Non-Government Schools

Data Entry Instructions

**PLEASE NOTE:** You are *not* required to send in any Student Reading Records or Reports to the Education Department. All student data will be collected electronically as detailed in this Fact Sheet.

If you have any issues with your data entry, please contact us at **prc@sa.gov.au**.
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 between the first day of mid-year holidays and the last day of term 3. Please refer to the Premier’s Reading Challenge website for details of cut off dates.

Your username and password will be emailed to you before the beginning of Term 3.

Data can be added any time after receiving your username and password. Data does not have to be entered all at once. It is recommended that after entering about 50 students, you click the Completed PRC 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 database each time, please close the system in the following way:

- Click on MENU, then Log Out
- The following window will appear:

- 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.
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 last week of term 2.

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 Reading Record and is now a mandatory field.

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 Reading Record and is a mandatory field.

5. **All Student Reading Records** for those who have completed the Challenge.

6. **For all students due to receive their Hall of Fame medal** their Student Reading Record should indicate whether they have been given consent for their names to be printed on the PRC website in the Hall of Fame Honour Roll – **please check each one.**

ACCESSING THE SYSTEM TO ENTER PREMIER’S READING CHALLENGE DATA

1. Open the Premier’s Reading Challenge website [http://www.prc.sa.edu.au](http://www.prc.sa.edu.au) Click on the STAFF AND TEACHERS tab. In the left hand menu click on TEACHERS/STAFF then DATA ENTRY OF RECORDS. Click on the blue heading link Non-Government/Private Schools Data Entry.

   OR

   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)

2. Click on ‘This is a private computer’. (If you click on ‘Public Computer’ it will time out every 10 minutes and your data will not be entered.)

3. Enter your user name and password supplied via the two emails and click Enter or the Log On button.

   **PLEASE NOTE:** There are only four letters in the username – CPRC. All the rest are zeros or numbers.

   ![Login Screen](image.png)

   The FIRST time you successfully log in to the portal you may be prompted to accept a User Agreement. The wording of the User Agreement is aimed at DECD employees, who are usually the only users of the Application Portal. 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.
You may be prompted to enter your email address and phone number. Enter your details and click “Save”.

My Profile: Kerry-Ann Test

Contact Information

Email: test@gov.au.gov.au
Phone (Work): (08) 9225 9699
Mobile:
Fax:

Save  Close

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. You do not have to provide correct information – just answers that you will remember. This information is not used for any other purpose and we do not see it. Enter your details and click “Save”.

My Questions

Password Reset/Challenges Questions

- If you cannot recall your password, you will be asked to supply an answer to each of at least three questions to confirm your identity.
- Please select the three questions you wish to use from the list below for entering a response in the blank(s) in the question.
- You will need to enter the same answers in the future should you wish to reset your password using the self-service password reset facility.
- Choose answers that you will remember easily.
- Do not include address or numeric entries
- Please do not tell anyone else the answers to your questions.
- Before you can access your account, including your personal details, you will be asked to validate your answers.
- Please note: Your saved answers will not be shown below. Once entered they are treated like passwords and will not be displayed anywhere.
- You can enter your answers on this screen.

- What is your mother’s middle name?
- What is the name of your favorite pet?
- What is your father’s surname?
- What is your favourite historical figure?
- What was your favorite toy when you were a child?
- What is your phone number that you remember best from your HOME?

Save  Close
What if I forget my password?
There is an online facility where you can reset your password by answering some questions about your account.

The self-service password reset facility can be accessed at:  
https://www.passwordreset.sa.edu.au
You do need to know your username and to have previously set up your challenge questions via the DECD Application Portal.

To reset your password:
1. Enter the web address above.
2. Review the instructions displayed on the screen.
3. Click the “Start” button to begin.
4. A new screen will appear where you can reset your password.
   Enter your username. This is typically your employee ID.
5. Click “Go”. Your challenge questions will be displayed.
6. Enter an answer for each question and click “Save”.
7. If you successfully answered your questions, a message will appear advising that your password has been sent to you via email.
   The email address used is the one you entered in the portal. You can use the password in the email to logon to the portal and access PRC.

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 the My Applications heading. Click on the link Premier’s Challenges Administration 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”).
   Click “Finish”.
   A new icon should appear on your desktop.

ACCESSING THE DATABASE - MAIN MENU
1. Click on the Menu button on the top left hand side 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:

   Enrolments (Total School 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.
   - 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.

   Students
   - Mark or enter students as having completed PRC for the current year
   - For all students receiving a Hall of Fame medal, mark if they have consent to print their name on the PRC website in the Hall of Fame Honour Roll.

   Reports
   - View and print reports on the numbers of new and existing students involved in PRC for the current year. (Please run these to confirm whether your data entry has been successful).
STEP 1 – ENTER ENROLMENT FIGURES

1. Click on Menu, then “Non Government”, then “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 sites listed):

3. Enter **your total school enrolment figures for each year level group**, i.e. Reception to Year 2, Years 3 to 5, Years 6 to 9 and Years 10 to 12 (as applicable).

   **Eg.1:** If you have 50 students in Reception to Year 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 (e.g. 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 (e.g. a 10 year old in a special class at a year 2 learning ability can be included in the year R to 2 figure).

4. Click “Save” to the right of the screen, and the window should return to the welcome screen.
STEP 2 – ADD STUDENTS

It is a good idea to work in small batches (e.g. one class at a time), checking spelling and press Completed PRC in class groups. To check if it is working properly, enter one class and then run a report (Step 6) to see if the class you have entered appears on the report.

Please submit your data before walking away from the computer for any length of time, as you will lose your data.

Please note: if your school has not participated in the Challenge before, there will be no students listed at this stage. You will need to enter all your students as “New Students” for your first year participating. Please skip to Step 5 for how to do this.

1. Click on ‘Menu’ – ‘Non-Government’ – ‘Students’

   a) Check that the “School” drop down box lists your correct site, and the “Registration Year” should be, by default, last year.

   b) Also, check that there is a green “PRC” at the top right of your screen, to ensure you are entering data for the Premier’s Reading Challenge. If not, click on the drop down box next to it and select PRC.

   c) The list of students shown is by default the students who completed the Challenge last year. To view students who did not complete the PRC last year, but did in an earlier year, select the year required in the “Registration Year” drop down.

   d) Alternatively, search for the missing student using the “Additional Search Criteria” and clicking “Go”.

   e) To view students who completed the Premier’s be Active Challenge last year but not the PRC, click the “Show completed students from PBAC as well” tick box.

   f) The names are listed alphabetical order by surname, but can be sorted by year level or Roll Class as needed. To sort, hover over the column heading you’d like to sort by until the arrow turns into a hand, then click.
This list may show students who have left your school. Don’t worry, just don’t select them as having completed the Challenge. The database will always show the history of all students who have completed the Premier’s Reading 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.

2. Check the box to the left hand side of any student name in the list that HAS completed the Challenge for the current year to mark them as having completed the Challenge. (The tick can be removed from the box by clicking on it again.)

3. Check the “Consent to Print” box next to the students’ names who have consent for their name to be printed on the PRC website in the Hall of Fame Honour Roll (as indicated on their Student Reading Records). For security reasons, only the student’s first name and last name will be included, not the school or year level.
   - Leave it blank for students who do not have permission for their name to be printed on the website.
4. **Enter Roll Class Groups** (If you would like your lists of certificates and medals to be sorted in roll class groups rather than year levels).

- After ticking in the left hand column to indicate completion of the PRC this year, click in the roll class column and a text box will appear.

- Enter the Roll/class number – this will be saved when you click on the next student row.

   **For students in special needs classes, please enter ‘SPEC’ (or something that makes sense to you) in the Roll Class field, NOT the 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 and must be entered before you press SUBMIT**. You cannot do it later as those students’ names will have disappeared from the list.

5. **Edit the year level (if required)** – click in the “Current Year Level” column beside the student’s name and select the correct year level (R-12 only).

   **For students in special needs classes, please enter the year level for that student as the equivalent year level that the student is learning at (e.g. 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.**

To clear all currently selected students and start again, click the “Clear Selected” button. **Please do not click ‘Clear All’ if these students HAVE completed the Challenge and you want to move on to the next class.** Please follow the instructions to complete step 4 (Submit your data) before moving on to the next group of students, or your data will be lost. **Clicking ‘Clear All’ does not submit your data.**

**STEP 3 - EDITING**

*Please do this carefully as certificates and award lists will be generated using this data.*

**NEW FEATURE FOR 2018:** You can now edit student details for students you have already entered for the current year. Change the Registration Year at the top to the current year, and follow the instructions below to make required changes.

**To edit:**

1. **Student Name, Date of Birth, ATSI Status:**
   Click on the student’s name. A window will pop up to allow their first name, preferred name, last name, date of birth and ATSI status to be edited.

   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 first name, and ‘Anna’ as the preferred name. Or, if the preferred surname is different to the enrolled surname, put
the full preferred name in the Preferred Name box. E.g. Sally Jones prefers to be called Sally Brown, so put Sally Brown in the Preferred Name box.

**NB: Entering a preferred name will change the student’s name in the list of participants, but our records will still maintain the proper or given name as entered previously.**

Any errors in the spelling of names from previous years can also be edited at this stage.

3. **Current year level** – click in the year level column and use the drop down list if the current year level shown is incorrect. *For most students, you will not need to edit this field.*

4. **Roll Class** - Click in the Roll Class column next to the student’s name to enter their Roll Class code according to your class lists.

For students in special needs classes, enter the year level for that student as the equivalent year level that the student is learning at (e.g. 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.

**STEP 4 – SUBMIT**

1. Once students have been edited appropriately and selected as having completed the Challenge, click the “Mark completed for PRC” button.

2. Then click OK on the pop up message that will come up.

3. The students will then be marked in the system as having completed the Challenge and their name will disappear from the list. Please note that this action is not reversible by you at your school.

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

To check which students have been entered, either run a report (See Step 6), or change the “Registration Year” to the current year. They will be listed there.

**STEP 5 – ADDING 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. This also applies if your school is participating in the Challenge for the first time this year.

**To Add New Students**

Click on Menu - Non Government – Students
There are a few searches you can do prior to creating a new student record:

1. Click on the “Show completed Students from PBAC as well” tick box. This will show students who may have completed the Premier’s be Active Challenge at your school previously, but not the PRC. See if the student now shows in the list and, if so, select as per above instructions.

   Show completed students from PBAC as well

2. Enter the First Name, Last Name and Date of Birth in the “Additional Search Criteria” and click “Go”. A list of possible matches will show up. Select the correct one as per the data entry instructions above.

If these options do not produce the required student, click on “Add New Student” at the bottom of the screen, which will bring up a screen entitled, “Add New Participant for Registration Year 20XX”:

1. Enter all the information required (blue boxes are compulsory). For date of birth, use the calendar that will pop up to select the correct date of birth.
2. **Enter the Previous School** - where a child is new to your school from another school. To do this:
   a) Click on the drop down box to indicate whether this information is known, unknown or not applicable.
   b) If “Known” is selected, the box to enter the previous school becomes a mandatory field for you to fill in.

   This will help match these students to their previous records if they have completed the Challenge prior to attending your school.

3. **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.

   **For students in special needs classes, enter the year level for that student as the equivalent year level that the student is learning at (e.g. 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.**

4. **Indicate Consent to Print** – again, check this box **only for those students who have consent for their name to be printed on the PRC website in the Hall of Fame Honour Roll, as indicated on their student reading record.** For security reasons, only the student’s first name and last name will be included, **not** the school or year level.

   **Please check the spelling carefully and make any changes as required before submitting data.**

5. Click **Save**. The record will be added to the list for the current year. Check by changing the “Registration Year” to the current one.

6. Click **Close** to return to the Welcome Screen and proceed to printing your reports.

**To Delete a Student**

If you have accidentally entered a student /s who has / have **NOT** completed the Challenge this year, please let the PRC office know via an email to **prc@sa.gov.au**. We can then delete them from your school participation for the current year and correct our records accordingly.
STEP 6 – PRINT YOUR REPORTS

Reports Menu

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

![Image of Reports Menu]

2. Select the required report using the **Report Type** drop down list and ensure that the “Challenge Type” drop down contains “PRC”.

![Image of Report Selection]

*It is recommended that you print and/or save all reports for your records. You are NOT required to send any Student Reading Records or Reports to DECD.*

*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 you cannot make (e.g. students listed who have not completed the Challenge and need to be deleted from the current year’s participants), and you have already sent all your data, please email requested changes to prc@sa.gov.au*

**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 and showing Hall of Fame Consent to Print.

**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 and showing Hall of Fame Consent to Print.

**Report 3 - Student Participation by Roll Class** = All students who have completed the Challenge in the current year, grouped by class in alphabetical order and showing Hall of Fame Consent to Print.
3. Print the report – you can either save it to your computer as an Excel or PDF document, then print, or print directly from the page. Use the buttons in the top right hand corner to do this.

Thank you for entering your Premier's Reading Challenge data for this year. Awards are scheduled to arrive in your school by the end of Week 5, Term 4.