



Student Registration Procedures Manual 2020

Section 5: Reports

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Disclaimer: Screenshots are for illustration purposes only. Any representations that show a date prior to 2020 should be treated as examples only. Representations that display new information have been updated.

5.1 Reports available to schools

Schools can generate two reports from SIRS using the data they have uploaded:

- Brightpath
- Students.

5.1.1 Generating reports

1. In the blue horizontal navigation bar, hover over the **Reports** tab (see screenshot to the right).
2. Click on **Other Reports**.
3. Select the **Report Type** from the drop-down list.





The only report types available are **Students** and **Brightpath** (see screenshots below).

 A screenshot of the 'Reports: Other Reports' interface. At the top, there is a 'Reports' tab and a 'Search Reports' button. Below this is a 'Select a Report' section. The 'Report Type' dropdown menu is set to 'Students'. The 'Report' dropdown menu is open, showing a list of report options: 'CSE011 - Student Listing By Provider', 'CSE055 - Indigenous Student Listing By Provider', 'CSE106 - Number of Indigenous Students Registered Summary by Provider', and 'CSE211 - Student Listing By Class'. A red asterisk is visible next to the 'Report' dropdown menu.

 A screenshot of the 'Reports: Other Reports' interface. At the top, there is a 'Reports' tab and a 'Search Reports' button. Below this is a 'Select a Report' section. The 'Report Type' dropdown menu is set to 'Brightpath'. The 'Report' dropdown menu is open, showing a list of report options: 'CSE214 - Brightpath teacher registration'.

The criterion fields displayed depend on the report type you have selected:

- leaving a field blank indicates you want all items to be included in the report
 - selecting a criterion indicates only those items that match will be included.
4. List fields: Click the **List** symbol  and click to select the required item.
 5. Browse fields: Click on the **Browse** symbol  to search for and select the required item.
 6. Check box fields: Click the check box to activate (indicated when the tick appears).
 7. Click on the **Radio** button PDF CSV of the format you require the report to be created in (.PDF or .CSV).

Note: not all reports have the .CSV option available.

If a field has a red asterisk next to it,  you are required to enter information.

8. Click on the **Generate Report** button. On a Windows operating system, you will see a prompt to open or save your report.
9. Click **Open**.

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10. Save the document.

Note: if you are generating large reports, or need to continue working in SIRS, it is recommended that you tick the **Run Report As Batch** check box (see screenshot below). This will generate a report that will be sent to your inbox once complete.

The screenshot shows the 'Reports: Other Reports' interface. It includes a 'Select a Report' section with 'Report Type' set to 'Students' and 'Report' set to 'CSE211 - Student Listing By Class'. The 'Report Criteria' section shows 'Year' as '2016' and 'Academic Year' as 'Year 3'. The 'Run Report As Batch' checkbox is checked and highlighted with an orange box. The 'Report Comment' section contains the text 'This report lists students by class.'

5.1.2 List of reports available to schools

5.1.2.1 Students

CSE011 – Student listing by provider

This report lists students by provider in alphabetical order along with their Indigenous status, date of birth, postal address and contact telephone numbers.

CSE055 – Indigenous student listing by provider

This report lists the students at your provider who have been identified as Indigenous, or their Indigenous status has not been stated.

CSE106 – Number of Indigenous students registered summary by provider

This report lists the number of students in each academic year by Indigenous status; Aboriginal, TSI, Aboriginal and TSI, Neither or Not Stated.

CSE211 – Student listing by class

This report lists students by class.

5.1.2.2 Brightpath

CSE214 – Brightpath teacher registration

This report is a copy of the teacher registration file uploaded to SIRS.

