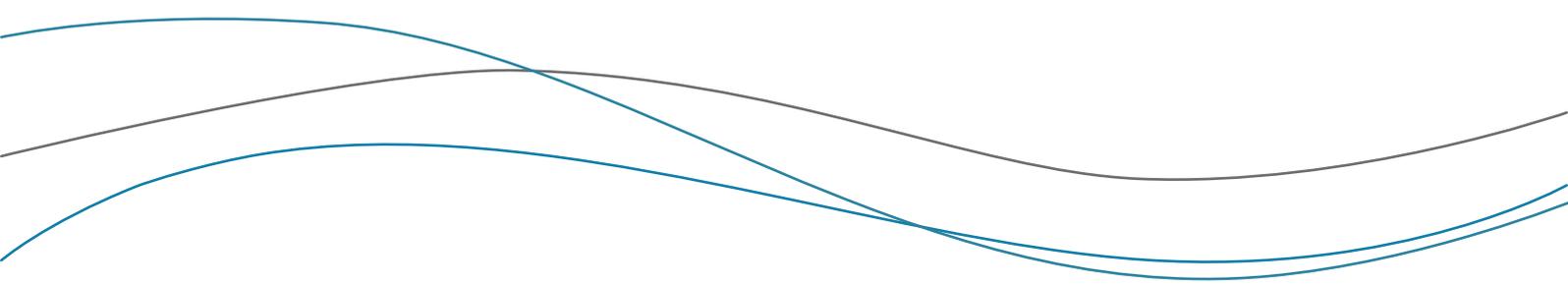


My School[™]
PRINCIPALS' PORTAL

User Manual
2012



Using the *Principals' Portal* website

As part of the work to update school information on the *My School* website each year, ACARA presents some school data to principals for review. This is done via the ACARA *Principals' Portal* website. The *Portal* address is <https://schools.myschool.edu.au>.

This site has been continuously developed since it was introduced in 2010, and incorporates feedback received from schools. Feedback from schools on aspects of site useability is always welcomed.

Information about the purpose of the *Portal* and instructions for viewing different sections are available at all times by clicking on "Using the portal" on the navigation ribbon.

Using this Manual

The *Principals' Portal* School User Manual is published in several sections. Each module of school information to be presented on the site is developed at different times of the year. Each section of the manual will be made available as these modules are added to the *Portal*.

Section **A** — Website User Registration & User Dashboard

Section **B** — School Comments and school website address for *My School* profile page

Section **C** — School Finance Data depictions and information

Section **D** — Other school information to be published on *My School*

Appendix — Troubleshooting tips

Need some assistance?

*Call the helpline staff at ACARA on 1300 895 563 and follow the prompts.
Alternatively you can email us at portalsupport@acara.edu.au*

Website User Registration

School user accounts can be created by the school principal or delegated staff members. The site allows users to manage their account details online.

To register go to <https://schools.myschool.edu.au> and follow the link to the Registration page. A current email address is needed to be used as the account Username; account activation links and other important system emails will always be sent to the primary email address registered. Account passwords are created by users.

Login

Email address:

Password:

Login

[Register](#) [Forgotten password](#)

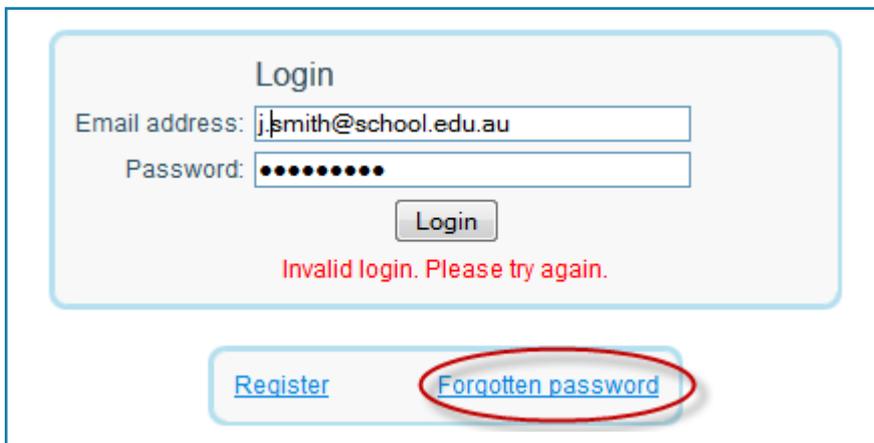
Registration steps

1. Begin typing your school name in the *School* field and select the full name from the drop-down menu that will appear (TIP: the list includes all schools open as of 2012)
2. Enter the school's DEEWR ID number (if unknown contact DEEWR or your school's jurisdictional authority to retrieve this identification number)
3. Select the school's governing or representative body from the drop-down menu (if applicable)
4. Enter your personal information (each school can have 1 *Principal* and up to 3 *Administrator* users registered at once)
5. Enter your primary email address, preferred password and other contact information
6. Ensure that you read the Terms & Conditions of Use and tick the check-box
7. Complete the CAPTCHA™ tool by copying the displayed characters in the text box below
8. Click on the "Register" button to submit the form
9. Ensure that you view the automated email sent to your primary email address and follow the account activation link provided in the email (TIP: you cannot log in until your account is activated, contact ACARA if you have trouble using the link)

Website Login

Login steps

1. Enter your Username and Password and select the "Login" button
2. If necessary select the "Forgotten password" link and enter your primary email address to retrieve your password
3. When logged in you will be presented with a school Dashboard page
4. If you are a new user or you have not accessed the *Principals' Portal* for a long time, the Registration Validation screen will be displayed



The screenshot shows a 'Login' form with two input fields: 'Email address:' containing 'j.smith@school.edu.au' and 'Password:' containing ten dots. Below the fields is a 'Login' button. A red error message reads 'Invalid login. Please try again.' Below the form are two links: 'Register' and 'Forgotten password', with the latter circled in red.

Forgotten Password

To use the password recovery utility, please enter your primary e-mail address and then click on the "submit" button.



The screenshot shows a 'Forgotten Password' form with an 'Email:' input field and a 'Submit' button.

Your password will be recovered and sent via e-mail.

Account Validation steps

1. Review your registered details as displayed; if these are correct select the "Validate" button to proceed to your user Dashboard screen
2. Making changes to your information is done easily using this form; the system will be immediately updated with changes when the form is submitted
3. If you registered against the wrong school you can reselect the correct school here from the list

User Dashboard

School information presented on the *Principals' Portal* is accessed by users from a personal 'dashboard' page. Links to each section of school information are displayed here when the information becomes available to view.

Each dataset will become available to view at different times – dates are provided in each section and a coloured flag clearly indicates the current status.

When logged in users can return to this page by selecting the “Home” button on the navigation ribbon.

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My School™
PRINCIPALS' PORTAL **acara** AUSTRALIAN CURRICULUM, ASSESSMENT AND REPORTING AUTHORITY

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Westlands East State School, NSW

Use the dashboard below to view your school's information ahead of the next update of the *My School* website.
Please note the periods during which each section is viewable.

2012 School comment & website URL Opening: early September 2012	NOT YET AVAILABLE
2011 School finance data Opening: mid November 2012	NOT YET AVAILABLE
<i>My School</i> website preview Opening: early 2013	NOT YET AVAILABLE

Using the portal | Contact us

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School Comments and website address

Users can edit and submit School Comment text and the school website address to be published on the *My School* website (unless otherwise directed by the appropriate school jurisdictional authority). The school's currently published School Comments and website address are displayed on the page for the user to review and edit where required.

Guidelines for writing comments

Character limit and format

School profile may be up to 5000 characters in length, including spaces. The Comments text editor is a basic word processing tool and Comments need to be input as "plain text". Plain text format recognises a limited set of symbols and formatting marks, which excludes common elements such as hard returns and bullet point lists. (A definition of plain text can be viewed at www.techterms.com/definition/plaintext). The following table defines the acceptable characters in plain text format:

	all lower and paper case alphabets	\$	dollar	*	asterisk
	all numbers	@	at	:	colon
,	comma	?	question mark	;	semi colon
.	full stop	-	hyphen	_	underscore
()	round bracket open and close	%	per cent	'	single quote
&	ampersand	!	exclamation mark		

Content and style

The school profile is intended for a general audience and should not include overly bureaucratic or technical language. Typically, the school profile presents key aspects of the school, including its mission, values and focus. The text may also include:

- information about curriculum strengths and specialist programs.
- extracurricular activities and achievements in academic, sporting, performing arts or community activities
- contextual information about their religious affiliations or educational philosophy.

Introductory phrases for formulating text may include:

- 'The core values of the school are ...'
- 'The school achieves its mission by ...'
- 'Some unique features of the school or school population are ...'
- 'The school plays an important role in the community by ...'

School Comments and website address

Principals may also wish to describe school improvement strategies. Some of these may be linked to students' NAPLAN results. Comments may begin with phrases such as:

- 'Strategies to improve numeracy results include ...'
- 'A focus on spelling in Years 3 and 4 has resulted in ...'
- 'A successful reading program for middle school students has been introduced ...'

Privacy and identification of individuals

It is essential for principals to consider the privacy of their students and teachers when drafting their comments for the *My School* website. Identification of particular students or teachers may be a breach of the Privacy Act and in some situations could be considered defamatory.

Privacy guidelines to follow when drafting comments include:

1. Do not name students or teachers either by their given name or family name.
2. Do not identify small groups of students by:
 - ethnicity
 - religious beliefs
 - socio-economic background
 - learning needs, for example, students with intellectual disabilities.
3. Do not identify students by any other characteristic that could enable them to be identified by members of the school or local community.
4. Be conscious of making comments that may be perceived as discriminating against or vilifying a particular group or groups in the community.

Publishing process

School Comments texts saved to the *ACARA Principals' Portal* will not immediately appear on *My School*. but are stored for reviewing before uploading to the *My School* database.

Comments texts will be reviewed by ACARA and/or representatives from the appropriate jurisdictional authority. ACARA reserves the right to amend the text supplied if it exceeds the character limit or has grammatical, style or content issues. Content issues may include text that is deemed culturally insensitive or of concern for legal or copyright reasons. Where there are significant changes made to the text, ACARA will contact the school to advise of these changes.

Queries

Principals may contact ACARA or their jurisdictional authority office with queries or for assistance with the drafting of the school profile text.

School Comments and website address

Text editing steps

1. Select the “Edit” button to display a pop-up text editing window (see image below).
2. Type or paste new text in the coloured edit box; the number of characters available is limited and a counter will display the available characters remaining as text is entered.
3. Select “Save” when ready and the new text will be displayed on screen; edits can be made as many times as needed.

The screenshot displays the 'My School PRINCIPALS' PORTAL' interface. The main content area shows the 'School statement' section for 'Narraweena East Infants School, Narraweena'. An 'Edit Statement' button is visible. A pop-up window titled 'Edit Comments | ACARA - Mozilla Firefox' is overlaid on the page. The window contains the following text:

This may be up to 5000 characters including spaces.
Typically, the school profile presents key aspects of the school, including its **mission, values and focus.**

- The text may also include information about curriculum strengths and specialist programs.
- Extracurricular activities and achievements in academic, sporting, performing arts or community activities may also be included.
- Some schools use the school profile to provide contextual information about their religious affiliations or educational philosophy.

Introductory phrases for formulating text may include:

- The core values of the school are ...
- The school achieves its mission by ...
- Some unique features of the school or school population are ...
- The school plays an important role in the community by ...

Below the text is a text area containing a sample school statement. At the bottom of the window, it shows 'Remaining characters: 3827' and 'Save' and 'Close' buttons.

The background page shows the 'School statement' section with a red 'Edit Statement' button. Below it is the 'School Url' section with a red 'Edit Website URL' button and a text input field containing 'http://www.narraweena.g.sch.nsw.edu.au'.

School Finance Data depictions and information

Federal, state and territory education ministers asked ACARA, through their Ministerial Council, to report information about each school's recurrent income and capital expenditure on the [My School](#) website.

ACARA has received 2011 School Finance Data from state and territory jurisdictional authorities and from the Department of Education, Employment and Workplace Relations (DEEWR).

The data will be published on *My School* in early 2013.

School finance information provides detail about a school's capacity to support educational outcomes for students and reporting it on the website allows fair comparisons to be made about schools. This is the third year for which national school-based financial data will be provided.

Viewing school finance information on the *Principals' Portal*

Schools can access the *Principals' Portal* to view a depiction of their 2011 Finance Data which will be published on the *My School* website early next year. This preview is available from 19 November to 17 December 2012.

A number of support materials are provided on the *Portal* site to assist principals in understanding the data. In addition, non-government schools may wish to view the methodology for collating *My School* finance reports from FQ data in the [instructions](#) available on the DEEWR website (outlined on pp. 46-47).

Please note that ACARA does not have a role in the administration of school finances and is not able to assist schools with queries about Finance Data presented on the *Principals' Portal*. Schools are asked to report queries to the relevant jurisdictional authority. Contact details are provided on the website.

School Finance Data depictions and information

All school queries about the finance data shown here must be directed to the appropriate jurisdictional authority. For contact details [click here](#).

For non-government schools, the school funding figures may incorporate Block Grant Authority Administration funding as well as school determined funding. For government schools, school funding will incorporate both direct school funds as well as those funds managed centrally on behalf of schools.

School finances

Full-time equivalent enrolments relating to recurrent income and capital expenditure **207**

Interpreting school financial information

The following finance data has been provided to ACARA in preparation for the next release of My School in early 2013. To view further information about school finance data presented on this page [click here](#).

Total capital expenditure for 2009 to 2011 for each school, where data is available, will also be displayed. For a view of how this additional data will be displayed [click here](#).

In early February 2013, final finance data for schools will be available via the Principals' Portal to preview prior to My School 2013 being published online. Full details regarding 2011 finance methodology and comparability limitations will be available at that time.

Net recurrent income 2011	\$ Total	\$ Per student
Australian Government recurrent funding	369,202	1,784
State/Territory Government recurrent funding	1,915,674	9,254
Fees, charges and parent contributions	64,345	311
Other private sources	34,708	168
Total gross income (excluding income from government capital grants)	2,383,927	11,517
Less Deductions	0	0
Total net recurrent income	2,383,927	11,517

Capital expenditure 2011	\$ Total	\$ Total 2009 - 2011
Australian Government capital expenditure	0	To view depiction of Total Capital Expenditure 2009-2011 click here
State/Territory Government capital expenditure	0	
New school loans	0	
Income allocated to current capital projects	15,255	
Other	100,116	
Total capital expenditure	115,371	

Total gross income 2011 (excluding income from government capital grants)

Total capital expenditure 2011

Percentages are rounded and may not add up to 100%.

[Further information](#)

Find contact details for school queries by following this link

Follow this link to read more about school finance reporting

New School Finances page content for 2013 can be viewed at these links

Press this button to read more about school finance reporting

Image: School Finance Data page on the ACARA Principals' Portal in 2012

Troubleshooting

Registration issues	
ISSUE	SOLUTION
<p>School name is not available in the Registration form dropdown list</p> <p><i>Note:</i> Users must type in the name to activate the drop down menu; school names available are based on the 2012 Master Schools List – the list is complete as at June 2012</p>	<ol style="list-style-type: none"> 1. The official school name must be entered; in some cases official names differ from frequently used names—Contact ACARA helpline to confirm the school name on the Master List 2. Rolled/Unrolled status: some multi-campus schools have all data ‘rolled’ up and reported only under the head campus; sub-campus will not be accessible on the Portal—Contact ACARA helpline to confirm rolled status on the Master Schools List
<p>User has registered but not activated account</p> <p><i>Note:</i> When a user registers, an email is sent containing an activation link; the link must be selected to activate the account</p>	<ol style="list-style-type: none"> 1. Check primary email address for receipt of automated Activation Email—ensure email has not been filtered to junk or deleted mail folder 2. If the email was not received, activation can be completed by ACARA staff by calling the helpline 3. To confirm your details for identification please have ready: <i>school name, DEEWR ID, primary email username and password</i> 4. ACARA staff will confirm if the primary email address was registered correctly; if it was not they will amend it and resend the activation email to the correct address 5. If the email username registered is correct ACARA staff may manually activate the account on the user’s behalf ONLY if they have confirmed the account details above

Troubleshooting

Login issues	
ISSUE	SOLUTION
<p>An error message is shown at login</p> <p><i>For example:</i></p> <p><i>“Invalid login. Please try again.”</i></p> <p><i>“User account locked”</i></p>	<ol style="list-style-type: none"> 1. “Invalid login...” is displayed if the username entered is not currently registered—follow the “Registration” link to setup a new account with the desired username 2. “User account locked” is displayed if username is registered but account not activated – or if the account has been locked by site administrators—contact the ACARA helpline
<p>User cannot remember Password</p>	<ol style="list-style-type: none"> 1. Follow the “Forgotten Password” link to retrieve Password by email to primary email address
<p>User cannot remember email address Username</p>	<ol style="list-style-type: none"> 1. Contact ACARA helpline to confirm account details

User Dashboard issues	
ISSUE	SOLUTION
<p>The wrong school is displayed</p> <p><i>Note:</i></p> <p><i>ACARA is aware that many school principals relocate between during the year; the Account Validation page provides previously registered users the ability to update their account with a connection to the new school</i></p>	<ol style="list-style-type: none"> 1. If the Account Validation page is not displayed at login the user cannot check and update the school connected to the user account—contact the ACARA helpline to update the account