![School Curriculum and Standards Authority logo]

Student Registration Procedures Manual 2019

Section 4:

Teacher registration file (Brightpath schools only)

Contents

Disclaimer: Screenshots are for illustration purposes only. Any representations that show a date prior to 2019 should be treated as examples only. Representations that display new information have been updated.

4.1 Registration of teacher information

- Schools using the Brightpath program are required to upload a teacher registration file to SIRS. This information is necessary for Brightpath to create class lists for assessment purposes. If this file cannot be generated by the database program in use by your school, an Excel spreadsheet will need to be created. More information about setting up an Excel database for teacher registration is available in the next section. Note: the data in column BN (class identification) on the student registration and demographic file (SRGDG) should be consistent with the information in column K (class identification) in the teacher registration file (THREG) to ensure that student classes can be matched to the relevant teacher. This would be the student's form, home class or room number, as appropriate to each school. **This should not be more than 20 characters in length**.
- If a teacher has a split class (i.e. Year 2/3), enter a row of information for each academic year, using the same class identification (e.g. room 14).

4.2 Setting up an Excel database for teacher registration

Schools that use Microsoft Excel as their database to enter teacher registration information, are required to lay out data in a specific format to ensure it can be uploaded into SIRS.

The screenshot below shows the correct format for all the required columns in Excel for the teacher registration file. For example, the **Record Type** is required in column A, the **Academic Year (of class)** is required in column B. One row of information must be provided for each class.

The layout requirements for all columns in the student registration and demographic Excel database, are specified in Table 4. Also refer to the notes following Table 4 (under the heading **THREG column details**), which provide specific information requirements for each column.

Note: once the table has been formatted and data entered, the Excel document must be saved as a **.SCSV** file or a **.CSV** (comma delimited) file before it can up uploaded into SIRS.

Figure 1: Excel format for teacher registration file (THREG)

	A	B	C	D	E	F	G	H	I	J	K
1	Record Type	Academic Year (of class)	Calendar Year	School Code	Teacher Title	Teacher Surname	Teacher Given Name	TRBWA Number	Work Email Address	Administration Rights for Brightpath	Class Identification
2	THREG	2	2016	1234	Miss	Smith	Sally-Ann	12345456	SSmith@education.wa.edu.au	Y	Year 2/3
3	THREG	3	2016	1234	Miss	Smith	Sally-Ann	12345456	SSmith@education.wa.edu.au	Y	Year 2/3

4.3   Teacher registration file (THREG)

For a complete breakdown of the fields within the THREG spreadsheet, see the notes following Table 4.

Table 4: Section 4 – Registration: Teacher registration .SCSV or .CSV file format

Column number	Column reference	Field name	Comment
1	A	Record type	THREG Maximum field length = 5
2	B	Academic year	Mandatory Maximum field length = 2 Must be K, PP or 01–06
3	C	Calendar year	Mandatory Maximum field length = 4 Must be current year in ccyy format
4	D	Provider code	Mandatory Maximum field length = 10 Unique school code
5	E	Teacher title	Mandatory Maximum field length = 10
6	F	Teacher family name	Mandatory Maximum field length = 30
7	G	Teacher given name	Mandatory Maximum field length = 30
8	H	Teacher registration number	Mandatory Issued by TRBWA Maximum field length = 15 Must be a whole number
9	I	Work email address	Mandatory Used for the User ID Maximum field length = 100
10	J	Administration rights for Brightpath	Mandatory Maximum field length = 1 Y or N
11	K	Class identification	Mandatory This is the name to identify the teacher's major class group as specified by the provider (e.g. class ABC). For a principal, deputy, or other support staff, use ADMIN. Maximum field length = 20

THREG column details

One row of information must be provided for each teacher and each year group they are teaching.

Record type (Column A)

This is always going to be THREG for this type of file. THREG = teacher registration.

Academic year (Column B)

One row of information for each academic year the teacher is responsible for. K = Kindergarten, PP = Pre Primary, 1 = Year 1, 2 = Year 2, 3 = Year 3, 4 = Year 4, 5 = Year 5, 6 = Year 6 and any admin positions that encompass all year groups (principal, deputy principal, support, LOTE etc.)

Calendar year (Column C)

The current calendar year.

Provider code (Column D)

The four-digit school code. Note: a provider is a school or organisation authorised to offer the Western Australian Certificate of Education.

Teacher title (Column E)

The title the teacher is known by, e.g. Mr, Mrs, Miss, Ms, Dr etc.

Teacher family name (surname) (Column F)

This is the teacher's family name as registered with the Teacher Registration Board of WA (TRBWA).

Teacher given name (first name) (Column G)

This is the teacher's given name as registered with the Teacher Registration Board of WA (TRBWA). Note: if their full name is registered with the TRBWA, it must be used here, e.g. Jennifer, not Jenny; David, not Dave.

Teacher registration number (Column H)

The number issued by the TRBWA.

Work email address (Column I)

This is required as a login for Brightpath.

Administration rights for Brightpath (Column J)

Y or N – it is mandatory to inform Brightpath of who has administration rights.

Class identification (Column K)

This is required to match with the class identifier of the student, to ensure class lists are correct. It could be a class number, name or other identifier. This is a 20 digit field.

4.4 Saving data for SIRS

Once all required information has been entered into a database, the data must be saved as a **.SCSV** file or a **.CSV** (comma delimited) file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

4.4.1   File naming

The file name convention is:

XXXXXSSSSTTYYY.csv

where **XXXXX** = record type, e.g. THREG

SSSS = the provider/school code, e.g. 1234

TT = S1, S2, Y1 for semester or year-long data

YYY = ALL for all teachers

Example

The file name of teacher registration for provider/school 5034 for all teachers would be **THREG5034Y1ALL.CSV**.

4.5   Uploading data into SIRS

Once data has been saved as a **.SCSV** or a **.CSV** (comma delimited) file it can be uploaded into SIRS.

1. Hover over **Uploads** on the blue horizontal navigation bar. The screenshot to the right shows the menu items that appear.
2. Click on **Upload Brightpath Files**. The **Upload Brightpath Files** fields appear.
3. Under **Upload Type**, select **Teacher Registration (THREG)** (see screenshot below.)
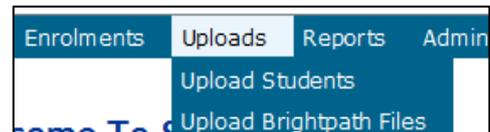
4. To locate the required file on your computer, click on the **Browse** button.
5. The **Choose File** screen appears.
6. Navigate to the folder where the required file is stored.
7. Click on the required file.
8. Click **Open**. The drive, folders path and file name will appear in the **File** field (see example in the screenshot below).

9. The email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.
10. Click **Upload File for Processing**, or you can click on the **Close** button to exit without continuing with the upload.
11. To check the progress of the upload, check **Messages** in either your email inbox or in **Private Messages**, available from the SIRS home page.

Note: for most **RTP/SIS Government schools** the export path will be **K:\keys\integris\outbox**.

4.5.1 Email messages

Email messages are generated by SIRS and sent to the person uploading the file. These emails may have any of the following messages.

Successfully verified

The system will place the file in the queue for processing and you will receive another email regarding processing.

Successfully processed

The system has processed the file and there were no problems found.

Processed with warnings

This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored, but some warnings must be dealt with if students' registrations and/or enrolments are affected.