



# Academic Reports (Primary School) User Guide

September 2023



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# Introduction

The Academic Reports module supports your school's reporting processes and workflows. It is designed to help you gather evidence about student achievement in relation to syllabus outcomes to assess skills and define future learning.

Your leadership team and Sentral Administrator have made decisions around the way Academic Reporting is configured at your school to manage each stage involved in creating the formal reports that you provide to students and parents. Some functions that you may see include:

- Direct access to curriculum statements for rich assessment and reporting
- Automated Markbook integration to eliminate double data entry
- Automated continuum integration to report on achievement standards
- Report wizard that checks and cleans common errors like gender, full stops, capitals and spelling
- Integration to the Continuum Tracker, Attendance, Portal, PXP, and Activities module once assessment criteria are defined
- Reporting data to provide insights and support improved decision making and individualised instruction
- Ability to publish and distribute reports digitally to parents.

## Product versions

The version of Sentral at your school may have a different user interface to the one shown in our YouTube videos and this guide. The features available are generally the same, although you may see differences because of the way Academic Reports is configured at your school.

## Role-based permissions

Your access is assigned to you by the Sentral Administrator (Administrator) at your school. They can set permissions at a granular level, and this determines the type of access you have and the functions you can access in the Academic Reports module.

- 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.

# Access



**Video:** Watch this video on our YouTube video for a quick intro to accessing your reports.

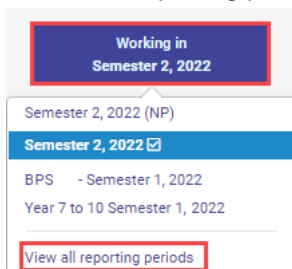
[Academic Reports | Accessing your reports...a quick intro](#)



**Note:** Your Administrators or Executive Level Access staff can see and access all classes.

## To access a reporting period

1. Select the Sentral menu icon (⋮) and then under Assessment, select Academic Reports. The Academic Reports home screen displays the most recent reporting period you opened.
2. Check the reporting period.

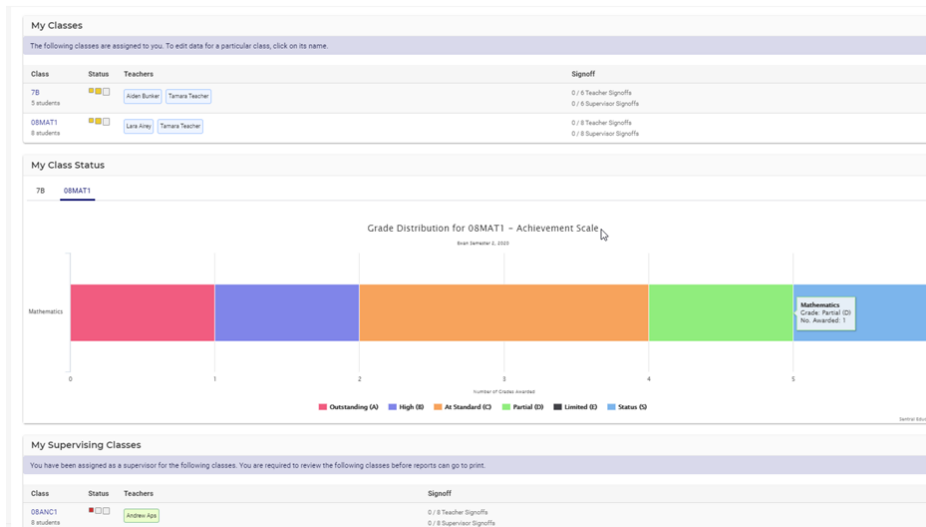


**Figure 1: Academic Reports – accessing a reporting period**

3. To open a different reporting period, in the left menu, select Working in, and then do one of the following:
  - a. Select a reporting period from the list that displays.
  - b. Select View all reporting periods to see a complete list. In Change Reporting Period, select Go next to the reporting period you want to work in.

## To find classes assigned to you and view information

1. Open the reporting period. See [To access a reporting period](#). The Academic Reports home screen displays.
  - The My Classes section lists classes assigned to you. You'll see teacher details if you're a roll class teacher, class teacher, assisting teacher, or supervisor teacher.
  - The My Class Status section displays grade distribution graph if data has been entered.



**Figure 2: Academic Reports home screen**

2. In the My Classes section:
  - a. Check the Status bar next to a class to view your data entry progress for that class.
    - Green = complete
    - Yellow = partially complete
    - Red = Incomplete/Yet to start.
  - b. Check the Signoff column to view the Signoff status for your reports.
  - c. Select a class name to go to the data entry screen for that class.
3. In the My Class Status section:
  - a. Select a class tab to view the grade distribution graph for that class.
  - b. Either view all or select a scale/colour to filter the display.  
The grades display the scale set up by your school's Sentral Administrator.
4. (Supervisors) In the My Supervising Classes section:
  - a. View the list of classes assigned to you.
  - b. Check the Status bar next to a class to view data entry progress for that class.
    - Green = complete
    - Yellow = partially complete
    - Red = Incomplete/Yet to start.
  - c. Check the Signoff column to view the Signoff status.
  - d. Select a class name to go to the data entry screen for that class.

# Enter data

## Overview

Your school's configuration determines how you're required to enter results. Your school will most likely use course results, grades, and comments. It may or may not use attitudes and attributes.



**Note:** You can automatically sync grades and marks from various places, but you need to manually enter attitudes, attributes, and comments.



**Caution:** You can sync from either Continuum Tracker or Markbook.



**Video:** Watch this video on our YouTube video on the different ways you can enter grades. [Academic Reports | Entering grades into your reports](#)

## To view reportable elements

1. Open the reporting period. See [To access a reporting period](#)
2. Do one of the following to select a class:
  - a. Select My Classes in the left menu, and then select a class.
  - b. In the Academic Reports home screen, select a class link under My Classes.The Assessment Data Entry screen for the selected subject displays.

3. View the reportable elements for the class.

This is what has been set up in the reporting period for you to assess, which may include grades, attitudes, and comments. What you see is determined by your school's configuration of this module.

- If a schema is linked to a Markbook, course results display. You can override the marks.
- If a schema is not linked to a Markbook, course results are blank. You can enter the marks.

01A: Assessment - Mathematics							
Teacher: Mrs Florentina Hancock							
Status	Student		Effort	Overall	MA2-1WM	MA2-4NA	MA2-9MG
<input type="checkbox"/>	DANGAR	Vonnie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DELPRAT	Kaley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ELDER	Arlyne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	FERRY	Booker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3: Data Entry screen example

## To enter grades for the class



**Note:** You have several options to enter grades. The class screen displays by default.

Follow these steps to enter grades against outcomes and attitudes for the class.

1. First, open the reporting period, select the class, and view the reportable elements.  
See [To access a reporting period](#), [To find classes assigned to you and view information](#), [To view reportable elements](#)
2. If your school is **configured** to sync from Markbook:
  - a. Review results synced from the Markbook.
  - a. Manually override results where required.
  - b. Select the Lock icon to prevent further changes through resyncing.
3. If your school is **not configured** for Markbook:
  - a. For each student, select a cell to display the available options, and choose the appropriate grade.
  - b. Repeat for each outcome and attitude.

By default, the Overall Achievement grade is calculated as the average of all marks. You can override this manually.

The status bar updates to green as marks for each student are completed.

Status	Student	Effort	Overall	MA2-1WM	MA2-4NA	MA2-9MG
	DANGAR Vonnie	<input type="text" value="VG"/>	<input type="text" value="H"/>	<input type="text" value="O"/>	<input type="text" value="H"/>	<input type="text" value="S"/>

If you have two different scales for overall grade, and the strands/outcomes, then you need to enter both separately.

If you've set up a secondary achievement scale, then both the overall grade and strands and outcomes will need to be entered separately.

If the schema has been set up to use a secondary scale, then the secondary scale will apply to the strands and outcomes. The overall grade will use the main scale.

- c. Repeat for each student.

01A: Assessment - Mathematics

Teacher: Mrs Florentina Handcock

Status	Student	Effort	Overall	MA2-1WM	MA2-4NA	MA2-9MG
	DANGAR Vonnie	<input type="text"/>	<input type="text" value="O"/>	<input type="text" value="O"/>	<input type="text"/>	<input type="text"/>
	DELPRAT Kaley	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	ELDER Arlyne	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	FERRY Booker	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MA2-4NA MA2-9MG

- 
- Outstanding (O)
- High (H)
- Sound (S)
- Basic (B)
- Not Applicable (N/A)
- Clear Mark



#### Figure 4: Entering grades for a class

4. Select Save.
5. To print the assessment report, select the Print Assessment Report button at the top of the screen. This generates a PDF of the assessment data on your current screen.

### To enter grades for the class when the schema has two assessment scales

Follow these steps to enter grades for the class if the schema has been set up for two assessment scales.



**Note:** For the two assessment scales to be visible, a user with access to Academic Reports Setup must first configure two settings:

1. Allow Secondary Achievement Scale – set this to Yes for the reporting period.
2. Assessment Schema Properties – specify both the default achievement scale and the secondary achievement scale.

1. First, open the reporting period, select the class, and view the reportable elements. See [To access a reporting period](#), [To find classes assigned to you and view information](#), [To view reportable elements](#)
2. For each student, select a cell to display the available options, and choose the appropriate grade.
  - a. Do this for the Overall Achievement grade – this uses the main scale.
  - b. Do this for the strands and outcomes – these use the secondary scale.The status bar updates to green marks are completed for each student.

Status	Student	Overall	ENGENGFY_1LANG	ENGENGFY_2LIT	ENGENGFY_3LITCY
■■■	1 Student	A	H	H	H
■■■	11 Student	B	L	H	H
■■■	14 Student	C	H	L	H
■■■	18 Student	D	L	L	H

3. Repeat for each student.
4. Select Save.
5. To print the assessment report, select the Print Assessment Report button at the top of the screen. This generates a PDF of the assessment data on your current screen.

### To enter outcome results – fast class data entry

Follow these steps to enter results using the fast data entry.

1. First, open the reporting period, select the class, and view the reportable elements. The Assessment Data Entry screen displays. This varies between schools. All related data entry or reportable items display for the class. The first subject that displays also varies between schools. English may be the default subject. See [To access a reporting period](#), [To find classes assigned to you and view information](#), [To view reportable elements](#)

- Select an outcome column heading.

Status	Student	Effort	Overall	MA2-1WM	MA2-4NA	MA2-9MG
	DANGAR Vonnie	VG	H	O	H	S

**Figure 5: Column headers**

The Outcome/strand is displayed and highlighted yellow.

Student	O	H	S	B	N/A	Reset
DANGAR Vonnie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reset
DELPRAT Kaley	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reset
ELDER Arlyne	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reset

**Figure 6: Fast data entry using column headers**

- Use the arrow below a grade to 'fill down' for the column, and then adjust grades for each student as necessary.
- Select Save.
- Repeat for the next Outcome (or Attitude).
- To print the assessment report, select the Print Assessment Report button at the top of the screen. This generates a PDF of the assessment data on your current screen.

## To enter all results on a student-by-student basis

Use this option to enter course results by Strand, Outcome, Attitude and Attributes on a student-by-student basis.

- Open the reporting period and select the class. See [To access a reporting period](#)
- Select outcomes in the left menu.
- Select a student's name. The overall marking screen that allows you to enter course results, outcomes, attitudes to learning and comments for the student displays.
- Enter course results, outcomes, attitudes to learning and comments.
- Select Save.
- Do one of the following to move to the next student:
  - Use the Next Student icon on the right.
  - Select a student name on the right.

Kaley DELPRAT: Assessment		Assessment	Effort
Status	KLA		
	English	H High	Exc Excellent
	Mathematics	H High	–
	Science	O Outstanding	–
	HSIE	–	–
	Creative Arts	–	–
	PDHPE	–	–
	Geography	–	–

**Class Students**

- Vonnie DANGAR
- Kaley DELPRAT**
- Arlyne ELDER
- Booker FERRY
- Ben GUNACHANDRAN

- To print the assessment report, select the Print Assessment Report button at the top of the screen. This generates a PDF of the assessment data on your current screen.

## To enter attitudes and attributes

If your school is configured for Attitudes and Attributes, use this option to enter results per Attitude and Attribute for a class.

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Select Attitudes and the Attitude sub-group in the left menu.

Academic Reports

Working in Primary

Class K Flynn

Year K

Assessment

Comment

Attitudes

**Social Development**

Commitment to Learning

**K Flynn: Attitudes - Social Development**

Teacher: Mrs Aura Napier

Status	Student	1	2	3
<input type="checkbox"/>	BYERS, Peta	TBA	TBA	TBA
<input checked="" type="checkbox"/>	CAESAR, Coy	C	S	C
<input type="checkbox"/>	CARDELL, Vennie	TBA	TBA	TBA
<input type="checkbox"/>	CLEMENT, Hal	TBA	TBA	TBA
<input type="checkbox"/>	COLLOCOTT, Dalton	TBA	TBA	TBA

**Figure 7: Attitudes results entry – example**

3. Do one of the following:
  - a. Enter results per student.
    - i. Work across the Attribute columns and enter a result for each attribute per student.
    - ii. Repeat for each student.
  - b. Enter results using fast data 'fill down'.
    - i. Select the first Attitude column header.
    - ii. Use the arrow below the most common result to 'fill down' the value, and then adjust results for students with a different result.
    - iii. Select Save & Next to move to the next Attitude.
    - iv. Repeat for each Attitude and then select Save.

Academic Reports

Working in Primary

Class K Flynn

Year K

Assessment

Comment

Attitudes

**Social Development**

Commitment to Learning

**K Flynn: Attitudes - Shares with other students**

Teacher: Mrs Aura Napier

Cancel Save Save & Next

**Attitudes — Social Development**

Shares with other students

Works well with others

Respects Others

Student	C	U	S	R	N	N/A	Reset
BYERS, Peta	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reset
CAESAR, Coy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reset
CARDELL, Vennie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reset
CLEMENT, Hal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reset

- c. Enter results per student. See [To enter all results on a student-by-student basis](#)
4. To print the assessment report, select the Print Assessment Report button at the top of the screen. This generates a PDF of the assessment data on your current screen.

## To add Gradebook tasks (if applicable)

Follow these steps to add Gradebook tasks if your Sentral Administrator has given you access to create your own User Gradebook.



**Note:** How you access the Gradebook varies according to how a KLA has been configured for reporting.

1. Open the reporting period and select the class. See [To access a reporting period](#)

2. Select Assessment in the left menu, and then select the KLA name under the Assessment item.
3. Use one of the following methods to add a task:
  - a. Subject only: Select Add Task.
  - b. Subject + Strands: Select the Strand heading, and then select Add Task.
  - c. Outcomes: Select the Strand/Subject and Outcome.
4. Enter Tasks – whether grade or indicator.

## To enter comments for the whole class and/or individual students

Use these steps to enter a comment for the whole class and/or individual students.



**Video:** What this video on our YouTube channel to learn about entering teacher comments.  
[Academic Reports | Entering Teacher Comments](#)



**Tip:** Some teachers like to add a generic comment as starter for all students.

7A Maths: Comment - Teacher

Teachers: No teacher assigned to this class!

First Name Full Name He / She His / Her Him / Her Himself / Herself Literal

Too Short (0/450)

A A B I U

Save to My Comments Comment Wizard Fill Down Undo Fill Down Clear

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Select All Classes in the left menu, select the Year, and choose the class.
3. Select Overall Comments in the left menu.

Teacher: Mrs Florentina Handcock

First Name Full Name He / She His / Her Him / Her Himself / Herself Literal

Too Short (0/450)

A A B I U

Save to My Comments Comment Wizard Fill Down Undo Fill Down Clear

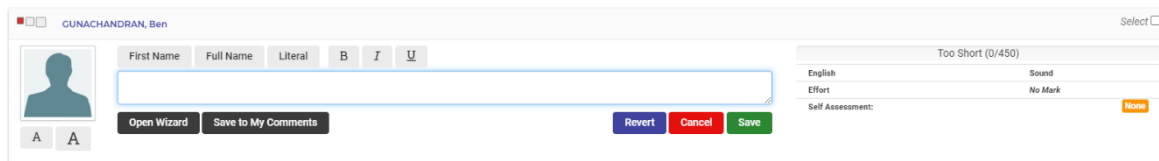
Status:  Set completed  Reset

Fill mode:  Replace  Append Use comment cleaning  Select all students

4. Use the text box and merge fields at the top of the screen to prepare a comment.
  - a. Select Comment Wizard to use the repository of comments.
5. Either select all students or select the required students.
6. Choose the options to apply:
  - a. Whether to Replace or Append
  - b. Whether to use comment cleaning
  - c. Whether to save to My Comments to save the comments to a personal or shared comment bank.
7. Select Fill Down.  
The comment is applied to selected students.
8. Edit comments for students where required. Select Save.

## To enter comments per subject/student

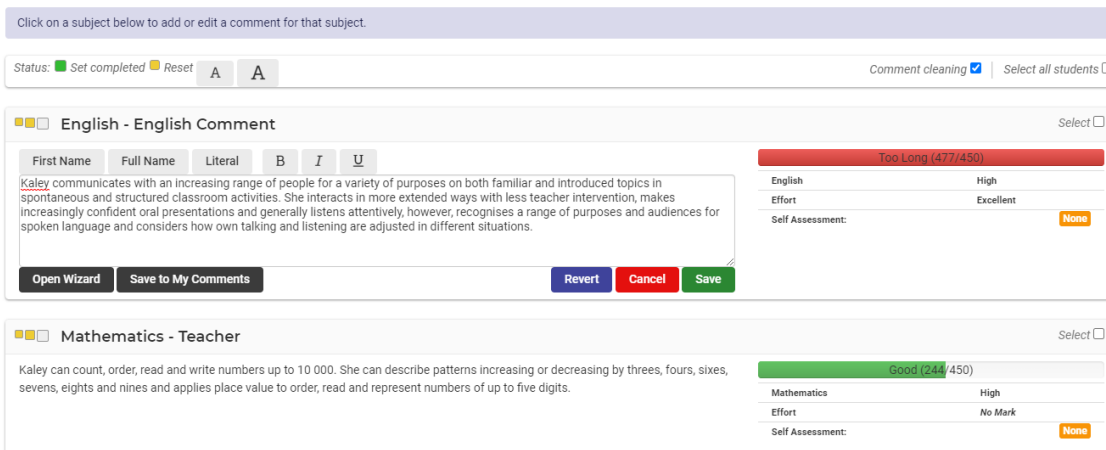
1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Under the class in the left menu, select Comments, and then select the subject.



3. Click the text box next to a student and enter subject comments.
4. Do any of the following:
  - a. Choose the First Name merge field to ensure correct spelling. Full Name uses the format displayed (e.g. SURNAME, First name).
  - b. Select Open Wizard to apply comments from the repository.
    - Browse the comments available in the Wizard tabs: Starters, My Comments, Shared Comments, Continuums, and History.
    - Select a comment bank from the dropdown list on the right to view more options.
  - c. Highlight text and select Literal to disable merge field processing and comment cleaning for the selected text. For example, to prevent the word 'will' being recognised as the name 'Will'.
5. Select Save.
6. Repeat for each student.

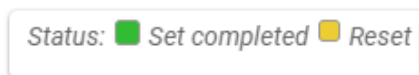
## To enter a comment per student

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Select the student's name in your class list.
3. Select the subject.



4. Select the Comment box and enter text.
5. Do any of the following:
  - a. Choose the First Name merge field to ensure correct spelling. Full Name uses the format displayed (e.g. SURNAME, First name).
  - b. Select Open Wizard to apply comments from the repository.
    - Browse the comments available in the Wizard tabs: Starters, My Comments, Shared Comments, Continuums, and History.
    - Select a comment bank from the dropdown list on the right to view more options.
  - c. Highlight text and select Literal to disable merge field processing and comment cleaning for the selected text. For example, to prevent the word 'will' being recognised as the name 'Will'.

- Select Save.
- Select the checkbox for one of more completed comments and then set the status to completed.



## To view class status and sign off

### Overall status

Use the Overall Status screen with its 'traffic light' indicators to view the status of the various reporting aspects at either teacher or supervisor level. The way this screen looks differs between schools. How it looks at your school is determined by the areas being assessed and the sign-offs required.



**Video:** Watch this information on our YouTube channel about Class Status and Sign-off.  
[Academic Reports | Class Status and Sign Off](#)

- Open the reporting period. See [To access a reporting period](#)
- Select the class in the left menu, select Class Overview, and then select Overall Status.

O1A		Signoff As Teacher					
Teacher: Mrs Florentina Handcock							
Name	Assessment	Comments	Attitudes to Learning	School Activities	Teacher Signoff	Deputy Principal Signoff	
DANGAR Vonnie	■ ■ □	■ ■ □	■ ■ □	0/11	Yes	No	
DELPRAT Kaley	■ ■ □	■ ■ □	■ ■ □	0/11	No	No	
ELDER Arlyne	■ ■ □	■ ■ □	■ ■ □	0/11	No	No	
FERRY Booker	■ ■ □	■ ■ □	■ ■ □	0/11	No	No	
GUNACHANDRAN Ben	■ ■ □	■ ■ □	■ ■ □	0/11	No	No	

**Figure 8: Overall Status screen for a selected class**

- Check the status of the configured reporting elements.  
 Red – Not yet assessed; Yellow – Partially complete; Green – Complete.
- If configured for your school, you'll see the Signoff as Teacher button at the top right.
  - Check the Teacher Signoff column – 'Yes' displays once it has been selected.
  - Hover over the 'Yes' to view the timestamp.
 You'll also see this button on the My Classes screen.
- Select Signoff as Teacher and then select OK to confirm.



**Note:** When a supervising teacher accesses Class Status the same feature appears – but with the option to sign off as Teacher or Supervisor.

### Assessment status

Use the Assessment Status screen to get an overview of all subjects that require assessment marks/grades.

- Open the reporting period. See [To access a reporting period](#)
- Select the class in the left menu, Select Class Overview, and then select Assessment Status.

OTA: Assessment Status								
Teacher: Mrs Florentina Hancock								
Name		English	Mathematics	Science	HSIE	Creative Arts	PDHPE	Geography
DANGAR	Vonnie	■ ■ ■	■ ■ ■	■ □	■ □	■ □	■ □	■ □
DELPRAT	Kaley	■ □	■ □	■ □	■ □	■ □	■ □	■ □
ELDER	Arlfne	■ □	■ □	■ □	■ □	■ □	■ □	■ □
FERRY	Booker	■ ■ ■	■ □	■ □	■ □	■ □	■ □	■ □

Figure 9: Assessment Status screen for a selected class

## Comment Status

Use the Comment Status screen to get an overview of subjects that require a comment, and also where a general comment is required.

1. Open the reporting period. See [To access a reporting period](#)
2. Select the class in the left menu, select Class Overview, and then select Comment Status.

Teacher: Mrs Florentina Hancock				
Name		English - English Comment	Mathematics - Teacher	Principal
DANGAR	Vonnie	■ ■ ■	■ □	■ □
DELPRAT	Kaley	■ □	■ □	■ □
ELDER	Arlfne	■ □	■ □	■ □
FERRY	Booker	■ □	■ □	■ □

## Activity Status

Use the Activities Status screen to get an overview of the activities in which students have participated.

1. Open the reporting period. See [To access a reporting period](#)
2. Select the class in the left menu, select Class Overview, and then select Activity Status.

OTA: School Activities Status																			
Teacher: Mrs Florentina Hancock																			
Name		Member...	Member...	School...	Science...	TEST...	Excursi...	Hiking	sydney zoo	Excursi...	Science...	Japan...	activit...	Swimmin...	Trip to...	Trip to...	Trip to...	Sentral...	WCCS...
DANGAR	Vonnie	-	-	-	-	-	-	-	-	-	-	-	-	-	✓	-	✓	-	-
DELPRAT	Kaley	-	-	-	-	-	-	-	-	-	-	-	-	-	✓	-	✓	-	-
ELDER	Arlfne	-	-	-	-	-	-	-	-	-	-	-	-	-	✓	-	✓	-	-
FERRY	Booker	-	-	-	-	-	-	-	-	-	-	-	-	-	✓	-	✓	-	-
GUNACHANDRAN	Ben	-	-	-	-	-	-	-	-	-	-	-	-	-	✓	-	✓	-	-

## To view your assigned supervisor classes

Use these steps if you've been assigned supervisor or year level access to review the status of reports, as well as class details and student details.

1. Open the reporting period. See [To access a reporting period](#)
2. In the Academic Reports home screen, select the class that you want to assess.
3. View and access like a teacher. See the topics under [Enter data](#).
4. View the status of the configured reporting elements.
5. If configured for your school, you'll see the Signoff as Supervisor button at the top right.
  - a. Check the Supervisor Signoff column – Yes displays when you make a selection.
  - b. Hover over the Yes to view the timestamp.
 You'll also see this button on the My Classes screen.
6. Do one of the following:
  - a. Select a class. Select Signoff as Supervisor and select OK to confirm.

- 
- b. Select a student. Select a signoff option, enter a comment, and then select Save.

The status is visible to the teacher. They can hover over the status to view comments about required amendments.

## To view your year advisor classes

Use these steps if you've been assigned year level access to review the status of reports, as well as class details and student details.

1. Open the reporting period. See [To access a reporting period](#)
2. In the Academic Reports home screen, select the class that you want to assess.
3. View and access like a teacher.
4. View the status of the configured reporting elements. Information is organised by student year level.
5. If configured for your school, you'll see the Signoff as Year Advisor button at the top right.
  - a. Check the Year Advisor Signoff column – Yes displays when you make a selection.
  - b. Hover over the Yes to view the timestamp.You'll also see this button on the My Classes screen.
6. Do one of the following:
  - a. Select a class. Select Signoff as Year Advisor and select OK to confirm.
  - b. Select a student. Select a signoff option, enter a comment, and then select Save.

The status is visible to the teacher. They can hover over the status to view comments about required amendments.



# Review and print reports

## Overview

Use the information in this section to:

- review and print final reports for parents and students
- print summary reports for signoff
- view grade distribution.

Your Sentral administrator will have access to these functions for all students. If you're a teacher, you'll typically have access only for the classes to which you've been assigned

## To review reports

### Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Academic reports module – Completion status			■

1. Open the reporting period. See [To access a reporting period](#)
2. In the Academic Reports home screen, under My Supervising Classes, view the classes you have been assigned to as a supervisor.
3. Under Review in the left menu, select Completion Status and then select either Teachers or Years. The Year view displays classes, teachers, cohorts, status and percentage (%) completion bar.

Academic Reports

Class	Teacher	Cohort	Status
19 Students		19 Students	6 / 266 (2%)
18 Students		18 Students	3 / 252 (1%)
16 Students		16 Students	0 / 224 (0%)
1 Students		1 Students	0 / 14 (0%)
8 Students		8 Students	0 / 42 (0%)

Figure 10: Completion Status screen filtered for Years

## Academic Reports

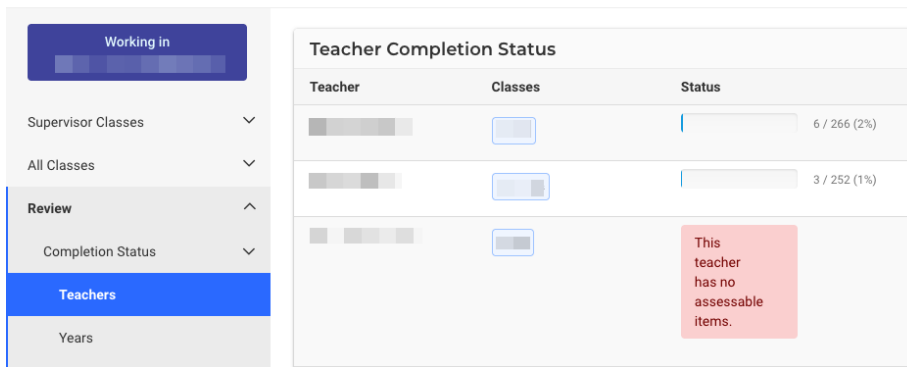



Figure 11: Completion Status screen filtered for Teachers

4. Select  (Plus icon) next to a class to expand the view. A list of assessable items displays – showing the bar graph completion.

Class	Teacher	Cohort	Status
21 Students	[Progress Bar]	21 Students	9 / 861 (1%)
Overall Assessable Items			
0 / 252 (0%)			
English Assessable Items			
4 / 94 (4%)			
Mathematics Assessable Items			
5 / 147 (3%)			
Science and Technology Assessable Items			
0 / 63 (0%)			
Human Society and its Environment Assessable Items			
0 / 63 (0%)			
Creative Arts Assessable Items			
0 / 63 (0%)			
Personal Development, Health and Physical Education Assessable Items			
0 / 126 (0%)			
Geography Assessable Items			
0 / 63 (0%)			

Figure 12: Expanded view of assessable items

5. Under Review in the left menu, select Spell Check, and then select either Overall Comments or Student Comments. Spell check results for the reporting period display.
6. Under Review in the left menu, select Search and Replace.
  - a. Enter text and select Search. Results matching your search display. Searched text is highlighted.
  - b. Select comments, enter replacement text, and select Replace Selected Matches.

## To view and print summary reports



**Video:** Watch this information on our YouTube channel about printing summary reports.

[Academic Reports | Printing Summary Reports](#)

Use the information in this section to view an extract from a class summary report. This condensed form of the report shows the assessment criteria and comments.

1. Open the reporting period. See [To access a reporting period](#)
2. Do one of the following:
  - a. In the Academic Reports home screen, under My Supervising Classes, view the classes you have been assigned to as a supervisor.
  - b. In the left menu, under Supervisor Classes, view the classes you have been assigned to as a supervisor.
3. Under Print Reports in the left menu, select Summary Reports.

4. Under Select Summary Report Options:
  - a. Select whether to show or hide unmarked items.
  - b. Specify the font size for comments and data in the summary report.
5. Under Select students to run the report against:
  - a. Select a print option and students.
  - b. Select Generate Reports.A summary of the assessment data displays.

## To print final reports

Use the information in this section to generate the actual layout for the reports sent to parents.



**Tip:** Once you've completed all the data entry for your class, we recommend that you generate a final report to view (on screen or printed) the actual appearance of your class reports before they go to Supervisors for review.



**Video:** Watch this video on our YouTube channel to learn about printing final reports.

[Academic Reports | Printing Final Reports – ensure a schema is assigned](#)

You might also want to review [Academic Reports Setup – Overall Schema for Primary – essential for reports to work](#)



**Warning:** You won't be able to print final reports if a schema is not assigned.

Assigning an assessment schema is a setup task, so you may need to follow-up with your school's Sentral Administrator.

1. Open the reporting period. See [To access a reporting period](#)
2. Under Print Reports in the left menu, select Final Reports.
3. Under Select template layout:
  - a. Select a template if more than one is displayed.
  - b. Specify whether to generate duplicate reports.
  - c. Specify collation options.

Collating as a ZIP file gives you a folder containing a pdf for each student in your chosen group. This then allows you to use printer options such as stapling and whether you want a different paper tray for the front page, for example.
4. Under Select students to run the report against:
  - a. Select an option.

The options range from By School Year to By Student. Teachers often select 'By Class' because they can generate a pdf and print 2 pages to 1 and back-to-back to form a compact print for proofreading.
  - b. Select Generate Reports.



**Tip:** This is where you print ALL reports if you're sending a hard copy to parents and students. We recommend generating reports in batches.

---

# Grade distributions

## Overview

Use the information in this section to generate grade distribution tables on a per year, class, or class cohort basis to show:

- Overall achievement grades
- Outcome grades
- Overall effort grades
- Course outlines.



**Video:** Watch this video on our YouTube channel to learn about generating grade distributions tables.

[Academic Reports | Printing Grade Distributions Reports](#)

## To print grade distributions reports

1. Open the reporting period. See [To access a reporting period](#)
2. Under Print Reports in the left menu, select Grade Distributions.
3. Specify options relevant to your report under Select grade distribution options.
4. Under Select students to run the report against, select student and class options.  
You don't have the option to select By Student or By House when printing grade distributions.
5. Select Generate Reports. The generated report is specific to the class not an individual student. It shows the grade distribution for the selected class or classes.
6. Choose whether to view the generated reports in a browser or download them.

---

# Export data

You have a range of reporting data available for export. This includes:

- Overall assessment
- Attitudes to learning
- Attributes
- WACE
- Student monitoring
- Subject attitudes
- Outcomes
- Self-assessments
- Student grade distributions
- Grade results
- Overall grades
- Grade point averages.

## To export reporting data

1. Open the reporting period. See [To access a reporting period](#)
2. Select Export Data in the left menu.
3. Select a data group to export.  
An Excel file is generated.  
For Attributes, you also have the option to specify additional settings for a custom export.



**Note:** Some options are customised for systems.

# My Comments

## To create your own comments and export them

Use the information in this section to:

- create your own comments
- import and export comments
- filter comments by stages and subjects.

## To create a comment

Teachers can create comments for themselves or to share with staff.

Comments can be assigned to a Stage, Subject and Reporting period.

1. Open the reporting period. See [To access a reporting period](#)
2. Select My Comments in the left menu.
3. Select New Comment.
4. In Create New Comment:
  - a. Select a merge field option.
  - b. Enter a comment.
  - c. Select options for the stage, Subject, Reporting Period.

- 
- d. Select whether to share the comment
  - e. Select Save.

## To export your comments

1. Open the reporting period. See [To access a reporting period](#)
2. Select My Comments in the left menu.
3. View your saved comments in the My Comments section.
4. Select Export Comments.
5. In Export Comments, enter a file name, and select Save.  
The file is saved as a CSV file.

## To import comments

1. Open the reporting period. See [To access a reporting period](#)
2. Select My Comments in the left menu.
3. Select Import Comments.
4. Select a file to import.
5. Specify whether to include: Initial Stages, Subjects, Reporting Periods, Privacy.
6. Select Save. The comments are imported - associated with your user account.

## To filter comments by stages and subjects

1. Open the reporting period. See [To access a reporting period](#)
2. Select My Comments in the left menu.
3. Under Filtering Options:
  - a. Select options for the Stage, Subject and Reporting Period.
  - b. Select Filter and view results.

# Publish reports

## Overview

Use the information in this section to publish final reports:

- Assign a template to students
- Generate PDFs
- Complete proofing and approval steps
- Manage published reports
- Email reports to parents
- View report email history.



**Video:** Watch this information on our YouTube channel about *Class Status and Sign Off*.  
[Academic Reports | Class Status and Sign Off](#)

---

## To publish reports

### Assign templates to students

1. Open the reporting period. See [To access a reporting period](#)
2. Select Publish Reports in the left menu, select Assign Templates to Students, and then choose Default Template.
3. Select the default template layout.  
The default template allows you to assign one template for all school reports. You should be able to use the layout your school created. If you don't select one, the system default template is used. You can adjust this in the next step.
4. Select Save.

### Select schema layouts



**Note:** This is optional. You only **need** the default template. You make extra selections for the schemas and class cohorts if you don't want to use the default for some groups.

1. First, assign templates to students. See [To publish reports](#)
2. [Assign templates](#) to students
3. Select Publish Reports in the left menu, select Assign Templates to Students, and then choose Schemas.
4. Select schema layouts. Either use the default or select a different template option for the schema.
5. Select Save.

### Select reporting class cohort layouts



**Note:** This is optional. You only **need** the default template. You make extra selections for the schemas and class cohorts if you don't want to use the default for some groups.

1. First, assign templates to students and select schema layouts. See [To publish reports](#)
2. [Assign templates](#) to students and [Select schema layouts](#)
3. For each cohort, either accept the default or select a different template option. You can override the template for each cohort if you wish.
4. Select Save.

---

## Generate PDFs

Use these steps to generate reports for publishing to the parent portal and to email to parents.



**Note:** Depending on your school's version of Sentral, you may see this menu labelled as 'Generate' or 'Generate PDF' and

1. First, [Assign templates to students](#), [Select schema layouts](#), and [Select reporting class cohort layouts](#).
2. Under Publish reports, select Generate.  
Depending on your school's version of Sentral, you may see this called Generate PDFs.
3. Do one of the following:
  - a. Choose filter options, and then select Set Filter.  
Depending on your version of Sentral, you may have an additional filter called 'Cohort'.
  - b. Search for and select a single student.
4. Select Generate Reports.  
Progress information displays as the reports are generated, followed by a confirmation message once the generation process is complete.

## Complete proofing and approval

Individual PDF Proof allows you to visually check the reports one at a time. You can approve or reject it and move onto the next one.

1. First, [Assign templates to students](#), [Select schema layouts](#), [Select reporting class cohort layouts](#) and
- 2.



- 
4. Generate PDFs.
  5. Under Publish reports in the left menu, select Proofing & Approval.
  6. Do one of the following:
    - a. Select Individual PDF Proof.

Depending on your school's version of Sentral, you may see this called Proof.

      - i. Visually check the report.
      - ii. Select either Approve Report or Reject Report.
      - iii. Move on to the next one. Students matching your search filters are listed on the right.
    - b. Select Bulk Approval.

Depending on your school's version of Sentral, you may see this called Bulk Proof.

      - i. Select checkboxes for reports you want to publish and select Approve Reports.
      - ii. Select checkboxes for reports that need amendments and select Reject Reports.

### Manage published reports

1. First, [Assign templates to students](#), [Select schema layouts](#), [Select reporting class cohort layouts](#),
- 2.

4. Generate PDFs and [Complete proofing and approval](#).
5. Under Publish Reports in the left menu, select Manage Published Reports.  
Depending on your school's version of Sentral, you may see this called Publish.
6. Select Overview in the left menu.
7. In Publish Reports Overview:
  - a. View the details for the class years published.
  - b. Choose whether to enable the reporting period in the portal.
  - c. Select Save.
  - d. Select the year group to view the list of students who have published and unpublished reports.
    - i. On the Published tab, for selected students, choose whether to Publish to Parent Portal Feed, Reject, Reprint, Unpublish Reports.
    - ii. On the Unpublished tab, select to publish reports.
8. Select Publish in the left in the left menu.
9. In Publish Reports:
  - a. Choose filter options and select Set Filter.
  - b. Select students.
  - c. Select Publish Reports.  
Once a report is published, it automatically goes into the student's profile regardless of whether it has been emailed to the portal and the settings in Overview.
  - d. Select the Published tab to view details of students whose reports were published.
  - e. Select students and then select Publish to Parent Portal Feed.

## To manage email templates

### Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Manage Email Templates			■

1. Open the reporting period.
2. Under Publish Reports in the left menu, select Publish Reports.  
Depending on your school's version of Sentral, you may see this called Publish.
3. Select Manage Email Templates in the left menu.
4. In Email Templates, do one of the following:
  - a. To delete one template, select Delete next to the template and then select Confirm.
  - b. To delete multiple templates, select the templates in the list, select Actions, choose Delete Templates, and then select Confirm.
  - c. To edit a template, select Edit next to a template.
    - In Email Reports, update the fields, edit content, and then select Update Current Template.
  - d. To save as a new template, select Edit next to a template.
    - In Email Reports, update the fields, edit content, and then select Save as New Template.

## To unpublish reports

Use the information in this section to unpublish reports and make corrections if you discover errors in one or more reports. For example, you might notice a wrong template used or that the template requires corrections.

- 
1. Under Publish Reports in the left menu, select Manage Published Reports.  
Depending on your school's version of Sentral, you may see this called Publish.
  2. Select Publish in the left menu.
  3. In Publish Reports, select the Published tab.
    - a. Select students.
    - b. Select Unpublish Reports.

When you unpublish a report, two things happen:

- The report that was populated into the student profile and sent to the Portal is withdrawn from their locations.
- The report moves from the Published to the Unpublished tab rather than being deleted from the system.

### Bulk publish reports via email

Use the information in this section to bulk publish student reports to parents via their preferred email address.

1. Under Publish Reports in the left menu, select Email to Parents.  
Depending on your school's version of Sentral, you may see this called 'Email'.
2. View the Summary details on the right. Action contacts without email addresses.
3. In Email Reports
  - a. Enter subject details and choose whether to add student names.
  - b. Choose a Template.
  - c. Choose whether to resend reports.
  - d. Enter content for the body of the email. Use the available merge fields and editing tools.
4. Do one of the following:
  - Select Save as New Template.
  - Select Update Current Template.
5. Select Email Published Reports.  
The process of attaching reports and emailing them to parents' email addresses is initiated. Outgoing emails have student reports attached in PDF format while subject and body of the email is common to every parent.

### View email history

1. Under Publish Reports in the left menu, select Email History.
2. In Email Reports, view details such as date and time of reports sent to parents.