

|| SENTRAL CALENDARS

OVERVIEW

1. What problem does this module solve?

i Schools are busy places and are required to manage events, appointments, meetings and day to day activities. The Calendar module allows schools to manage and monitor these events and be able to plan around student learning and staff scheduling. It provides an efficient, effective means to share with staff, parents, and students the events taking place at the school. The module is simple and fast to configure to your specific school's processes and requirements, but comprehensive enough to handle shared and private calendars.

2. How does Sentral solve this?

i **The Sentral Calendar Module:**

The ease of configuring this module ensures that schools can start creating various calendars for internal staff use but also calendars for parents and students. The format of calendars enables staff to add detailed information to be shared to relevant groups.

- Simple & easy tab navigation
- Gives a calendar overview of all calendars that can be viewed and subscribed too.
- All common data fields come out of the box, allowing schools to easily manage calendar entries
- Ability to export iCal to other external calendars.
- Ability to display chosen calendars to the Dashboard or to parent and student portal.
- Ability to assign access controls, preferences, and subscriptions.
- Easy category creation and colour coding
- Integration of staff absences

3. Who will use and get value from this Module?

i The Calendar module will be used by administrative and/or office staff who handle various events, appointments, and duties in relation to school management. General staff have access however may be required to follow school processes and polices. A deep understanding of current school policies and procedures is essential to ensure Calendars, groups and communication is centralised & transparent. Calendar module also benefits the parent and community at large to provide information of events taking place at the school.

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