SENTRAL

ADMIN GUIDE
ACADEMIC REPORT COMPONENTS AND EXAMPLES

September 2023

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Introduction

This guide supplements other Academic Reports guides. It describes in detail the components used to set up Report templates.

Disclaimer

This document is a guide only, and Sentral accepts no liability for your configuration of the software.

Report components

Overview

There are two menu options that give you access to report components:

- Report Templates | Design
  Add Component button gives you access to 50+ existing components.
- Report Templates | Subject Layouts | Edit Template
  Add Component button gives you access to an additional 24 components.

Component settings

There are two buttons to work with:

- Add
  Enables you to work with the component settings that control the Component, Details and Styling.
- Preview
  Preview button enables you to check what the component may look like.

Tip: *If you want to preview your final report template, select the Preview button on the top menu and select a schema to print preview.*

To get a true reflection of how the components look, try adding some data into a student's report, then generating a report from Academic Reports via the Print Reports menu rather than Academic Reports setup.

Report layouts

There are differences between Design Layout and Subject Layout.

Design layout

This layout allows you to:

- create your report template and check how components will display in the final report
- add components that include student details such as name, class, reporting period, teacher comments, progression points, attitude scales, and attendance details.

Warning: *Comments, attitudes and progression points added at this level are student specific. This means that you cannot specify if the comment you add is from the Classroom Teacher or the PE teacher for example, as the comment type may just be called General or Teacher Comment.*

Subject layouts

This layout allows you to use components to create subject specific layouts.

Example

You might have a subject layout template with components within it such as a Course Description, Student Comment, Progression Point Breakdown, and a Subject Table component.

You could:

- use this template to print the PE teacher's course description, comment, progression points, and effort and behaviour scale
- use the same template for the Performing Arts teacher, Science teacher and Music teacher.

***Tip:** By adding a subject component in the DESIGN layout (and selecting PE, Performing Arts, Science and Music) you can potentially print all your specialist subjects using the ONE Subject Layout template.*

Good practice

Consider nominating the subjects to use with each template instead of having a different template for each subject. That's assuming the template will look the same for the chosen subjects.

You might have one subject layout template for Maths and English, another template for Science, PE and Performing Arts and a third template that prints EAL results.

***Note:** See the next section in this guide for more information about each component and the layout you need to be working in to be able to add the component.*

YouTube channel – watch a demo

***Video:** We've put together a playlist of videos on our YouTube channel to help you get up to speed on Reports Layouts.*

Academic Reports Setup | Layouts Playlist

- Academic Reports Setup | Layouts...Create a template
- Academic Reports Setup | Layouts...Understanding and editing components
- Academic Reports Setup | Layouts - Adding a component
- Academic Reports Setup | Layouts - Understanding layout styles
- Academic Reports Setup | Layouts...working with subject layouts in report templates
- Academic Reports Setup | Layouts...scale descriptions

Component examples

Use this section to view details about each component, as well as how the component displays on student reports. Each component is labelled as Design, Subject Layout or Both to indicate where you can expect to add this component.

Achievement Breakdown (Subject Layout)

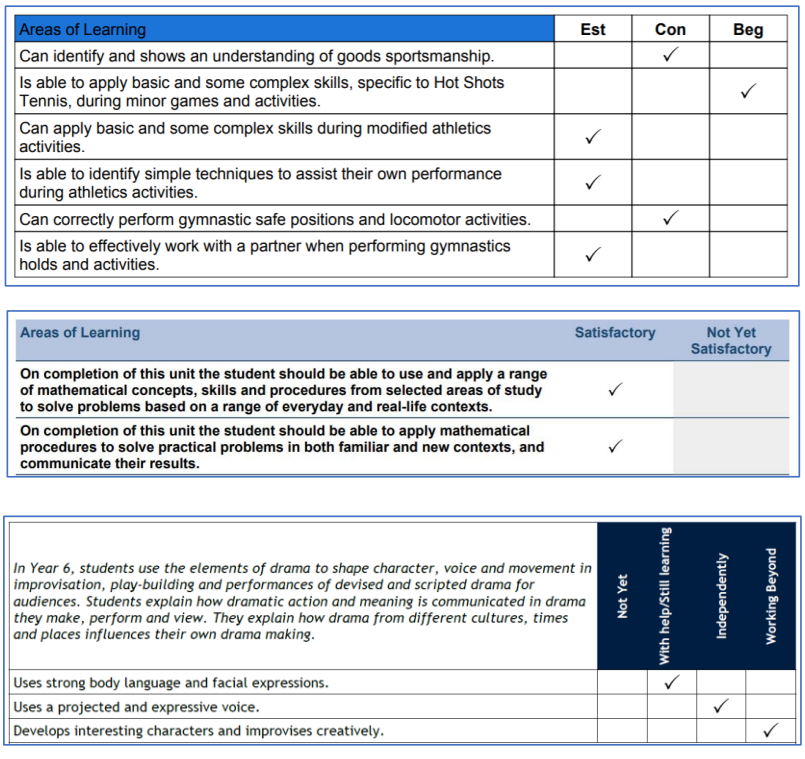
Purpose

The achievement breakdown shows the individual results for a student in this subject. The results shown will depend on the schema reporting on. For example, a schema that has a gradebook will show the gradebook results while a schema that has a checklist will show the checklist results.

Options

Your options include rotating headings, adjusting the heading height, deciding what to list the marks as (name, shortname or grade), adjusting column sizing, adding headings and applying styles.

***Tip:** Achievement Breakdowns are great for creating your own checklists when the Achievement type in your assessment schema is Subject + Checklist, or used in conjunction with Subjects when the achievement type is Subject + Outcomes or Subject + Strands + Outcomes.*



Areas of Learning	Est	Con	Beg
Can identify and shows an understanding of goods sportsmanship.		✓	
Is able to apply basic and some complex skills, specific to Hot Shots Tennis, during minor games and activities.			✓
Can apply basic and some complex skills during modified athletics activities.	✓		
Is able to identify simple techniques to assist their own performance during athletics activities.	✓		
Can correctly perform gymnastic safe positions and locomotor activities.		✓	
Is able to effectively work with a partner when performing gymnastics holds and activities.	✓		

Areas of Learning	Satisfactory	Not Yet Satisfactory
On completion of this unit the student should be able to use and apply a range of mathematical concepts, skills and procedures from selected areas of study to solve problems based on a range of everyday and real-life contexts.	✓	
On completion of this unit the student should be able to apply mathematical procedures to solve practical problems in both familiar and new contexts, and communicate their results.	✓	

In Year 6, students use the elements of drama to shape character, voice and movement in improvisation, play-building and performances of devised and scripted drama for audiences. Students explain how dramatic action and meaning is communicated in drama they make, perform and view. They explain how drama from different cultures, times and places influences their own drama making.	Not Yet	With help/Still learning	Independently	Working Beyond
Uses strong body language and facial expressions.		✓		
Uses a projected and expressive voice.			✓	
Develops interesting characters and improvises creatively.				✓

Figure 1: Achievement Breakdown component

Achievement Distribution (Subject Layout)

Purpose

This component shows the distribution of a grade with the student's grade and the class average overlayed on top.

Options

You can show the average or add grade cut-offs.

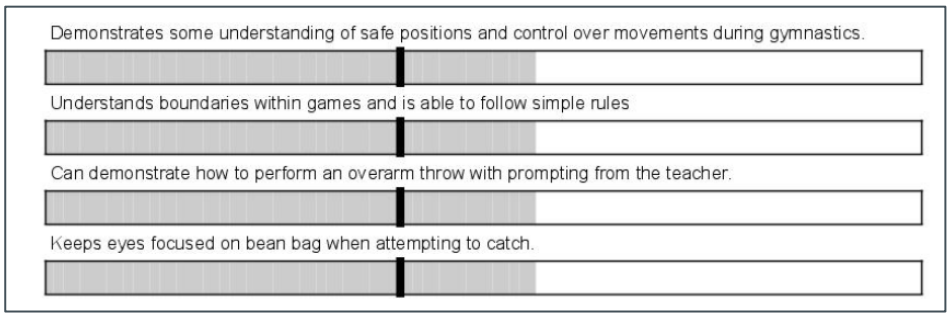


Figure 2: Achievement Distribution component

Achievement Graph (Subject Layout)

Purpose

This component displays an achievement graph in Manhattan format. No example is available.

Warning: *This is a very difficult component to configure – recommend it for advanced users only.*

Achievement Tally (Subject Layout)

Purpose

This component tallies the overall achievement mark for all students in the class cohort or over the entire schema. Displayable as a straight tally or a percentage.

Options

Your options include editing the column sizes, adding a heading, choosing how the marks or tallies are displayed and applying styling.

	Establishing	Consolidating	Beginning
Overall Year Level Achievement	50.00%	50.00%	-

Figure 3: Achievement Tally component

Assessment Fuel Gauge (Subject Layout)

Purpose

This component displays a student's assessment with a fuel gauge diagram.

Options

Your options include adding a heading and selecting images based on the various scales.

Tip: *The Assessment Fuel Gauge works with Achievement, Effort or Attitude Scales.*

Figure 4: Fuel Gauge component

Assessment Overview (Design)

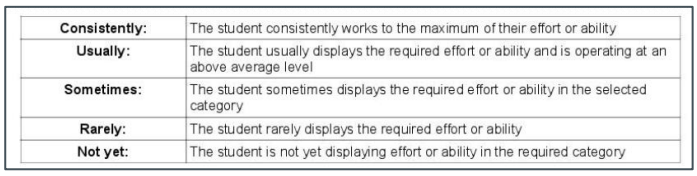
Purpose

The Assessment Overview component describes the scales used in the student's report. You can use it to describe the achievement, effort or attitude scales.

If you have permissions, you can set the descriptions in the Scale Descriptions section of the Layout setup.

Options

Your options include adding a heading, deciding how to display the data, what type of assessment to display (i.e. achievement, effort or attitude), the order you want the grades displayed in, and applying styling.



Consistently:	The student consistently works to the maximum of their effort or ability
Usually:	The student usually displays the required effort or ability and is operating at an above average level
Sometimes:	The student sometimes displays the required effort or ability in the selected category
Rarely:	The student rarely displays the required effort or ability
Not yet:	The student is not yet displaying effort or ability in the required category

Figure 5: Attitude assessment type

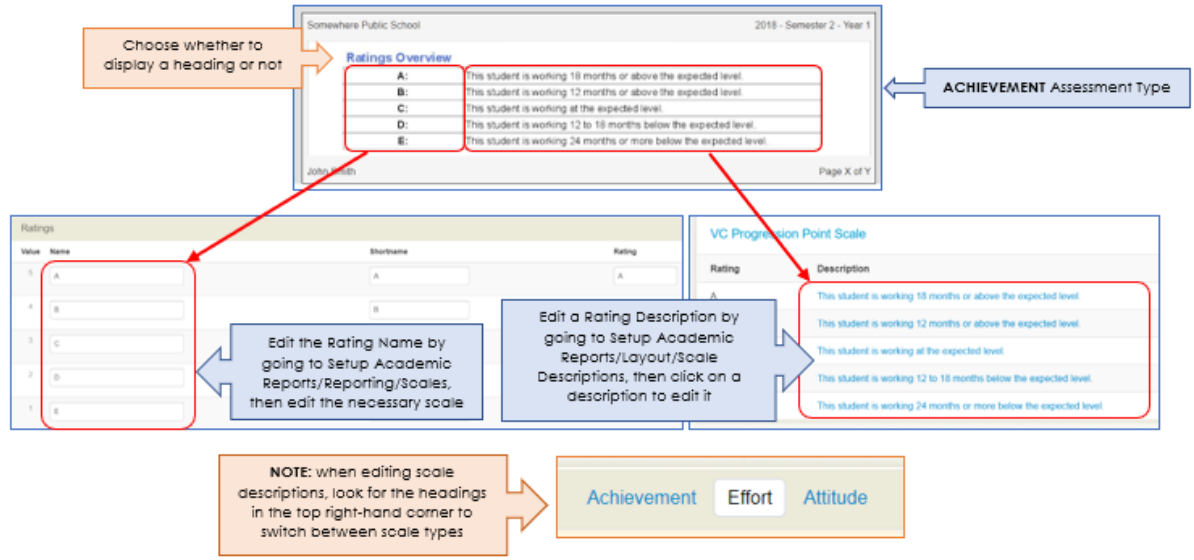


Figure 6: Achievement assessment type

Styling

The Styling determines whether the data is displayed in a table or not. Edit the component and scroll down.

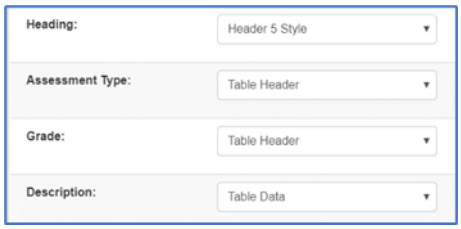


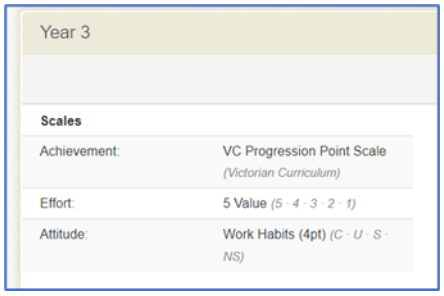
Figure 7: Style options on a component

Assessment target

If the Assessment Target is set to Default, then this component prints the default scales defined in each of the Assessment Schemas.

Figure 8: Assessment Target setting

If you want the component to print particular scales, insert the Assessment Scale Overview component instead. It allows you to define which scales are printed.



Assessment Scale Overview (Design)

Purpose

The Assessment Overview component describes the scales used in the student's report. You can use this component to describe the achievement, effort or attitude scales.

If you have permissions, you can set the descriptions for the overview in the Scale Descriptions section of the Layout setup.

Options

Your options include adding a heading, deciding how to display the data, whether to display the scale name, what type of assessment you are displaying (i.e. achievement, effort or attitude), which scale you want to display, what order you want the grades displayed in and apply styling.

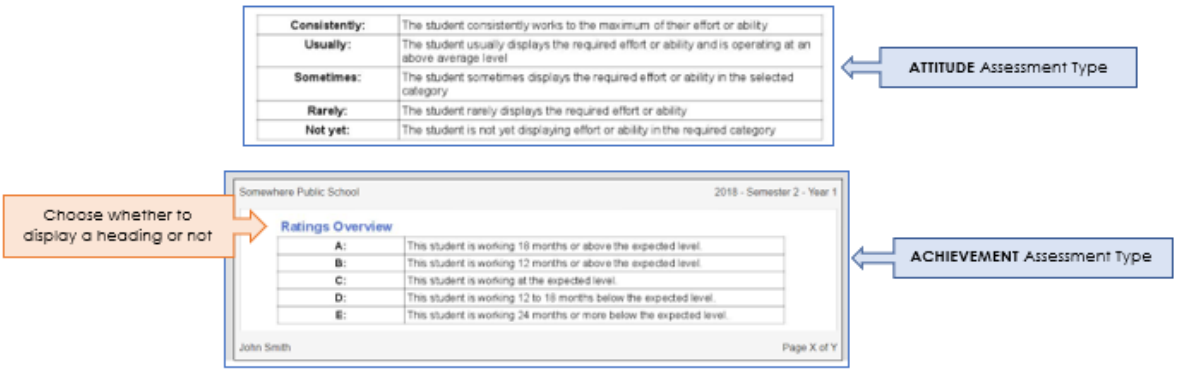


Figure 9: Assessment Scale Overview component

Define assessment scale

This component is the same as the Assessment Overview component, however you can define which Assessment Scale you want to use. All the Scales set up in Setup Academic Reports/Layout/Scale Descriptions are available for you to select.

Attendance (Design)

Purpose

The Attendance component shows a breakdown of absences for a student. Depending on the reporting period setup, you can break absences down into whole day and partial absences, as well as explained and unexplained tallies.

Options

Your options include adding a heading, customising the absence headings, treating the text and data as one cell, and applying styling.

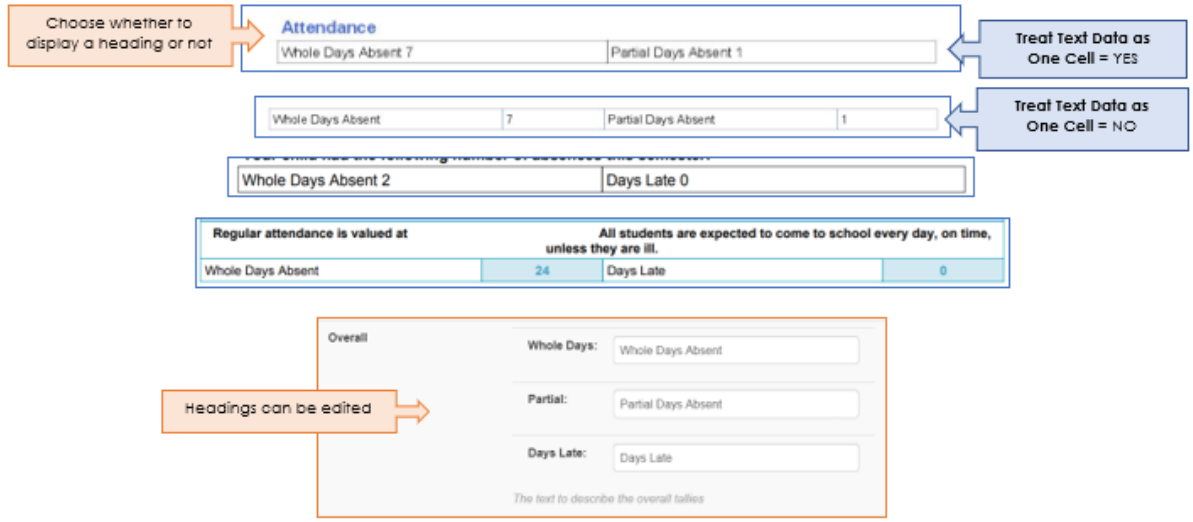


Figure 10: Attendance component

Attendance Overview (Design)

Purpose

The Attendance Overview component takes a student's absences and displays either Satisfactory or Unsatisfactory, depending on whether their total absences is above or below a specified cut-off.

Options

Options include adding a heading, defining the attendance tally, adding a cut-off that will give an unsatisfactory attendance overview, and applying styling.

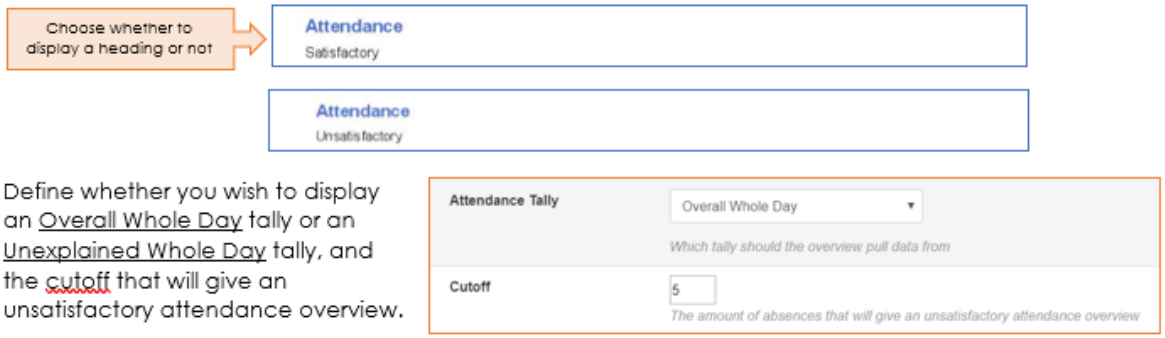


Figure 11: Attendance Overview component

Attendance Statement (Design)

Purpose

The Attendance Statement component displays a predefined statement depending on the number of absences recorded for a student. You can use it to display a statement based on a child's absence or to display a tick using a webdings font in a more complex attendance scenario (using a component block).

Options

Your options include defining the attendance tally, adding a cut-off, including a description and minimum and maximum cut-off points, and applying styling.

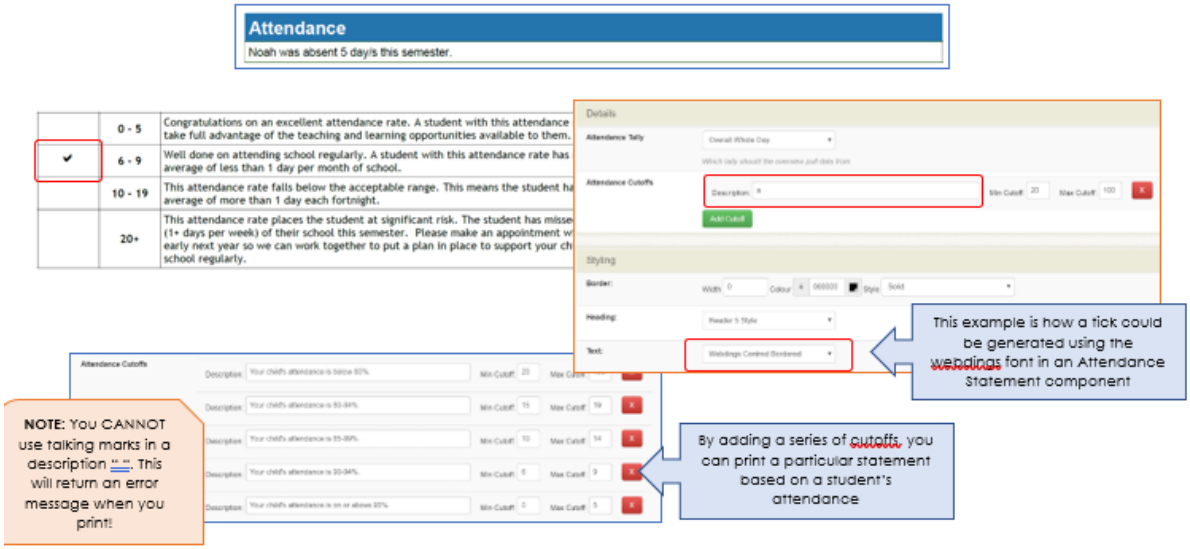


Figure 12: Attendance Statement component

Attitude Average (Both)

Purpose

This component gives you the average attitude mark for a student, based on the scale you assign to your attitudes to learning or on individual subject averages.

Options

Your options include adding a heading, treating text and data as one cell, and applying styling.

Figure 13: Attitude Average component

Attitudes Subject Table (Design)

Purpose

This component shows a student's attitudes to learning in a tabular format grouped by subject name.

Options

Options include editing the styles, adding headings, rotating scales, editing column widths, applying alternating row or column colours, and adding spaces between groups.

Work habits by subject

Science	**Work Habits**	
	Behaviour	Usually
	Effort	Sometimes
Digital Technologies	**Work Habits**	
	Behaviour	Usually
	Effort	Consistently

Science	Behaviour	U
	Effort	S
Digital Technologies	Behaviour	U
	Effort	C

Figure 14: Attitudes to Learning component

Attitudes to Learning (Both)

Purpose

This component shows the student's attitudes to learning for the current subject in a tabular format.

Options

Options include:

- adding a heading
- showing the attitude group headings or grouping them all as one list
- displaying the Mark as the Name, Shortname or Grade
- changing the size of the Marks column
- including an attitude scale
- splitting attitudes across two columns
- modifying type of tick used or display text.

Area	E	VG	G	A	N/A
On-time and ready to learn		✓			
Prepared for class		✓			
Seeks assistance			✓		

Area	E	VG	G	A	N/A
Behaviour	✓				
Effort	✓				

E = Excellent, VG = Very Good, G = Good, A = Acceptable, N/A = Needs Attention

Figure 15: Attitudes to learning - example

Personal and Social Development

Trust

	C	U	S	NS
Works independently when necessary	✓			
Applies effort to tasks	✓			
Is self-motivated		✓		
Shows persistence in completing tasks on time		✓		

Respect

	C	U	S	NS
Respects school wide rules		✓		
Respects the classroom rules	✓			
Respects the property of others			✓	
Takes responsibility for belongings		✓		

Figure 16: Attitudes to Learning component – example 2

Personal and Social Development

Trust	C	U	S	NS
Works independently when necessary	✓			
Applies effort to tasks	✓			
Is self-motivated		✓		
Shows persistence in completing tasks on time		✓		

Respect	C	U	S	NS
Respects school wide rules		✓		
Respects the classroom rules	✓			
Respects the property of others			✓	
Takes responsibility for belongings		✓		

Figure 17: Attitudes to Learning – Example 3

Personal and Social Development

Trust

	C	U	S	NS
Works independently when necessary	✓			
Applies effort to tasks	✓			
Is self-motivated		✓		
Shows persistence in completing tasks on time		✓		

Respect

	C	U	S	NS
Respects school wide rules		✓		
Respects the classroom rules	✓			
Respects the property of others			✓	
Takes responsibility for belongings		✓		

Figure 18: Attitudes to Learning - example 4

Personal and Social Development

Trust	C	U	S	NS
Works independently when necessary	✓			
Applies effort to tasks	✓			
Is self-motivated		✓		
Shows persistence in completing tasks on time		✓		

Teamwork	C	U	S	NS
Participates cooperatively in a group situation	✓			
Shows tolerance and consideration for others		✓		
Approaches challenges confidently		✓		
Participates enthusiastically				✓

Other	C	U	S	NS
Exercises self control	✓			
Is well organised				✓
Manages time effectively			✓	
Shows initiative			✓	
Work is well presented	✓			

Respect	C	U	S	NS
Respects school wide rules		✓		
Respects the classroom rules	✓			
Respects the property of others			✓	
Takes responsibility for belongings		✓		

Communication	C	U	S	NS
Displays a polite and cooperative manner		✓		

C = Consistently, U = Usually, S = Sometimes, NS = Needs Support

Figure 19: Attitudes to Learning - example 5

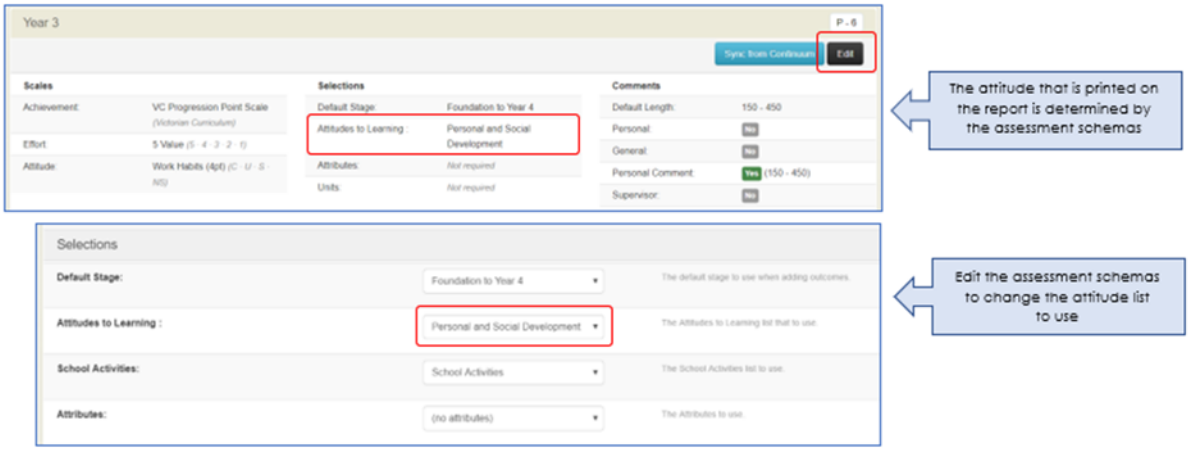


Figure 20: Attitudes and assessment schemas

Attitudes to Learning Graph (Both)

Purpose

This component shows a student's attitudes to learning in graph format.

Options

Your options include adding a heading, choosing how many graphs to display per row, changing the column colours, and applying styling.

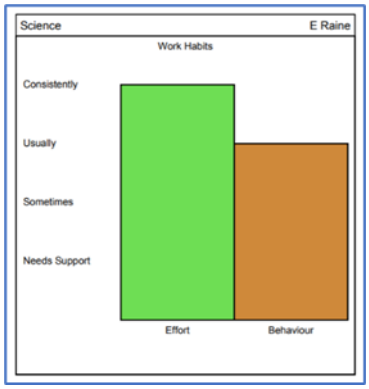


Figure 21: Attitudes to Learning component

Attitudes to Learning Progression (AusVELS) (Both)

Purpose

Displays an Attitudes to Learning group in a graphical format required for AusVELS reporting.

Options

Your options include changing the scale colour, changing the dot colour and applying styling.

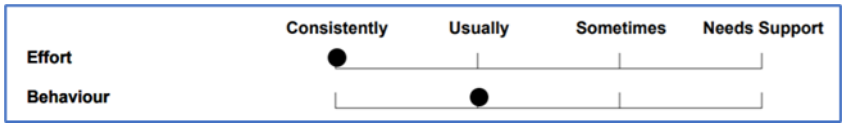


Figure 22: Attitudes to Learning component

Attributes (Both)

Purpose

This component displays up to two attributes as defined in the schema setup. If an attribute has not been set, it is left blank.

Options

Your options include editing the styles to include Table Data (if you want the text in a table), changing the widths of the columns and applying styling.

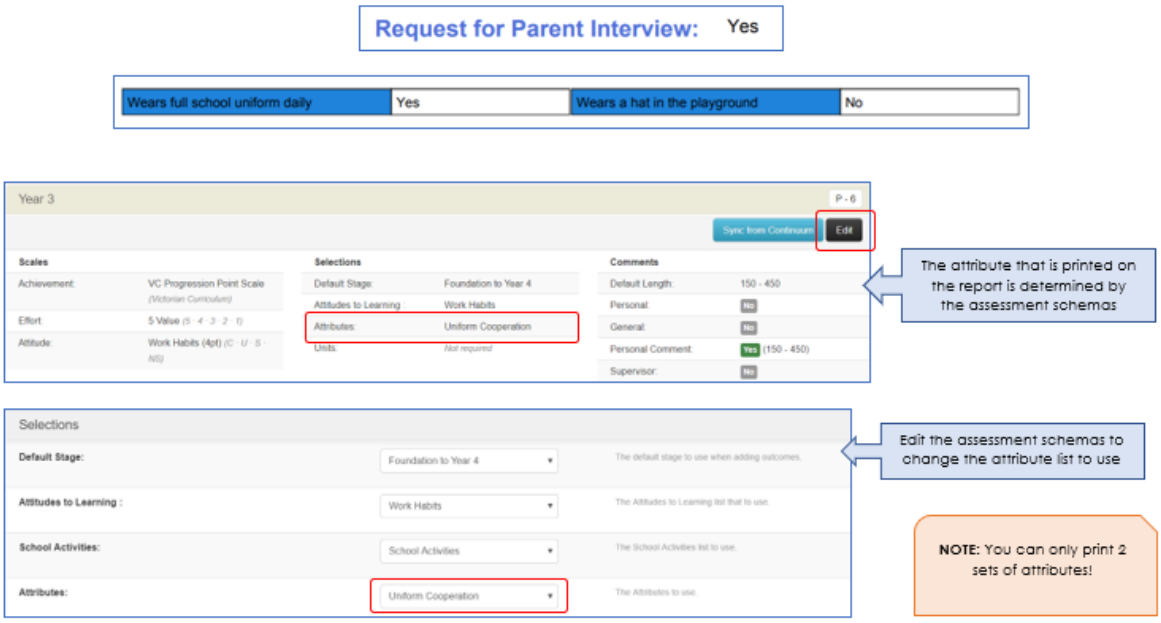


Figure 23: Attributes component

Attribute Checklist (Design)

Purpose

This component displays a tick for any attributes where the student has a mark.

Options

Your options include adding a heading and applying styles.

Term 2 Teacher Interviews

Request for Parent Interview:	✓

School Uniform Compliance

Wears full school uniform daily	✓
Always has correct sports uniform	✓
Wears a hat in the playground	✓

Support Programs	
Learning Support - Literacy	✓
English as an Additional Language (EAL)	✓

Figure 24: Attributes Checklist component

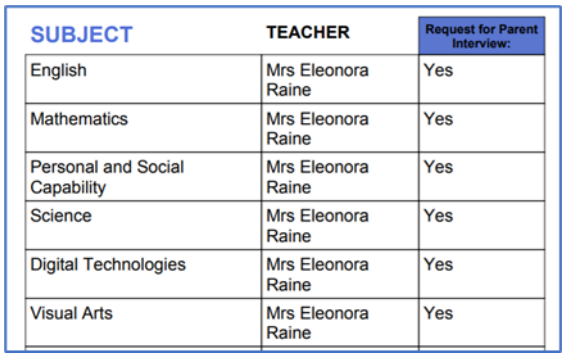
Attribute Table (Design)

Purpose

This component lists all the subject attributes for a subject a student is studying. All schemas must share a common attribute group to display correctly.

Options

Your options include rotating headings, adjusting column widths and heights, and applying styles.



SUBJECT	TEACHER	Request for Parent Interview:
English	Mrs Eleonora Raine	Yes
Mathematics	Mrs Eleonora Raine	Yes
Personal and Social Capability	Mrs Eleonora Raine	Yes
Science	Mrs Eleonora Raine	Yes
Digital Technologies	Mrs Eleonora Raine	Yes
Visual Arts	Mrs Eleonora Raine	Yes

Figure 25: Attribute Table component

Banner (Both)

Purpose

The banner component lists the details of the report, including the school's name, student, class and teacher information. If added, it also shows the school logo.

Options

Your options include adding the school logo and adjusting its size and position and adding a line of additional text, applying styles and deciding which information to show such as Report Information, Student, Year, Class, Teacher, Year Advisor, Assisting Teacher(s).

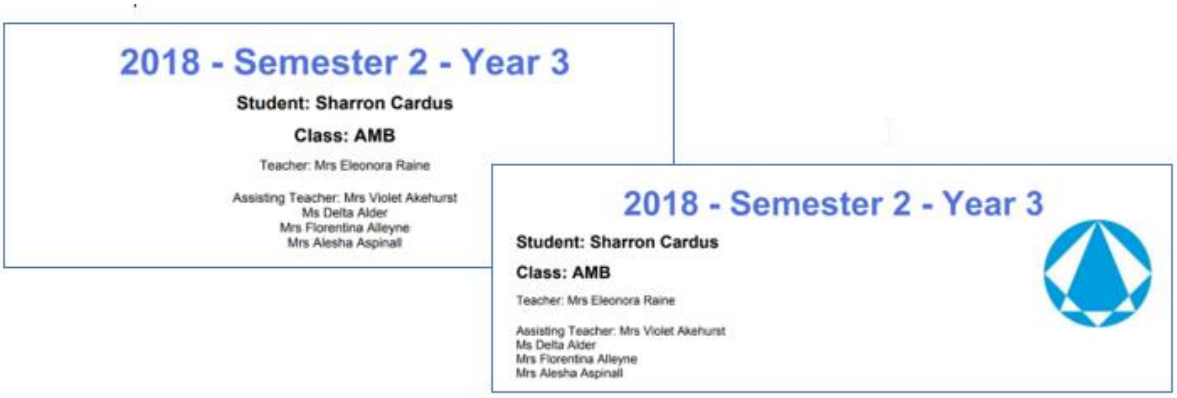


Figure 26: Banner component

Component Block (Both)

Purpose

This component allows you to nest other subject components inside it to create a more custom layout. (Advanced users only).

Options

Your options include adding and adjusting column widths, and applying a border or padding.

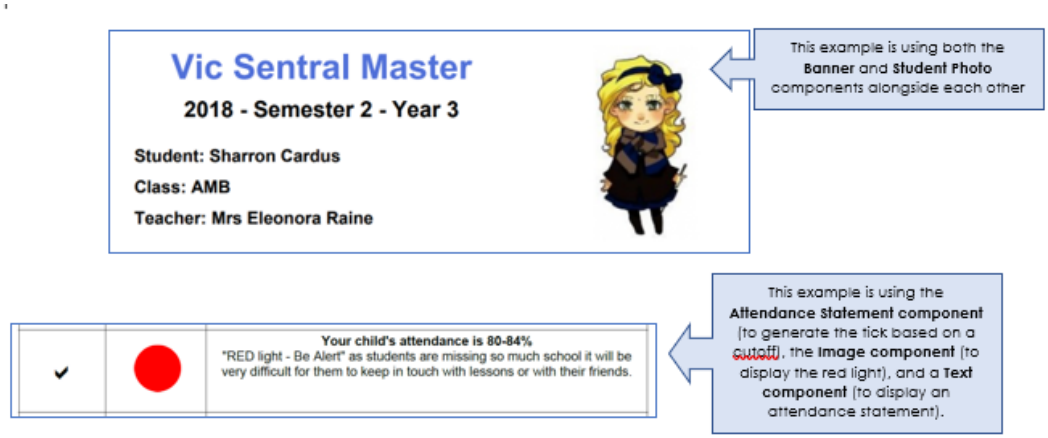


Figure 27: Component Block component

Continuum Data (Subject Layout)

Purpose

This component shows markers for the student's current cluster when syncing data from continuums.

Options

Your options include the ability to show All Markers, Achieved Markers or In Progress Markers, display a tick against achieved markers, as well as apply styling.

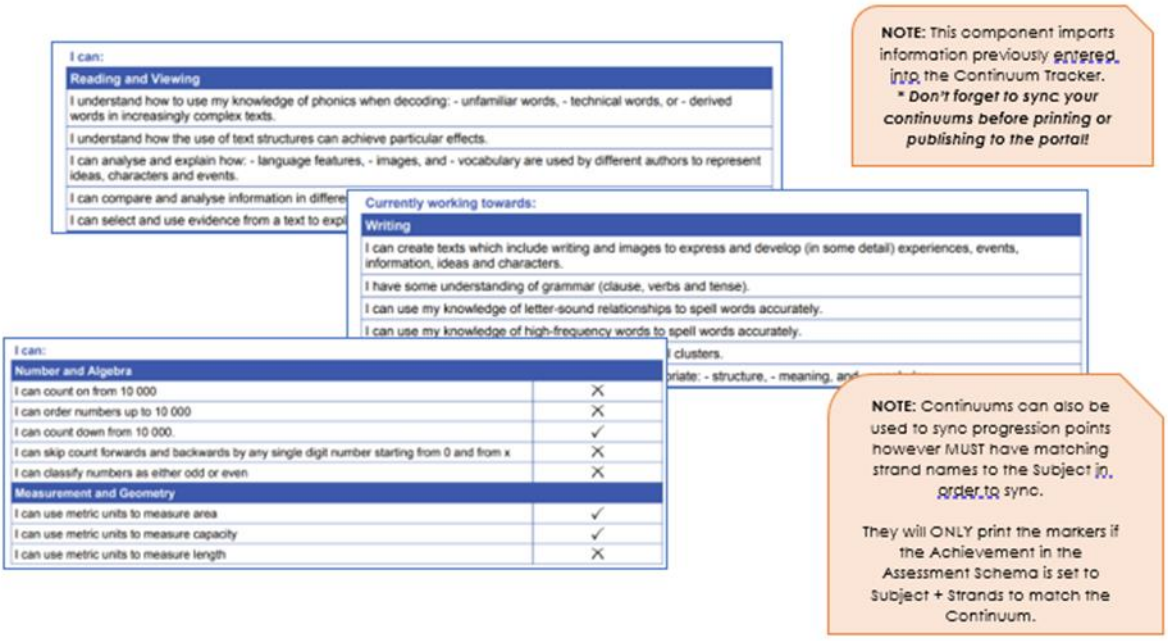


Figure 28: Continuum Data component

Continuum Detail (Design)

Purpose

The continuum detail component gives a breakdown of a student's progress in the continuum.

Options

Options include choosing the continuum you wish to display and applying styling.

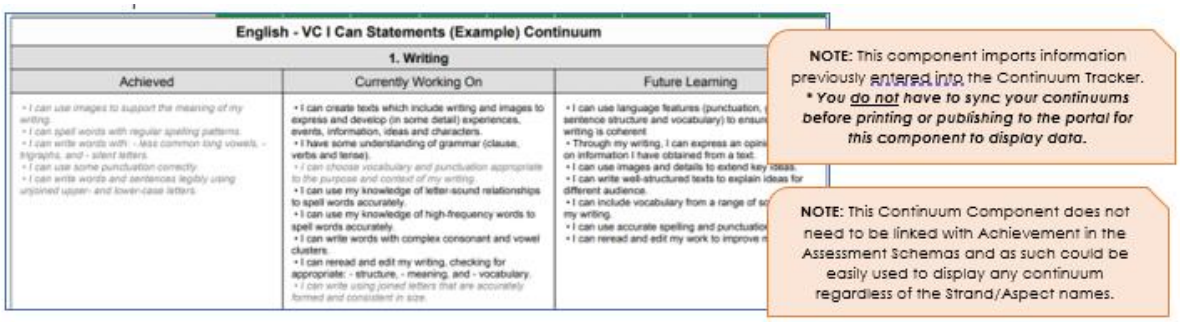


Figure 29: Continuum Detail component

Continuum Overview (Design)

Purpose

This component shows an analysis graph of a student's current progress in a given continuum.

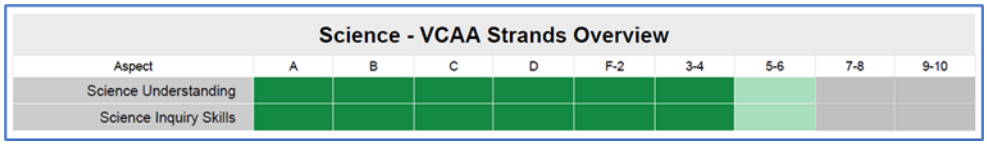


Figure 30: Continuum Overview component

Course Description (Subject Layout)

Purpose

The course description is set when creating the schema and will be displayed by this component.

Options

Options include applying styling to the text.

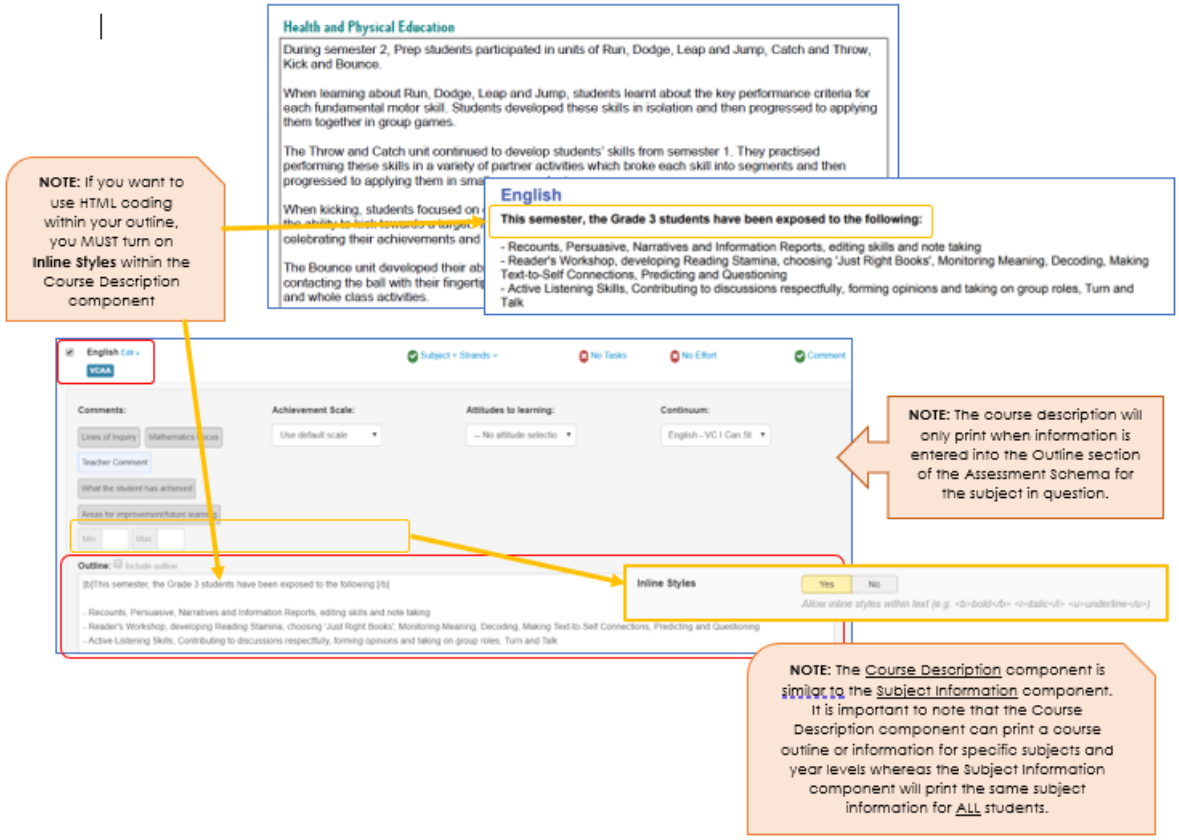


Figure 31: Course Description component

Course Results List (Subject Layout)

Purpose

This component provides a list of course results in either a list or table style view.

Name	Mark
Exam Mark 1	

Figure 32: Course Results List component

Course Results (Subject Layout)

Purpose

This component displays up to 4 course results as defined in the schema setup. If a given subject does not have that course result, it is left blank.

Course Results Overview (Design)

Purpose

The course results overview component is used to display the name and description of class results.

Course Resutls

Test 1 Course: This is a test

test 1 Class:

Test 1 Rank:

Figure 33: Course Results Overview component

Effort Breakdown (Subject Layout)

Purpose

The effort breakdown shows the per-strand effort results for a student in this subject.

Grade Point Average
3.75

NOTE: This component is used by High Schools using a high school setup to display a student's grade average.

Head of House (Design)

Purpose

This component allows you to display a Head of House name as a text block on the report.

Miss Jackie Jones
Head of House - Yellow

Image (Both)

Purpose

This component allows you to insert an image from the Reports Image Bank into the report.

Options

Your options include linking directly to an image inserted via the Image Bank, editing the size or changing the alignment (left, centre, right).

Figure 34: Image component

International Baccalaureate Scale Overview (Design)

Purpose

This component shows the different values in the International Baccalaureate Scale and how they translate to numerical grades.

Grade	IB Grade	Grade Description
A+	Level 7	**Exceptional achievement** of what is expected at this year level
A	Level 6	**Excellent achievement** of what is expected at this year level
B	Level 5	**Very good achievement** of what is expected at this year level
C	Level 4	**Satisfactory achievement** of what is expected at this year level
C-	Level 3	**Achievement in some aspects** of what is expected at this year level
D	Level 2	**Partial achievement** of what is expected at this year level
E	Level 1	**Minimal achievement** of what is expected at this year level

Figure 35: International Baccalaureate Scale Overview component

Mark Distribution (Subject Layout)

Purpose

Shows the distribution of a mark with the students mark and the course average overlayed on top.

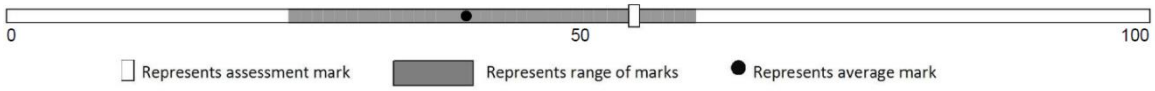


Figure 36: Mark Distribution component

Overall Grade and Effort (Subject Layout)

Purpose

This component displays one or more overall marks for a subject. This can be set to the achievement or effort mark.

Options

Your options include adjusting the column widths, deciding what marks to display on the left or right-hand side, whether to display just the achieved mark or all the marks, show a scale, how to display the marks (Name, Shortname or Grade), as well as applying styling.

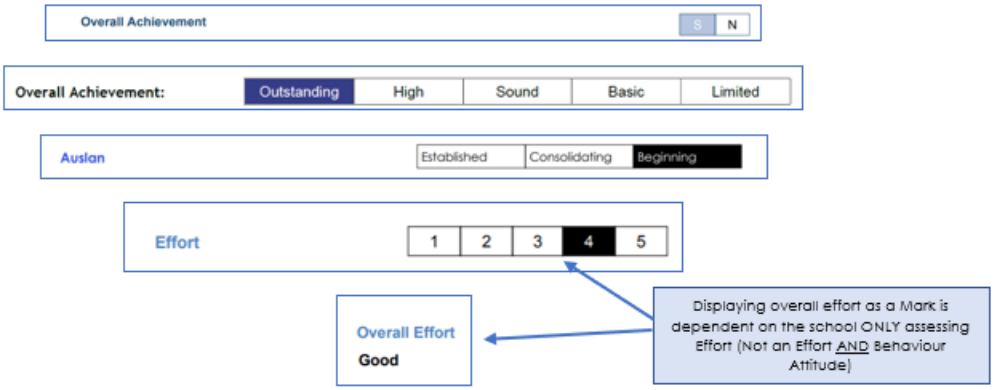


Figure 37: Overall Grade and Effort component – achievement mark

Victorian schools: *This component displays the Achievement and Effort as per the example below. It cannot be used to display an Effort and Behaviour Attitude.*

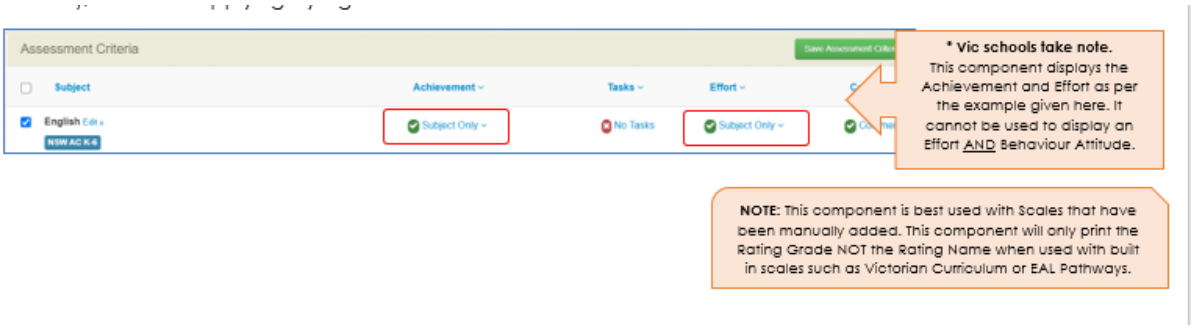
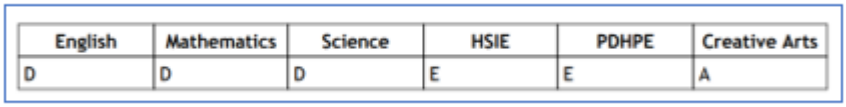


Figure 38: Overall Grade and Effort component – effort mark

Overall Grade and Effort Table (Design)

Purpose

This component shows an overall mark for all subjects in a compact table. It is best used with Scales that have been manually added. This component only prints the Rating Grade NOT the Rating Name when used with built-in scales such as Victorian Curriculum or EAL Pathways.



English	Mathematics	Science	HSIE	PDHPE	Creative Arts
D	D	D	E	E	A

Figure 39: Overall Mark Overview component

Overall Grade and Effort Table (Subject Layout)

Purpose

This component displays one or more overall marks for a subject. This can be set to the achievement or effort mark. This component is best used with Scales that have been manually added. This component only prints the Rating Grade NOT the Rating Name when used with built-in scales such as Victorian Curriculum or EAL Pathways.

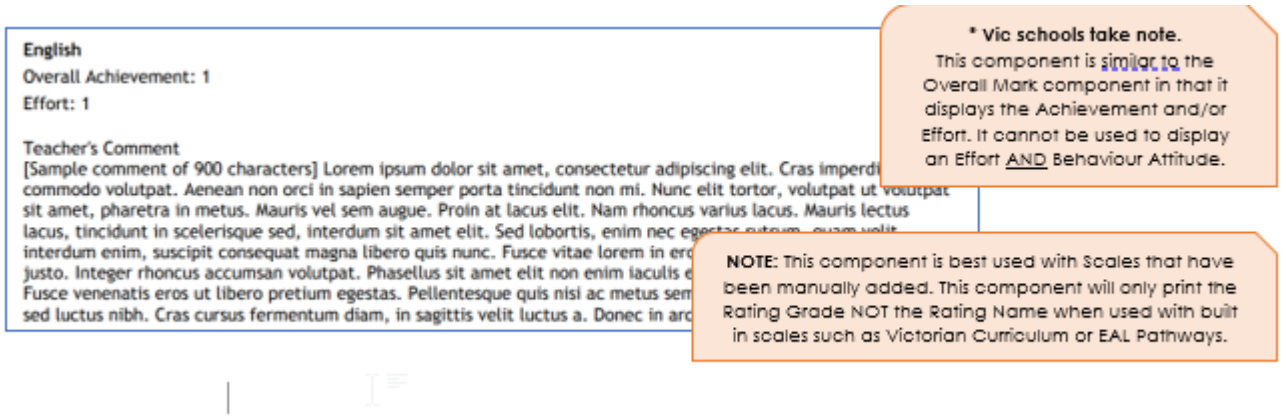
Overall Achievement	Outstanding	High	Sound	Basic	Limited
	✓				
Effort:	**Outstanding**	**Commendable**	**Sound**	**Inconsistent**	**Limited**
	✓				

Figure 40: Overall Mark Table component

Overall Grade, Effort & Comments (Subject Layout)

Purpose

This component displays the overall marks and comments in one component to achieve a more compact subject display.



Page Break (Both)

Purpose

This component makes the report run onto a new page after the previous component.

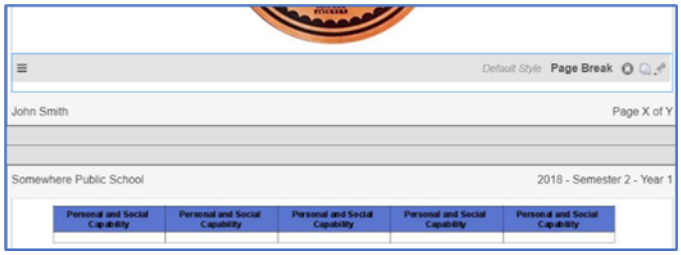


Figure 41: Page Break component

Progression Example (AusVELS or VC) (Design)

Purpose

This component displays a sample progression graphic with an explanation of its features.

Options

Your options include:

- adjusting the colour for the level headings
- adjusting the colour for the expected level
- the ability to print the rating grade, rating name, rating shortname, progression score or to hide the rating
- applying styling to the various parts of the component
- overriding the text that refers to a child's previous achievement.

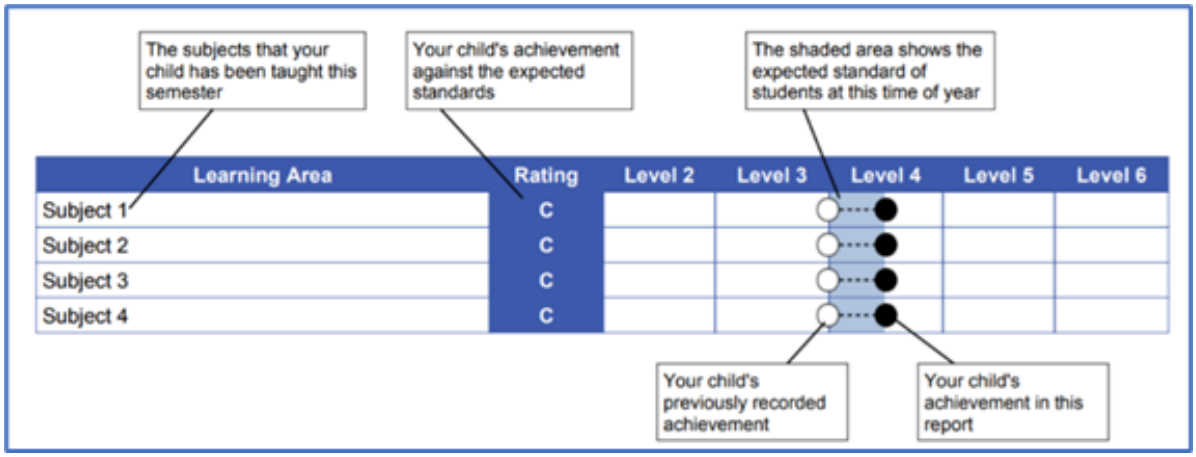


Figure 42: Progression example 1

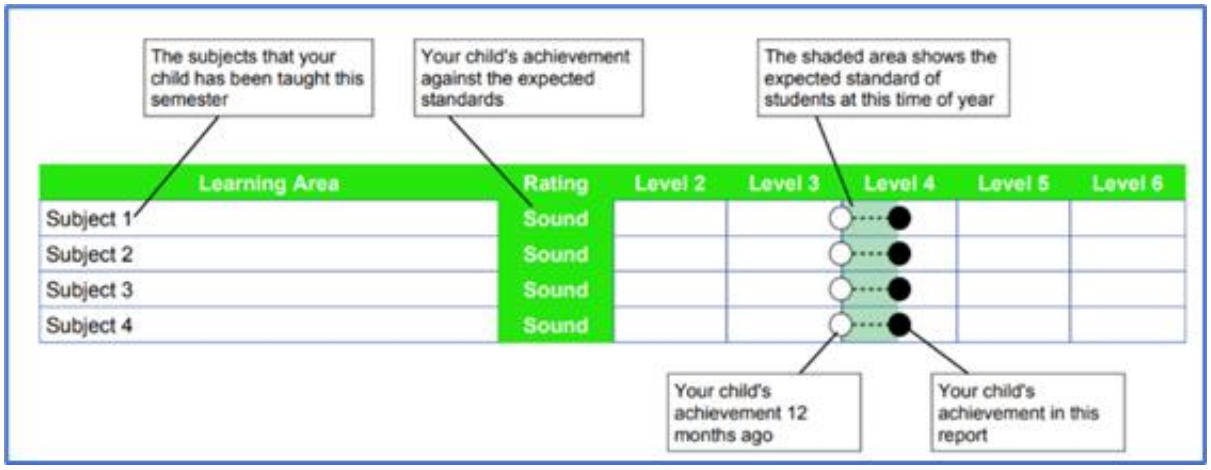


Figure 43: Progression example 2

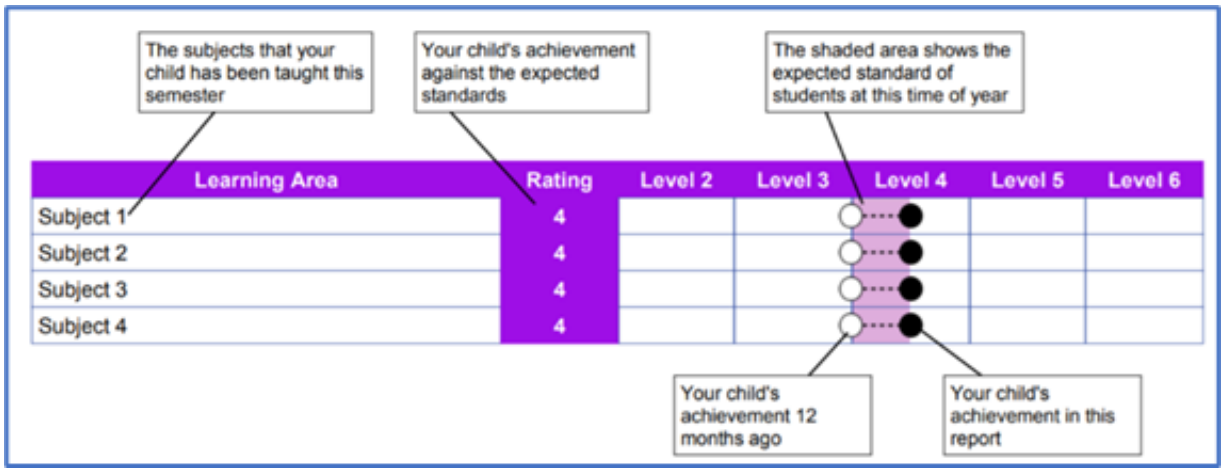


Figure 44: Progression example 3

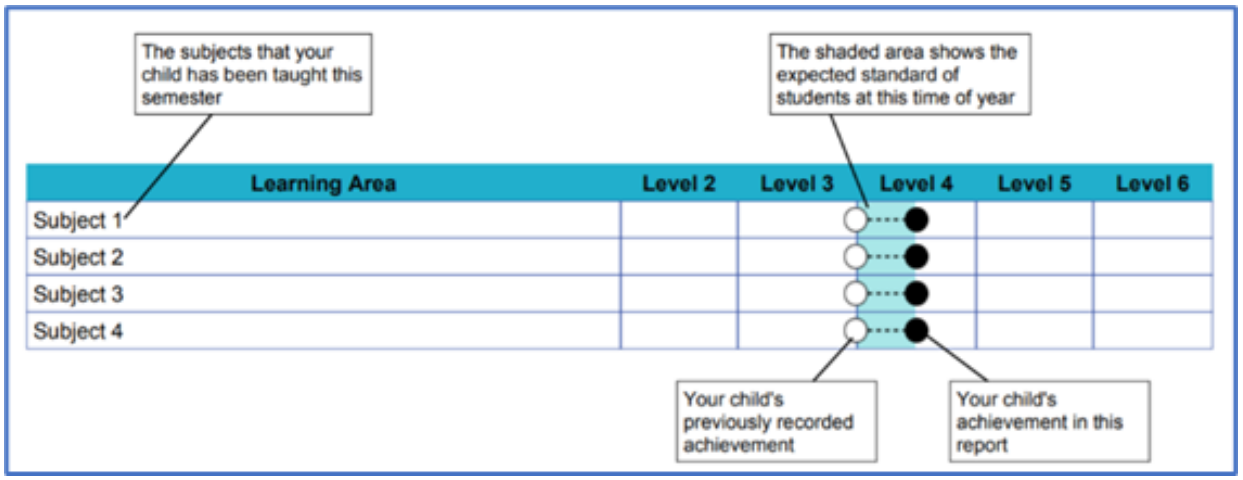


Figure 45: Progression example 4

Progression Explanation (AusVELS) (Design)

Purpose

This component displays an explanation of the grades and graphics used in the Progression Points component.

Options

Your options include:

- showing the achievement this report
- showing the previous achievement
- showing the achievement progress
- showing the expected achievement
- adjusting borders and colours
- modifying the achievement colour
- showing the grade rating
- applying headings
- editing the reference period for previous achievements
- applying styling.

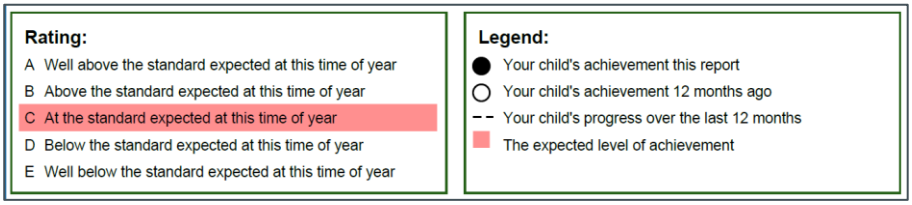


Figure 46: Progress Explanation component

Progression Point Breakdown (Subject Layout)

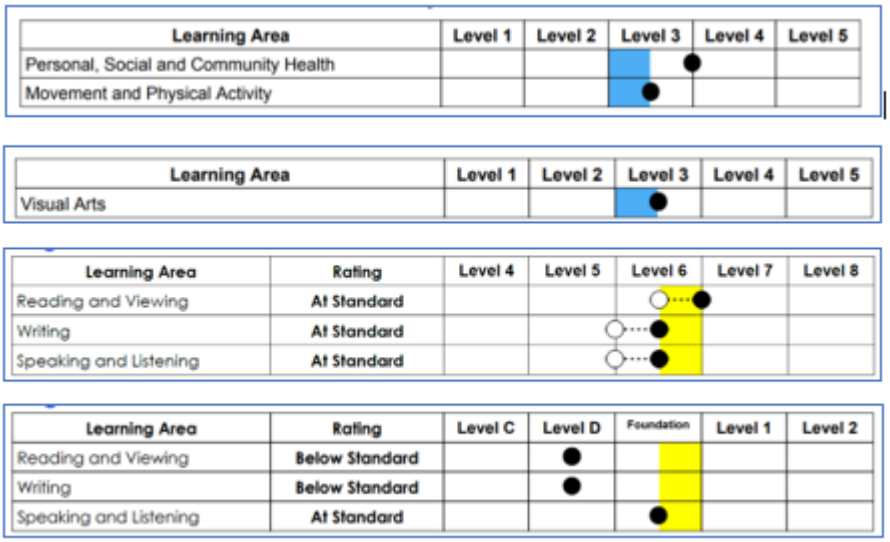
Purpose

This component displays the learning areas that the student is studying as well as the rating and progression point progress for that learning area.

Options

Your options include:

- adjusting the colour for the level headings
- adjusting the colour for the expected level
- choosing to hide rows if no results are present
- deciding how many levels to display
- choosing whether to print the rating grade, rating name, rating shortname, progression score or to hide the rating
- applying styling to the various parts of the component
- adjusting the columns. You may need to do this if you are displaying the rating name).
- adjusting the progression point circle size
- renaming the heading that shows above the domains.



Learning Area	Level 1	Level 2	Level 3	Level 4	Level 5
Personal, Social and Community Health					
Movement and Physical Activity					

Learning Area	Level 1	Level 2	Level 3	Level 4	Level 5
Visual Arts					

Learning Area	Rating	Level 4	Level 5	Level 6	Level 7	Level 8
Reading and Viewing	At Standard					
Writing	At Standard					
Speaking and Listening	At Standard					

Learning Area	Rating	Level C	Level D	Foundation	Level 1	Level 2
Reading and Viewing	Below Standard					
Writing	Below Standard					
Speaking and Listening	At Standard					

Figure 47: Progression Point Breakdown component

Progression Point Rating (Subject Layout)

Purpose

This component displays the calculated overall rating for a subject marked using the AusVELS progression point. It does not display rating name.

Options

Your options include adjusting the rating colour, the achieved rating colour, and applying styling.

Figure 48: Progress Point Rating

Progression Points (Design)

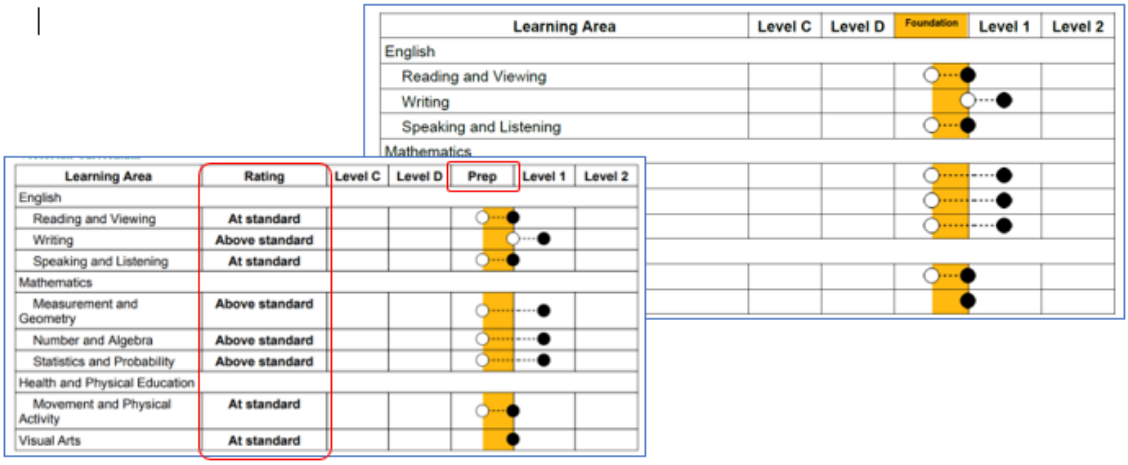
Purpose

This component displays the learning areas that the student is studying as well as the rating and progression point progress for that learning area.

Options

Your options include:

- adjusting the colour for the level headings
- adjusting the colour for the expected level
- the ability to hide rows if no results are present
- choosing how many levels to display
- the ability to print the rating grade, rating name, rating shortname, progression score or to hide the rating
- applying styling to the various parts of the component
- overriding the word Foundation (with let's say Prep)
- adjusting the columns (this may need to be done if you are displaying the rating name).



Learning Area	Rating	Level C	Level D	Prep	Level 1	Level 2
English						
Reading and Viewing	At standard					
Writing	Above standard					
Speaking and Listening	At standard					
Mathematics						
Measurement and Geometry	Above standard					
Number and Algebra	Above standard					
Statistics and Probability	Above standard					
Health and Physical Education						
Movement and Physical Activity	At standard					
Visual Arts	At standard					

Learning Area	Level C	Level D	Foundation	Level 1	Level 2
English					
Reading and Viewing					
Writing					
Speaking and Listening					
Mathematics					

Figure 49: Progression Points component

School Activities (Design)

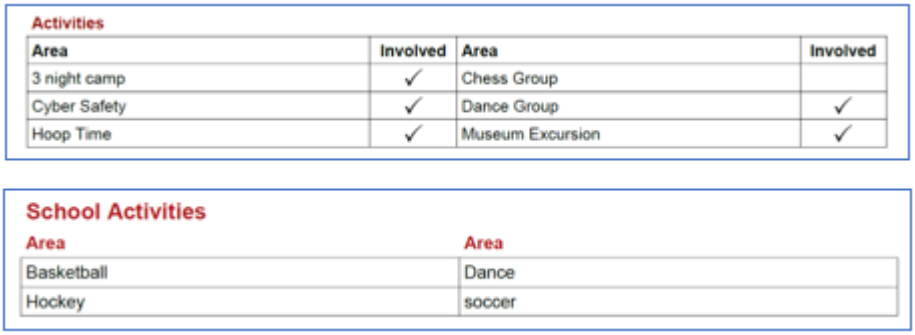
Purpose

This component shows a student's school activities in a tabular format.

Options

Your options include:

- adding customised headings
- displaying 1, 2 or 3 columns
- including spacing between columns
- showing all activities or only involved activities
- showing involved tick or not involved cross
- applying styling.



Activities

Area	Involved	Area	Involved
3 night camp	✓	Chess Group	
Cyber Safety	✓	Dance Group	✓
Hoop Time	✓	Museum Excursion	✓

School Activities

Area	Area
Basketball	Dance
Hockey	soccer

Figure 50: School Activities component

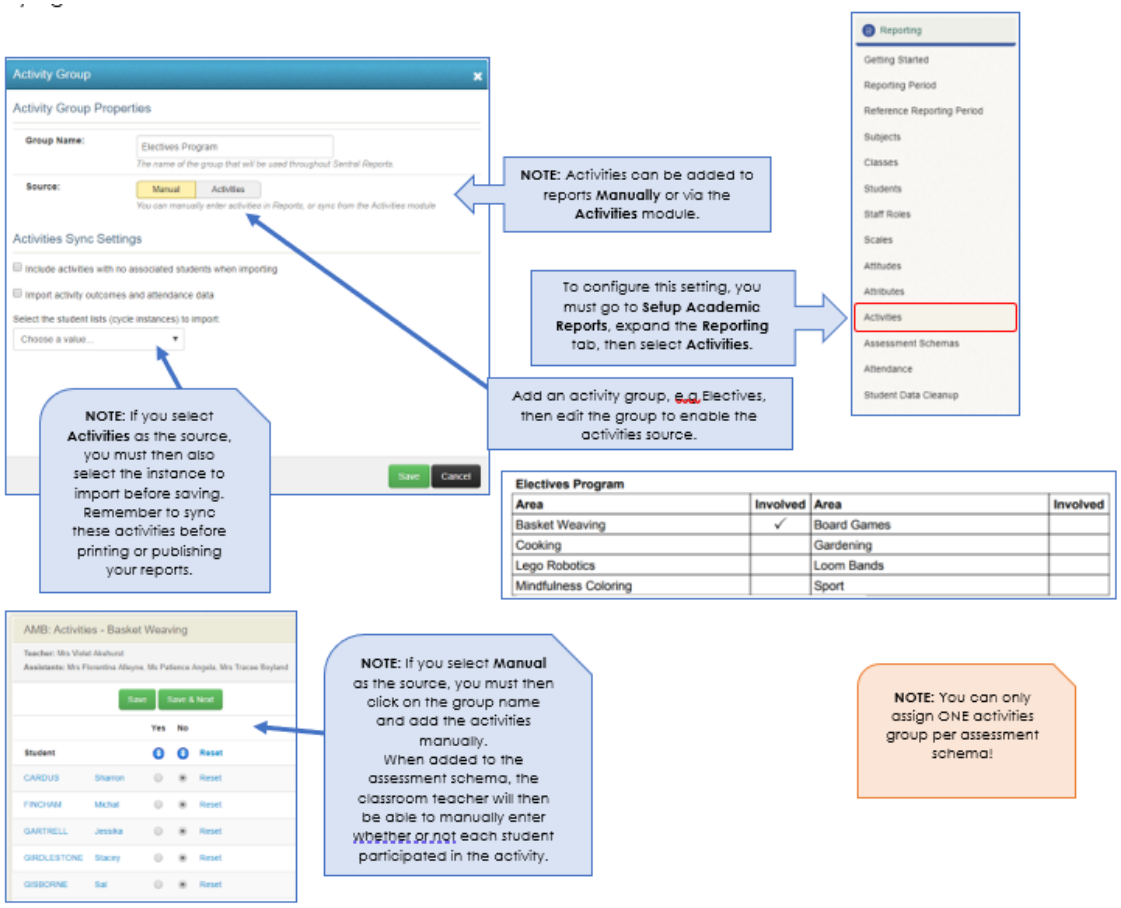


Figure 51: School Activities - more detail

School Activity Points

Purpose

This component allows you to insert a tabular format for points earned by a student over select cycles.

If you don't nominate all year groups, you won't see Year 7-12.

Activities	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Total Points
Academic Reporting	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Debating - Academic Reporting	0	0	0	0	0	0	
Extra-curricular	**0**	**0**	**0**	**0**	**0**	**0**	**0**
hOME GROUP fORUM	0	0	0	0	0	0	
SCIENCE	**0**	**13**	**14**	**18**	**16**	**17**	**78**
Ag GATS	0	8	9	10	11	12	
Museum of Human Disease	0	5	5	5	5	5	
RACI Nyholm Lecture	0	0	0	0	0	0	
Science and Engineering Challenge	0	0	0	3	0	0	

Figure 52: School Activity Points component

School Logo (Both)

Purpose

This component allows you to insert the School Logo image as defined in Sentral Setup.

Options

You have the option to adjust the size or the alignment and to add padding where necessary.

Figure 53: School Logo component

School Name (Design)

Purpose

This component displays the school name as configured in the global Sentral settings area.

Figure 54: School Name component

Self-Assessment (Design)

Purpose

This component displays a student's self-assessment comment entered through the portal.

Options

Your options include adding a heading, adjusting the comment area size and applying styling.

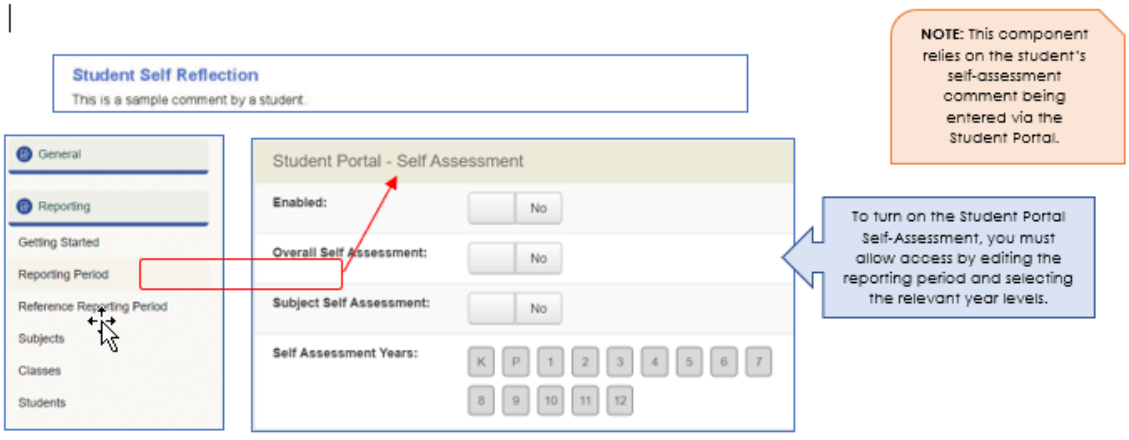


Figure 55: Self Assessment component

Signatures (Both)

Purpose

This component gives a space for the Teacher, Assistant Principal or Principal to place their signature.

Options

Your options include printing 3 signatures in a row and specifying the title for each, choosing where the signature prints (left or under the title), displaying a line to put a signature on as well as applying styling.

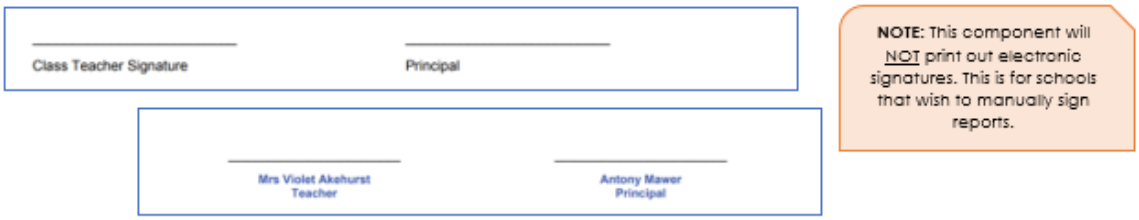


Figure 56: Signatures component

Staff Signature Image (Design)

Purpose

This component displays an uploaded staff signature image.

Tip: *You'll need to upload your signature via your profile. View instructions in the image below.*

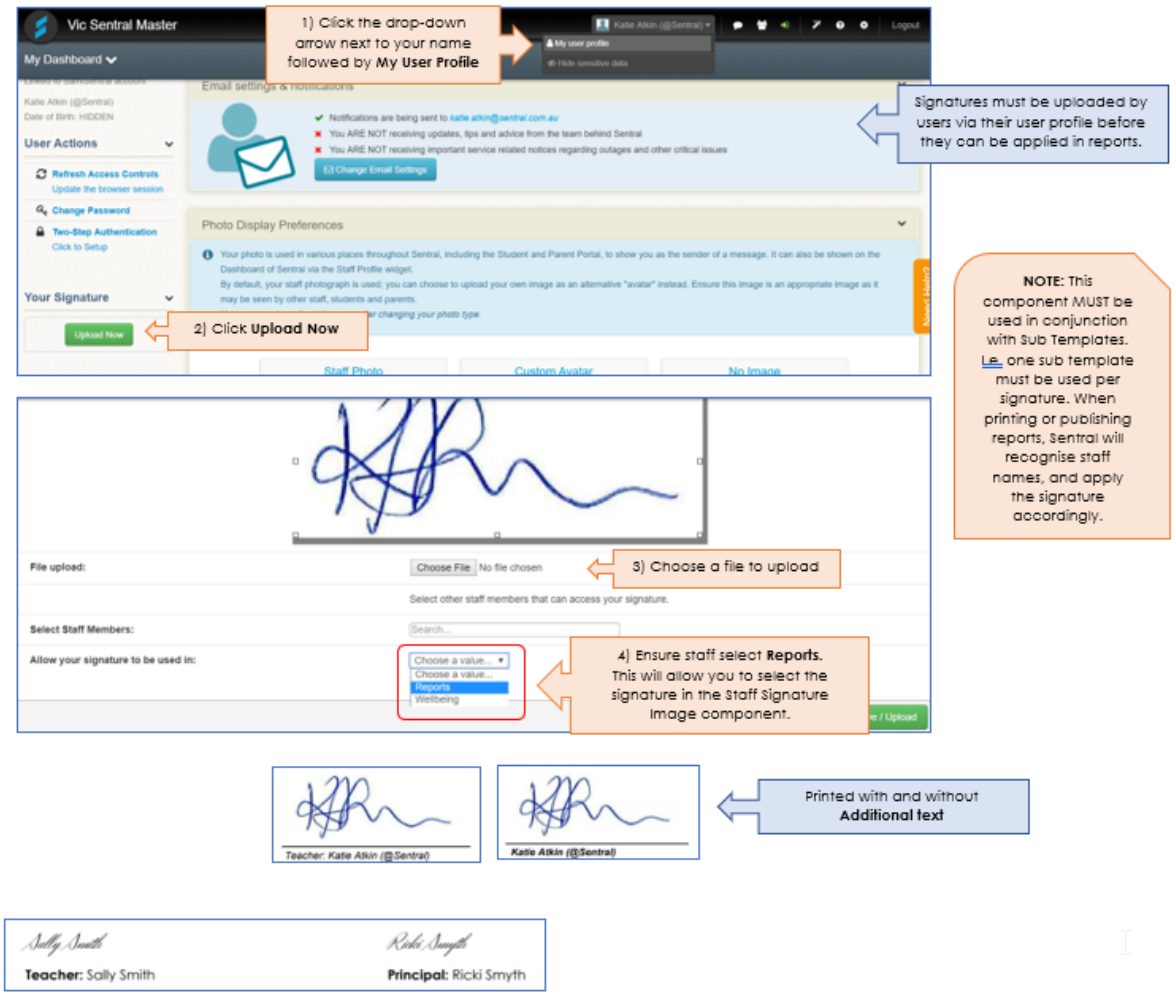


Figure 57: Staff Signature Image component

Student Comment (Design)

Purpose

This component displays a student's overall comment..

This component can be used with any comment type (Overall or Subject) but cannot be used for specific subject comments such as Health and PE or Library. Specific subject comments are done in the Subject Layouts tab using the Comment component.

Options

Your options include:

- selecting which comment type the component will get its information from
- showing a heading or comment label
- adjusting the column widths and applying styling.
- displaying a comment name and who wrote the comment (Teacher, Year Advisor or Principal).

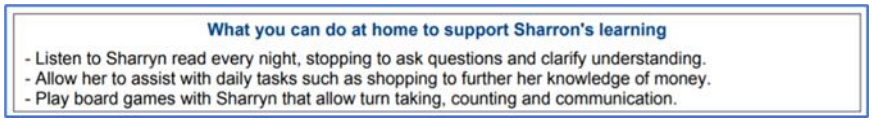


Figure 58: Student Comment component

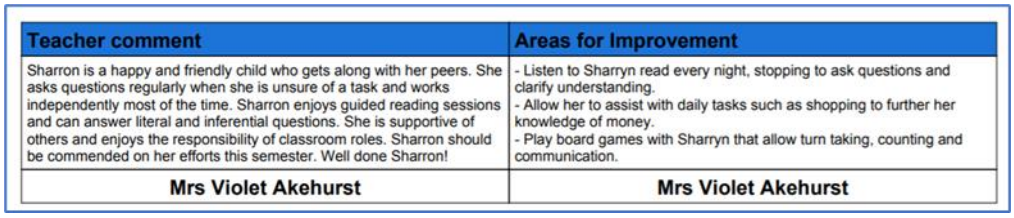
Student Comment 2 Columns (Design)

Purpose

This component displays a student's overall comments. This component is useful to show two overall comments side by side. You can use with any comment type (Overall or Subject) but you can't use it for specific subject comments such as Health and PE or Library.Do this in the Subject Layouts tab using the Comment component instead.

Options

Your options include selecting which comment type the component get its information from, showing a heading or comment label, adjusting the column widths, and applying styling. You also have the option to display a comment name and who wrote the comment (Teacher, Year Advisor or Principal).



Teacher comment	Areas for Improvement
Sharron is a happy and friendly child who gets along with her peers. She asks questions regularly when she is unsure of a task and works independently most of the time. Sharron enjoys guided reading sessions and can answer literal and inferential questions. She is supportive of others and enjoys the responsibility of classroom roles. Sharron should be commended on her efforts this semester. Well done Sharron!	- Listen to Sharryn read every night, stopping to ask questions and clarify understanding. - Allow her to assist with daily tasks such as shopping to further her knowledge of money. - Play board games with Sharryn that allow turn taking, counting and communication.
Mrs Violet Akehurst	**Mrs Violet Akehurst**

Figure 59: Student Comment 2 Columns component

Student Information (Both)

Purpose

This component allows you to display relevant details about the student for this subject. The component can display the student's name, class, reporting year, school year, attendance, head teacher, teacher.

Options

Your options include showing the label, centring text, treating text and data as one cell, and applying styling.

You are limited to two pieces of information to print with this component. Selecting None in either the left or right-side information ensures that only one piece of information is displayed.

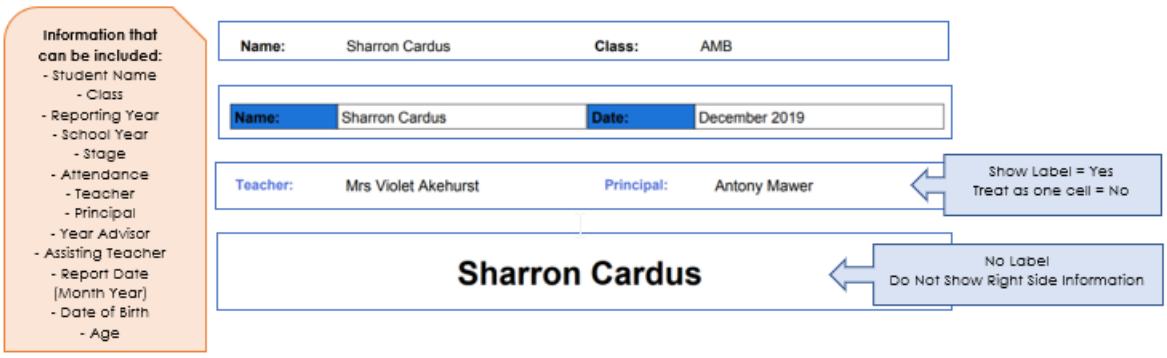


Figure 60: Student Information

Student Photo (Design)

Purpose

This component allows you to insert a student's photo into the report.

Options

Your options include adjusting the photo size, the photo quality, the photo alignment, and what to print if the student has no photo. For example, link to a school photo uploaded in the Image Bank.

Note: *You also have the option to turn this off if your photos are printing with white bars on either side.*

Figure 61: Student Photo component

Subjects (Design)

Purpose

This component is a container that displays the subject layouts for all subjects that the student is assigned to. Once you place a Subject component into a report, use the Subject Layouts tab to determine the look and feel of the individual subjects.

Tip: *The Subjects component is a way of linking the Subjects component and the Subject Layouts and printing each subject according to the correct template.*

Options

Your options include:

- selecting per page or multiple page subjects

  You get to choose if each subject is on its own page (e.g. English) or if multiple subjects should print on the same page (e.g. specialist classes)
- assigning the subjects to the Subject Layouts
- applying padding.

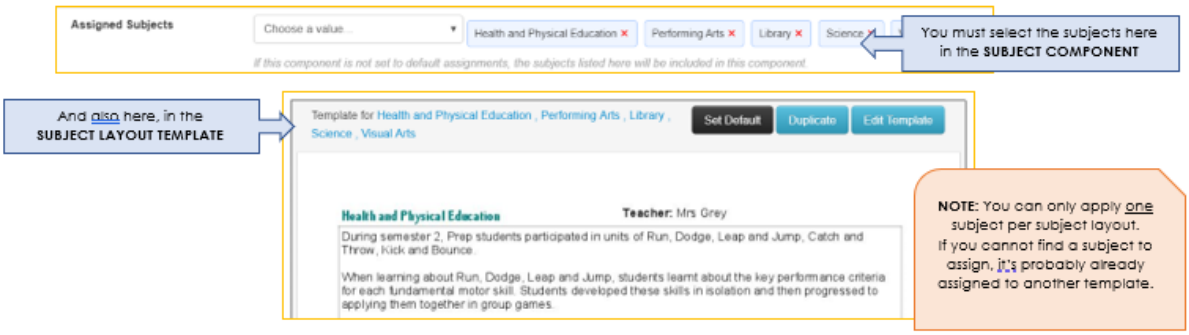


Figure 62: Subjects component

Subject Information (Design)

Purpose

The subject description gives a space to place some free form information on a subject outside the normal flow of the subjects. This information is only shown for students that are studying that subject.

Options

Your options include selecting the subject the information applies to, whether to add a heading, adding the information to be displayed, and applying styling.

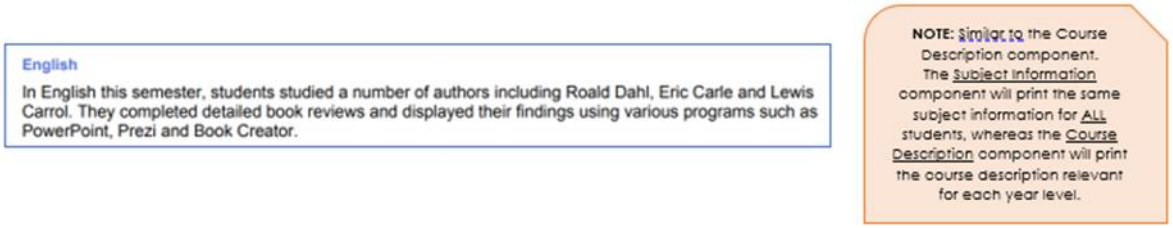


Figure 63: Subject Information component

Subject List (Design)

Purpose

This component lists all the subjects that the student is studying. It can also optionally display the number of units that the subject is allocated.

Options

Your options include:

- showing the schema name and headings
- showing the class name

- adding headings
- adjusting column widths
- showing teacher names
- showing the number of units per subject
- applying styling.

You can also change the default style at the top of the component to use further options.

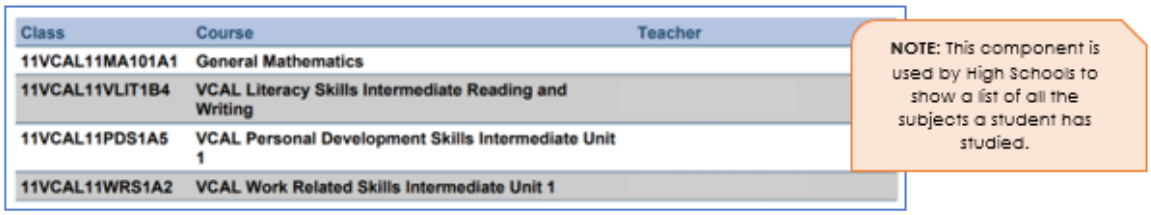


Figure 64: Subject List component

Subject Name (Subject Layout)

Purpose

This component displays the name of the current subject.

Figure 65: Subject Name component

Subject Table (Both)

Purpose

This component allows you create a tabular display of subject based data.

Options

Your options include showing headings, rotating headings, adjusting row height and column widths, naming the columns, selecting the type of data to be displayed (examples include displaying marks, comments, attitudes, course results and attributes), and applying styling to the various cells.

You can display up to 6 columns of data using this component.

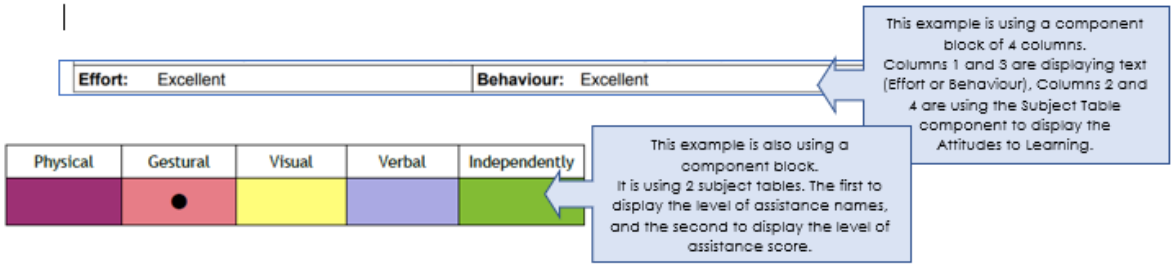


Figure 66: Subject Table component

Sub Template (Design)

Purpose

This component allows you to display the content of another template in a report.

Example

An example of using this might be to print a staff member's electronic signature via an image uploaded in the Image Bank (see example below) or by using the Staff Signature Image component. By applying a sub template in this example, it prints the necessary classroom teacher's signature on the assigned rollclass report.

Steps

1. Create a sub template via the Report Templates screen (add components, etc.)
2. Add a sub template component into your report template (Design screen) where you wish the sub template to print.
3. Link the sub template component to the sub template.
4. Specify when you want each sub template to print. Choose whether to print for particular classes or a particular schema.

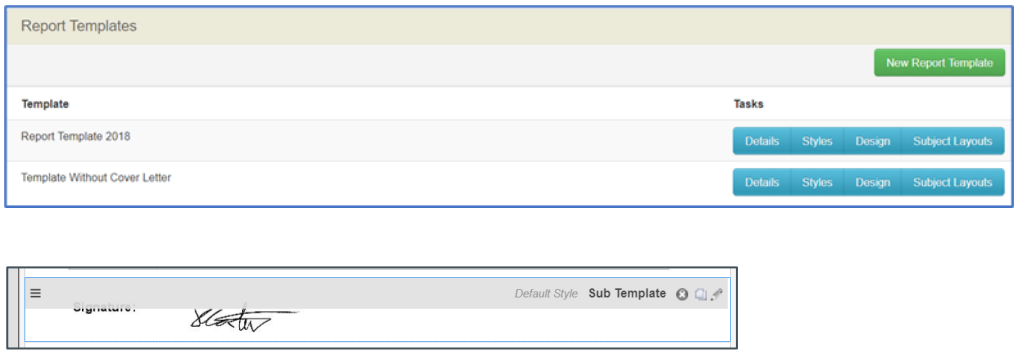


Figure 67: Sub Template component

Text (Both)

Purpose

This component places freeform text into the report.

Options

You can use the component styling to choose if this text is regular text or report headings. You can use Merge fields with a text component to pre-populate specific information. You can use Merge fields to add a student's full name or preferred name, last name, rollclass, year level, attendance data, the rollclass teacher's name, the assisting teacher's (specialist) name, the name of the reporting semester, the school name, Principal's name, plus much more.

Your options also include text transformation, text rotation, adjusting the text area size and applying styling.

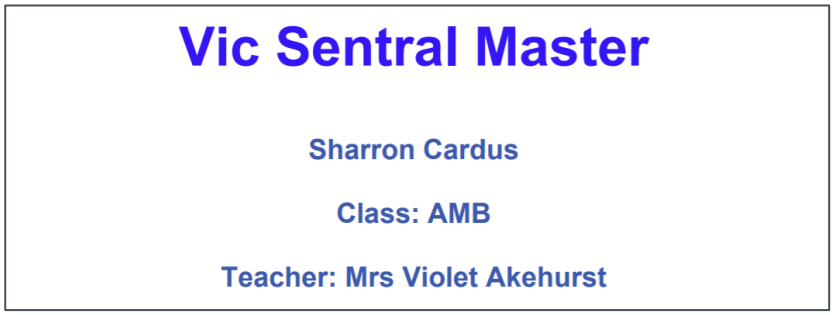


Figure 68: Text component

Text – 2 Column (Both)

Purpose

This component places freeform text into the report.

Options

You can use the component styling to make this text regular text or report headings. You can use Merge fields with a text component to pre-populate specific information. You can use Merge fields to add a student's full name or preferred name, last name, rollclass, year level, attendance data, the rollclass teacher's name, the assisting teacher's (specialist) name, the name of the reporting semester, the school name, Principal's name, plus much more.

Your options also include adding specific information into each column, adjusting the column widths, including a background image, adjusting the image size, adjusting the image alignment, and applying styling.

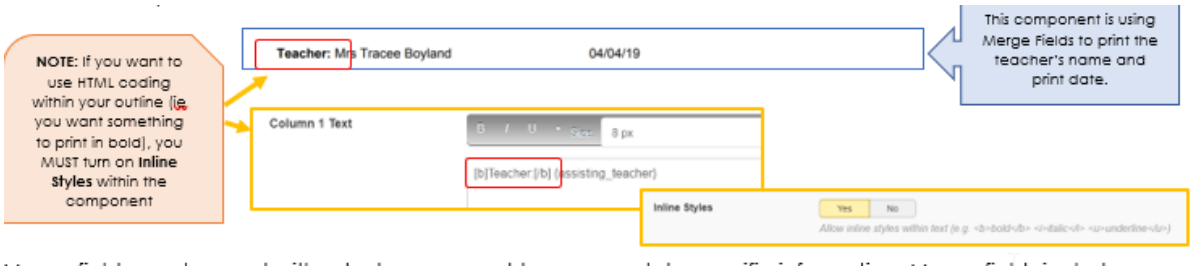


Figure 69: Text - 2 component

Welfare Incidents (Design)

Purpose

This component shows a table of incidents for a student within a set date range.

Options

Your options include choosing which incident types display, setting the date range, and applying styling.

Type	Course	Date
Respect	English	06/03/2019
Responsibility	Health & Phys Ed	17/04/2019

Figure 70: Welfare Incidents components

Welfare Level (Design)

Purpose

This component shows a student's level from Sentral Welfare as of a specific date and time.

Options

Your options include adding a heading, setting the date range of the student's current welfare level, and applying styling.

Figure 71: Welfare Level component

Welfare Summary (Design)

Purpose

This component shows satisfactory/unsatisfactory status of a student depending on criteria chosen.

Options

Your options include adding a heading, selecting which type of incidents to compare against (positive or negative), setting a threshold that controls when to display the word satisfactory or unsatisfactory, setting the date range, and applying styling.

Figure 72: Welfare Summary component

Available components

Component	Description	General/Subject	Styles
Achievement Breakdown	Shows the individual results for a student in this subject. The results shown depend on the schema being reporting on. For example, a schema that has a gradebook shows the gradebook results while a schema that has a checklist shows the checklist results.	Subject	Basic, Modern, Enhanced
Achievement Distribution	Shows the distribution of a grade with the students' grade and the class average overlayed on top.	Subject	Basic, Modern, Enhanced
Achievement Graph	Displays an achievement graph in Manhattan format.	Subject	Basic, Modern, Enhanced
Achievement Tally	Tallies the overall achievement mark for all students in the class cohort or over the entire schema. Displayable as a straight tally or a percentage.	Subject	Basic, Modern, Enhanced
Assessment Fuel Gauge	Displays a student assessment with a fuel gauge diagram.	Subject	Basic, Modern, Enhanced
Assessment Overview	Describes the scales used in the students' report. Can be used to describe the achievement, effort or attitude scales. Descriptions for the overview are set in the Scale Descriptions section of the layout setup	General	Basic, Modern, Enhanced
Assessment Scale Overview	Describes the scales used in the students' report. Can be used to describe the achievement, effort or attitude scales. Descriptions for the overview are set in the Scale Descriptions section of the layout setup.	General	Basic, Modern, Enhanced
Attendance	Shows a breakdown of absences for a student. Depending on the reporting period setup absences can be broken down into whole day and partial absences, as well as explained and unexplained tallies	General	Basic, Modern, Enhanced
Attendance Overview	Takes a students' absences and displays either Satisfactory or Unsatisfactory depending on whether their total absences is above or below a specified cut-off.	General	Basic, Modern, Enhanced
Attendance Statement	Displays a predefined statement depending on the number of absences recorded for a student.	General	Basic, Modern, Enhanced
Attitude Average	Displays the overall average attitude mark for a student based individual subject averages	General	Basic, Modern, Enhanced
Attitude Average	Gives the average attitude mark for a student based on the scale you assign to your attitudes to learning.	Subject	Basic, Modern, Enhanced
Attitudes Subject Table	Shows a student's attitudes to learning in a tabular format grouped by subject name.	General	Basic, Modern, Enhanced

Component	Description	General/Subject	Styles
Attitudes to Learning	Shows a student's attitudes to learning in a tabular format.	General	Basic, Modern, Enhanced
Attitudes to Learning	Shows a student's attitudes to learning for the current subject. This is only relevant when using Faculty based reporting.	Subject	Basic, Modern, Enhanced
Attitudes To Learning Graph	Displays an attitude to learning graph in Manhattan format.	General/Subject	Basic, Modern, Enhanced
Attitudes to Learning Progression (AusVELS)	Displays an attitude to learning group in a graphical format required for AusVELS reporting.	General/Subject	Basic, Modern, Enhanced
Attribute Checklist	Displays a tick for any attributes where the student has a mark.	General	Basic, Modern, Enhanced
Attribute Table	Lists all the subject attributes for a subject a student is studying. All schemas must share a common attribute group to display correctly.	General	Basic, Modern, Enhanced
Attributes	Displays up to two attributes as defined in the schema setup. If an attribute has not been set, it is left blank.	General/Subject	Basic, Modern, Enhanced
Banner	Lists the details of the report including the school name as well as student, class and teacher information. School logo can also be added to this component.	General/Subject	Basic, Modern, Enhanced
Class Attendance	Allows you to display different aspects of a student's class attendance including out of uniform. This data is imported from WebPXP in the attendance setup.	Subject	Basic, Modern, Enhanced
Class Attendance Percentage	Shows a student's overall attendance for a class as a percentage	Subject	Basic, Modern, Enhanced
Comment	Displays a student's subject comment.	Subject	Basic, Modern, Enhanced
Component Block	Allows you to nest template components inside it for creating a more custom layout. (Advanced users only).	General/Subject	Basic, Modern, Enhanced
Continuum Data	Shows markers for the students' current cluster when syncing data from continuums	Subject	Basic, Modern, Enhanced
Continuum Detail	Gives a breakdown of a student's progress in the continuum.	General	Basic, Modern, Enhanced
Continuum Overview	Shows an analysis graph of a student's current progress in each continuum.	General	Basic, Modern, Enhanced
Course Description	The course description is set when creating the schema and will be displayed by this component.	Subject	Basic, Modern, Enhanced
Course Result List	Provides a list of course results in either a list or table style view.	Subject	Basic, Modern, Enhanced
Course Results	Displays up to four course results as defined in the schema setup. If a given subject does not have that course result, it is left blank.	Subject	Basic, Modern, Enhanced
Course Results (Deprecated)	Displays up to three course results as defined in the schema setup. If a given	Subject	Basic, Modern, Enhanced

Component	Description	General/Subject	Styles
	subject does not have that course result, it is left blank.		
Course Results Overview	Used to display the name and description of class results.	General	Basic, Modern, Enhanced
Effort Breakdown	Shows the per-strand effort results for a student in this subject.	Subject	
Grade Point Average	Averages the overall achievement grades for all selected subjects based off the weighting of the achieved grades.	General	Basic, Modern, Enhanced
Head of House	Displays a head of house name as a text block on the report.	General	Basic, Modern, Enhanced
Horizontal Line	Draws a line across the page.	General/Subject	Basic, Modern, Enhanced
Image	Uses to insert an image from the Reports Image Bank into the report.	General/Subject	Basic, Modern, Enhanced
International Baccalaureate Scale Overview	Shows the different values in the International Baccalaureate Scale and how they translate to numerical grades.	General	Basic, Modern, Enhanced
Mark & Comment	Displays the overall marks and comments in one component to achieve a more compact subject display.	Subject	Basic, Modern, Enhanced
Mark Distribution	Shows distribution of a mark with the student's mark and the course average overlayed on top.	Subject	Basic, Modern, Enhanced
Overall Mark	Displays one or more overall marks for a subject. This can be set to the achievement or effort mark.	Subject	Basic, Modern, Enhanced
Overall Mark Overview	Shows an overall mark for all subjects in a compact table.	General	Basic, Modern, Enhanced
Overall Mark Table	Displays one or more overall marks for a subject. This can be set to the achievement or effort mark.	Subject	Basic, Modern, Enhanced
Page Break	Makes the report run onto a new page after the previous component.	General/Subject	Basic, Modern, Enhanced
Progression Example (AusVELS or VC)	Displays a sample progression graphic with an explanation of its features.	General	Basic, Modern, Enhanced
Progression Explanation (AusVELS)	Displays an explanation of the grades and graphics used in the Progression Points component.	General	Basic, Modern, Enhanced
Progression Point Breakdown	Displays the learning areas that the student is studying as well as the rating and progression point progress for that learning area.	Subject	
Progression Point Graph (AusVELS)	Progression Point Graph (AusVELS)	Subject	Basic, Modern, Enhanced
Progression Point Rating	Displays the calculated overall rating for a subject marked using the AusVELS progression points.	Subject	Basic, Modern, Enhanced
Progression Points	Displays the learning areas that the student is studying as well as the rating and progression point progress for that learning area.	General	Basic, Modern, Enhanced

Component	Description	General/Subject	Styles
School Activities	Shows a student's school activities in a tabular format.	General	Basic, Modern, Enhanced
School Activity Points	Displays student activities and point values in a tabular format	General	
School Logo	Used to insert the School Logo image as defined in Sentral Management.	General/Subject	Basic, Modern, Enhanced
School Name	Displays the school name as configured in the global Sentral settings area.	General	Basic, Modern, Enhanced
Self-Assessment	Displays a student's self-assessment comment entered through the portal.	General	Basic, Modern, Enhanced
Signatures	Provides a space for the Teacher, Assistant Principal or Principal to place their signature.	General/Subject	Basic, Modern, Enhanced
Staff Signature Image	Displays an uploaded staff signature image.	General	Basic, Modern, Enhanced
Student Comment	Displays a student's overall comment. This comment can be defined as any other comment types set for this reporting period.	General	Basic, Modern, Enhanced, long component
Student Comment 2 Columns	Displays a student's overall comments. This component is useful to show 2 overall comments side by side	General	Basic, Modern, Enhanced
Student Information	Used to display relevant details about the student. This component can display the student's name, class, reporting year, school year, attendance or teacher.	General	Basic, Modern, Enhanced
Student Photo	Used to insert a student's photo into the report.	General/Subject	Basic, Modern, Enhanced
Sub Template	Places the content of another template into this report.	General	Basic, Modern, Enhanced
Sub Template (large)	Places the content of another template into this report without keeping the contents together on a page. Used when the sub template content is expected to stretch over a page.	General	Basic, Modern, Enhanced
Subject Comparison Chart	Shows a comparative line chart for all subjects that the student is studying. The chart tallies the number of students achieving each grade within the subject.	General	Basic, Modern, Enhanced
Subject Information	Provides a space to place some free form information on a subject outside the normal flow of the subjects. Information is only shown for students studying that subject.	General	Basic, Modern, Enhanced
Subject Layout (Legacy)	Displays the subject results in a variety of predefined ways. Check the different styles associated with this component to see the ways that this component can show its data. Don't use this without good reason. Instead, use the individual subject layout components. This Layout also only supports a single student comment.	Subject	Do not use

Component	Description	General/Subject	Styles
Subject List	Lists all the subjects that the student is studying. It can also optionally display the number of units that the subject is allocated.		Basic, Modern, Enhanced
Subject Name	Displays the name of the current subject.		Basic, Modern, Enhanced
Subject Table	Allows you to create a tabular display of subject based data.		Basic, Modern, Enhanced
Subjects	Displays the subject layouts for all subjects that the student is assigned to. Once a subject component is placed into a report the subject layouts tab is used to determine the look and feel of the individual subjects		Basic, Modern, Enhanced
Text	Places freeform text into the report. By using the component styling, this text can either be regular text or report headings.		Basic, Modern, Enhanced
Text - 2 or 3 Column	Places freeform text into the report. By using the component styling, this text can either be regular text or report headings.		Basic, Modern, Enhanced
Vertical Line	Draws a line down the page.		Basic, Modern, Enhanced
Welfare Incidents	Shows a table of incidents for a student within a set date range.		Basic, Modern, Enhanced
Welfare Level	Shows a student's level from Sentral Welfare as of a specific date and time.		Basic, Modern, Enhanced
Welfare Summary	Shows satisfactory/unsatisfactory status of a student depending on criteria chosen.		Basic, Modern, Enhanced