

## Entering Premier's Reading Challenge data into EDSAS

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This fact sheet outlines the steps required by schools to submit student data for the Premier's Reading Challenge (PRC). Each year a student completes the PRC, a completion record is created in EDSAS via the *Bulk Entry* function. Changes to this record (if required) are then made via the *Student Personal Details* section of the *Student Module*.

For more information on the Premier's Reading Challenge, visit [www.premiersreadingchallenge.sa.edu.au](http://www.premiersreadingchallenge.sa.edu.au)

Each year a student completes the Premier's Reading Challenge, a record is created in EDSAS indicating they have completed the Challenge, and if eligible for the *Hall of Fame* medal, if they have consent for their name to be published on the PRC website.



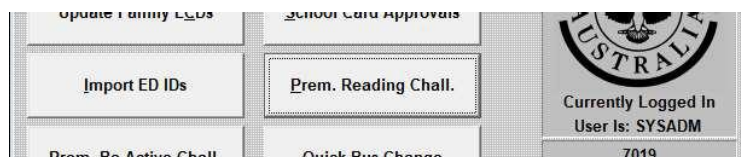
Student records can be entered into EDSAS at any time prior to the end of the Data Entry period. During the Data Entry period, if any changes are detected to the number of students with a completion record for the current year, an automated email will be sent to the site's PRC contacts, confirming the number of students with completion records for the current year.

Completed Student Reading Records are to be retained by each school - please *do not* send these into the department.

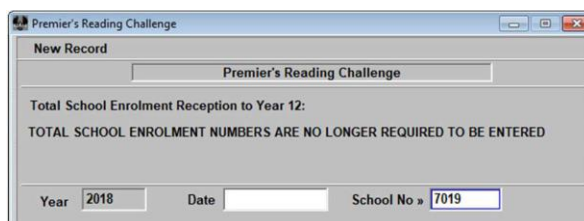
### Creating the Premier's Reading Challenge student records

Premier's Reading Challenge records are created for each student using the Bulk Update function in EDSAS. A list of students is generated based on *Roll Class*, *Year Level*, *Sex* or *Status*. Once generated, students who have completed the Challenge are selected, and EDSAS then generates a participation record for each student selected. This process can be performed as many times as required prior to the Data Entry period closing.

1. From the main menu in EDSAS, click on **Student Module... > Student Utilities... > Updates... > Prem. Reading Chall.**

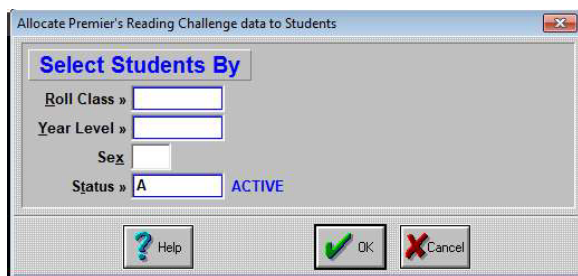


2. The *Premier's Reading Challenge* window will appear as shown below.



- **If the Date value is blank** - enter the current date in the **Date** field (press *F6* or *double-click* the field) and ensure the **School Number** is correct. Click the **Save** button to save the record, then click the **Cancel** button to continue.
- **If a Date value is already entered** - this indicates that data has already been entered for the current year. Click the **Edit** button, then enter the current date in the **Date** field (press *F6* or *double-click* the field) and ensure the **School Number** is correct. Click the **Save** button to save the record, then click the **Cancel** button to continue.

3. The *Allocate Premier's Reading Challenge data to Students* window will now appear.

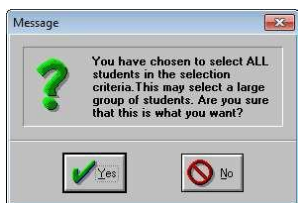


From this screen, you can populate a list of students to select from based on their **Roll Class**, **Year Level**, **Sex** or **Status**.

Pressing **F6** in the *Roll Class*, *Year Level*, or *Status* fields will display a list of values you can choose from. To select multiple values (e.g. multiple *Roll Classes* or *Year Levels*, hold down the **CTRL** key while clicking on the values you wish to select).

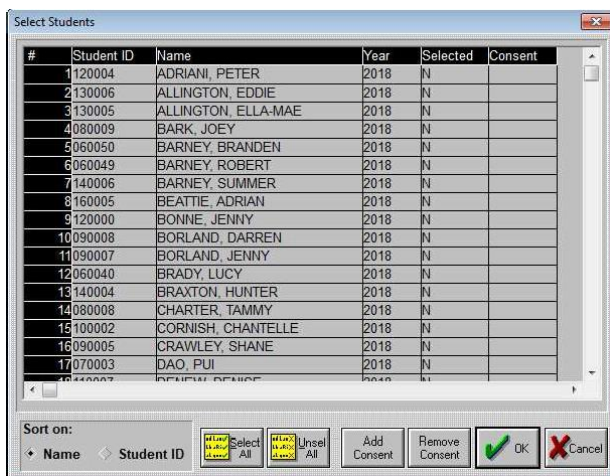
If you wish to select by **Sex**, please enter either M or F. If you wish to create records for students that have left your school, ensure the **Status** value includes **L**.

Once you have entered your selection criteria, click the **OK** button to continue.



**Note** - If you do not enter any criteria, a warning will appear asking for confirmation. Clicking **Yes** will generate a selection window showing all the students in EDSAS with the selected **Status**. Clicking **No** will return you to the selection window.

4. The *Select Students* window will now appear, with a list of the students that match the criteria previously selected.



If a student has completed the Challenge, *double-click* the students name. The **Selected** value will change to **Y**. *Double-clicking* their name again will change the **Selected** value back to **N**.

If all students shown have completed the Challenge, you can click the **Select All** button. This will change the **Selected** value to **Y** on all the students shown.

Clicking the **Unsel All** button will change the **Selected** value to **N** on all the students shown.

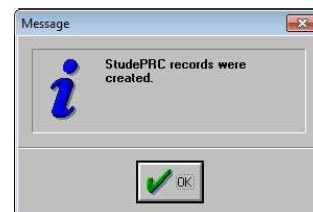
If a student is eligible for the *Hall of Fame* medal and has written consent from their parent/guardian to have their name included on the PRC website, click the student's name to highlight it, and then click the **Add Consent** button. A **Y** will appear in the **Consent** column. To remove the **Consent** value, click the student's name to highlight it, and then click the **Remove Consent** button. The **Y** value will change to **N**.



When you have finished selecting the students who have completed the Challenge (and have added Consent if applicable), click the **OK** button to continue.

- EDSAS will now create a Premier's Reading Challenge record for each student that was selected. When completed, EDSAS will display the following message.

Click the **OK** button to close this window.



## Reports

The following reports are available to check if data has been entered into EDSAS correctly (located under **Reports... > Student Reports... > List Reports... > Premier's Challenges**) ...

- Premier's Reading Challenge - Completed (by Roll Class)
- Premier's Reading Challenge - Completed (by Roll Class, Year Level)
- Premier's Reading Challenge - Completed (by Student Name)
- Premier's Reading Challenge - Completed (by Year Level)
- Premier's Reading Challenge - Consent to Print (by Student Name)
- Premier's Reading Challenge - Not completed for current year (by Roll Class)

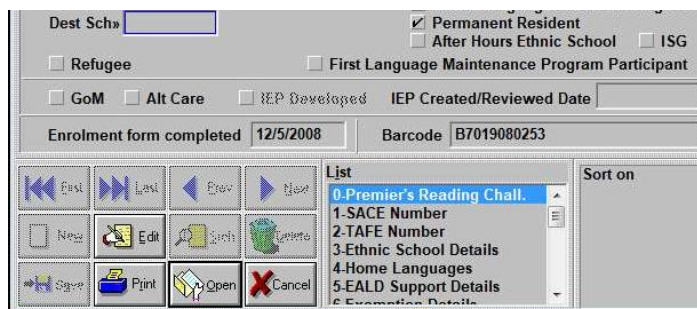
## Viewing or editing individual student Premier's Reading Challenge records

After creating records using the *Bulk Entry* method previously described, individual student records can be viewed, edited, or deleted if required.

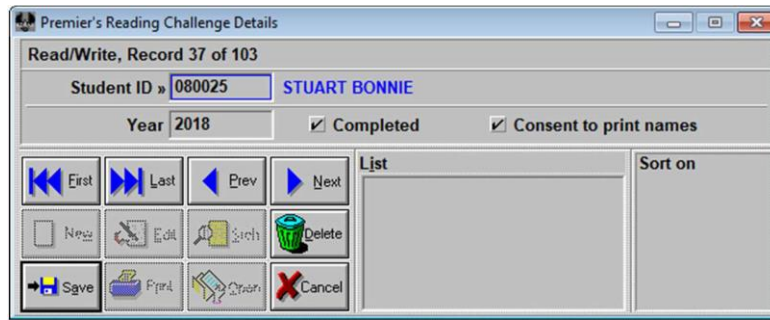
- From the main menu in EDSAS, click on **Student Module... > Student Personal Details**, and open the record of the student you wish to view / edit / delete.
- From the *Student Personal Information, Part 1* screen, double-click **1-Personal Part 2** from the *list* box at the bottom.



- The *Student Personal Information, Part 2* screen will now appear. From the *list* box at the bottom of this window, double-click on the **0-Premier's Reading Chall.** value.



- The Premier's Reading Challenge Details screen will now appear, as shown below.



If the **Year** field is blank, this indicates a Premier's Reading Challenge record has *not* been created for the current year. To create a new record, refer to the first page of this fact sheet.

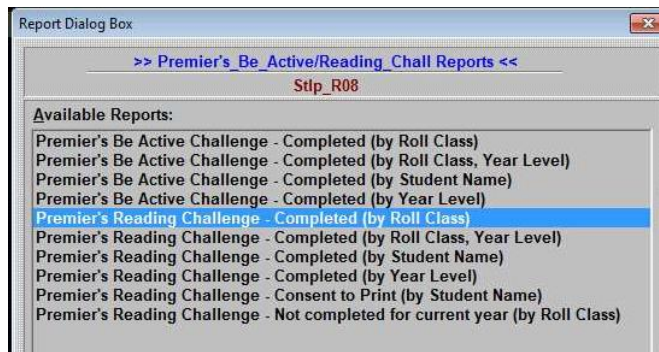
If the **Completed** value is ticked, but the student has *not* completed the Challenge, click the **Edit** button, then click the **Delete** button. You will be asked to confirm the deletion - click **Yes** to delete the record.

If the **Consent to print names** value is incorrect (e.g. it is ticked, but consent has *not* been given), click the Edit button, update as needed, then click the **Save** button to save your changes.

## Printing reports for the Premier's Reading Challenge

EDSAS has a number of reports available for verifying data for the Premier's Reading Challenge has been entered correctly. It is recommended one of these reports is run each time data is entered or updated in EDSAS, to ensure the data submitted for the Challenge is correct.

- From the main menu in EDSAS, click on **Reports... > Student Reports... > List Reports... > Premier's Challenges**.
- The Report Dialog Box screen will appear as shown below...



### Please contact the ICT Service Desk if you require assistance:

Phone: Metro (08) 8204 1866      Country 1300 363 227      Email: ictsupport@sa.gov.au

	Date Released	Changed By	Pages Affected	Comments
3.0	21/06/2017	Aaron Jackson	All	Document rewritten
3.1	11/06/2018	Aaron Jackson	All	Updated document to reflect new department name