

## 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 (*PbaC*).

**Note:** The creation of Premier's Reading Challenge and Premier's *be active* Challenge school groups is an automated process that can be 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 *PbaC* 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.](#)

## 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.

**Group Details**

[Edit](#)

Group Code:  Start Date:

Name:  End Date:

Description:  Max Members:

Group Category:  Notes:

Campus:

Active:  Reportable:

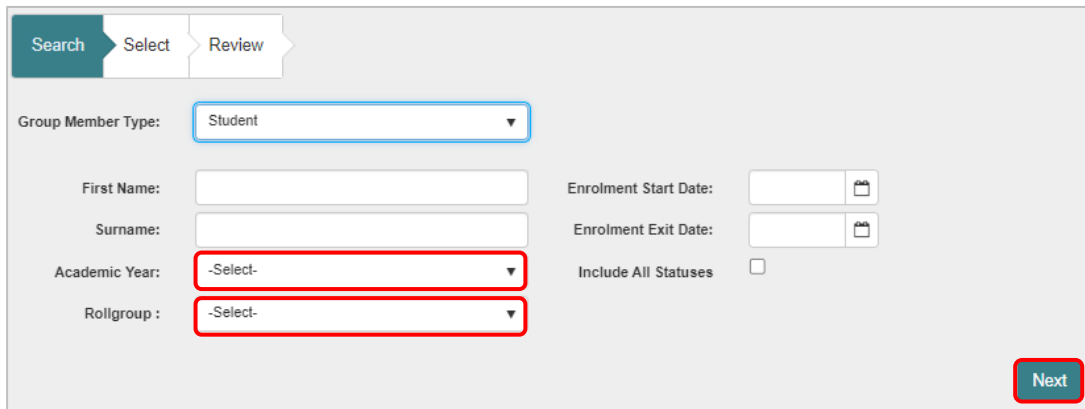
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**Member List**

[+ Add New](#)

4. Search for the students based on **Academic Year** or **Rollgroup**.

5. Click **Next**.



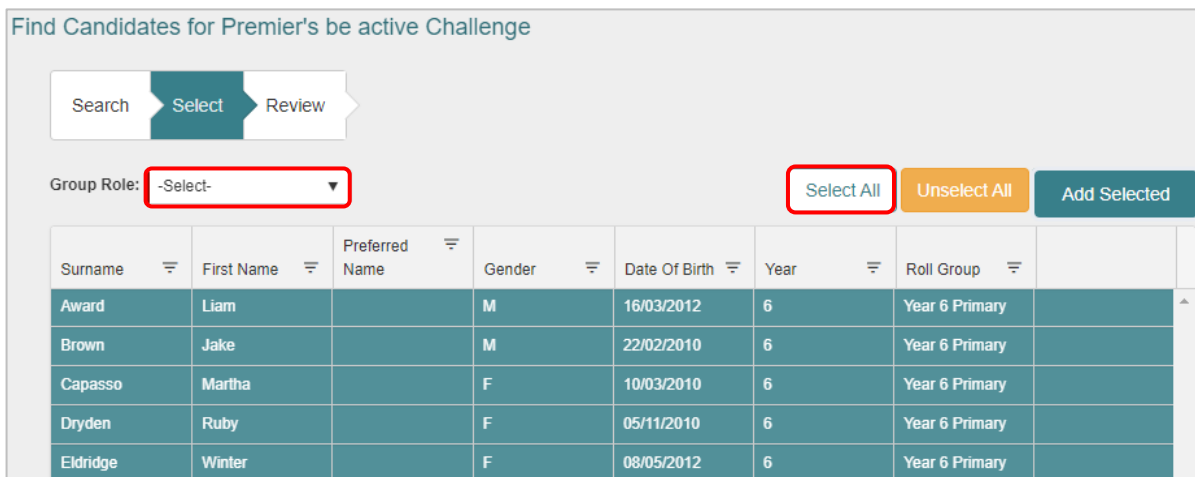
**Add students in bulk or individually.**

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.

Find Candidates for Premier's be active Challenge



Surname	First Name	Preferred Name	Gender	Date Of Birth	Year	Roll Group
Award	Liam		M	16/03/2012	6	Year 6 Primary
Brown	Jake		M	22/02/2010	6	Year 6 Primary
Capasso	Martha		F	10/03/2010	6	Year 6 Primary
Dryden	Ruby		F	05/11/2010	6	Year 6 Primary
Eldridge	Winter		F	08/05/2012	6	Year 6 Primary

**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.

Find Candidates for Premier's be active Challenge

Search **Select** Review

Group Role: **PBAC - 4 weeks** **Select All** **Unselect All** **Add Selected**

Surname	First Name	Preferred Name	Gender	Date Of Birth	Year	Roll Group
Barrett	Ned	Ned	M	09/01/2013	6	Class 6A
Bernita	Tania	Tania	F	25/05/2012	6	Class 6A
Braeden	Arnold	Arnold	M	14/08/2012	6	FLO

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

4. Click **Add Members**.

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

**Add Members**

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

**Member List** + Add New

Member Group Type	Full Name	Group Role	Start Date	End Date	
Student	Nancy Arnold	PBAC - 4 weeks	05/10/2023		
Student	Jake Brown	PBAC - 4 weeks	05/10/2023		
Student	Jamie Cheers	PBAC - 4 weeks	05/10/2023		
Student	Aria Clarence	PBAC - 4 weeks	05/10/2023		

Export to Excel 1 - 4 of 4 items

### 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**.

Find Candidates for Premier's be active Challenge

Search **Select** Review

Group Role: **PBAC - 4 weeks** Select All Unselect All Add Selected

Surname	First Name	Preferred Name	Gender	Date Of Birth	Year	Roll Group
Barrett	Hortense	Hortense	F	01/06/2016	3	Class 3A
Beatrice	Ella	Ella	F	02/04/2015	3	Class 3A
Braeden	Gaston	Gaston	M	19/08/2015	3	Class 3B
Fletcher	Arnold	Arnold	M	24/04/2016	3	Class 3B
Hallie	Audreanne	Audreanne	F	15/07/2015	3	Class 3B
Hulda	Rosina	Rosina	F	26/06/2015	3	Class 3A
Loy	Jace	Jace	M	22/03/2015	3	Class 3A

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.

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

▼ **Member List**

**+ Add New**

Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Hortense Barrett	PBAC - 4 weeks	20/05/2024			
Student	Ella Beatrice	PBAC - 4 weeks	20/05/2024			
Student	Gaston Braeden	PBAC - 4 weeks	20/05/2024			
Student	Arnold Fletcher	PBAC - 4 weeks	20/05/2024			

10 items per page Export to Excel 1 - 4 of 4 items

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

Find Candidates for Premier's be active Challenge

Search **Select** Review

Group Role: **PBAC - 10 weeks** **Select All** **Unselect All** **Add Selected**

Surname	First Name	Preferred Name	Gender	Date Of Birth	Year	Roll Group
Haille	Audreanne	Audreanne	F	15/07/2015	3	Class 3B
Hulda	Rosina	Rosina	F	26/06/2015	3	Class 3A
Loy	Jace	Jace	M	22/03/2015	3	Class 3A
Madisen	Leonardo	Leonardo	M	09/03/2015	3	Class 3B

- Start Date** and **End Date** is to be left blank.
- 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.

▼ Member List + Add New

Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Matilda Krause	-Select-	05/10/2023			<b>Save</b>
Student	Ryan Matz	-Select-	05/10/2023			
Student	Joshua Mcgoran	PRC - with consent	05/10/2023			
Student	Alen Medak	PBAC - 4 weeks PBAC - 10 weeks	05/10/2023			

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	Matilda Krause	PBAC - 4 weeks	05/10/2023			
Student	Ryan Matz	PBAC - 4 weeks	05/10/2023			
Student	Joshua Mcgoran	PBAC - 4 weeks	05/10/2023			
Student	Alen Medak	PBAC - 4 weeks	05/10/2023			

10 items per page **Export to Excel** 1 - 4 of 4 items





## 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.

▼ Member List						
						+ Add New
Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Matilda Krause	PBAC - 4 weeks	05/10/2023			
Student	Ryan Matz	PBAC - 4 weeks	05/10/2023			

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.

Student Find
> Person Record
> Student Details
> Current Enrolment
> <b>Group Membership &amp; Event Details</b>

School Admin
Quick Edit
Reports
Students
Student Find
Student Information



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

Student Find **Find** Clear Search Criteria

> Student Details

> Current Enrolment

▼ Group Membership & Event Details

Groups: **Premiers be active Challenge 2024** 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 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**.

School Groups **PRC/PBAC Creation**

**+ Add New**

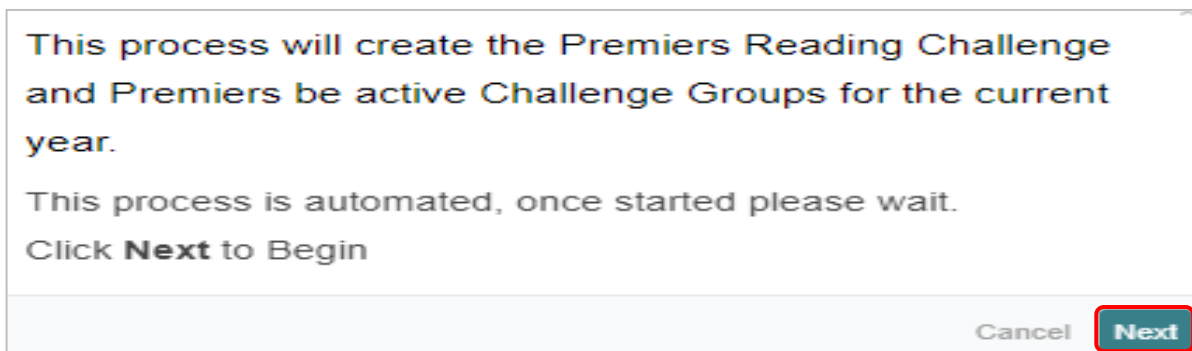
Drag a column header and drop it here to group by that column

Name	Group Type	Group Code	Description	Campus	Reportable	Active	Start Date
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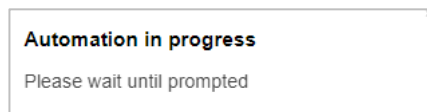
**Note:** This is an automated process, once started, please wait for the automation to run in the background to complete the process of group creation.

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**.

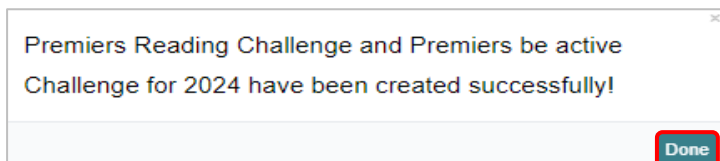


Automation will run in the background and a pop-up screen will display.



Once the automation is completed, another pop-up window will display to confirm the group has been created.

4. Click **Done**.



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

[Allocate students in Premier’s be active Challenge Group.](#)

## 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/edT>

## 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 field: Type in a keyword or click **Groups**.
3. Click **Premier's be active Challenge**.

