Coordinator’s Guide
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Booklists

1.1 Searching for a book

Select Booklists in the menu on the left 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.

Note: K–2 booklists are not sorted by category.

1.2 Searching by title

When you select Books by Title the screen will change to show books in alphabetical order by title. There is now an alphabet list on the right-hand side of the screen.

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.
When book titles begin with The, A or An, ignore the first word. Choose the letter that begins the second word in the book's title.

For **A dark dark tale**, select D for dark.

You will find the book listed as **Dark dark tale, A**

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### 1.3 Searching by author

When you select **Books by Author** the screen will change. There is now an alphabet list on the right-hand side of the screen.

If you want to find a 3-4 book written by an author whose name starts with R, select the 3-4 Challenge level by author, then select R from the alphabet list.
This will show a list of all 3-4 books written by authors whose names start with R.

1.4 Searching by category

When you select **Books by Category** the screen will change to show books grouped in categories. There is now a list of categories on the right-hand side of the screen.

**NOTE:**
Categories are not available for the K-2 Challenge.

Love and drama are not categories on the 3–4 booklist but appear on the 5–6 and 7–9 booklists.

If you want to find a 5-6 book that is historical fiction. First, select books by category in the 5–6 Challenge.
Then select **Historical fiction** in the list of categories on the right-hand side of the screen.

This will show a list of all 5-6 books in the Historical fiction category in alphabetical order by title.

### Booklists

#### Challenge Level: K – 2
- Books by Title
- Books by Author
- Books by Category

#### Challenge Level: 3 – 4
- Books by Title
- Books by Author
- Books by Category

#### Challenge Level: 5 – 6
- Books by Title
- Books by Author
- Books by Category

#### Challenge Level: 7 – 9
- Books by Title
- Books by Author
- Books by Category

#### Book Details

**ID:** 1212

**Title:** Alexander the great: reckless conqueror

Believing he was descended from Achilles and Hercules, Alexander set out to better their heroic deeds. For eight years, he led the Macedonians, mostly on foot, defeating huge armies and proving to be either a brilliant warrior or a ruthless invader.

ISBN: 9781875372330

**Publisher:** Black Dog Books, 2004

**Author:** Wilkinson, Carole

**ID:** 15621

**Title:** Amazing story of Adolphus Tips, The

Set in wartime Devon, this is the diary of plucky young Lily Tregenza whose town is invaded by escaping ex-servicemen and American soldiers. When Lily enlists the help of two young, black American soldiers to find her missing cat, their adventure opens the world up to her.

ISBN: 9780439780613

**Publisher:** HarperCollins Australia, 2005

**Author:** Morpurgo, Michael

**ID:** 15634

**Title:** Billy Mack’s war

When Captain Mack is released from prison camp at the end of the war, no-one is sure what to expect, least of all his son Billy. He might be the same man who went off to war full of hope and pride or his experiences may have changed him forever.

ISBN: 9780700333768

**Publisher:** University of Queensland Press, 2004

**Author:** James, Roy

### 1.5 What else is on the booklist screen?

PDF versions of the combined booklists (K-9) or the booklists by Challenge to print.

Approved series with the books in each series to view or print. Approved series may also include sequels, trilogies and quartets that have been included on the PRC official booklists.
Additional information about PRC books to help readers choose the right book for them. Additional information includes annotations that describe the books’ contents, and some easy read and mature read flags on the 7-9 booklists.

1.6 Printing a PDF booklist with all the books
You can print a list of all the books available in the Challenge from this screen.

When you first go to the booklists screen, all the booklists are combined.

- Complete - Short
  Lists all the books available in all the Challenges, K–9, with their PRC ID number, title, author and Challenge level.

- Complete - Full
  Lists all the books available in all the Challenges, K–9 with their PRC ID number, title, author, publisher, year of publication, ISBN, Challenge level and annotation. Annotation: a description of a book’s contents.

- Complete - New
  Lists all the new books in all the Challenges, K–9, that is, books added since the last Challenge.

To view the downloadable booklist:

Select the PDF booklist you want to download.

This will open the document in Adobe Acrobat Reader, or you can save it to your computer.

Print the document, if required (printing double-sided saves paper).

The booklists are also published by The Sun-Herald in November each year. The Sun-Herald booklists use short versions of the titles and authors’ names and has the approved series but does not list the individual books in each approved series.

1.7 Printing a PDF booklist for each Challenge

To view or print all the new books on the K-2 booklist:

Select either Books by Title or Books by Author in the K-2 Challenge level.

If you select K–2 by Title – New you will see all the new books added to the K-2 Challenge for this year displayed alphabetically by title.
1.8 Searching for series books

In approved series, students can read any two books from an approved series as part of their official Challenge reading of 15 books from the PRC booklists. Up to five other books from a series can be read as personal choice books.

If you want to find a 5–6 series 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 approved series books available for the 5–6 Challenge.

If you find a book is missing from the series please ask your PRC coordinator to contact the PRC team to let them know.

1.9 Booklist legend

New books added since the last Challenge are shown with this symbol in the PRC ID column.
Easier reads are shown with this symbol in the PRC ID column. Some titles on the 7–9 booklist have this symbol, those titles also appear on the 5–6 booklist.

Books that contain mature themes are shown with this symbol in the PRC ID column. Some titles on the 7–9 booklist have this symbol. Those titles contain mature themes and are usually read by students in Years 9, 10 and above.

**Personal reading log**

2.1 Using an optional 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 the books are read.

A personal reading log is an option available to students to use to manually record books read before completing online records, if this is helpful. Students can also keep their own reading logs eg in the back of their homework book.

The books must then be entered online later by a student, parent or coordinator.

It is not necessary to keep a personal reading log if students can add books to their online student reading records as they read.
2.2 Printing a personal reading log

To download a personal reading log, select Personal Reading Log from the menu.

The option to download the ‘Personal Reading Log’ will appear.

Select Download Personal Reading Log

This will open a new document in Adobe Acrobat Reader. Print the document (double-sided saves paper).

Students write their name and class and fill out the details of books they have read.

Coordinators can customise Personal Reading Logs by adding headings to the last two columns after it is printed and before photocopying it.

For example, if a coordinator would like to have parents validate each book read, they could write in the headings Date & Sign above the last two columns before duplicating the ‘Personal Reading Log’ and handing it out.

Note: It is not necessary to keep personal reading logs if students add books to their online student reading records as they read.
Logon

3.1 Registering as a PRC coordinator in a government school

Principals register PRC coordinators using the Access Management Utility (AMU) via the My Applications tab on the DET Portal. This is available now.

Nominated school PRC coordinators who are not DET employees will need to have a temporary DET network account assigned to them by submitting a network access request form available from their school. Network account request forms should be approved and sent via the principal’s email account.

Note: previously allocated PRC usernames and passwords will no longer work.

3.2 Logging on for government school staff and students

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. 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 on the Premier’s Reading Challenge website to gain access to all the functions.

You can access the PRC website at:

Select Logon from the list of menu items on the left hand side of the screen.
Students and approved coordinators from government schools can logon using their existing DET (or Portal) User ID and password.

![Logon Form](image)

Select Submit

Students who are not sure of their User ID and password are directed to the school PRC coordinator for assistance.

### 3.3 Registering as a PRC coordinator in a non-government school

All PRC coordinators at non-government schools are required to register as coordinators on the web site. PRC coordinator registration is available from March.

To register as a PRC Coordinator:

Select Logon from the main menu then click the register link in the non-government schools section.

Enter the required information. A sample entry is shown below. Note that you need to enter the two words displayed in the anti-spam box, separated by a space. These are required to protect you from automated spam.
Click **Register**. Your details will be sent to the school and the PRC Team. You will see the following message.

![Image of verification code]

*Your application is being processed. If successful you’ll be notified by email of your username and password, this process may take a few days. If you need to contact the PRC Team about your application please quote the following reference number: 180000396*

Once you have received your username and password and the instructions, you will be able to log onto the PRC web site to upload student details and validate student reading records.

You will also be able to log in through the DET portal.

### 3.4 Logging on for non-government school staff and students

You will need to logon to gain access to all the functions on the Premier's Reading Challenge website. The logon to the Premier’s Reading Challenge can be accessed directly via the website or through a special portal.

You can access the PRC website at:  

Select **Logon** from the list of menu items on the left hand side of the screen.
Enter your username and password then select Submit.

Instructions on the website also guide you to logon through the DET Portal at https://portal.det.nsw.edu.au/, where you will automatically have access to the Premier’s Reading Challenge site. If you logon through the DET portal you will be able to change your password more easily and record a question and answer prompt to help you remember your password.

Non-government school students who are not sure of their PRC ID and password will be directed to the PRC coordinator at their school.

Monitoring your students’ records

4.1 Searching for a students’ details

To see your students’ details select Students from the main menu then select Students Details.
The following screen will be displayed.

You can search your school(s) by first name, last name and grade to find an individual student, a selection of students or all students at your school(s).

PRC coordinators at government schools may also search by SRN (Student Reference Number).

After you have entered your search criteria select Search. Multiple results will be displayed underneath the search fields, as shown in the example below.

Choose the Select link beside the student whose details you would like to edit.

4.2 Changing a student’s Challenge level

The option to change a student’s Challenge level can only be used by PRC coordinators when a K-2 student is attempting the 3-4 Challenge. The change needs to be made on the K-2 student’s online reading record.

4.3 Changing a student’s password

Government school students change their PRC password that is also their DET password, through the DET Portal.

NOTE:
For government school students, this password will be the student's new DET User ID password; the student will need to use this new password wherever they log on with their DET User ID, including the DET Portal.

Non-government school coordinators can change a student’s password from the Students Details page. Refer to 4.1 Searching for a student’s details for instructions on how to open the Students Details page for a selected student.

Select Generate to change the student’s password.

The new password will be displayed at the top of the screen, as shown in the example below.

NOTE:
The new password needs to be recorded carefully before closing the window. This option is not available for non-government students immediately after their details have been uploaded because a DET User ID, known as a PRC ID, has not been assigned yet. Non-government students will only be able to log on to the PRC with their latest password.

Non-government school students can change their own PRC password, if necessary, through the PRC portal at https://portal.det.nsw.edu.au/.

NOTE:
This information has not been given to students so that non-government school coordinators can choose to remain responsible for students’ passwords. Once students can make the changes, the coordinator will not have their own record of the students’ passwords. This option is not available for non-government students immediately after their details have been uploaded because a DET User ID, known as a PRC ID, has not been assigned yet.

Instructions for non-government students follow:

When you logon through the portal at https://portal.det.nsw.edu.au/ you will see the DET Login page.
You will be required to accept the usage policy on the following screen.

The Premier’s Reading Challenge portal page will then be displayed.
You will then be able change your password, if necessary.

You will have the option to use a secret question and answer to assist in remembering the new password.
NOTE:
Non-government school students will only be able to log on to the PRC with their latest password.

4.4 Uploading non-government school students’ details

The student upload process is used to register non-government students in the Premier’s Reading Challenge.

The Upload Student Details page allows a PRC coordinator to upload the details of students at his/her school who will be participating in the current Challenge. At the end of this process students will be given individual usernames and passwords that they can use to create and manage their PRC student reading record.

Details must be uploaded for all students who are participating in the 2008 Challenge. Individual student's names and details can be typed in.

NOTE: PRC usernames and passwords from previous years will not give access to the new PRC website.

The upload process includes the following steps:

A. Creating a student details file  
B. Uploading the student details file  
C. Reviewing the upload details and resolving any errors  
D. Identifying any possible matches with existing students in the PRC database  
E. Finishing the upload  
F. Modifying individual student records
A. Creating a student details file

Before you can upload student details you need to save them in an Excel or CSV (comma separated values) file. The file must contain the following information:

- First Name
- Last Name
- Grade
- Gender
- Date of Birth (optional)
- Other/Middle Name (optional)

You can create a student details file in either of the following ways:

Export details from your school registration system in the required format. If you are only able to export information in a different format, please contact the PRC Team.

A file can be created manually by typing the details into an Excel spreadsheet. This may be the best method if you have a small number of participating students.

Student details can be uploaded in a CSV (comma separated values) or Excel file.

Rules for the Student details file:

The fields/columns must be in the order that they are listed above.

All fields are mandatory except date of birth and other/middle name.

The date of birth and other/middle name fields are optional. However, this information helps identify students who have entered more than one Challenge and who may be eligible for a Gold Certificate, particularly if they change schools.

If optional information is not supplied then the student record in a CSV file will contain two consecutive commas. This is shown in the sample files below, where the date of birth for Thomas Hardy is missing.

An optional header row may be included, as shown in the sample Excel file below.

Sample file in Excel (.xls) format

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First Name</td>
<td>Last Name</td>
<td>Grade</td>
<td>Gender</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>2</td>
<td>Jane</td>
<td>Austen</td>
<td>1</td>
<td>F</td>
<td>06/01/1997</td>
</tr>
<tr>
<td>3</td>
<td>William</td>
<td>Shakespeare</td>
<td>6</td>
<td>M</td>
<td>6/01/1997</td>
</tr>
<tr>
<td>4</td>
<td>Thomas</td>
<td>Hardy</td>
<td>5</td>
<td>M</td>
<td></td>
</tr>
</tbody>
</table>
B. Uploading the students details

To upload a student details file:

Select **Students** from the main menu then select **Student Upload**.

Select **Browse** and locate the student details file that you would like to upload.

Select the file then select **Open**

Select the school that the students attend

Select CSV or XLS as the File Format

Check the Header Row box if the file you are uploading has the column names in the first row

Select **Next** to continue to the Review Upload page.

C. Reviewing the upload details and resolving any errors

The student details contained in the upload file will be displayed on screen. Any problems with the data will be indicated in the error column, as shown in the example below.
D. Identifying matches

Each record in the upload file will be compared with the school's existing student records in the PRC database. A possible match will be identified if an existing student record has similar details.

If any possible matches are found in the upload then the Identify Matches page will be displayed.

Compare the uploaded student details with the existing student details. If both records refer to the same person then leave the status as 'Same'; if they are not the same person then change the status to 'New'.

Select Next to move to the Finish Upload page.

E. Finishing the upload

All student records from the upload file will be displayed on the Finish Upload page. Each record will have one of the following statuses:

**Exact Match:** If a record in the upload file is found to be the same as an existing student then the status will be 'Exact Match' and the student's details will be shown in the existing student column.

If you would like to fix any errors before proceeding with the upload then select Cancel. Otherwise, select Next to continue.
**Not Processed**: Incomplete or incorrect upload records will have a status of ‘Not Processed’.

**New Student**: this status means that the record is valid and can be uploaded. It does not contain any errors and is not an exact match for an existing record.

To complete the upload:

Review the records to confirm that you are ready to finish the upload

Select **Finish** to upload all the students with a status of ‘New Student’

In the example below only one new student will be added to the PRC database.

![Finish Upload](image)

When the upload is complete the following message will be displayed.

- An email will be sent to your school containing the usernames and passwords generated for the new students who were uploaded. This email should arrive within fifteen minutes, if it doesn’t please contact the PRC Team.

**F. Modifying individual student records**

When the upload process is complete the Student Details page will be displayed showing all the students in the PRC database for the school that was selected in the upload.
You can edit the details of individual students from this page. Choose the Select link to the right of the student's name to display the selected student's details. From this page, you can make changes to the details that you have just uploaded. Refer to 4.5 Changing a non-government school student's details and 4.2 Changing a student's Challenge level for more information.

You can also change a student's password from this screen but this feature is not immediately available after upload because passwords have not been allocated.

4.5 Changing a non-government students' details

To edit the student's name, gender or grade details make the required change then select the Update button shown below.
When an update is successfully saved the following message will be displayed.

![Student Details updated.]

Student details including name, gender and grade can be modified for non-government students only.

NOTE: Government school student details that are incorrect must be modified on their school's records by front office staff. This will automatically update on the PRC.

### 4.6 Merging duplicate student records

The student merge function is used to remove duplicate student records from the PRC database. It merges a source student record and a target student record. The source student's reading record will be added to the target student's reading record and then the source student's record will be deleted.

To merge duplicate student records:

Select **Students** from the main menu then select **Student Merge**.

Enter student details in the search fields to find the source student record.
Select Search

Multiple results will be displayed underneath the search fields, as shown in the example below. Choose the Select link beside the correct source student’s record.

If the search only returns one result, this step will not be required.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>School</th>
<th>Grade</th>
<th>DET User ID</th>
<th>SRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Catherine</td>
<td>All Halows Primary School, Five Dock</td>
<td>1</td>
<td>600001525</td>
<td>Select</td>
</tr>
<tr>
<td>Smith</td>
<td>Cathy</td>
<td>All Halows Primary School, Five Dock</td>
<td>1</td>
<td>600001524</td>
<td>Select</td>
</tr>
</tbody>
</table>

The selected source student's record will be displayed, as shown below.

<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>Cathy Smith</td>
<td>All Halows Primary School, Five Dock</td>
<td>1</td>
<td>F</td>
<td>600001524</td>
<td></td>
</tr>
</tbody>
</table>

Enter the target student's details in the search fields for a target student (below the 'Selected Source Student' record).

Select Search

Multiple results will be displayed underneath the search fields. Choose the Select link beside the correct target student's record.

If the search only returns one result, this step will not be required.
Review the source and target students' details to confirm that you would like to merge the details of the source student's record with the target student's record. The source student's record will then be removed.

Select Merge to complete the process. The following message will be displayed and you will be taken to the 'Student Details page' for the target student.

Student reading records

5.1 Entering student reading records by proxy

Student reading records can be entered online between March and the end of August at school, a public library or at home. It is best to encourage all students to enter their own books as they read them. Parents can help younger students enter their books from home using their individual User ID and password if this is appropriate and they have access to a computer.

Coordinators can also enter books for their students.

From the Student Reading Records menu select Add Student Entry.

The Proxy Student Record search page will be displayed. From this page you can perform the following:

A. Searching for a student reading record (This will open the proxy Student Reading Record page, where you can perform the remaining tasks.)
B. Entering books for students
C. Entering a personal choice book not on the personal choice list
D. Viewing and changing a student's Challenge details

E. **Viewing school details**

A. **Searching for a student reading record**

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) where they are the registered coordinator.

Additional search criteria of School, Grade, Student name or Student Registration Number can also be entered:

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.
There are 4 parts to this screen:

- **Enter books** (where you enter the books the student has read)
- **Can't find a book?** (where you enter books that are not appearing on the list)
- **Challenge Details** (where you see information about the student's current entry)
- **My school** (where you see the name of the school and the coordinator(s))

**B. Entering books for students**

The **Enter Books** area on this screen shows the student's current reading record with the books that have already been entered.

The books entered here can be from the Challenge booklists, approved series books and personal choice books.

To enter a book you can:

- type in the ID number in the ID number box
- type in the title in the **Title** box or
- type in the author in the **Author** box.

As you start typing the title or author, a list will pop up with suggestions.
For example: If you type ‘oliv’ in the Author field, the following box pops up.

The list shows the author’s last name, followed by the author’s first name and the title of the book in brackets.

The entry Baddington, Ross & Olive (Budora story) is the book Budora story by Ross & Olive Baddington.

If you see the book you need in the list, select it. The ID number, title and author will be filled in for you.

Select Add.

This will add the book you have just entered to the Student Reading Record and you will see the following message.

What if I make a mistake?

If you pick the wrong book you can easily remove it.

Select Remove at the end of the row for the wrong book.
Another box will come up asking if you are sure that you want to remove the book.

Select OK to remove the book or Cancel if you decide not to remove the book.

C. Entering a personal choice book not on the personal choice list

If you can't find one of the student's personal choice books on the drop down list, you can add the book yourself. Go to Can't find a book? below Enter books.

To add a book not on the drop down list:

Enter the book’s ISBN in the ISBN box

OR

Enter the book’s title in the Title box and the book’s author in the Author box. 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.

Enter the author by last name, first name.

For example, The boot thief by John Heffernan becomes Boot thief, The

John Heffernan is entered as Heffernan, John
NOTE: If you can't find a book on the PRC or personal choice booklist use one of the popular book search engines to find the ISBN number for a book. Copy and paste the ISBN number into the ISBN field and the book’s details will appear. You can then add the book to the Student Reading Record.

D. Viewing and changing a student's Challenge details

The **Challenge Details** part of the screen shows:

- The current Challenge in which the student is registered.
- The number of books the student needs to read for that Challenge.
- The booklists the student can choose books from to qualify.
- Whether the student has finished. **Status** will be – complete or incomplete.

<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>

Students in Years K–2 who are independent readers are encouraged to do the 3–4 Challenge. They need to read independently 15–20 books from the 3–4 Challenge booklist or higher, if appropriate, and with guidance.

Coordinators need to select the 3–4 Challenge level here for their record to be valid.

E. Viewing school details

The **School Details** part of the screen shows the name of the school or schools the student has attended during the current Challenge and the name of the coordinator(s) for each school.

Students in Years K–2 who are independent readers are encouraged to do the 3–4 Challenge. They need to read independently 15–20 books from the 3–4 Challenge booklist or higher, if appropriate, and with guidance.

Coordinators need to select the 3–4 Challenge level here for their record to be valid.

E. Viewing school details

The **School Details** part of the screen shows the name of the school or schools the student has attended during the current Challenge and the name of the coordinator(s) for each school.

```
<table>
<thead>
<tr>
<th>School</th>
<th>Coordinator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glen Innes High</td>
<td>JOHN.SMITH1</td>
</tr>
</tbody>
</table>
```

5.2 Copying a student reading record

This feature allows the coordinator to copy one Student Reading Record to another. This is especially useful when students in the K-2 Challenge are experiencing the same books or if all the students in another level have read the same book as part of a class project.

To copy a student reading record:

- From the **Student Reading Records** menu select **Copy Student Entry**

Search for the original entry you wish to copy.
Search for the group or individual you wish to update from the original **Student Reading Record**, i.e., search by school and grade to display the list of possible target 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 Bingham</td>
<td>Coolah Central (Coolah)</td>
<td>5</td>
<td>M</td>
<td>ESSA.STU20</td>
<td>20</td>
<td>5-6</td>
<td>2008</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

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

<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>2009</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Place a tick next to the name of the target student’s record you wish to update.

If you wish to copy the original student’s record to more than one student, place a tick next to all the required target students then select **Copy**.

![Checkboxes for multiple selections](image)

If you wish to copy to all the students in the list use the **Select All** box then select **Copy**.

![Select All and Copy buttons](image)

### 5.3 Validating student reading records

From the **Student Reading Records** menu select **Validation**

![Validation selection](image)

This feature allows coordinators to:

- Search for students who have completed the Challenge and need to have their Student Reading Record validated

Search for a specific set of students. This allows coordinators to view the current status of all the specified students at their school(s). For example, to search for all students in Year 3 at your school.

<table>
<thead>
<tr>
<th>Validate Student Reading Record</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quick Search</strong></td>
</tr>
<tr>
<td>Get the list of students who need to have their completed Reading Record validated.</td>
</tr>
</tbody>
</table>

**Search**

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

<table>
<thead>
<tr>
<th>$RN</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>Coolah Central (Coolah)</td>
</tr>
<tr>
<td>Grade</td>
<td>3</td>
</tr>
<tr>
<td>Year</td>
<td>2008</td>
</tr>
</tbody>
</table>

To search for a specific set of students:

- Type in your search criteria, such as school or grade
- Select the **Search** button
This list shows the status of each student and allows you to view their Challenge details. To view an individual Student Reading Record select View at the end of the row.

If a student's 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).

If you wish to validate all the students in the list select the Select All box (a tick will appear next to Select All).

Select Validate. The following box will be displayed.

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.

![Validated Record Message](image)

### Reports

#### 6.1 Generating a ‘Not Validated’ report

The **Not Validated** report is the only report currently available to PRC coordinators. It lists students whose student reading records have not yet been validated by a coordinator. The student reading records may have a status of Incomplete or Complete.

**Note:** If a student’s reading record is not validated the student will not receive a certificate.

To generate the **Not Validated** report:

Select **Reports** from the main menu then select **Student Reports**. The Not Validated report page will be displayed.
Select the school from the dropdown list

Select Generate. The following message will be displayed.

Select Open to display the report as a PDF in Adobe Acrobat Reader. An example is shown below.

### Reading Records Not Validated

<table>
<thead>
<tr>
<th>School: All Hallows Primary School (Five Dock)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade</strong></td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Subtotal:</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>Subtotal:</td>
</tr>
<tr>
<td>Total:</td>
</tr>
</tbody>
</table>