**School Information Portal - Web Clip transcript**

The Department of Education and Early Childhood Development is pleased to announce the new School Information Portal.

This interactive web based Portal will replace the current School Level Report, providing Principals with a quick and convenient means of accessing a range of current and historical school data and information

You’ll find the portal at schoolportal.eduweb.vic.gov.au (<https://schoolportal.eduweb.vic.gov.au>)

The focus of the Portal is to present school data in a more timely, user friendly format. To achieve this Principals were involved in the system design and testing phases.

The Portal allows the principal class and authorised regional and corporate staff to view, filter and export data to suit their particular needs.

You’ll have automatic access to the Portal once logged into your computer at your school or region.

On the home page you’ll find announcements alerting you to system updates and new data sets (highlight visually the announcement section at the top of the screen). Below this there are 6 categories:

* + School Profile
	+ Achievement
	+ Engagement and Wellbeing
	+ Workforce
	+ Finance and
	+ Infrastructure

To access reports click on the category icons or use the drop down menu (at the top of the page.) The icons take you to the report overview page, whilst the drop down menu takes you directly to the report.

The report page has a number of functions including:

* + Filters allowing you to change the data you view
	+ More detailed reports. You’ll see a hand icon when hovering over a graph if these are available.
	+ The ability to print and export data
	+ An option to expand data ( show clicking the + sign)

Each data set in the Portal is accompanied by help text to assist with understanding reports and provides links to resources. There are also Frequently Asked Questions and site help sections (in the top menu) for overall site assistance….(Highlight descriptions of the site functions and some frequently asked questions here)

 …And you can always go back to the home page easily by selecting ‘home’ or clicking on the DEECD logo

The information in the Portal will be built upon as data is entered into the system and will continue to increase over time. Whilst it’s designed to be a helpful tool right now, it is an evolving project with enhancements planned for the future. We welcome your help to continue to improve the site. You’ll find a feedback link at the bottom of each page.