

Managing Student Data Using ACT Certification System (ACS) Updated May 2013

The screenshot shows the login page of the ACT Board of Senior Secondary Studies Certification System. The top navigation bar includes the logo of the Board of Senior Secondary Studies (BSSE), the text "Board of Senior Secondary Studies", and links for "Help" and "Login". The main title "ACS - ACT Certification System" is prominently displayed. Below the title, a large blue button contains the text "ACT Board of Senior Secondary Studies Certification System". A descriptive subtitle states, "This software enables teachers to enter the college data required for the certification of students in their senior secondary years."

Board of Senior Secondary Studies

Help | Login

ACS - ACT Certification System

ACT Board of Senior Secondary Studies Certification System

This software enables teachers to enter the college data required for the certification of students in their senior secondary years.

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ACS Student Data

The ACT Certification System (ACS) has been designed so that student data is extracted ('swept') from school administration systems (SAS) and imported into the ACS database via a system called 'Data Sync'. Student data can also be manually entered using the application. Usually it will only be those colleges without a Data Sync that will manually enter student data.

Only users with access levels of Edit, Transfer or User Control will be able to edit student data.

Logon onto ACS

- Log on to your school network and connect to the internet through your browser
- Type in the internet address for [ACS](https://acs.bsss.act.edu.au) (<https://acs.bsss.act.edu.au>)
- A logon box should appear and look similar to this



- Enter your user name and password and the home page below will appear

Managing Student Data

Under the **Students** menu select **Manage Student** and the following screen will appear

> Students > Manage Student

Search Student

Home	[ID]	[Surname]	[Given Names]	Find			
[Home School Code]	[Group Number]	[Year]	[Attendance]	Clear			
Drag a column header here to group by that column							
Units	Home School Code	ID	Year	Attendance	Group Number	Surname	Given Names
Units	HWKC	1234567	11	Y	01	SURNAME	Firstname
Units	HWKC	1234567	11	Y	02	SURNAME	Firstname
Units	HWKC	1234567	11	Y	03	SURNAME	Firstname
Units	HWKC	1234567	12	N	53	SURNAME	Firstname
Units	HWKC		12	Y	41		

Explaining the Search Student Screen

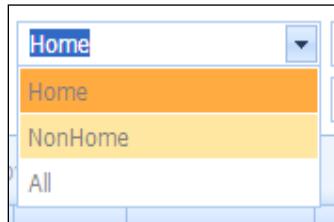
This screen is used throughout the application to find an individual student for reports, data entry of personal details, course, units, VET competencies etc.

Functionality: The group, sort, filter and field chooser functions are available in this screen.

Group: Drag the column header to the top to group by that field (all fields)

Filter:

- Type in the white text boxes in the filter section to filter by Studentid, Surname, Given names, Home Schoolcode, Group Number, Year level or Attendance
- Use the drop down box next to Home to select Home (default), Non Home (has unit studied records from your college), All (student is in the system).



- Once all criteria have been selected click on **Find** button
- Click the **Clear** button to clear your filter

Sort: Click on the column headings and the arrows will appear. Click on the arrows to change the sort order (all fields)

Field Chooser: The fields Date of Birth and Suburb can be added to this screen. Any of the fields can be removed

For more detail on manipulating these types of screens see ACS Tips and Tricks 2011.

NOTE:

Search by All (filter as required) to check for the studentid of the student prior to enrolling any new student.

At the bottom of the **Search by Student** screen you can change the number of records displayed on each page as shown below. The default is 10. Options available are 5, 15, 20, 25, 50, 100, 200, 500

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Add Student Records per page: [10](#) [...](#)

- In a student record click on the word **Units** (hyperlink) and the **Units and Courses** screen appears as shown below (See *How to Manage Students' Units and Courses* for more information on this screen)

> Students > Units and Courses

Units and Courses

Edit Classes Add Course Move All Units Reports Select Student

Student Package

Student ID: _____	Student Name:	Home School: DCKC	Year Level: 11			
Year 12 Cert: <input type="checkbox"/>	Intends T: <input checked="" type="checkbox"/>	TES: <input type="checkbox"/>	Total Units: 6.4			
Repeat: <input type="checkbox"/>						
Course Code	Acc.	Title	Units	Raw Score	Fixed	Type
+ _____	T		4.0	0.00	<input type="checkbox"/>	Major
+ _____	T		2.0	0.00	<input type="checkbox"/>	Minor
+ _____	R		0.4	0.00	<input type="checkbox"/>	UNKNOWN

Expand All Collapse All

- Click on the **studentid** (hyperlink) and the **Student Details** screen will appear, a part of which is shown below

Student Details

Units and Courses Reports Add Student Select Student

* Required Information

Personal Details School Details Contact Details Postal Details Enrolment Dates

Personal Details

* Student ID: 1212121
 * Surname: MITCHELL
 * Given Name(s): Jesse John
 * Preferred Name: Jesse
 * Date of Birth: 9/08/1991
 * Sex: Male
 * Res Status: Permanent
 Birth Country: Australia
 Aboriginal: Yes No
 Torres Strait Is: Yes No
 Linguistically Diverse Background: No

Student Details Screen

- Click on the add student button and a blank **Student Details** screen will appear

The screenshot shows a software interface for managing student data. At the top, there's a blue header bar with a 'Create Filter' link, an 'Add Student' button, and a 'Records per page:' dropdown set to 5. Below the header, a breadcrumb navigation shows 'Students > Details'. The main title is 'Student Details'. Underneath, a section titled '* Required Information' contains five tabs: Personal Details, School Details, Contact Details, Postal Details, and Enrolment Dates. The 'Personal Details' tab is selected and expanded, showing fields for Student ID (text input), Surname (text input), Given Name(s) (text input), Preferred Name (text input), Date of Birth (dropdown menu), Sex (dropdown menu), Res Status (dropdown menu), and Birth Country (text input).

Explaining the Student Details Screen

The screenshot shows the same software interface as above, but with a different view. It includes a breadcrumb navigation ('Students > Details'), a main title 'Student Details', and two buttons at the top right: 'Add Student' and 'Select Student'. Below the title, there are two tabs: 'Units and Courses' and 'Reports'. A red asterisk indicates '* Required Information'. At the bottom, there are five tabs: Personal Details, School Details, Contact Details, Postal Details, and Enrolment Dates.

The **Student Details** screen as shown above has five sections

- Personal Details
- School Details
- Contact Details
- Postal Details
- Enrolment Dates

Each section can be accessed by scrolling or clicking on the links

The **Student Details** screen as shown above has four action buttons

- **Units and Courses** button takes you to this student's **Units and Courses** screen
- **Reports** button allows you to print:
 - Academic Record report
 - 'On track' report
 - 'Certificate requirements' report for this student
- **Add Student** button takes you to a blank **Student Details** screen
- **Select Student** button takes you to the **Search Student** screen

This screen is for the manual data entry of student personal details into the database and to update data for a particular student. However if this data is part of your sweep when the sweep runs it will over write the data.

Editing Existing Student Data

Any field that has a red asterisk in front of the name is a required field. Data must be entered for these fields

- Data can be edited on this screen by either
 - Typing in the field
 - Select from the drop down list. If the field has a drop down list then you cannot type data into this field

The Studentid and HomeschoolCode fields **cannot be edited**

School Details

* Home School Code: DCKC

Group Number: 101

* Year Level: 12

* Time Flag: Full Time

* Attendance Flag: Left

* Repeat: Yes No

* Intends T: Yes No

- If you change any data on this screen you must press the **Save** button at the bottom of the screen. The following message will appear



- Clicking OK a message will appear at the top of the screen as shown below.

The student's details have been updated

When a Student Leaves Your College

When a student leaves your college before the end of year 12 the student must be flagged as 'Left' so that they can be 'Claimed' by another college (see below). Non Data sync colleges flag a student as left by updating the School Details Attendance Flag from 'Attends' to 'Left'. Data Sync colleges should change the flag in their school admin system

School Details

* Home School Code: MERC

Group Number: BR5

* Year Level: 12

* Time Flag: Full Time

* Attendance Flag: Attends

* Repeat: Attends

Claiming a Student

When a student leaves another college and enrols at your college, before entering any data in the BSSS database or the school administration system use the **Search Students** screen to see if they exist in the BSSS database. Doing this should reduce the number of duplicate student records. If they exist and they have been marked as left by the previous college you can claim the student. If they have not been marked as left by the previous college contact that college and ask that they update their student data in ACS and/or their school administration system.

- From the **Students** menu select **Manage Student**. The **Search Student** screen appears
- Select the **All** option from the Home pull down menu
- Filter the data eg year level, surname, attendance. You will only be able to claim students if the college have flagged them as '**Left**' and their attendance as '**N**'

Search Student

Home	[ID]	[Surname]	[Given Names]	Find			
[Home School Code]	[Group Number]	[Year]	[Attendance]	Clear			
Drag a column header here to group by that column							
Units	Home School Code	ID	Year	Attendance	Group Number	Surname	Given Names
Units	NARC	XXXXXX	12	N		SURNAME 1	Firstname 1
Units	NARC	XXXXXX	11	N		SURNAME 2	Firstname 2
Units	NARC	XXXXXX	11	N		SURNAME 3	Firstname 3
Units	NARC	XXXXXX	12	N		SURNAME 4	Firstname 4
Units	NARC	XXXXXX	12	N		SURNAME 5	Firstname 5
Units	NARC	XXXXXX	11	N		SURNAME 6	Firstname 6
Units	NARC	XXXXXX	12	N		SURNAME 7	Firstname 7
Units	NARC	XXXXXX	12	N		SURNAME 8	Firstname 8
Units	NARC	XXXXXX	12	N		SURNAME 9	Firstname 9
Units	NARC	XXXXXX	12	N		SURNAME 10	Firstname 10

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Add Student Records per page: 10 ...

- Once you have found the student click on the studentid which takes you to the **Student Details** screen
- Scroll to the bottom of the screen and click on the **Claim Student** button

The screenshot shows a software interface with a header bar containing 'Delete', 'Claim Student' (which is highlighted in blue), 'Save', and 'Cancel'. Below this is a search bar with fields for 'ID', 'Surname', 'Given Names', 'Group Number', 'Year', and 'Attendance', along with a 'Find' and 'Clear' button. A dropdown menu on the left shows options 'Home', 'NonHome', and 'All', with 'All' currently selected.

- The Homeschool for this student is now your college. Once you have added your college units to their package you should be able to see all their unit studied records

NOTE:

You cannot print an academic record for the student until they have unit studied records at your college.

Adding Data for a New Student

Before you add a new student to ACS **make sure the student does not already exist in ACS**. Do this by searching for the student with 'All' selected to search all students in ACS. If you find the student already exists in ACS do not add them again, rather '**Claim**' them as explained in the previous section.

The screenshot shows a search interface with a dropdown menu containing 'Home', 'NonHome', and 'All', where 'All' is highlighted. To the right is a search form with fields for 'ID', 'Surname', 'Given Names', 'Group Number', 'Year', and 'Attendance', along with 'Find' and 'Clear' buttons.

There are two ways new students can be added to ACS:

- Added directly to ACS.**
If the student does not already exist in ACS the student data can be added directly as explained below. For non Data Sync colleges, the unit and course data is added directly to ACS. For Data Sync colleges unit studied records should sync in from school administration systems (SAS) once the student is attending your college.
- Added to the School Administration System (SAS).**
If the student does not already exist in ACS the student data can be added to the SAS and brought in via Data Sync along with all of their course and unit data.

Adding New Students Directly into ACS

- To add a new student, from the **Students** menu select
 - Manage Student or
 - Details
- The **Add Student** button is on the bottom of the **Search Student** screen (accessed via menu **Manage Student**) or at the top of the **Student Details** screen. Both are linked to the following screen
- Type in the details for the student.
Add a unique (unused) student ID number from the bank of numbers allocated to your college.
If you do not enter data for a required field then when you move to the next field a warning is shown as below. You will not be able to save this record until the error is fixed

[Personal Details](#) [School Details](#) [Contact Details](#) [Postal Details](#) [Enrolment Dates](#)

Personal Details

* Student ID:

* Surname:

* Given Name(s):

* Preferred Name: !

* Date of Birth: !

* Sex:

* Res Status:

Birth Country:

Aboriginal: Yes No

Torres Strait Is: Yes No

Linguistically Diverse Background:

- When entering the date of birth for a student who is younger than 14 and older than 19 you will get a warning message. This is not an error message and you can continue
- Once all details are entered press **Save**
- After saving you are returned to the **Search Student** screen. A message at the top of the screen will tell you that the student details have been saved

The student's details have been updated !

Search Student

Home		[ID]	[Surname]	[Given Names]	Find		
[Home School Code]		[Group Number]	[Year]	[Attendance]	Clear		
Drag a column header here to group by that column							
Units	Home School Code	ID	Year	Attendance	Group Number	Surname	Given Names
Units	NARC	XXXXXX	12	N		SURNAME 1	Firstname 1
Units	NARC	XXXXXX	11	Y		SURNAME 2	Firstname 2
Units	NARC	XXXXXX	11	Y		SURNAME 3	Firstname 3
Units	NARC	XXXXXX	12	Y		SURNAME 4	Firstname 4
Units	NARC	XXXXXX	12	Y		SURNAME 5	Firstname 5
Units	NARC	XXXXXX	11	Y		SURNAME 6	Firstname 6
Units	NARC	XXXXXX	12	Y		SURNAME 7	Firstname 7
Units	NARC	XXXXXX	12	Y		SURNAME 8	Firstname 8
Units	NARC	XXXXXX	12	N		SURNAME 9	Firstname 9
Units	NARC	XXXXXX	12	Y		SURNAME 10	Firstname 10

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[Add Student](#) Records per page: 10 ...

NOTE:

If you use an ID that already exists, when you press save the following message will appear.

Student Id already exists, cannot save student.

Adding New Students into the School Administration System (SAS)

All of the student data required by ACS must be added to the SAS.

Add a unique (unused) student ID number from the bank of numbers allocated to your college.

The student data will then be swept into ACS via Data Sync.

Resolving Duplicate Students

If a student that already exists in ACS is added again with another studentID number then this student is known as a '**duplicate student**'.

Business Rules

- The ideal situation is that a student should have the same ID from the time that they enter the ACT school system until they exit
- The unique identifier in the BSSS Certification System is the studentid. (This is not the case in most school administration systems)
- Students **must** have the same ID throughout senior secondary education
- If a student enrols at your college after they have started senior secondary education in the ACT you must use the ID from the previous college, otherwise the student will have their unit, course and vocational competencies spread over two ids.
- International students must use the ID issued by the International Education Section
- Particular care should be taken with students who have received vocational certificates in year 10. Their details can be found in the database
- If a student has the incorrect ID, it must be changed by the end of May, so that the file that goes to UAC is correct. **Once the file goes to UAC, Year 12 ID's should NOT be changed**

Data Sync Colleges ONLY

- Change the ID in your school administration system
- This new ID will sweep through to BSSS system

All Colleges

- In BSSS database there will now be:
 - Unit and course records against the wrong ID
 - Unit and course records against the correct ID

NOTE: The correct ID is defined to be the ID that has the earliest VET competencies or unit studied records.

- The student ID which has the earliest unit studied or VET data recorded against it in ACS is the number that must be retained.
- Any unit studied or VET data recorded against the second student ID must be transferred to the first student ID. This process is explained in the '*How to*' document **Managing Students' Units and Courses**.

Deleting Existing Student Data

- To mark a student for deletion use the **Student Details** screen
- Students are marked for deletion by either
 - changing the year level to 99. The **Attendance Flag** field is automatically changed to Left and the field is greyed out as shown below

School Details

* Home School Code:

Group Number:

* Year Level:

* Time Flag:

* Attendance Flag:

* Repeat: Yes No

* Intends T: Yes No

- or click on the delete button at the bottom of the screen as shown below

- Click OK to the message



- You are returned to the **Search Student** screen and the message at the top of the screen will tell you that the student has been updated.

> Students > Manage Student

The student's details have been updated ✓

Search Student

Home School Code	ID	[ID]	[Surname]	[Given Names]	Find		
[Home School Code]	[Group Number]	[Year]	[Attendance]	[Clear]			
Units	Home School Code	ID	Year	Attendance	Group Number	Surname	Given Names
Units	TRCC	0332311	99	N		Surname	Firstname
Units	TRCC	0626391	99	N	Y2	Surname	Firstname

Add Student Records per page: 10 ...

Deleting a Student

This will permanently remove the student and their unit studied records and VET competencies from the database.

- From the **Students** menu select **Delete Students**. The following screen appears

> Students > Delete Students

Delete Students

The following student records will be deleted from the database. Please ensure that the list is correct, as once deleted you can not reinstate the records. A student can be removed from the delete list by changing the year level from 99 in the Student Details page.

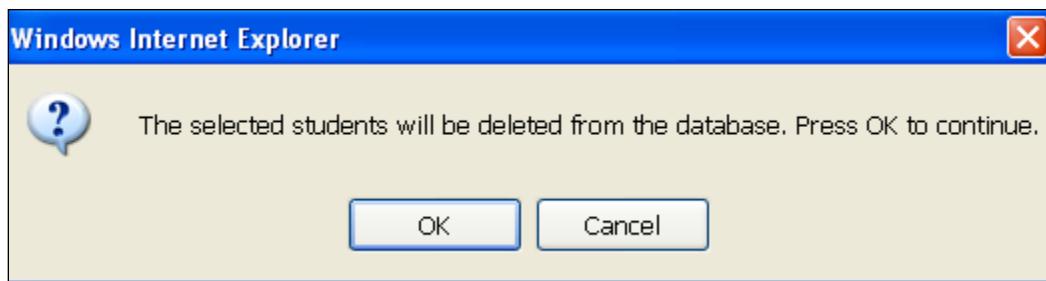
Make sure you have taken a copy of the student's records before deleting them and place a copy of the records annotated with the date of deletion and your name on the student's hard copy file or a file of deleted student records.

<input type="checkbox"/>	School	ID	Year Level	Attends	Units	Name	<input type="button" value="Delete Selected"/>
<input type="checkbox"/>				▼			
<input type="checkbox"/>	DCKC	0000001	99	Left	0	SURNAME, Firstname	
<input type="checkbox"/>	DCKC	_____	99	Left	0		
<input type="checkbox"/>	DCKC	_____	99	Left	0		
<input type="checkbox"/>	DCKC	_____	99	Left	5.2000000298023		

- Select the students to delete by ticking in the check boxes next to their name and press the **Delete Selected** button

<input type="checkbox"/>	School	ID	Year Level	Attends	Units	Name	<input type="button" value="Delete Selected"/>
<input type="checkbox"/>				▼			
<input checked="" type="checkbox"/>	DCKC	0000001	99	Left	0	SURNAME, Firstname	

- Click on the OK button



- The following message will appear at the top of the screen

The students and all their associated information has been deleted from the database.

Fixing Enrolment Dates

The enrolment dates for a student come from the unit_studied records. The start date is set from the date the term commenced for the student's earliest assessment period from the unit_studied records. The end date is set from the last date in the term for the student's latest assessment period from the unit_studied records. These are known as the Default dates. The enrolment dates are incorrect when

students start/leave a few days later/earlier or when you award R (Recognition) grades for studies completed elsewhere. The enrolment dates need to reflect the period of time the student was enrolled in your college.

- From the **Students** menu select **Details** and the **Search Student** screen appears
- Click on the **studentid** (hyperlink) and the **Student Details** screen will appear
- Click on the link to **Enrolment Dates**

> Students > Details

Student Details

Units and Courses Reports Add Student Select Student

* Required Information

Personal Details School Details Contact Details Postal Details Enrolment Dates

- The following screen will appear

Enrolment Dates					
#	School	Enrolment Date	Departure Date	Fixed	
Edit	DCKC	1/02/2008	19/12/2008	<input type="checkbox"/>	New

- Click on **Edit** and the following screen will appear

Edit Enrolment Dates

School	DCKC	Fixed	<input type="checkbox"/>
Enrolment Date	1/02/2008	Departure Date	19/12/2008
Default		Default	
Update Cancel			

- To edit the Enrolment Date/Departure Date click on the drop down box and select the date. The fixed box will tick automatically
- To reset the dates to the Default date click on the **Default** button
- Press on the **Update** link to save the changes
- Press save button at the bottom of the page