![School Curriculum and Standards Authority logo]

# Student Records Management System

School administrator's guide for dashboard navigation: international

UPDATED
06/01/2025

**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.

# Contents

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

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.





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).
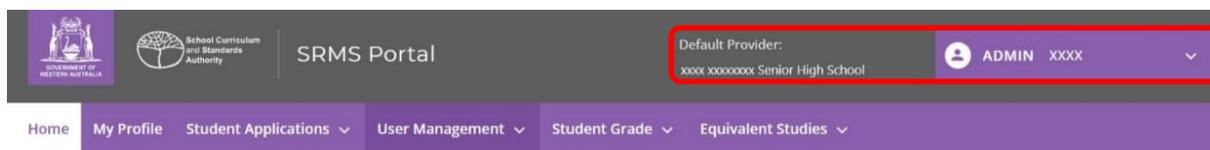


If these details are incorrect, contact the SCSA's Data Services team: dataservices@scsa.wa.edu.au.

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



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.

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.

| Show/hide senior information | |
|---|---|
| Show | Hide |

Select a provider
🔍 Search
☐

Last Refresh Date/Time
19-Jan-21 3:33:06 PM

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

### 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** |

**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 offerings and enrolments

| | Y11 | Y12 | Total |
|---|---|---|---|
| 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 | **0** |
| Missing enrolment in course unit/s | 2 | 0 | **2** |
| Missing proposed grades | 66 | 41 | **104** |
| Missing student declarations | 0 | 0 | **0** |

**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.

### Senior missing achievements

| Sort | Type | 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** |

## 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.

## Senior enrolments

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



| | | Enrolments | | | | | | Proposed grades | | | | Enrolled students | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Type | Year | Code | Course Name | Estimated | Actual | | Year | Code | Actual | Submitted | Discrepancy | WA student number | Family name | Given name | Year | Declarations received |
| General | Y12 | GTVAR | Visual Arts | 13 | 13 | | Y11 | A1ACF | 1 | 0 | | | | | | |
| 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 | | | | | Y12 | Not completed |
| General | Y12 | GTMDTM | Materials Design and Technology | 5 | 5 | | Y11 | A1ELD | 1 | 0 | | | | | Y12 | Completed |
| General | Y12 | 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 | Y11 | 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 | Y11 | 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 | | Y11 | A2ECO | 1 | 0 | | | | | Y12 | Completed |
| General | Y11 | GEDRA | Drama | 9 | 7 | | Y11 | A2ENG | 1 | 0 | | | | | Y12 | Completed |



◁ ▷   Summary   |   Registrations   |   **Senior enrolments**   |   Senior achievements

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

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 | | |
|---|---|---|---|---|---|
| Type | Year | Code | 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 |

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.



**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.

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.

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.



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.

## 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.

## 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.
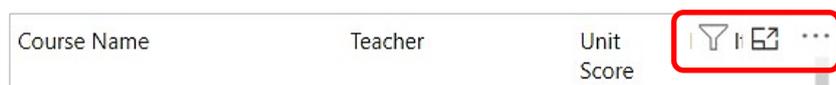


Click on the **three dots** (highlighted below) to view the drop-down list of options: **Export data**, **Show as a table**, **Spotlight**, **Get insights**, **Sort descending**, **Sort ascending**, and **Sort by** column heading.

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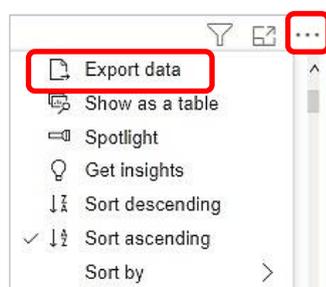


There are two export functions available: **Data with current layout** (**.xlsx**), which presents your selected data without any formatting, and **Summarized data** (**.xlsx** or **.csv**), which presents your selected data with column headings and filters. Select **Summarized data** and **.xlsx** (Excel 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.
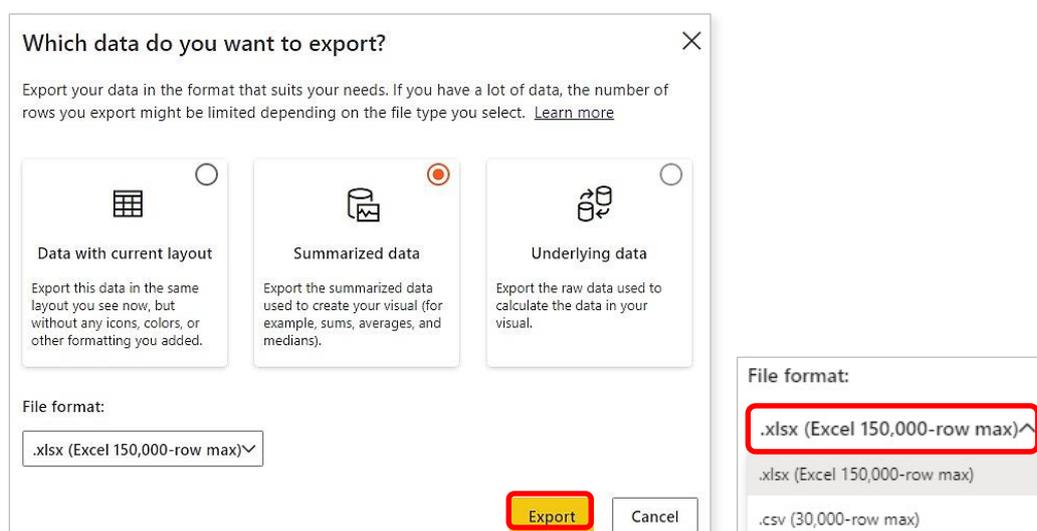
Click on the **Show as a table** option (highlighted below) to present your data as a table.
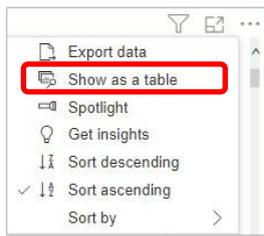


Select the middle icon to switch from vertical to horizontal layout view or the **three dots** (both highlighted below) to view the drop-down list of options, including to export or sort this table.

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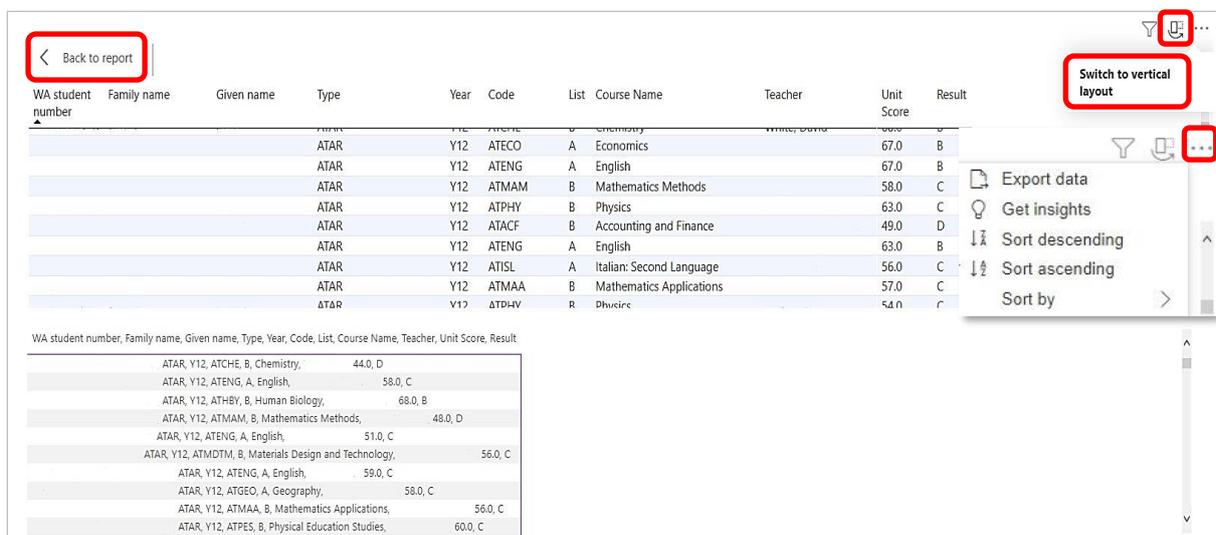


Click on the **Spotlight** option to highlight a specific section of data and hide other data. Click on the **Spotlight** option again to return to the full screen view.

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).
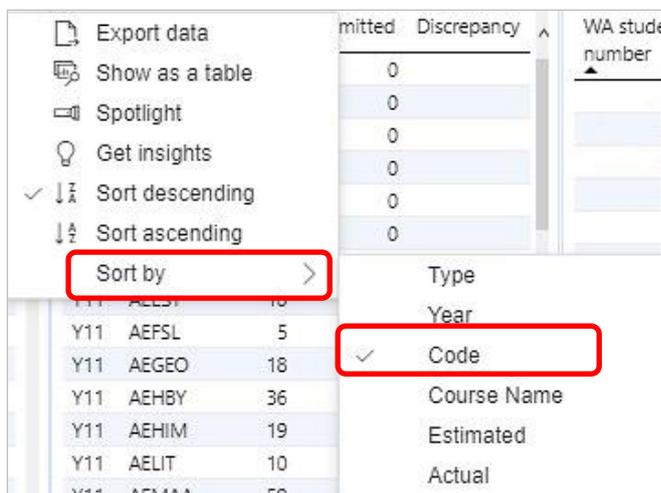
## Step 5: View the *Activities Schedule*

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.



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.



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