Student Records Management System

School administrator's guide for dashboard navigation: international

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23/01/2024

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

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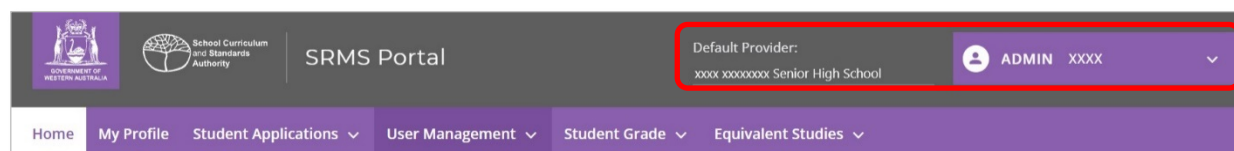
If these details are incorrect, contact the SCSA's Data Services team: dataservices@scsa.wa.edu.au.

The dashboard overview consists of five tabs: **Summary**, **Registrations**, **P–10 achievements**, **Senior enrolments** and **Senior achievements**, as shown in the screenshot below.
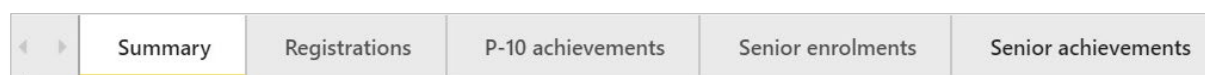
The **Summary** screen (highlighted below) displays five panels, which show your school's data and includes information displayed under the following headings: **Select a provider**, **Registrations**, **P–10 missing achievements**, **Senior offerings and enrolments**, and **Senior missing achievements**.

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

This **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.

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 current 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 indicates the number of grades to be reported at each year level, with the missing information shown in orange. The SCSA is continuing with a trial of the P–10 achievements upload process.

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 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	**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 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 in each section.

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.

P–10 achievements

The SCSA is continuing with a trial of the P–10 achievements upload process.

At present, you will see a blank panel with no data displayed.

When the SCSA commences collection of P–10 achievements, you will be able to click on the **P–10 achievements** tab to see all student achievements in Years P–10 at your school.

The students' WA student number, family name and given name will be shown.

The **Learning area**, course **Code**, **Curriculum area**, **Grade**, **Descriptor** and **Modified** are displayed, with the missing information shown in orange. When the achievement data has been uploaded and processed, the information will turn from orange to black.

You can filter these details by selecting the filter check boxes, i.e. **Missing** or **Reported**. The screen will refresh to show the selected information only. To reset the filters, deselect all the filter check boxes and the screen will refresh to display all data.

Note: the first time you view the screen, you will only see the **Missing** option. After you have uploaded some achievements to SIRS, you can select and view either **Missing** or **Reported**.

You can also filter by **Learning area** and by selecting the **Area** and/or **Year** level.

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	Not completed
General	Y12	GTMDTW	Materials Design and Technology	10	10		Y11	A1ECO	1	0					Y12	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	Not 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	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	P-10 achievements	**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**).

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.

Proposed grades				
Year	Code	Actual	Submitted	Discrepancy
Y12	ATENG	238	0	Yes
Y12	ATFSL	8	0	Yes
Y12	ATFST	15	0	Yes
Y12	ATGSL	13	0	Yes
Y12	ATHBY	86	0	Yes
Y12	ATHEA	10	0	Yes
Y12	ATHIM	15	0	Yes
Y12	ATJSL	16	0	Yes
Y12	ATLIT	35	0	Yes
Y12	ATMAA	109	0	Yes
Y12	ATMAM	175	0	Yes
Y12	ATMAS	68	0	Yes
Y12	ATMPA	10	0	Yes
Y12	ATMUSW	15	0	Yes
Y12	ATPAL	16	0	Yes
Y12	ATPES	27	0	Yes
Y12	ATPHY	117	0	Yes
Y12	ATPSY	57	0	Yes
Y12	ATVAR	8	0	Yes
Y12	GTCAE	62	0	Yes
Y12	GTDAN	11	0	Yes

Proposed grades				
Year	Code	Actual	Submitted	Discrepancy
Y12	ATHIM	9	9	No
Y12	ATISL	2	2	No
Y12	ATLIT	21	21	No
Y12	ATMAA	92	92	No
Y12	ATMAM	32	32	No
Y12	ATMAS	6	6	No
Y12	ATMDTM	4	4	No
Y12	ATMDTW	5	5	No
Y12	ATMUSJ	1	1	No
Y12	ATPAL	15	15	No
Y12	ATPES	38	38	No
Y12	ATPHY	30	30	No
Y12	ATREL	30	30	No
Y12	ATVAR	7	7	No
Y12	GTBME	22	22	No
Y12	GTENG	31	31	No
Y12	GTISC	20	20	No
Y12	GTMAE	46	46	No
Y12	GTMDTM	9	9	No
Y12	GTPES	40	40	No
Y12	GTREL	162	162	No
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	Completed
			Y12	Completed
			Y12	Completed
			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
			Y12	Completed
			Y12	Completed
			Y12	Completed
			Y12	Completed
			Y12	Completed
			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 all 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 of the **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.
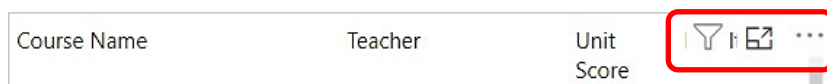
Click on the **three dots** (highlighted below) to view the drop-down list of options: **Export data**, **Show as a table**, **Spotlight**, **Get insights**, **Sort descending**, **Sort ascending**, and **Sort by** column heading. Click on the **Export data** option (highlighted below) to export your selected data.
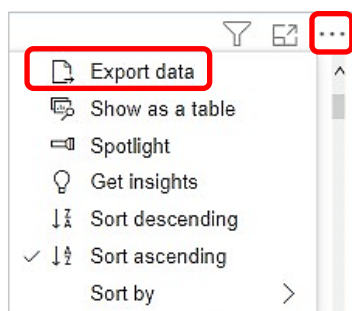
There are two export functions available: **Data with current layout** (**.xlsx**), which presents your selected data without any formatting, and **Summarized data** (**.xlsx** or **.csv**), which presents your selected data with column headings and filters. Select **Summarized data** and**.xlsx** (Excel 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
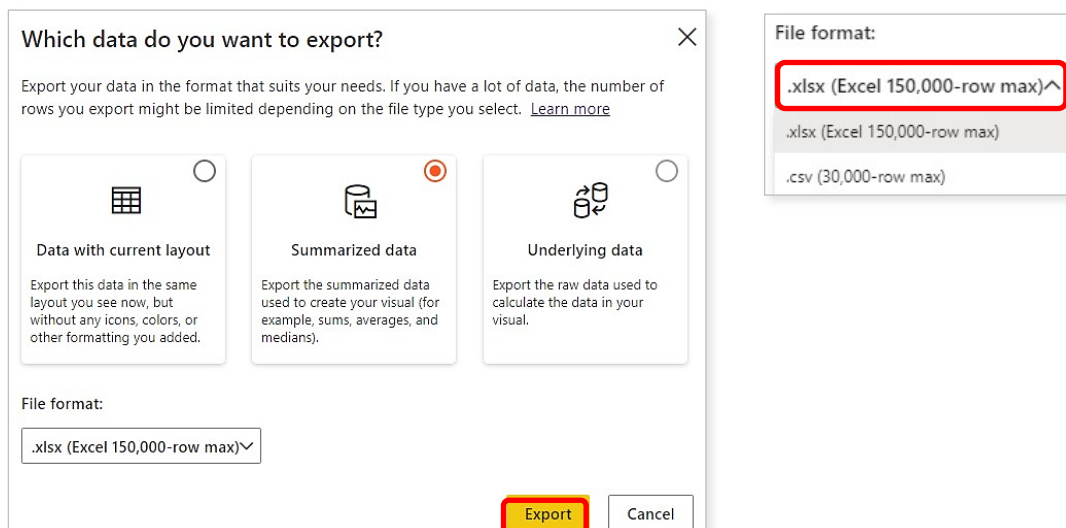
Click on the **Show as a table** option (highlighted below) to present your data as a table.
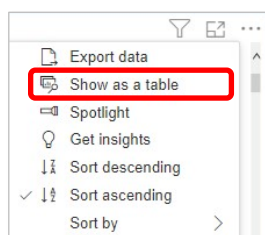
Select the middle icon to switch from vertical to horizontal layout view or the **three dots** (both highlighted below) to view the drop-down list of options, including to export or sort this table.

Click on **Back to report** (highlighted below) to return to the **Senior achievements** screen.
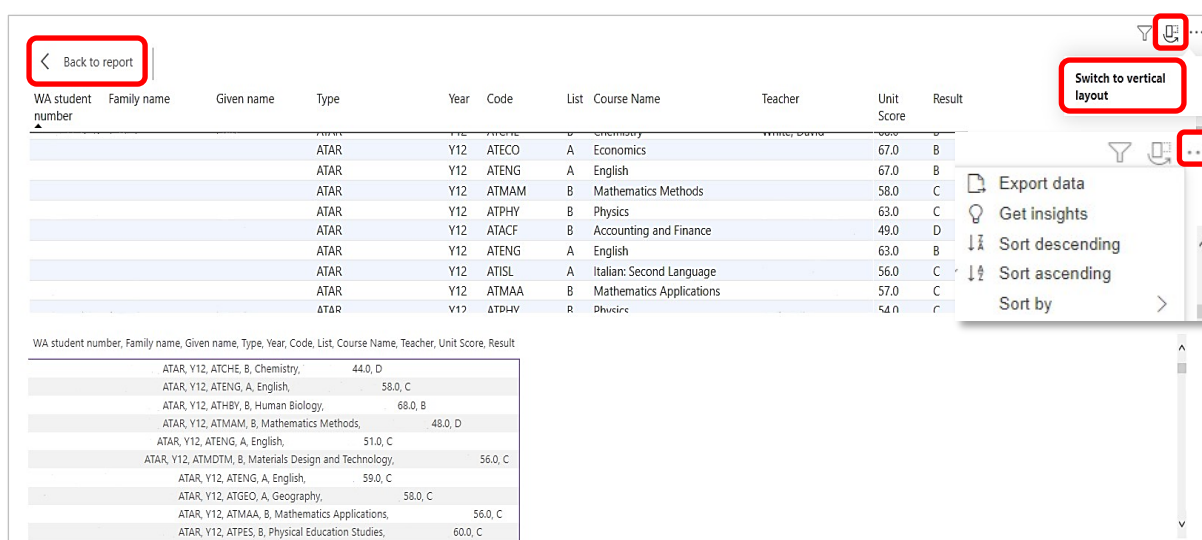
Click on the **Spotlight** option to highlight a specific section of data and hide other data. Click on the **Spotlight** option again to return to the full screen view.

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).
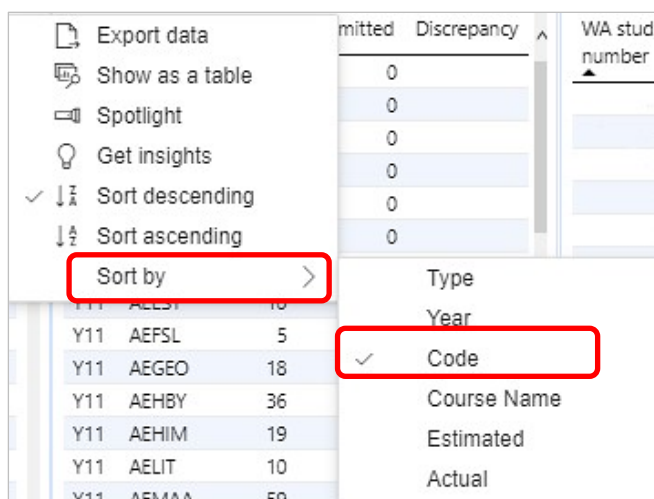
Step 5: View the *Activities Schedule*

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 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.