

# How to Enter School Annual Data

**Step 1** [Log into the new RSS online system](#) (NB if you haven't registered to use the new online system yet (since July 2022), you'll need to do that.

## Step 2

Click on **School Settings**

The screenshot shows the ResourceSmart Schools dashboard. On the left is a dark sidebar with a menu: Dashboard, Newsfeed, Bills, Modules & actions, 5 Star Certification, **School settings** (highlighted with a pink arrow), My schools, and My account. The main content area is titled 'EEV Test School BSW, Test BSW'. It features a 'Our progress' section with a circular progress indicator, a 'Notification' box with a 'Get started' button, an 'Our impact' section with a CO2 icon, and an 'Our usage' section with a bar chart for December 2021 - December 2022 showing a total savings of \$0.

**Step 3** Click on the year you need to update

The screenshot shows the 'School settings' page. The left sidebar is the same as in Step 2, with 'School settings' selected. The main content area is titled 'School settings' and includes school details for 'EEV Test School BSW'. Below this is the 'Annual school data' section, which has a dropdown menu currently set to '2022', with a pink arrow pointing to it. Another dropdown menu for '2021' is visible to the right.

**Step 4** Click on the little 'edit' button in the top right corner of the "school data" box

The screenshot shows the 'School data in 2022' page. The left sidebar is the same as in Step 2, with 'School settings' selected. The main content area is titled 'School data in 2022' and contains three data entry boxes: 'School data', 'Biodiversity', and 'Transport'. Each box has an 'edit' button (a small square with a pencil icon) in its top right corner. A pink arrow points to the 'edit' button of the 'School data' box. The 'School data' box lists fields like 'No. of Staff', 'No. of Students', 'School building surface area', 'School land surface area', 'School Saving', 'Greenhouse Gas', and 'Water'. The 'Biodiversity' box lists fields like 'Cool Australia Tool', 'Total area of school', 'No. of trees planted off grounds', 'No. of trees planted on grounds', 'Native trees (over 6m)', 'Native trees (less than 6m)', 'Native shrubs/understorey', 'Weeds', 'Organic litter/mulch', 'Rocks and Logs', 'Productive gardens', 'Soil management', 'Habitat extras', and 'Habitat Quality Assessment Score'. The 'Transport' box lists 'No. that use cars to get to school', 'Teachers', 'Students', and 'Average distance travelled'.

**Step 5** Enter your school's student and teacher numbers. These must be exact - never round up or down!

The School & Building Size questions aren't compulsory, but they do help with the Biodiversity module

**ResourceSmart Schools**

**School data in 2022**

Schools > EEV Test School BSW Test BSW > School settings > School data - 2022

**School Data - 2022**

**School data**

No. of Staff: —  
No. of Students: —  
School building surface area: —  
School land surface area: —  
School Saving:  
Greenhouse Gas: —  
Water: —

**Biodiversity**

Cool Australia Tool

Total area of school: —  
No. of trees planted off grounds: —  
No. of trees over 6m: —  
No. of trees planted on grounds: —  
Large native trees (over 6m): —  
Small native trees (less than 6m): —  
Native shrubs/understorey: —  
Weeds: —  
Organic litter/mulch: —  
Rocks and Logs: —  
Productive gardens: —  
Soil management: —  
Habitat extras: —  
Habitat Quality Assessment Score: —

**Transport**

No. that use cars to get to school:  
Teachers: —  
Students: —  
Average distance travelled:  
Teachers: —

**Edit School Data**

Number of people  
**No. of Staff**  
12

**No. of Students**  
250

School & building size  
**Building surface area m2**  
Building surface area m2

**Surface area m2**  
Surface area m2

School savings targets for this year  
**Greenhouse gas %**  
Greenhouse gas %

**Water %**  
Water %

**Save** Close

**Step 6** Click the green "Save" button!