



## Non-Government Schools Census – 2020 Guide

30/07/2020

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# 1. Overview

## 1.1. Background

From 2020, the Non-Government Schools Census has been moved to SchoolsHUB. Schools will be required to upload their census data via the Census Upload Tool that has been provided by the Department of Education, Skills and Employment (DESE). The upload tool provided is an XML solution using a macro-enabled Excel spreadsheet (.xlsm) as shown below.

Due to the late release of the report requirements by DESE, Civica has built a **custom** student census report that will export the required data from CES into the Excel (.csv) format, which will then allow the users to copy and paste the data into the Census Upload Tool. This is a short-term solution given the last-minute nature of the requirements being released. A more complete solution will be investigated for the 2021 Non-Government Schools Census.

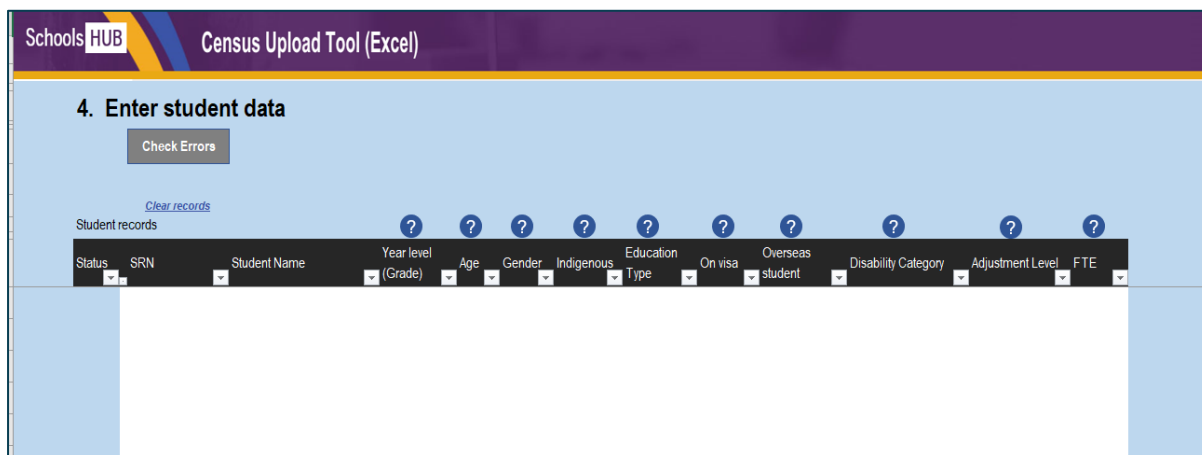


Figure 1: Census Upload Tool in Excel (.xlsm) provided by DESE.

## 1.2. Purpose

The purpose of this document is to provide a guide for:

1. How to upload Non-Government Schools Census – 2020 Telerik (.trdx) file into CES
2. How to run the Non-Government Schools Census – 2020 report
3. How to export the Non-Government Schools Census – 2020 report into the Excel (.csv) format
4. How to get the relevant information into the DESE Census Upload Tool

Please refer to the 1.4 References section for more information including to Civica’s Online Help.

## 1.3. Glossary/Acronyms

Terms Used in this Document:	
Term/Acronym	Description
CES	Civica Education Suite
DESE	Department of Education, Skills and Employment

SchoolsHUB	Federal Government portal for uploading school census data
Telerik (.trdx)	File format of the custom Student Census Report
.xlsm	A format of Microsoft Excel. A macro-enabled spreadsheet
.csv	A format of Microsoft Excel. A comma separated value spreadsheet

## 1.4. References

The following should be Referred to in Conjunction when Reading this Document:	
Name	Location
Non-Government Schools Census – Data Collection	<a href="https://schools.education.gov.au/SchoolsHub/articlehelp/?subjectid=79c04307-0ffc-e811-9158-02720401ef44">https://schools.education.gov.au/SchoolsHub/articlehelp/?subjectid=79c04307-0ffc-e811-9158-02720401ef44</a>
DESE Census Upload Tool	<a href="https://schools.education.gov.au/schoolshub/help/files/2020.Census.Upload.Tool">https://schools.education.gov.au/schoolshub/help/files/2020.Census.Upload.Tool</a>
How to Use the DESE Census Upload Tool	<a href="http://publish.viostream.com/play/o99eudn7iqior">http://publish.viostream.com/play/o99eudn7iqior</a>
Civica Online Help	<a href="https://training-desa.civica.education/Help/CES%20Help%20Index.html">https://training-desa.civica.education/Help/CES%20Help%20Index.html</a>

## 1.5. Assumptions

The following assumptions have been made in preparing this document:

1. These changes are being applied on a school level. This is a school specific custom report.
2. As this is a **custom report**, each school will be required to manually upload the Telerik file into CES before running it.
3. Each school’s version of CES is able to produce all the relevant data needed for the census report.
4. Getting the relevant data into the DESE Census Upload Tool is a manual process. The user will need to run and export the report into the Excel .csv format. The user then has to manually copy and paste the relevant data into the DESE Census Upload Tool.
5. No separate integrity report will be built. It will be the responsibility for each school to verify that all relevant data for the Non-Government Schools Census – 2020 report is present and up to date.
6. This report is built purely for exporting into the .csv format. Exporting to any other formats including Word (.docx), PDF (.pdf), and Excel (.xlsx) will not be fully functional.
7. No new permissions are being created. Those who have permissions to the Reports module in CES will have access to this report.
8. Screenshots in this document are indicative only.

## 2. Uploading the Telerik report into CES

To upload the Student Census Report 2020 Telerik, apply the following steps:

1. Log in to CES
2. Navigate to Reports > Custom Reports
3. Click on the '+ Add New' button
4. Upload the Telerik file (.trdx) by clicking the paperclip button next the 'Telerik File' field
5. Fill out the fields accordingly
  - a. **Report Name:** Non-Government Schools Census - 2020
  - b. **Description:** Non-Government Schools Census - 2020
  - c. **Report Category:** Government Reports
  - d. **Report Group:** Census Reports
  - e. **Module:** SchoolAdmin
6. Click on 'Save'

The screenshot shows the 'Upload Custom Report' interface. At the top, there's a 'Save' button and a 'Cancel' button. A green notification bar at the top states 'Non-Government Schools Census - 2020.trdx is uploaded successfully.' Below this, the form fields are as follows:

- Report Name:** Non-Government Schools Census - 2020 report
- Description:** Non-Government Schools Census - 2020 report
- Report Category:** Government Reports
- Report Group:** Census Reports
- Module:** SchoolAdmin
- Telerik File:** Non-Government Schools Census - 2020.trdx (highlighted with a red box)

There is also an 'Active' checkbox which is checked.

Figure 2: Uploading the Telerik report into CES

## 3. Running the Census Report

To run the Student Census Report 2020 in CES, apply the following steps:

1. Log in to CES
2. Navigate to Reports
3. Locate the 'Non-Government Schools Census - 2020' by using the  field
4. Enter the relevant parameters you wish to run the report on which includes:
  - a. Academic Year
  - b. Census Date
  - c. Campus Name

**Note:** All parameter fields are mandatory.

5. Click on the 'Preview' button

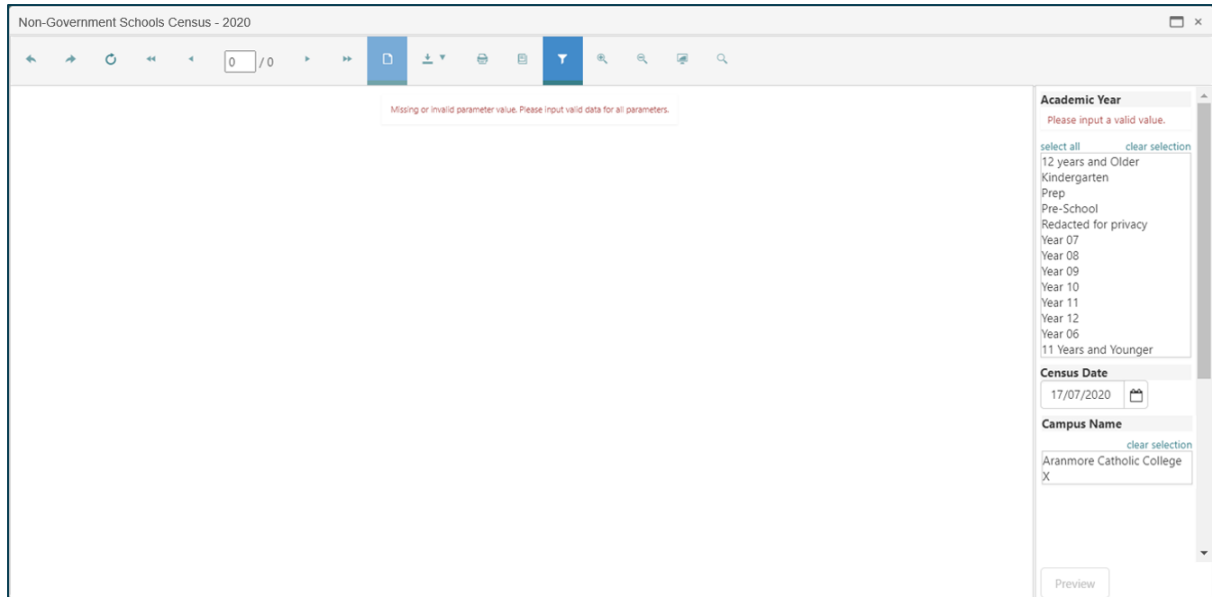
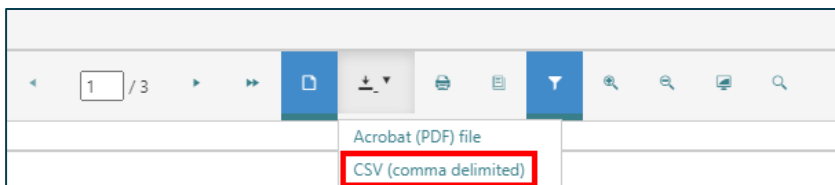


Figure 3: Non-Government Schools Census - 2020 parameter screen.

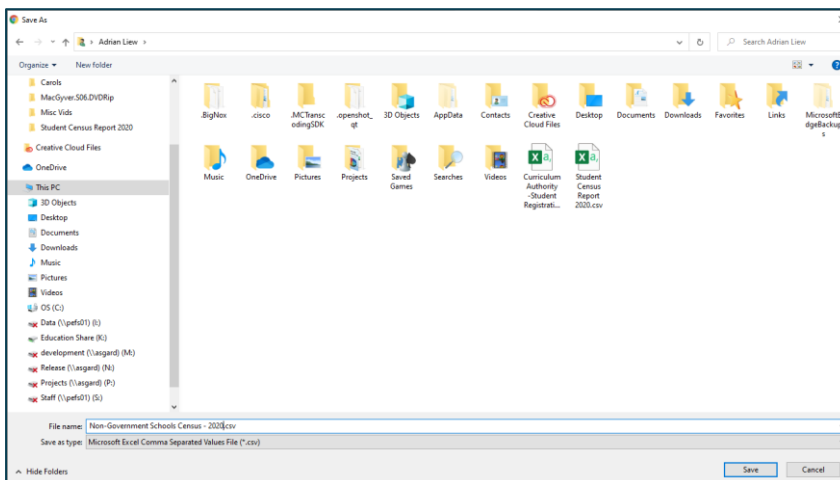
## 4. Exporting the Census Report

To export the Non-Government Schools Census – 2020 report in CES, apply the following steps:

1. Click on the 'Export' button
2. Select 'CSV (comma delimited)'



3. The web browser will then prompt you to save the report





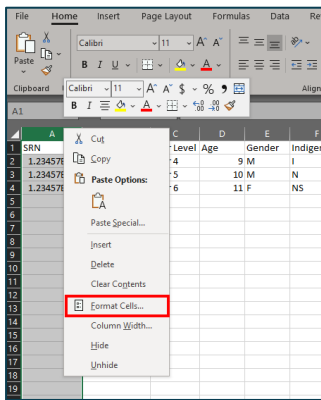
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SRN	Student Name	Year Level	Age	Gender	Indigenous	Education Type	On Visa	Overseas Student	Disability Category	Disability Level of Adjustment	FTE	Census Date	Campus Name
2	1.23457E+11	James Aaron	Year 4	9	M	I	D	N	N	None		1	1-Jul-20	Aranmore Catholic College X
3	1.23457E+11	Trey Barron	Year 5	10	M	N	DE	Y	Y	Physical	QDTP	0.5	1-Jul-20	Aranmore Catholic College X
4	1.23457E+11	Emma Taylor	Year 6	11	F	NS	B	Y	N	None		1	1-Jul-20	Aranmore Catholic College X

Figure 4: The Non-Government Schools Census – 2020 in Excel (.csv)

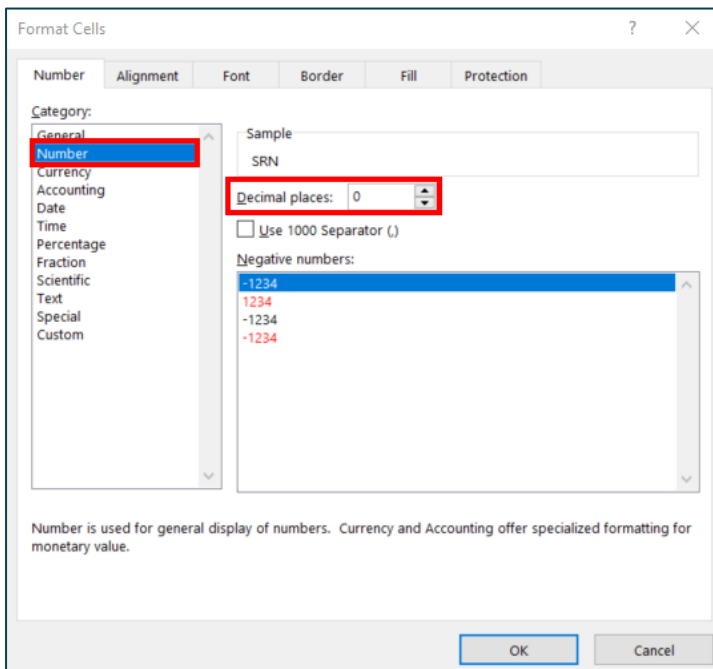
## 5. Getting Information into the Census Upload Tool

To copy and paste the following information into Census Upload Tool, apply the following steps:

1. Open the Non-Government Schools Census - 2020.csv file
2. The SRN column due to limitations with the .csv format doesn't display numbers more than 12 number characters.
3. To fix this, select the entire 'SRN' column and select 'Format Cells'



4. Select 'Number' and set the 'Decimal places' to 0



5. Click 'Ok'

- The numbers under the SRN column are now fully displaying

	A	B	C	D	E	
1	SRN	Student Name	Year Level	Age	Gender	Indi
2	123456891111	James Aaron	Year 4	9	M	I
3	123456891112	Trey Barron	Year 5	10	M	N
4	123456891113	Emma Taylor	Year 6	11	F	NS
5						
6						
7						
8						

- Copy the values from the Non-Government Schools Census – 2020 report and paste accordingly into the DESE Census Upload Tool

Schools HUB Census Upload Tool (Excel)

4. Enter student data

Check Errors

Clear records

Student records

Status	SRN	Student Name	Year level (Grade)	Age	Gender	Indigenous	Education Type	On visa	Overseas student	Disability Category	Adjustment Level	FTE
	123456891111	James Aaron	Year 4	9	M	I	D	N	N	None	None	1
	123456891112	Trey Barron	Year 5	10	M	N	DE	Y	Y	Physical	QDTP	0.5
	123456891113	Emma Taylor	Year 6	11	F	NS	B	Y	N	None	None	1

For more information on using the Census Upload Tool provided by DESE, please watch the video: <http://publish.viostream.com/play/o99eudn7jqior>