Non-Government Schools

Data Entry Fact Sheet

Please note: You are not required to send in any Student Reading Records or Reports to DECS unless specifically requested by letter. All student data will be collected electronically as detailed in this Fact Sheet.

This software will NOT operate on a MAC computer or on a computer with a Windows 98 operating system.

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Premier's Reading Challenge Data
This fact sheet provides instructions on:

1. Preparation for data entry
2. Accessing the website to enter data for Premier’s Reading Challenge
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 for a period of two weeks after reading for the challenge ends in **week 8 and week 9** of term 3. Please refer to the Premier’s Reading Challenge website for details of cut off dates.

Data can be added in batches anytime after receiving your username and password. Data does not all have to be entered at once.

When you have finished using the database each time, please close the system in the following way:

- Click on **MENU**, then **Exit System**
- The following window will appear:

![Exit System Window](image)

- Click **OK**.

To close the Application Portal, click on **LOG OUT** in the top right hand corner.

A dialogue box asking if you want to close the browser window will appear. Click **OK** again.

The window will then close and you will be logged off.
Step 1

Preparation
What you need:
1. **A user name and password** which will be supplied by email to the school contact person for the Premier’s Reading Challenge in the week prior to the challenge finishing.
2. **Total school enrolments** (not just those completing the challenge) for
   - Reception – Year 2
   - Year 3 – Year 5
   - Year 6 – Year 9
3. **Date of Birth for any new students** – this will help to avoid duplication of students and to match students who may have completed the challenge at a different school in previous years. It will also help to distinguish students who have the same name. This is not a mandatory field but the information would be very useful.
4. **All Student Reading Records** for those who have completed the challenge.
5. A **PC with internet access running Internet Explorer 6.0 or above**.

Step 2

Accessing the system to enter Premier’s Reading Challenge data
Using Internet Explorer, open the Premier’s Reading Challenge website [http://www.prc.sa.edu.au](http://www.prc.sa.edu.au)
Click on the FOR STAFF/PARENTS button. In the drop down menu click on DATA ENTRY OF RECORDS and scroll down to the blue heading link Data Entry – Non-Government Schools.
OR
Using Internet Explorer (version 6 or above) go to the following website (*Please note the ‘s’ on the end of http*) [https://www.eduportal.sa.edu.au](https://www.eduportal.sa.edu.au)
Click on ‘This is a private computer’. (If you click on ‘Public Computer’ it will time out in 10 minutes.)
Enter your user name and password supplied via email and click Enter or the Log On button.
**PLEASE NOTE**: There is only one letter in the username – C. All the rest are zeros or numbers.
The FIRST time you successfully log in to the portal you will be prompted to accept a User Agreement. This Application Portal is normally used only by DECS employees which explains the wording of the User Agreement. In order to continue on to enter data for the Premier’s Reading Challenge the agreement must be accepted by clicking the 'I accept' button.

The FIRST time you successfully log in to the portal you may be prompted to enter your email address and phone number. Enter your details and click “Save”.

The FIRST time you successfully log in to the portal you may also be prompted to enter answers to at least 3 of the questions listed. These questions will be used later to enable you to verify your identity when resetting your password. Enter your details and click “Save”.
If you are unable to use this facility, please contact prc@sa.gov.au

Once accepted the Application Portal appears which shows the link to Premier’s Reading Challenge under My Applications heading. Click on the link Premier’s Reading Challenge Data management System to be taken directly to the PRC welcome page and main menu.
Creating a favourite or a shortcut

You may like to create a shortcut or a favourite to make it easier to access the system. Information about how to create a favourite or a shortcut is shown below.

How to create a Favourite

1. Go the web address above.
2. From the Internet Explorer toolbar click on the “Favourites” option.
3. Select “Add to Favourites...”
4. In the name please enter “PRC” and click OK. The PRC link will now appear in your favourites list.

How to create a Shortcut

1. Go to the desktop of your PC.
2. In a blank area on your desktop, click on the right mouse button.
3. A popup menu should appear where you clicked.
4. Highlight the “New” menu item and click on the menu option “Shortcut”.
   A new window should appear to assist you in creating a shortcut.
5. In the location text box type in the web address for this application as shown above.
6. Click the next button.
7. In the name textbox type in the name of the system (i.e. “PRC”).
8. Click “Finish”.
   A new icon should appear on your desktop
**Accessing the Database - Main Menu**

Click on the Menu button on the top left hand side of the welcome screen. If you don’t get a menu button in the top left hand corner please check you are using Internet Explorer 6.0 or above. This program has been designed to work with this browser only. Please note that one option is **Online Help** if you require it.

Click on **Non Government**

The menu contains 4 options.

- **Enrolments (Total School Enrolment)**
  - Insert total school enrolments from Reception – Year 2, Year 3 – Year 5, Year 6 – Year 9 for the current year
  - Include students who could reasonably have completed the Challenge this year. For example, a new student who enrolls in third term does not have to be included.

- **Existing Students**
  - Mark existing students as having completed PRC for the current year

- **New Students**
  - Add new students to the PRC database and mark them as having completed PRC for the current year

- **Reports**
  - View reports on the numbers of new and existing students involved in PRC for the current year

Please Note: If you are using a computer with a browser other than Internet Explorer 6, you may find that the Reports option in the menu does not display as expected. On the very front page of the database (under the picture of child reading in the chair) there is a link which allows access to the reports menu.
Step 3

**Total School Enrolments for Reception to Year 9 – Mandatory Fields**

The three fields, R-2, Year 3-5 and Year 6-9 are data entry fields for you to supply the current total student enrolment numbers for your school (NOT your Premier's Reading Challenge completion numbers).

If you have Year 10, 11 and 12 students who have completed the Challenge, please just add this exact number of students to your Year 6-9 Total School Enrolments number (NOT the total enrolment for Year 10, 11 and 12).

You will not be able to proceed with adding students until these numbers are entered. Clicking the **Save Enrolments** button will save the enrolments and update the read only Total field.

**Existing Students Screen**

Click **Menu – Non-Government – Existing Students**

This screen shows a list of all students who have previously completed the Premier's Reading Challenge at your school. The names are listed by roll class (from the previous year) and then year level in alphabetical order. You may prefer the names are sorted in alphabetical order (not year level) or by roll class. The list of students can be sorted either by name or year level or roll class. This is done by clicking on the heading of the column to sort. You MUST do this before you start the process of adding ticks. If you try to re-sort once ticks have been placed, all ticks will be lost.

Please do **NOT** try to delete any students from this list even though they may have left your school or be older than Year 9. It will always show the history of all students who have completed the Premier's Reading Challenge at your school in past years.

Checking the box to the left hand side of any student in the list marks them as having completed the challenge for the current year. The tick can be removed from the box by clicking on it again.
It is a good idea to work in small batches of less than 50 students, checking spelling and pressing Completed PRC in class groups. To check if it is working properly, enter one class and then run a report (Step 5) to see if the class you have entered appears on the report.

Roll Class Groups
If you would like your lists of certificates and medals to be sorted in roll class groups (rather than year levels as in previous years) there is a column where this can be entered for each student. After ticking in the left hand column to show the student has completed PRC this year, click in the roll class column and a text box will appear. 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 and must be entered before you press SUBMIT. You cannot do it later as those students’ names will have disappeared from the list.

Date of birth would be very useful to avoid duplication of students and to assist in matching students who have completed the Challenge in previous years at another school. It will also help to distinguish students who have the same name.

To clear all currently selected students click the Clear ALL button.

Editing
- **Student names** can be edited by clicking on the blue hyperlinked fields on the screen. Clicking on a student’s name will pop up a window allowing their first name, preferred first name and last name to be edited. Please note that anything entered in the preferred first name field will take precedence over anything in the first name field. The preferred name option is for use in a case where the student is not normally known by the first name, but is not designed to be used for ‘nick’ names. Any errors in spelling of the name from previous years can also be edited at this stage. Please do this carefully as certificates and award lists will be generated using this data.

- **Date of birth** can be edited by clicking in the DOB column next to the student’s name. It is VERY useful to fill in the date of birth field, but not mandatory.

- Clicking on a student’s current year level allows users to select from another valid year level using the drop down list if the current year level shown is incorrect. For most students, you will not need to edit this field.

Once all students have been edited appropriately and selected as having completed the challenge clicking the Completed PRC button will mark them in the system as having completed the challenge and will remove them from the list. Please note that this action is not reversible by you at your school. Click the Completed PRC button regularly to avoid the system timing out resulting in lost data.
Step 4

New Students Screen

Click on Menu - Non Government – New Students
Any students not found in the Existing Students screen above should be entered into the New Students screen.

Add New Student
To enter a new student, ensure that the data entry fields are empty by pressing the Clear button. As a minimum all fields with a blue background must be completed. Date of birth would be very useful to avoid duplication of students and to assist in matching students who have completed the challenge in previous years at another school. It will also help to distinguish students who have the same name. Preferred name – only needs to be entered if it is different from the child’s first name.
Add the roll class code so a report can be sorted into class groups. It can be any combination of up to five letters and numbers.
When the student’s details have been entered please check the spelling carefully before clicking Save. The record will be added to the list above.

Once students have been entered the list of students will appear on the screen. The list can be sorted by name or year level or by roll class by clicking on the appropriate column heading.

Deleting a Student
To delete a new student you have added by mistake, select the student from the list. Their details will be displayed in the data entry fields below. Click the Delete button and once confirmed the selected student will be deleted.
Step 5

Reports Menu

Please Note: If you are using a computer with a browser other than Internet Explorer 6 or above, you may find that the Reports option in the menu does not display as expected. On the very front page of the database (under the picture of child reading in the chair) there is a link which allows access to the reports menu.

Click on **Menu - Non Government – Reports**

The reports menu contains 2 reports, selectable using the **Report Type** drop down list.

**It is recommended that you print all reports for your records. You are NOT required to post any Student Reading Records or Reports to DECS.**

Please check all reports carefully to make sure all students who have completed the Challenge are included. It is also important to make sure all names are spelt correctly. If you notice any that need correcting and you have already sent all your data, please email requested changes to prc@sa.gov.au.

- **Student Participation By Status**
  - All students who have completed the challenge in the current year grouped by whether they are new or existing students

- **Student Participation by Year Level**
  - All students who have completed the challenge in the current year grouped by year level in alphabetical order

- **Student Participation by Class**
  - All students who have completed the challenge in the current year grouped by class in alphabetical order

The Schools list will show only your school as that is the only one you have permission to access.

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**Premier’s Reading Challenge Management System (DEV)**

**Student Participation**

This report shows student participation in PRC for Southern Ranges Primary School in 2006.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Gender</th>
<th>Date Of Birth</th>
<th>Yr Lvl</th>
<th>Challenges Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karter</td>
<td></td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bosich</td>
<td></td>
<td>M</td>
<td>02/10/1996</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>Ducret</td>
<td></td>
<td>M</td>
<td></td>
<td>06</td>
<td></td>
</tr>
<tr>
<td>Enkelmann</td>
<td></td>
<td>M</td>
<td></td>
<td>06</td>
<td></td>
</tr>
</tbody>
</table>

New participants: 4
Total participants: 4