**Quick Reference Guide for the 2021 HSC teacher support entry in SPaRO**

Table 1 – Accessing the screens and DEL/Principal confirmations

Table 2 – Entering HSC teacher support information

**Table 1 – Accessing the screens and DEL/Principal confirmations**

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| All | In SPaRO select the Curriculum tab  Screen shot of SPaRO top menu. The Curriculum tab on the far right of the SPaRO top menu is highlighted with a thick red surrounding line. |
| All | Select HSC on the left-hand menu and then HSC teacher support  2 screen shots of SPaRO left-hand menu for Curriculum side by side. The left-hand screen shot shows the HSC drop down menu. The right-hand screen shot shows the HSC teacher support drop down highlighted with a thick red outline. |
| Principal  NIL return confirmation | All schools are required to complete the HSC teacher support entry in SPaRO.  Principals should submit a NIL return if there are no teachers who are teaching an HSC course for the first time (inexperienced teachers) AND no teachers who have no direct supervision or support from a head teacher with relevant subject and HSC expertise (unsupervised teachers).  Principals should click the Nil return check box AND click the Principal confirmation check box to submit a Nil return.  Screen shot of the bottom of the HSC teacher support entry screen. The check box for Nil return and Principal confirmation are highlighted with a thick red surrounding line. |
| Principal confirmation | Principals must confirm entries have been completed after the school executive enter support for all inexperienced and unsupervised HSC teachers.  Click the **Principal confirmation** check box to confirm entries are complete. **The form is now locked for data entry**  Screen shot of the bottom of the HSC teacher support entry screen. The check box for Principal confirmation highlighted with a thick red outline. |
| DEL confirmation | View the information entered and discuss any issues with the principal.  Scroll to the bottom of the screen to see the confirmation checkboxes.  Click the **Director, Educational Leadership sighted** check box to confirm that you have sighted the information.  Screen shot of the bottom of the HSC teacher support entry screen. The check box for Director, Educational Leadership sighted is highlighted with a thick red surrounding line.  The principal will ask you to uncheck the box if they wish to add/modify entries. |

**Table 2 – Entering HSC teacher support information**

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| Principal  Executive | To enter teacher support information, select **+ Add entry** located above Confirmation of the HSC teacher support information.  Screen shot showing +Add entry button above the Confirmation of the HSC teacher support information heading. The +Add entry button is highlighted with a thick red outline.  A new row will appear in the teacher support summary table. |
|  | Click in any column of the summary table to generate the popup form.  Screen shot showing a new row in the teach support summary table. It is  highlighted with a thick red outline to show where to click to generate the popup form. |
|  | Click on the course entry box and start typing part of the course name.  Screen shot showing typing in the course entry box. Subjects with the typed letters show as a drop down highlighted with a thick red outline.  Use the mouse to select the correct course.  The History Extension course is highlighted for selection by the mouse.  The selected course will appear under the course entry box.  The selected course History Extension course is shown under the course entry box.  The course list includes most Board Developed Courses. If the course you want does not appear in the search, select **Other – specify in notes** and type the name of the course in the notes field adjacent to **Other** in **Reason for support.** |
|  | Click on the teacher entry box and start typing the email address of the teacher.  Screen shot showing typing in the teacher entry box. Teacher emails with the typed letters show as a drop down highlighted with a thick red outline.  Use the mouse to select the correct teacher.  A teacher email address is highlighted for selection with the mouse.  The selected teacher will appear under the course entry box.  The selected teacher email is shown under the course entry box.  You may need to enter the full email address of the teacher (or Head Teacher) the first time that teacher’s email is used in SPaRO. |
|  | Use the same process for the Head Teacher entry.  Screen shot showing the head teacher entry box with a head teacher email shown underneath.  **Make sure you have access to your school’s staff directory for an accurate list of email addresses the first time you use this SPaRO function.** |
|  | **Scroll down to enter information about the teacher support.**  Check all the boxes that apply for reason for support.  Screen shot of reason for support showing 3 boxes ticked. The other box is ticked to allow access to the text box.  Check other to use the text box. **If the subject requiring support is not available, enter it in the text box here.** |
|  | Check all the boxes to indicate who is providing the support.  Screen shot of support provided by showing 3 of the 6 boxes ticked. The other box is ticked to allow access to the text box.  Check other to use the text box (optional). Use the text box to specify the network or association or the name of any other school providing support. |
|  | Check all the boxes that apply for the type of support provided.  Screen shot of type of support showing 6 of the 12 boxes ticked. The other box is ticked to allow access to the text box which shows the words statewide staffrooms.  Check other to use the text box (optional). You can specify [statewide staffrooms](https://education.nsw.gov.au/teaching-and-learning/curriculum/statewide-staffrooms.html) in the text box. |
|  | Select **Close** to return to the summary screen.  Screen shot of the summary screen showing teacher support data in the second row. The bin icons are visible on the right hand side of each row.  To delete a row, select the bin icon. You will be asked to confirm the deletion. |
|  | Continue to select **+ Add entry** to complete the support page for each inexperienced or unsupervised teacher. |

For advice on curriculum support contact Curriculum Secondary Learners   
E: [SecondaryEducationUnit@det.nsw.edu.au](mailto:SecondaryEducationUnit@det.nsw.edu.au)