

Admin Guide – Academic Reports (High School)

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Overview

The Academic reports module is a powerful module with many features and functions that can address your school's academic reporting of student achievement. This document describes key steps for successfully setting up Sentral to create Academic Reports (High School style).

Disclaimer

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

Product versions

Your school will have one of the products listed in the Feature availability table below – with the main difference being the Classic versus Indigo user interface.

Differences exist between product versions, and between states due to curriculum differences. These differences are described at a feature level in this guide.

Feature availability

	Sentral Cloud (ST)	Sentral Enterprise (MT)
Academic Reports	■	■

Permissions

Overview

Administration of this module is usually assigned to a select group of staff with access to all the functionality in the module. Your school is responsible for applying access levels for staff that determines the actions they can perform in the module.

There are two main scenarios:

- Your school is new to Sentral
- Your school already uses Sentral, and existing access levels are in place.

New Sentral customer

Use your Global Admin account to apply Academic Reporting Admin permissions to selected staff. If required, configure the access levels further to control the actions they can perform in the module.

For details, refer to the following guides in the Help Centre:

- Admin Guide – Induction for New School
- Admin Guide – Setup
- Admin Guide – Getting Started with Sentral.

This module gives you additional options to grant permissions. See [Staff roles](#) and [Faculty setup](#) in this guide.

Existing Sentral customer

Check the configuration already in place. It may not be out-of-the-box.

For details, refer to the following guides in the Help Centre:

- Admin Guide – Induction for New School
- Admin Guide – Setup
- Admin Guide – Getting Started with Sentral.

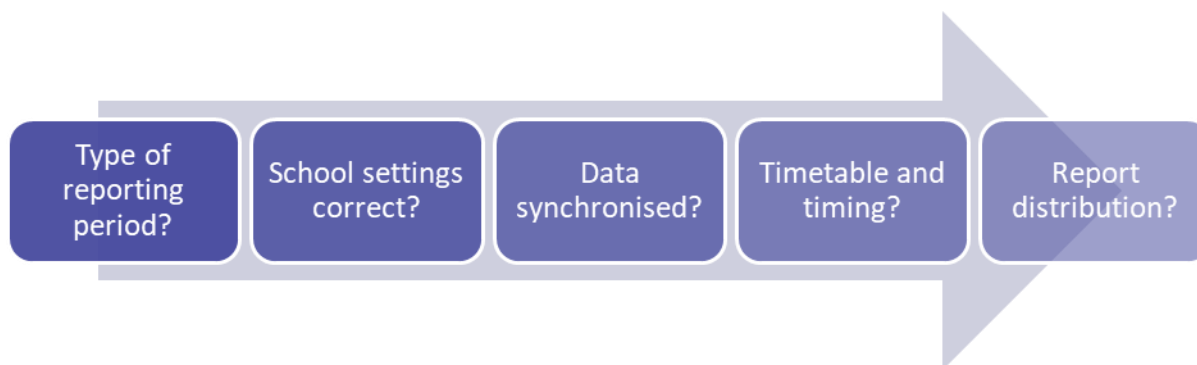
Access

To access Academic Reporting from the Sentral home screen:

Select the menu icon (⋮) and choose Academic Reporting.

Select ⚙️ Setup and choose Academic Reporting Setup.

Prepare



Reporting periods

Description

A reporting period is a span of time covered by set parameters to record and store student achievement.

Action

Decide the type of reporting period to create.

- If your school is new to Sentral, create a new reporting period and specify parameters.
- If your school is an existing Sentral customer, you have a choice between creating a new reporting period or rolling over an existing reporting period.
- If your school has obtained an XML file from another school, you also have the option to import a reporting period.

Reason

Staff members cannot enter student data without a reporting period.

School settings

Action

Check the information in school settings.

Select ⚙️ Setup and choose School Details.

Reason

This module draws details such as the school's name, address, logo and principal's name from the General Setup section of Sentral.

Data synchronisation

Action

Manage data synchronisation. This is updated at 5am daily but you can choose to do a manual override.


Select  Setup and choose Data Synchronisation.

Reason

Student information is correct, roll classes and teacher allocations are up to date.

Action

Link staff details to their data layer source (EBS4, Eduhub, Edsas, Cases, Enrolments).

Select  Setup, select Manage User Accounts, and then choose Edit and add link to source.

Reason

This makes the details visible in reports.

Timetable and timing

Action

Check with your leadership team for a decision on when to create a reporting period. They will determine an appropriate time based on your school's policy and the requirements for students to receive reports.

Reason

When you create a reporting period, the module takes a snapshot of the current timetable. The snapshot includes class names, class lists, facilities, and teacher allocation. Although you can edit the data, it is easier to start this process at a time that closely reflects the correct students you wish to report on.

For example, if you create a reporting period too early, several students who change subjects and do not require a report from that subject may get included. If you create a reporting period too late, you may not capture all students who have left the subject and/or school and still require a report.

Good practice suggestions

Create a reporting period that coincides with the first assessment period. This way student subject changes have been given a grace period and the students included in the period should have some data to report on, regardless of whether they continue with the subject.

Define and communicate to staff when the data entry period will be open and when reports will be printed and sent to parents.

Reports distribution

Action

Work with your leadership team to define how the reports get distributed.

Reason

If printing is required, then you'll need to ensure reporting periods are locked down so no changes can be made and allow ample time to print.

Good practice suggestions

You have the option to email reports and publish to the Portal.



Note: There are a couple of settings in other parts of Sentral that affect publishing reports to the portal. The first setting is in the Portal Console under General | Access Controls. The second setting is under Published Reports | Manage Published Reports, where there is a setting called Show reporting period in the portal.

For information on setting up the portal to publish reports, see the section on Access Controls in the Admin Guide – Portal Console, which you’ll find in the Help Centre. For information on publishing the reports, see the Academic Reporting User Guide.

Reporting decisions

Action

Work with your leadership team to decide:

- school based information to communicate
- subject achievement information to communicate.

Reason

This affects how you configure the module and has to be done before staff can enter data.

Good practice suggestion

Use the table below to guide discussions with your leadership team and colleagues.

Table 1: Information to communicate

School based	Subject achievement
Participation in school activities	Overall achievement
Attendance (whole/partial and explained/unexplained absences)	Effort achievement
Principal/Head Teacher/Year Advisor/Mentor comment	Outcome achievement
Average of attitudes across subjects	Strand achievement
Grade point average	Checklist/Competency list
Student self-assessment	Additional grades
Welfare incidents	Rank
Continuums	Average course/class mark
Progressions	Task/Exam mark
Curriculum and outcomes	Student attitudes
Generalist comments	Student attributes
Overall look and feel	Teacher comment
	Class attendance
	Course descriptions
	Tallies or graphs for mark distribution

Action

Decide the reporting scale to use – either one of the default scales or create your own.

Good practice suggestions

Consider any reporting requirements from your state's curriculum authority before selecting scales.

Consider using different scales for different aspects of your reporting. For example, you could use A-E scale for overall achievement and Achieved/Not achieved for student attitudes.

Consider the different requirements for each subject. For example, one subject may not have an overall grade, and another may not require a comment. The reporting requirements for a TAFE/Vet course are different to the requirements for a science subject studied at the school, a Life skills course, or a modified course.

Report layout

Action

Consider how you want reports to look. Decide the format to collate and present data in reports.

Reason

This can help with some of the decisions made during the set-up phase, although you can also complete the layout once data has been collected.

Report classes

Action

Work with your leadership team to determine which subjects and classes require a report.

Reason

You need this information before you create a reporting period. There may be some classes in your data layer that do not require a report such as sport, library, ethics/religion.

Parent interviews

Action

Work with your leadership team to decide if your school will publish interviews through the Portal or other means, and tie this in with Academic Reports publishing. See Portal Admin Guide.

Reason

Many schools host parent teacher interviews in accordance with the distribution of reports.



Note: There are a couple of settings in other parts of Sentral that affect publishing reports to the portal. The first setting is in the Portal Console under General | Access Controls. The second setting is under Published Reports | Manage Published Reports, where there is a setting called Show reporting period in the portal.

For information on setting up the portal to publish reports, see the section on Access Controls in the Portal Admin Guide, which you'll find in the Help Centre. For information on publishing the reports, see the Academic Reporting User Guide.

Understand the setup workflow

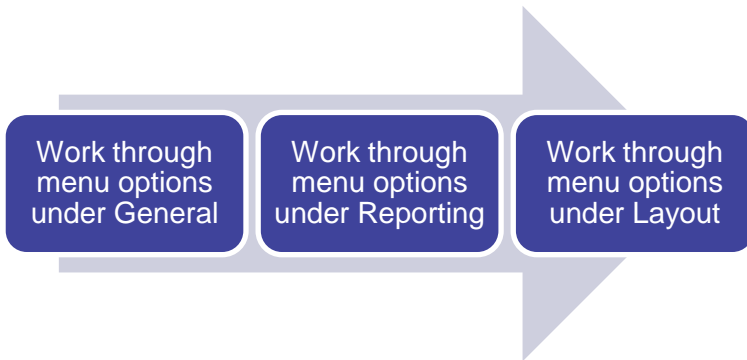


Figure 1: Academic Reports workflow



Video: Watch this video on our YouTube channel to get an overview of the setup process.
[Academic Reports Setup - Totally new? Start here.](#)

Configure global settings

Good practice suggestion

Work through the menu options under Academic Reports | General tab before you create a reporting period.

Reason

The information that you configure under the General tab affects all reporting periods at your school.

Working through the global settings helps to prevent status errors displaying on the Getting Started screen that displays by default when you do create a reporting period.



Video: Watch this video to learn about the Global Config settings within Academic Reports setup.
[Academic Reports Setup - Global Config](#)

Review Global Config settings

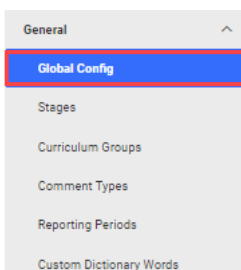




Figure 2: Academic Reports > Setup > Global Config menu option

1. Do one of the following:
 - a. Select the menu icon () and choose Academic Reports. Select  Setup and choose Academic Reports Setup.
 - b. If Academic Reports Setup is already open, select General and then choose Global Config.
2. In Global Sentral Reports Configuration, specify settings to suit your school's requirements.
3. Select Save.

More about Comment Automatic Cleaning

Comment Automatic Cleaning ensures capitalisations at the beginning of new sentences and spaces after punctuation, and not before. It also handles merge field processing within comments - so it will convert {name} to 'John Smith' if enabled.

Automatic gender correction is disabled if comment cleaning is turned off.



Tip: Teachers can also control this function from the Comment Entry screen if they don't want capitalisation or gender changing.

More about Comment Font size

The Comment Font Size setting defines how the comments are displayed on the screen, making them easier to read during composition. It does not affect how the comments are printed because this is determined by the style specified in the layout.


More about Comment Fill Down

If you turn on With Comment Fill Down, it allows teachers to duplicate comments on multiple student reports.

More about Teacher Names

This setting determines whether the staff member's name as it appears in Academic Reports will be drawn from the first and last name associated with their user account, or the given names and surname associated with their staff record.



Tip: The default setting for teacher names is User Account. This is controlled via Setup  | Manage User Account.

More about Reports Publishing

Turn on Enable Reports Publishing if you want reports to go to the Student/Parent Portal.

Review stages and curriculum groups

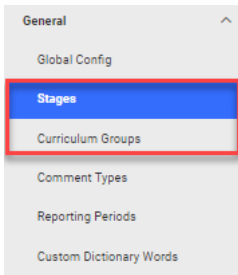


Figure 3: Academic Reports > Setup > Stages and Curriculum Groups menu options

Overview

Stages group academic years together. Data in the repository is broken down into stages to represent when students should usually be assessed against this information. Stages are then placed into the various curriculum groups.



Note: Default per state is generally set during implementation, so you probably won't have to modify the information in these sections – unless your school has custom year levels and you want to modify the settings.

To configure stages and curriculum groups



Video: Watch this video to learn about working with stages and curriculum groups within Academic Reports setup. [Academic Reports Setup – Stages and Curriculum Groups](#)

Follow the steps below if your school has custom year levels and you want to modify the settings.

1. Do one of the following:
 - a. Select the menu icon (⋮) and choose Academic Reports. Select ⚙️ Setup and choose Academic Reports Setup. Select General and then choose Stages.
 - b. If Academic Reports Setup is already open, select General and then choose Stages.
2. Select a stage link to view details.
3. Select the academic years applicable for the stage, and then select Save.
4. Select Curriculum Groups in the left menu.
5. Select all curriculum groups to be used by your school – not just the ones you require for the current reporting period.
6. Select Save.

Review comment types

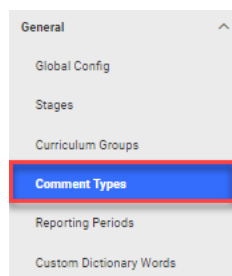


Figure 4: Academic Reports > Setup > Comment Types menu option

Overview

This is where you create the types of comments that you want to be available in your reporting system to all reporting periods. There are two types of comment types you can create – Overall and Subject:

- Overall comment types are for non-subject based information. See [Comment types](#) in the Glossary section.
- Subject comment types are used within a subject for teachers to write comments. See [Comment types](#) in the Glossary section.

Good practice suggestion

To stop using a specific comment type in just one reporting period, edit the relevant assessment schema and disable the comment type there.

Reason

This is a global setting. Comment types that you set up here are available to all reporting periods, and similarly, if you delete a comment type here, it is deleted in all reporting periods.


To add a custom comment type

You can create as many custom comment types for both Overall and Subject types as you need.



Video: Watch this video to learn about comment types within Academic Reports setup.

[Academic Reports Setup – Comment Types](#)

1. Do one of the following:
 - a. Select the menu icon (⋮) and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select General and then choose Comment Types.
 - b. If Academic Reports Setup is already open, select General and then choose Comment Types.
2. (Optional) Select either Add Overall Comment Type or Add Subject Comment Type.
3. Enter details and then select Add.
4. (Optional) Select Edit next to the comment type, update details, and select Save.
5. (Optional) Select Remove next to the comment type and then select Confirm. The comment type is moved to the Deleted Comment Types section.
6. (Optional) Select Restore next to a comment type. The comment type is returned to its original position.

Review custom dictionary words

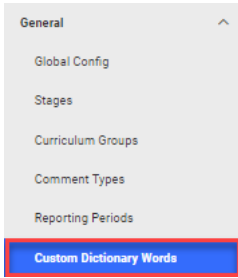


Figure 5: Academic Reports > Setup > Custom Dictionary Words menu option


Good practice suggestion

Use this function to add specific words (for example, NCCD, PBL) to your school's custom dictionary.

Reason

To prevent auto-correction or the need to spell check all the time.

To add custom dictionary words

1. Do one of the following:
 - a. Select the menu icon (⋮) and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select General and then choose Custom Dictionary Words.
 - b. If Academic Reports Setup is already open, select General and then choose Custom Dictionary Words.
2. Enter a custom word and then select Add.

Create a reporting period

Overview

There are three ways to create a reporting period:

- create a new reporting period and specify parameters
- roll over an existing reporting period
- import a reporting period.



Video: Watch these videos on our YouTube channel to learn about creating new reporting periods within Academic Reports setup.

[Academic Reports Setup - Create a new reporting period](#)


[Academic Reports Setup | How to roll over a report](#)



Tip: Before you begin, decide the reporting years to include. There is no limit to the number of reporting periods. Consider separate reporting periods if:

- reports produced are significantly different between year groups
- reports have different completion dates
- cohorts are large.

To create a new reporting period or roll over an existing reporting period

1. Select the menu icon (⋮) and choose Academic Reports.
2. Select  Setup and choose Academic Reports Setup.
3. Select General and then select Reporting Periods.
4. Select Create Reporting Period.
5. Under Create New Reporting Period:
 - a. Select the semester and year being reported on.
 - b. Enter a descriptive name for the reporting period.
 - c. Enter a date range. This sets the cut-offs for access to the setup and data entry aspects of the application.
 - d. Select High School as the report style.

This categorises subjects and courses with their respective faculty. It also allows course results to be entered as numerical data.
 - e. Select curriculum groups for the reporting period.
 - f. Select one or more years to which the reporting period applies.

If you have set up a Reporting period to apply only to years, but you have accelerated students from another year group, then you need to add that year group in this section.
 - g. Select an option for Filter by Start Date.

Turning this on allows only those students enrolled after the start date defined for the Reporting period to be included.
 - h. Select an option for Staff Signoff.

Turning this on allows the class teacher, supervisor and/or year advisor to 'sign off' a class as being complete in the Class Status section within data entry.
 - i. Select whether to use decimal values in course results.
 - j. Select whether to allow a secondary achievement scale.

Turning this on allows separate scales applied to the overall and strand or outcome grades.
6. Specify settings in the Student Portal – Self Assessment section.
7. Specify settings in the Reporting period Comment Defaults section.
 - The character count includes spaces. Use this to standardise report pages and prevent reports spilling over multiple pages. You can adjust the comment length later for individual courses/subjects.
 - The hard limit truncates words when the maximum character length is reached. The Soft Limit creates a red warning bar when the comment is too long but does not change the comment.
8. Specify the names of school positions in the Reporting Period Naming Defaults section.
9. Select an option in the Initial Setup section.
 - Roll over the setup from a previous reporting period
Not available the first time you create reports. Consider this option for your next batch of reports if you are happy with the previous setup.
Pay attention to the checkboxes – you will NOT want to roll over classes from one year to the next, but you may want to roll over classes from Semester 1 to Semester 2 in the same year.
 - Use some common defaults to help get started
Recommended for your first setup. If you select this option, the defaults will be configured for your state.

Initial Setup

Roll over the setup from a previous reporting period
Select a reporting period to copy the setup information from. You can choose to only rollover specific bits of setup information from the last reporting period, or bring everything across.

Use some common defaults to help get started
Setup this reporting period using common defaults that will apply to most schools. This will configure standard grading scales, class setups and common Board of Studies prescribed subjects.
Defaults which will be automatically setup include:

Subjects - All Board of Studies subjects will be imported

Classes - All roll classes and classes will be imported from your 'Sentral Data Layer'.

Staff Roles - An attempt to assign staff to roll classes and classes will be made.

Scales - Several default scales will be applied to this reporting period.

Attitudes To Learning - Some default attitude groups will be created for you to add attitudes to.

School Activities - A default activity group will be created for you to add activities to.

Schemas - You will need to manually create your assessment based schemas.

Attendance - Set to manually import attendance data.

Leave everything to me – I want to create my own scales, subjects, etc.
Select this option to configure everything yourself. You will need to create all the necessary grading scales, subjects and other assessment criteria before you can begin assessing.

Figure 6: Initial setup - common defaults

- Leave everything to me – I want to create my own scales, subjects, etc.
Start from scratch – NOT recommended.

10. Select Save.

The newly created reporting period displays the Reporting tab with Getting Started selected by default.

11. (Optional) To view the reporting period in the list of previously created reports, select General in the left menu and then select Reporting Periods.



Tip: The Reporting menu is only accessible to Reports administrators. If you can't see this menu option, check you have the right level of access and that you are working within an unlocked reporting period.

To import a reporting period



Tip: Importing a reporting period is useful when you have a copy of the exact style and format that you want to use from another Sentral school.



1. Confirm that the file that you want to use is available. It needs to have been exported from another reporting period via Academic Reports Setup | General | Reporting Periods | Export.
2. Select the menu icon (⋮) and choose Academic Reports.
3. Select Setup and choose Academic Reports Setup.
4. Select the reporting period to work in. See [Navigate reporting periods](#)
5. In Reporting Periods, select Import Reporting Period.
6. Under Import Reporting Period, choose a file, and then select Import.
The file that you import must be exported from another Reporting Period. Post import, you may need to adjust the name and date range of the period.

Navigate reporting periods





Video: Watch these videos on our YouTube channel to learn how to navigate within Academic Reports setup. [Academic Reports Setup - Navigating Reporting periods](#) and [Academic Reports Setup – Finding the right reporting period...in case you get lost](#)

To view the current reporting period:

1. Select the menu icon () and choose Academic Reports.
2. Select  Setup and choose Academic Reports Setup.
3. In the left menu, select Working in, and choose a reporting period.

To view the list of all previous reporting periods, including the current one:

1. Select the menu icon () and choose Academic Reports.
2. Select  Setup and choose Academic Reports Setup.
3. Select General and then select Reporting periods.

Work through the Reporting menu

The information that you configure as you work through the Reporting menu provides the information needed to successfully create an assessment schema, which is critical part off setting up a reporting period.

If you can't see the Reporting menu, check that you have the right level of access and that you are working within an unlocked reporting period.



Video: Watch this video to learn about the general workflow for Academic Reports Setup
[Academic Reports Setup - General workflow for those new to Sentral reports](#)



Video: Watch this video on our YouTube channel for an overview of the Reporting menu.
[Academic Reports Setup - Getting Started menu - you've created a new reporting period...now what?](#)

Getting Started

Use this screen to view the setup status and check for warning messages such as missing students and attendance data.



Setup Area	Details
✓ Faculties 8 faculties	Faculties are used to group course schemas and subjects together so that management of these can be handled by faculty heads.
✓ Subjects 13 subjects, 62 strands, 1081 outcomes	Contains the subjects (which can be a KLA, course, etc), strands and outcomes that assessments are recorded against. These may be Board of Studies courses/outcomes, or you can create your own school-specific criteria
✓ Classes 1034 classes created	A class is an group of students for the purposes of assessment. Composite classes are handled automatically and require no special setup.
✓ Staff Roles 883 out of 1034 classes have teachers	Assign teachers and supervisors access to classes.
✓ Scales 4 achievement, 3 effort, 3 attitude	Define the Achievement, Effort and Attitude to Learning scales that are used to record data. You can specify the grades, short and long names and the order in which the grades should be displayed.
✓ Attributes to Learning 1 group, 2 subgroups, 1 attitude	Lists the possible attributes to learning to appear on the report. You can create multiple attribute to learning groups as necessary for different stages or year groups.
✓ Attributes 1 attribute group, 3 attributes, 8 attribute options	Lists the possible attributes to appear on the report. You can create multiple attribute groups as necessary for different stages or year groups.
✓ School Activities 1 group, 2 activities	List the school activities that students may participate in, to appear on the final report. You can create multiple activities groups as necessary for different stages or year groups.
✓ Overall Schemas 68 assessment schemas	Overall schemas define what you want to assess, how you want to assess it, and which classes those assessment criteria apply to. This allows you to create per-year or per-stage assessment schemas, which means if you have to edit the assessment criteria, it only has to be done once and will automatically apply to all classes that schema is assigned to.
✓ Attendance Teachers will enter attendance data manually	Set where attendance data should be sourced from and how it should be imported. Teachers can enter their classes data by hand, or it can be set to be imported automatically from another source - e.g. WebTrend or your School Administration system.

Figure 7: Academic Reports Setting Started screen



Reporting period

To view the status of a reporting period

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Getting Started.



-
- b. Select the menu icon () and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Edit next to the reporting period.
 2. View the information listed. A red cross means that information is missing or incomplete.

To edit reporting period settings

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Reporting period.
 - b. Select the menu icon () and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Edit next to the reporting period.
2. Review the reporting period settings. These settings reflect options selected when the reporting period was created.
3. Make changes and then select Save.

To reference a reporting period (Victoria)

Use these steps to select a Reporting Period to compare student grades when entering data.

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Reporting Period.
 - b. Select the menu icon () and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Edit next to the reporting period. The reporting period opens at the at the Edit Reporting Period screen.
2. Next to Reference Reporting Period, select the reporting period to compare student grades when entering data.



Note: If you haven't previously used Sentral to report or require 12+ months of prior scores to display, you can do an import.



Tip: When you generate the PRS211 file in CASES21, choose the current period to make it 'look for' scores 'previous' to the current year.

Faculty setup

Overview

Use the Faculties screen to create faculties and assign head teachers. Setting up your faculties is key to everything else working.

There are three ways to create faculties:

- from the repository
- from the Sentral data layer
- manually.

Choose the option that suits the way your school is set up.



Video: Watch this video on our YouTube channel about adding faculties.

[Academic Reports Setup – Adding faculties](#)



Tip: If your school is K-12, you can include K-6 classes in a high school style reporting period.

You'll only see Faculty Setup in the menu if you selected the High report style when you created the reporting period.

Working in Semester 2, 2022

Academic Reports Setup

Academic Reports > Setup > Faculties

Faculties

Add Manual Faculty Add Faculties From Repository Import from Sentral Data Layer



Name	Faculty Head	Tasks
CAPA	– Not assigned –	Assign Faculty Head(s) Rename Remove
English	– Not assigned –	Assign Faculty Head(s) Rename Remove
LOTE	– Not assigned –	Assign Faculty Head(s) Rename Remove
Maths	– Not assigned –	Assign Faculty Head(s) Rename Remove
PDHPE	– Not assigned –	Assign Faculty Head(s) Rename Remove
Science	– Not assigned –	Assign Faculty Head(s) Rename Remove
TAS	– Not assigned –	Assign Faculty Head(s) Rename Remove

Figure 8: Faculties screen example

To import faculties from the data layer

Use these steps to create new faculties, remove unused faculties, and update faculties.



1. Do one of the following:

- a. If the reporting period is already open, select Reporting in the left menu and then choose Faculties Setup.
 - b. Select the menu icon () and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Edit next to the reporting period. Select Reporting and then choose Faculty Setup.
2. Select Import from Sentral Data Layer button to import the faculty listing.
 3. Review the faculty listing. If you selected the Use Common Defaults option to create the Reporting Period, you may need to tidy the list.
 4. Select and/or deselect faculties required for your school.
 5. Select Import.



To add faculties manually



Tip: Use this option if your Admin System does not store faculty data.

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Faculties Setup.
 - b. Select the menu icon () and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Edit next to the reporting period. Select Reporting and then choose Faculty Setup.
2. Select Add Manual Faculty.
3. Enter a faculty name and then select Save.

To add faculties from the repository

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Faculties Setup.
 - b. Select the menu icon () and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Edit next to the reporting period. Select Reporting and then choose Faculty Setup.
2. Select Faculties from Repository.
The list of faculties is based on the defaults found most across high schools displays.
3. Select faculties and then select Add Faculties.

Assign a head teacher to a faculty

1. First, add faculties using one of these options:
 - [To add faculties from the repository](#)
 - [To import faculties from the data layer](#)
 - [To add faculties manually](#)
2. Select Assign Faculty Head(s) next to a faculty.
3. Select one or more staff members to assign.

4. Select Save.



Tip: When you assign staff to be the head of a faculty, they can set up and manage the faculty.

Subjects

Overview

There are two ways to assign subjects to faculties:

- add subjects from repositories
- add subjects manually.

You can also edit and remove subjects that are to be reported on in this reporting period.



Tip: If you selected the 'Use Common Defaults option to create the Reporting Period' all Board of Studies subjects will be imported. Add subjects from the repository before you add manual subjects or edit.




Video: Watch this video on our YouTube channel about adding a subject to a faculty.
[Academic Reports Setup – Add a subject to a faculty](#)

To add subjects from the repository



Tip for Victorian schools: Add the VCAA Subjects to export your data successfully to CASES21.

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Subjects.
 - b. Select the menu icon (⋮) and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Edit next to the reporting period. Select Reporting and then choose Subjects.
For more, see [Navigate reporting periods](#)
If you selected to 'roll over' a previous reporting period, you'll see existing subjects displayed.
Auto-matching is applied to try to match the faculties within your school, so check that they are correct.
2. Check that you are drawing curriculum from the correct group.
The syllabus from many subjects is already pre-loaded for you to select from the Repository. The tabs across the top show the different curriculum groupings you selected when creating the Reporting Period.

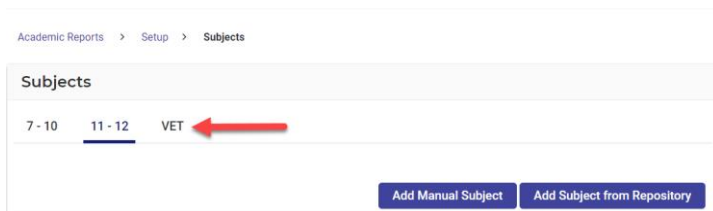


Figure 9: Curriculum groups

3. Select Add Subject from Repository.
4. Select one or more subject checkboxes.
5. Select an appropriate faculty for each subject.
6. Select Add. The subjects are added to the list of assigned subjects.
7. (Optional) Use the drag handle icon (≡) to re-order the subject list.
This affects the on-screen teacher layout and the order of the final printed report.

To add subjects manually

Use these steps when you have a subject that isn't listed in the repository or it's school specific.




Tip for Victorian schools: You can link Custom subjects to a curriculum area using the VCAA link menu aligned to each subject. You can link more than one subject to each Curriculum Area.

Other examples of when to add subjects manually include:

- a. When you want two attitudes at a student level to create Work Habits
- b. When you want to assess subjects via checklists in addition to Progression Points (i.e. duplication of subjects)
- c. When you want to group subjects into a single area (e.g. STEM) for your non-government Victorian school – although you still have to do the VCAA subject link.
- d. When you want to use Progression Points component in the layout for your Department of Education and Training (DET) school.

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Subjects.
 - b. Select the menu icon (⋮) and choose Academic Reports. Select ⚙ Setup and choose Academic Reports Setup. Select Edit next to the reporting period. Select Reporting and then choose Subjects.
For more, see [Navigate reporting periods](#)
If you selected to 'roll over' a previous reporting period, you'll see existing subjects displayed.
Auto-matching is applied to try to match the faculties within your school, so check that they are correct.
2. Select Add Manual Subject. Additional fields display.
3. Under Add Custom Subject, enter details for the subject.
4. Select one or more subject checkboxes.
5. Select an appropriate faculty for each subject.
6. Select Add. The subjects are added to the list of assigned subjects.
7. (Optional) Use the drag handle icon (≡) to re-order the subject list.
This affects the on-screen teacher layout and the order of the final printed report.

To edit subjects

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Subjects.
 - b. Select the menu icon (⋮) and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Edit next to the reporting period. Select Reporting and then choose Subjects.
For more, see [Navigate reporting periods](#)
2. To edit a subject, select Edit next to the subject.
3. Make Changes and select Save.



Is assessable as a secondary subject: *If you have a course that combines multiple curriculums, for example, STEM (Science, Technology, Engineering and Mathematics), or you want a subject to be available in multiple faculties, this setting allows you to add each subject as a Secondary Subject and report on the outcomes from multiple curriculums in one subject. Set this option to Yes and add the component in the report layout.*




Victorian schools:

VCCA subject link is the key setting for the CASES21 Export. This is what ensures you're linking the correct Curriculum and Subject (and Strands if applicable) to the required Reporting. You can unlink a Subject here if you don't want to report to the Department.

Show in Subjects List setting determines if the subject displays in a Progression Points Component if used in the Design Layout.

To remove subjects


Do one of the following:

- a. If the reporting period is already open, select Reporting in the left menu and then choose Subjects.
 - b. Select the menu icon (⋮) and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Edit next to the reporting period. Select Reporting and then choose Subjects.
For more, see [Navigate reporting periods](#)
4. Select Remove next to the subject.
 5. Select OK to confirm.

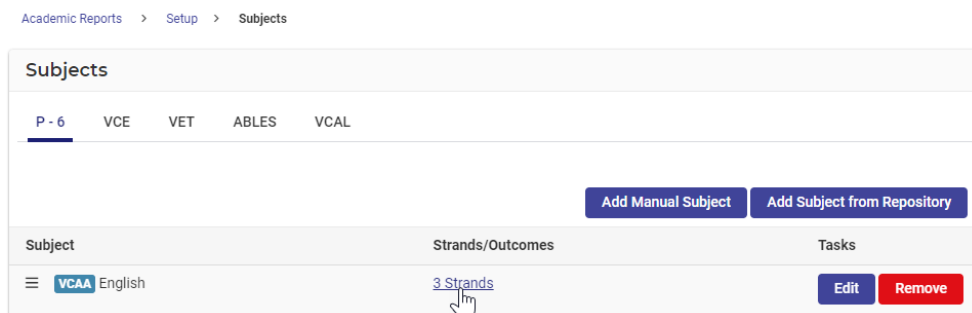
To view mode/strand mapping (Victoria)



Note: *The VCCA Strand link is used to create progression point graphs as well as the export data back to CASES21.*

1. Do one of the following:
 - a. If the reporting period is already open:
 - i. Select Reporting in the left menu and then choose Subjects.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - ii. Select  Setup and choose Academic Reports Setup.

- iii. Select Edit next to the reporting period.
 - iv. Select Reporting and then choose Subjects.
2. Select the Strands link next to a subject.
- The strands in the reporting period are linked to an official Victorian Curriculum strand.



3. View details of the strand mapping.
- English as an Additional Language, Mathematics, and Health and Physical Education subjects imported from the Sentral repository have their modes/strands mapped already and you shouldn't need to do further edits.

To add, edit, or remove strands and outcomes

1. Do one of the following:
 - a. If the reporting period is already open:
 - i. Select Reporting in the left menu and then choose Subjects.
 - ii. Select Edit next to a subject.
 - b. Select the menu icon (☰) and choose Academic Reports.
 - i. Select ⚙️ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Subjects.
 - iv. Select Edit next to a subject.

For more, see [Navigate reporting periods](#)
2. To add a new strand:
 - a. Select Add Strand, enter details, and then select Add. The strand is added to the list.
3. To add an outcome to the strand:
 - a. Select Edit next to the Strand.
 - b. Under Outcomes, enter details and then select Add. The Outcome is added to the strand.
4. To reorder the strands and outcomes, do one of the following:
 - a. Use the drag handle icon (≡).
 - b. Use the arrows in the Order column.
5. To edit an existing strand:
 - a. Select Edit next to the Strand, make changes, and then select Save.
6. To remove an outcome:
 - a. Select Edit next to the strand.
 - b. Select Edit next to the outcome
 - c. Select Delete and then select OK to confirm.

Classes

Overview

Class information is connected to student information. Importing class information from the Sentral data layer pulls in student information.



Note: Student information is managed separately. The way it is managed depends on your school situation. Your school's student information may be managed in Sentral Enrolments or another system such as ERN or CASES21.

Good practice suggestion

There are three suggestions for how you work with classes:

- Only do a complete import from the Sentral data layer once at the start.
- Return to this section to pick up any new students or changes in classes. If there are changes to students that occur during the reporting period, add or remove them manually.
- Pin students via the Students menu if they have left the school, or if they have changed classes and you want to report on their original subject enrolments. If you need to re-import classes, ensure other classes are deselected before proceeding.

Within Academic Reports Setup, select Reporting and then choose Students.

Reason

You'll lose any manual changes to the class list if you repeat the import without pinning students.

New students are not automatically added to classes in Reports.

To import classes



Note: If you selected the option to use some common defaults to set up your Reporting Period, this step will already be done.

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Classes.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Classes.For more, see [Navigate reporting periods](#)
2. Complete the following checks:
 - Roll Classes are imported.
These are the classes that you will assign your Overall Assessment Schemas to.
 - Classes that don't need to be reported are identified so that you can deselect them when importing.
For example, your school might have some study classes that you don't actually want in reporting.
 - Classes are displayed in year groupings.
3. Select Import from Sentral Data Layer.
Imported classes display – grouped into classes and roll classes. At this stage, no schema or teachers are attached to a class.

To edit or assign staff roles via the Classes screen

Although you can manage staff assignments from this screen, we recommend that you do it via the Staff Roles menu instead. See [Staff roles](#)

Once you've attached schema or teachers to a class, use this screen to view a summary of classes and check for incomplete data.



Figure 10: Buttons on the Classes screen

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Classes.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Classes.
For more, see [Navigate reporting periods](#)
2. (Optional) Select the Staff button to:
 - Make minor edits
 - Assign Teaching, Assisting or Supervising roles
Colours indicate if teacher (blue) assisting (pale green) and supervisor (green).
 - Re-order the display order using the drag handle icon (≡) when you have several teachers associated to one class. This determines the teachers to be print order on the template.
This button performs the same function as the Staff Roles menu.
3. (Optional) Select the Students button to:
 - View a list of all students in that class
 - Create a Lifeskills Cohort. See [To add a cohort – Lifeskills, Modified or Custom](#)
4. (Optional) Use the Rename button to rename imported or internal classes.
This aligns to each class within the Classes menu in Setup Academic Reports. These names only apply within the selected reporting period, so you can apply different names to classes in different periods.
5. (Optional) Do one of the following to remove classes that were imported accidentally or are no longer required:
 - a. Select Delete next to a class, and then select Confirm.
 - b. Select checkboxes next to one or more classes, then select Actions and choose Delete. Select Confirm.
6. (Optional) Do one of the following to copy a class and assign the same class to different schema:
 - a. Select Duplicate next to a class. Assign the same class to different schema.
 - b. Select one or more classes, then select Actions and choose Duplicate. Select Confirm. Assign the classes to different schema.



Tip: You might find this useful to deal with Support classes that typically contain a mix of students across years or are timetabled as one class for multiple subjects.

To add a cohort – Lifeskills, Modified or Custom

Use these steps to create a cohort within a class when you need to use different assessment items for a subset of students..

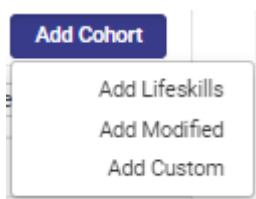



Figure 11: Add Cohort menu option

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Classes.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - iv. Select  Setup and choose Academic Reports Setup.
 - v. Select Edit next to the reporting period.
 - vi. Select Reporting and then choose Classes.For more, see [Navigate reporting periods](#)
2. Select the Students button next to the Class in which the students are enrolled.
3. Select Add Cohort and choose an option. Select Confirm. The cohort is added to the class and Move to is displayed in the Options column.
4. Select a student, select Move to, and choose a cohort from the options displayed.

Once a student is placed in the cohort, the Remove from Lifeskills/Modified/Custom button replaces the Move to button. The classes screen reflects the cohort information.

This feature does not work if it is a different teacher or different class name. It works to assign students to a separate schema with different scales and outcomes due to modified learning. The student should be in one cohort in that class.

To manually create a class for offline subjects

There are two ways to create a class for offline subjects:

- via Sentral Setup
- directly within Reports.


Use the steps in this topic to manually create an 'offline' class that is not timetabled and therefore hasn't been imported into Reports. Once created you can import the classes into reports exactly like a timetabled class.



Tip: Alternatively, if your offline subject has the same students or similar students to one of your other classes, for example if it's like one of your roll classes, you might prefer to use the Duplicate button to create a copy of that class (that you've already imported) directly within Reports without going anywhere else.



Note: You need to have access to Sentral Setup to perform this task.

1. Select  Setup and choose Data Synchronisation.
2. Select Data Sources and then Manage Classes in the left menu.

3. Select Add Class, enter class details, and select Save.
The class is labelled internal.
4. Select the students hyperlink to add students.
5. In Manage students, find and select students, and then select Save.
The class is created and is available within the Reporting module, which allows you to import from the Sentral data layer. Alternatively, if you have a similar class already in existence you can duplicate and rename it within the Classes menu.

Students

Overview

Student information comes into the Academic Reporting module when you import your roll classes from whatever admin system your school uses. See [Classes](#)



Note: Student information is managed separately. The way it is managed depends on your school situation. Your school's student information may be managed in Sentral Enrolments or another system such as ERN or CASES21.

Use the information on the Manage Students screen to:



- view the list of students in the reporting period
- filter the list of students
- import inactive students into the current reporting period
- update the status of selected students
- view class information for selected students
- assign students to classes for reporting
- manually override student names.



Video: Watch this video to learn about assigning students to classes for reporting
[Academic Reports Setup - Assigning students to classes for reporting](#)

To change the status of a student

Use these steps to update the status of a student for whom no report is required in the reporting period.

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Students.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Students.
For more, see [Navigate reporting periods](#)
2. Do any of the following:
 - a. To deactivate a student in the list, select Enabled next to the student and select the Disable option. Select Confirm.
Disabling here only affects Reports – there is no effect on any other module.

Disable if you want to 'hide' a student – stop data being recorded against a student for the current reporting period.

- b. To re-activate a disabled student, select Disabled next to the student and select the Enable option. Select Confirm.



If you enable a previously disabled student this way, you also need to re-enable their class assignments.

- c. To pin a student, select Enabled next to the student and select the Pin student option.

Pinning here only affects Reports – there is no effect on any other module.



Use this option to keep a student in a class for this reporting period even if they have moved class. It stops an import from the Sentral data layer from moving the student out of the class. If students are going to be changing classes towards the end of the reporting period or leaving the school, you can keep their records in the existing class(es) by selecting to Pin Student.

- d. To edit a student's preferred name for reports:
 - i. Select the student's name.
 - ii. In Set student's name, under Enter Manually, enter the student's preferred name and select Save.
- e. To exclude from comparative reports, select Enable next to the student and select the Exclude from Comparative reports option.

Your school may be able to generate comparative graphs for subjects that students have participated in. Use this option when the parents of students do not wish for their child to be included in this comparison. The component is called Subject Comparison Chart.

To add a student to a roll class

Use this option if the student is not on the roll for a class but requires a report during this reporting period.



1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Students.
 - b. Select the menu icon () and choose Academic Reports.
 - iii. Select  Setup and choose Academic Reports Setup.
 - iv. Select Edit next to the reporting period.
 - v. Select Reporting and then choose Students.

For more, see [Navigate reporting periods](#)

2. In Manage Students, do one of the following:
 - a. Use the filters to find a student.
 - b. Find the student in the list.
3. Select the Classes link for the student.
Class details for the student display.
4. Select an option from the Add student to class list.
5. Select Add.

To import inactive students by date range

Use this option to import inactive students into the current reporting period by date range.

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Students.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Students.

For more, see [Navigate reporting periods](#)

2. In Manage Students, enter a date range, and select Import.
3. In Import inactive students, select Confirm.

Staff roles

Overview

You have two options when you assign staff roles:

- auto assign – to assign teachers to their classes as listed in the Sentral data layer. This works if the users exist and are linked to their data layer ID.
- manually assign – to assign supervising teachers, year advisors, or any staff member without a data layer ID or class link.

You have four role types to choose from:

- Teaching
Has edit access and appears on the printed report by default anywhere Teacher is specified.
- Assisting
Has edit access and can optionally be added to the printed report using the 'Assisting Teacher' merge field. Teachers assigned this role see classes listed on the My Classes screen.
- Supervising
Can review the class data and change reviewing status.
- Year Advisor (or Stage Coordinator)
Has access to all classes in a year to review data and can enter a comment if required.

To view classes assigned to a teacher

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Staff Roles.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Staff Roles.For more, see [Navigate reporting periods](#)



2. Hover over the number of classes listed next to a teacher.

To assign staff roles

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu and then choose Staff Roles.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Staff Roles.For more, see [Navigate reporting periods](#)

2. To auto assign roles to teachers:
 - a. Select Auto Assign Roles
 - b. Select OK.
 - c. View the roles assigned to each user. If you need to make changes, manually assign roles.
3. To manually assign staff a role:
 - a. Select a teacher.
 - b. Select a role type for them.
 - c. Select the classes.
 - d. Select Save.

Scales

Overview

The Scales screen contains the repository of scales used throughout Sentral Reports. If you selected the option to use some common defaults to set up your Reporting Period, you'll have some default scales that you modify or delete. You can customise the scales available to teachers to award grades for Achievement, Effort and Attitudes to learning.



Tip: Remember to consider achievement scales for students on modified programs or in different stages.

To customise default scales

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Scales.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Scales.For more, see [Navigate reporting periods](#)
2. Select Edit next to a scale.
3. Update the name of the scale, the short name and grade.

You can use any combination of letters and/or numbers for grades.



Once a scale is created, you can edit the words, letters and numbers used, but not the number of values it contains.
4. Select Save.





Next steps: Assign the scales to classes using schemas.

To add new scales

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Scales.

-
- b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Scales.
For more, see [Navigate reporting periods](#)
2. Under Add New Scale, specify the Type, Style, and Grades.
 3. Select Add scale.

To import scales from Sentral Setup

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Scales.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Scales.
For more, see [Navigate reporting periods](#)
2. Under Import Scale on the right, select Import from Sentral setup.
The available scales are listed.
3. In Import scale from Sentral setup:
 - a. Select the scale name.
 - b. Select the scale type.
 - c. Select Save.

Scales (Victoria)

Overview

The Scales screen contains the repository of scales used throughout Sentral Reports. If you selected the option to use some common defaults to set up your Reporting Period, you'll have some default scales that you modify or delete. You can customise the scales available to teachers to award grades for Achievement, Effort and Attitudes to learning.



Tip: Remember to consider achievement scales for students on modified programs or in different stages.

Progression points

You need a Victorian Curriculum scale to meet your standard progression point requirements. You may also require English as an Additional Language (EAL) Pathway A, B, and C scales to assess EAL students.

Progression point source

The available sources for progression points are:

- EAL Pathway A/B/C
- Victorian curriculum.

The source gives you access to the applicable range of scores. For example, Victorian curriculum has A, B, C, D, 0.5-11 in 0.5 steps and several DNP results.



Note: Victorian curriculum meets requirements for exporting data to CASES21.



Progression rating algorithm

The algorithm you select determines if and how the Rating is applied.



- Age Expected Rating
Uses the VC Matrix as defined by the Department. For example, 6-12 months ahead is 'B', 18+ months ahead is 'A'.
- Manual Rating
Requires teachers to enter a rating rather than it being calculated.
- No Rating
A rating is not entered or calculated.

Once you create the scales, assign them to classes using Schemas.

To add EAL subjects and scales

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Scales.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Scales.For more, see [Navigate reporting periods](#)
2. Select Edit next to a scale.
3. Create New achievement Scale with progression Points.
4. Name the scale e.g. EAL Pathway A.
5. Select Pathway A in progression source.
6. Repeat for B and C.
7. Ensure EAL subjects are toggled on for assessment in the appropriate schema.
8. Ensure EAL subjects within the schemas are set to Subject and Strand and attach the appropriate scale.

To customise default scales

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Scales.
 - b. Select the menu icon () and choose Academic Reports.
 - iv. Select  Setup and choose Academic Reports Setup.
 - v. Select Edit next to the reporting period.
 - vi. Select Reporting and then choose Scales.For more, see [Navigate reporting periods](#)
2. Select Edit next to a scale.
3. Update the name of the scale, the short name and grade.
You can use any combination of letters and/or numbers for grades.
Once a scale is created, you can change the labels on the Rating. That is, edit the words, letters and numbers used, but not the number of values it contains.
4. Select Save.

Course results

Overview

Use the Course Results screen to create and edit results, including:

- Course results
- Class results
- Student-based results.

The information that you configure here gets used when you create schemas.

More about course and class results

The results types that you create for Courses and Classes are the same for all students in the course. They behave in a similar way and allow you to distinguish between results when several classes exist for the one course.

You can publish the average mark, a mark, a percentage and/or the median.

For example, if you create a Course or Class average result, this places the same exam average or class average on each student's printed report.

More about student-based results

The student-based results that you create are different for each student in the course.

You can publish a rank, mark, percentage, or mark a value of your choice such as class attendance satisfactory/unsatisfactory.

For example, student marks may have the individual exam mark and the individual course ranking mark against each student.





Note: A rank must be linked to a Markbook or to a valid course result in the reporting period. A mark, percentage and unsatisfactory/satisfactory can be entered manually or linked to a Markbook.



Tip: Another result you might find useful is to define Work Placement hours for VET courses. You'd need to set this up prior to creating Faculty schemas for the results to display.

To add a result

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Course Results.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Course Results.
For more, see [Navigate reporting periods](#)
2. Do one of the following:
 - a. Select Add Course Based Result.
 - b. Select Add Class Based Result.
 - c. Select Add Student Based Result.

3. Specify the result name, description, and the mark type.
4. For student-based results, specify if the result applies for a course or class.
5. Select Save.
6. Do any of the following:
 - a. To edit results, select Edit next to the result, make changes, and select Save.
 - b. To remove results, select Remove next to the result, and select Confirm.
 - c. To re-order the list, use the drag handle icon (☰)

Attitudes

Overview

Use the Attitudes to Learning screen to add, copy and edit Groups, Subgroups and Attitudes.

The information that you configure here gets used when you create schemas. You'll get to assign Attitude groups to classes in Overall or Assessment schemas.



Note: You may have different Attitude groups for different curriculum stages.

More about groups and subgroups

The hierarchy of Attitude groups is:

- Groups – you can create one or more groups, but you're restricted to using one in a subject schema
- Subgroups – you can add multiple subgroups to each group. Attitudes to Learning has two default subgroups – Social Development and Commitment to Learning.
- Attitudes – you can add many Attitudes to each subgroup
- Attitude tags – you can use these to customise printing options.

To add an attitude group

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Attitudes.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Attitudes.For more, see [Navigate reporting periods](#)
2. Under Add Group, enter the name of the group, and then select Add.

To edit, copy or delete a an attitude group




1. First, add a group. See [To add an attitude group](#)
2. Do any of the following:
 - a. To edit an attitude group, select Edit next to the group heading. Change the name of the group and select Save.
 - b. To copy an attitude group, select Copy next to the group heading. Enter the name of the group and select Save.
 - c. To copy additional attitude groups after the first one, select Import from reporting period. In Copy Attitudes, select the attitudes to import, and then select Copy.

-
- d. To remove an attitude group or subgroup, select Delete next to the group heading. Select Confirm. Deletion is only possible if the Attitudes group has not been assigned to a schema. Deletion also removes any subgroups.

To add a subgroup and attitudes

1. First, add a group. See [To add an attitude group](#)
2. Under the group heading, enter a name for the subgroup, and then select Add. Enter details and select Save.
3. Select the link in the Attitudes column. Under Attitudes, enter an Attitude name and select Add.

To edit or delete a subgroup and attitudes

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Attitudes.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Attitudes.For more, see [Navigate reporting periods](#)
2. Select the link next to the subgroup in the Attitudes column.
3. Do any of the following:
 - a. To edit the subgroup, make changes in the Attitude subgroup section, and select Save.
 - b. To delete the subgroup, select Delete in the Attitudes section, and select Confirm.
 - c. To edit an attitude for the subgroup, select Edit next to the attitude in the Tasks column. Make changes and select Save.
 - d. To delete the attitude, select Remove, and then select Confirm.
 - e. To re-order the list, use the drag handle icon ().



Attributes

Overview


Use the Attributes screen to create one or more Attribute groups. Use it to record additional information or other requirements that are not covered by other areas of reports.

The information that you configure here gets used when you create schemas. You'll get to assign Attribute groups to classes in Overall schemas and Assessment schemas.

To add an attribute group and attributes

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Attributes.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Attributes.For more, see [Navigate reporting periods](#)
2. Under Attributes Group, enter the name of the group, and select Add Group.
3. Select the link next to the group in the Attributes column.
4. Under Attributes for [group name], enter a name for the attribute, and select Add Attribute. The attribute is added to the list.

You can use values such as Attributes can have Yes/No, Satisfactory/Unsatisfactory, High/Medium/Low, or any other set of values.

5. Do any of the following:
 - a. To create an option for the attribute, select the link in the Options column. Enter a name for the option and select Add Attribute Option.
 - b. To copy the attribute, select Copy next to the attribute, enter a new name and select Copy.
 - c. To rename it, select Rename next to the attribute, enter the new name and select Rename.
 - d. To remove an attribute, select the delete icon  next to the attribute. Select Confirm.

Activities

Overview

Use the Activities screen to create one or more School Activity Groups to report on extracurricular activities. You can only add one activity group to each schema.





Note: Use different groups to organise your data into year groups or use a different list for different schemas. For example, Member of the School Band, Regional Basketball Representative or School Improvement Team Member.

There are two ways to creating reports on extracurricular activities:

- create a manual list of activities
- link to the Student Activities module.

Linking to the school activities module allows you to use student lists already created for excursions and incursions.

To link to the Student Activities module

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Activities.
 - b. Select the menu icon  and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Activities.

For more, see [Navigate reporting periods](#)

2. Do one of the following:
 - a. Create a new group.
 - i. Enter a name for the activity group and select Add.
 - b. Use one of the existing Activity groups.
 - i. Select Edit next to an activity group.
 - ii. Select Activities as the source.
 - iii. Specify sync settings.





Note: The 'Import activity points' option has a related component called School Activity Points that you can use to display this information on reports.

3. Select the activity cycles for the reporting period.
4. Select Save.

5. To update your information, use the sync button next to each imported activity source. You may wish to conduct a sync immediately before publishing/printing final reports.
6. To view the activities listed in your group, select the Group link. The list of all the activities as well as the number of students enrolled in each activity displays. To view the students included in an activity access the Activity in the Activities module.

To create a manual list of activities

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Activities.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Activities.

For more, see [Navigate reporting periods](#)

2. Enter a name for the new activity group and select Add.
3. To add activities to the group, select the activity link.
4. Enter a name for the activity and select Add. The student numbers at this stage will be 0. School activities are assigned to Roll classes in Assessment Schemas. Roll call teachers will be able to select which Activity the students have participated in and view student lists.



Note: You can prepare multiple activities groups to be included in different schemas. For example, the Kindergarten/Prep classes may have a more limited set of activities available to them than the older children.



Tip: You may need to come back to this section prior to publishing or printing reports and sync activities to ensure you have the most up to date list of students.

Overall schemas

Overview

Use overall schemas to set up the general information being reported on outside of a teaching subject. You can have different overall schemas for different groups within your school.

This is different to faculty schemas, which define what is reported on for each teaching subject.



Tip: You can only apply a roll class to an overall schema. Decide whether you want one schema for all years or different schemas because settings vary across years or stages.




Video: Watch this video to learn about Overall Schemas. [Academic Reports Setup - Overall Schema for High School](#)

To create an overall schema


1. Do one of the following:



Tip: For printing reports to work, you need to assign all students need to an overall schema.

- a. If the reporting period is already open, select Reporting in the left menu, and then choose Overall Schemas.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Overall Schemas.For more, see [Navigate reporting periods](#)
2. Select Create a New Schema.
 3. Enter a name that refers to the Years/Stage/Classes that will use the schema.
 4. Review the default selections and specify settings.

The settings displayed reflect the options selected as you worked your way through the Reporting sub-menus. If you need to adjust the default selections, use the relevant menu option.

 - Achievement Scale: works with the Assessment Overview component in the layout.
 - Attributes list: relevant if your school wants to report on Attributes outside of subject areas or use it for a roll call teacher comment.
 5. Specify settings in the Comments section.
 - a. Select what (if any) overall comment to use.
 - b. Choose whether to set a character length other than the default.
 - c. Choose which comment options to use. For example, Principal, Year Advisor or Mentor comment. These are not teacher comments written in subject pages.
 6. Select Save.
 7. Assign classes to the overall schema.
 - a. Select  Setup and choose Academic Reports Setup.
 - b. Select Assessment Schemas and select Assign Classes next to the schema.
 - c. Select the classes and then select Save.
 8. Click on the Assign Classes at the main screen.

You can only assign roll classes to overall schema. You'll need to assign all students to an overall schema for printing.

Attendance

Overview

There are three options for adding Attendance data to your reporting setup:

- Importing from the Attendance module
- Importing from an external system
- Roll call teachers manually entering data.



Note: Most schools start using Attendance well before they start using Reports. It is rare for a school to do anything other than import from Attendance. Even if your school is not using Sentral for attendance, you are more likely to import the data into Attendance and then sync that data into Reports.

To import attendance data from Sentral

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Attendance.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Attendance.For more, see [Navigate reporting periods](#)
2. Select 'Attendance' for the import type.
3. Select the date range.

You can vary this for each year group. The dates are not the same as the initial date range that defined access for data entry.
4. Choose options to include in the attendance data import.
5. Select Save & Import.

To import from an external system or enable manual entry

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Attendance.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Attendance.For more, see [Navigate reporting periods](#)
2. Select 'Manual' for the import type.
3. Do one of the following:
 - a. Choose a file to upload. Refer to the sample import CSV file to confirm that your external file is correctly formatted.
 - b. Do not choose a file if your leadership team has decided teachers should enter data on the main Academic Reports page for each student.
4. Select the date range.

You can vary this for each year group. The dates are not the same as the initial date range that defined access for data entry.
5. Choose options to include in the attendance data import.
6. Select Save & Import.



After importing, a date and time stamp displays so that you know when the last import was performed. This is where you check before printing final reports to make sure data is up-to-date, and it gives you the option to update data if necessary.

Student data clean-up

Overview

Use this feature to remove specific parameters from reports when data has been entered incorrectly. Use this option instead of clearing all data and making the reports blank.

To clean up student data

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Student Data Cleanup.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Student Data Cleanup.For more, see [Navigate reporting periods](#)
2. Select the type of data to be cleared.
3. Select additional options to refine the cleanup.
4. Select cleanup.
5. Select Confirm to proceed.

Faculty schemas workflow

Overview

A schema is a plan or a framework that contains all the general information required to build a student's final report.

There are two ways to create schemas:

- Using the Schema Creation Wizard to bulk create similar schemas
- Creating individual schemas within each faculty

Good practice suggestion

Use the Schema Creation Wizard to generate schemas with settings that are common to all.

Reason

You or a supervising teacher can then edit the schemas to set the specific requirements for a subject.



Tip: This is the fastest way to setup multiple schemas for your school.



Good practice suggestion


Before you begin, analyse the reporting requirements of each subject and organise them into groups with similar reporting requirements. Consider the achievement scale and course results used. For example, create all subjects together that are assessed based on outcomes using an A-E scale and exam rank. Create a second batch for subjects assessed on outcomes using a different scale.

Reason



It is likely that you will complete this action multiple times as you separate your subjects into similar reporting groups. Planning will save you time.

To access schemas

1. Do one of the following:
 - a. If the reporting period is already open, select Faculty Schemas in the left menu.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Faculty Schemas.For more, see [Navigate reporting periods](#)
2. Select Overview in the left menu.

The Faculties Setup screen displays the list of completed subject schemas.
3. Select View  next to a faculty to view related course schemas.

To bulk create faculty schemas with the schema creation wizard

1. Do one of the following:
 - a. If the reporting period is already open, select Faculty Schemas in the left menu.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Faculty Schemas.For more, see [Navigate reporting periods](#)
2. Do one of the following:
 - a. In Faculties Setup, select Bulk Create Schemas.
 - b. In the left menu, select Schema Creation Wizard.
3. In Stage 1 of the wizard:
 - a. specify whether to create separate schemas for each subject for the selected years.
 - Select Yes if the reporting period contains multiple years.

For example, to set up Semester 1 reports for the Junior school, selecting Yes will create a separate schema for Year 7 Science, Year 8 Science, Year 9 Science and Year 10 Science.
 - Select No if the reporting period only contains one year group.
 - b. Select the applicable years and subjects.
 - c. Select Continue.
4. In Stage 2 of the wizard:
 - a. Specify the data to record and the grading scales used to record it.

Capture as much information as you want – not everything has to appear on the final printed report.
For a completed example, see [Schema creation wizard – stage 2](#) in the Appendix.
 - b. Select Continue.
5. In Stage 3 of the wizard:
 - a. Check the summary of what you have selected so far.
 - b. Do one of the following:
 - i. To go back and change something, select Previous.
 - ii. To proceed without changes, select Generate.

The Faculties Setup screen displays a summary of the faculties, created schemas, and available subjects.

To edit schemas




Tip: Work with faculty heads or have them perform this task to ensure faculty schemas are set up properly.

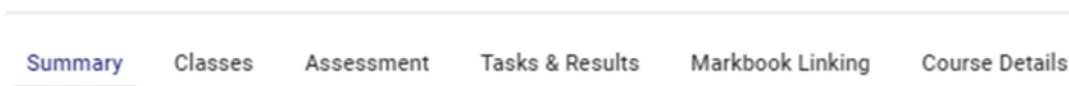


Warning: You cannot remove a faculty if it has active schemas.

Summary tab

Use the following steps to Edit, Assign Classes and sync marks from Markbook.


1. Select  View next to a faculty to go to the faculty's setup page:
2. Select Edit.
The Edit Schema screen displays with the Summary tab selected.



3. View the settings you selected when creating bulk schemas.
4. Under Schema Overview, do any of the following:
 - a. Select the curriculum or subject used for assessment.
 - b. Add a secondary assessment – another curriculum from a different faculty.
 - c. Select the Stage.
 - d. Enter a course outline.
 - e. Select the name used when printing reports.
 - f. View the classes and Markbook attached to the schema.
 - g. Select a Continuum option.
5. Under Assessment, do any of the following:
 - a. Specify the setting for Overall Subject Assessment.
When this option is set to Off, the subject assessment is hidden in the interface. The grade still exists but users cannot see or edit the mark. Use this for scenarios where a breakdown of a subject is necessary, but an overall mark is not required.
 - b. Specify how to assess the schema.
 - i. To use one scale per subject, select Subject Only and select the scale to use.
 - ii. To use two achievement scales per subject, first enable the setting at the Reporting Period level.
Select an achievement scale for the overall result for the subject. Subjects + Outcomes, Subjects + Strands, or Subject + Checklist.
Select a secondary achievement scale for the other results – Strands, Outcomes, Checklist items.
 - c. Specify whether to use grade boundaries.
 - d. Specify whether to assess an additional grade separate to the main assessment and what assessment items to assess the additional grade against.


- e. **Select whether to use an individual Learning Plan.**
 - f. Specify Attitudes to Learning (if any).
6. Under Comments, specify settings.
To add more than one comment type in a subject, go to General Setup | Comment Types (Teacher, Supervisor, Year Advisor). Add a Comment Bank.
7. Select Save.

Classes tab – attach classes to your schema


1. Select  View next to a faculty to go to the faculty's setup page:
2. Select the Classes tab.
3. Select classes for the schema.
4. Select Save.

Assessment tab – select assessment items for your schema

Your selections on the Summary tab during schema creation determine the items displayed on the Assessment tab.


1. Select  View next to a faculty to go to the faculty's setup page:
2. Select the Assessment tab.
3. Select the Strands, Outcomes, or Checklist items for the reporting schema.
4. To add a strand, outcome or checklist item that isn't there:
 - a. Select the option to add the item.
 - b. Enter details for the item.
 - c. Select Save.

Tasks and Results tab


1. Select  View next to a faculty to go to the faculty's setup page:
2. Select the Tasks and Results tab.
3. Specify settings to record per student and per course, exam results and rankings against the schema.
4. To add an exam or course, mark or rank, Select Add New Result and select from the options.
5. Choose whether to link results to the Markbook or enter them manually.
6. Select Save.

Course Details tab

Feature availability

	Central Cloud (ST)	Central Enterprise (MT)
Academic reports module		

Use these steps to add unit name and requirements for the course and assessment schedule.



1. Select  View next to a faculty to go to the faculty's setup page:
2. Select the Course Details tab.
3. Enter details and select Save.

To set up Markbook linking for schemas





Note: If your school wants to use Markbook linking, you'll need to set up each of the schemas so that they accept data from your Markbook(s) before you can sync data.

To turn on Markbook linking

1. Do one of the following:
 - a. If the reporting period is already open, select Faculty Schemas in the left menu.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Faculty Schemas.
For more, see [Navigate reporting periods](#)
2. Select a schema in the left menu.
3. Select Edit next to a schema.
4. In Edit Schema [subject], select the Markbook Linking tab.
5. Under Markbook Linking, next to Markbook Linked, select Yes.
6. Select an option from the Category list – the Markbook category that you want to the schema to be attached to.
7. Select an option from the Markbook list – the specific Markbook that you want the schema to be attached to.
8. Select Save.

To link data from specific assessment items for syncing

1. Do one of the following:
 - a. If the reporting period is already open, select Faculty Schemas in the left menu.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Faculty Schemas.For more, see [Navigate reporting periods](#)
2. Select a schema in the left menu.
3. Select Edit next to a schema.
The Edit Schema [subject] screen displays.
4. Select the Markbook Linking tab.
5. View the list of assessment items included in the schema.
This could include:
 - Subject overall
 - Strands
 - Outcomes
 - Checklist items
 - Effort (or additional grade)
 - Course Results.
6. Next to each assessment item, select an option from the dropdown list to link the assessment item to the appropriate Markbook column. To check that the linking matches, confirm:
 - columns are linked to assessment items of the same kind
 - column values containing marks are linked to course results
 - columns containing grades are linked to a subject grade, strands or outcomes.If linking grades, ensure that you use the same grade scale in both Markbook and Academic Reports
For example, if you are using a 5-point A, B, C, D, E scale in Markbook, use this scale in the Reports module as well.



Warning: *Conflicting scales create mismatched and erroneous data.*

7. Select Save.

To set up Continuum linking for schemas

To turn on Continuum linking

1. Do one of the following:
 - a. If the reporting period is already open, select Faculty Schemas in the left menu.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Faculty Schemas.For more, see [Navigate reporting periods](#)
2. In the left menu, select the faculty.
3. Select Edit next to the schema you want to link to from the Continuum.
4. In Edit Schema [subject], select the Summary tab.
5. Select an option from the Continuum dropdown list. This is the continuum to sync assessment data from.
6. Select Save.

To sync a Markbook

Overview

Use the information in this section if you want to draw data from your Markbook and this is already configured for your school.



Note: Once the faculty schemas have been set up to accept data from your Markbook(s), you'll be able to sync report data from the Faculties > Overview screen, on each Faculty screen, and within each Subject Schema, as well as within the class itself.

There are three places you can sync a Markbook:

- Sync at the Subject Schema Level
- Sync at the Faculty level
- Sync at the Overview Faculty level
- Sync at the Class level.

This option is not a setup function. Teachers doing reports can use the syncing option within the class screen where they write reports.

To view a faculty schema home page

Use these steps view the schemas allocated to a faculty.

1. Do one of the following:
 - c. If the reporting period is already open, select Faculty Schemas in the left menu.
 - d. Select the menu icon (⋮) and choose Academic Reports.
 - iv. Select ⚙ Setup and choose Academic Reports Setup.
 - v. Select Edit next to the reporting period.
 - vi. Select Faculty Schemas.For more, see [Navigate reporting periods](#)
2. In the left menu, select the faculty.

-
3. View the schemas allocated to the faculty.

To sync from a Markbook at faculty level



Note: Your schemas must first be set up to accept data from your Markbook(s) before you can sync this way.

1. Open the Faculty Schema home screen. See [To view a faculty schema home page](#)
2. Select Sync from Markbook.

To sync from Continuums

Overview

Use the information in this section if you want to draw data from your Continuum Tracker and this is already configured for your school.

There are two places to sync Continuums:

- Sync at the Faculty level
- Sync at the Subject Schema level.

1. Do one of the following:
 - a. If the reporting period is already open, select Faculty Schemas in the left menu.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Faculty Schemas.For more, see [Navigate reporting periods](#)

2. In the left menu, select the faculty.
3. In Course Schemas, select Edit next to the schema you want to sync.
4. In Edit Schema [subject], select the Summary tab.
5. Select Sync from Continuum.
A confirmation message displays when synchronisation is complete.



Note: Your schemas must first be set up to accept data from a continuum before you can sync this way.

Schema templates

Use schema templates to define a common set of schema properties and then apply these to one or more existing schemas. You can make changes to schema(s) without having to edit each one.

To view a schema template

1. Do one of the following:
 - a. If the reporting period is already open, select Faculty Schemas in the left menu.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Faculty Schemas.For more, see [Navigate reporting periods](#)
2. In the left menu, select the Faculty Templates. Schemas that have been saved as templates.
3. Select View next to a template in the Task column.

To create a new schema template

1. Do one of the following:
 - a. If the reporting period is already open, select Faculty Schemas in the left menu.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Faculty Schemas.For more, see [Navigate reporting periods](#)
2. In the left menu, select a subject area to view its existing schemas.
3. Select a schema, select Save As Template from the dropdown list, and then select Go.

Academic Reports Setup

The screenshot shows the 'Academic Reports Setup' interface. On the left is a navigation menu with 'Faculty Schemas' expanded to show 'English'. The main content area is titled 'Course Schemas' and includes buttons for 'Sync from Continuum', 'Sync from Markbook', and 'Create a New Schema'. Below this is a table of schemas with columns for 'Schema' and 'Tasks'. The 'English' schema is selected, and its tasks include 'Edit', 'Assign Classes', 'Copy', and 'X'. At the bottom, there is a dropdown menu for actions on the selected schemas, with 'Save As Template...' highlighted.

Figure 12: Save schema as a template (SentralOne)

To copy a schema



Example: Useful if your school is reporting on more than one Industrial Technology subject. Rather than manually creating another Industrial Technology subject, adjust the name of the existing schema, copy the schema, and changing the name to that required.

1. Do one of the following:
 - a. If the reporting period is already open, select Faculty Schemas in the left menu.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.

iii. Select Faculty Schemas.

For more, see [Navigate reporting periods](#)

2. In the left menu, select a subject area to view its existing schemas.
3. Select Edit next to the schema you want to copy. The Edit Schema [Subject] screen displays with the Summary tab selected.
 - a. Under Schema Overview, edit the schema name.
 - b. Select Save.
4. Select Copy next to the schema.
5. In Copy Course Schema:
 - a. Enter a new name for the schema.
 - b. Specify whether to copy checklist items, outcome selections, and course results.
 - c. Select Save.
6. Select Edit next to the copied schema.
 - Change the default Print Using setting to Schema Name.
7. Select Edit next to the original schema.
 - Change the default Print Using setting to Schema Name.

Layouts

Overview

Use the information in this section to configure the Reports layout for your school.

Layouts refers to the way you want the data to look in reports. If your school is new to Sentral, work with layouts to set up before the first Academic report. If your school is already using Sentral, work with layouts when a new template is required.



Video: Watch this video on our YouTube channel to learn more about Layouts.

[Academic Reports Setup | Layouts – Understanding layout styles](#)

[Academic Reports Setup | Layouts – Create a template](#)

Templates

Overview

Templates work independently of the data entry. They are made of several components (building blocks) that have specific jobs within the template to display data. You can edit templates right up until the day of final printing without having to worry about any data loss.



Note: Data entry can begin even before a template has been created.

Sub templates

Sub templates allow you to create a subsection of a layout to reuse in other layouts.

Consider using sub templates to:

- include different front-page text for different year groups while keeping the same overall single layout
- create different front pages for different year levels
- add an explanatory page for a specific subset of students such as ESL.



Tip: Sub templates are a great way to keep a consistent layout using the same overall layout for all students but varying certain parts of the content based on certain student groupings.



Video: Watch this video on our YouTube channel to about sub templates.

[Academic Reports Setup | Layouts...working with sub templates](#)

Components

Feature availability

	Central Cloud (ST)	Central Enterprise (MT)
Academic reports module		<ul style="list-style-type: none">■ Additional components available Awards List; Sub Template (Large); Subject Comparison Chart

Components are used to present data in your report.



Video: Watch these videos on our YouTube channel to learn about layouts and components.

[Academic Reports Setup | Layouts...Understanding and editing components](#) and [Academic Reports Setup - Layouts...adding a component](#)

About the Design tab

The Design tab is where you create, edit and allocate components that apply to the student rather than a Subject. Typically, you'll find these at the beginning of a report and they'll include information such as the students' name, class list, attendance, scale descriptions and Principal comment.

About the Subject Layouts tab

The Subject Layouts tab is like the Design tab. It allows you to create, edit and allocate how to present the components for subject data.



Note: You don't have to have a different template for each subject. You can have as many templates as you need and nominate the subjects that will use each template.

To create a report layout using a template

Consider using a template if this is your first time creating a layout.



Video: Watch this video on our YouTube channel to learn more about Layouts.

[Academic Reports Setup | Layouts – Create a template](#)

1. Do one of the following:
 - a. If the reporting period is already open, select Layouts in the left menu.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙️ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Layouts.For more, see [Navigate reporting periods](#)
2. Select Report Templates from the left menu.
3. Under New Report Layout, enter a template name.
4. Do one of the following:
 - a. Select Use a Template
 - i. Select a template style from the list.
 - ii. Check the preview to get an indication of how the report components display for the selected style.
Consider using a template if this is your first time creating a layout.
 - b. Select Copy Existing
 - i. Select an existing layout to copy from the lists.
Use this option if your school has already done a Report and you want to continue using the same layout for a new reporting period. You can modify the template.
 - c. Select Blank Layout.
 - d. Select New Sub Template.
 - e. Select Import Template
 - i. Choose a template file (from another school).
5. Select Create Layout.
6. If you selected to create a Blank Layout, you'll need to add components.
 - a. In Reports Templates, select Design next to the template.
 - b. In the Design tab, select Add Components.
 - c. In Add Component, select Add next to a component
 - d. In Component Details, specify settings and select Save.
7. Edit the template details. See [To edit an existing template](#)

To edit an existing template

There are four options next to each template: Details, Styles, Design and Subject layouts.

Details



Styles

Design

Subject Layouts

Edit Details tab

1. Do one of the following:
 - a. If the reporting period is already open, select Layouts in the left menu.



-
- b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Layouts.

For more, see [Navigate reporting periods](#)

2. Select Report Templates in the left menu.
3. Select Details next to the template.
4. Update details. Some of the options on this tab apply to the entire template.
 - a. To use a custom border, select Custom and then select Save. An additional section displays for you to specify border settings.
 - b. To use a watermark, first upload an image to the Image bank.
 - c. To export the template, select Export, and save the generated XML file.
5. Select Save.

Edit Styles tab

Use the Styles tab to review the available font styles and create your own.

1. Do one of the following:
 - a. If the reporting period is already open, select Layouts in the left menu.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Layouts.
- For more, see [Navigate reporting periods](#)
2. Select Report Templates in the left menu.
 3. Select Styles next to the template.
 4. Do any of the following:
 - a. Select Copy next to a style to copy the style, make a change, and then save it under another name.
 - b. Select Delete next to a copied style to remove it.
 - c. Select Edit next to a style to edit the style and save it.
 - d. Select Revert next to a style to send a previously edited style back to the default settings.
 - e. Select Add a Style to create a new style. Enter details and select Save.
 5. Select Save.



Tip: Styles inherit functionality from the template default style, so if you want to change the font used across your template, the fastest thing to do is change the style on the default.



Note: See [Creating a new style in Report Layouts](#) in the appendix section.

Edit Design tab

Use the Design tab to add and edit components that apply to the student rather than a subject.

1. Do one of the following:

- a. If the reporting period is already open, select Layouts in the left menu.
- b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙️ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Layouts.
 For more, see [Navigate reporting periods](#)
2. Select Report Templates in the left menu.
3. Select Design next to the template.
4. Do any of the following:
 - a. To add a component, select Add Component.
 - i. In Add Component, select Preview next to a component to check its appearance, and then select Add.
 - ii. In Component Details, specify settings, and select Save.
 - b. To Edit an existing component, hover over the component and select an edit tool.

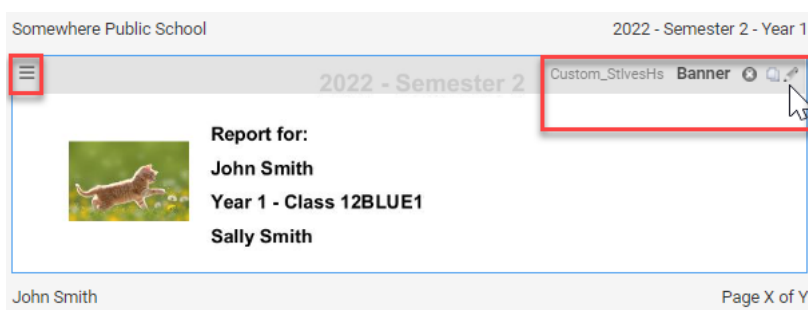


Figure 13: Report template component

- c. To re-order the components, use the ≡ drag handle icon at the top left of each component.



Note: Each component has a unique collection of settings that can be changed to alter the look and data included in the component.

See [General component](#) in the appendix section.

Edit Subject Layouts tab

Use the Subject Layouts tab to create, edit and allocate how you want the components for subject data to display. Each component has a unique collection of settings that you can change to alter the look and data included in the component.




Video: Watch this video on our YouTube channel to learn about subject layouts in report templates

[Academic Reports Setup | Layouts...working with subject layouts in report templates](#)



Note: Make sure you have the component called Subjects in the Design tab before you set up your subject-based templates.

1. Do one of the following:
 - a. If the reporting period is already open, select Layouts in the left menu.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Layouts.
2. Select Report Templates in the left menu.
3. Select Subject Layouts next to the template. Templates for [subject] are listed.

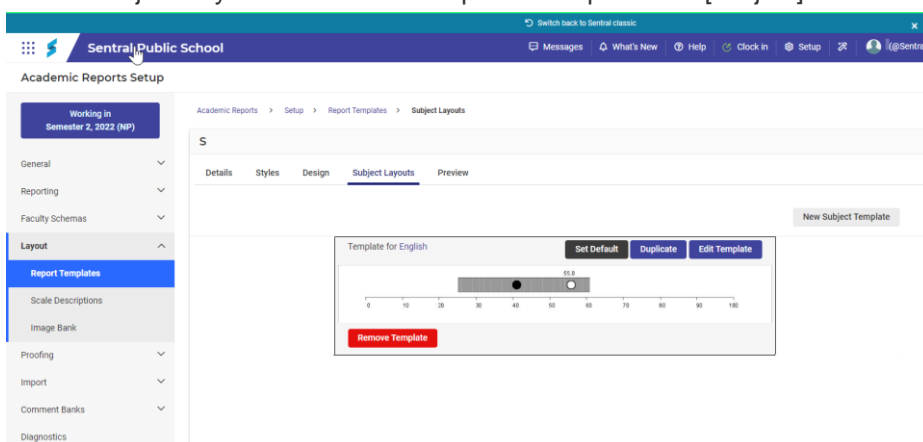


Figure 14: Subject component example

To add a new subject template for the first time

1. In Subject Layouts, Select New Subject Template.
2. In Subject Template Layout, select a default template layout to use for the subject template.
3. Select Save.

Each subject gets automatically allocated to the default template you selected.

If you want to make changes, select Edit, make changes, and then select Save.

For examples, see

[Subject components – examples](#)

To duplicate (and edit) a subject template



Tip: Consider using the generic template then edit a copy of it. For example, use the same template for English and Maths but then include an additional comment section in the Maths template.

1. In Subject Layouts, select Duplicate. The duplicated subject template displays under the original one. It doesn't have a subject allocated.
2. Select the No Subjects link.

- In Subject Assignments, select subjects that you want to use this template instead of the default.
- In the duplicated subject template select Edit Template.

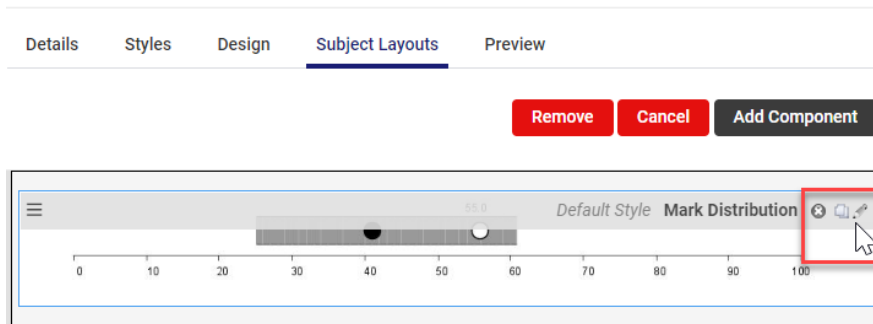




Figure 15: Subject template example – edit tools visible

- Hover over the duplicated subject template to display the edit tools.
- Select  Edit, make changes, and then select Save.
- Select Add Component to add components to the subject template.
- Use the  drag handle icon at the top left of each component to change the display order.

Scales

Some report template components display a description for each scale grade.



Use the information in this section to set the descriptions for scale grades. Descriptions that you enter here for Achievement, Effort and Attitudes automatically flow into the Assessment Overview component of a Report Template.



Video: Watch this video on our YouTube channel to learn about updating Scale descriptions.

[Academic Reports Setup | Layouts...scale descriptions](#)

To enter a grade scale description

- Do one of the following:
 - If the reporting period is already open, select Layouts in the left menu.
 - Select the menu icon () and choose Academic Reports.
 - Select  Setup and choose Academic Reports Setup.
 - Select Edit next to the reporting period.
 - Select Layouts.
 For more, see [Navigate reporting periods](#)
 - Select Scale Descriptions in the left menu.
 - In Achievement Scales, select the description text for a grade.
 - In Edit Description enter an appropriate description for the grade, and then select Save.
 - Repeat for scale descriptions in the Effort tab and Attitude tab.
- The report template component doesn't update automatically. You need to add the component again.

6. To update the component in the report template:
 - a. Select Layout and then select Report Templates from the left menu.
 - b. Select Design.
 - c. In the Design tab, select Add Component.
 - d. In Add Component, select Add next to Assessment Overview.
 - e. Update settings such as Component Position, Heading, Assessment Type.
 - f. Select Save.
The component displays with descriptions.
 - g. Repeat for Effort and Attitude.


Image Bank

Feature availability

	Sentral Cloud (ST)	Sentral Enterprise (MT)
Restrict image to reporting period		■

To upload an image to the Image Bank

Use these steps to upload images for the Images component of a Report Template.

1. Do one of the following:
 - a. If the reporting period is already open, select Layouts in the left menu.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Layouts.
 For more, see [Navigate reporting periods](#)
2. Select Image Bank in the left menu.
3. Choose a file to upload.
4. (MT versions) Choose whether to restrict the image to the reporting period.



Note: You don't need to upload the school logo because it is already stored in your school's Sentral database.



Proofing

Overview



Proofing allows you to do a quick visual check of various data.

To perform assessment proofing

1. Do one of the following:
 - a. If the reporting period is already open, select Proofing and then Assessment in the left menu.



-
- b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Proofing and then select Assessment.For more, see [Navigate reporting periods](#)
 2. View a summary of your Assessment Schema, Subject Codes, Subject Names, Strand Code, Strand Name, Outcome Codes, Outcome Descriptions and Checklist Item.
 3. (Optional) Select Export CSV.

To check course outlines

1. Do one of the following:
 - a. If the reporting period is already open, select Proofing in the left menu and then select Outlines.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Proofing in the left menu, and then select Outlines.For more, see [Navigate reporting periods](#)
2. Check any course outlines that you entered within the Assessment Schema configuration.
3. (Optional) Select Export CSV.

Import

Use these steps to import existing reporting checklists into their report using the CSV format listed.



1. Do one of the following:
 - a. If the reporting period is already open, select Import and then select Checklists in the left menu.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Import in the left menu and then select Checklists.For more, see [Navigate reporting periods](#)
2. Confirm that the file to be uploaded is in the correct CSV format:
subject_name, checklist_heading, checklist_item
3. Select options for:
 - Curriculum group
 - Stage
 - Achievement scale
 - Effort scale
4. Choose a file to upload and select Upload.

Comment Banks




Overview

Comments can be imported or added to the comment bank.

To view comment banks

1. Do one of the following:
 - a. If the reporting period is already open, select Comment Banks in the left menu and then select Manage Comment Banks.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Comment Banks in the left menu and then select Manage Comment Banks.For more, see [Navigate reporting periods](#)
2. View the list of custom created comment banks – along with the number of Starters and Comments in each bank.

To work with comment banks

1. Do one of the following:
 - a. If the reporting period is already open, select Comment Banks in the left menu and then select Manage Comment Banks.
 - b. Select the menu icon () and choose Academic Reports.
 - i. Select  Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Comment Banks in the left menu and then select Manage Comment Banks.For more, see [Navigate reporting periods](#)
2. Select Add New Comment Bank.
3. In Create New Comment Bank, enter a name for the comment bank, and then select Save.
4. Select Manage next to a comment bank.
5. Do any of the following:
 - a. Select Edit Name, enter a new name, and then select Save.
 - b. Select Export Comments to export comments as a CSV file.
 - c. Select Import, choose a file, and then select Save.
Once you've imported the comments, select Edit to make changes.
 - d. Select Add New Comment, enter details for the comment, and then select Save.
 - e. Select Delete  next to a comment to remove it.

To import comments to Comment Bank



Victorian schools: Import Comments in the left-hand menu is for files from QuickVic. The Import Comments button within the individual comment banks is for our own CSV.

1. Do one of the following:

- a. If the reporting period is already open, select Comment Banks in the left menu and then select Import Comments.
- b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Comment Banks in the left menu and then select Import Comments.

For more, see [Navigate reporting periods](#)

2. Select the comment bank to import.

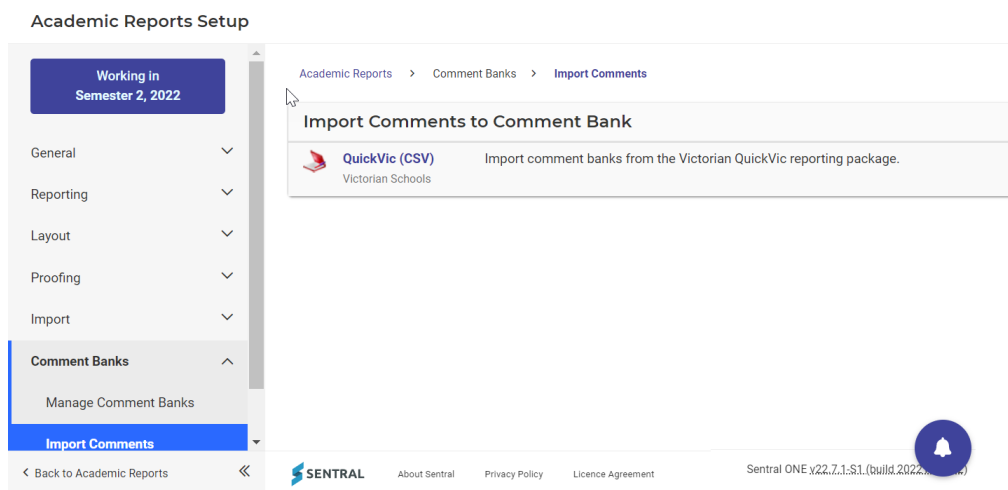


Figure 16: Example comment bank link

3. Select Save.

Diagnostics

Overview

Use the information in Diagnostics to view the repository of curriculum data. The read only information in the repository is based on.

1. Do one of the following:
 - a. If the reporting period is already open, select Diagnostics in the left menu.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Diagnostics in the left menu.

For more, see [Navigate reporting periods](#)
2. Select options in the left menu to view curriculum data on subjects, comments and indicators.

Glossary

Comment types

There are two types of comment types you can create – Overall and Subject:

- Overall comment types are for non-subject based information.

These comments cover the student – their school attendance, overall attitudes or behaviour. By default, there are three types available: General, Supervisor and Year Advisor. You can add more if this is not enough. For example, you could choose to add Principal. Teachers can use each type once for each student.

- Subject comment types are used within a subject for teachers to write comments.

By default, there is one type available, but you can add more if this is not enough.

Teachers can use each type once per subject, which means you don't need to create a separate type for every subject. You must have at least one of these types, but you can add more. For example, you may choose to have one comment for strengths and another for areas of concern. It is helpful to define only the types needed; it will be simpler when setting up assessment schema.

Appendices

Schema creation wizard – stage 2

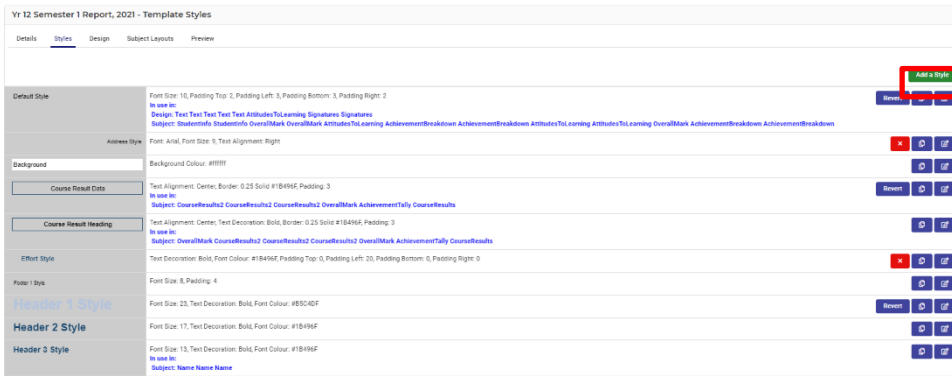
Schema Overview	
Name:	<input type="text" value="English Honours"/> The name of the schema.
Subject:	<input type="text" value="English (NSW AC 7-10)"/> <input type="text" value="Units"/> The subject that the schema relates to and the number of units the subject has. Add secondary assessment <input type="text" value="English Honours"/>
Default Stage:	<input type="text" value="Stage 4"/> The stage to default to when displaying information that can stretch across multiple stages.
Outline:	<div style="border: 1px solid #ccc; padding: 5px;"><p>second assessment task. In Term Two, students have undertaken a theme study of 'The Hero's Journey' and Campbell's monomyth theory through a close examination of the novel, 'The Hobbit'. The course mark and grade are based on the level achieved in assessments in the first two units.</p></div> <p>A description of the subject for the classes assigned to this schema.</p>
Print Using:	<input type="radio"/> Subject Name <input type="radio"/> Schema Name Whether to print the subject using the subject name or the schema name
Markbook:	<input type="text" value="Linked to 9 English"/> The markbook that this schema retrieves its marks from. Set this in the Markbook Linking tab.
Continuum:	<input type="text" value="English"/> The continuum to sync assessment data from.
English Honours Continuum:	<input type="text" value="English"/> The continuum to sync this secondary assessable assessment data from.
Classes:	<input type="text" value="07ENH1"/> The classes that use this schema. Set this in the Classes tab
Assessment	
Overall Subject Assessment:	<input checked="" type="checkbox"/> ON When this option is set to Off, the subject assessment will be hidden in the interface. The grade will still e
Assess By:	<input type="text" value="Subject + Outcomes"/> Using <input type="text" value="Application (A - B - C - D - E)"/> How to assess this schema. Once modified, save this schema to access the Assessment tab for setting t
English Honours Assessment:	Using <input type="text" value="Primary Assessment Scale"/> How to assess this Secondary Assessable.
Assessment Items	<ul style="list-style-type: none">• EN4-1A Responds to and composes texts for understanding, interpretation, critical analysis, imaginative expression and pleasure.• EN4-3B Uses and describes language forms, features and structures of texts appropriate to a range of purposes, audiences and contexts.• EN4-4B Makes effective language choices to creatively shape meaning with accuracy, clarity and coherence.• EN4-5C Thinks imaginatively, creatively, interpretively and critically about information, ideas and arguments to respond to and compose texts.• EN4-8D Identifies, considers and appreciates cultural expression in texts.• EN4-9E Uses, reflects on and assesses their individual and collaborative skills for learning.• English Honours: ENH01 describes the components of a sonnet
Grade Boundaries:	<input type="checkbox"/> OFF When this option is set to On, the subject assessment will display grade boundaries as defined in the Grad
Additional Grade:	<input type="text" value="Effort"/> Using <input type="text" value="TWGS Effort (A - B - C - D)"/> Whether to also assess an additional grade separate to the main assessment.
Additional Grade Assessment:	<input type="text" value="Subject Only"/> What assessment items to assess the additional grade against.
Attitudes To Learning:	<input type="text" value="Attitudes to Learning"/> Using <input type="text" value="Approach to Learning (C - F - S - R)"/> Which group of attitude to learning to assess against.
Attributes:	<input type="text" value="No Attributes"/> Which group of attributes to assess against.
Comments	
Teacher Comment - Areas of Improvement:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Figure 17: Example of Stage 2 schema creation wizard

Creating a new style in Report Layouts

If you're new to Sentral and you want to customise a style for your report templates, check out some of the tips below.

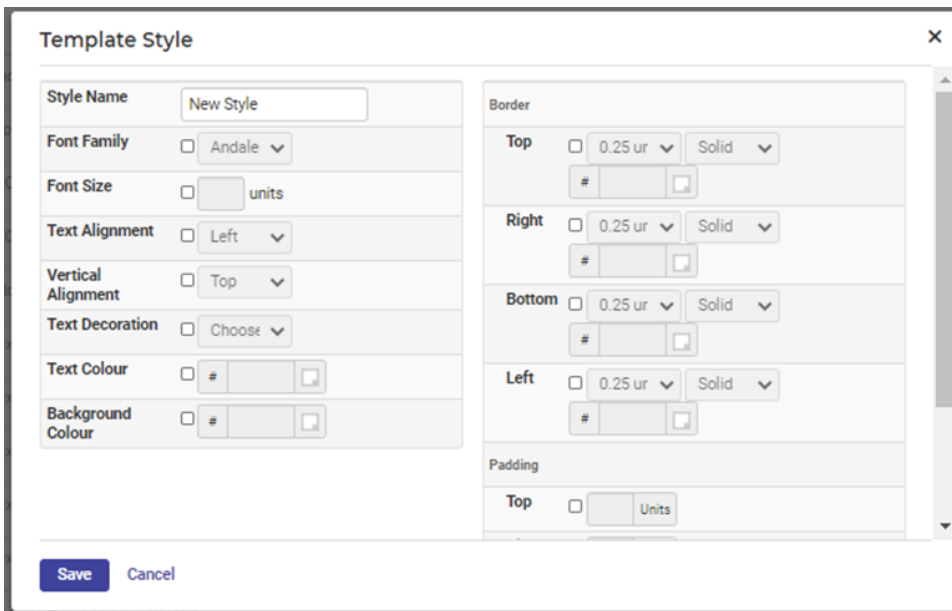
1. In the Style tab, select Add a Style.



2. Specify text settings, including borders and padding for your style.



Warning: The dialog box closes automatically if you go to another tab in your browser or click another application while building the style. Save your work to avoid having to start again or create the template style from start to finish without any interruptions.



3. Enter a style name – for example Awards Heading, Suspension Data, Perfect Attendance.
4. Select checkboxes for settings that you want to use and then select parameters from the options displayed.
5. Specify Border settings.



Padding is the white space between the text and the border for the component

6. Select Save.

General component

Use the Design tab to check how the components will appear in the final reports. Use the Preview option to view a sample only.



Tips: For the best results, enter data against one student and print a report to check the template. You only see generic sample via the preview and it won't work unless faculties are set up.

There's a placeholder for subjects. You still need to go to Subject Layouts to create specific subject layouts.

The Design page is really about the entire look and feel and, the result. Editing here is about defining the details and styling of that component.

Subject components – examples

Banner component

In the Details section, decide the position of the component in relation to others.

- Student photos size – how big the image is on the front page of report
- Display Student photo – show/hide the photo
- Hide Blank Student photos – whether to remove blank space for student with no photo so all elements of the banner are justified.
- No Student photo – what image to show in place of a photo.
- Additional text – any extra information to add to the banner. For example, school motto.
- Include School Logo – whether to include the school logo
- Logo Position and Size – whether the image appears on the report and the display size.
- Show information – what else to display on the front page.
- Teacher Names on New line – place teacher name below report information.

Styling

Default styling that you can alter to include different background, school name, etc.

Attitudes to Learning

The Details section is where you decide the position of the component in relation to others.

- Heading – the name to be used for Attitudes to Learning.
- Show Attitudes Headings – whether to display the group name of attitudes.
- Scale Display – whether to show all the marks with a check mark or display just achieved marks.
- Mark Display – what to list the marks as.
- Column sizing – specifies how the column width is set for the mark display column(s). Dynamic varies each column based on the text; the fixed options make each column the same width.
- NA Marks – controls what should happen with marks of N/A. Do Not Show removes these items from the Report, while other options specify how the N/A grade should be displayed.
- Include Attitude Scale – include a brief overview of the attitude scale.
- Split Attitudes Across Two Columns – enabling this setting controls how the attitude groups display. When there is more than one, the two groups display next to each other. When there is only one, the attitudes are split into two columns of equal size. When disabled, the attitudes display underneath each other.
- Place Attitude Group Headings with Scale Headings – shows the attitude group headings in place of the Area Heading Text
- Show Description – shows the description of the attitude group in place of the Area Heading Text
- Area Heading Text – area heading label displays if both Place Attitude Group Headings with Scale Headings and Show Description are set to No.

-
- Rotate Headings – whether to rotate the scales headings.
 - Pad Columns – whether to include spacing between columns.
 - Add space between groups – whether to add space (padding) between subgroups
 - Tick Type – whether to use an image or text-based ticks.

Subject component in Design

A subject placeholder gets added to the Design page of the report. The subject's 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.

In the Details section, specify the position of the component.

- Per Page and Multiple Page Subjects – when set to Yes, each subject gets its own page. This also allows for subjects with multiple pages (using the page break component) to display properly. With the run-on option, each new subject appears directly under the previous subject but allows for multiple page splitting of subjects.
- Default Assignments – when set to Yes, this component displays all the subjects that are not specifically assigned to a subject component.
- Assigned Subjects – if this component is not set to default assignments, the subjects listed here are included in this component.
- Print when Data Present – whether to only print subjects where data of the nominated types is present. Subjects without this data are filtered from the layout.

Subject components

Before you set up your subject-based templates, make sure you have the Subjects component in the Design tab.

Select Subject Layouts. If you're new to Sentral, you won't see templates or subjects assigned. Edit the template to view default components, edit and add components. At this stage, you can't view what you've built. You need to assign the subjects to preview.

Examples – Achievement tally component

In the Details section, decide the position of the component in relation to others.

- Column Sizing – specifies column width
- Heading text – the name of this component to appear on the report
- Mark Display – how to list the marks
- Show N/A – Yes/No – controls what should happen with marks of N/A.
- Tally Display – how to display tallies
- Tally on – how to limit the group of students/marks included in the tally.
- Grade Type – how to calculate the grade type.
- Styling – default styling that you can edit.

Achievement breakdown component

In the Details section, decide the position of the component in relation to others.

- Split Across Pages – whether to allow the component to split across multiple pages.
- Scale Display – whether to display all the marks with a check mark next to the achieved mark, or just display the mark achieved.
- Rotate Headings – rotate the scale headings.
- Heading Height – set the height of the scales heading.
- Mark Display – what to list the marks as – name, shortname or grade.
- Column Sizing – specifies how the column width is set for the mark display column(s). Dynamic varies each column based on the text; the fixed options make each column the same width.

- NA Marks – controls what should happen with marks of N/A. Do Not Show removes these items from the Report, while other options specify how the N/A grade displays.
- Assessment without Marks – specifies whether to show or hide items without marks.
- Show Marks – what marks to display as a maximum. Subjects that don't have a given mark type don't display so this setting only affects the most verbose subjects.
- Show Strands as Headings – Show strands without marks. Useful for splitting outcomes.
- Show Substrands – Show the substrands for any outcomes displayed. Useful to include in printed reports.
- Show Outcome Codes – Show the outcome codes for any outcomes displayed
- Include Scale – whether to include a brief overview of the scale.
- Scale Type – determines what text is used when generating the scale overview.
- Show Strand Effort – whether to show a separate column for strand-based effort grades.
- Show Headings – whether to show a header row above the achieved grade (only works when Scale Display is set to Achieved Mark).
- Show Subject in Table – whether to show the subject name in the breakdown table instead of 'Areas of Learning'.
- Heading – defines the table heading when Show Subject in Table is set to No.
- Achievement Heading – defines the table heading of the mark column when only displaying the achieved mark.
- Include Course Outline in Heading – whether to include the course outline in the heading section below the specified heading.
- Comment Type – include the specified comment below the specified heading.
- Tick Type – whether to use image or text-based ticks.
- Show Secondary Assessable – whether to show the main subject assessment or its secondary assessment.

Components descriptions

Components are the building blocks of your report template They can be general or subject based components.



Note: The style of the component is usually selected when a reports template is created, but enhancements have been made within certain components that go beyond Modern, Basic, and enhanced.


Component	Description	Genera/Subject	Area
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.	Subject	Grades Descriptions Subject Detail
Achievement Distribution	Shows the distribution of a grade with the student's grade and the class average overlaid on top.	Subject	Grades Marks
Achievement Graph	Displays an achievement graph in Manhattan format.	Subject	Grades

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	Grades Effort
Assessment Fuel Gauge	Displays a student assessment with a fuel gauge diagram.	Subject	
Assessment Overview	Describes the scales used in the student's report. The overview can be used to describe the achievement, effort or attitude scales. The descriptions for the overview are set in the Scale Descriptions section of the layout setup.	General	Description Scales
Assessment Scale Overview	Describes the scales used in the student's report. The overview can be used to describe the achievement, effort or attitude scales. The descriptions for the overview are set in the Scale Descriptions section of the layout setup.	General	Description Scales
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	Attendance
Attendance Overview	Takes a student's absences and displays either Satisfactory or Unsatisfactory depending on whether their total absences are above or below a specified cut-off.	General	Attendance
Attendance Statement	Displays a predefined statement depending on the number of absences recorded for a student.	General	Attendance
Attitude Average	Displays the overall average attitude mark for a student based individual subject averages	General	Attitude
Attitude Average	Displays the average attitude mark for a student based on the scale you assign to your attitudes to learning	Subject	Attitude
Attitudes Subject Table	Shows a student's attitudes to learning in a tabular format grouped by subject name.	General	Attitude
Attitudes to Learning	Shows a student's attitudes to learning in a tabular format.	General	Attitude

Attitudes to Learning	Shows a student's attitudes to learning for the current subject. This is only relevant when using Faculty based reporting.	Subject	Attitude
Attitudes To Learning Graph	Displays an attitude to learning graph in Manhattan format.	General/Subject	Attitude
Attitudes To Learning Progression (AusVELS)	Displays an attitude to learning group in a graphical format required for AusVELS reporting.	General/Subject	Attitude
Attribute Checklist	Displays a tick for any attributes where the student has a mark.	General	Attributes
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	Attributes Subject Details
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	Attributes
Banner	Lists the details of the report including the school's name as well as student, class and teacher information. The school logo can also be added to this component.	General/Subject	School Details Staff Details Students Details Images Styling
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	Attendance
Class Attendance Percentage	Shows a student's overall attendance for a class as a percentage	Subject	Attendance
Comment	Displays a student's subject comment.	Subject	Comments
Component Block	Allows you to nest template components inside it for creating a more custom layout. (Advanced users only)	General/Subject	Styling
Continuum Data	Shows markers for the student's current cluster when syncing data from continuums	Subject	Continuums
Continuum Detail	Gives a breakdown of a student's progress in the continuum	General	Continuums
Continuum Overview	Shows an analysis graph of a student's current progress in each continuum	General	Continuums

Course Description	The course description is set when creating the schema and is displayed by this component.	Subject	Subject Details
Course Result List	Provides a list of course results in either a list or table style view	Subject	Marks
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	Marks
Course Results (Deprecated)	Displays up to three course results as defined in the schema setup. If a given subject does not have that course result, it is left blank.	Subject	Marks
Course Results Overview	Displays the name and description of class results.	General	Marks Descriptions
Effort Breakdown	Shows the per-strand effort results for a student in this subject.	Subject	Effort
Grade Point Average	Averages the overall achievement grades for all selected subjects based off the weighting of the achieved grades.	General	Grades
Head of House	Displays a head of house name as a text block on the report.	General	Staff Details
Horizontal Line	Draws a line across the page.	General/Subject	Styling
Image	Inserts an image from the Reports Image Bank into the report.	General/Subject	Image Styling
International Baccalaureate Scale Overview	Shows the different values in the International Baccalaureate Scale and how they translate to numerical grades.	General	Description Scales
Mark Distribution	Shows the distribution of a mark with the student's mark and the course average overlaid on top.	Subject	Mark
Overall Grade and Effort	Displays one or more overall marks for a subject. This can be set to the achievement or effort mark.	Subject	Grades Effort
Overall Grade and Effort Table	Displays one or more overall marks for a subject. This can be set to the achievement or effort mark.	Subject	Grade Effort
Overall Grade, Effort,	Displays the overall marks and comments in one component to	Subject	Grades Comments

and Comments	achieve a more compact subject display.		
Overall Mark Overview	Shows an overall mark for all subjects in a compact table.	General	Grades Effort
Page Break	Makes the report run onto a new page after the previous component.	General/Subject	Styling
Progression Example (AusVELS or VC)	Displays a sample progression graphic with an explanation of its features.	General	Description Progression Points
Progression Explanation (AusVELS)	Displays an explanation of the grades and graphics used in the Progression Points component.	General	Description Progression Points
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	Description Progression Points
Progression Point Graph (AusVELS)		Subject	Description Progression Points
Progression Point Rating	Displays the calculated overall rating for a subject marked using the AusVELS progression point	Subject	Description Progression Points
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	Description Progression Points
School Activities	Shows a student's school activities in a tabular format.	General	Activities
School Activity Points	Displays student activities and point values in a tabular format	General	Activities Student Details
School Logo	Inserts the School Logo image as defined in Sentral Management.	General/Subject	Image Styling
School Name	Displays the school's name as configured in the global Sentral settings area.	General	School Details
Self-Assessment	Displays a student's self-assessment comment entered through the portal.	General	Comments
Signatures	Provides a space for the Teacher, Assistant Principal or Principal to place their signature.	General/Subject	Staff Details
Staff Signature Image	Displays an uploaded staff signature image.	General	Staff Details Images

Student Comment	Displays a student's overall comment. This comment can be defined as any other comment types set for this reporting period.	General	Comments
Student Comment 2 Columns	Displays a student's overall comments. This component is useful to show 2 overall comments side by side	General	Comments
Student Information	Displays relevant details about the student. This component can display the student's name, class, reporting year, school year, attendance or teacher.	General	Student Details Staff Details
Student Photo	Inserts a student's photo into the report.	General/Subject	Images Styling
Sub Template	Places the content of another template into this report.	General	Styling
Sub Template (large)	Places the content of another template into this report without keeping the contents together on a page. Use this variant when the sub template content is expected to stretch over a page	General	Styling
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	Subject Details
Subject Information	Gives a space to place some free form information on a subject outside the normal flow of the subjects. This information will only be shown for students that are studying that subject.	General	Subject Details
Subject Layout (Legacy)	<p>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.</p>  <p>Don't use this without good reason. Instead, use the individual subject layout components.</p> <p>This Layout also only supports a single student comment.</p>	Subject	DO NOT use
Subject List	Lists all the subjects that the student is studying. It can also optionally display the number	General	Subject Details Staff Details

	of units that the subject is allocated.		Grades Marks Comments
Subject Name	Displays the name of the current subject.	Subject	Subject Details
Subject Table	Allows you create a tabular display of subject based data.	General/Subject	Subject Details Staff Details Grades Marks Comments Attributes Attitudes
Subjects	A container that 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	General	Subject Details
Text	Places freeform text into the report. By using the component styling, this text can either be regular text or report headings.	General/Subject	School Details Staff Details Student Details Attendance Images
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.	General/Subject	School Details Staff Details Student Details Attendance Image
Vertical Line	Draws a line down the page.	General	Styling
Welfare Incidents	Shows a table of incidents for a student within a set date range	General	Wellbeing
Welfare Level	Shows a student's level from Sentral Welfare as of a specific date and time.	General	Wellbeing
Welfare Summary	Shows satisfactory/unsatisfactory status of a student depending on criteria chosen.	General	Wellbeing

Sample of Caulfield Style

Assessment Criteria	Achievement Level
A: Knowing and understanding How well the student has selected and applied mathematics to solve problems in both familiar and unfamiliar situations in a variety of contexts.	6
B: Investigating patterns How well the student has used problem-solving techniques to investigate complex patterns and prove general rules.	7
C: Communicating How well the student has used appropriate mathematical language and different forms of representation to communicate mathematical ideas, reasoning and findings.	6
D: Applying mathematics in real life contexts How well the student has transferred theoretical mathematical knowledge into real-world situations and applied appropriate problem-solving strategies, drawn valid conclusions and reflected upon their results.	4

Learning Behaviours	Rarely	Sometimes	Often	Consistently
Ownership of learning				✓
Collaboration for learning			✓	
Organisational skills			✓	
Completion of learning tasks			✓	

Figure 18: Sample of Caulfield Style in Breakdown component

Setup checklist

This table gives you a road map in concise, easy to read steps of how to get your Academic Reports module up and running in no time.

Academic reports setup checklist

Module	Checklist	Review frequency
School Settings	<ul style="list-style-type: none"> Are you using Admissions module? School Details Set student & staff generation code 	Once
Reporting Periods	<ul style="list-style-type: none"> Have you set up your Reporting periods? Will you be rolling over a previous reporting period? What year groups are you reporting on? 	Two times per year on average
General Config	<ul style="list-style-type: none"> Have you configured the general settings for all your reporting? 	Once
Curriculum Groups	<ul style="list-style-type: none"> Have you set the curriculum groups? 	Once
Comments Types	<ul style="list-style-type: none"> Have you defined general and subject specific comment types? 	Once
Faculties	<ul style="list-style-type: none"> Have you imported from Data Layer source? Have you added faculties from the repository? Have you assigned faculty heads? 	Once
Subjects	<ul style="list-style-type: none"> Have you added subjects from the repository? Do you need to create a manual subject? Have you ordered the subjects for display on the reports? Have you edited the subjects for – GPA, secondary assessable? 	Once
Classes	<ul style="list-style-type: none"> Have you Imported from roll classes and classes Data Layer Source? Do you need to add a life skills cohort? On completion of Schemas have you reviewed this page to check all classes have schemas assigned? 	Ongoing
Staff Roles	<ul style="list-style-type: none"> Have you assigned assisting, teaching supervisor and year staff? 	Ongoing
Scales	<ul style="list-style-type: none"> Have you set up achievement, effort and attitudes scales? 	Ongoing

Course Results	<ul style="list-style-type: none"> Will you be using course results? Will course results be student based or class/course based? 	Once
Attitudes	<ul style="list-style-type: none"> Have you defined the attitudes to learning for general and subject? 	Once
Attributes	<ul style="list-style-type: none"> Do you require setting up attributes? 	Once
Activities	<ul style="list-style-type: none"> Will the school include activities? Will you sync from Sentral or manually enter? Will activities be school based, or cohort based? Remember to sync activities before printing. 	Once
Overall Schemas	<ul style="list-style-type: none"> Has the overall schema for this reporting period been setup? 	Once
Attendance	<ul style="list-style-type: none"> Will school sync from Sentral or manual attendance? What absences will be shown? 	Twice
Student Data Clean-up	<ul style="list-style-type: none"> Only use this once report have been reviewed to clean up areas in reports 	Proceed with caution
Overview	<ul style="list-style-type: none"> Check all faculties, schema and subjects are assigned 	Often
Schema Creation Wizard	<ul style="list-style-type: none"> Will you bulk create schemas, or do you need to create individual schemas for cohorts or faculties? Will you generate per year schemas and which years? 	Once but review
Schemas	<ul style="list-style-type: none"> Have you completed the summary of the schema? Will you assess secondary assessable? Have you assigned classes? Have you selected strands and outcomes for this report? Have you added the tasks and results (student, cohort or group) for this subject? Will you link Markbook to sync into reports? 	Once but review
Schema Templates	<ul style="list-style-type: none"> Are there any templates that you wish to save? 	Once
Report Templates	<ul style="list-style-type: none"> Will you create a template from scratch, use a template or copy? Have you reviewed the details of this template? Have you looked at the styles or will you use default styles? In the Design section, have you reviewed, added or modified the general components? Have you reviewed, added or modified the subject components? Have you run a preview of the template? Do you need to add a sub template for any variations between years, stages or cohorts? 	Once but review
Scale Descriptions	<ul style="list-style-type: none"> Have you defined the descriptors for your scales? 	Once
Image Bank	<ul style="list-style-type: none"> Do you need to upload additional images apart from the School Logo? 	Once
Proofing	<ul style="list-style-type: none"> Have you reviewed your schema assessments? Have you reviewed your schema outlines? 	Ongoing
Import	<ul style="list-style-type: none"> Do you need to upload any checklist items? 	Once
Comment Banks	<ul style="list-style-type: none"> Have you imported any comment banks? Do you need to add any comment banks for staff? 	Once

Awards Importer

Feature availability

	Central Cloud (ST)	Central Enterprise (MT)
Academic reports module		■

Overview

Use this function to import an awards file and then display the data when printing a report template for your students.

To import an CSV file

1. Do one of the following:
 - a. If the reporting period is already open, select Reporting in the left menu, and then choose Awards Importer.
 - b. Select the menu icon (⋮) and choose Academic Reports.
 - i. Select ⚙ Setup and choose Academic Reports Setup.
 - ii. Select Edit next to the reporting period.
 - iii. Select Reporting and then choose Awards Importer.For more, see [Navigate reporting periods](#)
2. Choose a file – locate the file you exported from the Wellbeing module.
3. Select whether to deactivate existing student award records for the reporting period.
4. Select Import.