



Quick guide: checking missing achievements in the SRMS

The Student Records Management System (SRMS) dashboard is a handy tool to check students' senior secondary achievements.

In three easy steps, you can log in to the SRMS portal and view students' senior secondary achievements that have been uploaded to the Student Information Records System (SIRS) by your school and identify any missing achievements.

Step 1: Log in to the SRMS portal

Click on the link to the <u>SRMS portal (https://srms.scsa.wa.edu.au</u>).

Government (public) school administrators enter Department of Education (the Department) email addresses for new users in the SRMS. Click on the **education.wa.edu.au LOGIN** button in the government school login panel and enter via the Department sign in page.

Non-government school administrators enter school email addresses for new users in the SRMS. You will receive an email, prompting you to confirm your email address and create a password. Enter your email address and this password in the non-government school login panel.

Step 2: View students' senior secondary achievements

Click on the **Senior achievements** tab at the bottom of the dashboard to display all student achievements in Years 11 and 12 on your screen.

4 D	Summary	Registrations	Senior enrolments	Senior achievements	
 Select the Course Type: ATAR, Endorsed program, Foundation, General, Preliminary or VET units of competency. Select the Year: Year 11 or Year 12. Select Missing or Reported. Select a Course to show achievements for that course only. Press the Control button on a PC or the Command button on a Mac to select multiple Course check boxes and view achievements in more than one course. Use the Select all check box to view achievements in all courses. The screen will refresh to display the missing or reported 				Course TypeCourseATARSelect allEndorseBLYFoundatiBMEGeneralCHEPreliminaCSCVET unitsCSLDESDRAECO	
				Year Y11 Y12	EST FSL GEO HBY
achieve course/s	chievements for Year 11 or Year 12 students in the specific ourse/s and course type you selected.			Show only Missing Reported	

Step 3: Export your data

Select the three dots symbol in the right-hand corner of the header row.

Click on the Export data option to export your selected data.



Select **Data with current layout** (.xlsx) to present your selected data without any formatting, and **Summarized data** (.xlsx or .csv) to present your selected data with column headings and filters.

Select **Summarized data** and **.xlsx (Excel 150,000-row maximum)** from the drop-down list of file formats, then click on the **Export** button.

File format: X Which data do you want to export? .xlsx (Excel 150,000-row max) Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. Learn more xlsx (Excel 150,000-row max) 0 ۲ O .csv (30,000-row max) ê P Ŧ R Data with current layout Summarized data Underlying data Export the summarized data Export this data in the same Export the raw data used to calculate the data in your used to create your visual (for layout you see now, but without any icons, colors, or example, sums, averages, and visual. other formatting you added. medians). File format: .xlsx (Excel 150,000-row max) Export Cancel

You can sort the data using the filters in the column headings.

You can email this Excel file to the relevant teacher to request any missing student achievements, or you can save and print it, as required.

Further information about the SRMS dashboard is available on the School Curriculum and Standards Authority website on the <u>SRMS dashboard page (https://www.scsa.wa.edu.au/sirs-and-srms-info/srms-information/dashboard)</u>.