

EMS – Premier’s Reading Challenge

School Admin Module

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 EMS. Changes to this record (if required) are then made via the Student Group section of the School Admin Module. For more information on this Challenge, visit www.premiersreadingchallenge.sa.edu.au

Each year a student completes the Premier’s Reading Challenge, a record is created in EMS indicating they have completed the Challenge. If eligible for the *Hall of Fame* medal, they can have a consent for their name to be published on the Premier’s Reading Challenge website.

Student records can be entered into EMS 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 can be sent to the sites’ PRC contacts, confirming 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.

This fact sheet will cover the following:

- 1.) [Allocating Students](#)
- 2.) [Consent / No Consent](#)
- 3.) [Site Level Configuration](#)
- 4.) [Support](#)

Allocate Student records to the Premier’s Reading Challenge

Premier’s Reading Challenge records are created for each student using the bulk update function in EMS School Admin. A list of students is generated based on *Rollgroup, Academic Year, Enrolment Start & Exit date*. Once generated, students who have completed the Challenge are selected, and EMS 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.

Adding Students in bulk or individually

Navigate to: **School Admin > Students > Groups**

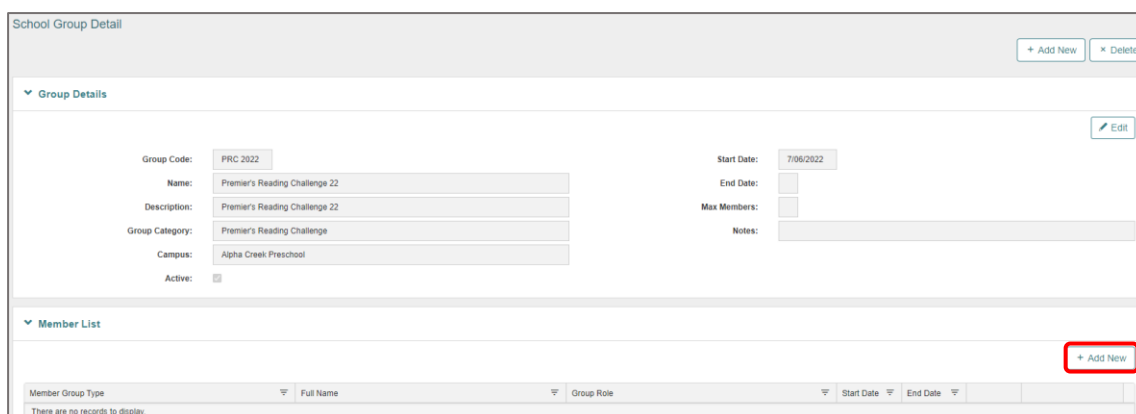
Name	Group Type	Group Code	Description	Campus	Active	Start Date
Choir	Choir	SCII	School choir students	Alpha Creek Preschool	<input checked="" type="checkbox"/>	31/01/2022
Choir Music	Arts	SC	School choir	ALL	<input checked="" type="checkbox"/>	31/01/2022
Fine motor skills 2021	Motor skills	FMS2021	Fine motor skills 2021	ALL	<input checked="" type="checkbox"/>	02/02/2021
Premier's Reading Challenge 22	Premier's Reading Challenge	PRC 2022	Premier's Reading Challenge 22	Alpha Creek Preschool	<input checked="" type="checkbox"/>	07/06/2022
Speech & Language Support	Academic	Speech & Language	Speech & Language Support	Alpha Creek Preschool	<input checked="" type="checkbox"/>	15/05/2020

Click on the hyperlink – Premier’s Reading Challenge 22 from this School Groups screen.

[Go to Top](#)

Note: If 'Premier's Reading Challenge' group name does not appear for selection in the list, you will need to create the group prior to performing this step. Instructions on how to create the group are provided in the [Site Level Configuration section](#) of this fact sheet.

On the next screen, click on the **Add New** button under the **Member List** section to add students.



School Group Detail

+ Add New × Delete

▼ Group Details

Group Code: PRC 2022 Start Date: 7/06/2022

Name: Premier's Reading Challenge 22 End Date:

Description: Premier's Reading Challenge 22 Max Members:

Group Category: Premier's Reading Challenge Notes:

Campus: Alpha Creek Preschool

Active:

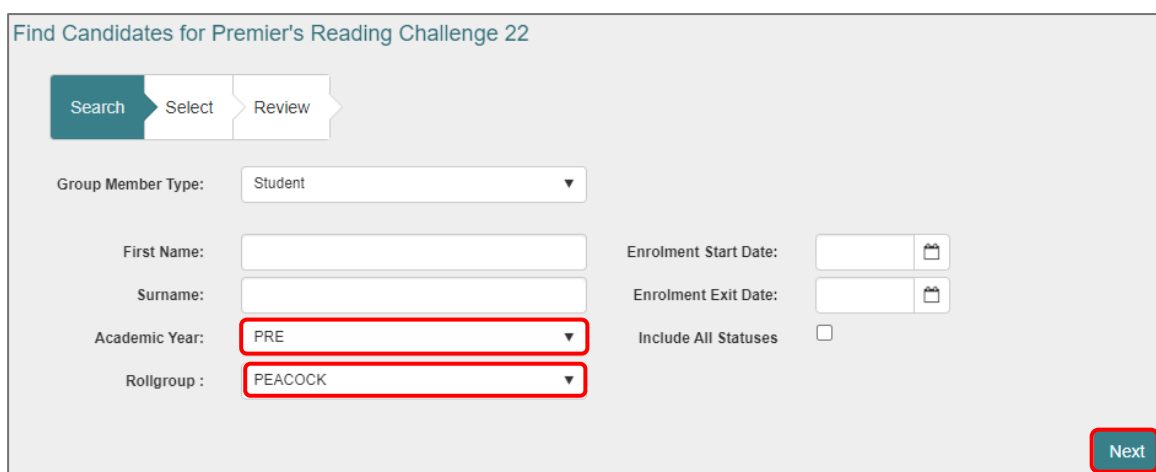
▼ Member List

+ Add New

Member Group Type Full Name Group Role Start Date End Date

There are no records to display.

From the next screen, search the students based on **Academic Year** or **Rollgroup** and then click on **Next**:



Find Candidates for Premier's Reading Challenge 22

Search Select Review

Group Member Type: Student

First Name:

Surname:

Academic Year: PRE

Rollgroup: PEACOCK

Enrolment Start Date:

Enrolment Exit Date:

Include All Statuses

Next

[Go to Top](#)

- To select all, click the **Select All** button
- To select individual students, hold down the **Ctrl** key and click to highlight the required records and click on **Add Selected**
- To de-select a highlighted record, hold down the **Ctrl** key and click on the selected record.

Find Candidates for Premier's Reading Challenge 22

Search **Select** Review

Group Role: -Select-

Select All Unselect All **+ Add Selected**

Surname	First Name	Preferred Name	Gender	Date Of Birth	Year	Roll Group
Brown	Bobby		M	22/03/2017	PRE	PEACOCK
Murphy	Tia		F	01/04/2017	PRE	PEACOCK
Newman	Nina		F	22/03/2017	PRE	PEACOCK
Noor	Rosie		F	23/06/2016	PRE	PEACOCK
Parker	Peter		M	27/03/2016	PRE	PEACOCK
Peters	Seanna		F	12/02/2016	PRE	PEACOCK
Porter	Scotty		M	22/02/2018	PRE	PEACOCK
Ronaldo	Cristiano		M	25/02/2016	PRE	PEACOCK
Salman	Tara		F	12/12/2016	PRE	PEACOCK
Sandermill	Chelina		F	10/06/2018	PRE	PEACOCK

1 - 10 of 14 items

Search Again

After clicking on **Add selected**, the students get added to the Challenge and shows under the **Member List** section:

Group Details Edit

Group Code: PRC Start Date: 23/06/2022

Name: Premier's Reading Challenge End Date:

Description: Premier's Reading Challenge Max Members:

Group Category: Premier's Reading Challenge Notes:

Campus: Alpha Creek Preschool

Active:

Member List + Add New

Member Group Type	Full Name	Group Role	Start Date	End Date	
Student	Bobby Brown		06/07/2022		Edit
Student	Sri Mimi		06/07/2022		Edit
Student	Tia Murphy		06/07/2022		Edit
Student	Nina Newman		06/07/2022		Edit
Student	Rosie Noor		06/07/2022		Edit

[Go to Top](#)

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 Premier’s Reading Challenge website, then choose consent option from **Group Role** drop-down, then choose to **select all** and click **Add Selected**

Find Candidates for Premier's Reading Challenge 22

Search **Select** Review

Group Role: **PRC with consent** **Select All** **Unselect All** **+ Add Selected**

Surname	First Name	Preferred Name	Gender	Date Of Birth	Year	Roll Group
Brown	Bobby		M	22/03/2017	PRE	PEACOCK
Murphy	Tia		F	01/04/2017	PRE	PEACOCK
Newman	Nina		F	22/03/2017	PRE	PEACOCK
Noor	Rosie		F	23/06/2016	PRE	PEACOCK
Parker	Peter		M	27/03/2016	PRE	PEACOCK
Peters	Seanna		F	12/02/2016	PRE	PEACOCK
Porter	Scotty		M	22/02/2018	PRE	PEACOCK
Ronaldo	Cristiano		M	25/02/2016	PRE	PEACOCK
Salman	Tara		F	12/12/2016	PRE	PEACOCK
Sandermill	Chelina		F	10/06/2018	PRE	PEACOCK

10 items per page 1 - 10 of 14 items

Search Again

On the final Review screen, click on **Add Members** for bulk upload:

Find Candidates for Premier's Reading Challenge 22

Search Select **Review**

Start Date: End Date:

Member Type	Surname	First Name	Preferred Name	Gender	House	Year	Roll Group	Campus
Student	Brown	Bobby		M		PRE	PEACOCK	
Student	Murphy	Tia		F		PRE	PEACOCK	
Student	Newman	Nina		F		PRE	PEACOCK	
Student	Noor	Rosie		F		PRE	PEACOCK	
Student	Parker	Peter		M		PRE	PEACOCK	
Student	Peters	Seanna		F		PRE	PEACOCK	
Student	Porter	Scotty		M		PRE	PEACOCK	
Student	Ronaldo	Cristiano		M		PRE	PEACOCK	
Student	Salman	Tara		F		PRE	PEACOCK	
Student	Sandermill	Chelina		F		PRE	PEACOCK	

10 items per page 1 - 10 of 14 items

Search Again **Add Members**

[Go to Top](#)

Consent / No Consent

To manage consent / no consent individually for the students, click on Edit button from **the Member list** for a particular student record and choose **Group Role** accordingly:

Member List

Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Bobby Brown	-Select-	17/06/2022			<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Student	Tia Murphy	-Select-	17/06/2022			<input type="button" value="Edit"/>
Student	Nina Newman	PSS	17/06/2022			<input type="button" value="Edit"/>
Student	Rosie Noor	Communication	17/06/2022			<input type="button" value="Edit"/>
Student	Peter Parker	Fine motor skills	17/06/2022			<input type="button" value="Edit"/>
Student	Seanna Peters	PRC with consent	17/06/2022			<input type="button" value="Edit"/>
Student		PRC - No consent provided	17/06/2022			<input type="button" value="Edit"/>

EMS will now create a Premier’s Reading Challenge record for each student that was selected. The data can be exported to excel and can be printed from there if required.

Member List

Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Bobby Brown		06/07/2022			<input type="button" value="Edit"/>
Student	Sri Mimi		06/07/2022			<input type="button" value="Edit"/>
Student	Tia Murphy		06/07/2022			<input type="button" value="Edit"/>
Student	Nina Newman		06/07/2022			<input type="button" value="Edit"/>
Student	Rosie Noor		06/07/2022			<input type="button" value="Edit"/>
Student	Peter Parker		06/07/2022			<input type="button" value="Edit"/>
Student	Seanna Peters		06/07/2022			<input type="button" value="Edit"/>

10 items per page 1 - 7 of 7 items

[Go to Top](#)

Choose half the class with consent and remainder with no consent for this Challenge

As an example, the sites do have an option based on the requirement, to add half of the class with consent provided and the remainder students with no consent provided.

Below is an example of adding/selecting 7 students with consent provided out of 15 students from the Rollgroup:

Find Candidates for Premier's Reading Challenge

Search → Select → Review

Group Role: **PRC - Consent prov...** Select All Unselect All + Add Selected

Surname	First Name	Preferred Name	Gender	Date Of Birth	Year	Roll Group
Brown	Bobby		M	22/03/2017	PRE	PEACOCK
Mimi	Sri		F	01/07/2018	PRE	PEACOCK
Murphy	Tia		F	01/04/2017	PRE	PEACOCK
Newman	Nina		F	22/03/2017	PRE	PEACOCK
Noor	Rosie		F	23/06/2016	PRE	PEACOCK
Parker	Peter		M	27/03/2016	PRE	PEACOCK
Peters	Seanna		F	12/02/2016	PRE	PEACOCK
Porter	Scotty		M	22/02/2018	PRE	PEACOCK
Ronaldo	Cristiano		M	25/02/2016	PRE	PEACOCK
Salman	Tara		F	12/12/2016	PRE	PEACOCK

10 items per page 1 - 10 of 15 items

Member List + Add New

Member Group Type	Full Name	Group Role	Start Date	End Date	
Student	Bobby Brown	PRC - Consent provided	06/07/2022		
Student	Sri Mimi	PRC - Consent provided	06/07/2022		
Student	Tia Murphy	PRC - Consent provided	06/07/2022		
Student	Nina Newman	PRC - Consent provided	06/07/2022		
Student	Rosie Noor	PRC - Consent provided	06/07/2022		
Student	Peter Parker	PRC - Consent provided	06/07/2022		
Student	Seanna Peters	PRC - Consent provided	06/07/2022		

10 items per page [Export to Excel](#) 1 - 7 of 7 items

Click on **Add New** to add the remainder of the class with consent not provided for the remaining 8 students:

[Go to Top](#)

Find Candidates for Premier's Reading Challenge

Search **Select** Review

Group Role: PRC - Consent not ... Select All Unselect All + Add Selected

Surname	First Name	Preferred Name	Gender	Date Of Birth	Year	Roll Group
Porter	Scotty		M	22/02/2018	PRE	PEACOCK
Ronaldo	Cristiano		M	25/02/2016	PRE	PEACOCK
Salman	Tara		F	12/12/2016	PRE	PEACOCK
Sandermill	Chelina		F	10/06/2018	PRE	PEACOCK
Sharma	Ridhi		F	16/04/2017	PRE	PEACOCK
Smart	Ryan		M	09/01/2017	PRE	PEACOCK
Smith	Henry		M	30/05/2018	PRE	PEACOCK
Smith	Jack		M	01/01/2016	PRE	PEACOCK

10 items per page 1 - 8 of 8 items

Member List

+ Add New

Member Group Type	Full Name	Group Role	Start Date	End Date	
Student	Bobby Brown	PRC - Consent provided	06/07/2022		
Student	Sri Mimi	PRC - Consent provided	06/07/2022		
Student	Tia Murphy	PRC - Consent provided	06/07/2022		
Student	Nina Newman	PRC - Consent provided	06/07/2022		
Student	Rosie Noor	PRC - Consent provided	06/07/2022		
Student	Peter Parker	PRC - Consent provided	06/07/2022		
Student	Seanna Peters	PRC - Consent provided	06/07/2022		
Student	Scotty Porter	PRC - Consent not provided	06/07/2022		
Student	Cristiano Ronaldo	PRC - Consent not provided	06/07/2022		
Student	Tara Salman	PRC - Consent not provided	06/07/2022		

10 items per page Export to Excel 1 - 10 of 15 items

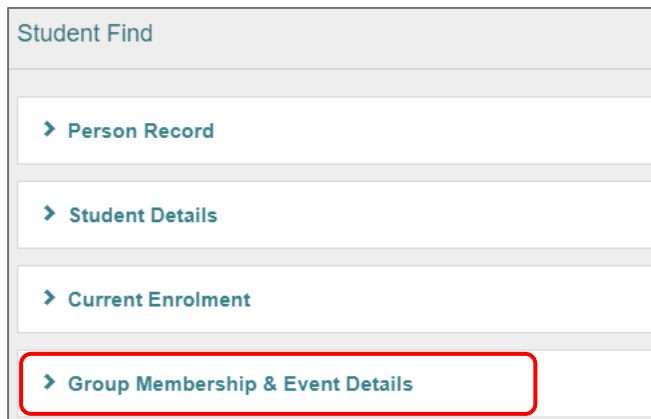
[Go to Top](#)



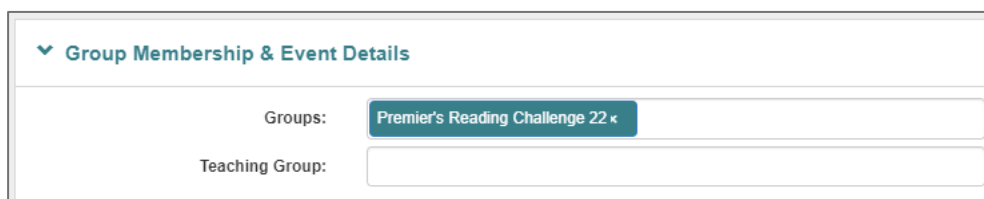
Search students participating in Premier's Reading Challenge

Use the following instructions to search for students participating in Premier's Reading Challenge:

School Admin > Students > Student Find



From the **Group Membership & Event Details** section, choose Premier's Reading Challenge Group and click on **Find**.

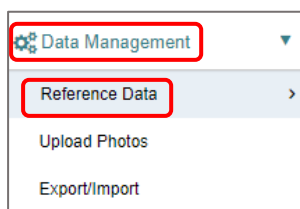


Site Level Configuration

- Group Types creation
- Group Roles creation

Premier's Reading Challenge Award category can be created from Data management section within School Admin, using the following instructions:

School Admin > Data Management > Reference Data



From this **Reference Data** screen, go to **Group Type** and create the following categories by clicking **Add New** button:

- Premier's Reading Challenge

[Go to Top](#)

Reference Table Detail Back

Table Name: Group Type

[+ Add New](#)

Group Category (Type) Name	Active		
Academic	<input checked="" type="checkbox"/>		Edit
Arts	<input checked="" type="checkbox"/>		Edit
Choir	<input checked="" type="checkbox"/>		Edit
Communication	<input checked="" type="checkbox"/>		Edit
Community Service	<input checked="" type="checkbox"/>		Edit
Motor skills	<input checked="" type="checkbox"/>		Edit
Music	<input checked="" type="checkbox"/>		Edit
Sport	<input checked="" type="checkbox"/>		Edit
STEM	<input checked="" type="checkbox"/>		Edit

Premier's Reading Challenge [Save](#) [Cancel](#)

1 10 items per page

Once the categories are created, the following instructions will help in creating the **New School Group**: Premier's Reading Challenge

Adding Premier's Reading Challenge as a Group Type

School Admin > Students > Groups

From this screen, click on **Add New**

School Groups [+ Add New](#)

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

Name	Group Type	Group Code	Description	Campus	Active	Start Date
Choir	Choir	SCII	School choir students	Alpha Creek Preschool	<input checked="" type="checkbox"/>	31/01/2022
Choir Music	Arts	SC	School choir	ALL	<input checked="" type="checkbox"/>	31/01/2022
Fine motor skills 2021	Motor skills	FMS2021	Fine motor skills 2021	ALL	<input checked="" type="checkbox"/>	02/02/2021
Speech & Language Support	Academic	Speech & Language	Speech & Language Support	Alpha Creek Preschool	<input checked="" type="checkbox"/>	15/05/2020
Teacher Focus - Stacey	Academic	TF	Teacher Focus - Stacey	ALL	<input checked="" type="checkbox"/>	28/01/2021

1 10 items per page Export to Excel 1 - 5 of 5 items

Fill in the details as below in the **New School Group** screen, and then click on **Save** button.

Group Details

[Save](#) [Cancel](#)

Group Code: PRC Start Date: 23/06/2022

Name: Premier's Reading Challenge End Date:

Description: Premier's Reading Challenge Max Members:

Campus: Alpha Creek Preschool Notes:

Group Category: Premier's Reading Challenge

Active:

Adding Consent / No Consent configuration

To use the options for the consent, the same must be created from the Data management screen.

School Admin > Data Management > Reference Data > Group Role

Click on the **Add New** button to add the new category names: PRC – with consent and PRC – no consent.

Reference Table Detail Back

Table Name: Group Role

+ Add New

Name	Description	List Priority	Active		
Challenge for 10 weeks	Challenge for 10 weeks	7	<input checked="" type="checkbox"/>		
Challenge for 4 weeks	Challenge for 4 weeks	6	<input checked="" type="checkbox"/>		
Communication	Communication	2	<input checked="" type="checkbox"/>		
Fine motor skills	Fine motor skills	3	<input checked="" type="checkbox"/>		

Name	Description
Communication	Communication
Fine motor skills	Fine motor skills
PRC - No consent provided	Premier's Reading Challenge - no consent provided
PRC with consent	Premier's Reading Challenge - with consent
PSS	Preschool Support

Note: Group Role records can only be added at site level.

Back to ['Allocate Student records to the Premier's Reading Challenge'](#)

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 (Select **4** for EMS when prompted)

Online (edit self-service portal)

Raise your own support request at

<https://selfservice.education.sa.gov.au/edit>

[Go to Top](#)