

# 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 all students who complete the PRC will have a completion record created in EMS. This is done by entering student reading data into EMS at any time prior to the end of the data entry period.

If you do need to make changes to these records, they are made via the **School Groups** section of the **School Admin** Module.

Please note, that if eligible for the *Hall of Fame* medal, students will require consent for their name to be published on the Premier’s Reading Challenge website.

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

For more information on this challenge, visit [www.premiersreadingchallenge.sa.edu.au](http://www.premiersreadingchallenge.sa.edu.au)

This fact sheet will cover the following:

[Allocating Students](#)

[Site Level Configuration](#)

[Update/Edit Individual student record](#)

[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**

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

Name	Group Type	Group Code	Description	Campus
Choir	Choir	SCII	School choir students	Alpha Creek Preschool
<a href="#">Premier's Be Active Challenge</a>	Premier's Be Active Challenge	PBAC	Premier's Be Active Challenge	Alpha Creek Preschool
<a href="#">Premier's Reading Challenge</a>	Premier's Reading Challenge	PRC	Premier's Reading Challenge	Alpha Creek Preschool
<a href="#">Speech &amp; Language Support</a>	Academic	Speech & Language	Speech & Language Support	Alpha Creek Preschool

**Note:** If 'Premier's Reading Challenge' group name does not appear 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.

Click **Add New** under the **Member List** section to add students.

**Group Details**

[Edit](#)

Group Code: <input type="text" value="PRC"/>	Start Date: <input type="text" value="23/06/2022"/>
Name: <input type="text" value="Premier's Reading Challenge"/>	End Date: <input type="text"/>
Description: <input type="text" value="Premier's Reading Challenge"/>	Max Members: <input type="text"/>
Group Category: <input type="text" value="Premier's Reading Challenge"/>	Notes: <input type="text"/>
Campus: <input type="text" value="Alpha Creek Preschool"/>	
Active: <input checked="" type="checkbox"/>	Reportable: <input type="checkbox"/>

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**Member List**

[+ Add New](#)

Search the students based on **Academic Year** or **Rollgroup** and then click **Next**:

Find Candidates for Premier's Reading Challenge

Search

Select

Review

Group Member Type: <input type="text" value="Student"/>	
First Name: <input type="text"/>	Enrolment Start Date: <input type="text"/>
Surname: <input type="text"/>	Enrolment Exit Date: <input type="text"/>
Academic Year: <input type="text" value="PRE"/>	Include All Statuses: <input type="checkbox"/>
Rollgroup: <input type="text" value="PEACOCK"/>	

[Next](#)

## Bulk Selection of students

- To select all students in bulk, click **Select All** and then click **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

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
Drink	Pop		X	07/08/2018	PRE	PEACOCK
Goose	Mother		F	08/08/2018	PRE	PEACOCK
Johns	Daniel	Daniel	M	08/08/2018	PRE	PEACOCK
Mimi	Sri		F	01/07/2018	PRE	PEACOCK
Murphy	Tia		F	01/04/2017	PRE	PEACOCK

## Individual Selection of students

- To select individual students, hold down the **Ctrl** key and click to highlight the required records and click on **Add Selected**.

## Adding consent to appear on Premier's Reading Challenge Hall of Fame Honour Roll

- 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 their consent can be added in bulk only at the time of adding students in bulk, or the consent can be updated individually for the required student.
- If the consent status for half of the class is 'consent provided', then those students can be added in bulk with consent status being updated in bulk.

**Note:** Updating the consent status in bulk, is only possible at the time of adding multiple students in bulk to the Premier's Reading Challenge Group.

Select the consent option from **Group Role** drop-down, click **Select All** for bulk upload, and click **Add Selected**.

Find Candidates for Premier's Reading Challenge

Search **Select** Review

Group Role: **Consent provided** **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
Johns	Daniel	Daniel	M	08/08/2018	PRE	PEACOCK
Mimi	Sri		F	01/07/2018	PRE	PEACOCK
Noor	Rosie		F	23/06/2016	PRE	PEACOCK
Peters	Seanna		F	12/02/2016	PRE	PEACOCK
Salman	Tara		F	12/12/2016	PRE	PEACOCK

On the **Review** screen, **Start Date** and **End Date** should be left blank. Click **Add Members** for bulk upload of students with consent provided.

Search **Select** **Review**

Start Date:  End Date:

Member Type	Surname	First Name	Preferred Name	Gender	House	Year	Roll Group	Campus
Student	Abbas	Abasi		M		5	STEM	
Student	Blacksell	Joan		F		5	STEM	
Student	Smith	Jade		F		5	Year 5 Primary	
Student	Stephanos	Megan		F		5	STEM	

10 items per page 1 - 4 of 4 items

**Search Again** **Add Members**

Students with consent provided in **Group Role** will be added to the **Member List**.

**Member List** **+ Add New**

Member Group Type	Full Name	Group Role	Start Date	End Date	
Student	Abasi Abbas	Consent provided	07/03/2023		
Student	Joan Blacksell	Consent provided	07/03/2023		
Student	Jade Smith	Consent provided	07/03/2023		
Student	Megan Stephanos	Consent provided	07/03/2023		

10 items per page **Export to Excel** 1 - 4 of 4 items

## 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 10 students with consent provided out of 19 students from the **Rollgroup**:

Find Candidates for Premier's Reading Challenge

Search → **Select** → Review

Group Role: **Consent provided** 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
Drink	Pop		X	07/08/2018	PRE	PEACOCK
Goose	Mother		F	08/08/2018	PRE	PEACOCK
Johns	Daniel	Daniel	M	08/08/2018	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

1 - 10 of 19 items

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

+ Add New

Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Bobby Brown	Consent provided	05/10/2022			
Student	Pop Drink	Consent provided	05/10/2022			
Student	Mother Goose	Consent provided	05/10/2022			
Student	Daniel Johns	Consent provided	05/10/2022			
Student	Sri Mimi	Consent provided	05/10/2022			
Student	Tia Murphy	Consent provided	05/10/2022			
Student	Nina Newman	Consent provided	05/10/2022			

Select **Academic Year**, **Rollgroup** and click **Next**.

Click **Select All**.

Select **Group Role** as Consent not provided and click **Add Selected**:

Find Candidates for Premier's Reading Challenge

Search **Select** Review

Group Role: **Consent not provided** Select All Unselect All + Add Selected

Surname	First Name	Gender	Date Of Birth	Year	Roll Group
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
Sandermilli	Chelinaa	F	08/08/2018	PRE	PEACOCK
Sharma	Ridhi	F	16/04/2017	PRE	PEACOCK
Smart	Ryan	M	09/01/2017	PRE	PEACOCK

10 items per page 1 - 10 of 12 items

Click **Add Members** and the students will display in the **Member List**.

## Update/Edit individual student records

### Update Consent status

Consent status can be edited individually for students from the Premier's Reading Challenge Group.

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

Click **Premier's Reading Challenge** hyperlink from **School Groups** screen

Scroll down to **Member List** section

Click **Edit** for the required student record and update consent status from **Group Role**

Click **Save** to save this record.

Member List

+ Add New

Member Group Type	Full Name	Group Role	Start Date	End Date	
Student	Pop Drink	-Select-	05/10/2022		Save Cancel
Student	Mother Goose	-Select-	05/10/2022		Edit
Student	Tia Murphy	Communication Fine motor skills	05/10/2022		Edit
Student	Nina Newman	Consent provided Consent not provided	05/10/2022		Edit
Student	Peter Parker	Challenge for 4 weeks	05/10/2022		Edit
Student	Scotty Porter	Challenge for 10 weeks	05/10/2022		Edit

Once you have completed the updates to the consent, this student list can be exported to Excel and can be printed from there if required.

Member List + Add New

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

10 items per page Export to Excel 1 - 7 of 7 items

### Delete student record from Premier's Reading Challenge Group

If a student record has been incorrectly added, it can be removed/deleted.

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

Click **Premier's Reading Challenge** hyperlink from **School Groups** screen

Scroll down to **Member List** section

Click the **Delete** icon for the student record that you want to remove from this current year's Premier's Reading Challenge, if this was added by mistake or incorrectly.

Member List + Add New

Member Group Type	Full Name	Group Role	Start Date	End Date		
Student	Jade Smith	Consent provided	09/03/2023			
Student	Megan Stephanos	Consent not provided	09/03/2023			

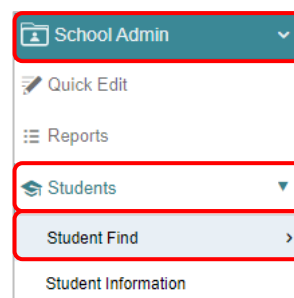
Click **Yes** on the next screen, to confirm the deletion.

**Note:** This will only remove the student record from this Premier's Reading Challenge group.

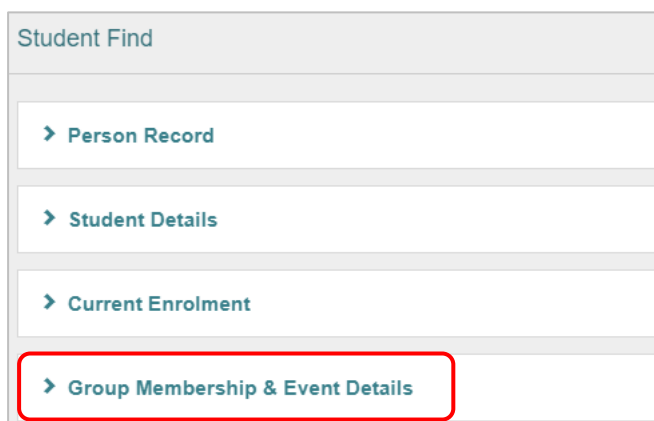
## Search students participating in Premier’s Reading Challenge

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

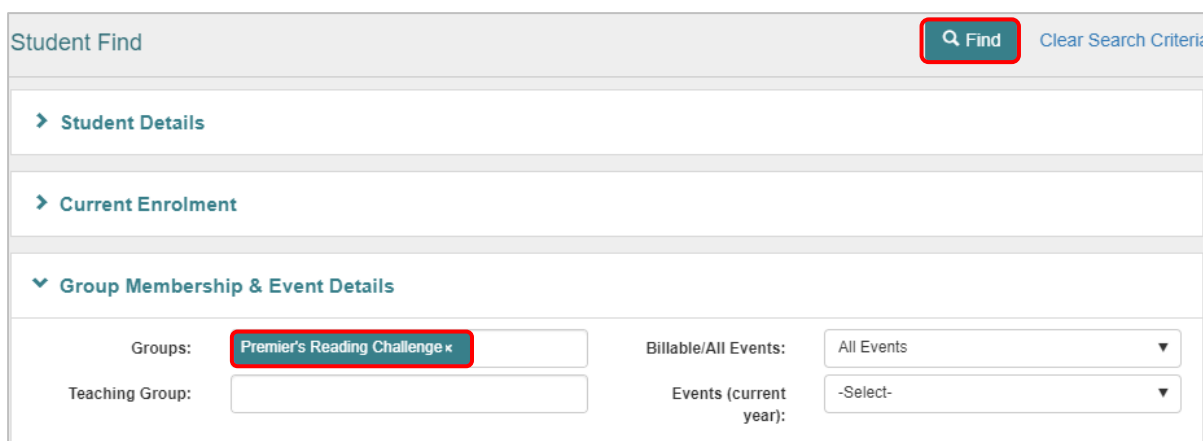
**School Admin > Students > Student Find**



Click **Group Membership & Event Details** to expand this section.



Under the **Group Membership & Event Details** section, select **Premier’s Reading Challenge** from **Groups** drop-down and click **Find**.





The list of students will display in a grid

Surname	First Name	Date of Birth	Gender	Academic Year	Roll Group	Enrolment Type	Date of Entry
Abdulla	Anton	03/02/2010	M	6	Year 6 Primary	Full-time	24/01/2023
Arnold	Brianna	30/06/2011	F	6	STEM	Part-time	30/08/2022
Brown	Cate	15/11/2016	F	1	Year 1 Primary	Full-time	15/11/2022
Cester	Caleb	18/09/2010	M	6	Year 5 Primary	Part-time	19/02/2020

## Site Level Configuration

All configuration for Premier's Reading Challenge has been completed at a jurisdictional level by the department. You should not have to alter the configuration. Altering the configuration will impact data integration with other systems.

If you want to make any changes, please consult the Service Desk (see end of document for contact details).

Should you need to make changes, the following instructions are intended to guide you once you have established with the Service Desk that this is an appropriate course of action.

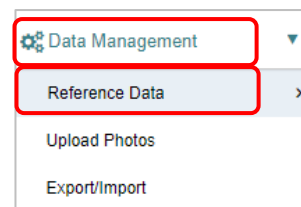
Before utilizing the **Groups** menu within **Students** main menu, certain configurations must be established in **Data Management**. Specifically, the creation of **Group Types** within the **Reference Data** table is necessary to establish the **Group Category**, which is a mandatory field for creating a **New School Group**.

Upon successful creation of the **Group Type**, it becomes necessary to create **Group Roles** for defining the consent status regarding publishing of student names for the Hall of Fame.

- Group Types creation
- **Group Roles creation**

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

**School Admin > Data Management > Reference Data**



Open the **Group Type** table by clicking on the **Group Type** table hyperlink.

Click **Add New**.

Enter Premier's Reading Challenge in the text box and click **Save**.

Reference Table Detail Back

Table Name: Group Type

+ Add New

Group Category (Type) Name	Active		
Academic	<input checked="" type="checkbox"/>		
Arts	<input checked="" type="checkbox"/>		
Choir	<input checked="" type="checkbox"/>		
Communication	<input checked="" type="checkbox"/>		

Premier's Reading Challenge	<input checked="" type="checkbox"/>	<span style="border: 1px solid red; padding: 2px;">✓ Save</span> <span style="border: 1px solid gray; padding: 2px;">⊗ Cancel</span>
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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

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

Click **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	Reportable	Active	Start Date
Choir	Choir	SCII	School choir students	Alpha Creek Preschool	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31/01/2022

Fill in the details in the **New School Group** screen and click **Save**.

Save Cancel

▼ Group Details

Group Code:	<input type="text" value="PRC"/>	Start Date:	<input type="text" value="05/10/2022"/>
Name:	<input type="text" value="Premier's Reading Challenge"/>	End Date:	<input type="text"/>
Description:	<input type="text" value="Premier's Reading Challenge"/>	Max Members:	<input type="text"/>
Campus:	<input type="text" value="Alpha Creek Preschool"/>	Notes:	<input type="text"/>
Group Category:	<input type="text" value="Premier's Reading Challenge"/>		
Active:	<input checked="" type="checkbox"/>	Reportable:	<input type="checkbox"/>

**Note:** Reportable checkbox allows to select which group/activities are published/printed in the final Academic Report.

## Adding Consent/No Consent configuration

This configuration is default for all the schools participating in the challenge, and the same must be created from the Data Management screen.

### School Admin > Data Management > Reference Data > Group Role

Click **Add New** to add the new category names: Consent provided, and Consent not provided.

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"/>		

Name	Description
Challenge for 10 weeks	Challenge for 10 weeks
Challenge for 4 weeks	Challenge for 4 weeks
Communication	Communication
Consent not provided	Consent not provided
Consent provided	Consent provided
Fine motor skills	Fine motor skills

Once the site level configuration is completed, the site can start adding students in the Premier's Reading Challenge group

### [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>

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

## EMS Help

**EMS Help** allows users to access a walk me on several processes, including Premier’s Reading Challenge.

Click **EMS Help** located on the bottom right corner of the screen.

Enter **Premier’s Reading Challenge** in the field: **Type in a keyword**, or click **Groups**, and then click **Premier’s Reading Challenge**.

