



**School Curriculum  
and Standards  
Authority**

# Student Records Management System

School administrator's guide for dashboard navigation



UPDATED



11/11/2024

## Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) 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 Authority 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 Authority) 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. The SRMS will manage K–12 student records effectively and improve the Authority’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 Authority’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).

Government (public) and non-government schools will see the login screen below.

### Government schools

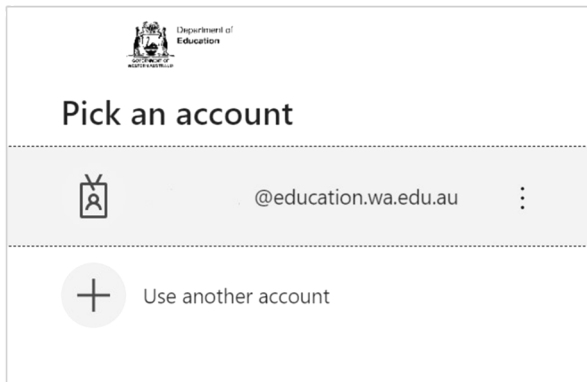
The first time you log in, click on and read the login instructions (highlighted below).

Click on the **education.wa.edu.au LOGIN** button (highlighted below) in the Government school login panel.

The screenshot shows the SRMS portal login interface. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority, followed by the text 'SRMS portal'. Below this, the 'Government school login' section is highlighted. It contains a button labeled 'education.wa.edu.au LOGIN' and a link 'CLICK HERE FOR LOGIN INSTRUCTIONS'. Below this is the 'Non-government school login' section, which includes a 'Work email address' field with a 'Username' placeholder, a 'Password' field with a 'Password' placeholder and an eye icon, a checkbox for 'I have read and understand the terms of use', and 'LOGIN' and 'CANCEL' buttons. At the bottom of this section are links for 'CLICK HERE FOR LOGIN INSTRUCTIONS' and 'Forgot your password?'.

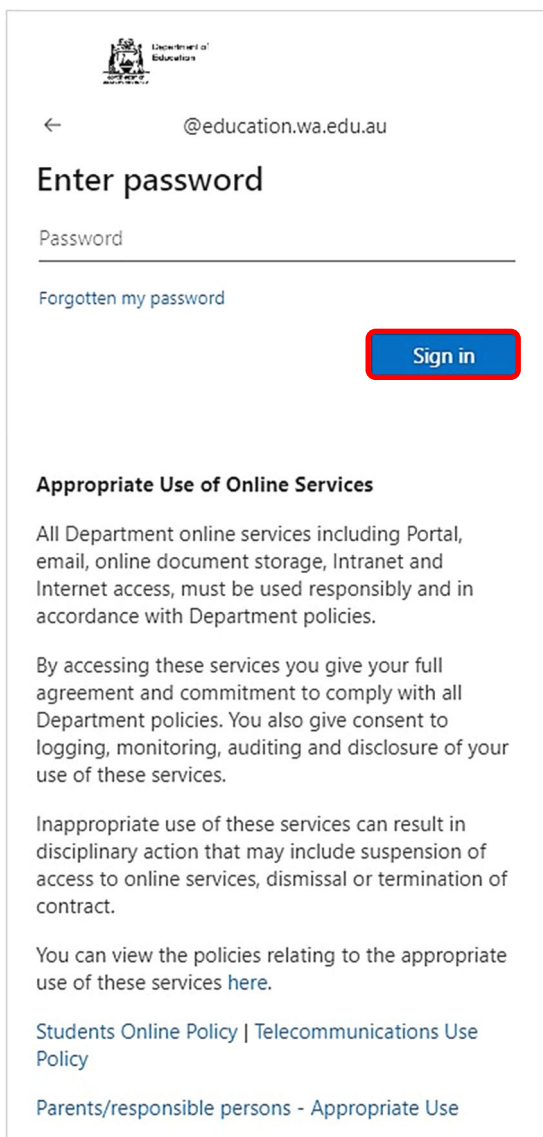
This screenshot shows the 'Government school login' section with instructions. It features the 'education.wa.edu.au LOGIN' button and the 'CLICK HERE FOR LOGIN INSTRUCTIONS' link. The instructions are as follows:  
Click on the education.wa.edu.au LOGIN button above.  
Select your Department of Education email address from the Microsoft account list.  
Enter your HRMIS password on the Department of Education sign in page.  
Click on the Sign in button to enter the SRMS portal.

Select your Department of Education (Department) email address from the Microsoft account list (shown below).



You will be taken to the Department sign in page.

Enter your password and click on the **Sign in** button (highlighted below) to enter the SRMS portal.



## Non-government schools

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.

SRMS portal

**Government school login** education.wa.edu.au LOGIN

[CLICK HERE FOR LOGIN INSTRUCTIONS](#)

**Non-government school login**

Work email address

Username

Password

I have read and understand the [terms of use](#)

**LOGIN** CANCEL

[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?](#)

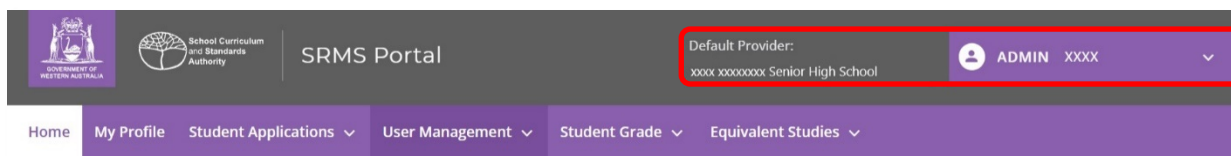
If you have forgotten your password, click on **Forgot your password?**

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.

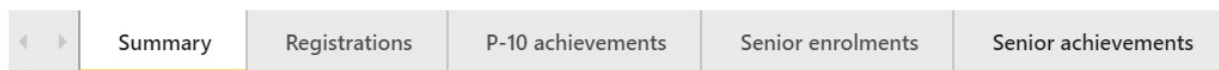
Above the purple navigation bar, you will see the **Admin login ID** and the four-digit provider code and name of your school (de-identified example highlighted below).



If these details are incorrect, contact the Authority's Data Services team:

[dataservices@scsa.wa.edu.au](mailto:dataservices@scsa.wa.edu.au).

The dashboard overview consists of five tabs: **Summary**, **Registrations**, **P-10 achievements**, **Senior enrolments** and **Senior achievements**, as shown in the screenshot below.



The **Summary** screen (highlighted below) displays five panels, which show your school's data and includes information displayed under the following headings: **Select a provider**, **Registrations**, **P-10 missing achievements**, **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.

The screenshot shows the 'Summary' dashboard screen. At the top left, there is a 'Show/hide senior information' section with 'Show' and 'Hide' buttons. Below it is a 'Select a provider' search box. The main content area is divided into five panels:

- Registrations:** A table with columns 'Year', 'Estimated', and 'Actual'. It lists data for years KIN through Y12, with a total of 996 estimated and 1,001 actual registrations.
- P-10 missing achievements:** A table with columns 'Year', 'Expected', 'Reported', and 'Missing'.
- Senior offerings and enrolments:** A table with columns 'Courses offered', 'Estimated enrolments', 'Actual enrolments', 'Enrolment variance', 'Missing enrolment estimates', 'Missing enrolment in course unit/s', 'Missing proposed grades', and 'Missing student declarations'. It shows data for Y11 and Y12, with a total of 1,323 actual enrolments.
- Senior missing achievements:** A table with columns 'Sort', 'Type', 'Y11', 'Y12', and 'Total'. It lists various achievement types like ATAR, General, Foundation, Preliminary, Endorsed program, and VET units of competency.

At the bottom left, there is a 'Last Refresh Date/Time' section showing '02-Aug-21 1:01:54 PM'. At the bottom, there is a navigation bar with five tabs: 'Summary', 'Registrations', 'P-10 achievements', 'Senior enrolments', and 'Senior achievements'. The 'Summary' tab is highlighted with a red box.



Show/hide senior information

Show Hide

Select a provider

Search

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

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
<b>Total</b>	<b>996</b>	<b>1,001</b>

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

P-10 missing achievements			
Year	Expected	Reported	Missing

**P–10 missing achievements** will not display any data. P-10 achievements will not be collected by the Authority until further notice, as development is being undertaken regarding the process.

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

**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				
Sort	Type	Y11	Y12	Total
1	ATAR	630	593	<b>1,223</b>
2	General	27	25	<b>52</b>
3	Foundation	0	0	<b>0</b>
4	Preliminary	1	1	<b>2</b>
6	Endorsed program	0	0	<b>0</b>
7	VET units of competency	21	25	<b>46</b>

**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, P–10 achievements, Senior enrolments and Senior achievements

Click on the **Registrations, P–10 achievements, 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.

The screenshot displays the SRMS dashboard with the 'Registrations' tab selected. On the left, a 'Year' filter is visible with checkboxes for KIN, PRP, Y01 through Y12. The main area contains two tables:

Actual registrations			
WA student number	Family name	Given name	Year
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN
			KIN

Provider registration summary		
Year	Estimated	Actual
KIN	49	50
PRP	50	49
Y01	47	47
Y02	52	52
Y03	56	55
Y04	56	54
Y05	88	88
Y06	88	87
Y07	127	128
Y08	129	127
Y09	146	144
Y10	122	124
Y11	149	148
Y12	144	144
<b>Total</b>	<b>1,303</b>	<b>1,297</b>

At the bottom, a navigation toolbar contains the following tabs: Summary, Registrations (highlighted with a red box), P-10 achievements, Senior enrolments, and Senior achievements.

## P–10 achievements

The Authority has concluded the Pre-primary to Year 10 (P–10) achievements collection trial, as further development is being undertaken to improve the collection process. This development work is intended to better support school systems and sector bodies and schools with the P–10 achievement collection process.

(Blank)

Year	WA student number	Family name	Given name	Learning area	Code	Curriculum area	Grade	Descriptor	Modified
------	-------------------	-------------	------------	---------------	------	-----------------	-------	------------	----------

Learning Area      Year

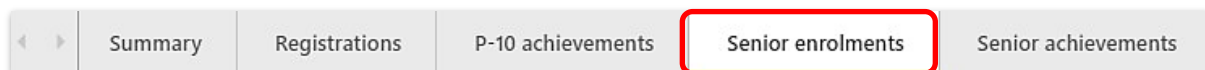
Show only

Summary   Registrations   **P-10 achievements**   Senior enrolments   Senior achievements

## 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					Y12	Completed
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	GTDRD	Drama	3	3	Y11	A1MAA	9	0					Y12	Completed
General	Y12	GTDES	Design	6	6	Y11	A1MAM	4	0					Y12	Completed
General	Y12	GTGAN	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	GEPST	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	GEDED	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	GFDRA	Drama	9	7	Y11	A2FNG	1	0					Y12	Completed



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**).

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	AEGLS	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



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.

Type	Year	Code	Course Name	Estimated	Actual
ATAR	Y12	ATACF	Accounting and Finance	41	44

Course T...  ATAR

Course

Sele...  
 ACF  
 BLY  
 CAE  
 CBL  
 CFL  
 CHE  
 CSC  
 CSL  
 DAN  
 DRA  
 ECO

Year

Y12

Show only

Completed  
 Not completed

Course T...  ATAR

Course

JSL  
 LIT  
 MAA  
 MAM  
 MAS  
 MDT  
 MUS  
 PAE  
 PAL  
 PES  
 PHY  
 VAR

Year

Y11  
 Y12

Show only

(Blank)  
 Completed  
 Not applicable

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						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
ATAR	Y12	ATMAA	Mathematics Applications	109	1	Y12	ATACF	1	0	Yes				Y12	Completed
ATAR	Y12	ATENG	English	236	1	Y12	ATCAE	1	0	Yes				Y12	Completed
ATAR	Y12	ATCSC	Computer Science	20	1	Y12	ATCSC	1	0	Yes				Y12	Completed
ATAR	Y12	ATCAE	Career and Enterprise	35	1	Y12	ATENG	1	0	Yes				Y12	Completed
ATAR	Y12	ATACF	Accounting and Finance	39	1	Y12	ATMAA	1	0	Yes				Y12	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						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
ATAR	Y11	AESECO	Geography	9	9	Y11	AEBLY	15	0					Y11	Not applicable
ATAR	Y11	AEFSL	French: Second Language	10	10									Y11	Not applicable
ATAR	Y11	AEENG	English	75	75									Y11	Not applicable
ATAR	Y11	AEECO	Economics	8	7									Y11	Not applicable
ATAR	Y11	AEDRA	Drama	19	15									Y11	Not applicable
ATAR	Y11	AEDES	Design	5	6									Y11	Not applicable
ATAR	Y11	AEDAN	Dance	7	7									Y11	Not applicable
ATAR	Y11	AECHE	Chemistry	51	47									Y11	Not applicable
ATAR	Y11	AEBLY	Biology	15	15									Y11	Not applicable
ATAR	Y11	AEBLY	Accounting and Finance	39	39									Y11	Not applicable
ATAR	Y11	A2MAA	Mathematics Applications	2	2									Y11	Not applicable
ATAR	Y11	A2HBY	Human Biology	1	0									Y11	Not applicable
ATAR	Y11	A2ENG	English	1	1									Y11	Not applicable
ATAR	Y11	A2BLY	Biology	1	1									Y11	Not applicable
ATAR	Y11	A1VAR	Visual Arts	1	1									Y11	Not applicable
ATAR	Y11	A1PES	Physical Education Studies	2	2									Y11	Not applicable
ATAR	Y11	A1PAL	Politics and Law	1	2									Y11	Not applicable
ATAR	Y11	A1MUS	Music	1	1									Y11	Not applicable
ATAR	Y11	A1MFA	Media Production and Analysis	1	1									Y11	Not applicable
ATAR	Y11	A1MAS	Mathematics Specialist	1	1									Y11	Not applicable
ATAR	Y11	A1MAM	Mathematics Methods	2	2									Y11	Not applicable

## 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.

The screenshot displays the 'Senior achievements' tab in a dashboard. On the left, there are filter panels for 'Course type', 'Year', and 'Show only'. The 'Course type' panel includes checkboxes for ATAR, Endorse..., General, VET units..., and a 'Select all' option. The 'Year' panel has checkboxes for Y11 and Y12. The 'Show only' panel has checkboxes for Missing and Reported. The main table lists achievements with columns for WA student number, Family name, Given name, Type, Year, Code, List, Course Name, Teacher, Unit Score, and Result. The 'Senior achievements' tab at the bottom is highlighted with a red box.

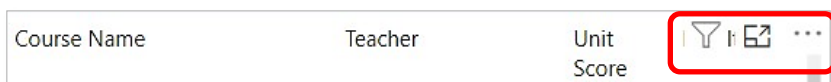
WA student number	Family name	Given name	Type	Year	Code	List	Course Name	Teacher	Unit Score	Result
			ATAR	Y12	ATCHE	B	Chemistry		Missing	Missing
			ATAR	Y12	ATENG	A	English		Missing	Missing
			ATAR	Y12	ATMAM	B	Mathematics Methods		Missing	Missing
			ATAR	Y12	ATMAS	B	Mathematics Specialist		Missing	Missing
			ATAR	Y12	ATPHY	B	Physics		Missing	Missing
			ATAR	Y12	ATCHE	B	Chemistry		Missing	Missing
			ATAR	Y12	ATENG	A	English		Missing	Missing
			ATAR	Y12	ATMAM	B	Mathematics Methods		Missing	Missing
			ATAR	Y12	ATPHY	B	Physics		Missing	Missing
			ATAR	Y12	ATPSY	B	Psychology		Missing	Missing
			VET units of competency	Y12	BSBCRT301		Develop and extend critical and creative thinking skills			Missing
			VET units of competency	Y12	BSBDIV301		Work effectively with diversity			Missing
			VET units of competency	Y12	BSBINM301		Organise workplace information			Missing
			VET units of competency	Y12	BSBITU313		Design and produce digital text documents			Missing
			VET units of competency	Y12	BSBITU314		Design and produce spreadsheets			Missing
			VET units of competency	Y12	BSBPRO301		Recommend products and services			Missing



## Step 4: Export, show and sort your data

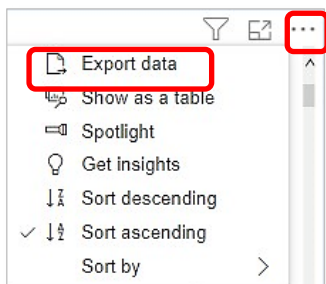
There are options for you to export, show and sort your data on each **Summary, Registrations, P–10 achievements, Senior enrolments** and **Senior achievements** screens, in the right-hand corner of the header row, as shown below. These options are available on all three panels on the **Senior Enrolments** screen (**Enrolments, Proposed grades** and **Enrolled students**).

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



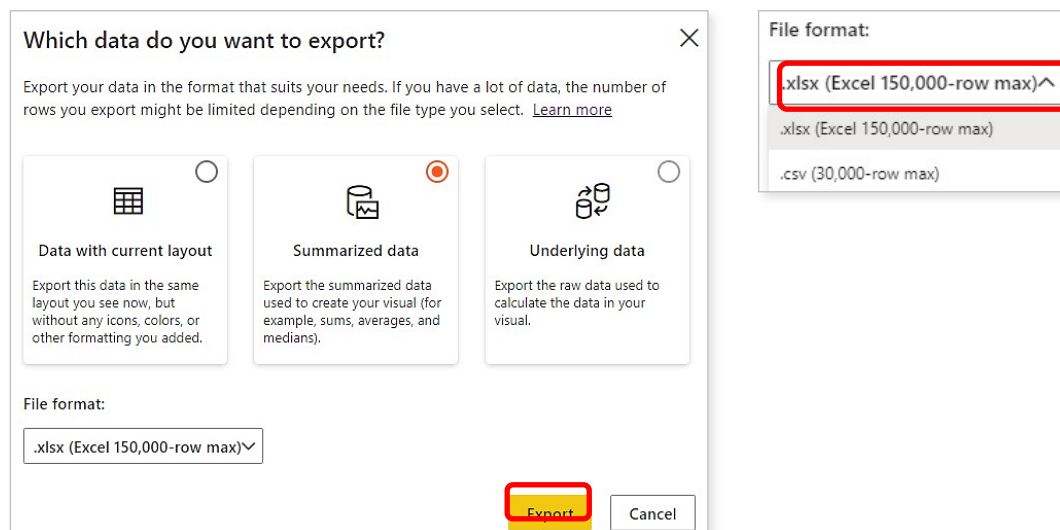
Click on the **three dots** (highlighted below) to view the drop-down list of options: **Export data, Show as a table, Spotlight, Get insights, Sort descending, Sort ascending,** and **Sort by** column heading.

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

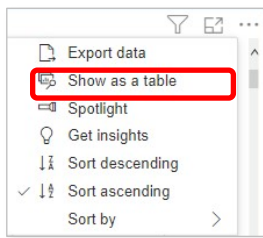


There are two export functions available: **Data with current layout (.xlsx)**, which presents your selected data without any formatting, and **Summarized data (.xlsx or .csv)**, which presents your selected data with column headings and filters. Select **Summarized data** and **.xlsx** (Excel 150,000-row 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.

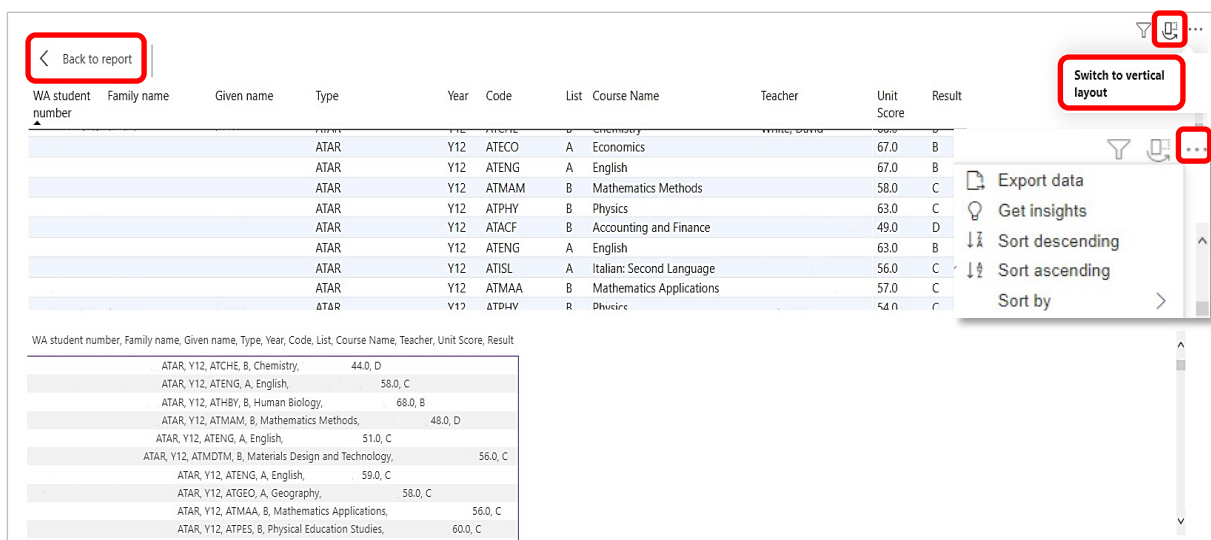


Click on the **Show as a table** option (highlighted below) to present your data as a table.



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.

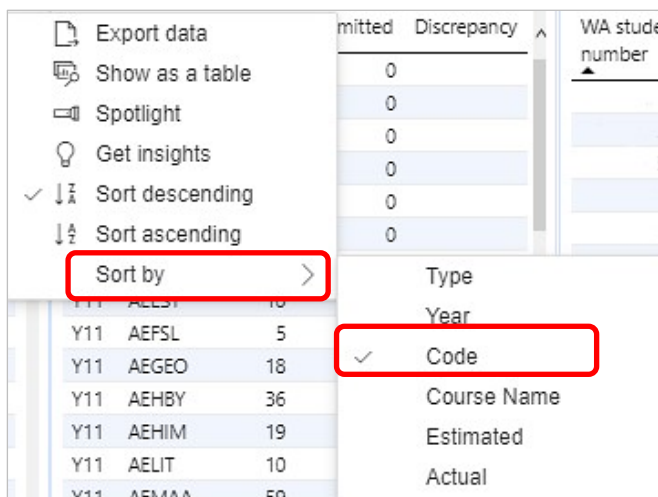
Click on **Back to report** (highlighted below) to return to the **Senior achievements** screen.



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 Authority's deadlines in a timely manner.

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

Activities Schedule			
Days to go	Due date	Relevant to	Activities
15	11 Feb 2021	Secondary	<p><b>Last date for upload into SIRS</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Initial 2021 registration and demographic information for all Kindergarten-Year 6 students where these students attend schools using Brightpath (via SRGDG file).</li> <li>Initial 2021 registration information for all teachers where students attend schools using Brightpath (via THREG file).</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>registration and demographic information for Kindergarten, 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</li> <li>updates to registration and demographic information should be uploaded into SIRS on a regular basis for the remainder of the year.</li> </ul>
15	11 Feb 2021	Secondary	<p><b>Last date for receipt by the Authority</b></p> <ul style="list-style-type: none"> <li>Completed small group moderation partnership registration form (for Year 12 groups with fewer than six ATAR course examination candidates).</li> </ul> <p><b>Last date for upload into SIRS</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Initial 2021 registration and demographic information for all Kindergarten-Year 6 students where these students attend schools using Brightpath (via SRGDG file).</li> <li>Initial 2021 registration information for all teachers where students attend schools using Brightpath (via THREG file).</li> </ul>

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** before the deadline, so you will need to take prompt action.

Activities Schedule			
Days to go	Due date	Relevant to	Activities
2	03 Dec 2020	Secondary	<p><b>Due date for upload into SIRS</b></p> <ul style="list-style-type: none"> <li>Year 11 achievement data for ATAR, General, Foundation and Preliminary courses data (via RSCOS file).</li> <li>Year 10 and Year 11 achievement data for VET units of competency, VET qualifications and endorsed programs data (via RSEND, RSVET and RSQUAL files).</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>SIRS automatically allocates a grade for VET industry specific course units once full or partial requirements have been met</li> <li>the VET USI is a requirement for achievement intended for contribution towards the WACE requirements.</li> </ul> <ul style="list-style-type: none"> <li>Final registration and demographic information for Kindergarten- Year 11 students (via SRGDG file).</li> </ul>
9	10 Dec 2020	Secondary	<p><b>Last date for upload of changes into SIRS</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>

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

