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 SRMS portal (https://srms.scsa.wa.edu.au).

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.
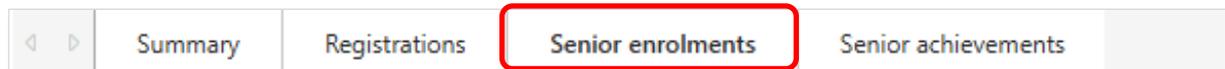
Select the **Course Type**: ATAR, Endorsed program, Foundation, General, Preliminary or VET units of competency.

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 achievements for Year 11 or Year 12 students in the specific course/s and course type you selected.

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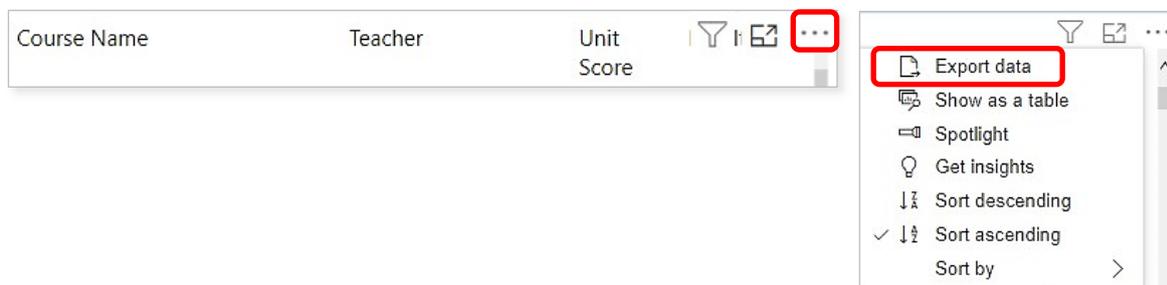
Select **Data with current layout (.xlsx)** to present your selected data without any formatting, and **Summarized data (.xlsx** or **.csv)** to present your selected data with column headings and filters.

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

You can sort the data using the filters in the column headings.
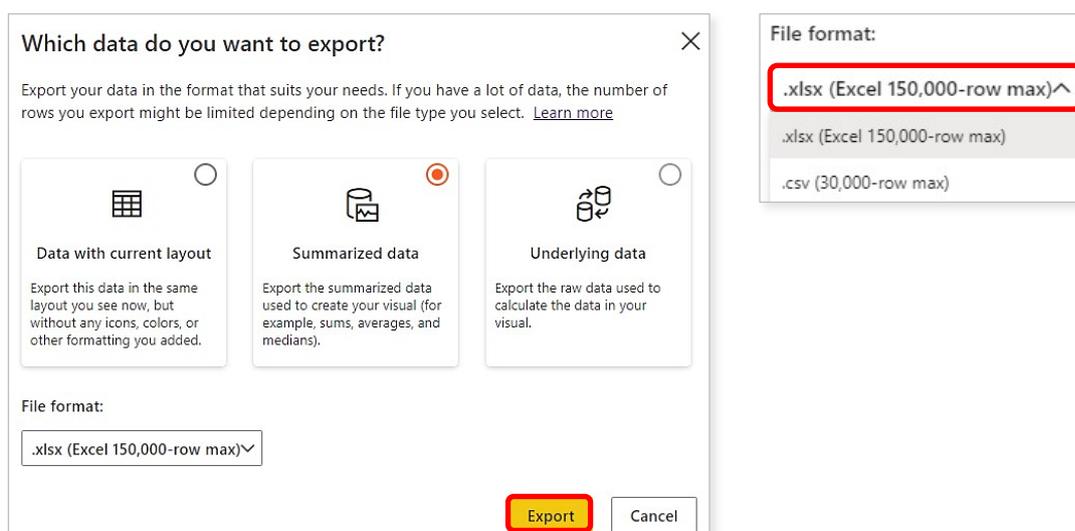
You can email this Excel file to the relevant teacher to request any missing student achievements, or you can save and print it, as required.

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