

Analysis Admin Guide

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Getting started

Overview

The topics in this section highlight the key areas that your school administration staff need to consider prior to setting up the Sentral Analysis module.

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.

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.

Assessment and testing

Many schools assess and test students via external/standardised assessments. Standardised tests are administered to students under the same conditions and differ to school-based assessments. These assessments test student skills and 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.

Configure Academic Reports settings

Overview

Use the information in this topic to configure analytical settings for Academic Reports.

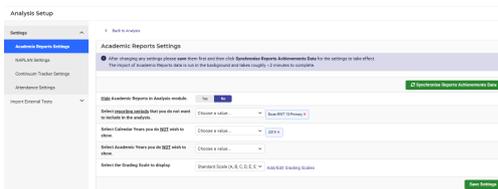
Steps

1. Select the menu icon  and choose **Analysis** in the Insights group.
2. Select  **Setup** and choose **Analysis Setup**.

The Analysis Setup screen displays.



3. Select **Settings** in the left menu and choose **Academic Reports Settings**.



4. Specify whether to hide academic reports in the analysis module.
5. Select which reporting periods that you do not want to include in the analysis.
6. Select which calendar years you do not want to show.
7. Select which academic years you do not wish to show.
8. Select the Grading Scale to display.
9. Select **Save Settings**.
10. Select **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.

Configure NAPLAN settings

Overview

Use the information in this topic to configure analytical settings for NAPLAN.

NAPLAN only shows the last three years of data.

To import NAPLAN data, see ["Import external test" on page 10](#) or if you are a NSW Department of Education school, see ["Export NAPLAN data and import into Analysis module" on page 12](#)

Steps

1. Select the menu icon  and choose **Analysis** in the Insights group.
2. Select  **Setup** and choose **Analysis Setup**.

The Analysis Setup screen displays.



3. Select **Settings** in the left menu and choose **NAPLAN Settings**.



4. Specify whether to hide NAPLAN in the Analysis module.
The default setting is No.
5. Select **Save Settings**.

Configure Continuum Tracker Settings

Overview

Use the information in this topic to configure analytical settings for Continuum Tracker.

Steps

1. Select the menu icon  and choose **Analysis** in the Insights group.
2. Select  **Setup** and choose **Analysis Setup**.

The Analysis Setup screen displays.



3. Select **Settings** in the left menu and choose **Continuum Tracker Settings**.



4. Specify whether to hide Continuum Tracker so that it does not show in the Analysis module.
The default setting is **No**.
5. Select the Academic Years you do not wish to show.
6. Select **Save Settings**.

Configure Attendance Settings

Overview

Use the information in this topic to configure analytical settings for attendance data.

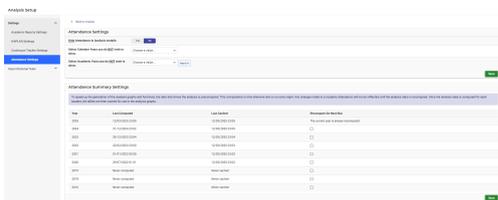
Steps

1. Select the menu icon  and choose **Analysis** in the Insights group.
2. Select  **Setup** and choose **Analysis Setup**.

The Analysis Setup screen displays.



3. Select **Settings** in the left menu and choose **Attendance Settings**.



4. Under Attendance Settings:
 - a. Specify whether to hide Attendance so that it does not show in the Analysis module.
The default setting is **No**.
 - b. Select calendar years you do not wish to show.
 - c. Select academic years you do not wish to show.
 - d. Select .
5. Under Attendance Summary Settings:
 - a. Select the checkboxes for any previous years if you wish to have a previous year's attendance data recomputed on the next run.
 - b. Select .

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.

View diagnostic tests available for import

Overview

Use the information in this topic to view the current list of diagnostic tests that may be uploaded.

Steps

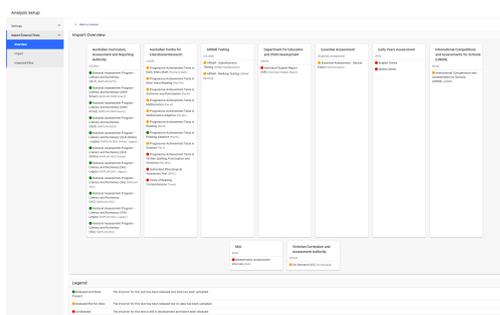
1. Select the menu icon  and choose **Analysis** in the Insights group.
2. Select  **Setup** and choose **Analysis Setup**.

The Analysis Setup screen displays.



3. Select **Import External Tests** in the left menu and choose **Overview**.

The Import Overview screen displays.



4. Use the legend to understand the external test information and status.

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.

View external tests already imported

Overview

Use the information in this topic to view external test files that have already been imported into your Sentral Analysis module.

Steps

1. Select the menu icon  and choose **Analysis** in the Insights group.
2. Select  **Setup** and choose **Analysis Setup**.

The Analysis Setup screen displays.



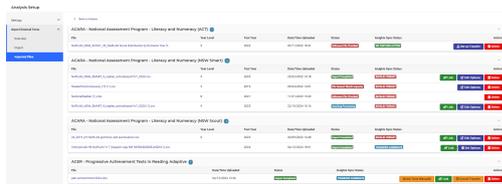
3. Select **Import External Tests** in the left menu and choose **Imported Files**.

The Import Overview screen displays the current list of diagnostic tests available to upload.

- Nominate a calendar year and school year.
A drag and drop files section displays.
- Drag and drop the files you have downloaded or click in the space to upload from a saved location.

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

- Once you have uploaded your files, select the **Upload Test Data** button.
The Imported Files screen displays.



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

This screen allows you to manually match students to their exam files as well as delete entire files.

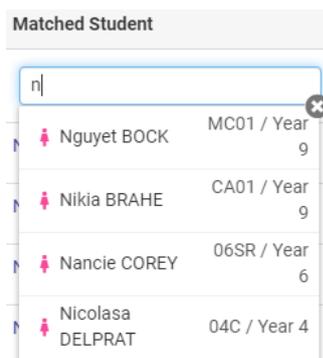
Ideally, you will see **Import Completed**  - if all students match initially.

If there are a significant number of students that **do not** match the file you are uploading, you will see **Unable To Match Students** . You may need to match students manually before importing.

- Select the  **Link** button to view the student names against the SRN fields.



- To search for a student, select **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 of your students linked, select the **Import for matched Students** button to re-import them into the exam results.

File Doesn't Match Importer  indicates that a file has been uploaded that does not meet our import criteria.

Import Completed  indicates data is in an **Analysis Module**.

- Select any of the file hyperlinks to download the imported test.

Export NAPLAN data and import into Analysis module

Overview

If you are a NSW Department of Education (DoE) school, use the following steps to export NAPLAN data from Scout and import the data into the Sentral Analysis module.

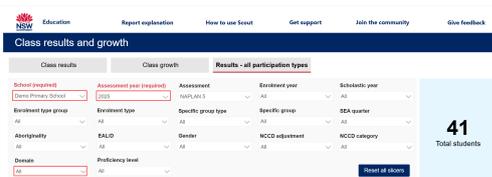
Prerequisites

- NSW DoE school
- Access to Scout
- Administration level access to Analysis Setup.

Steps

Export NAPLAN data from Scout

1. Choose **Student Class and reports**.
2. Select **Class results and growth** and then **Results - all participation types**.
3. Select your school from the School list.
4. Select the Assessment year from the list.
5. Select **All** in the Domains list.



The screenshot shows the Scout interface for 'Class results and growth'. The 'Results - all participation types' tab is active. The 'Assessment year' is set to 2020, and the 'Domain' is set to All. A blue box on the right indicates 41 total students.

6. Select the **More options** icon and choose **Export Data**.
7. Select **Summarized Data**.
8. Select **CSV** as the file format.
9. Select **Export** to download.



Note: Use this [NSW Department of Education link](#) to view report explanations, videos and supporting resources for NAPLAN Scout reports.

The valid output of the CSV export requires the following headers:

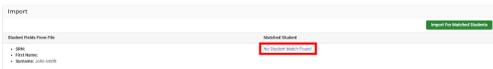
- Assessment
- SRN
- First name
- Last name
- Participation type
- Domain
- Scaled score
- Proficiency level.

Import NAPLAN data into Sentral Analysis

1. Select the Sentral menu icon  and choose **Analysis** in the Insights group.
2. Select Setup  and choose **Analysis Setup**.
3. Select **Import**.
4. For Test Type, select **National Assessment Program – Literacy and Numeracy (NSW Scout)**.
5. Select the calendar year.
6. If required, enter the file password.
7. In **Drop files here or click to upload space**, drag and drop the exported CSV file.
8. When the upload is complete, select **Upload Test Data**.
9. Select **Imported Files** in the left menu and locate the NAPLAN import.
10. Select **Set options** and choose the School year.



11. For students with **No Student Match Found** in the Matched Student column, select the **No Student Match Found** link, and then search for and select the student name.



12. Select the **Link** icon to confirm the students are matched.



13. Select **Import for Matched Students**.