This fact sheet gives instructions on how to enter and edit Premier’s Reading Challenge data. Records are created for students by **Bulk Entry**. If you wish to change a student's data, you will need to follow the steps described in the section **Viewing and Editing Individual Premier’s Reading Challenge Data**.

Data for the current year must be entered by the end of Week 9 in Term 3. Please refer to the Premier’s Reading Challenge website in the **For Staff** section for details of cut off dates.

Teachers entering data should have a minimum of ‘T’ rights in EDSAS.

### Summary of the Process for entering the Premier’s Reading Challenge data

1. **Total School Enrolment** figures are entered on the Premier’s Reading Challenge Enrolments screen in EDSAS which is displayed when the “Prem. Reading Chall.” Menu button is clicked.
2. Add **School Site Number** on this same screen.
3. **Bulk Entry** of Premier’s Reading Challenge data in EDSAS. This can be done in more than one session.
4. **Print reports** and check them carefully to make sure all students have been included and keep at your school with the student reading records. **Do not send student reading records to DECS.**
5. **Data Ready for Upload**. When all records have been entered and confirmed correct follow the **Data Ready for Upload** section to indicate records are ready for automatic data collection. This process must be done by an EDSAS Manager. Please be sure that all data has been entered. The **Upload** does not have to be done the day data is entered.

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### 1. Bulk Entry of Premier’s Reading Challenge Data

**Step 1**

From the **EDSAS Main Menu**, select **Student Module.../Student Utilities.../Updates.../Prem. Reading Chall.**

![EDSAS Main Menu](image.png)
Step 2

A screen similar to the one below should appear. This screen must be completed before continuing to the next step.

Please ensure you are logged into the correct school number when entering Total School Enrolment Numbers. For example: Log on using the Junior Primary School number if you are entering Total Enrolment Numbers for the Junior Primary School.

Please note: total school enrolment should include the total number of students who could reasonably have completed the Challenge. For example a new student who enrolls during third term does not have to be included. If you have Year 10, 11 or 12 students completing the Challenge, add this number to the “Total Students in Year 6 to Year 9”. Don’t add the total enrolment numbers for Years 10, 11 and 12.

Add the School Site Number.

When complete click on the Save button and then Cancel.

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*Figure 2*

Bulk Entry of Premier’s Reading Challenge Data

In this screen enter the details as requested in the dialog.

Select students either by Roll Class or Year Level and click OK.

_WARNING:
If you select ALL in the Roll Class or Year Level field you will receive a message warning that you are selecting a large number of students and requiring confirmation._
A screen similar to the one below should appear.

![Figure 4](image)

TIP:
A Premier’s Reading Challenge record can only be created using the bulk entry process. If you wish to change a student’s data, you will need to follow the steps described in the section Viewing and Editing Individual Premier’s Reading Challenge Data.

![Figure 4](image)

WARNING:
Use the Select All button ONLY if ALL students in the class have completed the challenge. It is very time consuming for you to go into individual records to change the Y back to an N once you have clicked OK.

Double Click individual records to toggle the Selected column between Y and N.

Step 4

To add consent for a student click on the individual record this will highlight. Click on the Add Consent button.

Please Note: This is only for students receiving a Hall of Fame medal

Use the Add Consent and Remove Consent buttons to indicate whether the student has consent to have their first name and surname included in the Hall of Fame Honour Roll on the Premier’s Reading Challenge website. This is indicated near the top of each Student Reading Record. (Please note, for security reasons, neither the student’s school nor year level will appear on the website.)

To remove consent for a student click on the individual record this will highlight. Click on the Remove Consent button.

When all required students have been selected, click OK.

Step 5

A screen similar to the one below should be displayed.

![Figure 5](image)
Premier’s Reading Challenge records have now been created for the selected students in the current year.

Occasionally the screen may state that no Premier’s Reading Challenge records have been created.
Sometimes this message is incorrect and can be ignored. To check, please read the next section below, choosing a student you know has been entered and view their individual PRC record. Otherwise check with your EDSAS manager that you have the correct permissions to create the records.

Viewing and Editing Individual Premier’s Reading Challenge Data

Step 1

To view or edit an individual PRC record, open the student's Student Personal Information, Part 1 record and then open the Student Personal Information, Part 2 record.

Double click on 0-Premier's Reading Chall to open the student's Premier's Reading Challenge Details record dialog.

Step 2

Completed check box and the Consent to print names are the only two fields which can be edited. However, if you need to remove the tick from the Completed check box, it is recommended that you click on Edit and then Delete, as a student who has not completed the challenge should not have a record created for the current year.
2. Printing Reports

Step 1

To print Premier’s Reading Challenge reports, from the main menu, select Reports/Student Reports/List Reports/General. Scroll down to the Premier’s Reading Challenge reports and select the report you would like to print. Please check this report carefully to make sure all students who completed the challenge appear on the report.

Premier’s Reading Challenge – Reading Record Summary: Prints reading record totals
Premier’s Reading Challenge (by Roll Class): Prints list of all students sorted by Roll Class who have had a reading record created
Premier’s Reading Challenge (by Student Name): Prints list of all students sorted by student name who have had a reading record created
Premier’s Reading Challenge (by Year Level): Prints list of all students sorted by Year Level who have had a reading record created
Premier’s Reading Challenge – Consent to Print: Prints list of all students receiving a Hall of Fame medal and have Consent to Print their name on the PRC website.

Step 2

A Reports Selection Dialog box will appear.

TIP: If you wish to include students who have left enter A.L in the Status field.

Please note the following:

- The Year of Completion will default to the current year.
- If you wish to print current plus previous years Premier’s Reading Challenge data for students enter ALL in the Year of Completion field.
3. Data Ready for Upload

Step 1
From the EDSAS Main Menu, select Utilities…/Load Utilities…/Data Ready for Upload.

A screen similar to the one below should appear.

TIP:
The Data Ready for Upload process is used by schools to indicate that data collected by the CEDS process is ready for collection.

You must be logged on to EDSAS as Manager to carry out this process.

If this is the second batch of data being entered for the same year, click the EDIT button instead of the NEW button.

Click New (or Edit if it is a second batch). A screen similar to the one below should appear.

Step 2
Double click in the Task Code field and select Premier’s Reading Challenge. (See next page)

Click OK.
Step 3

Select the school relevant to the data being collected. If there are multiple campuses, an entry must be made for each campus with a different school number.

**NOTE:** The day after you have uploaded your data, you will receive an email confirming how many students have been entered as completing the Challenge so far in the current year.

Every time you enter data you will receive a new email the next day to update the numbers of students who have been entered from your school for this year. When you have completed entering students, please compare this number carefully with your reports to make sure they match.

To get an accurate figure on the same day as you enter the data, you can run a report.

**ENTERING A SECOND BATCH OF DATA**

If this is the second batch of data for the same year, change the date to the current day. The CEDS process will recognise the change of date and upload the extra records. If schools get a key violation error with the Data Ready for Upload process it means you are trying to create a second PRC Data Ready for Upload record for a previously entered date. To fix this error, use a different date.

![Figure 13](image)

**Step 4**

If the data is ready for collection, click the "Ready Flag" check box. Once you have ticked this and clicked "Save", the following dialog will be displayed.

![Figure 14](image)

Once you click 'Yes" in this message, you will not be able to un-tick the box. Only the date for this process can be edited after this action. You have now completed the Premier’s Reading Challenge data entry and your data is ready to be collected by the automatic CEDS process.
Entering Premier’s Reading Challenge Data for Previous Years

This is NOT required but some schools have elected to do this process.

Step 1

Previous Premier’s Reading Challenge data may be entered by logging on to EDSAS with a logon date for the year required. The year will automatically be entered in the Year field when selecting students.

![Figure 15](image)

Step 2

Double Click individual records to toggle the Selected column between Y and N.

When all required students have been selected, click OK.

Step 3

A screen similar to the one below should be displayed.

![Figure 16](image)

Premier’s Reading Challenge records have now been created for the selected students in the designated year.