

Activity Rollover for Teaching Groups – NSW DoE Schools

November 2024



Contents

Overview	- 3 -
Roll over Group Types	- 3 -
Overview	- 3 -
Steps.....	- 3 -

Overview

Many of our schools start the process of transitioning students, staff, year levels, households, teaching groups and roll classes for the future year before the current year ends. This guide describes how to rollover a teaching group from an activity.

There are other groups of students and staff that you need to create and sync up to the NSW DoE's system. These may be your Peer Support groups or Excursion/Incursion groups. In Sentral, these sorts of groups are managed in the Activities module.

Sentral will sync activities that are created against a category with a nominated Group Type back to NSW DoE's system.

NSW DoE group types are:


- EXC – Excursion/Incursions
- EC – Extra-Curricular
- OTHER – Other Activity Group
- PSG – Peer Support Group
- SRE – Special Religious Education
- SPO – Sport.

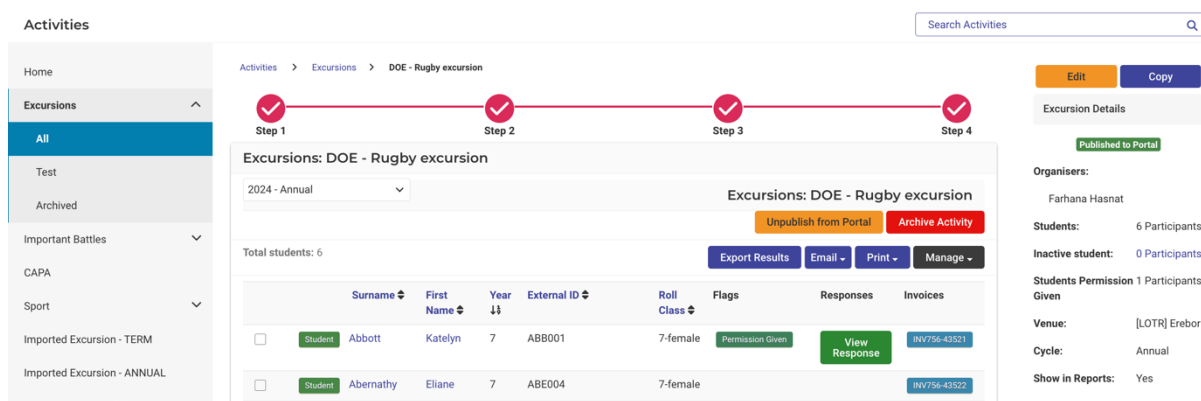
Roll over Group Types

Overview

Sentral provides a 'Copy' functionality that allows schools to copy existing activities (linked to a teaching group via a category) and select a future cycle instance so that information can be sync up to the NSW DoE's system for the following year.

Steps

1. Select the Sentral menu icon  and then under Insights, select Activities. The Activities home screen displays.
2. From the search box located in the top-right corner, type and select an activity name that is linked to a teaching group. Alternatively, you can select a specific category from the left menu, view all activities within the selected category, and then select an activity.
3. Select Copy from the activity dashboard.

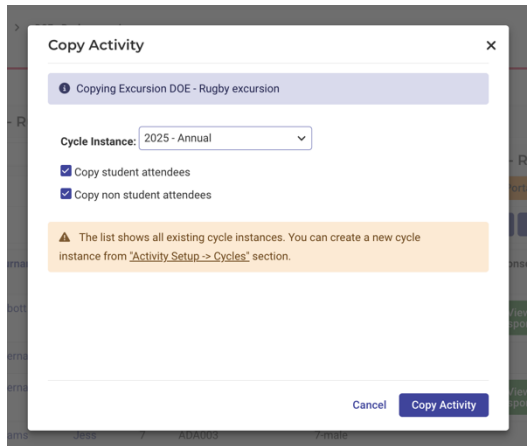


The screenshot shows the 'Activities' page in Sentral. The breadcrumb trail is 'Activities > Excursions > DOE - Rugby excursion'. A progress bar at the top indicates four steps, all of which are completed. The main content area displays 'Excursions: DOE - Rugby excursion' for the '2024 - Annual' cycle. It includes buttons for 'Unpublish from Portal' and 'Archive Activity'. Below this, it shows 'Total students: 6' and buttons for 'Export Results', 'Email', 'Print', and 'Manage'. A table lists the students:

	Surname	First Name	Year	External ID	Roll Class	Flags	Responses	Invoices	
<input type="checkbox"/>	Student	Abbott	Katelyn	7	ABB001	7-female	Permission Given	View Response	INV756-43521
<input type="checkbox"/>	Student	Abernathy	Eliane	7	ABE004	7-female			INV756-43522

On the right side, there are buttons for 'Edit' and 'Copy', and a section for 'Excursion Details' showing 'Published to Portal', 'Organisers: Farhana Hasnat', 'Students: 6 Participants', 'Inactive student: 0 Participants', 'Students Permission Given: 1 Participants', 'Venue: [LOTR] Erebor', 'Cycle: Annual', and 'Show in Reports: Yes'.

- Select a future cycle instance from the dropdown.
The dropdown list shows all existing cycle instances. You can create a new cycle instance from Activity Setup | Cycles section.



- Select Copy Activity.
The Activity Edit screen displays.
- Select a Start and End Date. Also make necessary changes to information in other fields if required.

Activities > Excursions > Copy DOE - Rugby excursion

Overview Costs Excursion Academic Reports Questions

Copy Excursions: DOE - Rugby excursion

Excursion Details

Excursion Name: DOE - Rugby excursion

Code:
Code that can be used to uniquely identify an event.

Start Date:
Start Time: Not Set

End Date:
End Time: Not Set

Permission Form Due Date:

Event Details:

- Select Copy.
Sentral will sync activities that are created against a category with a nominated Group Type back to NSW DoE's system.