**SPaRO Quick Reference Guide – School planning**

This guide has been developed to assist schools with the navigation and functionality of the School Planning and Reporting Online (SPaRO) software for entering, monitoring and evaluating the school plan. It supports the School Excellence implementation guidelines - School planning which provide detailed information on each component of the school plan.

System requirements for viewing the SPaRO software are Internet Explorer 11, Microsoft Edge, Chrome or Safari. Schools should ensure that they are using the Department of Education (DoE)’s Standard Operating Environment (SOE). Schools that do not have the latest operating system and its associated software are advised to use the department’s software catalogue to bring their machine/s into line with DoE standards. Schools should contact their field services IT team or EDConnect for assistance.

SPaRO is accessed through My Applications in the staff portal. Within Access Management Utility (AMU), principals assign themselves access at the **principal** level. Principals can then assign **contributor** access (editing rights) or **staff** access (read-only rights) to other users in their school. The principal is the only user with rights to create or publish a new school plan, School Excellence Framework Self-assessment Survey (SEF S-aS) or Annual report.

The help menu icon **Question mark** in the top right corner of the screen will display help text outlining the information for each section of the page.

Plan Setup

Select the ‘School Plans’ tab from the top menu and select the relevant school planning cycle from the drop-down menu.

Use text boxes to indicate the number of strategic directions and milestones. Schools may choose two or three strategic directions and a minimum of two milestones per term.

**Key Initiatives:** Use the check boxes to select the relevant equity funding and the years funding is received.

**Other school focus areas:** Additional focus areas can be added.

• select ‘+Add Other School Focus Areas’. Type a title into the text box then select ‘ Save’.

• select ‘ Save Plan (year)’.

**Note:** The implementation of activities and resources relating to key government funding initiatives will be monitored in ‘Key Funding Initiatives: Progress’ within the School Plans section.

School background

• enter school vision statement, school context and school planning process to the appropriate text box.

• select ‘ Save’.

**Note:** All information entered in text boxes will print on the generated report.

Strategic directions

• Enter each strategic direction and purpose statement in the text boxes. Include the names of project leaders where relevant.

• Select ‘ Save’.

**Note:** The strategic direction and purpose statement require text to be entered. Strategic directions entered in a text box will appear in the coloured circles on the left side of the screen. These will display as truncated text, however will print correctly in the generated report.

Strategic direction: SD 5Ps

• **Purpose:** auto-populates from strategic directions.

• **Improvement Measures:** enter each improvement measure into a separate text box.

• **People:** select the relevant group from the drop down menu then add information to the text box.

• **Process:** enter each process into a separate text box.

• **Evaluation Plan:** enter the evaluation plan information for your strategic direction.

• **Practices:** enter each practice into a separate text box.

• **Products:** enter each product into a separate text box.

• select ‘ Save’.

**Note:** Additional text boxes can be added under each heading by selecting the ‘+Add’ button’ beneath each heading or by selecting ‘Add Item ’ at the bottom right of the screen. Text boxes can be deleted by selecting the trash icon  that appears when you hover over the text box. Processes are unable to be deleted once content is added to the attached milestone table in the ‘Strategic Direction: SD Improvement Progress’ section.

Strategic direction: SD Improvement Progress

• Check/change calendar year by selecting ‘Show Timeline/ Hide Timeline’ and selecting the year from the drop down menu.

• Select the row for a chosen milestone. A pop-up window will open. Enter relevant milestone information related to the selected process including activities, resources and evaluation. Basic formatting is available in the software to include bold, italics, bullet points, numbered lists and hyperlinks.

• Select the traffic lights  to track the progress of each milestone – on track (green)/delayed (orange)/off track (red). Tracking can be seen in ‘ Show Timeline’.

• Attachments can be added to milestones by selecting the paperclip icon  on the left. These are saved in the ‘Evidence Bank’ within the ‘Self-assessment’ tab. The number of attachments will appear next to the paperclip and as hover over text.

• Select ‘ Save’ in each pop-up window.

**Note:** The tracking timeline does not print in the generated report.

Key Funding Initiatives: Progress

• Check/change calendar year by selecting ‘ Show Timeline/ Hide Timeline’ and selecting the year from the drop down menu

• For each identified key funding initiative, select the row for the chosen milestone. A pop-up window will open. Enter relevant milestone information related to the selected process including evaluation, resources and funding sources.

• Select ‘Save’ in each pop-up window.

• Select the traffic lights  to track the progress of each milestone – on track (green)/delayed (orange)/off track (red). Tracking can be seen in ‘ Show Timeline’.

• Attachments can be added to milestones by selecting the paperclip icon  on the left. These are saved in the ‘Evidence Bank’ within the ‘Self-assessment’ tab.

**Note:** The tracking timeline does not print in the generated report. Funding sources entered in each pop-up window will not appear on the Key Initiatives screen, however all information entered will print on the generated report.

Uploading evidence

The evidence bank is the folder and file upload storage area for the school. Any file uploaded in SPaRO is stored here. Access the evidence bank from the Self-assessment tab in the top menu.

**Creating a new folder:**

It is recommended that files are organised into appropriately named folders for ready reference.

• select '+ New Folder'. A popup will appear with a prompt to enter a title for the new folder. Schools may use any naming convention appropriate to their context.

• select 'Create Folder' once naming is complete.

**To upload files:**

• open the appropriate folder and select ‘Upload’

• select the bar to open the computer file manager to select the file. The selected file will be displayed on the current page in SPaRO

• select ‘Upload Files’

**Note:** It is recommended that schools save documents as PDF files. There is no limit on the number of files a school can upload however the individual file size limit is 20MB.

**To upload a link to a website resource:**

• open the appropriate folder and select ‘New Link’

• enter a file name for the link in the ‘New Link Title’ text box

• enter the full URL in the ‘Enter Website Address’ text box

• select ‘Add link’.

Publication of the three-year school plan

All generated school plans are stored in the ‘Reports’ tab in the top menu under the ‘School Plan’ button. Each filtered list contains an expandable folder of drafts, approved and published files.

**To approve and publish a report:**

• open the ‘Drafts’ folder by selecting the folder heading bar

• select the green ‘Approve’ button and the endorsement ‘Ok’ in the pop-up box. The file will move to the ‘Approved’ folder.

• open the ‘Approved’ folder by selecting the folder heading bar

• select the green ‘Publish’ button and the Director, Educational Leadership endorsement ‘Ok’ in the pop-up.

• the file will move to the ‘Published’ folder.

**Note:** All schools are required to ‘Publish’ their school plan in SPaRO. School plans for School Website Service (SWS) hosted schools will be automatically uploaded to the school website (under the School planning and reporting page) within 24 hours. Schools that do not have SWS hosted websites, for example, locally hosted internet pages, are required to manually upload a copy of the report to their website once they have published the report in SPaRO.

**Enquiries**

Contact Leadership and High Performance

E: [sparo@det.nsw.edu.au](mailto:sparo@det.nsw.edu.au)

T: 02 9244 5713

W: [School excellence and accountability](https://education.nsw.gov.au/teaching-and-learning/school-excellence-and-accountability)