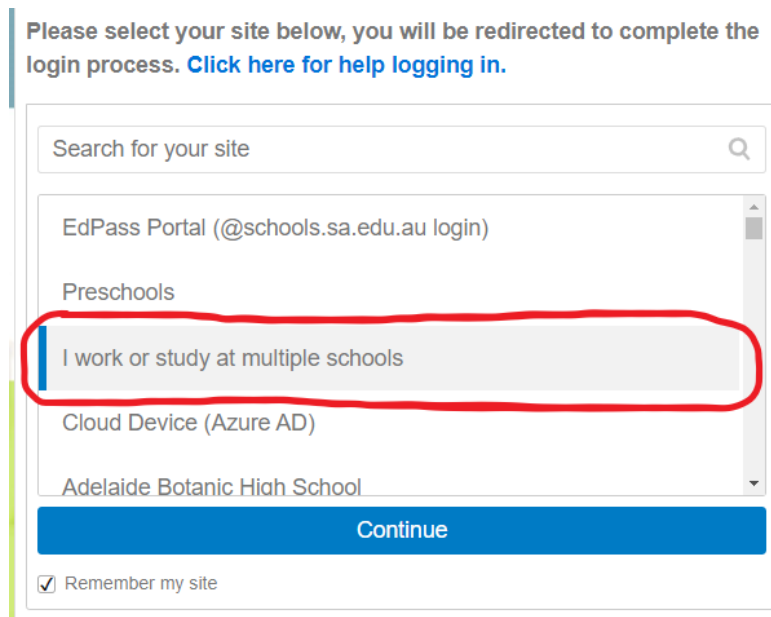


The screenshot shows the EdPass Corporate sign-in interface. At the top center is the EdPass logo with the word 'Corporate' underneath. Below the logo is the heading 'Sign in'. There are two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember me'. A blue button with the text 'Sign In' is located below the checkbox. At the bottom of the form, the text 'Trouble logging in?' is highlighted with a red circle.

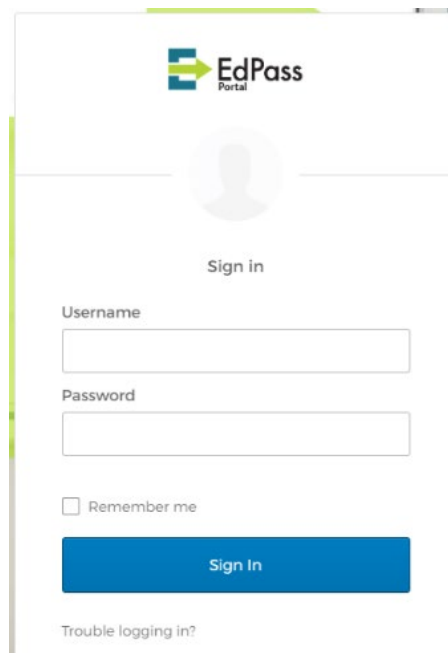
3. Click on the **Select a different site** at the bottom.



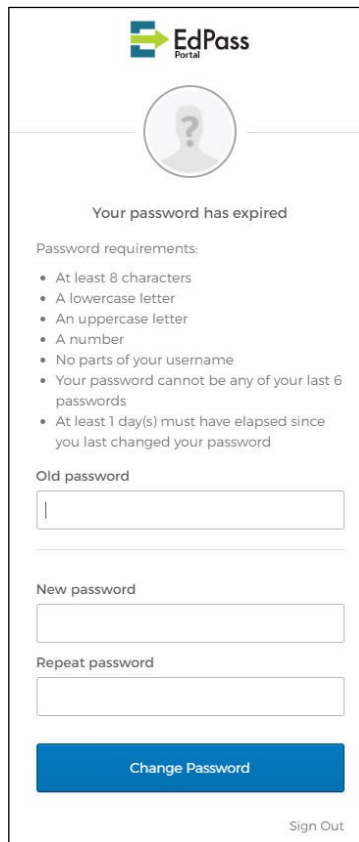
4. Click on **I Work or study at multiple schools** and click on the **Continue** button.



5. A **EdPass Sign In** screen will appear again. Please 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.



6. It will prompt you to change your password (this will only occur on your first login). Enter the old password and enter a new password and click on the **Change Password** button.

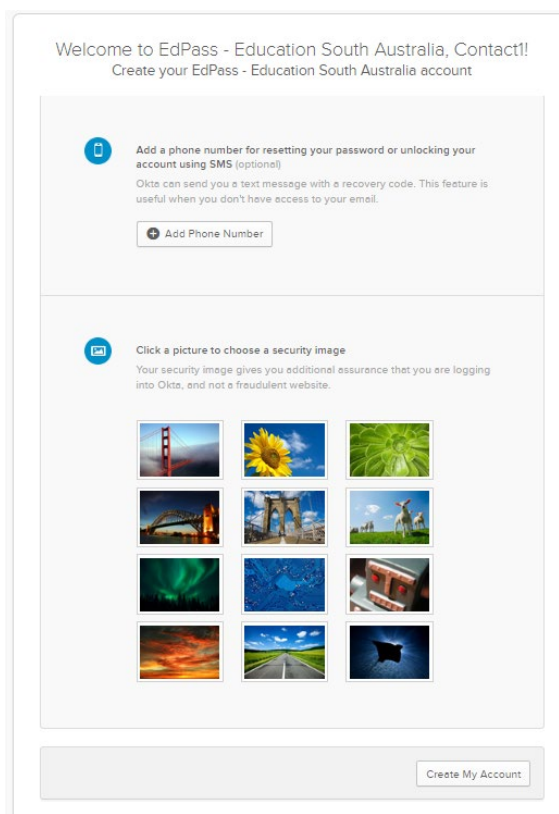


The screenshot shows the EdPass Portal interface for changing a password. At the top, the EdPass Portal logo is displayed. Below it is a circular profile icon with a question mark. The main heading reads "Your password has expired". Underneath, the "Password requirements:" section lists the following criteria:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 6 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Below the requirements are three input fields: "Old password", "New password", and "Repeat password". A blue "Change Password" button is positioned below the fields. At the bottom right, there is a "Sign Out" link.

7. 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 click on **Create My Account** at the bottom.



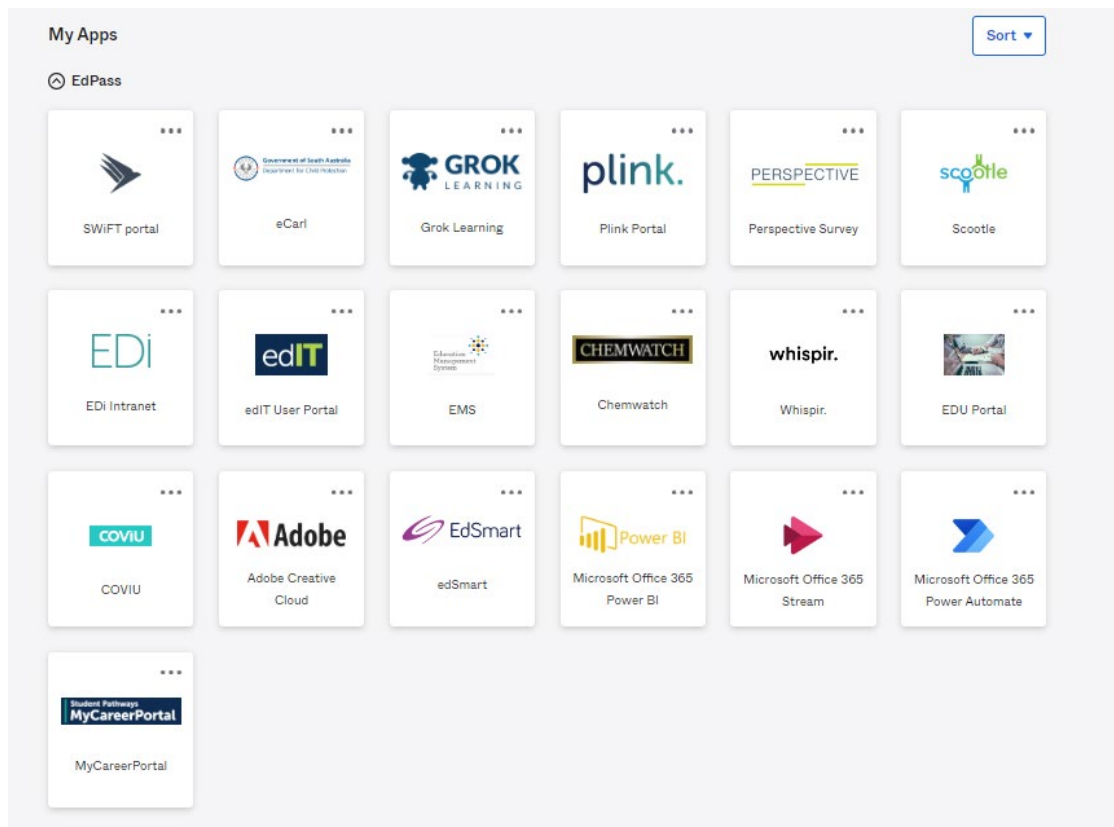
The screenshot displays the "Welcome to EdPass - Education South Australia, Contact!" screen. The sub-heading is "Create your EdPass - Education South Australia account".

The first section, titled "Add a phone number for resetting your password or unlocking your account using SMS (optional)", includes a brief explanation: "Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email." Below this text is an "Add Phone Number" button.

The second section, titled "Click a picture to choose a security image", explains: "Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website." Below this text is a 4x3 grid of 12 different images for selection.

At the bottom right of the screen is a "Create My Account" button.

8. A **My Apps** screen will appear and click on **EDU Portal**.



9. It will prompt you to accept the **User Agreement**. In order to continue on to enter data for the Premier's be active Challenge the agreement must be accepted by clicking the **I Accept** button.

### User Agreement

The use of Education ICT resources is governed by Education and Government policies. These policies are in place to protect Education information assets from a range of threats including loss, corruption, disclosure, theft and interruption of services.

By your use of the Education portal and associated applications you are agreeing to adhere to the requirements of this user agreement.

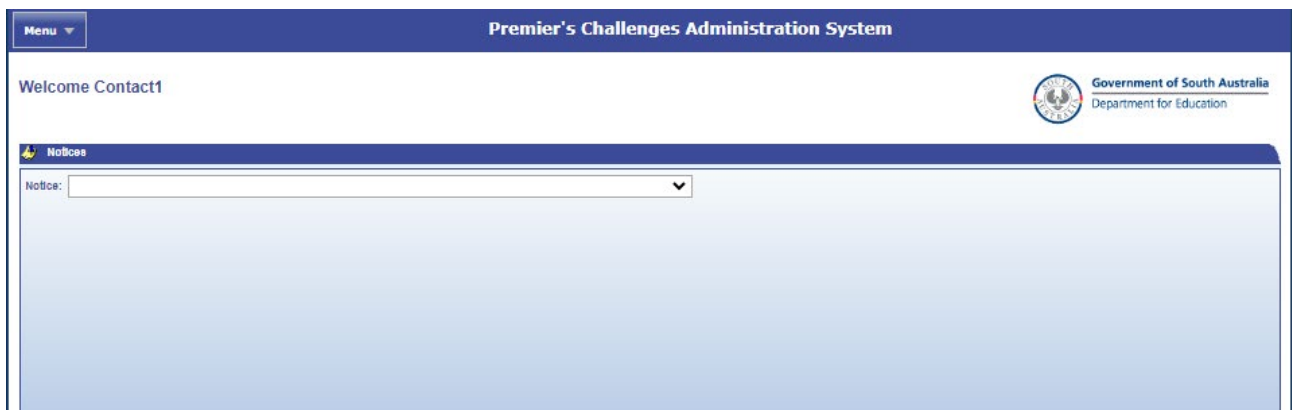
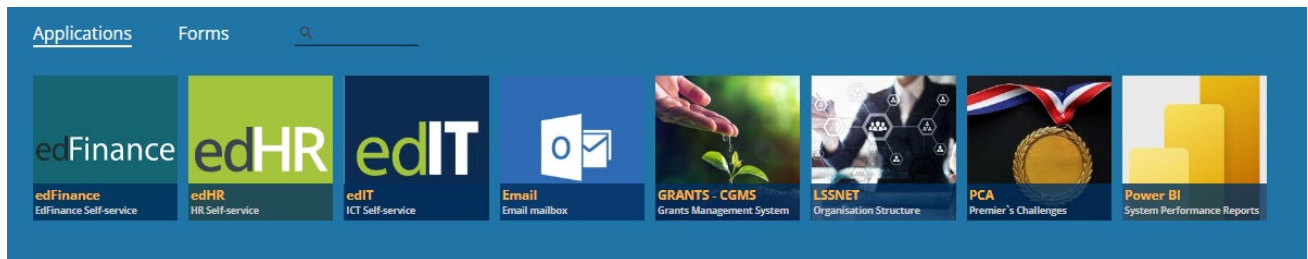
As a user of the Education portal you must:

1. Understand and adhere to the requirements of the Education ICT Security Policy.
2. Understand you are responsible for any actions undertaken under your login account.
3. Protect your login details from unauthorised use by:
  - o Not disclosing your password to anyone else;
  - o Taking adequate steps to protect your password;
  - o Not allowing anyone else to use your login account.
4. Follow the directions of ICT Services relating to your use of Education ICT facilities.
5. Not attempt to gain access to information for which you are not authorised.
6. Understand and adhere to the [Employee Code of Ethics](#).
7. **Understand** that personal information on this Education portal and associated applications must be kept confidential and only used for the purpose it was collected or for a purpose incidental to or connected with that purpose and **adhere** to its use in accordance with the [Information Privacy Principles Instruction](#) of the Government.
8. **Understand** and **adhere** to the requirements of the [Department for Education Policy - Information Management](#)

Violations of this user agreement, depending on severity and nature, may result in reprimand, loss of access privileges, termination of employment or other appropriate disciplinary action.

The Department for Education reserves the right to monitor your use of the Education Portal and associated applications, for the purposes of managing system performance, monitoring compliance with policies, or as part of disciplinary or other investigations.

- Once accepted, the departments' EDU Portal appears which shows the link to the Premier's Challenges Administration System under the **Applications** heading. Click on **Premier's Challenges Administration (PCA)** and it will take you directly to the Welcome screen and the main Menu of the system.



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**.

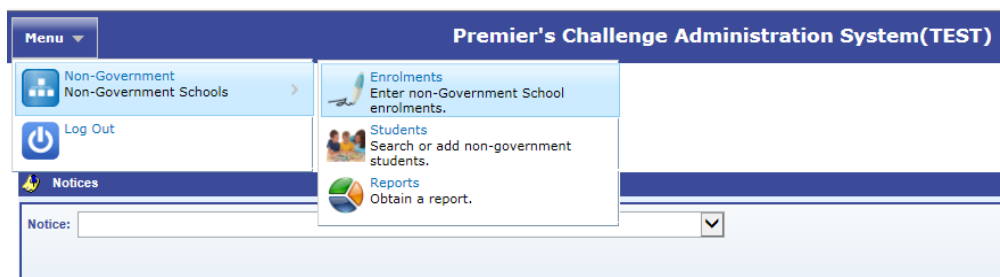


3. The secondary menu that shows up when you click on **Non-Government** contains 3 options:
  - a. **Enrolments (Total enrolment)** - enter the numbers of students enrolled in the school, in total, for each year level group as applicable (R–2, 3–5, 6-9, 10-12), **(not just the number of students who 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 PbaC for the current year.
  - c. **Reports** - view and print reports on the numbers of new and existing students involved in PbaC 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)**.

**Total School Enrolments - Reception to Year 12**

Select a school from the drop down list to view/edit the school's total enrolment figures

School: Cabra Dominican College

Enter Total School Enrolments

Please enter the total numbers of students enrolled at your school in the following four bands. This is **not** the number of students who completed the Premier's Challenges this year, but the **total** enrolments in your school.

Total School Enrolments for Reception to Year 12 must be entered before any Existing or New Student lists are available.

Years R-2	0	Years 3-5	0	Years 6-9	0	Total R-9	0
		Years 10-12	0	Total R-12	0		

Save Help

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).

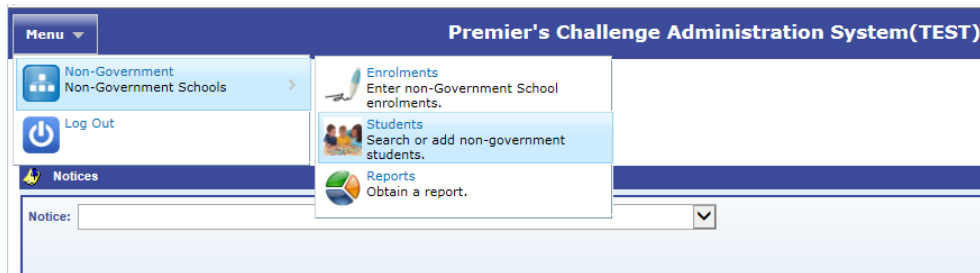
**Eg 3:** Special Schools or schools with special classes should include students in those classes in the approximate, equivalent year level for their learning ability (eg a 10 year old in a special class at a year 2 learning ability can be included in the Year R-2 figure).

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 **PbaC** 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.**

**Existing Participants**

Select your school and registration year to view the list of students who have successfully completed PbaC/PRC in the year selected.

School:  Registration Year:   Show completed students from PRC as well

Additional Search Criteria  
 Given Names:  Last Name:  DOB:  Gender:  Year Level:

Selected	Given Names	Last Name	Number Of Weeks	DOB	Gender	ATSI	Current Year Level	Roll Class	PBAC Last Completed	Year Level
<input type="checkbox"/>	Samuel Thomas	Austin	4 Weeks	11/01/2005	M	N	08		2017	07
<input type="checkbox"/>	Jess	Bashford	10 Weeks	23/12/2002	F	U	10		2017	09
<input type="checkbox"/>	Daniel	Brown	4 Weeks	25/10/2004	M	U	08		2017	07

3 Participants

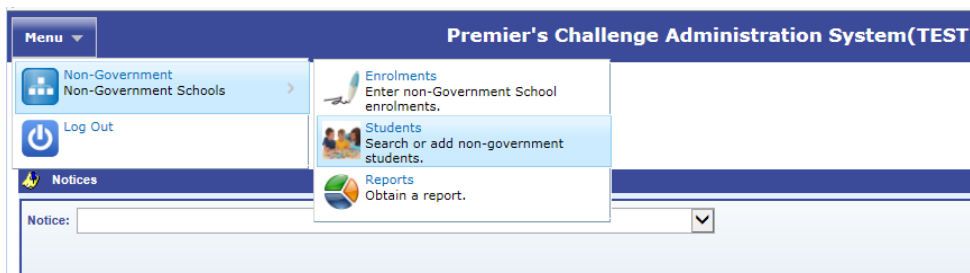
## Step 3 – Edit Student Details

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.

**Update Student Details** Close

Please update the spelling of the student's name and date of birth.  
Note: Even if the student has left your school, no names can be deleted.

Given Names:

Preferred Name:

Last Name:

Date of Birth (DD/MM/YYYY):

ATSI:

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.

Show completed students from PRC as well

- 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).

**Menu** Premier's Challenge Administration System(TEST)

**Existing Participants** **PbaC** Challenge Type: PBAC

Select your school and registration year to view the list of students who have successfully completed PbaC/PRC in the year selected.

School: Cabra Dominican College Registration Year: 2017  Show completed students from PRC as well

Additional Search Criteria  
 Given Names: Last Name: DOB: Gender: Year Level:

Selected	Given Names	Last Name	Number Of Weeks	DOB	Gender	ATSI	Current Year Level	Roll Class	PBAC Last Completed	Year Level
<input type="checkbox"/>	Samuel Thomas	Austin	4 Weeks	11/01/2005	M	N	08		2017	07
<input type="checkbox"/>	Jess	Bashford	10 Weeks	23/12/2002	F	U	10		2017	09
<input type="checkbox"/>	Daniel	Brown	4 Weeks	25/10/2004	M	U	08		2017	07

3 Participants

- 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.

- 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.**

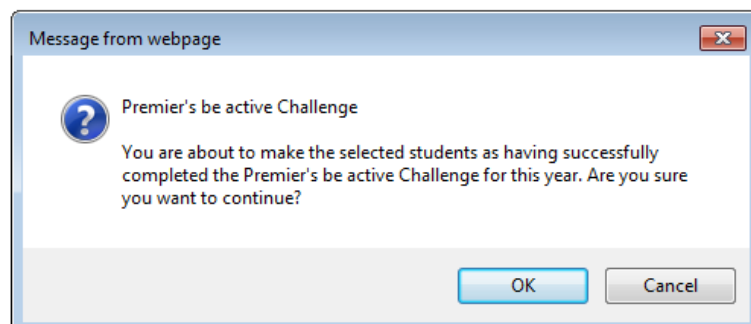
**For students in special needs classes, please enter SPEC (or something that makes sense to you) in the Roll Class NOT the Current Year Level.**

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

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

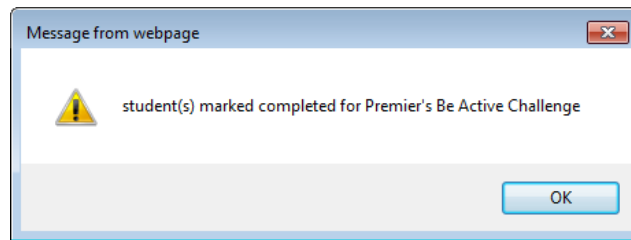
**Please note: Click the Mark completed for PBAC button regularly and before stepping away from the computer for any length of time, to avoid the system timing out resulting in lost data.**

- The following message will appear:



- 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 *PbaC*. 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.

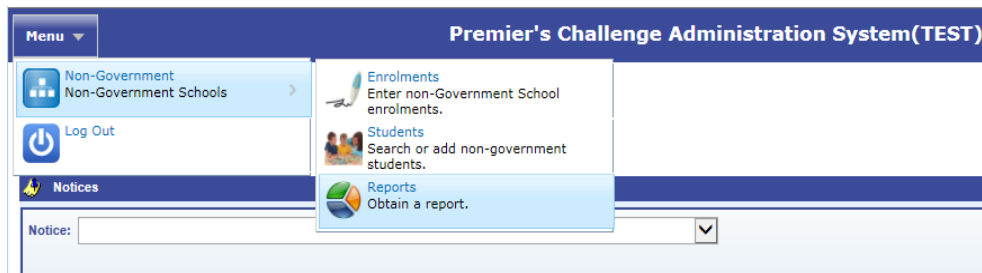
**If you have accidentally entered a student/s who has/have NOT completed the Challenge this year, please let the Premier's *be active* Challenge team know via an email [Education.PbaC@sa.gov.au](mailto:Education.PbaC@sa.gov.au). We can then delete the student/s from the current year's participants list.**



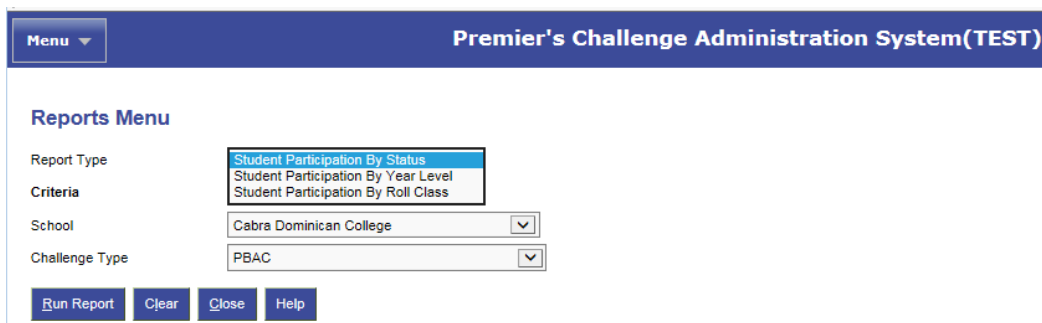
## Step 6 – Print Your Reports

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 whether 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.

**Student Participation By Status**  
This report shows student participation in PBAC for Cabra Dominican College in 2018

First Name	Last Name	Gender	DOB	Yr Lvl	Roll Class	No of Weeks	Challenges Completed	Award Desc
<b>Existing Participants</b>								
Keyan James	Ahmadi	M	10/11/2004	08		10 Weeks	2	Silver medal
Grace Lily	Austin	F	27/05/2003	09		4 Weeks	1	Bronze medal
Massimo	Bartemucci	M	09/11/2003	09		4 Weeks	2	Silver medal
Jacob	Blake- Smith	M	17/02/2004	09		4 Weeks	2	Silver medal
Milly	Calvert	F	25/05/2004	09		4 Weeks	1	Bronze medal
Mia	Ballard	F	22/07/2003	10		4 Weeks	1	Bronze medal
<b>Existing participants: 6</b>								
<b>Total Participants: 6</b>								

**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](mailto: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.