



SIRS REPORTS – VIDEO 3 Transcript

The last area we are looking at on the Student Information Records System is the reports area.

Again on the horizontal menu bar under reports, other reports, there are a few reports you can run to assist with managing your school. Bear in mind the information in these reports is the information you have uploaded to SIRS.

The report type will always be Students at this stage and you have four choices.

There is Student Listing by Provider

Indigenous Student Listing by Provider

Number of Indigenous Students Registered Summary by Provider and
Student listing by Class (which is ostensibly a class list).

The student listing by provider will give you all the students in your school, or you can run it by Academic Year, from Kindergarten all the way through to Year 12. If you leave it blank it will run for all years. We are going to run it for Year 1 and you can run it in a pdf or a csv format, depending on what you need to run the report for. If you need to manipulate data click the radio button to run as a .csv, otherwise leave as a pdf and if you Run the Report as batch, by ticking the little box here, the report will run in the back ground while you do something else on SIRS and will populate in your email inbox. This is particularly useful if a member of staff has asked for a copy of a report, you can run to your inbox and then forward directly to them. You need to click on generate report, the processing request will come up and you will have an immediate task scheduled, user will be notified.

If you do not choose Run Report as Batch, and click on Generate Report, it may take a few minutes longer because it is generating the report to put on your screen, and will return with a do you want to open or save, click open and the report will open as an Adobe Acrobat file for you. To run a report for just the indigenous student at your school – use the second report and follow the same process to run as Batch or generate. The number of indigenous students, you may need this for census information, although you can probably get this from your database, and the student listing by class, this will give you your class list. It is important that the class details are the same, if you have name a class Room 4, and it is room, space, 4, ensure all students are under Room, space, 4.

We are looking here at the Year 3 students and here are our 3 Year 3 students who are in class Room 2.

As more information is generated and uploaded to SIRS, more reports will become available throughout the years.

To logout of SIRS at any time click on the logout in the far top right hand corner and this will close SIRS.

For further assistance, please contact the data services team on dataservices@scsa.wa.edu.au.