



**SENTRAL
EDUCATION**

Calendars - User Guide

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Calendars

Target Audience

- Administration Staff

Content

Within this course staff will learn how to:


- Create a calendar
- Edit a calendar event

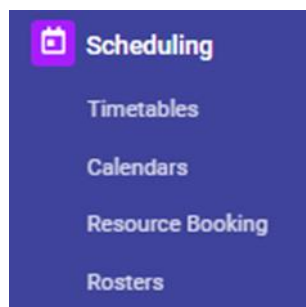
Overview

Staff will learn how to create a calendar.

Creating a Calendar

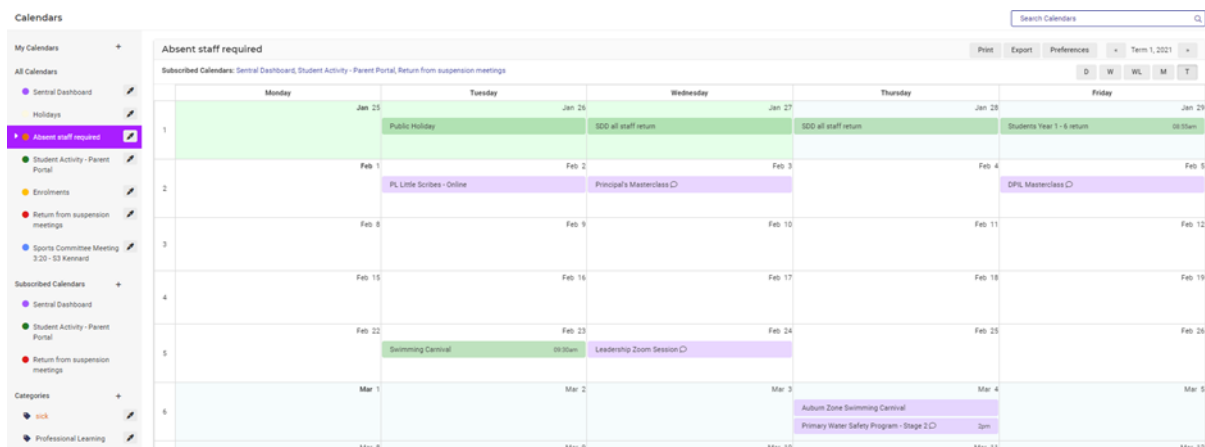
The following procedure is to teach office staff how to create a calendar.

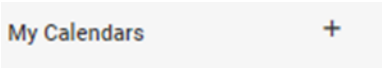
1. To access the **Calendars Module**, select the **waffle icon**  in the top left-hand corner of the Sentral Dashboard.
2. Select **Calendars** from the **Scheduling** Group.



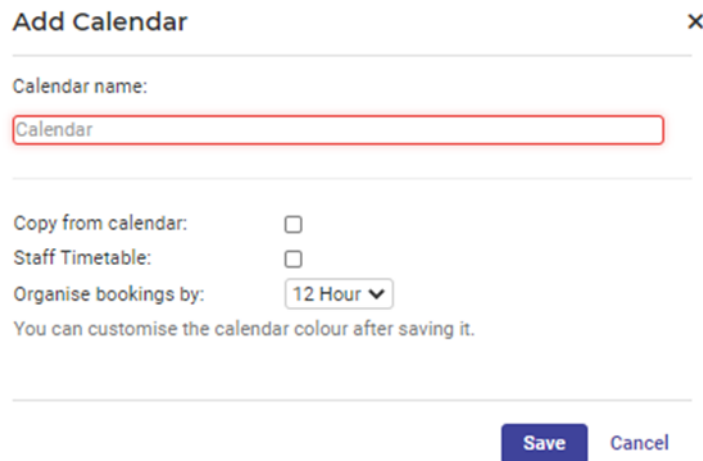
The **Calendar** for the current **Term** displays. The view can be altered to day, week,

month and term 

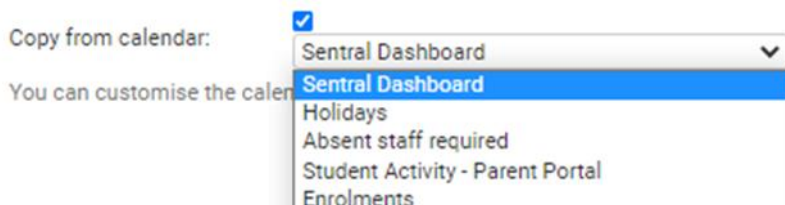


3. On the left-hand side of screen select +  to create a new calendar.

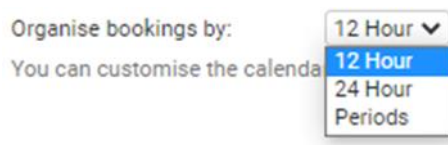
The **Add Calendar** screen displays.




4. **Calendar Name:** type in the calendar name you are creating.
5. **Copy from calendar:** if you wish to copy from another calendar tick this option. A drop-down menu will display listing the calendar to select.



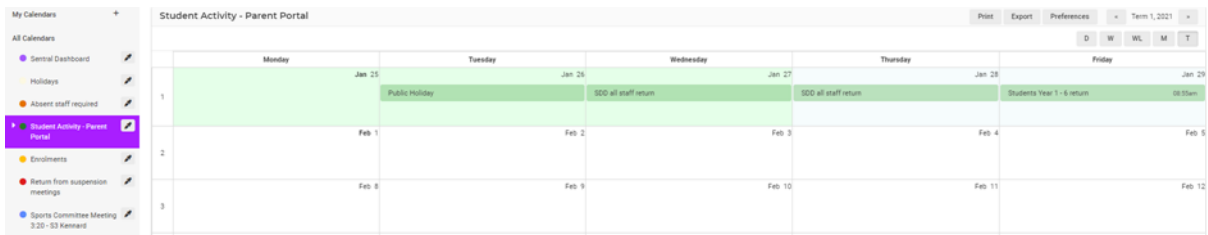
6. **Organise bookings by:** select the format to organise bookings from the drop-down list.



7. Select the green **Save** button.
8. Assign the calendar created a colour by clicking on the  icon next to the calendar name and select the appropriate colour from drop down list.




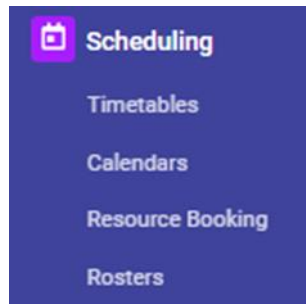
The calendar is now displayed.



Create a Calendar Event

The following procedure is to teach office staff how to create a calendar event.

1. To access the **Calendar Module**, select the **waffle icon**  in the top left-hand corner of the Sentral Dashboard.
2. Select **Calendars** from the **Scheduling** Group.



3. Select the correct calendar you wish to create an event for on the left-hand side of screen.
4. To create an event, select the date for the event.

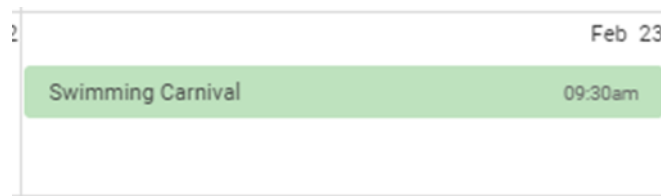
The **Add Event** screen displays.

The screenshot shows the 'Add Event' form with the following fields and controls:

- Title:** Text input field containing 'New event for 09/02/2021'.
- Date:** Date picker showing '09/02/2021', a blue circular icon, and a 'Recurring' checkbox.
- Start Time:** Two dropdown menus for hours ('hh') and minutes ('mm').
- End Time:** Two dropdown menus for hours ('hh') and minutes ('mm').
- Organisers:** A dropdown menu with the text 'Choose a value...'.
- Note:** A large text area for notes.
- Link:** A text input field containing 'http://'.
- Personal Note:** A large text area for personal notes.
- Category:** A dropdown menu with the text 'Select a category'.
- Buttons:** 'Save' (blue), 'Cancel' (grey), and 'Delete' (red) buttons at the bottom right.


5. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
6. If Recurring box is ticked, the event will have a start and end date and frequency of this event.
7. Select the green **Save** button.

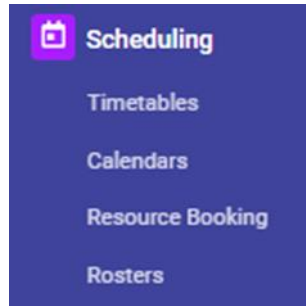
The calendar will be displayed with the event listed.



Edit a Calendar Event

The following procedure is to teach office staff how to edit a calendar event that has been created.

1. To access the **Calendar Module**, select the **waffle icon**  in the top left-hand corner of the Sentral Dashboard.
2. Select **Calendars** from the **Scheduling** Group.



3. Select the calendar on the left-hand side of the screen.
4. Click on the hyperlink in the event (you wish to edit or delete) to open the Edit Event dialogue box.

Edit Event
✕

Title:

Date:

Start Time:

End Time:

Organisers:

Note:

Link:

Personal Note:

Category:

5. To edit, make the necessary changes in the relevant fields and select the **Save** button.

Calendar Subscriptions

Subscriptions allow you to view the events of one or more calendars inside your main/default calendar.

Note: You will not be able to edit any events from subscribed calendars within your default calendar.

Your default calendar will show a mixture of events on screen in different colours.

Subscribed Calendars: Absent staff required, Student Activity - Parent Portal, Return from suspension meetings

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|--------|--|--|--|--|--|--------|
| 1 | Jan 25 | Student Activity - Parent Portal/ Public Holiday | Student Activity - Parent Portal/ SDO all staff return | Student Activity - Parent Portal/ SDO all staff return | Student Activity - Parent Portal/ SDO all staff return | Student Activity - Parent Portal/ SDO all staff return | Jan 30 |
| 2 | Feb 1 | PL Little Scribes - Online | Principal's Masterclass | | DPIE Masterclass | Feb 6 | Feb 7 |
| | Feb 8 | Feb 9 | Feb 10 | Feb 11 | Feb 12 | Feb 13 | Feb 14 |

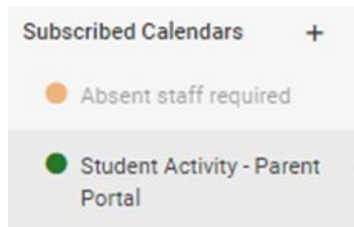
Turn the subscribed calendars on and off by clicking the panels on the left-hand menu. (Off is greyed out, On is highlighted).

Note: This does not stop the subscription, it removes the data from the screen.

For this example, we will turn off **Absent Staff**.

1. Go to Subscribed Calendars, section on the left-hand menu.

Note: how only one calendar is greyed out (Holidays is Off).



This now displays on the main section as below:

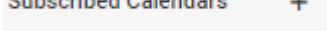
| Monday | | Tuesday | | Wednesday | |
|--|--|------------------------------------|--|---|--|
| Oct 12 | | Oct 13 | | Oct 14 | |
| Student Activity - Parent Portal Term 4 - First day back - students and teachers | | LST meeting | | Absent staff required: 08:30am - 12am Karen (DEL) out for EVI prep ☐ | |
| Chicken Watch S3 Walton | | K2 and 3-6 meeting 3:30pm - 4:30pm | | Absent staff required: 2pm - 3:30pm Shirley Mamo PL | |
| Absent staff required: RTS meeting Jordan | | | | Staff PL - CESE PL online 3:30pm - 4:30pm | |
| Absent staff required: Job 11am - 1:30pm panel culling ☐ | | | | | |
| Oct 14 | | Oct 15 | | Oct 16 | |

| Monday | | Tuesday | | Wednesday | |
|--|--|------------------------------------|--|---|--|
| Oct 12 | | Oct 13 | | Oct 14 | |
| 1 Student Activity - Parent Portal Term 4 - First day back - students and teachers | | LST meeting | | Staff PL - CESE PL online 3:30pm - 4:30pm | |
| Chicken Watch S3 Walton | | K2 and 3-6 meeting 3:30pm - 4:30pm | | | |
| Oct 19 | | Oct 20 | | Oct 21 | |
| 2 Chicken Watch S3 Wentworth | | LST meeting | | Staff meeting PL - WWB & Dept Public Service survey | |
| Kerry Network Zoom 9-2 09am - 3pm | | | | Walkers Event decor ☐ 11:45am - 12am | |
| Safe principals - amending 12pm - 12am WHS folder/system | | | | | |

Before

After

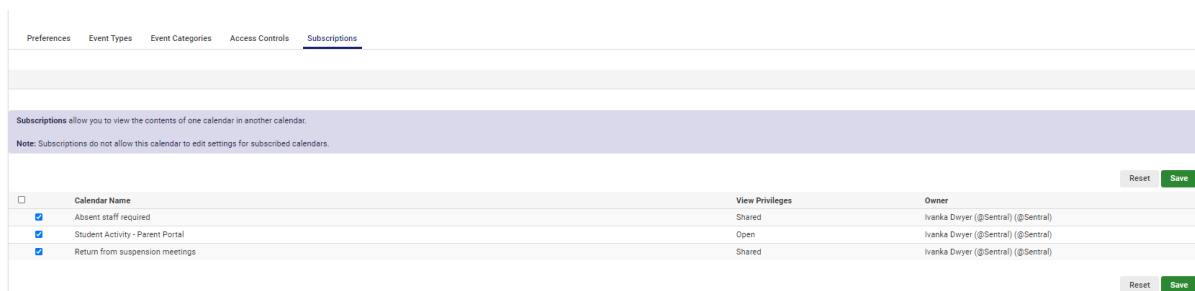
Un-Subscribe from a Calendar

1. To un-subscribe from a calendar, click on the  in the **Subscribed Calendars** menu on the left-hand side of screen.

The screen displays the **Preferences** section.

2. Un-tick the calendar/s you wish to unsubscribe to.
3. Click on the green **Save** button.

The screen refreshes and the calendar/s disappear from the Subscribed Calendars list.



Publish Calendar to Portal

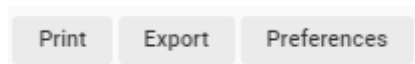
Sentral has its own calendar system, which shares information across modules, and can be viewed by Students and Parents in the portal.

Allowing a calendar to be viewed in the portal is a two-step process.

Step 1 - Sentral Calendars

There are permission settings per Calendar which can be found by accessing the Calendar and clicking on Preferences (top right) - you will have the following for Edit and View Privileges:

- **Private:** Only users set in the access controls of this calendar.
- **Shared:** Only Sentral Logged in Users (Staff).
- **Open:** Anyone who has the URL for the Calendar (both Staff, Parents and Students).



There are display options for the Teacher Dashboard and the Student Dashboard. The Staff Dashboard option is the Calendar displayed if using the Calendar Dashboard Widget for display.

The Student Dashboard feature is not related to the Portal, so can be disregarded. So long as Staff Calendars are set to only allow access for either Private or Shared access pertaining to BOTH Edit and View, then only Staff will be able to modify/view entries on that calendar.

Step 2 - Student and Parent Portal

For Parents and/or Student users to access a calendar, the following needs to be setup:

You need to ensure that the Calendar has View Privileges set to Open: Anyone.

a) To set:

- Access Calendar Module.
- Open up Calendar you wish to share in the Portal.
- Click on Preferences (top right).
- View Privileges: select 'Open: Anyone'.
- Save at the bottom.

b) To link to Portal:

- Portal Console > Setup Portal Console.
- Settings. – Mange Portal Settings.
- Portal Calendar – select the calendar that will be displayed for portal users.
- Save.

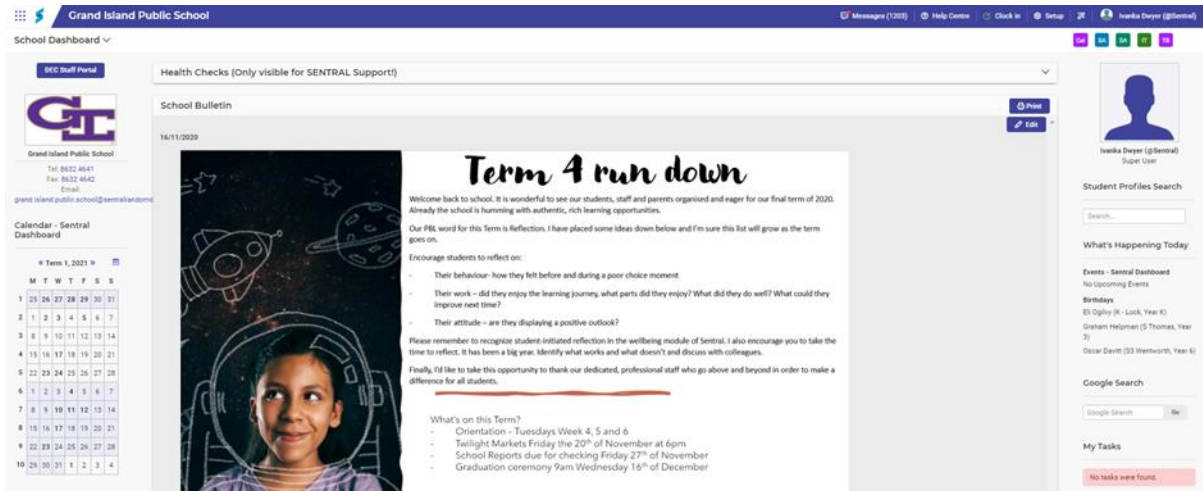
Once you have done above, the calendar will be accessible via drop-down on the applicable Student and/or Parent Dashboards applied.

How to show Calendar on Dashboard

Sentral can display a selected calendar to the dashboard.

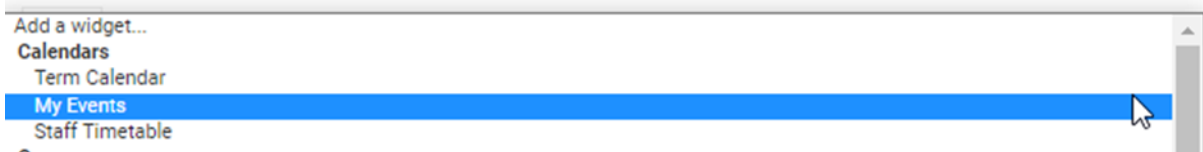
1. Select **School Dashboard > Customise School Dashboard**.

The layout screen displays.



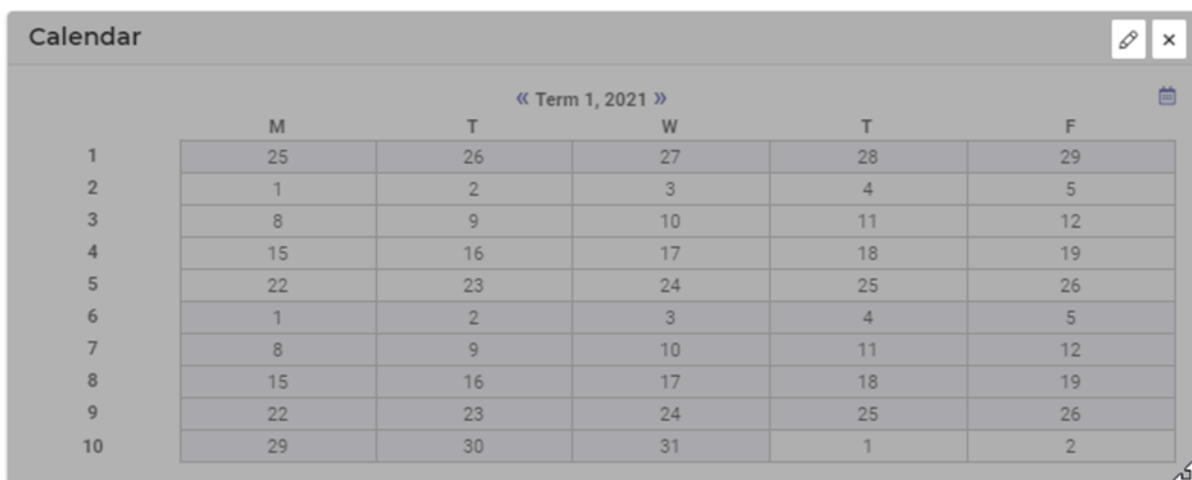
As the Dashboard consists of three columns, decide where you would like the calendar to display.


2. Click on the **Add a widget** and select the calendar you wish to display.



3. Click on the **Add** button.

The Calendar will display.




4. Click on the **Pencil icon**  in the centre of the screen.
5. Select the Calendar to display.

Calendar

Calendar to display

Calendar View

Only show future events in agenda?

6. Select the **Calendar View**.
7. Tick if you wish to only show future events in agenda.
8. Click on the **Save** button.
9. Click back on the school name and the calendar will display.
10. Click on **Open Calendar** [Open Calendar](#)  top ride side of calendar to open the Calendar.

Glossary of Terms

Senral software contains many drop-down lists and areas to add detail relevant to data entry for calendars. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of glossaries of terms.

| Item | Description | Type |
|---------------------------|---|------------|
| Note | additional details for the event | Text field |
| Show Recess Period | Show the recess period in calendar | tick box |
| Show Lunch Period | Show the lunch period in calendar | tick box |
| Week Start | Day on which to start the week | Drop Down |
| Start/End Period | First/Last period in the day | Drop Down |
| View Privileges | Set who can view this calendar | Drop Down |
| Max items per day | Maximum items to show for each day in month / term view | Drop Down |

| | | |
|--|--|--|
| | | |
|--|--|--|