Schools Recommendation Program

A GUIDE FOR PRINCIPALS
Contents

1 Introduction 2
1.1 Activity Flow 2
1.1.1 Student 2
1.1.2 Principal 2
1.1.3 Rater 2

2 Using SRP for Principals 3
2.1 Initial login 3
2.2 Dashboard 4
2.3 View and edit your details and change your password 4
2.4 View, create, and delete a Rater 5
2.5 View all students and edit report settings 9
2.6 Session timeout 10
2.7 System Correspondence 10
1. Introduction

The University of Tasmania runs the Schools Recommendation Program (SRP), which allows current year 12 students to apply and receive offers much earlier in the year for a range of exciting, diverse courses. The program encourages year 12 students to apply for up to five eligible courses. SRP applications are assessed based on the student’s school’s recommendation and year 11 results rather than their ATAR, although certain courses may be conditional upon ATAR results. Applications are accepted from the end of June through to early October, with offers being made, in three rounds, from the end of August through to early November.

Key dates for principals and schools

16 Aug  
13 Sep  
18 Sep

View the [SRP timeline](#)

1.1 Activity Flow

The process is initiated by a year 12 student submitting an online admissions application with the University of Tasmania. After creating an account, selecting up to five courses that they are interested in and submitting their admissions application, the student can opt to be considered for the SRP. The student’s school then completes an online assessment of the student on seven criteria: including their aptitude in several key areas and their suitability for tertiary study.

The University then reviews applications and school assessments and makes conditional or unconditional offers as deemed appropriate.

1.1.1 Student

Students apply for the Schools Recommendation Program at the end of their admissions application. They can upload their year 11 school report as part of the SRP application process.

1.1.2 Principal

School Principals use the SRP Principal and Rater portal to update the account for the Rater at their school. They can also view and edit their own details and generate reports on their students.

1.1.3 Rater

Raters view and rate students who have applied for SRP on the seven specified criteria. They can also upload a student’s year 11 results and provide additional information about the student in a free text field.
2. Using SRP for Principals

2.1 Initial Login

You will be sent an email from the University of Tasmania inviting you to log in to the SRP Principal and Rater Portal with an account and temporary password.

Note that if you use a password manager, such as LastPass, and use it to paste your username and password into the form you may need to position the cursor in the Email field and tab away from it to be able to progress.

The first time you log in you will be forced to change your password.
2.2 Dashboard

Once you have logged in you are taken to the Dashboard. The main screen of the dashboard displays headline information about student numbers from your school, including how many students have applied to the University of Tasmania, how many have also applied to the Schools Recommendation Program and how many of those are still unrated.

The dashboard has several menu options for Principals including: Dashboard, Students, Report, Credentials, Settings.

Exit the application using the 'Log out' function, this is available all the time in the header. It is the preferred way to log out, although closing the browser will work.
2.3 View and edit your details and change your password

The ‘Settings’ menu option (Number 1) will navigate to a page that allows you to check and update your own details and change your password.

Ensure that all the required fields (marked with an asterisk) are filled in correctly and click on ‘Save’.

Use the ‘Change password’ button in the **top right hand corner** to update your password.

Clicking the ‘Reset’ button will trigger an email to be sent to your registered email address. The email will provide a link to reset your password. A copy of the email is provided in section 2.6.
2.4 View, create, and delete a Rater

Currently a school can have one and only one Rater at a time.

Clicking the ‘Credentials’ menu option (Number 1) in the sidebar will open the Rater page.

Clicking anywhere in the Rater box (Number 2) will open a pop-up that displays the details about that Rater, it also has buttons to delete the Rater and reset their password.
2.4 View, create, and delete a Rater cont.

Reset password

Rater - MR PETER MORGAN
Username: TAS.LCS.1@donotreply.uac.edu.au

This will reset the current password for MR PETER MORGAN. They will have a chance to set a new password via the email sent to the above address. This cannot be undone. Are you sure you wish to reset the User’s password?

Cancel  Reset

Resetting the password will cause the Rater’s current password to be invalidated and an email will be sent to the Rater.

Delete User

Rater - MR PETER MORGAN
Username: TAS.LCS.1@donotreply.uac.edu.au

This will delete the current rater MR PETER MORGAN for Testing Secondary School. This cannot be undone. Are you sure you wish to delete this User?

Cancel  Delete

Because the portal only allows a school to have a single Rater, if it is necessary to change Raters for any reason it means deleting the current Rater first. This is a simple process from the Rater details page.

Clicking the ‘Delete’ button and confirming ‘delete’ in the pop-up will remove the current Rater.
2.4 View, create, and delete a Rater **CONT.**

The system is now prepared for creating a new Rater.

Click anywhere in the white ‘Add Rater’ square to launch a pop-up dialogue to enter the new Raters details and launch the creation process.

Once you have created the Rater, the system will send an email to the new Rater at the address entered in the form asking them to set a password.

Principals must notify the Rater that they have been set up as the school’s Rater for the University of Tasmania SRP.
2.5 View all students and edit report settings

There are a number of notifications and reports available to keep you informed on the number of applications, as well as their status.

When one or more students from your school have applied for the SRP the system sends an automated email to the registered email addresses of both the Principal and the Rater overnight to inform them that at least one new application has been made. Refer to example in section 2.6.

The Principal can also view a list of all students at their school showing which students have applied to University of Tasmania as well as which have applied for the SRP. You may wish to encourage those students that have applied to University of Tasmania but not SRP to do so.

Access the list by clicking the ‘Students’ menu item in the side menu.

The list can be sorted on any column using the arrows next to the column titles. The list can also be exported to a CSV file where it could be manipulated in a spreadsheet, such as MS Excel.

The system also sends out routine reports detailing SRP applications and ratings for your students. From the ‘Report’ menu item, it is possible to control the frequency with which these reports are sent.

The screenshot below shows the default every workday. Once you update the frequency you must click ‘Save’.
2.6 Session timeout

The application will timeout after a period of inactivity and a modal pop-up will be displayed to easily navigate back to the landing page.

2.7 System Correspondence

The password reset email (below) is sent on demand when you request to reset or change your password.

---

Thank you for resetting your password to the University of Tasmania Schools Recommendation Program Principal and Rater portal. Please click the below link to reset your password.

[Reset your password]

Please note this link will expire in 24 hours.

Any other questions or concerns, please contact us on student.recruitment@utas.edu.au.

University of Tasmania

This is an automated message, do not reply directly to it. If you have any queries about the program or rating students via this portal, please contact us on student.recruitment@utas.edu.au or 1300 363 854.
2.7 System Correspondence cont.

Example of automated email sent to Principals and Raters overnight when one or more students have applied for SRP.

New Schools Recommendation Program application

Hi $(addressee),

One or more Year 12 students from your school ($schoolName) have applied to study at the University of Tasmania through our Schools Recommendation Program (SRP).

Login to Schools Recommendation Program Principal and Rater portal to view details of this and all other SRP applications from your school. You can also reset your password if required.

To rate your student(s) please log in to the Schools Recommendation Program portal. If you have not nominated a person to rate your students, the Principal must register one via the portal.

Principal and Rater portal

If you need further information regarding SRP, please visit the Schools Recommendation Program website.

You can email any queries to student.recruitment@utas.edu.au.

Connect with us

© University of Tasmania, Australia
CRICOS Provider Code 00566B