

Student Records Management System

School administrator's guide for dashboard navigation: international





Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the SCSA) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The SCSA acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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Student Records Management System dashboard

The School Curriculum and Standards Authority (the SCSA) has developed the Student Records Management System (SRMS) to meet its legislated functions for all Kindergarten to Year 12 (K–12) students and schools in Western Australia and international schools licensed by the SCSA to deliver Western Australian curriculum programs. The SRMS will manage K–12 student records effectively and improve the SCSA's service delivery to schools and students.

The SRMS dashboard is an interactive monitoring tool that offers many new features and improved functionality for schools. The dashboard provides schools with a live status of the number of registrations, offerings, enrolments and achievements that the school has uploaded to the Student Information Records System (SIRS) and the corresponding missing achievements. This will help schools fulfil their commitments and meet the SCSA's deadlines in a timely manner.

Using the SRMS dashboard, schools can view data about all year groups and curriculum areas, and examine details about individual students. This interactive environment is easy to navigate and more informative for schools when uploading and viewing data compared to a static dashboard.

This user guide is for school administrators who will be navigating the SRMS and checking their school's data uploads.

For information about additional SRMS functionality, please refer to the other SRMS user guides.

Five steps for the school administrator

Step 1: Log in to the SRMS portal

- Step 2: View the dashboard
- Step 3: View Registrations, Senior enrolments and Senior achievements
- Step 4: Export, show and sort your data
- Step 5: View the Activities Schedule

Step 1: Log in to the SRMS portal

Log in to the <u>SRMS portal (https://srms.scsa.wa.edu.au)</u>.

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link, or if your link has expired.

Enter your work email address and password in the Non-government school login panel.

Tick the check box (highlighted below) to show that you have read and understand the terms of use.

Click on the **Login** button (highlighted below) to enter the SRMS portal.

Andrew Constanting Weither Andrew An
Government school login education.wa.edu.au LOGIN CLICK HERE FOR LOGIN INSTRUCTIONS
Non-government school login
Work email address
Username
Password
Password 🥠
I have read and understand the <u>terms of use</u>
LOGIN
CLICK HERE FOR LOGIN INSTRUCTIONS
Forgot your password?
CLICK HERE FOR LOGIN INSTRUCTIONS
Your school administrator will add your work email address to the SRMS.
You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password.
Enter your work email address and password in the login panel.
Tick the box to confirm that you have read and understand the terms of use.
Click on the Login button to enter the SRMS portal.
Forgot your password?

If you have forgotten your password, click on Forgot your password?

Enter your work email address and tick the check box to confirm that you are not a robot. You will be prompted to select images as part of the verification process, then invited to choose another password.

Step 2: View the dashboard

Wait for the Home screen to load. You will see your personalised SRMS dashboard.

Above the purple navigation bar, you will see the **Admin login ID** and the four-digit provider code and name of your school (de-identified example highlighted below).

DOVERNMEN WEITEN AUT	tor e	Sehool Curriculum and Standards Authority	SRMS	Portal	Ľ	Default Provider: 000x x000000x Senior High School	admin XXXX	
Home	My Profile	Student Applic	cations 🗸	User Management 🗸	Student Grade 🗸	Equivalent Studies 🗸		

If these details are incorrect, contact the SCSA's Data Services team: dataservices@scsa.wa.edu.au.

The dashboard overview consists of four tabs: **Summary**, **Registrations**, **Senior enrolments** and **Senior achievements**, as shown in the screenshot below.

	d D	Summary	Registrations	Senior enrolments	Senior achievements
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The **Summary** screen (highlighted below) displays four panels, which show your school's data and includes information displayed under the following headings: **Select a provider, Registrations**, **Senior offerings and enrolments**, and **Senior missing achievements**.

Click on the **Hide** button (highlighted below) to hide the **Senior missing achievements**. Click on the **Show** button (highlighted below) to display these again.

The **Summary** screen is dynamic, so it will update with new information each time you complete data uploads in SIRS.

Show/hide senior information		Registrations			Senior offerings	and enrolme	nts	
	Year	Estimated	Actual			Y11	Y12	Total
Show Hide	Y07	0	213		Courses offered	63	25	87
Select a provider	Y08	0	195		Estimated enrolments	1,047	611	1,658
Q Search	Y09	0	237		Actual enrolments	1,032	605	1,637
y= search	Y10	0	200		Enrolment variance	-15	-6	-21
	Y11	0	192	1	Aissing enrolment estimates	1	0	1
	Y12	0	146	Missin	g enrolment in course unit/s	0	0	0
	Total	0	1,183		Missing proposed grades	63	0	63
		-		1	dissing student declarations	0	0	0
				Sort 🗸	Senior missing Type	achievemen Y11	ts Y12	Total
				1	ATAR	364	0	364
				2	General	508	0	508
				3	Foundation	0		0
				4	Preliminary	0		0
				6	Endorsed program	62	0	62
Last Refresh Date/Time				7	VET units of competency	1,785	59	1,844
17-Dec-24 10:37:18 AM								
Summary Registrations Senior enrolments Se	nior achievements							

You will see the Provider code and Provider name of your school.

Note: due to the frequent data uploads by schools to SIRS and consequential updates by the SRMS, the latest refresh date and time are shown in this panel to assist you. The screen refreshes every 30 minutes.

	Registrations	
Year	Estimated	Actual
KIN	17	19
PRP	12	12
Y01	24	25
Y02	15	17
Y03	27	29
Y04	37	37
Y05	61	60
Y06	71	72
Y07	113	111
Y08	120	117
Y09	124	125
Y10	130	133
Y11	118	118
Y12	127	126
Total	996	1.001

Registrations indicates the status of the school's estimated and actual registrations for each year group, with the missing information shown in orange.

Senior offerings and	enrolme	ents	
	Y11	Y12	Tota
Courses offered	66	41	104
Estimated enrolments	688	647	1,335
Actual enrolments	703	620	1,323
Enrolment variance	15	-27	-12
Missing enrolment estimates	0	0	C
Missing enrolment in course unit/s	2	0	2
Missing proposed grades	66	41	104
Missing student declarations	0	0	C

	Senior missing	g achiever	nents	
Sort	• Туре	Y11	Y12	Total
1	ATAR	630	593	1,223
2	General	27	25	52
3	Foundation	0	0	0
4	Preliminary	1	1	2
6	Endorsed program	0	0	0
7	VET units of competency	21	25	46

Senior offerings and enrolments indicates the course offerings, estimated and actual enrolments, and the enrolment variance, with the missing information shown in orange. The missing enrolment in course unit/s represents missing course enrolments. You will also see the missing proposed grades and missing student declarations, with the missing information shown in orange, and totals in bold.

Senior missing achievements indicates the achievements yet to be uploaded to SIRS for each course type, with the missing information shown in orange, and totals in bold.

Step 3: View Registrations, Senior enrolments and Senior achievements

Click on the **Registrations**, **Senior enrolments** and **Senior achievements** tabs to view the information on each screen.

Registrations

Click on the **Registrations** tab in the grey toolbar (highlighted below) to see all registered students at your school.

Note: students' WA student number, family name and given name are not shown in the example below, but you will see these details in the SRMS portal.

You will see a summary of the registrations, which can be filtered by **year group** (highlighted below), with the **Estimated** and **Actual** numbers displayed. These numbers are shown in orange to alert you to this difference, but you may not need to take any action.

	Actu	al registrations			Provider registration sur	mmary
	WA student number Family name	Given name	Year	l Year	Estimated	Actual
			KIN	KIN	50	49
			KIN	PRP	55	55
			KIN	Y01	56	56
Year = 63			KIN	Y02	56	56
⊂ U KIN			KIN	Y03	56	56
PRP			KIN	Y04	60	59
☐ Y01			KIN	Y05	60	60
☐ Y02			KIN	Y06	72	72
Y03			KIN	Y07	192	191
☐ Y04			KIN	Y08	190	191
V05			KIN	Y09	174	171
Y06			KIN	¥10	184	183
V07			KIN	Y11	169	168
108			KIN	¥12	179	178
			KIN	Tota	1 553	1 545
V11			KIN	iota	,,555	1,545
□ Y12			KIN			
			KIN			
			NIN			
Summary Registrations Senior enrolme	ents Senior achievements					
	· · · · · · · · · · · · · · · · · · ·					

Senior enrolments

Summary

Click on the **Senior enrolments** tab (highlighted below) to see all course **Enrolments**, **Proposed** grades and **Enrolled students** in Years 11 and 12.

			Enrolments					Propose	ed grades					Enrolled students		
Туре	Year	Code	Course Name	Estimated	Actual 🔨	Year	Code	Actual	Submitted	Discrepancy	^	WA student	Family name	Given name	Year	Declarations
General	¥12	GTVAR	Visual Arts	13	13	Y11	A1ACF	1	0			number				received
General	Y12	GTPSY	Psychology	17	17	Y11	A1CAE	3	0						Y12	Completed
General	Y12	GTPES	Physical Education Studies	19	19	Y11	A1CHE	8	0						Y12	Completed
General	Y12	GTMDTW	Materials Design and Technology	10	10	Y11	A1ECO	1	0		4				Y12	Not completed
General	Y12	GTMDTM	Materials Design and Technology	5	5	Y11	A1ELD	1	0						Y12	Completed
General	¥12	GTMAE	Mathematics Essential	52	51	Y11	A1ENG	4	0						Y12	Completed
General	Y12	GTHBY	Human Biology	8	8	Y11	A1FSL	1	0						Y12	Not completed
General	Y12	GTFST	Food Science and Technology	10	11	Y11	A1HBY	9	0						Y12	Not completed
General	Y12	GTENG	English	70	70	Y11	A1JSL	1	0						Y12	Not completed
General	Y12	GTDRA	Drama	3	3	Y11	A1MAA	9	0						Y12	Completed
General	Y12	GTDESP	Design	6	6	Y11	A1MAM	4	0						Y12	Completed
General	Y12	GTDAN	Dance	11	11	Y11	A1MAS	2	0						Y12	Not completed
General	Y12	GTCAE	Career and Enterprise	63	62	Y11	A1PAL	1	0						Y12	Completed
General	Y11	GEPSY	Psychology	23	17	Y11	A1PES	4	0						Y12	Completed
General	¥11	GEPES	Physical Education Studies	17	14	Y11	A1PHY	2	0						Y12	Completed
General	Y11	GEOED	Outdoor Education	17	11	Y11	A1PSY	2	0						Y12	Completed
General	Y11	GEMDTW	Materials Design and Technology	7	8	Y11	A1VAR	1	0						Y12	Completed
General	Y11	GEMDTM	Materials Design and Technology	13	13	Y11	A2ACF	2	0						Y12	Completed
General	¥11	GEMAE	Mathematics Essential	68	65	Y11	A2BLY	2	0						Y12	Completed
General	Y11	GEHBY	Human Biology	7	4	Y11	A2CAE	2	0						Y12	Completed
General	Y11	GEFST	Food Science and Technology	16	14	Y11	A2CSC	2	0						Y12	Completed
General	Y11	GEENG	English	88	83 V	Y11	A2ECO	1	0		v				Y12	Completed
General	¥11	GEDRA	Drama	9	7	¥11	A2FNG	1	0						Y12	Completed

You will see the estimated and actual numbers of course enrolments displayed, with the missing information shown in orange.

Senior enrolments

Senior achievements

The estimated and actual numbers of course enrolments are shown in orange when the estimated numbers are higher than the actual numbers. When the estimated numbers of course enrolments are the same as or lower than the actual numbers, these are shown in black.

Click on the arrow (highlighted below) in a column heading to sort your enrolment information by category (e.g. course **Type**, **Year**, course **Code**, **Course Name**, **Estimated** or **Actual**).

			Enrolments	∇	63	
Туре	Year	Çode	Course Name	Estimated	Actual	^
ATAR	Y12	ATACF	Accounting and Finance	39	39	
ATAR	Y11	AEVAR	Visual Arts	16	17	
ATAR	Y11	AEPSY	Psychology	58	62	
ATAR	Y11	AEPHY	Physics	123	114	
ATAR	Y11	AEPES	Physical Education Studies	43	41	
ATAR	Y11	AEPAL	Politics and Law	18	16	
ATAR	Y11	AEMUSW	Music	17	17	
ATAR	Y11	AEMPA	Media Production and Analysis	7	4	
ATAR	Y11	AEMAS	Mathematics Specialist	55	57	
ATAR	Y11	AEMAM	Mathematics Methods	197	186	
ATAR	Y11	AEMAA	Mathematics Applications	134	134	
ATAR	Y11	AELIT	Literature	38	38	
ATAR	Y11	AEJSL	Japanese: Second Language	23	23	
ATAR	Y11	AEHIM	Modern History	16	15	
ATAR	Y11	AEHEA	Health Studies	13	11	
ATAR	Y11	AEHBY	Human Biology	140	141	
ATAR	Y11	AEGSL	German: Second Language	6	6	
ATAR	Y11	AEFSL	French: Second Language	9	9	
ATAR	Y11	AEENG	English	258	266	
ATAR	Y11	AEELD	English as an Additional Language or Dialect	19	19	
ATAR	Y11	AEECO	Economics	48	47	~
ATAR	Y11	AEDRA	Drama	5	6	

Registrations

When the **Proposed grades** have been submitted and the total is lower than the actual number of course enrolments, this is shown as **Yes** in the **Discrepancy** column, with the missing information shown in orange. When the **Proposed grades** total is the same as the actual number of course enrolments, this is shown as **No** in the **Discrepancy** column, with the information shown in black.

		Propos	ed grades					Propos	ed grades	$\nabla \mathbb{R}^{2}$.
Year ▲	Code	Actual	Submitted	Discrepancy	^	Year	Code	Actual	Submitted	Discrepancy
Y12	ATENG	238	0	Yes		Y12	ATHIM	9	9	No
Y12	ATFSL	8	0	Yes		Y12	ATISL	2	2	No
Y12	ATFST	15	0	Yes		Y12	ATLIT	21	21	No
Y12	ATGSL	13	0	Yes		Y12	ATMAA	92	92	No
Y12	ATHBY	86	0	Yes		Y12	ATMAM	32	32	No
Y12	ATHEA	10	0	Yes		Y12	ATMAS	б	6	No
Y12	ATHIM	15	0	Yes		Y12	ATMDTM	4	4	No
¥12	ATJSL	16	0	Yes		Y12	ATMDTW	5	5	No
Y12	ATUT	35	0	Yes		Y12	ATMUSJ	1	1	No
¥12	ATMAA	109	0	Yes		Y12	ATPAL	15	15	No
¥12	ATMAM	175	0	Yes		Y12	ATPES	38	38	No
¥12	ΔΤΜΔ5	68	0	Yes		Y12	ATPHY	30	30	No
V12	ΔΤΜΡΔ	10	0	Vec		Y12	ATREL	30	30	No
V12	ATMUSIA	15	0	Var		Y12	ATVAR	7	7	No
V12	ATDAL	10	0	Ver		Y12	GTBME	22	22	No
TIZ	AIPAL	10	0	tes		Y12	GTENG	31	31	No
Y12	AIPES	27	0	Yes		Y12	GTISC	20	20	No
Y12	ATPHY	117	0	Yes		Y12	GTMAE	46	46	No
Y12	ATPSY	57	0	Yes		Y12	GTMDTM	9	9	No
Y12	ATVAR	8	0	Yes		Y12	GTPES	40	40	No
Y12	GTCAE	62	0	Yes	v	Y12	GTREL	162	162	No
Y12	GTDAN	11	0	Yes		Y12	GTVAR	6	6	No

Enrolled students in Years 11 and 12 are displayed in the right-hand panel (de-identified in the example below). You will see the details of your school's senior secondary enrolments and the status of your students' declarations.

Student declarations are shown as **Completed**, **Not completed** and **Not applicable** (Year 11 students), with the **Not completed** declarations shown in orange.

		Enrolled students		
WA student number	Family name	Given name	Year	Declarations received
			Y12	Completed
			Y12	Not completed
			Y12	Completed
			Y12	Not completed
			Y12	Not completed
			Y12	Completed
			Y12	Completed
			Y12	Completed
			Y12	Completed
			Y12	Completed
			Y11	Not applicable
			Y12	Completed

You can filter these details by selecting the appropriate filter check boxes (highlighted below). The screen will refresh to display the selected information only. The example below shows the ATAR Accounting and Finance course selected.

If you want to view multiple courses at the same time, press the **Control** button on a PC or **Command** button on a Mac and select the **Course** check boxes (highlighted below). The screen will refresh to display senior enrolments in those courses.

To reset the filters, deselect the filter check boxes and the screen will refresh to display all data.

Select the **Select all** filter check box to view enrolments in all courses.

Note: these filter check boxes will only be displayed for schools with secondary students.



ATAR	🗌 JSL
	🗌 LIT
	MAA
	MAM
	MAS
	MDT
	MUS
Year	DAE
🗌 Y11	D PAL
□ Y12	🗌 PES
	D PHY
	🗌 VAR
Show only	
(Blank)	
Compl	atad

To view a student's course enrolments, click on the student's name in the **Enrolled students** panel (highlighted below).

The student's course enrolments will appear in the Enrolments panel.

The student's actual and submitted proposed grades will appear in the **Proposed grades** panel.

Note: students' WA student number, family name, and given name are not shown in the example below, but you will see these details in the SRMS portal.

To return to all senior student enrolments at your school, click on the student's name again.

			Enrolments					Propos	ed grades			Enrolled students		TE	•••
Туре	Year	Code	Course Name	Estimated	Actual	Year	Code	Actual	Submitted	Discrepancy	WA student Family name	Given name	Year	Declarations	,
ATAR	¥12	ATMAA	Mathematics Applications	109	1	¥12	ATACF	1	0	Yes				received	
ATAR	¥12	ATENG	English	236	1	Y12	ATCAE	1	0	Yes			Y12	Completed	
ATAR	¥12	ATCSC	Computer Science	20	1	Y12	ATCSC	1	0	Yes			Y12	Completed	
ATAR	¥12	ATCAE	Career and Enterprise	35	1	Y12	ATENG	1	0	Yes			Y12	Not completed	Т
ATAR	¥12	ATACF	Accounting and Finance	39	1	¥12	ATMAA	1	0	Yes			Y12	Completed	
													¥12	Completed	

To view student enrolments for a particular course, click on the **Course Name** or **Code** (highlighted in the example below).

The enrolments for that course will appear in the Enrolled students panel.

Note: students' WA student number, family name, and given name are not shown in the example below, but you will see these details in the SRMS portal.

To return to the full view of all senior student enrolments at your school, click on the **Course Name** or **Code** again.

					Enrolments	Y	62			Propos	ed grades				Enrolled students		
		Туре	Year	Code	Course Name	Estimated	Actual A	Year	Code	Actual	Submitted	Discrepancy	WA student	Family name	Given name	Year	Declarations
		AIAM		AEGEO	Geography	9		¥11	AFRIY	15	0		number				received
		ATAR	Y11	AEFSL	French: Second Language	10	10									¥11	Not applicable
		ATAR	¥11	AEENG.	English	75	75									¥11	Not applicable
		ATAR	¥11	AEECO	Economics	8	7						-			¥11	Not applicable
OURSe T	Course	ATAR	Y11	AEDRA	Drama	19	15									¥11	Not applicable
ourse im	course	ATAR	¥11	AEDES	Design	5	6									¥11	Not applicable
ATAR	Sele	ATAR	¥11	AEDAN	Dance	7	7									¥11	Not applicable
Fou	ACF						_									¥11	Not applicable
Gen	BLY	ATAR	¥11	AEBLY	Biology	15	15									¥11	Not applicable
		ATAR	¥11	AEACF	Accounting and Finance	9	7									¥11	Not applicable
		ATAR	Y11	A2MAA	Mathematics Applications	2	2						1			¥11	Not applicable
	DES	ATAR	Y11	AZHBY	Human Biology	1	0								¥11	Not applicable	
ear		ATAR	¥11	A2ENG	English	1	1									¥11	Not applicable
V11	ECO	ATAR	Y11	A2BLY	Biology	1	1						-			¥11	Not applicable
V12	ELD	ATAR	Y11	A1VAR	Visual Arts	1	1.0									¥11	Not applicable
	ENG	ATAR	¥11	A1PES	Physical Education Studies	2	2										
	FSL	ATAR	Y11	A1PAL	Politics and Law	1	2										
how only		ATAR	Y11	A1MUS W	Music	1	1										
(Blank)		ATAR	¥11	A1MPA	Media Production and Analysis	1	1										
Compl	eted	ATAR	Y11	A1MAS	Mathematics Specialist	1	1										
Not ap	plicable	ATAR	¥11	AIMAM	Mathematics Methods	2	2 4										
Not co	moleted		100.0		• Follow scatter + sollies and												

Senior achievements

Click on the **Senior achievements** tab (highlighted below) to see all student achievements in Years 11 and 12. The student information, course **Type**, **Year** level, course **Code**, **List**, **Course Name**, **Teacher** name, **Unit Score** and **Result** are shown, with the missing information shown in orange.

Note: the student and teacher information is not shown in the example below, but you will see these details in the SRMS portal.

You can filter these details by selecting the appropriate filter check boxes (highlighted below). The screen will refresh to display the selected information only.

If you want to view achievements for multiple courses at the same time, press the **Control** button on a PC or **Command** on a Mac and select the **Course** check boxes (highlighted below). The screen will refresh to display the senior achievements in those courses.

To reset the filters, deselect all the filter check boxes and the screen will refresh to display all data.

Select the **Select all** filter check box to view student achievements in all courses.

Note: these filter check boxes will only be displayed for schools with secondary students.

		WA student number	Family name	Given name	Туре	Year	Code	List	Course Name	Teacher	Unit Score	Result
					ATAR	Y11	AECHE	В	Chemistry		Missing	Missing
Course Type	Course				ATAR	Y11	AELIT	Α	Literature		Missing	Missing
ATAR	Select all				ATAR	Y11	AEMAM	в	Mathematics Methods		Missing	Missing
General	ACF BLY				ATAR	Y11	AEMAS	в	Mathematics Specialist		Missing	Missing
	BME BSBOPS304				ATAR	Y11	AEPAE	A	Philosophy and Ethics		Missing	Missing
	BSBPEF301				ATAR	Y11	AEPHY	в	Physics		Missing	Missing
	CAF				ATAR	Y11	AEENG	A	English		Missing	Missing
Year	CBL CFL				ATAR	Y11	AEHBY	в	Human Biology		Missing	Missing
□ Y11 □ Y12	CHE CSC				ATAR	Y11	AEMAA	в	Mathematics Applications		Missing	Missing
	DES				ATAR	Y11	AEMDTW	в	Materials Design and Technology		Missing	Missing
Show only Missing					ATAR	Y11	AEPES	в	Physical Education Studies		Missing	Missing
Reported					VET units of competency	Y11	BSBOPS304		Deliver and monitor			Missing
 ♦ Summ 	nary Registration	s Senior	enrolments	Senior achievements								

Step 4: Export, show and sort your data

There are options for you to export, show and sort your data on each **Summary**, **Registrations**, **Senior enrolments** and **Senior achievements** screens, in the right-hand corner of the header row, as shown below. These options are available on all three panels on the **Senior Enrolments** screen (Enrolments, Proposed grades and Enrolled students).

The spotlight icon displays your applied filters and the sharing icon shows your data in focus mode.

Course Name	Teacher	Unit Score	

Click on the **three dots** (highlighted below) to view the drop-down list of options: **Export data**, **Show** as a table, **Spotlight**, **Get insights**, **Sort descending**, **Sort ascending**, and **Sort by** column heading.

Click on the Export data option (highlighted below) to export your selected data.



There are two export functions available: **Data with current layout (.xlsx)**, which presents your selected data without any formatting, and **Summarized data (.xlsx** or **.csv**), which presents 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 (both highlighted below). You can sort the data using the filters in the column headings.

You can email this Excel file with column headings to request any missing achievements from the relevant teacher. You can save and print this spreadsheet, as required.

Which data do you w	ant to export?	×	
Export your data in the format rows you export might be limit	that suits your needs. If you have ed depending on the file type yo	a lot of data, the number of u select. <u>Learn more</u>	
	<u>ا</u>		
Data with current layout Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.	Summarized data Export the summarized data used to create your visual (for example, sums, averages, and medians).	Underlying data Export the raw data used to calculate the data in your visual.	
File format: .xlsx (Excel 150,000-row max			File format: .xlsx (Excel 150,000-row max)
L		Export	.xlsx (Excel 150,000-row max) .csv (30,000-row max)

Click on the **Show as a table** option (highlighted below) to present your data as a table.



Select the middle icon to switch from vertical to horizontal layout view or the **three dots** (both highlighted below) to view the drop-down list of options, including to export or sort this table.

Click on **Back to report** (highlighted below) to return to the **Senior achievements** screen.

VA student Far jumber	mily name Given name	Туре	Year	Code	List	Course Name	Teacher	Unit Score	Resu	ılt	Switch to ve layout	ertical
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		ATAR	Y12	ATISL	A	Italian: Second Language		56.0	С	. 14	Sort ascending	
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Click on the **Spotlight** option to highlight a specific section of data and hide other data. Click on the **Spotlight** option again to return to the full screen view.

Click on the **Sort descending** or **Sort ascending** options to reorganise any of your data by descending or ascending order.

Click on the **Sort by** option to sort your data by the column headings (example highlighted below).

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Step 5: View the Activities Schedule

The *Activities Schedule* is displayed at the bottom of the **Home** screen, which advises you about due dates and activities, as well as the number of days remaining before a deadline. This feature lets you know what needs to be actioned by the school and will help facilitate school commitments and meeting the SCSA's deadlines in a timely manner.

Note: the screenshots below are samples and are included for illustration only.

Activ	ities Sche	dule	
Days to go	Due date	Relevant to	Activities
15	11 Feb 2021	Secondary	Last date for upload into SIRS Initial 2021 registration and demographic information for all students in Years 3, 5, 7 and 9 (required for NAPLAN) and Year 10–12 students (required for the OLNA) (via SRGDG file). Note: OLNA student lists become available as soon as registration and demographic information is uploaded. Initial 2021 registration and demographic information for all Kindergarent-Year 6 students where these students attend schools using Brightpath (via SRGDG file). Initial 2021 registration information for all teachers where students attend schools using Brightpath (via SRGDG file). Note: OLNA graduate information information for all teachers where students attend schools using Brightpath (via TRBCG file). Note: or registration and demographic information for Kindergarent-Pre-primary, Years 1, 2, 4, 6 and 8 are due to be uploaded by Thursday, 1 April; however, this information may be uploaded at any time prior to this date or updates to registration and demographic information and be uploaded for SIGs on a regular basis for the remainder of the year.
15	11 Feb 2021	Secondary	Last date for receipt by the Authority Completed small group moderation partnership registration form (for Year 12 groups with fewer than six ATAR course examination candidates). Last date for upload into SIRS Initial 2021 registration and demographic information for all students in Years 3, 5, 7 and 9 (required for NAPLAN) and Year 10-12 students (required for the OLNA) (via SRGDG file). Note: OLNA student lists become available as soon as registration and demographic information for all Kindergarten-Year 6 students where these students attend schools using Brightpath (via SRGDG file). Initial 2021 registration and demographic information for all Kindergarten-Year 6 students where these students attend schools using Brightpath (via SRGDG file). Initial 2021 registration and temographic information the students attend schools using Brightpath (via SRGDG file).

Note: the **Days to go** column will be colour-coded to advise you when a deadline is approaching (sample shown below).

When the deadline is within 10 days, you will see the amber highlight.

The **red** highlight will advise you that there are **fewer than five days** to go before the deadline, so you will need to take prompt action.

Activ	ities Sche	dule	
Days to go	Due date	Relevant to	Activities
2	03 Dec 2020	Secondary	Due date for upload into SIRS • Year 11 achievement data for ATAR, General, Foundation and Preliminary courses data (via RSCOS file). • Year 10 and Year 11 achievement data for VET units of competency, VET qualifications and endorsed programs data (via RSEND , RSVET and RSQUAL files). Note: • SIRS automatically allocates a grade for VET industry specific course units once full or partial requirements have been met • the VET USI is a requirement for achievement intended for contribution towards the WACE requirements. • Final registration and demographic information for Kindergarten– Year 11 students (via RSGDG file).
9	10 Dec 2020	Secondary	Last date for upload of changes into SIRS Final registration and demographic information for Kindergarten-Year 11 students (via SRGDG file). Note: after this date, this SIRS facility will be locked and it will not be possible to upload further changes.

The information displayed in the **Relevant to** column advises whether the activities relate to primary or secondary schools.

