Contents

Purpose.............................................................................................................................................. 1
Scope .................................................................................................................................................... 1
Definitions ........................................................................................................................................... 2
General information ............................................................................................................................. 5
Recommended steps ............................................................................................................................ 5
Changes to the 2014 Census .................................................................................................................. 7
Related Documents ............................................................................................................................... 8
Accountabilities .................................................................................................................................... 8
Contact ............................................................................................................................................... 8
Review ............................................................................................................................................... 8
Approving Authority ............................................................................................................................ 8
Appendix: Census 2014 Instructions ...................................................................................................... 1

1. Preparation – Gather existing information ...................................................................................... 1
2. Log into the Computers in Schools website .................................................................................... 1
3. View the current data on screen ........................................................................................................ 2
4. View data in reports ............................................................................................................................. 3
5. Delete rows ....................................................................................................................................... 3
6. Add rows ......................................................................................................................................... 4
7. Edit rows ......................................................................................................................................... 5
8. Validate and confirm Census data ..................................................................................................... 7
9. Submit Census data .............................................................................................................................. 8
Purpose

1.1 These guidelines address the process of entering, checking, and updating information collected as part of the annual Census of Computers in Victorian Government Schools (Census).

1.2 They are designed to facilitate accurate data collection for a representation of school computer equipment as at Census Day, 28 February 2014.

1.3 This data is used to report on, and plan for, information and communications technology (ICT) initiatives in Victorian government schools.

Scope

2.1 These guidelines apply to all school staff who review, enter, edit and approve data collected for the Census and entered through the Census web site application at www.eduweb.vic.gov.au/computernumbers.

2.2 The guidelines contain instructions for:
   - accessing the Computers in Schools website
   - entering and editing Census data
   - determining details of computers (quantity, type, use, funding, etc.)
   - submitting the Census.

2.3 Schools must complete and submit the Census between 28 February and 14 March, 2014.

2.4 While data may be entered at any time until the Census closing date, schools are encouraged to submit their Census as soon as possible, on or after Census day.

2.5 Once data from all schools has been analysed and approved for publishing by the Minister, the Census website will be reopened to allow updates to the information as often as required.

2.6 The Census counts all computers intended for active use at your school – regardless of age.

2.7 Computers are broadly of the main use types listed in table 3.3 below – desktops, netbooks and notebooks (otherwise called laptops), and tablets.

2.8 Don’t include the following in your Census data:

Table 2.1: Devices excluded from the Census

<table>
<thead>
<tr>
<th>Excluded Items</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notebooks for Teachers and Principals (eduSTAR.NTP)</td>
<td>Don’t enter information about notebooks provided by the Department as part of the Notebooks for Teachers and Principals Program (formerly NTPP). This information is collected from central systems.</td>
</tr>
<tr>
<td>EBook readers</td>
<td>Devices such as Kindles, Kobos and the like are designed primarily for the purpose of reading digital books and periodicals and are not included in the Census.</td>
</tr>
<tr>
<td>Electronic whiteboards</td>
<td>Also called interactive whiteboard - large interactive display that connects to a computer, usually mounted to a wall or floor stand. These are not included in the Census.</td>
</tr>
<tr>
<td>Smart phones and similar devices</td>
<td>Devices such as iPods, iPhones and similar devices are not included in the Census.</td>
</tr>
</tbody>
</table>
Definitions

3.1 The following definitions apply:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Department of Education and Early Childhood Development (DEECD).</td>
</tr>
<tr>
<td>Main screen</td>
<td>The View/Delete/Edit screen of the Census application is the main screen from which to start all input and editing.</td>
</tr>
<tr>
<td>eduSTAR.NTP</td>
<td>Notebooks for Teachers and Principals Program, which provides teachers and principals with notebook computers.</td>
</tr>
<tr>
<td>eduSTAR.TSS</td>
<td>Technical Support to Schools Program.</td>
</tr>
</tbody>
</table>

3.2 The main purpose of the Census is to document the curriculum fleet. Computers used for staff (not the NTP laptops) and administration are also counted for planning purposes.

<table>
<thead>
<tr>
<th>Computer purpose</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration computer</td>
<td>Any computer connected to the administration (CASES21) network, as well as computers for teaching or administration (eduSTAR.NTP computers are excluded – see table 2.1.)</td>
</tr>
<tr>
<td>Curriculum computer</td>
<td>Computers directly used for, or by, students. These may include devices such as: curriculum servers, student desktops, notebooks, netbooks and tablet computers.</td>
</tr>
</tbody>
</table>

What goes on the form:

3.3 Each column in the computer details section of the form –other than the row selectors – provides useful information for ICT planning and decision making. The comments are optional but may provide useful information for your records.

<table>
<thead>
<tr>
<th>Field</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty (Quantity)</td>
<td>The number of computers with the details described on that row for that specific purchase date. This 3 digit field will accept numbers from 1 to 999 – larger quantities will require more than one row.</td>
</tr>
</tbody>
</table>
Field | Task
---|---
Use | Choose a **Use** from the drop-down list. See the changes to this list since the 2012 Census.

Main use types:

- **Desktop** - a personal computer designed to fit on a desk (including large touch devices like the VIAO Tap20).

- **Notebook** – a laptop computer – usually has an integrated standard keyboard. Computers which have both a touch screen and a regular physical keyboard should be recorded as notebook computers. Examples include: Windows surface, Fujitsu Lifebook, VIAO Hybrid Slider or Ultrabook Touch, etc.

- **Netbook** – a smaller type of laptop. These are usually designated as netbooks by the manufacturer.

- **Tablet** - A tablet computer is generally described as a medium-sized mobile computer integrated into a flat touch screen. It primarily uses fingertip, stylus, or digital pen input, and has a virtual onscreen keyboard instead of a physical keyboard. Examples include Apple iPads or Android software-operated devices such as Samsung Galaxy Tab.

As a guide: if a screen and keyboard are permanently hinged together – it’s a laptop. If the keyboard is on the screen – possibly with an accompanying separate or separable physical keyboard – it’s a tablet.

Funding Type | All computers in use within the school should be allocated to one of the following funding types.

**School/State Funded** - Fully-funded by Victorian government grants, Student Resource Package, or school funding

**Co- Contribution** - Partially funded by the student/parent and partially by Victorian government grants, Student Resource Package, or school funding.


**Student owned** - Computers 100% owned by the student or the parent, with no school or government funding component.

**Staff member Owned** - Computers 100% owned by the staff member, with no school or government funding component.
### Field | Task
--- | ---
**Allocation Type** | Dedicated to one Individual for more than 12 Mths – only one individual has use of the device (not BYOD) which was funded, fully or partially, by the Department or the school. See table 3.4 below.  
**Shared device** - funded by the Department or the school and used by more than one individual.  
**BYOD** – a student owned device with no school or government funding component.

**Campus No.** | Select the appropriate campus number. For most schools this will be campus one. Multi-campus schools may need to adjust their data to apportion computers correctly to their campuses. This may require additional data rows and editing.

**Type** | Select one of the three Types to restrict the Model list to models of that type.  
The majority will be either Apple or non-Apple (PC). Other is used if the type can’t be adequately described by the first two types – or you aren’t sure.

**Model** | Select the Model from the drop-down list. This is mostly about the processor.

**OS** | Select the operating system used on the machine(s) from the drop-down list.

**Leased** | Do not leave this blank – Choose Yes or No.

**Purchase Date** | The date that a set of computers were purchased, leased or upgraded.  
For donated, second-hand or student-owned computers, give a date that is your best estimate of the actual age of the machines—NOT the date they arrived.  
Purchase dates on or before Census day 2014 are counted in the 2014 Census. Entries with purchase dates past Census day will be counted in the next Census.

**Comment (Optional)** | If an appropriate Use, Type or Model is not available, choose the closest option and indicate the appropriate values in the Comment section. To do this, enter the category (Use, Type or Model) and the value you require separated by a colon (for example Use:Other). This information can be used to adjust the school’s return, if necessary, and to update the relevant list for next year’s Census.  
The Comments field stores a single line of up to 300 characters. If you copy and paste text into this field, it will not accept line breaks or carriage returns—all the text needs to be on one line.

3.4 When you’ve chosen a funding type the choice of the allocation type will be one of the following:
### Table 3.4: Allocation of computers to Funding Type

<table>
<thead>
<tr>
<th>Funding Type</th>
<th>Allocation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/State Funded</td>
<td>Shared OR Dedicated to one Individual for more than 12 Mths</td>
</tr>
<tr>
<td>Co- Contribution</td>
<td>Shared OR Dedicated to one Individual for more than 12 Mths</td>
</tr>
<tr>
<td>NSSCF</td>
<td>Shared OR Dedicated to one Individual for more than 12 Mths</td>
</tr>
<tr>
<td>Student Owned</td>
<td>BYOD</td>
</tr>
<tr>
<td>Staff Owned</td>
<td>BYOD</td>
</tr>
</tbody>
</table>

3.5 Choosing ‘Dedicated to one Individual for more than 12 Mths’ means the computer is used exclusively by the one individual though and beyond the 12 month period. If the computer changes hands inside the 12 months the type should be listed as ‘Shared’.

3.6 If the computer is fully owned by the individual the Allocation Type should be BYOD.

### General information

4.1 The following information may assist you to complete this year’s Census.

### Recommended steps

Generally, to complete the Census, you need to:

- Remove computers which are no longer in use
- Add computers obtained since the last Census
- Check the existing information to ensure it is still current
- Submit the completed data
  
  Please refer to the Appendix for step-by-step instructions.

### What to include in the Census

Include details of all computers acquired by your school on or before the Census Day, regardless of age. This includes staff and administration computers as well as those used by or directly serving students.

### What’s a computer?

Technology is rapidly converging to make the definition more difficult than it used to be. However, for the purposes of the Census the ‘Use’ types of Desktop, Notebook, Netbook and Tablet are the majority of student learning devices and staff/administration machines.

### Submit the Census even if nothing has changed

Even if there has been no change to your computer inventory from last year, you must still validate and submit the Census data for your school.
Verify all existing information.
Existing rows may need editing and new rows may be needed to ensure the data for any particular row is accurate. Especially the old rows at the bottom of the page which may not be visible.

The Census application does not behave like Microsoft Office
For example:

- There isn’t a Windows-style undo function. In some cases, the only way to return from an error screen is to use the browser Back button.
- Missing steps or information can result in error messages or error screens appearing.

Data for merged schools
Schools which have merged for 2014 will have the data for the component schools combined under the new school’s log-on. Please make sure the combined data accurately reflects the computers for the new school as duplications, or omissions, will affect your school’s computer-to-student ratio.

Data for De-merged schools
Schools which have been de-merged for 2014 will have no data showing for the new individual schools. A copy of the original combined school’s 2013 submission may be of assistance. This can be obtained by logging a Service Call to ‘Census of Computers’ (refer to clause 9.1 – Contact).

Upgrades
10.1 Count upgraded computers as new. Computers which have been upgraded should either be added on a new row with the upgrade date recorded as the purchase date, or the existing row edited to suit.

If the Use, Type or Model list doesn’t have the appropriate description
If an appropriate Use, Type or Model isn’t available, choose the closest option. Then make a note in the Comments section. To do this, enter the category (Use, Type or Model) and the value, separated by a colon (for example, Use:Other). This information will be used to adjust the school’s results, if necessary, and to update the relevant list for next year’s Census.

If you have difficulty finding the model and operating system of a computer, your school’s specialist technician can assist you.

Multi-campus schools need only one log-on for the administration campus
Multi-campus schools may have used multiple log-on addresses in the past. Please log on using your administration campus and fill in the one Census screen for all of your campuses. Use the Campus No. column to differentiate between campuses.

Your eduSTAR.TSS specialist technician can assist with collating and completing the required information.
Changes to the 2014 Census

5.1 The following changes have been made since the 2013 Census.

Computer details selections 2014

The following lists of computer details can be chosen from the ‘Add’ and ‘Edit’ screens (changed and new items are highlighted in yellow).

Table 5.1: Computer Details – available entries from drop-down lists

<table>
<thead>
<tr>
<th>Use</th>
<th>Funding Type</th>
<th>Allocation Type</th>
<th>Type</th>
<th>Model (for Apple)</th>
<th>Model (for PC)</th>
<th>Model (for Other)</th>
<th>OS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop (student use)</td>
<td>School/State</td>
<td>Shared device</td>
<td>Apple</td>
<td>iPad</td>
<td>Intel i3</td>
<td>Commodore</td>
<td>iPad iOS</td>
</tr>
<tr>
<td>Netbook (student use)</td>
<td>Co_Contribution</td>
<td>Dedicated to one Individual for more than 12 Mths</td>
<td>PC</td>
<td>iPad Mini</td>
<td>Tablet Intel CPU</td>
<td>Other</td>
<td>Android OS</td>
</tr>
<tr>
<td>Tablet (student use)</td>
<td>NSSCF</td>
<td>BYOD</td>
<td>Other</td>
<td>i5 Mac Book Pro</td>
<td>Tablet AMD CPU</td>
<td>OSX Server 10.6</td>
<td></td>
</tr>
<tr>
<td>Tablet (staff use)</td>
<td>Student Owned</td>
<td></td>
<td>MacBook Pro Core 1</td>
<td>Intel i5</td>
<td></td>
<td>OSX Server 10.8</td>
<td></td>
</tr>
<tr>
<td>Desktop (staff use)</td>
<td></td>
<td></td>
<td>MacBook Pro Core 2</td>
<td>Intel i7</td>
<td></td>
<td>OS X 10.9</td>
<td></td>
</tr>
<tr>
<td>Netbook (staff use)</td>
<td></td>
<td></td>
<td>Mac Mini</td>
<td>Intel Core 2 Quad</td>
<td></td>
<td></td>
<td>Windows RT</td>
</tr>
<tr>
<td>Notebook (staff Use) (not NTPP notebooks)</td>
<td></td>
<td></td>
<td>Mac Pro Core 2</td>
<td>AMD Phenom II</td>
<td>Windows 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASES desktop</td>
<td></td>
<td></td>
<td>MacBook Core 2</td>
<td>AMD Phenom</td>
<td>Windows 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASES server</td>
<td></td>
<td></td>
<td>iMac</td>
<td>Intel Atom</td>
<td>Windows XP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curriculum server</td>
<td></td>
<td></td>
<td>iBook</td>
<td>Via C7</td>
<td>Windows Vista</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domain Controller</td>
<td></td>
<td></td>
<td>Apple</td>
<td>Intel Core Duo</td>
<td>Windows 2012 R2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Server</td>
<td></td>
<td></td>
<td>eMac</td>
<td>AMD Athlon Dual Core</td>
<td>Windows 2012 Server</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Server</td>
<td></td>
<td></td>
<td>Power Mac</td>
<td>AMD Athlon 64</td>
<td>Windows 2008 Server</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proxy Server</td>
<td></td>
<td></td>
<td>Apple II / IIE</td>
<td>Intel Xeon</td>
<td>Windows 2003 Server</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thin client server</td>
<td></td>
<td></td>
<td>Classic Mac</td>
<td>Intel Pentium Dual Core</td>
<td>Windows 2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thin client terminal</td>
<td></td>
<td></td>
<td>eMate</td>
<td>Intel Pentium D</td>
<td>Windows NT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virtual Hosting Server</td>
<td></td>
<td></td>
<td>PowerBook</td>
<td>Intel Celeron D</td>
<td>Windows 9X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do Not Use - (DE&amp;T Supplied - BDD)</td>
<td></td>
<td></td>
<td>Quadra</td>
<td>Pendulum IV</td>
<td>Mac OS 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do Not Use - (Other admin server)</td>
<td></td>
<td></td>
<td>Centris</td>
<td>Pendulum M</td>
<td>Mac OS X 10.1-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do Not Use - (VASS Computer)</td>
<td></td>
<td></td>
<td>LC</td>
<td>Athlon</td>
<td>Mac OS X 10.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Server</td>
<td></td>
<td></td>
<td>Duron</td>
<td>Mac OS X 10.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Celeron</td>
<td></td>
<td></td>
<td>Intel Core 2 Extreme</td>
<td>Mac OS X 10.6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMD Athlon 64 FX</td>
<td></td>
<td></td>
<td>AMD Athlon 64 FX</td>
<td>Mac OS X 10.8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intel Pentium Extreme</td>
<td></td>
<td></td>
<td>Chrome OS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pendulum III</td>
<td></td>
<td></td>
<td>Linux</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pendulum II</td>
<td></td>
<td></td>
<td>Unix</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pendulum</td>
<td></td>
<td></td>
<td>Solaris</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K6</td>
<td></td>
<td></td>
<td>Novell Netware</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K5</td>
<td></td>
<td></td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media GX</td>
<td></td>
<td></td>
<td>M II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6x86</td>
<td></td>
<td></td>
<td>6x86</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5x86</td>
<td></td>
<td></td>
<td>XT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AT</td>
<td></td>
<td></td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Choosing a ‘Type’ will restrict the ‘Model’ list to display only models for that Type.

The following items appear with a “Do Not Use” message: DE&T Supplied – BDD; Other admin server; VASS Computer. These devices are very old and the only changes made should be to reduce the quantity (Qty), or delete the row from the Census if they are no longer in use.

Please check your existing information to ensure that the data is accurate for all computers listed on your Census form.

Related Documents

6.1 These guidelines are written to accord with the Census of Computers in Schools Policy document. This document is available through Policy and Resources Group, Information Technology Division.

Accountabilities

7.1 Principals are responsible for ensuring that the data is accurate and submitted on time.

7.2 The Department’s Information Technology Division is responsible for quality assurance of the Census process and providing reports and analysis of the results.

Contact

8.1 Queries regarding these guidelines are to be directed to the online Service Gateway (https://www.eduweb.vic.gov.au/servicedesk/).

Click on the Log a Service Call link and then click on ‘Log a Service Call – Census of Computers’.

Review

9.1 These guidelines will be reviewed together with the supporting policy, every 12 months, or earlier if necessary.

Approving Authority

10.1 Changes to these guidelines may not be invoked without prior approval by the General Manager, Information Technology Division.
Appendix: Census 2014 Instructions

1. Preparation – Gather existing information
   - Review your school’s records of previous Census reports, or ask your specialist technician for any relevant information already held.
   - Where necessary, undertake a site surveys to make sure the equipment is physically present and equipment information is available for the Census.
   - For information about printing your records from the Census, refer to Section 4 of this appendix.

2. Log into the Computers in Schools website
   - Enter your school’s eduMail UserID (e.g. s123401) and password for the administration campus.
   - Click on OK.


   2. Enter your school’s eduMail UserID (e.g., s123401) and password for the administration campus.

If you have difficulties in accessing the website, ask your specialist technician to help you or contact the Service Desk.
3. **View the current data on screen**
   - When you log on, the list of computers from your school’s last Census update will appear.
   - Incomplete rows will appear with a background of red and an asterisk (*) either side of the checkbox for that row.

Current detail data is displayed in the **Computer Details** section.

Click here to display the **Summary Details** screen.

Click here to go to the **Report of Current Data** screen and create a report.

The **Guidelines** document is available via this link. Scroll down to **Census of Computers in Schools** heading.
4. **View data in reports**

To take a copy of the Computer Details data for your records:

- Click on **Report of Current Data** on the main screen.

The **Report of Current Data** screen displays with the following message:

```
How would you like to receive the report?
Please select:
- By Email to the school account
- Download Excel file

Get Report
```

- Select your preferred method of delivery.
- Click on **Get Report**.
- For Excel, you can choose to save the file to a preferred folder, or to open it directly in Excel.

5. **Delete rows**

Each row is based on the purchase date for that set of computers. If all computers for a particular purchase date are no longer used, the row can be deleted.

1. Click on the checkbox to select records you wish to delete.
2. Click on **Delete Selected Records**.
3. To clear your selection, click on **Clear Selection**.

**Note**

1. You can’t undo deleted records.
2. Records deleted in error must be re-entered through the **Add** screen.
6. Add rows

To avoid error messages when you enter new rows, carefully complete each item in each row. The **Clear Form**, and **Exit Without Save** buttons will erase all of your edits up to the point you have reached on that screen.

- Click on **Add Computers** on the main screen.

The ‘Add Computers’ screen displays with five blank rows, ready for editing.

1. **Qty** - Enter the number of computers that have been grouped for this record.
   
2. Select the **Use** that best describes what the computers are used for.
   
3. Select the **Funding Type**.
   
4. Select the **Allocation Type**.
   
5. Select the **Campus Number**.
   
6. Select the **Type and Model** which best describes the computers.
   
7. Record whether the computer is **Leased** or purchased.
   
8. Enter the date of purchase or lease, or a date that best estimates the age of the computer.
   
9. If you wish, enter a comment about the computers. This is optional information for school use.
   
10. Once you have finished, click on **Save Changes and Exit**.

**Note:** Clicking on **Save Changes and Exit** doesn't submit your Census— it only saves the edited rows to the main screen.

To add more than five rows

If you need to enter more than five rows, complete the first five then repeat the process until you have saved all new entries.

If you save five rows at once, the system will display a screen to prompt you to either:

- **Save** and return to the **Main** screen, or
- return to the **Add Computers** screen to add more rows.

Before your entries can be saved on the **Add Computers** screen, each field in each row must have a valid entry (except for the **Comments** field). An error message will let you know if part of your entry is incomplete.
7. Edit rows

You should only need to edit rows to reduce the number (Qty) of computers on a row, or to correct errors.

Before you can Exit and Save at any point, all the rows you have altered must have valid entries in each column.

Each row of information relies on the purchase/lease date. New purchases - even if all details are identical to an existing row - must be added as a new row with their purchase date.

**NOTE:** You may need to alter rows from earlier years to include information in the new ‘Allocation Type’ column

1. Select the record/s you wish to edit.

2. Click on Edit Selected Records to open the ‘Edit’ screen.

To clear your selection, click on Clear Selection.

---

### Campus Details

**Select the appropriate campus number.**

**NOTE:** correcting existing data for the Campus number may require additional editing and data rows.

---

### Computer Details

<table>
<thead>
<tr>
<th>Selected</th>
<th>Qty.</th>
<th>Use</th>
<th>Fiscal Type</th>
<th>Allocation Type</th>
<th>Campus Number</th>
<th>Type</th>
<th>Model</th>
<th>OS</th>
<th>Lease</th>
<th>Date</th>
<th>Purchase Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>111</td>
<td>Tablet</td>
<td>Co-Contributor</td>
<td>Dedicated to one Student for more than 12 Mnths</td>
<td>1</td>
<td>PC</td>
<td>Intel i3</td>
<td>Android OS</td>
<td>No</td>
<td>6/12/2012</td>
<td>Testing</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Tablet</td>
<td>Co-Contributor</td>
<td>Dedicated to one Student for more than 12 Mnths</td>
<td>1</td>
<td>Other</td>
<td>Android OS</td>
<td>No</td>
<td>6/3/2012</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Tablet</td>
<td>Co-Contributor</td>
<td>Dedicated to one Student for more than 12 Mnths</td>
<td>1</td>
<td>Other</td>
<td>Android OS</td>
<td>No</td>
<td>10/2/2012</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>30</td>
<td>Desktop</td>
<td>Co-Contributor</td>
<td>Dedicated to one Student for more than 12 Mnths</td>
<td>1</td>
<td>PC</td>
<td>Intel i3</td>
<td>iPad OS</td>
<td>No</td>
<td>7/2/2012</td>
<td>Touchbook</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Tablet</td>
<td>Co-Contributor</td>
<td>Dedicated to one Student for more than 12 Mnths</td>
<td>1</td>
<td>Other</td>
<td>Android OS</td>
<td>No</td>
<td>2/3/2012</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Tablet</td>
<td>Co-Contributor</td>
<td>Dedicated to one Student for more than 12 Mnths</td>
<td>1</td>
<td>Other</td>
<td>Android OS</td>
<td>No</td>
<td>1/2/2012</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Please make sure that the information in the Use and Funding Type columns is correct. Edit existing data if necessary.

Please make sure that the information in the Allocation Type column is correct. You may need to edit existing rows to ensure all computers are listed correctly.

**CAUTION:** Because the system doesn’t have a Windows style ‘undo’ function, don’t edit a large number of rows at one time. The Reset to Original Data and Exit Without Changing buttons will undo your work and all of your input to that point will be lost.

If you omit data, or it is incomplete, an error message may appear when you try to save. The data might save, but the row will be coloured red with an asterisk (*) on either side of the checkbox for that row.
Edit rows continued

- Click on **Edit Selected Records** on the main screen.

The **Edit Computers** screen appears with the selected rows ready for editing.

1. **Qty** - Enter the number of computers that have been grouped for this record.
2. **Select the Use** that best describes what the computers are used for.
3. **Select the Funding Type**.
4. **Select the Campus Number**
5. **Select the Type and Model** which best describes the computers.
6. **Select the Operating System**.

7. **Record whether the computer is leased or purchased**.
8. **Enter the date of purchase or lease, or a date that best estimates the age of computer(s)**.
9. **If you wish, enter a comment about the computers. This is optional for school use and can be used to identify the computers**.

**Note**: Clicking on **Save Changes and Exit** doesn't submit your Census return – it only saves the edited rows to the main screen.

To be counted in this Census, the **Purchase Date** must be a date on or before the start of this Census (i.e. **28 February 2014**). Purchase dates after Census day will be counted in the next year’s Census.

The **Comments** field stores a single line of up to 300 characters. If you copy and paste text into this field it will not accept line breaks or carriage returns. All text must be on one line.
8. Validate and confirm Census data

When you've completed editing, deleting and adding rows and are ready to submit your Census Data:

- Click on **Validate/Confirm Census Data** on the main screen.

  The **Summary Details** screen shows the total quantities of computers. Note the changes to this screen (see Section 6 in these guidelines).

- Check the summary data.

  If you enter this screen before the Census period, the **Validate/Confirm Census Data** panel will show the following text.

  
  ***The following summary section is a correct summary of the computer resources at zzDemo School***

  Computer Census details cannot be submitted until Census Day (26/02/2010).
9. **Submit Census data**

Once you have completed checking your records and are ready to submit your Census Data:

- Click on **Validate/Confirm Census Data** - on the ‘View /Delete/ Edit Computers’ screen. The ‘Summary Details’ screen shows total quantities of computers and totals of computers with internet access by **Use**.
- Check the summary data again.

Once your data entry is complete, the **Validate/Confirm Census Data** panel will show the following text and button:

```
***The following summary section is a correct summary of the computer resources at zZDemo School***

[ ] The Principal endorses that the information provided is true and accurate

Submit Computer Census Data
```

The principal must check the endorsement checkbox before submitting.

- Click on **Submit Computer Census Data** to complete the Census.

**WARNING:** When you click on **Submit Computer Census Data**, the application will close and you can’t make any more changes.

A confirmation email will be sent to your school’s eduMail account with a summary of the Census information and a list of all the records submitted.

To fix any errors later, log a service call (under **Census of Computers**) via the online **Service Gateway** ([https://www.eduweb.vic.gov.au/servicedesk/](https://www.eduweb.vic.gov.au/servicedesk/)).