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1 Introduction

This document describes key steps for successfully setting up Sentral to track student Analysis. This document describes the setup area of Analysis which includes Academic Report Settings, NAPLAN settings, Continuum Tracker Settings, Attendance Settings, and Import External Tests.

A detailed description for the setup of each area in Analysis has been provided as well as a **checklist of pre-requisites, decisions** and recurring tasks that need to be reviewed on a periodic basis.

2 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Analysis module.

2.1 Settings

The setup area for Analysis is where you can configure the analytical settings for Reports, NAPLAN, Continuum Tracker and Attendance. You can also import external tests.

You need to decide which options you wish to configure for your Analysis module.

2.2 Staff Roles and Synchronise Staff

Review and adjust staff roles. For Primary schools it is important to have all teachers assigned to their roll classes.

2.3 Assessment and Testing

Many schools assess and test students via external/standardised assessments. Standardised tests are administered to student under the same conditions and differ to school-based assessments. These assessments test student skills & performance to provide schools with summative and formative data to analyse student progress and assist with defining learning pathways for students and support school learning plans.

There is a rich landscape of external assessment and tests. Sentral incorporates some of the well-known external assessment as well as the incorporation of certain modules within Sentral to provide a rich tapestry of information.

It is important for staff to familiarise themselves with the tests Sentral can upload into the Analysis module.

3 Setup Analysis

The following is a description of the setup for each area in the Analysis setup. These details will guide you through the critical configurations you need to setup in Analysis. The configurations can be found via **Analysis module > Analysis Setup**.

3.1 Academic Report Settings

This is where you can setup analytical settings for Academic Reports. You have the option to:

- Hide Academic Reports in the Analysis Module
- Select which reporting periods that you do not want to include in the analysis
- Select which Calendar years you do not want to show
- Select which Academic Years you do not wish to show

Academic Reports Settings

After changing any settings please save them first and then click Synchronise Reports Achievements Data for the settings to take effect. The import of Academic Reports data is run in the background and takes roughly ~2 minutes to complete.

Synchronise Reports Achievements Data

Hide Academic Reports in Analysis module. Yes No

Select reporting periods that you do not want to include in the analysis.

Select Calendar Years you do NOT wish to show.

Select Academic Years you do NOT wish to show.

Note: After changing any settings, you must **Save** them first and then click **Synchronise Reports Achievements Data** for the settings to take effect.

3.2 NAPLAN

This is where you can setup analytical settings for NAPLAN. You can opt to hide NAPLAN so that it does not show in the analysis module by clicking on the Yes button. The default setting is No.

Note: NAPLAN only shows the last 3 years of data.

Note: To import NAPLAN Data go to **Import External Tests** and click on **Import**. (refer below for this step).

Note: After changing any settings, you must **Save** them.

3.3 Continuum Tracker Settings

This is where you can setup analytical settings for Continuum Tracker. You can opt to hide Continuum Tracker so that it does not show in the analysis module by clicking on the Yes button. The default setting is No.

You can also select the Academic Years you do not wish to show.

Note: After changing any settings, you must **Save** them.

3.4 Attendance Settings

This is where you can setup analytical settings for Attendance data. You can:

- Opt to hide Attendance so that it does not show in the analysis module by clicking on the Yes button. The default setting is No
- Select Calendar Years you do not wish to show
- Select Academic Years you do not wish to show

Note: After changing any settings, you must **Save** them

The bottom panel provides you with an **Attendance Summary Setting**.

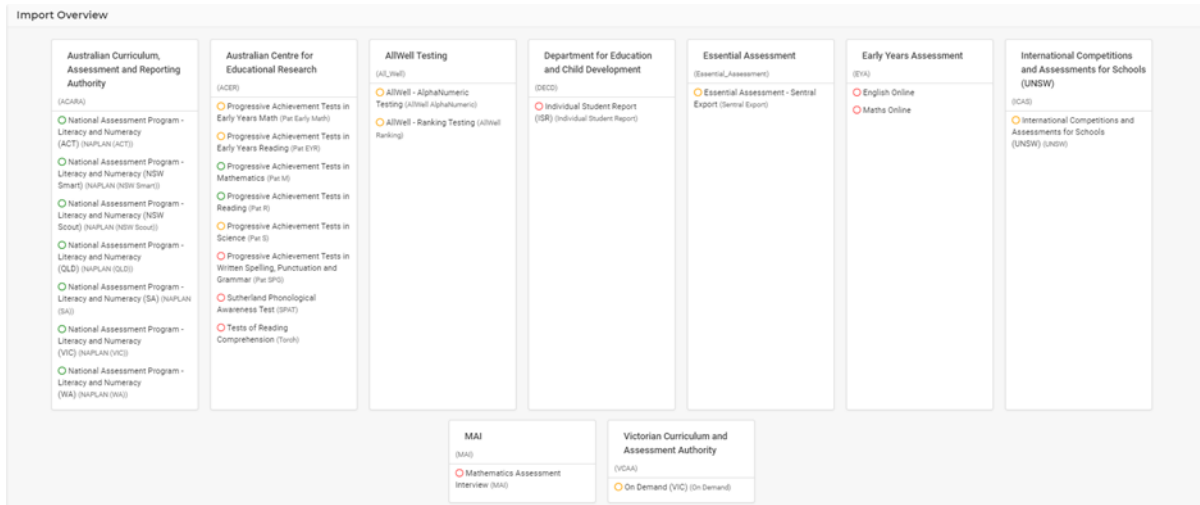
Note: Attendance data is imported and gathered into a lookup table **every school night** to speed up the generation of analysis graphs and functions.

Any changes made to a student's attendance will not be reflected until the analysis data is recomputed the next night.

If you wish to have a previous year's attendance data recomputed on the next run (the next night), tick the checkbox aligned with that year and click **Save**.

3.5 Import External Tests

The overview page shows you which external tests have been imported and if the data has been uploaded or not.



The three colours (legend)

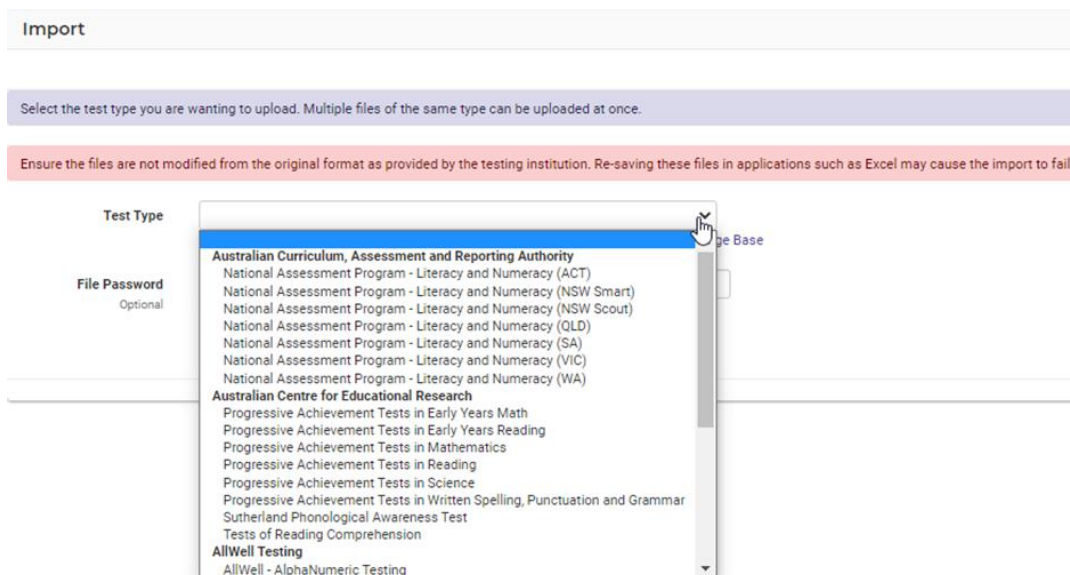
- **Green** - Released And Data Present: The importer for this test has been released and data has been uploaded.
- **Orange** - Released But No Data: The importer for this test has been released but no data has been uploaded.
- **Red** - Unreleased: The importer for this test is still in development and hasn't been released.

3.6 Import

You can import external tests data by selecting the test type you are wanting to upload. Multiple files of the same type can be uploaded at once.

Ensure the files are not modified from the original format as provided by the testing institution. Re-saving these files in applications such as Excel may cause the import to fail.

Once in Sentral Analysis, go to **Setup Analysis**, and click on **Import**. Select the test type - e.g. NAPLAN NSW.



Drag and drop the NAPLAN file/s you have downloaded (or click to upload from saved location)

NOTE: You can drag multiple files and upload simultaneously if they are the same file type. (e.g. NAPLAN).

Test Type National Assessment Program - Literacy and Numeracy (NSW Smart) ▼
Instructions for importing specific test types into Sentral can be found in the [Knowledge Base](#)

Calendar Year Select Calendar Years
Select the calendar year for the file you are importing.

School Year Select School Years
Select the school year for the file you are importing

File Password
Optional This value is only required if the file is password protected

You will need to nominate a calendar year and school year.

Once you have uploaded your files, click on the **Upload Test Data** button.

You will now be transferred to the **Imported Files Screen**.

If the file type is accepted but the import procedure has not been released; it will show an **Undergoing Review** status.

Note: please refer to the Analysis FAQ for more details in importing tests.

3.7 Imported Files

The Imported Files displays test files that you have imported into your Sentral Analysis Module.

From the screen you can manually match students to their exam file as well as deleting entire files.

ACARA - National Assessment Program - Literacy and Numeracy (NSW Smart)						
File	Year Level	Test Year	Date/Time Uploaded	Status	Insights Sync Status	Action
10_y17_test2_NAPLAN2018.csv	7	2018	11/01/2019 09:44	Import Completed	INVALID FORMAT	Link Edit Options Delete
13_1_naplan_schoolsexport17_2015.csv	7	2015	10/03/2020 16:00	Import Completed	TRANSFER CANDIDATE	Link Edit Options Delete


ACARA - National Assessment Program - Literacy and Numeracy (QLD)						
File	Year Level	Test Year	Date/Time Uploaded	Status	Insights Sync Status	Action
14_Si Saviours Y7.csv			06/09/2020 19:13	Unable To Match Students	NO FURTHER ACTION	Link Set as Transfer Delete

ACER - Progressive Achievement Tests In Early Years Math						
File	Date/Time Uploaded	Status	Insights Sync Status	Action		
7_test.xlsx	31/10/2018 08:52	Awaiting Permission	NO FURTHER ACTION	Link	Set as Transfer	Delete

Pat R - Progressive Achievement Tests In Mathematics						
File	Date/Time Uploaded	Status	Insights Sync Status	Action		
1_Pat M master.xlsx	23/08/2017 08:34	Unable To Match Students	NO FURTHER ACTION	Match Term Manually	Link	Set as Transfer Delete

Ideally, you will get **Import Completed** if all students match initially.

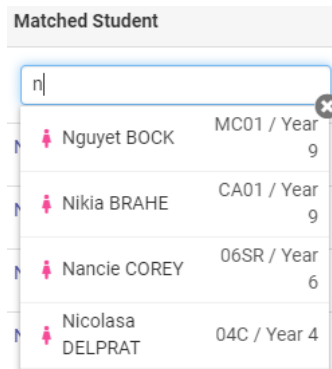
If there is a significant number of students that **do NOT** match the file you are uploading, you may need to match students manually before importing.

Click on the **Link**  button to view the student names against the SRN fields.

Import	Matched Student
Student Fields From File	
• Unique Id: CAR0024	No Student Match Found
• Unique Id: AGU0002	No Student Match Found

[Import For Matched Students](#)

To search for a student, click on **No Student Match Found**, then enter the first few letters of their surname into the search field and select them from the list.



Once you have all your students linked, click on the **Import for Matched Students**

Import For Matched Students

to re- import them into the exam results.

If a file has been uploaded that does not meet our import criteria **File doesn't Match Importer**

File Doesn't Match Importer

Import completed **Import Completed** indicated data is in an **Analysis Module**.

Click on any of the File hyperlinks to download the imported test.

4 Appendix A: Summary Checklist

So, you've scanned the detailed document and are wondering what's next? This table gives you a road map in concise, easy to read steps of how to get your Analysis module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>Academic Report Settings</i>	Review which options to display	Once
<i>NAPLAN Settings</i>	Review which options to display	Once
<i>Continuum Tracker Settings</i>	Review which options to display	Once
<i>Attendance Settings</i>	Review which options to display	Once
<i>Import External Tests</i>	Import External Tests	As required