DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED

CATHOLIC EDUCATION BALLARAT

Wednesday 5 May, 2021

Dear Principals,

Update on eduDOCS performance
As you may be aware, there have been some technical/responsiveness issues with the eduDOCS platform. The provider has been actively working to improve the performance of the service response time that loads the documents page. We have been closely monitoring eduDOCS daily and can confirm that there has been considerable improvement in service response times this week.

Saving the Report
As this is a new online format there have been some "teething issues". We are suggesting that to ensure that you do not lose information when you leave the report for any reason, that you initially create a word document and then copy and paste across. This is double handling we know, but it may save a little stress. Also ensure that you save using the save button and the complete Section tick. You will be able to go back and re-edit if necessary.

Support - contact ARSC team
For any enquiries schools can contact us via arsc@macs.vic.edu.au
The team can be contacted on the above email address for customised support. Schools are welcome to book a WebEx with us and share their screen or talk through any issues over the phone.

School Data Secondary schools
Student Destinations Data will not be available from the department, DET until late May/early June. Secondary schools should not finalise their Annual report until the Student Destinations Data has been populated in their report.

Uploading photos
If you have an issue with uploading the photo for the front page, please send the photo to
arsc@macs.vic.edu.au

Ensure that you have schools name, location and E number in the email so that there is no confusion re the photos.

Functions within eduDOCS
The provider has advised the following in regards to eduDOCS functionality:

- **Plain unformatted text** can be copied and pasted into eduDOCS. Users should not copy across bullet points, numbering, tables as it will appear distorted when the report is generated.

- Formatting must be done inside eduDOCS using the formatting features shown below.

- Tables are not supported and should not be copied and pasted into the report. This feature is not yet available so tables will not appear when the report is generated.

- Optional sections of the report such as the 'Parish Priest' report and 'Future Directions' can be left blank, but users must still click the button 'complete section'.

- To assign a 'Contributor' at the school, a principal must first provide access to a staff member via CEVN/My Staff. The principal will then need to assign a section to a staff member 'contributor' inside eduDOCS noting that the staff member has to login first before their name will appear.

*As partners in
Catholic education
and open to God's presence,
we pursue fullness of life for all.*

- Principals must verify their report once completed by clicking the green tick below. This will then trigger a notification to Catholic Education Ballarat to approve the report. The CEB can also edit the report or send back to the school with a message to edit certain sections.

- If a school makes changes to their report, they must regenerate their document if they want to see their latest changes (and not only "view" it).

- Once a report has been verified and approved by the diocese/region no further changes can be made.

The ARSC page on CEVN will be updated to further confirm and reflect the above instructions.

For further information contact: Susan Crowe at scrowe@ceoballarat.catholic.edu.auu or Sandra Harvey at sharvey@ceob.edu.au