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#  Victorian Premiers’ Reading Challenge

# Information for Teachers, Librarians and

# Other School Staff

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## Information for teachers, librarians and other school staff

## To stay up to date with all things PRC please subscribe to the PRC coordinator updates

## subscribe: [Victorian Premiers' Reading Challenge coordinator updates](https://confirmsubscription.com/h/d/3E0492FA6E6DF880)

The Victorian Premiers’ Reading Challenge is for all Victorian children from early childhood through to students in Year 10.

The aim of the Challenge is to promote a love of reading. It is not a competition, but a challenge to each student to read, to read more and to read more widely.

Information about the Challenge is provided here to assist teachers in their management of the Challenge for school-aged students. It is strongly recommended that teachers use this document to become familiar with the operations of the Challenge and online system and plan appropriately for their school.

For information about conducting the Challenge with children in early childhood (from birth to the year prior to school), go to: Early Childhood Professionals.

## How does the Challenge work?

The Challenge begins at the start of March and officially ends on the closing date of the challenge. Students in Prep to Year 2 who accept the Challenge need to read or experience 30 books during this period. Students in Years 3 to 10 who accept the Challenge must read 15 books during this period. Some books must be selected from the book lists available on the Challenge site.

Three elements support students and schools participating in the Challenge: the rules, the book list and the online application for recording books. Students must choose some of their books from the Challenge book list, and record their reading online as set out in the six rules for the Challenge. Teacher judgement in applying the rules and using the book list to meet individual students’ needs is an additional critical element which will ensure both the integrity of the program, and that all students can participate, be challenged and succeed.

### Rules for students

1. You must register as a Challenger and keep a record of your reading on this website.
2. You must be a student in a year level from Prep to Year 10. You can be learning at a school or learning at home.
3. Between March and closing date of the challenge:

|  |  |  |
| --- | --- | --- |
| **If you are in:** | **You must read:** | **Number from the Challenge Book list:** |
| Prep | 30 books | 20 or more |
| Year 1 | 30 books | 20 or more |
| Year 2 | 30 books | 20 or more |
| Year 3 | 15 books | 10 or more |
| Year 4 | 15 books | 10 or more |
| Year 5 | 15 books | 10 or more |
| Year 6 | 15 books | 10 or more |
| Year 7 | 15 books | 10 or more |
| Year 8 | 15 books | 10 or more |
| Year 9 | 15 books | 10 or more |
| Year 10 | 15 books | 5 or more |

1. If you are in Prep, Year 1 or Year 2 you can read books by yourself or with someone else, for example, a parent, teacher, brother or sister, classmate, buddy or friend. They can help you or read the book to you if you are just learning to read.
2. Your online books must be verified as read by a Coordinator in your school.
3. All your information must be completed online before the closing date of the challenge.

## Information about the book list

The Victorian Premiers’ Reading Challenge book lists have been updated. Additions have been made to the lists for all year levels. Throughout the year new books are continually added to the online system.

Book lists have been updated in consultation with experienced teacher-librarians working with the School Library Association of Victoria. Titles suggested by students, teachers, librarians, authors and publishers were considered.

There are now more than 12,000 titles on the Challenge book lists. Each title has been allocated to the year level or levels for which it is usually most appropriate. A number of titles therefore appear on more than one published list.

The Victorian Premiers’ Reading Challenge is open to any student who is willing to take the challenge to read the required number of books at an appropriate level. To enable this, Coordinators should familiarise themselves with the following details about use of the book list.

**Selecting books to meet individual needs**

Each book on the book list has been allocated to one or two year levels for which it is usually most appropriate. Students are encouraged to read books allocated to their particular year level or levels above.

For a variety of reasons, a book allocated to a particular year level may be suitable for a student in another year level. For example, *Refugees* by David Miller (Lothian, 2004) is a picture book telling the story of two ducks trying to find a new place to live and is allocated to Year 3 and 4. As an allegorical tale, it could also be suitable for students in Years 5 and 6 or Years 7 and 8. Similarly, student learning needs and backgrounds may dictate that students read books from a lower level list.

The online system therefore allows a student to select any book from the book list, regardless of the year level to which it has been allocated. The role of the teacher or Coordinator is to approve, through online verification, each student’s reading list as appropriate and challenging for the individual.

**Students with specific literacy needs**

Where students have specific literacy needs, Coordinators can direct them to books from other levels of the Challenge book list. This may include students in Special Developmental Schools and English as an additional Language students.

When it is not possible for a student to find appropriate books from anywhere on the book list to meet the required minimum number, Coordinators may approve other books, which they deem to be suitable for a particular student. These books should be recorded online under a book list entry called ‘VPRC Coordinator approved’. These entries can be added to a student’s reading list by using the letters ‘VPRC’ to search the book list.

Coordinators should also use their professional judgement to approve alternative reading materials for students with specific literacy needs as Choice books. Alternative reading materials could be magazines, web-based text or newspaper articles.

**Year 9 and 10 book list – A mature reading list**

The list includes a range of young adult titles from which students, parents and teachers can choose reading material which is appropriate for each individual. The books on the list are diverse in style and contain a broad range of themes and ideas. They reflect the reading habits and choices made by many young adolescents. The inclusion of a book on this list does not mean it is a recommended text for all students.

**Year 10 Super List**

The Premiers’ Reading Challenge booklist has been expanded to include books that will hold the interest of older readers in Years 9 and 10.

A number of adult novels, many of them recognised classics have been included in the “Super 10 list” in order to provide the older students undertaking the Challenge with stimulating and thought-provoking reading material.

The inclusion of a book on the list does not mean it is a recommended text for all students. The book list provides a broad range of books from which students, parents and teachers can choose appropriate reading material for individual students. Parents are encouraged to become involved in the selection of books their children read for the Challenge to ensure they are appropriate.

**Audio books**

Students in Prep to Year 2 may use audio recordings of books to read along with and develop understanding of text. Coordinators should use their professional judgement to approve the use of audio books for students in Years 3 to 10 who have specific literacy or learning needs, or are visually impaired.

**Books in Languages Other Than English (LOTE)**

Students may read books in Languages Other Than English for their Challenge books. Titles must still be approved by a parent or teacher, in this case, a speaker of the language in question.

**Adding books in other languages as Challenge books**

Students may read books in other languages and have these recorded as Challenge books. To record these books as Challenge books coordinators need to go to ‘Add book’ and enter the following letters: VPRC followed by the specific language.

For example, if a student has read a book written in Arabic, enter the following VPRC Arabic. The coordinator will then see 20 book listings VPRC Arabic book coordinator approved.

**Adding books in other languages as choice books**

Students may read books in other languages and record these as choice books. Titles must still be approved by a parent or teacher, in this case, a speaker of the language in question. When the book is entered on the system, the language should be identified, for example Die Wilden Fussball Kerle (German). As it is not possible to enter a title using non-Latin characters, a translation of a non-Latin title should be used, for example The Making of Monkey King (Chinese).

**Books with no text**

The book list contains some excellent books with little or no text, such as *The Arrival* by Shaun Tan (Hachette Livre, 2007) which can be used to stimulate the imagination and encourage reluctant readers at all levels to engage with books. They can also be used for shared reading experiences with students in Prep to Year 2.

**Books in a series**

Where books form part of an author’s sequential series, all books in a series are included on the book list. Non-sequential publishers’ or theme-based series and those based on TV and movie tie-ins are not all automatically included.

Series names are recorded in a separate field to allow students and teachers to search for a series. Where a sequence is known, a number is included, for example, *Greenwitch* – Dark is Rising 3.

**Using the list as a buying guide**

The Challenge Book list is **not** intended to provide a suggested or recommended list for schools or libraries to add to their collections. The book list supports the participation of students from all sizes and types of school across Victoria. Expanding the list and including all books in author series allows students and teachers to draw on books in stock in libraries, although some of these are currently out of print.

**Choice books**

The online system recognises more than 40,000 titles which are not on the Challenge book list, but may be read by students as Choice books. This allows students to enter some of their Choice books from the online search, and reduces the amount of information they need to enter to add that book to their own list.

When students enter a word or title and then check the entry, they are shown a range of titles. For example, the word ‘amber’ provides a choice of 23 books, three of which are on the official list and 20 which are not. *Amber the Orange Fairy* by Daisy Meadows (Scholastic, 2005) is on the official list for Years 3 and 4. *Amber Pash on Pink* by Pauline Luke (University of Queensland Press, 2004) is not on the official list, but was read by students as a Choice book in 2005 and subsequently is recognised as such. Students select the relevant title and it is entered on their reading list, as either a Challenge book or a Choice book.

**Errors, omissions and out of print books**

The book list can be readily updated to rectify errors in bibliographic details or in representing books in a series, or omissions from a series. The book list can also be searched by the category ‘Out of print’. Teachers and librarians who notice errors, omissions or titles which are out of print are asked to send an email to readingchallenge@edumail.vic.gov.au so the system can be updated.

## What do schools do?

### Identify and register a Coordinator or Coordinators, and a contact person

Schools must identify at least one Coordinator to register the school and coordinate student records. It is recommended, particularly in larger schools, that a number of teachers register as Coordinators on the online system to share the workload of registering students, verifying reading and finalising details. Schools with more than one campus must have at least one Coordinator on each campus. In addition, each school must identify a School Challenge contact person.

In a government school, a Coordinator will be a person who has an existing Edumail user name and password. In a non-government school it will be a person with an EduWeb account created for access to the Reading Challenge. For further information, see the information about EduWeb accounts at the end of this document.

Coordinators log in to the online system by clicking on the *School log in* under the *Register and Login* tab on the Challenge website.

School Reading Challenge Coordinators are responsible for:

* recording up to date enrolment information
* assigning Coordinator status to other staff where appropriate
* organising student participation, registration and re-allocation
* confirming and checking the accuracy of the details of students registered under their school, including the spelling and order of student names for printing on certificates
* verifying student completion of books
* ensuring all school records are complete and accurate by the end of the Challenge
* emailing the reading challenge Edumail account to notify that the school's data is completed and has been checked.

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### Register the school on the online system (see also ‘school staff coordinators online guide’)

Only one Coordinator needs to complete the school registration, by logging in to the online system and completing the ‘Register school wizard’.

Only one registration is available for each school. In schools with more than one campus, enrolment numbers entered must include students across all campuses. Additional registrations cannot be created for multi campus schools.

Participating schools are listed for public information on the landing page under heading *Schools participating in the Challenge.* Schools are added to this list on the business day after they are registered.

### Organise student participation

Schools can register and participate in the Reading Challenge with any number of students.

Each school needs to set a date for students to complete the Challenge which allows time for the School Reading Challenge Coordinators to complete online data and verification no later than the closing date of the challenge. It is recommended that this date is no earlier than two weeks before the closing date of the challenge. Any change to student or school records will not be possible after the closing date of the challenge.

Bookmarks and posters to promote the Challenge are available free by request. . Orders should be placed on a school basis, not for individual classes. To order email readingchallenge@edumail.vic.gov.au with the number of bookmarks and posters you require and a contact name and mailing address. Please include the words 'VPRC request for bookmarks and posters' in the subject line.

Book lists are available from:

<http://www.education.vic.gov.au/about/events/prc/Pages/booklist.aspx>

**Parental consent for children to participate in the Challenge is no longer required?**

Parental consent forms are not required for children to participate in the Challenge as from 2019 there is no longer an online Honour Roll.

**Premier’s letter**

A letter from the Premier is also provided for schools to send to parents and guardians.

The Premier’s letter is available in translation upon request by email at readingchallenge@edumail.vic.gov.au.

**Participation for Prep to Year 2 students**

Prep, Year 1 and Year 2 students can read independently or ‘experience’ books for the Challenge. Students must read or ‘experience’ 30 books to meet the Challenge, at least 20 of which are from the Challenge book list.

‘Experiencing’ a book can include a range of classroom or home activities such as a class reading of a big book, shared reading, listening and reading along with a text and being read to. Students can share their reading with parents, teachers, aides, siblings, student buddies or classmates.

### Re-allocate previously registered students and register new students

Students who have previously participated in the Challenge can be re-allocated to the new year’s Challenge.

New students can be registered individually. Classes of up to 30 students can be uploaded for bulk registration. See the Coordinator’s Online Guide for details of this process.

#### Tips for registering students on the online system:

**Usernames**

Usernames can have a maximum of 25 characters and must be unique within the system. The online application will automatically generate a username and password for new student registrations. At this time Coordinators can change both these if they wish, however once the student is registered the username cannot be changed. If changing the username, it is recommended that a username be created using the school number and/or initials followed by a class number and student initials or CASES id.

**Passwords**

Passwords must be between 7 and 15 characters, and include at least one letter and one number. They do not need to be unique. It is advised that you do not use the same password for all students.

**Class name**

Class name is optional but can be very useful for Coordinators in later sorting and searching student records. Coordinators can add class names for the school on the student registration page. Class names do not use spaces, punctuation or lower case letters.

**Name for certificate**

The system will automatically insert the Given name, one space and the Family name into the ‘Name for certificate’ box. A Coordinator can change this if, for example, names should be presented in a different order on the certificate.

### Ensure students record their reading

Students must be registered before books can be recorded. It is recommended that students are given access to their own records and encouraged to record books for themselves. It is also recommended that books are entered progressively onto the system throughout the Challenge and that Coordinators verify books throughout the Challenge. This will significantly reduce the administration and data entry required to complete the school’s Challenge data in September.

A number of options for recording reading are also available through the online system:

**Parent help**

The online system is intended for students to enter their own books. When the age of the student, access to school computers or the internet or other factors makes this difficult, Coordinators may wish to enlist parent help to record books. Once students know their unique username and password their reading record can be accessed from any computer with internet access. Parents can provide assistance at home or involve their children in selecting and entering books online during visits to the local public library.

**Use Coordinator login**

Enter the books for students. If a Coordinator chooses to do this, it is recommended to log in as a coordinator rather than use the student login details. This provides access to the details and reading lists of all students in the school through the ‘Manage Student Records’ menu item.

**Add books to a class**

Use the ‘Add books to a class’ menu item. This allows a Coordinator to add the same title or titles to the reading records of all students in a particular class or year level. This function can be used to record shared reading experiences in primary schools or set novels read in secondary schools.

Any book added using this function will be automatically verified for each student.

### Verify students’ reading records

To complete the Challenge a student must have the required number of books for his or her year level verified on his or her reading list.

### ‘Verify all Finished Books’ button

The PRC has the time-saving feature which lets coordinators verify books for every student at their school, with the click of one button.

When you go into the ‘Manage student records’ from the School Staff login page

you will see two tabs on the left side of the screen

* verify all finished books tab
* verify all started and finished books tab

**NOTE: The ‘verify all finished books’ tab 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 finished books tab.**

Please note that coordinators can still verify their students’ reading individually if they wish.

### Check that online data is correct

Before the closing date of the challenge, Coordinators need to ensure all online data is correct.

1. **Finalise verification of the students’ reading.**

To do this, generate the school’s Students report. This provides a list of all students who have completed the Challenge, which means they have the required number of books entered and verified on the system. Coordinators can also choose to view a list of all registered students and their completion status.

School reports can be viewed on screen or printed. Reports can be printed using the print icon on the internet browser. They are also available for export in a number of formats, including Excel (.xls) or Comma Separated Value (.csv) formats which allow editing. Coordinators should discuss the most appropriate format to use with local Information Technology experts or support staff.

1. **Generate the Students report and check**:
* that all the students who have completed the Challenge are listed as ‘Yes’
* that students’ names for certificates are spelt correctly.

If any student who you believe has completed the Challenge is listed as ‘No’, or the consent or spelling details are incorrect, return to the student’s details or reading list and update the information.

1. When the Students report is accurate, send an email to readingchallenge@edumail.vic.gov.au with the subject line “Data completed and checked – INSERT SCHOOL NAME”.

Emails will be acknowledged. The data recorded online will be used to print certificates.

**After the closing date of the challenge, Coordinators will be able to view and print student records and school reports, but not edit them.**

## Spine labels

Syba Signs, a commercial designer and manufacturer of library products in NSW has available spine labels designed for all Reading Challenge year levels. The products are available from [Syba Signs web site](http://www.sybasigns.com.au/sybasigns/main/index.php) (<http://www.sybasigns.com.au/sybasigns/main/index.php>).

## Book labels

Schools can create book labels for students by downloading a file from <http://www.education.vic.gov.au/about/events/prc/Pages/schoolstaff.aspx> and print on Avery Labels L7165, 8 per sheet. The file can also be printed on plain paper, and labels cut and glued.

## I met the Premiers’ Reading Challenge labels

School Reading Challenge Coordinators can download a pdf file of printable labels reading ‘I met the Premiers’ Reading Challenge' from <http://www.education.vic.gov.au/about/events/prc/Pages/schoolstaff.aspx> and printing on Avery Labels L7165, 8 per sheet. The file can also be printed on plain paper, and labels cut and glued.

## Key dates for 2019

* **29 January:** Term 1 begins
* **29 March:** YABBA recommend your favourite books to be shortlisted nominations close <https://fuse.education.vic.gov.au/pages/yabba>
* **5 April:** Term 1 ends
* **23 April:** Term 2 begins
* **19-25 May**: Education week
* **28 June:** Term 2 ends
* **15 July:** Term 3 begins
* **17 - 23 August:** The Children's Book Council of Australia book week <http://www.cbca.org.au/>
* **30 August - 8 September:** Melbourne Writers Festival <http://mwf.com.au/>
* **6 September:** Reading Challenge ends. The Challenge online application closes. No data can be entered after this date
* **20 September:** Term 3 ends
* **07 October:** Term 4 begins
* **November:** Certificates issued to early childhood services managers, school principals and home based settings for distribution
* **20 December:** Term 4 ends

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## Information for non-government schools – EduWeb accounts

All non-government schools have an EduWeb account providing access to Department of Education and Training (DET) functions, for example, to provide the electronic annual return. Details of this account are held by the Principal. This account can be used to create additional Eduweb accounts to be used by individual staff members for specific purposes.

Principals are advised that EduWeb accounts should be created and used for access to the Victorian Premiers’ Reading Challenge online application.

Principals can request support with the creation of Eduweb accounts by emailing readingchallenge@edumail.vic.gov.au

Alternatively, the Principal can follow the step-by-step instructions below.

The Principal, or a delegated member of staff, needs to apply for the account or accounts on behalf of the staff member or members, and for the owner of each account to be granted access to the Victorian Premiers’ Reading Challenge.

## Some individuals may already have EduWeb accounts with access to Animal Ethics or other applications. In this case the Principal or delegate need only to select an account/teacher to be the Reading Coordinator and to add the Victorian Premiers’ Reading Challenge to the list of applications.

**Process for creating for an EduWeb account**

A Principal may request a new school Eduweb account by emailing readingchallenge@edumail.vic.gov.au.

or

If Principal has an existing school Eduweb account the Principal logs on to the EduWeb ‘nominate user’ page [www.eduweb.vic.gov.au/nominateuser](http://www.eduweb.vic.gov.au/nominateuser) using the school EduWeb username and password.

At this point, the Principal nominates the application for which access is to be granted, in this case the Victorian Premiers’ Reading Challenge. The Principal is taken through a series of screens to provide the staff name/s and email address/es. The ‘nominate user’ system then emails the staff member with his or her username and default password.

Schools are responsible for the ongoing maintenance of staff EduWeb accounts. The Principal has available tools to remove staff no longer at the school and to edit access rights.

Once an account has been created, users should click on the *School login* link under the *Register and login* tab on any page of the Challenge website to log in to the Victorian Premiers’ Reading Challenge. The username and password received by email from the nominated user system should be used. These details should be kept securely and will be needed throughout the Challenge.

Principals may request step-by-step instructions for this process by emailing readingchallenge@edumail.vic.gov.au.

## Contacting the Victorian Premiers’ Reading Challenge

Coordinators are encouraged to use the Challenge website and read this document in full before requesting individual assistance.

Wherever possible these requests should be made by email.

E-mail: readingchallenge@edumail.vic.gov.au

Phone: (03) 7022 0018

## Reporting technical issues

Before reporting difficulties as technical issues, users are requested to familiarise themselves with the online system and to check with local technicians that settings or firewalls are not preventing access. Technical issues with the online system should be reported to readingchallenge@edumail.vic.gov.au. Emails should specify the action or task being attempted and the problem experienced. Details of any error message received should also be included.