Administrator Guide
Contents

1. Booklists.............................................................................................................3
  1.1. Looking for a Book.........................................................................................3
    1.1.1. Books by Title:.......................................................................................3
    1.1.2. Books by Author:....................................................................................4
    1.1.3. Books by Category:....................................................................................5
  1.2. What Else is on this screen?.................................................................7
    1.1.4. PDF Booklist Downloads......................................................................7
    1.1.5. PDF Booklist Downloads for each Challenge.......................................7
    1.1.6. Series Books............................................................................................8
    1.1.7. Booklist Legend.........................................................................................8
2. Personal Reading Log.......................................................................................10
3. How do I log on to the Premier’s Reading Challenge Website?............12
  1.3. Logon to Premier’s Reading Challenge site ............................................12
  1.4. Government School Staff ........................................................................13
  1.5. Non-Government School Staff ...............................................................13
4. Student Reading Records...............................................................................14
  1.6. Add Student Entry......................................................................................14
    1.1.8. Enter Books.............................................................................................16
    1.1.9. Can’t Find a Book?..................................................................................18
    1.1.10. Challenge Details..................................................................................18
    1.1.11. School Details.......................................................................................19
  1.7. Copy Student Entry.....................................................................................20
  1.8. Validation......................................................................................................21
    1.1.12. Search for a Specific Set of Students..................................................22
1. Booklists

1.1. Looking for a Book

Select Booklists on the menu and you will see a list of all the different Challenge levels available this year.

<table>
<thead>
<tr>
<th>Challenge Level : K-2</th>
<th>Challenge Level : 3-4</th>
<th>Challenge Level : 5-6</th>
<th>Challenge Level : 7-9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books by Title</td>
<td>Books by Title</td>
<td>Books by Title</td>
<td>Books by Title</td>
</tr>
<tr>
<td>Books by Author</td>
<td>Books by Author</td>
<td>Books by Author</td>
<td>Books by Author</td>
</tr>
<tr>
<td>Books by Category</td>
<td>Books by Category</td>
<td>Books by Category</td>
<td>Books by Category</td>
</tr>
</tbody>
</table>

You can search for books to read by title, author or category depending on the Challenge you are attempting.

1.1.1. Books by Title:

When you select Books by Title, the screen will change. There is now an alphabetical list on the screen as well.

For example: If you want to find a K-2 book that has a title starting with "C", select "C" from the Alphabet list.

This will show a list of all K-2 books that have a title starting with "C".
1.1.2. Books by Author:

When you select Books by Author the screen will change. There is now an alphabetical list on the screen as well.

For example: If you want to find a 3-4 book written by an author whose name starts with a "V", select the 3-4 Challenge level by author, then select "V" from the Alphabet list.

This will show a list of all 3-4 books written by an author whose name starts with "V".
1.1.3. Books by Category:
When you select the screen will change. There is now a categories list on the screen as well.
**Categories are not available for the K-2 Challenge.**

On the right of the screen is a list of categories. Some of these include:
- Australian fiction
- Fantasy
- Love stories
- Poetry
- Science fiction
- Sports fiction

For example: If you want to find a 5-6 book in the category of Mystery/Suspense, select Mystery/Suspense in the categories listings.

---

**Sweetest Fig, The**
Monsieur Bibot, the very fussy French dentist, scoffs when he is told the figs he has been given as a form of payment by an impoverished patient are magic. He learns otherwise after eating one.

ISBN 9780395573461
Publisher Houghton Mifflin, 1993

Van Allsburg, Chris
This will show a list of all 5-6 books in the Mystery/Suspense Category.

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>Author</th>
<th>ISBN</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>379</td>
<td>45 &amp; 47 Stella Street and everything that happened</td>
<td>Honey, Elizabeth</td>
<td>9781865500901</td>
<td>Allen &amp; Unwin Pty Ltd, 2000</td>
</tr>
<tr>
<td></td>
<td>The families and friends who live in Stella Street lead fascinating lives.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tori has heard a dog howling. He is not sure if he imagined it or if it is, as his cousin Bronte says, Axle's ghost. Thinking that, perhaps Axle could be alive after all. Tori sets out to solve the mystery but discovers more than he expected to find.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.2. What Else is on this screen?

1.1.4. PDF Booklist Downloads
You can print a list of all books available in the Challenge from this screen.

When you first go to this screen, it shows all the Booklists combined.

<table>
<thead>
<tr>
<th>PDF Booklist Downloads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete - Short</td>
</tr>
<tr>
<td>Complete - Full</td>
</tr>
<tr>
<td>Complete - New</td>
</tr>
</tbody>
</table>

1. Complete - Short
Lists all books available in all Challenges and includes PRC ID number, title, author and Challenge level

2. Complete - Full
Lists all books available in all Challenges and includes PRC ID number, title, author, publisher, year of publication, ISBN, Challenge level and annotations (a description of the book’s contents).

3. Complete - New
Lists all new books added since the last Challenge.

To View the Booklist:
- Select the PDF Booklist you want to Download
- This will open the document in Adobe Acrobat Reader, or you can save it
- Print the document if required (double-sided is best)
- The booklists are published by The Sun-Herald in November each year. Check the Homepage for the next publication date.

1.1.5. PDF Booklist Downloads for each Challenge
When you choose a Challenge level, the list changes to the books available in that level.

<table>
<thead>
<tr>
<th>PDF Booklist Downloads</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-2 by Title - Short</td>
</tr>
<tr>
<td>K-2 by Title - Full</td>
</tr>
<tr>
<td>K-2 by Title - New</td>
</tr>
</tbody>
</table>

For example: If you want to find all “New” K-2 books in a list that you can print:
- Select either Books by Title or Books by Author in the K-2 listings
- PDF Booklist Downloads allows you to select a Short, Full or New list of books available in the K-2 Challenge.
  - Select the PDF Booklist you want to Download
1.1.6. Series Books

In some series, you can read any one book from the series as part of the official Challenge. Other books from the series can be read as your personal choice books.

- K-2 Series books
- 3-4 Series books
- 5-6 Series books
- 7-9 Series books

For example: If you want to find a Series 5-6 book choose Booklists from the menu and then select 5-6 Series books. This will open an Adobe Acrobat document with a list of all Series books available for this Challenge.

- Print the document if required (double-sided is best)
- The booklists are published by The Sun-Herald in November each year. Check the Homepage for the next publication date.

1.1.7. Booklist Legend

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="New" /></td>
<td>New books added since the last Challenge are shown with this symbol in the PRC ID column</td>
</tr>
<tr>
<td><img src="image" alt="Star" /></td>
<td>Books in Challenge 7-9 may display this symbol. These titles also appear on the 5-6 booklist</td>
</tr>
<tr>
<td><img src="image" alt="CIRCLE" /></td>
<td>Books in Challenge 7-9 may display this symbol. These titles contain mature themes and are usually read by students in Years 9, 10 and above</td>
</tr>
</tbody>
</table>
### Examples

<table>
<thead>
<tr>
<th>130719</th>
<th><strong>The Secret</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>ISBN</strong> 9781582701707</td>
</tr>
<tr>
<td></td>
<td><strong>Publisher</strong> Barnes &amp; Noble, 2001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15314</th>
<th><strong>Titanic (Eyewitness guides)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Discover the secrets of the luxury liner, Titanic, from life on board to its watery grave.</td>
</tr>
<tr>
<td></td>
<td><strong>ISBN</strong> 9780751363036</td>
</tr>
<tr>
<td></td>
<td><strong>Publisher</strong> Dorling Kindersley, 1999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18514</th>
<th><strong>Jacob’s Ladder</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jacob wakes up in a field unable to remember anything but his name. Why is he there, how can he get home? An intriguing story, raising issues about life after death, hopes and dreams.</td>
</tr>
<tr>
<td></td>
<td><strong>ISBN</strong> 9781843627210</td>
</tr>
<tr>
<td></td>
<td><strong>Publisher</strong> Orchard Books, 2006</td>
</tr>
</tbody>
</table>
2. Personal Reading Log

All Student Reading Records must be entered online between March and the end of August. Students may enter their books as they read them or when all books are read.

A personal reading log is available for students to use to manually record books read before completing online records, if this is helpful. These books must then be entered online later by a student, parent or coordinator.

1. Select "Personal Reading Log" from the menu

2. This allows you to download the "Personal Reading Log"

3. Click on Download Personal Reading Log. This will open a new document in Adobe Acrobat Reader. Print the document (double-sided is best), write your name and class and fill out the details of books you have read.
4. Coordinators wishing to use Personal Reading Logs can customise them to suit their purposes by adding headings to the last two columns after it is printed and then photocopying it. For example, if you wish to have parents validate each book read, you could write in the headings Date & Sign above the last two columns before duplicating the Personal Reading Logs.
3. How do I log on to the Premier's Reading Challenge Website?

The Premier's Reading Challenge can be accessed via the DET Portal or directly via the website.

- The DET Portal has a link to the Premier’s Reading Challenge website; **OR**

If you log in through the DET Portal, you will automatically have access to the Premier’s Reading Challenge site.

If you do not use the DET Portal to access the Premier’s Reading Challenge, you will need to logon to gain access to all the functions on the Premier’s Reading Challenge website.

**1.3.Logon to Premier’s Reading Challenge site**

1. On the left hand side of screen is a list of menu items. Select or Click on **Login**
2. This will bring up the Logon Screen
1.4. Government School Staff
If you are the designated PRC coordinator for your school you can login using your existing DET User ID and password, or Network username and password.

Username: kles1
Password: ********

Select Submit

1.5. Non-Government School Staff
If you are the designated PRC coordinator for your school you will be supplied with a username and password.

A package outlining this process will be supplied to all schools. For more details contact the PRC team.

Username: kles1
Password: ********

Select Submit
4. Student Reading Records

Student Reading Records are generally created and maintained by students. They may also be added for them by a coordinator, particularly for Years K-2.

A coordinator creates a student reading record using the Add Student Entry menu option and there is also a ‘Copy Student Entry’ option to make the task easier when groups of students are reading/experiencing the same books.

Note - a coordinator needs to be logged on to perform these tasks.

A coordinator is also responsible for validating student reading records once a student reading record is complete.

1. Add Student Entry
   There are two parts to Add Student Entry
   i. find a student, create a student reading record and enter details of a book/books read
   ii. add further books to a student reading record for the student

2. Copy Student Entry
   Allows coordinators to copy book entries from one student reading record to another. This is useful when multiple students have read or experienced the same books.

3. Validation
   There are 2 parts to Validation
   i. Find the list of students who need to have their completed Reading Record validated
   ii. Validate Reading Records that have been completed

1.6. Add Student Entry

From the Student Reading Records menu select Add Student Entry
Enter search details for a particular student or group of students. Coordinators will see the students and student reading records only for the school(s) for which they are registered as coordinators. Additional search criteria of School, Grade, Student name or Student Registration Number can also be entered:

<table>
<thead>
<tr>
<th>SRN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td>All Schools</td>
</tr>
<tr>
<td>Grade</td>
<td>All Grades</td>
</tr>
</tbody>
</table>

Select the **Search** button

The Proxy Student Reading Record screen will be displayed. This is named Proxy Student Reading Record because the coordinator is completing the record on behalf of the student.
1.1.8. Enter Books

The Enter Books area of this screen shows: The current reading record for a student with the books entered for their Challenge. Newly read books can be added for this student on this screen - these can be from the Challenge Booklists, Series Books or Personal Choice Books.

1. Type in the Challenge ID number and the other fields will automatically update; or
2. Type in the Title or Author. As you start typing the Title or Author in the appropriate field a list is displayed with results; i.e. type oliv in Author field and the following box is displayed. Click on the author required and the other fields will automatically update.
3. Select

<table>
<thead>
<tr>
<th>No.</th>
<th>ID</th>
<th>Title</th>
<th>Author</th>
<th>Reading Level</th>
<th>Type</th>
<th>Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9224</td>
<td>Faber book of Greek legends, The</td>
<td>Lines, Kathleen</td>
<td>S-6</td>
<td>PRC</td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Alternatively:**

- Paddington, Ross & Oliver (Bodley Story)
- Chapman, Jean & Oliver, Tony (3rd) (Possum in Olive, John, (Bobby's donkey)
- Oliver, Gary (Well, The)
- Oliver, Gary (Is that you George)
- Oliver, Martin (Puzzle adventures)
- Oliver, Martin (Search for the Sunken City)
- Oliver, Martin (Intergalactic bus trip, The)
- Oliver, Martin & Mountar, P (3rd) (Agent Arthur's)
- Oliver, Martin & Postgate, Daniel (3rd) (Dead din
- Oliver, Narrilo (Leaf ball)
- Oliver, Narrilo (best bear in Boonaroo Bay, The)
- Oliver, Narrilo (very blue thingamajig, The)
- Oliver, Narrilo (Sand swimmers: the secret life
1.1.9. Can't Find a Book?
If Personal Choice books are not found in the "Enter Books" section above then they should be added via the "Can't find a book?" area of the screen.

- The specified book could not be found.

Proxy Student Reading Record

Selected Student

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade</th>
<th>Gender</th>
<th>DET User ID</th>
<th>SRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chloe Wood</td>
<td>Tuggerah</td>
<td>K</td>
<td>F</td>
<td>CHLOE.WOODS</td>
<td>70823269</td>
</tr>
</tbody>
</table>

Enter Books

You can enter books by PRC ID number or Title.

<table>
<thead>
<tr>
<th>No</th>
<th>ID</th>
<th>Title</th>
<th>Author</th>
<th>Challenge Level</th>
<th>Type</th>
<th>Series</th>
<th>Add</th>
</tr>
</thead>
</table>

Can't find a book?

Enter the ISBN or Title and Author below.

- Enter either the ISBN, or Title and Author
- When entering a new title use title case. If the title starts with A, An or The, place these words at the end of the title, eg: Black ships before Troy, The
- Enter a new author by last name, first name eg: Sutcliff, Rosemary
- Select Add

Tip: If you can’t find a book on the PRC List use one of the popular book search engines to find the ISBN number for a book. Copy and paste it into the ISBN field and the book details will be displayed to add to the Student Reading Record.

1.1.10. Challenge Details

The "Challenge Details" area of the screen shows:

- The current Challenge in which the student is registered
- The books required to be read for that Challenge
- The status of the Student Reading Record.

<table>
<thead>
<tr>
<th>Challenge</th>
<th>Total Books</th>
<th>Min. PRC Books</th>
<th>Max. Choice Books</th>
<th>Reading Level(s)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-6</td>
<td>20</td>
<td>15</td>
<td>5</td>
<td>5-6, 7-9</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
1.1.11. School Details

The School Details area of the screen shows the name of the school(s) the student has attended during the course of the current year’s Challenge. The Coordinator(s) for each school is also displayed here.

<table>
<thead>
<tr>
<th>School</th>
<th>Coordinator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coolah Central (Coolah)</td>
<td></td>
</tr>
</tbody>
</table>
1.7. Copy Student Entry

From the Student Reading Records menu select Copy Student Entry

This feature allows the Coordinator to copy one Student Reading Record to another. This is especially useful when students in the K-2 Challenge Level are experiencing a book as a group, or if all students in other levels have read the same books as part of their class work.

1. Select Copy Student Entry from the Student Reading Record menu
2. Search for the original entry you wish to copy
3. Search for the group or individual to update with a copy of the selected Reading Record, ie search by School and Grade to display the whole list of names.

Copy Student Reading Records

→ Selected Student
These are the details of the source Student Reading Record.

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade</th>
<th>Gender</th>
<th>DET User ID</th>
<th>SRN</th>
<th>Challenge</th>
<th>Year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troy Bell</td>
<td>Coolah Central (Coolah)</td>
<td>5</td>
<td>M</td>
<td>ESSA.STU20</td>
<td>20</td>
<td>5-6</td>
<td>2006</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

→ Search Results
Select the target Student Reading Records you wish to update.

4. Place a tick next to the name of the students’ records you wish to update.

5. Select Copy

6. If there is more than one student who you wish to copy the original students record to, place a tick next to all the students. If you wish to copy to all the students in the list use the Select All box

Select All [on]

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>School(s)</th>
<th>Grade</th>
<th>DET User ID</th>
<th>SRN</th>
<th>Challenge</th>
<th>Year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hermosillo</td>
<td>Hedy</td>
<td>Coolah Central (Coolah)</td>
<td>5</td>
<td>ESSA.STU19</td>
<td>19</td>
<td>5-6</td>
<td>2008</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Select All [on]

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>School(s)</th>
<th>Grade</th>
<th>DET User ID</th>
<th>SRN</th>
<th>Challenge</th>
<th>Year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hermosillo</td>
<td>Hedy</td>
<td>Coolah Central (Coolah)</td>
<td>5</td>
<td>ESSA.STU19</td>
<td>19</td>
<td>5-6</td>
<td>2008</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Sumpter</td>
<td>Anastasia</td>
<td>Coolah Central (Coolah)</td>
<td>5</td>
<td>ESSA.STU22</td>
<td>22</td>
<td>5-6</td>
<td>2008</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

7. Select Copy
1.8. Validation
From the Student Reading Records menu select Validation

This feature allows coordinators to:
1. Search for students who have completed the Challenge and need to have their Reading Record validated; and/or
2. Search for a specific set of students, ie search for all students in Year 3 at the school the coordinator has access to. This will allow the coordinator to view the current status of all those students.

Validate Student Reading Record

- Quick Search
Get the list of students who need to have their completed Reading Record validated.

Search

- Search
Search for a specific set of students, their Reading Record may not be complete.

<table>
<thead>
<tr>
<th>SRN</th>
<th>or</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td>Coolagh Central (Coolagh)</td>
</tr>
<tr>
<td>Grade</td>
<td>3</td>
</tr>
<tr>
<td>Year</td>
<td>2006</td>
</tr>
</tbody>
</table>

Search
1.1.12. Search for a Specific Set of Students

- Type in your search criteria, such as School or Grade
- Select the **Search** button

![Search Form]

This list shows the status of each student and allows you to view their Challenge details.
To View an individual Student Reading Record click on the **View** hyperlink.

![Search Results]

If a Student Reading Record Status shows as Complete you can Validate the Student Reading Record.

- Select the box to the left of the name of the student whose record you wish to Validate (a tick will appear next to the name)
- Select **Validate**
- If you wish to Validate all students in the list select the Select All box (a tick will appear next to Select All)
- Select Validate
- The following box is displayed

![Image](image.jpg)

- Select OK if you wish to proceed
- The following information box will show that the record has now been updated to the status of Validated.

![Image](image1.jpg)

A Student Reading Record for ALEXANDER.YALLOURIS updated.

<table>
<thead>
<tr>
<th>Student Reading Records</th>
<th>Incomplete</th>
<th>Complete</th>
<th>Validated</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>