Premier's *be active* Challenge

This fact sheet outlines the steps required by schools to submit student data for the Premier's *be active* Challenge (P*ba*C).

> **Note:** The creation of Premier's Reading Challenge and Premier's *be active* Challenge school groups is an automated process that can completed using EMS Help.
>
> Log into EMS and click the EMS Help tab on the right of the screen. The search bar will display, search for **Premier's be active Challenge** to activate the self-service help option.
>
> For details, refer to the **Premier's be active Challenge – Using EMS Help automation** in the folder.

Each year all students who complete the P*ba*C will have a completion record created in EMS. This is done by entering student physical activity data into EMS at any time prior to the end of the data entry period.

If you do need to make changes to these records, they are made via the **Students** menu and selecting **Groups** within **School Admin** Module.

> **Note:** When 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   Create Premier's be active Challenge School Group

Update/Edit Individual student record

Allocate student records to the Premier's be active Challenge

Premier's be active Challenge records are created for each student in **EMS School Admin**. A list of students is generated based on *Rollgroup*, Academic *Year*, *Enrolment Start & Exit date*. Once the new year's group is generated, students who have completed the Challenge are selected, and EMS then generates a participation record for each student. This process can be performed as many times as required prior to the closing of data entry period. Students can be added in bulk or individually.

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Add students.

1. Go to: **School Admin > Students > Groups.**

> **Note:** Each year for this data collection, a new School Group needs to be created to add students for the current year.

Check in the list of School Groups if the group name for Premier's be active Challenge for the current year exists.

2. If the school group already exists for the current year, then click on that School Group hyperlink, for example: **Premier's be active Challenge 2024** from the **School Groups** screen.

Name	Group Type	Group Code	Description	Campus
Music Tuition Piano	Music Tuition	MT Piano	Music Tuition Piano	ABC Primary
Premiers Be Active Challenge	Premiers Be Active Challenge	PbaC	Premiers be active challenge	ABC Primary
Premiers be active Challenge 2024	Premiers Be Active Challenge	PBAC 2024	Premiers be active Challenge 2024	ABC Primary

> **Note:** If Premier's be active Challenge group doesn't exist for the current year, then go to this section: Create Premier's be active Challenge School Group.

3. Click **Add New** under the **Member List** section to add students.
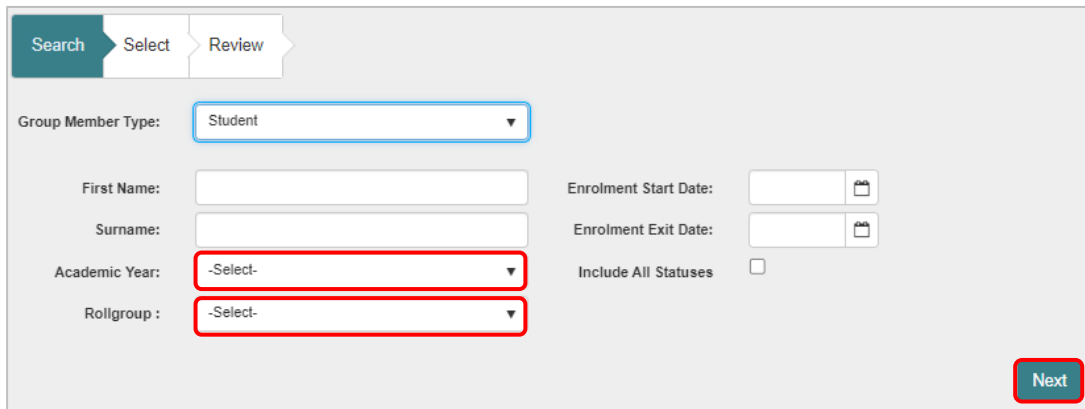
4. Search for the students based on **Academic Year** or **Rollgroup.**
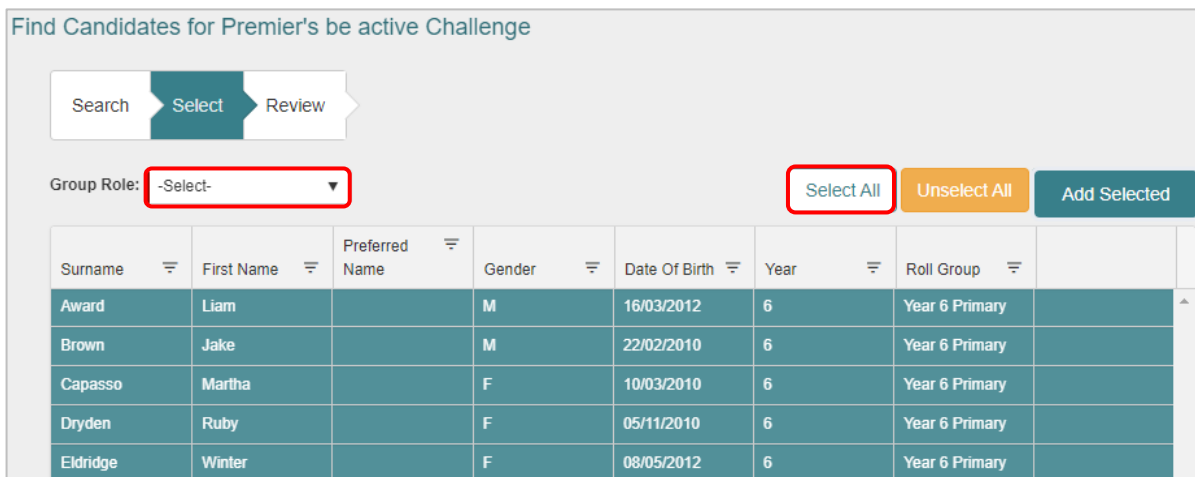
5. Click **Next**.

Add students in bulk or individually.

1. Click **Select All** to select all students in bulk**.**

> **Note:** To de-select a highlighted record, hold down the Ctrl key and click on the selected record. To select students individually, hold down the Ctrl key and click to highlight the required records.

2. Select number of weeks the challenge was completed from **Group Role** drop-down.

> **Note:** Selecting the number of weeks for the challenge is mandatory, otherwise data won't flow through. Selection for number of weeks could be either PBAC – 4 weeks or PBAC – 10 weeks.

Based on the number of weeks the challenge was completed by the students, this information can be added in bulk or individually for the required student.

3.   Click **Add Selected.**

> **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.

On the **Review** screen, **Start Date** and **End Date** is to be left blank.

4.   Click **Add Members.**

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

Add half the class for 4 weeks Challenge and remainder for 10 weeks Challenge.

Sites do have an option to add half of the class with 4 weeks Challenge and the remainder students with 10 weeks Challenge.

Below is an example of adding/selecting 4 students with a Challenge for 4 weeks out of 12 students from year 3.

1. Go to **School Admin > Students > Groups.**
2. Select **Premier's be active Challenge** (for the current year) from **School Groups** screen.
3. Click **Add New** from **Member List** section.
4. Select year level from **Academic Year** drop-down.
5. Click **Next.**
6. Select a group of students from the list, by holding the Ctrl key and selecting the required students.
7. Select **PBAC – 4 weeks** from **Group Role** drop-down.
8. Click **Add Selected.**

9. **Start Date** and **End Date** is to be left blank.
10. Click **Add Members.**

The students will now display with their number of weeks they completed the challenge under the **Member List** section.

11. Click **Add New** under the **Member List** section to add the remainder of the class with 10 weeks for the completed challenge.

12. Select year level from **Academic Year** drop-down.
13. Click **Next**.
14. Click **Select All**.
15. Select **Group Role** as **PBAC – 10 weeks.**
16. Click **Add Selected**.

17. **Start Date** and **End Date** is to be left blank.
18. Click **Add Members** and the students will display in the **Member List** section.

Update/Edit individual student records.

Update Challenge for 4 weeks or 10 weeks

The number of weeks the challenge was completed can be edited individually for the students, from the Premier's be active Challenge Group.

1. Go to **School Admin > Students > Groups.**
2. Click **Premier's be active Challenge** for the current year hyperlink from **School Groups** screen.

Scroll down to the **Member List** section.

3. Click **Edit** for the required student record.
4. Select the number of weeks to either **PBAC – 4 weeks** or **PBAC – 10 weeks** from **Group Role.**
5. Click **Save** to save this record.

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.

Delete a student record from Premier's be active Challenge Group

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

1. Go to **School Admin > Students > Groups.**
2. Click **Premier's be active Challenge** for the current year hyperlink from **School Groups** screen.

Scroll down to **Member List** section.

3. Click the **Delete** icon for the student record that you want to remove from this current year's Premier's be active Challenge group.

4. Click **Yes**, to confirm the deletion.

Note: This will only remove the student record from the current year's Premier's be active Challenge group.

Search students participating in Premier's be active Challenge

1. Go to **School Admin** > **Students** > **Student Find.**

Student Find screen will display.

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

3. Select current year's **Premier's be active Challenge** from **Groups** drop-down.
4. Click **Find** on top right corner.

The list of students will display in a grid.

Site Level Configuration

All configuration or site setup 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 team.

Create Premier's be active Challenge School Group

1. Go to **School Admin > Students > Groups.**
2. Click **PRC/PBAC Creation.**

> **Note:** This is an automated process, once started, please wait for the automation to run in the background to complete the process of group creation.

A pop-up window will display, providing details about the automated process, that will create Premier's Reading Challenge and Premier's be active Challenge groups for the current year.

3. Click **Next.**

This process will create the Premiers Reading Challenge and Premiers be active Challenge Groups for the current year.

This process is automated, once started please wait.
Click **Next** to Begin

Cancel   Next
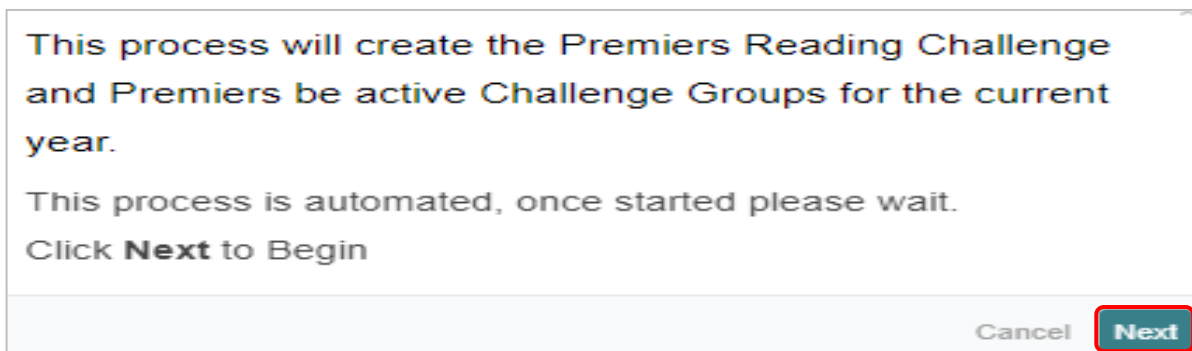
Automation will run in the background and a pop-up screen will display.

Automation in progress
Please wait until prompted
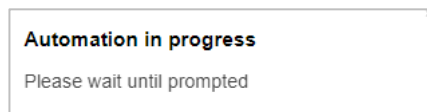
Once the automation is completed, another pop-up window will display to confirm the group has been created.

4. Click **Done.**

Premiers Reading Challenge and Premiers be active Challenge for 2024 have been created successfully!

Done
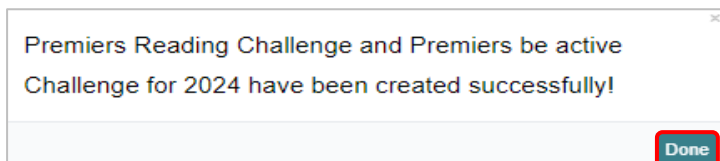
After this school group is created, students can be added into this group by going to this section:

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.

1. Click **EMS Help** located on the bottom right corner of the screen.
2. Enter Premier's be active Challenge in the filed: Type in a keyword or click **Groups.**
3. Click **Premier's be active Challenge**.