

Department of Education and Training

**Victorian Premiers’ Reading Challenge**

**School Staff Coordinator’s Online Guide**

The purpose of this document is to provide guidelines for the various tasks undertaken online by Coordinators for the Victorian Premiers’ Reading Challenge.

The Coordinator’s Online Guide explains the online procedures for:

* Registering a school, Coordinators and students
* Searching for books
* Assigning books to students
* Managing students’ reading records
* Posting messages to students
* Creating, viewing and printing reports

The guide also provides information for non-government school staff who need to create an EduWeb account for access to the Reading Challenge.

**Contents**

[1 Getting started 3](#_Toc190669108)

[1.1 Logging into the Reading Challenge 3](#_Toc190669109)

[1.2 Becoming familiar with the Coordinator homepage 3](#_Toc190669110)

[2 Setting up the Challenge 4](#_Toc190669111)

[2.1 Using the school registration wizard 4](#_Toc190669112)

[2.2 Viewing school details and entering enrolment numbers 4](#_Toc190669113)

[2.3 Viewing, adding and editing Coordinators 5](#_Toc190669114)

[2.4 Reallocating last year’s students 5](#_Toc190669115)

[2.5 Registering new students 6](#_Toc190669116)

[2.6 Adding a new class 6](#_Toc190669117)

[2.7 Uploading a student list from a file 7](#_Toc190669118)

[3 Managing student reading records 8](#_Toc190669119)

[3.1 Searching for students 8](#_Toc190669120)

[3.2 Updating the status of books 8](#_Toc190669121)

[3.3 Adding books to a student’s reading list 9](#_Toc190669122)

[3.4 Removing books from a student’s reading list 9](#_Toc190669123)

[3.5 Marking a book as a student’s favourite 10](#_Toc190669124)

[3.6 Star-rating books 10](#_Toc190669125)

[3.7 Managing a student’s details 10](#_Toc190669126)

[4 Removing a student from the Challenge 10](#_Toc190669127)

[5 Adding books to a class 11](#_Toc190669128)

[5.1 Adding books to a class: Selecting books 11](#_Toc190669129)

[5.2 Adding books to a class: Assigning books to students 11](#_Toc190669130)

[6 Posting messages to students 11](#_Toc190669131)

[6.1 Creating a new message 11](#_Toc190669132)

[6.2 Updating a message 12](#_Toc190669133)

[6.3 Posting a message to students’ homepages 12](#_Toc190669134)

[6.4 Showing or hiding a message in students’ message list 12](#_Toc190669135)

[7 Searching the Challenge list 12](#_Toc190669136)

[7.1 Searching the Challenge list 12](#_Toc190669137)

[7.2 Saving Challenge list search results 13](#_Toc190669138)

[8 Creating a report 13](#_Toc190669139)

[9 Suggesting a book for the next Challenge list 13](#_Toc190669140)

[10 Printing your school’s Challenge summary 13](#_Toc190669141)

[11 Viewing and printing favourite books 13](#_Toc190669142)

[12 Viewing and printing star rated books 14](#_Toc190669143)

[13 Logging out 14](#_Toc190669144)

[14 Creating additional EduWeb accounts 14](#_Toc190669145)

[14.1 Logging in to Nominate User 14](#_Toc190669146)

[14.2 Creating a new user for the Reading Challenge 14](#_Toc190669147)

[14.3 Giving existing users access to the Reading Challenge 15](#_Toc190669148)

# Getting started

## Logging into the Reading Challenge

Log in procedures are the same for government and non-government school Coordinators. The accounts used to log in are different. Government school Coordinators use their Edumail account details. Non-government school Coordinators need an EduWeb account. These accounts are not part of the Reading Challenge application and are created and managed by the administration of the non-government school. Information about creating EduWeb accounts can be found in Section 14 of this document.

To log in to the VPRC application as a Coordinator, you must first have been given permission to access it. This permission is granted to non-government school EduWeb account holders when the account is set up within the school. Government school users who are not Coordinators will see the message ‘Welcome Guest’ when they log in. These users should select the link ‘Acquire Coordinator access’ to gain permission to access the application as a Coordinator.

When permission has been granted Coordinators use their Edumail or EduWeb username and password to log in.

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| 1. To access the Reading Challenge application, type <http://www.education.vic.gov.au/about/events/prc/Pages/default.aspx> into the address area of your Internet browser. |
| 1. Click **Register and log in** and then **School login** box   A login dialog will be displayed. |
| 1. Type your **User ID** (your Edumail number or EduWeb username) in the **User name** field and your **Edumail** or **EduWeb password** in the **Password** field. |
| 1. Click **OK**.   The Coordinator homepage is displayed. |

## 

## Becoming familiar with the Coordinator homepage

The Coordinator homepage gives you access to the different functions of the Reading Challenge application.

As a Coordinator, you will have access to the following functions:

* Update school details and enrolment numbers
* View, add and edit Coordinators
* Reallocate last year’s students
* Register new students
* Manage student records – add and verify books, edit student details
* Add books to a class
* Post messages to students
* Search books on the Challenge list
* Create a report
* Suggest a book for the next Challenge list

The Coordinator homepage is divided into five areas:

1. **Common tasks**

This area provides the links to the most common Coordinator tasks.

1. **Challenge set up**

This area provides links to functions related to setting up the Challenge for the school. It also shows the status of relevant set up tasks.

1. **Message board**

This area shows messages posted by Department of Education and Training staff to all Coordinators.

1. **Challenge summary**

This area gives a snapshot of the Challenge statistics for the school.

1. **Book statistics**

This area lists of the top 5 favourite books in the school and the top 5 star-rated books in the school.

2. Setting up the Challenge

## 2.1 Using the school registration wizard

The application provides a wizard to guide Coordinators through the process of setting up the Challenge for their schools. The wizard uses links that move to the next step or return to a previous step.

|  |
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| 1. Click **Register school wizard** link on the homepage.   The **School registration wizard** page is displayed. |
| 1. Click **Next** to move to the next screen.   The **View school details and enter enrolment numbers** page is displayed. |
| 1. Click **Previous** to move to the previous screen.   The **School registration wizard** page is displayed. |
| 1. Click **Next** through all the screens until the last step is displayed (**4. Register new students**). |
| 1. Click **Finish** to go back to the Coordinator homepage. |

## 2.2 Viewing school details and entering enrolment numbers

To register your school in the Challenge, you should first verify your school details and enter the enrolment numbers for each year level. After you have registered at least one student, your school will show on the list of participating schools.

|  |
| --- |
| 1. Go to the **View school details and enter enrolment numbers** page:    1. Click **Register School Wizard** link on the homepage.    2. Click **Next** to go to the first step (**1. View school details and enter enrolment numbers**).   Or,   * 1. Click **1. View school details and enter enrolment numbers** on the Coordinator homepage.   The **View school details and enter enrolment numbers** page is displayed. |
| 1. Verify your school details are correct. If they are not correct, type/select the correct information in the relevant fields. |
| 1. Type the enrolment numbers for each year level. |
| 1. Click **Save**. |

## 2.3 Viewing, adding and editing Coordinators

Government school Coordinators can be added or removed as needed. If a government school Coordinator changes to a new school, he or she is responsible for changing location details on the Edumail system. These changes will then be reflected in the Reading Challenge application.

Non-government school Coordinators must be added by their school administration using their access to manage EduWeb accounts. Information about creating EduWeb accounts can be found in Section 14 of this document. Non-government school users may be removed using the procedures and steps below.

All schools can nominate a school Challenge contact person using these procedures.

|  |
| --- |
| 1. Go to the **View, add and edit Coordinators** page:    1. Click **Next** from the **View school details and enter enrolment numbers** page.   Or,   * 1. Click **2. View, add and edit Coordinators** on the Coordinator homepage.   The **View, add and edit Coordinators** page is displayed. |
| Coord log in line |
| 1. To add a government school Coordinator:    1. Type the **Edumail User ID** of the staff member in the **Username** field.    2. Click **Add user**. |
| 1. To remove Coordinators:    1. Tick the Coordinators to be removed from the list.    2. Click **Remove**. |
| 1. To assign a Coordinator as the school’s Challenge contact person:    1. Select the Coordinator in the **School Challenge contact person** column.    2. Click **Save**. |

## 2.4 Reallocating last year’s students

Students who participated in the previous year’s Challenge can be reallocated to the current Challenge without having to re-enter all details. Coordinators must update class and year level information

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| --- |
| 1. Go to the **Reallocate last year’s students** page:    1. Click **Next** from the **2. View, add and edit Coordinators** page.   Or,   * 1. Click **3. Reallocate last year’s students** on the Coordinator homepage.   The **Reallocate last year’s student** page is displayed. |
| 1. Select **Year level** and/or **Class** of the previous Challenge year. |
| 1. Click **Search**.   A list of students matching the year level and/or class is displayed. |
| 1. Tick the student/s to be reallocated.   Tick **Select all** to select all students displayed on the current page. |
| 1. Select **New year level** and/or **New class name** for the student/s.   Type a new class name into the blank field if the required class name is not on the drop down list. |
| 1. Click **Reallocate.**   Selected students’ records are transferred into the system. To see these records navigate back to the Coordinator homepage and click **Manage student records**. |

## 2.5 Registering new students

Coordinators must register new students. Each new registration must have a unique username and initial password. The application will generate a username and password automatically if required.

The application allows registration of multiple students at one time through uploading of a file. It also allows a Coordinator to save the list of new students as a draft before finally registering them.

|  |
| --- |
| 1. Go to the **Register new students** page:    1. Click **Next** from the **3. Reallocate last year’s students** page.   Or,   * 1. Click **4. Register new students** on the Coordinator homepage.   The **Register new students** page is displayed. |
| 1. To register students:    1. Enter the student details in the input fields.   Certificate name will be generated automatically from Given and Family name fields.   * 1. Click **Save** to generate username and passwords.   Change certificate name, username and password fields only if required. |
| untitled   * 1. Click **Add row** to add a new row.   2. Tick the student/s to be registered or tick **Select all**.   3. Click **Register students**.   Click **Home** then click **Manage student records** to see students listed. |
| 1. To save list of students as a draft:    1. Enter the student details in the input fields.    2. Click **Save**.   Student details will remain on this page until they are registered. |

## 2.6 Adding a new class

To avoid duplicating class names with mistyping and spelling variations, Coordinators can access a list of previously used class names. These appear in a drop down list when reallocating last year’s students and when registering new students. If a new class name is not on this list, Coordinators can easily add it by typing the new class name in a field provided on the **Reallocate last year’s students** and **Register new students** pages.

|  |
| --- |
| 1. To add a new class on the **Reallocate last year’s students** page:    1. Select **Year level** and **Class** of the previous Challenge year.    2. Click **Search**.    3. Tick the students to be reallocated.    4. Select **New year level** and enter the new class name in the text field next to the drop down list for **New class name**.   untitled   * 1. Click **Reallocate**.   Students are reallocated to the class in the text field and the new class name is added to the list. |
| 1. To add a new class on the **Register new students** page:    1. Type the new class name in the **Class name** field under the **Add new class** section.    2. Click **Add class**.   untitled  The class name is added to the list. |

## 2.7 Uploading a student list from a file

Coordinators have the option to prepare their student data offline using a template that can be downloaded from the application. Once the file is prepared, it can be uploaded into the application using the **Upload student list from file** function on the **Register new students** page.

Uploaded files can contain a maximum of 30 students. Student records that exceed the limit will be ignored.

|  |
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| 1. Go to the **Register new students** page:    1. Click **Next** from the **3. Reallocate last year’s students** page.   Or,   * 1. Click **4. Register new students** on the Coordinator homepage.   The **Register new students** page is displayed. |
| 1. Click **Download student file template** |
| 1. Save the template to your local computer.   The format of the file is .csv which means Comma Separated Values. Do not change this format.  The default name of the file is StudentList.csv. If you intend to create more than one file, ensure you create a different file name for each file.  **Each file can contain details of up to 30 students.** |
| 1. Open the file you have created.   The file displays the fields: Given name, Family name, Year level, Gender, Class, Certificate name, Username and Password. |
| 1. Enter up to 30 rows of student information.  * Data must be entered in the following fields: Given name, Family name, Year level, Class name, Gender, * Gender must be entered as M or F. * Year level must be entered using numbers from 1 to 10 or the letter P for Prep and U for Ungraded (Special Schools and Language Schools only). * Certificate name, username and password will be automatically generated by the system when the file is uploaded. If these details are entered on the file they must meet the relevant criteria. * Data may be copied and pasted from other programs into the file. |
| 1. Save the file when data is complete.   When prompted to consider the features of the file, click **Yes** to keep the format. |
| 1. Under the **Upload student list from file** function, click **Browse…** and select the file that contains the student list.   untitled |
| 1. Click **Upload**. |
| 1. Verify the student details in the uploaded list. |
| untitled |
| 1. Select the students to be registered, click **Register students**, or click **Save** to save all student details as a draft. |

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# 3 Managing student reading records

## 3.1 Searching for students

Coordinators can use the student search function to search for students based on specific criteria. Once search results are displayed, Coordinators are able to go to a student’s reading list page where they can add books to the list, remove books from the list, update the status of books, mark a favourite book and star rate books.

|  |
| --- |
| 1. Click **Manage student records** on the Coordinator homepage.   The **Manage student records** page is displayed. |
| 1. In the **Search for students** box, enter the search criteria. |
| 1. Click **Search**. |

## 3.2 Updating the status of books

Coordinators need to update the status of books in a student’s reading list from “Finished” to “Verified” in order for the student to successfully complete the Challenge. If students have not marked the book “Finished” but the Coordinator knows it has been read, the status can be updated from “Started” directly to “Verified”.

|  |
| --- |
| 1. Search for students (follow instructions for **Searching for students** above). |
| 1. Click **Books** in the **Action** column of the students list.   untitled  The **Edit student books** page is displayed. |
| 1. Tick the books to be updated.   untitled |
| 1. Click **Verify** to update the status to “Verified”.   The status of the ticked books is updated to “Verified”. |
| untitled |
| ‘Verify all Finished Books’ button  The PRC has the time-saving feature which lets coordinators verify all finished books for every student at their school, with the click of one button. You will see the ‘verify all finished books’ button on the left side of the screen when you go into the ‘Manage student records’ from the School Staff login page.  **Please go into ‘Manage student records’ first and make sure all books which are finished are recorded as ‘finished’.**  **NOTE: This verify all button only verifies books which have been recorded as ‘finished’. If books are recorded as ‘started’ by students and not changed to ‘finished’ they will not automatically be verified by this verify all button.**  Please note that coordinators can still verify their students’ reading individually if they wish. |

## 3.3 Adding books to a student’s reading list

Coordinators can add books to a student’s reading list on behalf of the student.

|  |
| --- |
| 1. Search for students (follow instructions for **Searching for students** above). |
| 1. Click **Books** in the **Action** column of the student’s list. |
| 1. Click the **Add books** button above or below the student’s reading list.   untitled |
| 1. Type the book title in the **Title** field. |
| 1. Click **Search**.   Books matching the search criteria are displayed. |
| 1. Tick **Only check Challenge list** if you want to search for Challenge books only. |
| 1. Click **Search**.   Only Challenge books matching the search criteria are listed in the search results. |
| 1. Tick the books to be added to the student’s reading list from the results list. |
| 1. Click **Add to reading list**.   The selected books are added to the student’s reading list. |
| 1. If the required title is not found in the results list, make sure the full title is in the search box and click **Search** again. If the book is still not found, under the **Add My Choice book** section, enter the author names in the **First name** and **Last name** fields. |
| 1. Click **Add My Choice book**.   The book is added to student’s reading list as a Choice book. |

## 3.4 Removing books from a student’s reading list

Coordinators can remove books from a student’s reading list on behalf of the student.

|  |
| --- |
| 1. Search for students (follow instructions for **Searching for students** above). |
| 1. Click **Books** in the **Action** column of the student list. |
| 1. Tick the books to be removed. |
| 1. Click **Remove**.   The selected books are removed from the student’s reading list. |

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## 3.5 Marking a book as a student’s favourite

Coordinators can mark a book on a student’s reading list as the student’s favourite on behalf of the student.

|  |
| --- |
| 1. Search for students (follow instructions for **Searching for students** above). |
| 1. Click **Books** in the **Action** column of the students list. |
| 1. Tick a book in the reading list. |
| 1. Click **My favourite**.   The selected book is marked as the student’s favourite.  Note: Only one book can be marked as a student’s favourite. |

## 3.6 Star-rating books

Coordinators can give star-ratings to books on a student’s reading list on behalf of the student.

|  |
| --- |
| 1. Search for students (follow instructions for **Searching for students** above). |
| 1. Click **Books** in the **Action** column of the student list. |
| 1. Click on the appropriate star on the book list rows to set the star rating for the book.   The star rating for the book is updated on the screen. |
| 1. Click **Save star ratings**.   The star rating information for all books on the current page is saved to the database. |

## 3.7 Managing a student’s details

Coordinators can update a student’s details and change a student’s password on behalf of the student.

|  |
| --- |
| 1. Search for students (follow instructions for **Searching for students** above). |
| 1. Click **Details** in the **Action** column of the student list.   untitled  The **Update my details** page is displayed with the student’s details. |
| 1. Change the details to be updated. |
| 1. Click **Save**.   The student’s details are updated. |

# 4 Removing a student from the Challenge

Students who are no longer enrolled in the school can be removed from the student list.

**WARNING:** This action cannot be undone.

|  |
| --- |
| 1. Search for students (follow instructions for **Searching for students** above). |
| 1. Click **Remove** in the **Action** column of the students list.   untitled  A confirmation page is displayed. |
| 1. Click **Delete**.   The student is removed from the Challenge. |

# 5 Adding books to a class

## 5.1 Adding books to a class: Selecting books

Coordinators can assign books to the reading lists of a class or group of students. In order to do this, they first have to find and select the books to assign.

|  |
| --- |
| 1. Click **Add books to a class** on the Coordinator homepage.   The **Add books to a class** page is displayed. |
| 1. In the **Search for books** box, type the book title in the **Title** field. |
| 1. Tick **Only check Challenge list** if you want to search for Challenge books only. |
| 1. Click **Search**.   Books matching the search criteria are displayed in the results list. |
| 1. Tick the books to assign from the search results list, or tick **Select all** to select all books listed. |
| 1. Click **Select books**.   The **Add books to a class: Assign books to students** page is displayed with the selected books listed on the page. |

## 5.2 Adding books to a class: Assigning books to students

Coordinators can assign books to multiple students at a time.

|  |
| --- |
| 1. Complete **Adding books to a class: Selecting books** above. |
| 1. In **Search for students** box, select **Year level** and **Class** of the students to be assigned the selected books. |
| 1. Click **Search**.   Students matching the search criteria are displayed in the results list. |
| 1. Tick the students to assign from the search results list, or click **Select all** to select all students in the list. |
| 1. Click **Assign to students**.   The books are assigned to the students and a message is displayed with the number of students to whom the books were assigned. |

# 6 Posting messages to students

## 6.1 Creating a new message

The application provides a function for Coordinators to post messages to students via the student homepages and their message board.

|  |
| --- |
| 1. Click **Post messages to students** on the Coordinator homepage.   The **Post messages to students** page is displayed. |
| 1. Click **Create a new message**.   The **Create new message** page is displayed. |
| 1. Type the message **Title** and **Details**. |
| 1. Tick **Post this message to student homepages** if you want to post the message to student homepages. |
| 1. Tick **Remove from student’s view** if you don’t want to let the students see the message yet. If ticked, this option overrides the **Post this message to student homepages** option (i.e. the message will not be posted to the student homepages and will not be visible in the students’ message list). |
| 1. Click **Save**.   The **Post message to students** page is displayed with the new message added to the message list. |

## 6.2 Updating a message

Coordinators can update messages they have already created, even after the messages have been posted to students.

|  |
| --- |
| 1. Click **Post messages to students** on the Coordinator homepage. |
| 1. Change the **Title** and **Details** as needed. |
| 1. Click **Save**.   The **Post message to students** page is displayed with the message details updated in the message list. |

## 6.3 Posting a message to students’ homepages

Coordinators have the option to post a message to students’ homepages. Only one message can be posted to students’ homepages at any one time, but students can click to view any number of messages posted and selected for viewing by the Coordinator.

|  |
| --- |
| 1. Click **Post messages to students** on the Coordinator homepage. |
| 1. Click **Edit** in the **Action** column on the message row.   The **Create new message** page is displayed with the message details loaded into relevant fields. |
| 1. Tick **Post this message to student homepages**. |
| 1. Click **Save**.   The **Post message to students** page is displayed with the “posted” icon untitled displayed next to the updated message in the message list. |

## 6.4 Showing or hiding a message in students’ message list

Coordinators cannot delete messages. However, they are given the option to show or hide messages in the students’ view (or message board). When a message is “hidden”, the message will not be displayed to students, either on the student homepages (if it is posted) or in the full list of messages.

|  |
| --- |
| 1. Click **Post messages to students** on the Coordinator homepage. |
| 1. Click **Edit** in the **Action** column on the message row.   The **Create new message** page is displayed with the message details loaded into relevant fields. |
| 1. Tick **Remove from student’s view** to hide the message, or un-tick to show it. |
| 1. Click **Save**.   The **Post message to students** page is displayed with the “removed from view” icon untitled either displayed or hidden (based on the action taken in step 3 above) next to the updated message in the message list. |

# 7 Searching the Challenge list

## 7.1 Searching the Challenge list

The application provides a function for Coordinators to search for books on the Challenge list. They can also specify the information they want to see in their results.

|  |
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| 1. Click **Search books on the Challenge list** on the Coordinator homepage.   The **Find books on the Challenge list** page is displayed. |
| 1. Enter and/or select your search criteria in the search fields. |
| 1. To display particular information in the search results, tick the checkboxes to the right of the search fields to be included. |
| 1. Click **Search**.   Challenge books matching the search criteria are displayed in the results list. |

## 7.2 Saving Challenge list search results

The application provides a function for Coordinators to save Challenge list search results into an Excel document.

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| --- |
| 1. Complete **Searching the Challenge list** steps above. |
| 1. Select a location and type the file name to save. |
| 1. Click **Save**.   The search results are saved in the specified file. Open the file to verify. |

# 8 Creating a report

The application provides four reports for Coordinators. These reports can be generated on demand and can be viewed in a few different formats.

|  |
| --- |
| 1. Click **Create a report** on the Coordinator homepage.   The **School reports** page is displayed. |
| 1. Click one of the report links to select the report.   The selected report page is displayed. |
| 1. Follow the instructions on the report page to generate and view the report. |

# 9 Suggesting a book for the next Challenge list

Coordinators can suggest books to be included in the next Challenge list. Suggested books should be newly published.

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| 1. Click **Suggest a book for the next Challenge list** on the Coordinator homepage.   The **Suggest a book for the next Challenge list** page is displayed. |
| 1. Type the suggested book details in the **Suggestion form** section and the details of the person suggesting the book in the **Your details** section. |
| 1. Click **Submit**.   The suggestion details are submitted. |

# 10 Printing your school’s Challenge summary

The school’s Challenge summary can be printed from the Coordinator homepage.

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| 1. A printable page of the Challenge summary is displayed in another browser Window. |
| 1. If the browser is Javascript-enabled, a printer dialog is displayed. Otherwise, click on the browser’s print menu to display the printer dialog. |
| 1. Choose your printing options and print |

# 11 Viewing and printing favourite books

The Coordinator homepage includes a section which displays the top 5 favourite books in the school. Coordinators are also able to view the full list of favourite books in the school on another page accessible through the section’s header link.

|  |
| --- |
| 1. Click **Favourite books in your school** on the Coordinator homepage.   The **Favourite books in your school** page is displayed. |
| 1. To print the list, click the printer icon on top of the list.   A printable page of the favourite books list is displayed in another browser Window. |
| 1. If the browser is Javascript-enabled, a printer dialog is displayed. Otherwise, click on the browser’s print menu to display the printer dialog. |
| 1. Choose your printing options and print |

# 12 Viewing and printing star rated books

The Coordinator homepage includes a section which displays the top 5 star rated books in the school. Coordinators are also able to view the full list of star rated books in the school on another page accessible through the section’s header link.

|  |
| --- |
| 1. Click **Star rated books in your school** on the Coordinator homepage.   The **Star rated books in your school** page is displayed. |
| 1. To print the list, click the printer icon on top of the list.   A printable page of the star rated books list is displayed in another browser window. |
| 1. If the browser is Javascript-enabled, a printer dialog is displayed. Otherwise, click on the browser’s print menu to display the printer dialog. |
| 1. Choose your printing options and print |

# 13 Logging out

Coordinators must log out of the application to ensure their login credentials are cleared from the browser session.

|  |
| --- |
| 1. Click **Log out** on the Coordinator homepage. |
| Or, |
| 1. Close the browser window. |

# 14 Creating additional EduWeb accounts

Non-government school Principals or their delegates can create additional EduWeb accounts for the use of teachers in their schools. The following information is needed to complete the account creation process:

* School EduWeb user name and password
* Surname, given name, middle initial and email address for all staff/users to be created.

## 14.1 Logging in to Nominate User

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| 1. To access the Nominate User application, type [www.eduweb.vic.gov.au/nominateuser](http://www.eduweb.vic.gov.au/nominateuser) into the address area of your Internet browser. |
| 1. A login dialog will be displayed. |
| 1. Type your school’s EduWeb account name in the User name field and your school’s EduWeb password in the Password field. |
| 1. Click OK. |

## 14.2 Creating a new user for the Reading Challenge

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| 1. Select the link **Nominate Non Government School Users**. |
| 1. Click on the drop down arrow to select *Victorian Premier’s Reading Challenge.* |
| 1. Click **Select**. |
| 1. Click on the drop down arrow to select *Reading Coordinator*. |
| 1. Click **Add** at the bottom of the page.   The screen is refreshed with the nominated application listed. You may select additional applications. |
| 1. When the list of applications is complete, click **Submit**.   The ‘List of functions’ screen is shown. |
| 1. Select the link **Create New Non Government School Users to Nominated Application(s)**.   The next screen is displayed. |
| 1. Enter the required details for the teacher you wish to create the account for. Details will be sent to the email address listed here. |
| 1. Click **Add**.   Add as many users as required. A list will be displayed at the bottom of the page. |
| 1. When the list is complete, click **Submit**. |
| 1. The email address supplied will be sent an email confirming the application. A second email will follow, containing the username and password for access. |
| 1. The teacher can now use these details to log in as a Coordinator to the Victorian Premier’s Reading Challenge: [www.education.vic.gov.au/prc](http://www.education.vic.gov.au/prc). |

## 14.3 Giving existing users access to the Reading Challenge

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| 1. Complete steps 1 to 5 for ‘Creating a new user for the Reading Challenge’ above. |
| 1. At Step 6 select the link **Allow Existing Non Government School Users Access to Nominated Application(s)** |
| 1. Check the box next to the name of the account/teacher who needs access to the Reading Challenge. |
| 1. At the bottom of the screen click |
| 1. The teacher can now log in as a Coordinator to the Victorian Premier’s Reading Challenge: [www.education.vic.gov.au/prc](http://www.education.vic.gov.au/prc). 2. If you have any queries please email [readingchallenge@edumail.vic.gov.au](mailto:readingchallenge@edumail.vic.gov.au) |