SENTRAL
A division of globalpayments

Class PxP User Guide

September 2024

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Overview

All schools are required to keep a record of attendance for all students. Sentral's Class PXP module handles all absence types and records with a focus on class attendance. It provides an efficient, effective and clear end to end solution that seamlessly manages key processes and workflows and reporting functionality for attendance records. The module is simple and fast to configure to your specific school's processes and requirements, but comprehensive enough to handle Student class attendance processes, compliance and movement.

Product versions

Your school will have one of the products listed in the Feature availability table below – with the main difference being the Classic versus Indigo user interface. Some differences exist between product versions. These differences are described at a feature level in this guide.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Class PxP	■	■	■	■

Role-based permissions

Your access is assigned to you by the Sentral Administrator (Administrator) at your school. They can set permissions at a granular level, and this determines the type of access you have and the functions you can access in the Class PxP module.

Access

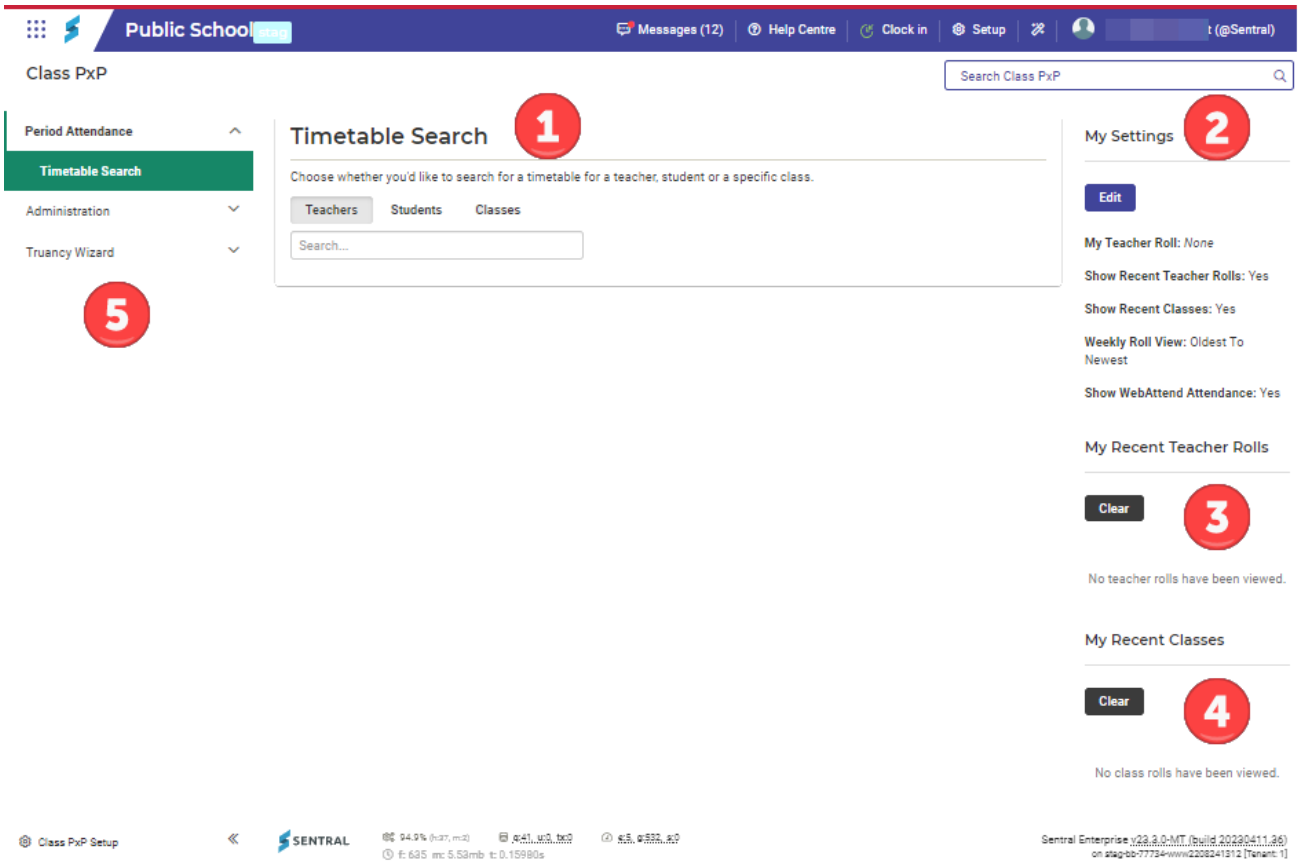
To access Class PxP from the Sentral home screen, select the menu icon (⠿) and choose PxP.

Note: *Depending on your version of Sentral, you may see Class PxP instead of PxP.*

PxP home screen

Refer to the table below for a description of information on the PxP home screen.

Reference	Description
1	Allows you to search for a timetable by teacher, student, or class.
2	My Settings lets you adjust your personal settings and view teacher rolls and classes.
3	After you complete a teacher search, My Recent Teacher Rolls lists your searches and provides shortcut access to the listed PxP classes.
4	After you complete a class search, My Recent Classes lists your searches and provides shortcut access to the listed PxP classes.
5	Menu options including the truancy wizard used to manage unexplained absences.



Manage my settings

Use the information in this section to adjust your personal settings for roll marking.

1. Select the Sentral menu icon (⠿), and then under Attendance, select PxP.
2. In the right pane, under My Settings, select Edit.
3. In Edit my Settings, do any of the following:
   a. Select one or more options from the My Teacher Rolls list.
      This list shows classes you are assigned to.
   b. Specify whether to show your recently viewed teacher rolls as a shortcut list to the classes on your PxP home screen.
      The list displays once you've completed a teacher search.

      > ***Note:*** *All teachers in a high school setting can search for any teacher, student, or class PxP and mark rolls.*

   c. Specify whether to show your recently classes view classes as a shortcut list to the classes on your PxP home screen.

      > ***Note:*** *These shortcuts provide quick access to Faculty Heads, teachers, or leadership team to view all the classes with ease.*

4. Specify how you want the weekly roll view to display.
5. Specify whether to show the daily attendance new to each PxP roll.
6. Select Save.

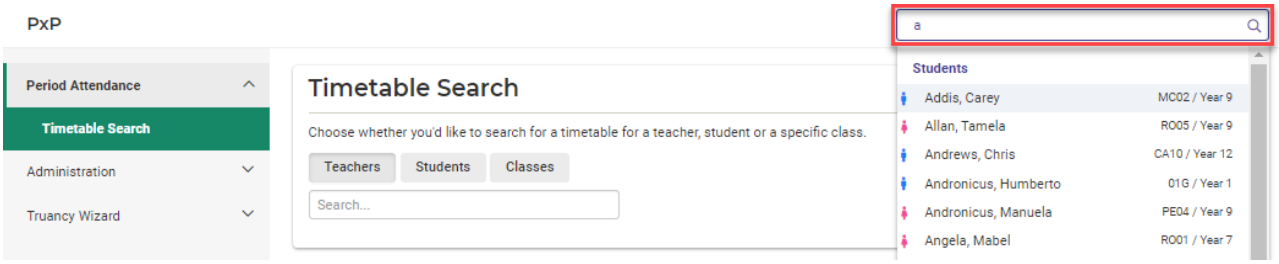
Overview

There are two ways to search for a specific timetable:

- via the PxP quick search field
- via the Timetable Search menu – for a Teacher, Student, or Class timetable.

To use PxP quick search

1. Select the Sentral menu icon (⠿), and then under Attendance, select PxP.
   The PxP home screen displays.



PxP quick search field

2. Start typing the specific teacher, student, or class and select an option from the results list.
3. Select a period for marking.

To search for a teacher, student, or class timetable

1. Select the Sentral menu icon (⠿) and then under Attendance, select PxP.
   The PxP home screen displays.
2. Select an option to limit your search: Teachers, Students, Classes.
3. Do any of the following:
   — Enter part or all a student or teacher's first name or last name.
   — Enter a class code.
4. Select from the results list to display the timetable.
   Irrespective of the filtering you chose or your selection, the Timetable that displays includes Period number, Subject code and Teacher name.
5. Select a period for marking.

> ***Note:*** *A red border indicates unmarked/unsubmitted rolls. A yellow border indicates marked/submitted rolls. Other periods may be breaks or non-teaching periods for that teacher.*

PxP roll marking

To mark a PxP class

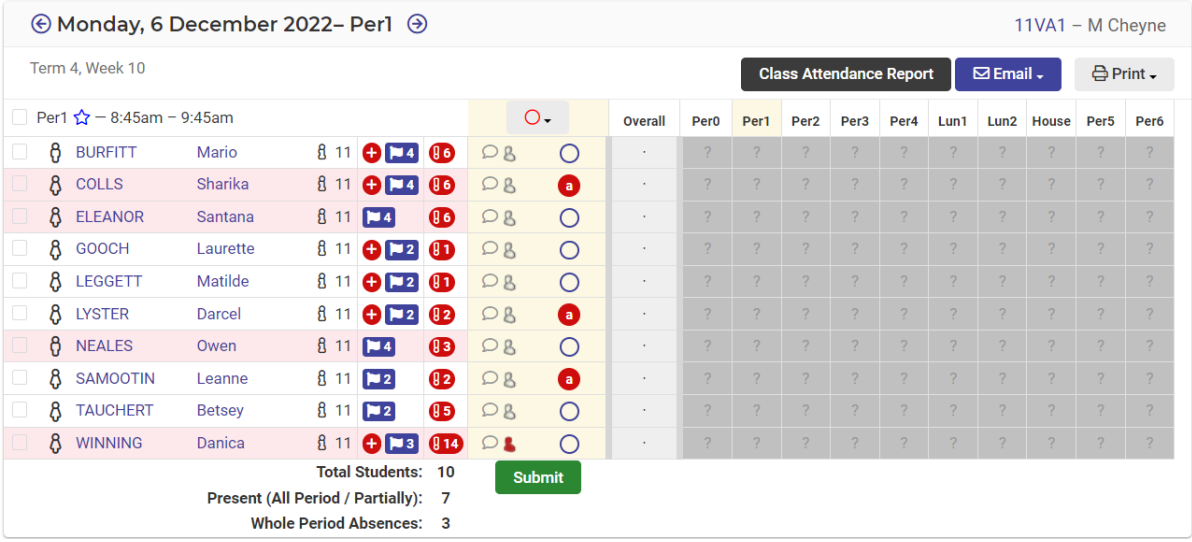
1. First, search for a class.

   See To use PxP quick search and To search for a teacher, student, or class timetable

2. Select a period for marking.

   The screen that displays may differ depending on which period you selected. This is because if you select period 5 for example, the system assumes that all previous periods have been completed. A '?' indicates an unsubmitted PxP roll.

> ***Note:*** *A red border indicates unmarked/unsubmitted rolls. A yellow border indicates marked/submitted rolls. Other periods may be breaks or non-teaching periods for the selected teacher.*



PxP period marking screen example – ST version

3. Confirm the period being marked.

   There are two places to check the period identifier. Firstly, next to the date at the top of the screen. Secondly, the highlighted column header. In the example above, Period 1 is highlighted.

4. View the status of students.

   All students are set as present by default. This is indicated by a circle.

5. To record an absence reason for a student, select the circle next to their name, and do any of the following:

   a. Next to Period Absences, select a reason from the list.

      If you selected one of the partial absences (Late Arrival, Early Leaver, Timed), then specify timing.

   b. Next to Explanation, select an option.

      The options available are determined by your school – but fall into the broad categories of explained, unexplained, and truant.

   c. Enter a comment if more information is required.

   d. Select Save.

      Absence abbreviations show as:

      — **a** – absent unexplained
      — **a** – absent explained
      — **late (mins)** – unexplained late

- **late (mins)** – explained late
- **p (mins)** – timed unexplained absence
- **p (mins)** – timed explained absence
- **el (mins)** – unexplained early leavers
- **el (mins)** – unexplained early leavers
- **a truant**

6. To record an incursion for a student's non-attendance in a class, do the following:
   a. Next to Period Absences, select the type of incursion from the list.
   b. Set a check in time and check out time (if applicable)
   c. Enter a comment if more information is required.
7. Select Save.
8. To record a new absence reason for a student if this is enabled for your school and you have permissions:
   a. Select New Absence.
   b. Select a reason.
   c. Select an explanation.
   d. Select Save.
9. To record a new incursion for a student if this is enabled for your school and you have permissions:
   a. Select New Incursion.
   b. Select a type.
   c. Set the time in and time out (if required).
   d. Select Save.
10. To mark a student out of uniform before you submit the roll, do one of the following:
    a. Select the Person icon ( ).
    b. Select the Speech bubble icon ( ), add a note, select the Out of Uniform checkbox, and select Save.
11. Select Submit and select OK to confirm to save the absences for your roll.
    A padlock displays. The Period that was marked then is updated for the day view.

To mark multi-period classes as a single roll

Overview

Use the information in this section to mark multi-period classes as a single roll. When you mark the roll this way, student absences cover the multi-period.

> ***Note:*** *Your Sentral Administrator has permissions to switch this on via PxP Setup | Settings.*

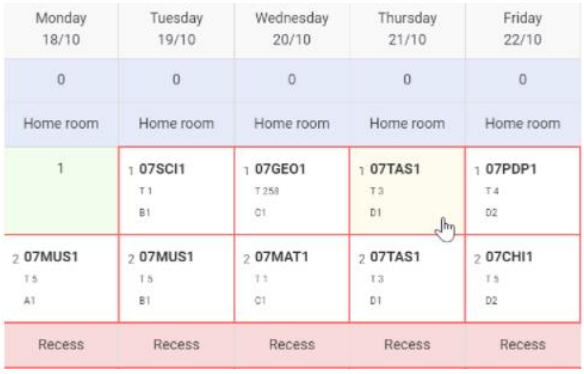
Rules

The following system rules exist for a roll to be treated as valid multi-period marking:

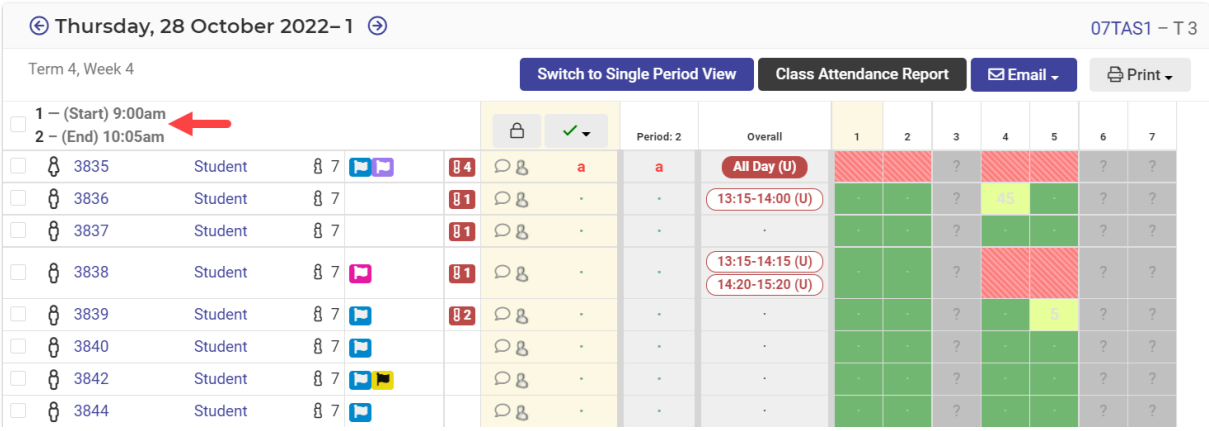
- The same class must occur consecutively across multiple periods.
- The class must be taught by the same teacher across all periods in the set.
- The class must be taught in the same room across all periods in the set.

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable

2. Select the first period of the multi-period.
   The PxP roll marking screen displays.
   The Start time indicates the beginning of the first period. The End time indicates the end of the last period.



Multi period example – ST version



Multi period marking screen example – ST version

3. View the status of students.

   All students are set as present by default. This is indicated by a circle.

4. To record an absence reason for a student, select the circle next to their name, and do any of the following:
   a. Next to Period Absences, select a reason from the list.
   b. If you selected one of the partial absences (Late Arrival, Early Leaver, Timed), then specify timing.
   c. Next to Explanation, select an option.
   d. The options available are determined by your school – but fall into the broad categories of explained, unexplained, and truant.
   e. Enter a comment if more information is required.
   f. Select Save.
      — If a student is marked absent, they display as absent for all periods.
      — If a student is late to class, the time shows for both periods. Absences are inserted into the appropriate period.
      — If a student needs to leave class early, the time shows for both periods. Absences are inserted into the appropriate period.

5. Select Submit and select OK to confirm to save the absences for your roll.

   A padlock displays. The Period that was marked then is updated for the day view.

Note: *Multi-period marking is compatible with syncing absences to School Attendance. Whole or partial absences are created for the periods marked.*

To switch views

Use the information in this section if you're marking a multi-period roll and you want to switch to single period view.

1. First, search for and open the multi-period.

   See To mark multi-period classes as a single roll

2. Do one of the following:
   a. Select Switch to Single Period View.

      The individual period displays, allowing you to mark and manage the roll as a single period time.
   b. Select Switch to Multi Period to return to the multi-period view.

Note: *Multi-period marking is compatible with syncing absences to School Attendance. Whole or partial absences are created for the periods marked.*

To add or remove an incursion for an individual student

Use the information in this section for school created incursions that establish the student's non-attendance in a class prior to submitting a roll.

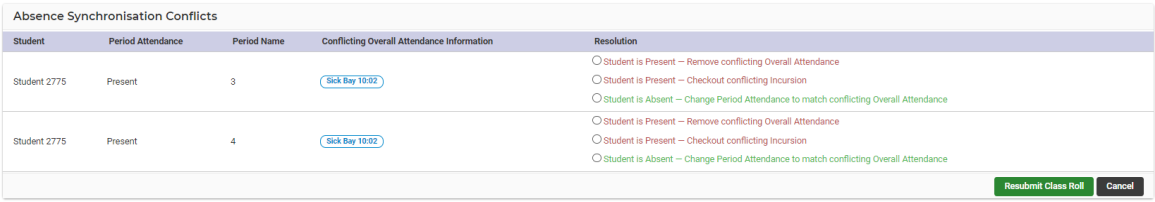
> ***Note:*** *Your Sentral Administrator has permissions to switch this on via PxP Setup | Roll Marking.*

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. To add an incursion, select the circle icon (○) next to a student.
   a. Select New Incursion.
   b. Select the type of incursion from the list.
   c. Set the time.
   d. Add a comment if more information is required.
   e. Select Save.
      The incursion type and time set display in the Overall column next to the student.
4. To remove an existing incursion:
   a. Select the circle icon (○) next to a student.
   b. Select the listed incursion.
   c. Select Remove and then select Confirm.

To reconcile a roll conflict involving incursions

Use the information in this section to resolve conflicts that occur when a student is marked present and they have been checked into but not out of an incursion (e.g. sick bay).

1. First, search for a class.
   See To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Mark the roll and select Submit.
   A screen displays to list any conflicts.



4. For each conflict, select one of the following resolutions:
   a. Student is present – Remove conflicting overall attendance
      This removes the incursion.
   b. Student is present – Checkout conflicting incursion
      This checks the student out of the incursion.
   c. Student is absent – Change period attendance to match conflicting overall attendance.
      This changes the student's class attendance from present to absent.
5. Select Resubmit Class Roll.

Quick actions

To add an incident while marking a roll

Use the information in this section if you want to add an incident prior to submitting a roll.

> ***Note:*** *Your Sentral Administrator has permissions to switch this on via PxP Setup | Roll Marking. They can configure the Wellbeing module to allow or exclude specific incident types.*

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Select students for the incident.
4. Select the arrow icon , select Quick Incidents, Create, and then choose an incident type.
   The Delete option is to remove the incident if it was previously applied and select one of the incidents.
5. Select an incident.
6. Enter a comment for the incident record and select OK.
   Quick incidents are tagged next to the student and are abbreviated as per settings used in your school's Wellbeing module.

> ***Note:*** *A quick incident creates an incomplete Wellbeing incident that you'll need to make further updates to afterwards according to your school's Wellbeing policy.*

To mark a whole class as absent

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Select the arrow icon above the student list.
4. Select 'Mark all as absent' and choose an explanation.
   Depending on the way PxP is configured at your school, you might see some school-created explanations that your Sentral Administrator has mapped to absence reasons.
5. Select OK.
6. All students are marked Absent. The absence reason displays if you hover your mouse over the absence icon.

To add or remove an incursion for a whole class

Use the information in this section for school created incursions that establish non-attendance for the whole class prior to submitting a roll.

> ***Note:*** *Your Sentral Administrator has permissions to create an explanation for an absence called Incursion and map this to an explained absence reason. via PxP Setup | Explanations.*

1. First, search for a class.

   See To use PxP quick search and To search for a teacher, student, or class timetable

2. Open a period for marking.

   See To mark a PxP class and To mark multi-period classes as a single roll.

3. To add an incursion:

   a. Select the arrow icon above the student list.

   b. Select 'Mark all as absent' and choose Incursion.

   c. Select OK.

   All students are marked Absent. The absence reason displays if you hover your mouse over the absence icon.

4. To remove an existing incursion for all students:

   a. Select the arrow icon above the student list.

   b. Select 'Mark all as present'.

   c. Select OK.

5. To remove the incursion for an individual student:

   a. Select the absence icon ( ) next to the student.

   b. Select Remove.

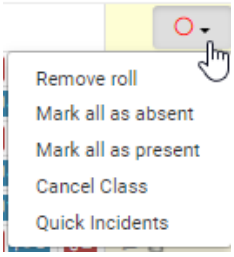
   c. Select Confirm.

To remove a roll

Use the information in this section to delete any absences you may have entered and refresh the student list for a roll.

> ***Tip:*** *You might choose to do this if you have new students in the class that you can't see, although you also could use a data sync in this situation.*

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Select the arrow icon above the student list.

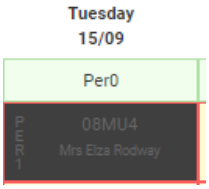


4. Select Remove roll.
5. Select OK to confirm that you want to remove all absences.

To cancel a class

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Select the arrow icon above the student list.
4. Select Cancel Class.
5. In Cancel Period:
   a. Enter a reason.
   b. Select Save.

   The cancelled class is 'blacked out' on the PxP view and you cannot submit a roll.



To complete uniform marking

> ***Note:*** *Your Sentral Administrator has permissions to switch on Uniform Marking via PxP Setup | Roll Display. This allows you to mark uniform wearing from the roll marking screen.*

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Select the Person icon ( ) next to a student.
   The icon changes to red ( ).

Student information

To access a student's profile information from a roll

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Select the Student profile icon ( ) next to a student.
   The student's contact card displays, which gives you access to further information about the student.

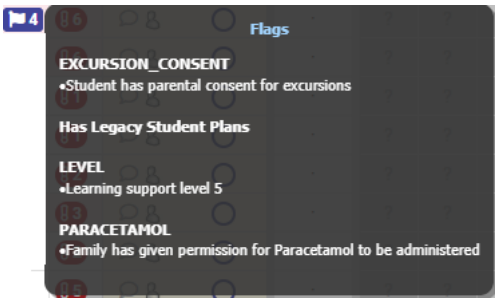
To view a student's medical details and flags from a roll

> ***Note:*** *Your Sentral Administrator has permissions to switch on Medical Flags via PxP Setup | Roll Display. This flag shows a student's medical conditions and allergies.*

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Hover your mouse over the Medical conditions icon ( ) next to a student.
   Flagged medical conditions are listed.

To view a student's flags from a roll

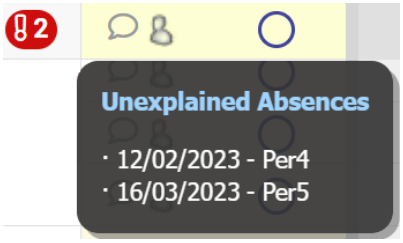
1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Hover your mouse over the Flags icon (4) next to a student.
   Current flags applied to the student are listed.



To view a student's unexplained absences from a roll

> ***Note:*** *Your Sentral Administrator has permissions to switch on Unexplained Absences via PxP Setup | Roll Display. This shows a tally of comments made for the student in other rolls for the same class.*

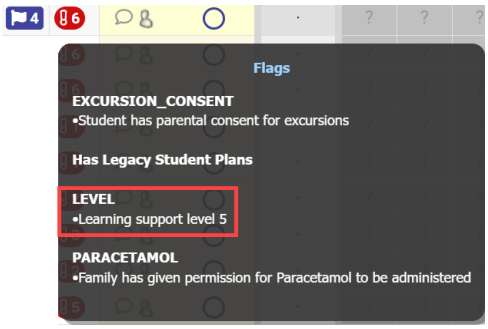
1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Hover your mouse over the Exclamation mark icon (2) next to a student.
   The student's unexplained absences are listed.



To view a student's current levels

Note: *Your Sentral Administrator has permissions to switch on Levels via PxP Setup | Roll Display. This shows information about a student's current level.*

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Hover your mouse over the Flags icon (4) next to a student.
4. View information under the LEVEL heading.



Student view

To drill down to a student's attendance history

Use the information in this section to drill down and view a student's attendance history.

1. First, search for a class.

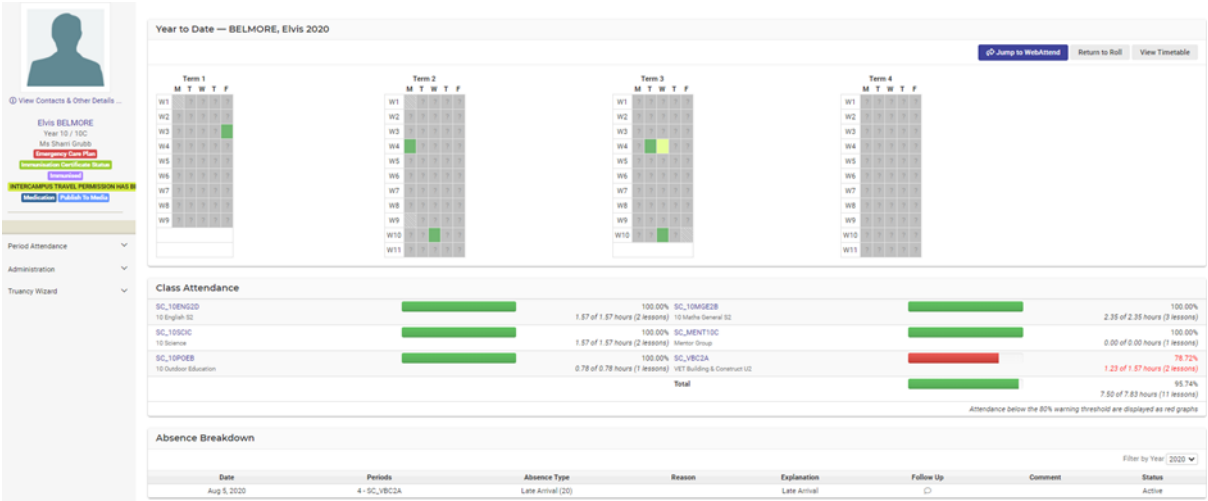
   See To use PxP quick search and To search for a teacher, student, or class timetable

2. Open a period for marking.

   See To mark a PxP class and To mark multi-period classes as a single roll.

3. Select a student's name.

   The student's PxP screen displays. This shows the PxP Heat map, Class Attendance and Absence Breakdowns.



4. Hover over any cell in the heat map to see more detail.
5. Select Jump to WebAttend to view the student's official record of attendance in the Attendance module.
6. Under Class Attendance, view the status shown in the graph.

   The graph displays red if low attendance and green if attendance met threshold is at or above. A percentage and minute/hour time may display if set up by your school.

7. Under Class Attendance, select a class link to display a class view.
8. Under Absence Breakdown, view read only details of a student's absences by period, type, reason and if applicable, any follow-up.

Class attendance report

Overview

Use the information in this section to view, email, and print the Class Attendance report.

To view a class attendance report

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Select Class Attendance Report.
   The Class Attendance Report for the selected class displays. This shows information about the classes attended or missed, and the overall percentage for each student.
4. Do the following:
   a. Apply filters – Year, Term, Semester or Date range.
   b. Specify whether to include inactive students.
   c. Select Filter.

To print a roll sheet

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Select Print and choose an option:
   — Print Roll Sheet – to print a blank roll for the current day.
   — Print Historic Roll – to print all marked rolls for the year, including the students' absences.
   The report is generated.
4. Select whether to view the report in a browser window and print or download the file to your computer.

To send a class email

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Select Email and choose an option:
   — All students in the class
   — All parents in the class
   — All parents and students in the class.
   A blank email opens with the recipients populated based on your class list and associated contacts.

Lesson outline

Overview

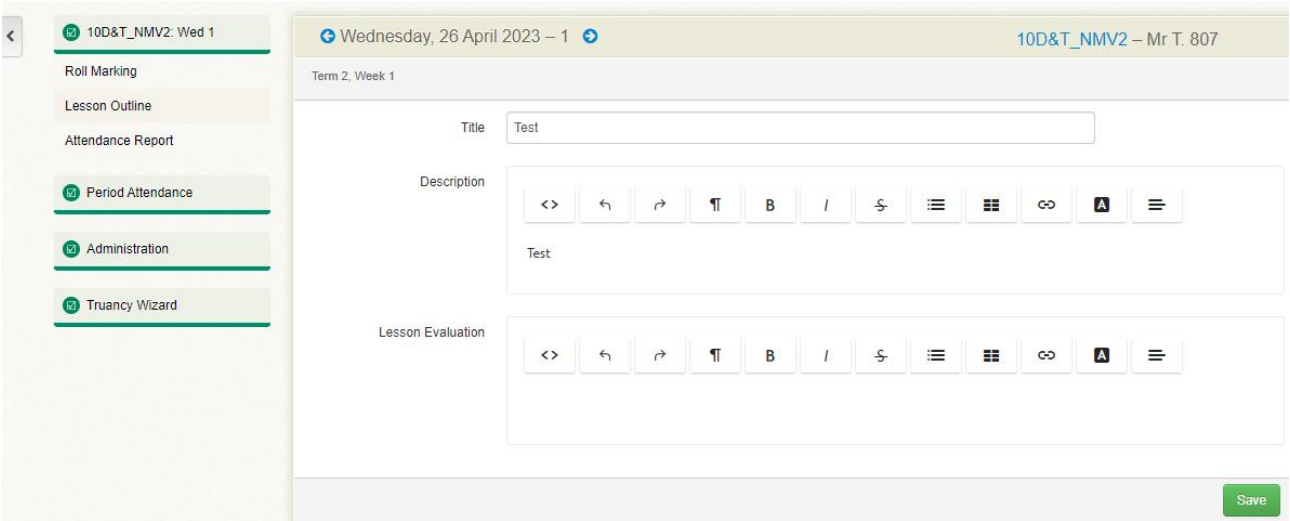
Use the information in this section Staff may need to provide a lesson plan for a casual or as part of your programming.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Lesson Outline menu option			■	

To add a lesson plan

1. First, search for a class.
   See To use PxP quick search and To search for a teacher, student, or class timetable
2. Open a period for marking.
   See To mark a PxP class and To mark multi-period classes as a single roll.
3. Select Lesson Outline in the left menu:



4. Do the following:
   a. Enter a title.
   b. Add content in the Description and Lesson Evaluation sections.
   c. Select Save.
      The lesson plan is saved and displayed in the left menu, which allows you to browse by date.

Reports

Overview

Use the information in this section when you require reporting, aggregation, and extraction of data for attendance and enrolment data from the Attendance module.

Available reports

The reports you see listed under Administration depend on whether you're at a primary school or high school.

The table below lists the reports Sentral has made available. See also: Appendix A: Report examples.

PxP reports available

Report name	Purpose	Actions
Barcode Rolls	Used for electronic marking of the rolls using a barcode scanner.	Scan a class barcode to open the class for editing. Scan a student's barcode to modify their attendance. Scan the class barcode again or scan a new class barcode to submit the class and save the absences
Absence Report	Generates a summary of all student records that have any absences marked against them during the period that you select from the dropdown list.	Use filter options to define search criteria and select Generate.
Absences Details of Students	Generates a list of absences details for students.	Use the filter options to define search criteria and select Generate. Includes an option to export results to a CSV file.
Summary of Student Absences	Generates a report for a student based on unit of study/class with class attendance %.	Use filter options to define search criteria and select Generate. Includes an option to export results to a CSV file. Includes an option to print to PDF.
To Week Term Percentages Reports	Shows the percentage of time a student was marked in a class for the term up to the report week selected.	Use filter options to define search criteria and select Export. An Excel file is generated.
Historical Rolls	Shows a list of rolls submitted for this year by default, and if selected, previous years.	Specify the year and whether to show overall attendance codes, and then select Go. Includes options next to each class to export results to an Excel file or print to PDF.
Bulk Manage Classes	Used to cancel or un-cancel classes in bulk.	Use filter options to define search criteria and select Filter.
Truancy Report	Shows students who have left school early or arrived late without justification according to the filter values selected. Read only page. Refer to truancy Wizard for more information	Use filter options to define search criteria.
Partial Absence Report	Shows students that have failed to attend a subject in their school day.	Use filter options to define search criteria and select Generate.

Report name	Purpose	Actions
Guard Check Report	Shows classes that require the mandatory checking of safety equipment at the start of each lesson.	Use filter options to define search criteria and select Generate.
Uniform Report	Generates tally or detail view of every student designated not in uniform that has been checked against the daily roll.	Use filter options to define search criteria. Select either Tally or Details. Select Export to generate an Excel file. Includes an option to print to PDF.
Notes Report	Generates a list of notes created by teachers in PxP roll marking.	Use filter options to define search criteria. Includes an option to export results to a CSV file. Includes options next to each class to export results to an Excel file or print to PDF.
Roll Marking Report	Generates a list of unsubmitted rolls by period. Includes options to cancel or uncancel selected class.	Use filter options to define search criteria and select Generate. Includes options to export results to an Excel file or print to PDF.
Attendance Comparison	Generates a list of discrepancies between Attendance and Attendance PXP.	Use filter options to define search criteria and select Generate.
Grid Rolls	Generates a list of students in a grid format.	Use filter options to define search criteria and select Print.
Manage Student Absences	Shows a per student view of attendance that you can filter by date. Includes options to action absences, add notes or mark all unexplained absences to truant.	Search for a student. Filter by date and select Generate. To action a specific absence, select the speech bubble icon next to a date and choose an option. To set all listed absences to truant, select Mark all Unexplained to Truant.

To run a PxP report

1. Select the Sentral menu icon ( ) and then under Attendance, select PxP.
   The PxP home screen displays.
2. Select Administration in the left menu and select a report type.
3. Use filter options to define search criteria.
4. Generate the report.
5. Do any of the following:
   a. Export the report.
   b. Print the report.
   Export and print options are available for some reports.

Truancy wizard

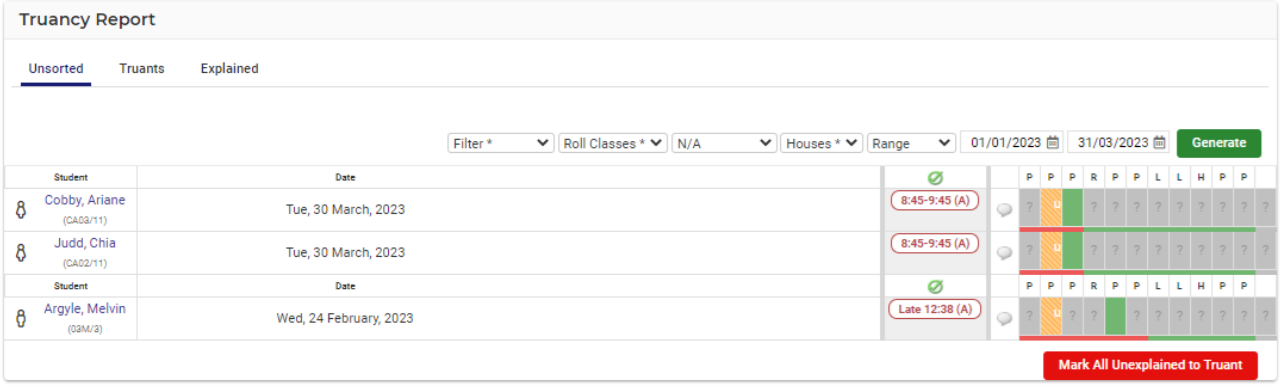
Overview

Use the information in this section if your Admin role requires you to manage Unexplained Absences and mark them as Truant or Explained.

Manage Unsorted partial absences

To manage unsorted partial absences individually

1. Select the Sentral menu icon ( ) and then under Attendance, select PxP.
   The PxP home screen displays.
2. Select Truancy Wizard in the left menu and select Unsorted Partial Absences.
   The Truancy Report screen displays with the Unsorted tab selected.



   The u identifies these as unexplained partial absences.

   — student who was absent unexplained whole period

   — student who was unexplained absent for part of the period

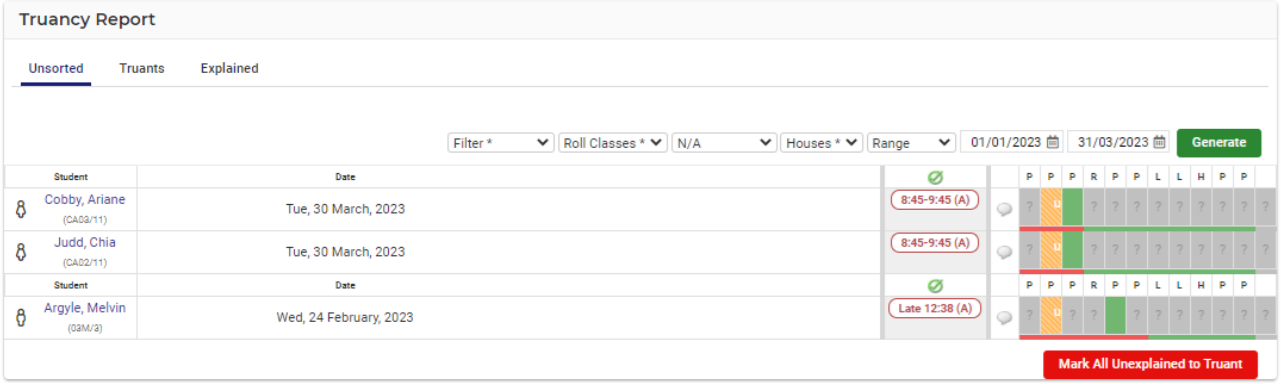
3. Do one of the following for each unexplained absence :
   a. Select an appropriate option to explain to explain the absence – Explained, Truant, Flexible, Incursion or Sick.

      Explained: changing the unexplained to explained, sick or incursion updates that period

      Truant: changing the unexplained to truant updates that period.
   b. Select Clear Explanation.
   c. Select Go to Roll – to mark the absence directly in the roll.
      This changes it just for that one period.

To manage all unexplained absences for a student in a given day

1. Select the Sentral menu icon ( ) and then under Attendance, select PxP.
   The PxP home screen displays.
2. Select Truancy Wizard in the left menu and select Unsorted Partial Absences.
   The Truancy Report screen displays with the Unsorted tab selected.



   The u identifies these as unexplained partial absences.

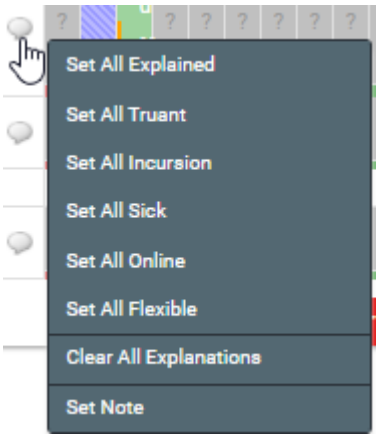
   — student who was absent unexplained whole period.

   — student who was unexplained absent for part of the period.

3. Select the speech bubble icon ( ) next to a student and do one of the following:
   a. Select an appropriate option to explain all absences.
   b. Select Clear All Explanations.
   c. Select Set Note, enter a comment and select Save.
   All absences for the student in a given day are updated.

To apply bulk truancy

1. Select the Sentral menu icon ( ) and then under Attendance, select PxP.
   The PxP home screen displays.
2. Select Truancy Wizard in the left menu and select Unsorted Partial Absences.
   The Truancy Report screen displays with the Unsorted tab selected.



3. Select Mark all Unexplained to Truant.

   The students display in the Truants list. A truant student is indicated by the letter T .

To view explained absences

1. Select the Sentral menu icon ( ) and then under Attendance, select PxP.
   The PxP home screen displays.
2. Select Truancy Wizard in the left menu and select Explained Absences.
   The Truancy Report screen displays with the Explained tab selected.
3. View the list of explained absences.

   — A Truant student is indicated by the letter T

   — An Explained student is indicated by the letter E .

   The green bar indicates Present. The red bar indicates absent for either a whole period or partial period.

To view truants

1. Select the Sentral menu icon ( ) and then under Attendance, select PxP.
   The PxP home screen displays.
2. Select Truancy Wizard in the left menu and select Truants.
   The Truancy Report screen displays with the Truants tab selected.
3. View the list of truants.

   A Truant student is indicated by the letter T . The red bar indicates absent for either a whole period or partial period.

Appendix A: Report examples

Absence report

Absence Report

Student			Date	Roll Class	Year	Absent	Late Arrival	Early Leaver
	Ayers	Raphael	Fri, 29 January, 2022	CA04	10	1	-	-
	Cawthorn	Renato	Thu, 4 February, 2022	PE10	12	1	-	-
	Graham	Fredric	Fri, 19 February, 2022	CA06	8	1	-	-
	Playfair	Ned	Fri, 19 February, 2022	MC02	8	1	-	-
	McNulty	Conrad	Fri, 19 February,2022	MC07	8	1	-	-
	Hyam	Lera	Fri, 19 February, 2022	PE01	8	1	-	-

Absence details of students

Absence Details of Students

Student ID	Student Key	Student Name	Year	Roll Group	Unit Name	Unit Code	Attended %	Explained Absence %	Unexplained Absence %	Attendance Requirement %
09083	B000009083	Windsor, Sonya	11	Roll 11	ST6	11/12MS	26% (8)	0% (0)	74% (23)	26% (8)
09083	B000009083	Windsor, Sonya	11	Roll 11	ST6	11/12SLR	38% (25)	0% (0)	62% (40)	38% (25)
09083	B000009083	Windsor, Sonya	11	Roll 11	ST6	11MS	67% (4)	0% (0)	33% (2)	67% (4)
09083	B000009083	Windsor, Sonya	11	Roll 11	ST6	11PBL	38% (5)	0% (0)	62% (8)	38% (5)
09083	B000009083	Windsor, Sonya	11	Roll 11	ST6	11PD	51% (49)	0% (0)	49% (48)	51% (49)
09083	B000009083	Windsor, Sonya	11	Roll 11	ST6	11ROLL	33% (21)	0% (0)	67% (42)	33% (21)
09083	B000009083	Windsor, Sonya	11	Roll 11	ST6	11SLR	67% (10)	0% (0)	33% (5)	67% (10)
09083	B000009083	Windsor, Sonya	11	Roll 11	ST6	ROLL 11 -01	20% (11)	0% (0)	80% (45)	20% (11)
11048	B000011048	Andersen, Arthur	9	Roll 9	ST5	5AG	85% (33)	0% (0)	15% (6)	85% (33)
11048	B000011048	Andersen, Arthur	9	Roll 9	ST5	5AGP	81% (21)	0% (0)	19% (5)	81% (21)
11048	B000011048	Andersen, Arthur	9	Roll 9	ST5	5METAL	83% (52)	0% (0)	17% (11)	83% (52)
11048	B000011048	Andersen, Arthur	9	Roll 9	ST5	5WOOD	82% (61)	0% (0)	18% (13)	82% (61)
11048	B000011048	Andersen, Arthur	9	Roll 9	ST5	9ENG	83% (75)	1% (1)	16% (14)	84% (76)
11048	B000011048	Andersen, Arthur	9	Roll 9	ST5	9GEO	82% (37)	2% (1)	16% (7)	84% (38)
11048	B000011048	Andersen, Arthur	9	Roll 9	ST5	9MATH	74% (28)	0% (0)	26% (10)	74% (28)
11048	B000011048	Andersen, Arthur	9	Roll 9	ST5	9PBL	93% (14)	0% (0)	7% (1)	93% (14)
11048	B000011048	Andersen, Arthur	9	Roll 9	ST5	9PE	82% (51)	0% (0)	18% (11)	82% (51)
11048	B000011048	Andersen, Arthur	9	Roll 9	ST5	9ROLL	89% (78)	0% (0)	11% (10)	89% (78)

Summary of student absences

Roll Classes * | Years * | Classes * | Attendance Source | Range | 28/04/2022 | 13/04/2023 | Generate | Export | PDF

Summary of Student Absences

Student ID	14006			Year	7
Student Name	Williams, Sally			Roll Group	No Roll Class
Unit Name	Unit ID	Teacher	Attendance Requirements %	Absence Date	Period Start Time - Period End Time
Student ID	14005			Year	7
Student Name	Walter, Nigel			Roll Group	7 Maloney
Unit Name	Unit ID	Teacher	Attendance Requirements %	Absence Date	Period Start Time - Period End Time
Student ID	17003			Year	4
Student Name	Walter, Nigel			Roll Group	3/4 Carter
Unit Name	Unit ID	Teacher	Attendance Requirements %	Absence Date	Period Start Time - Period End Time

Historical rolls

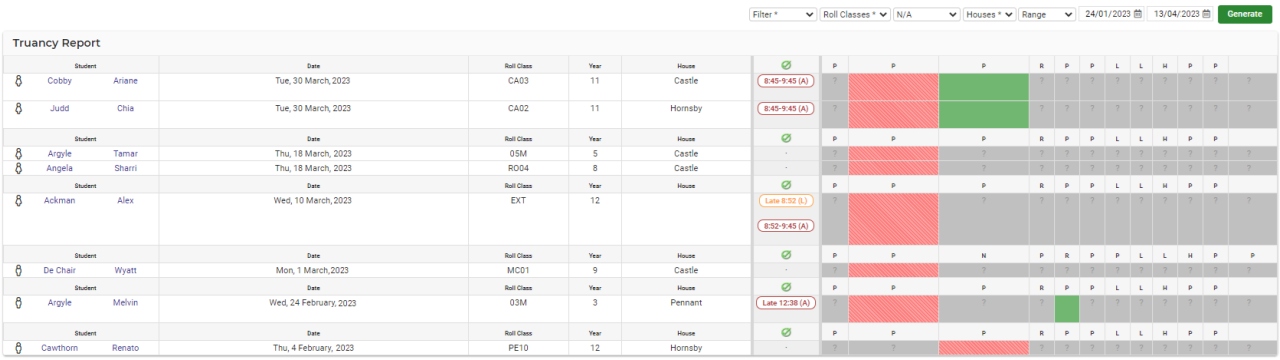
Below is a list of rolls that have been submitted for this year. This information is only based of the marked information so as to preserve the correctness of the data even after class lists have changed. Select a class to view the historical data in excel format.

2020 | 2023 | Go

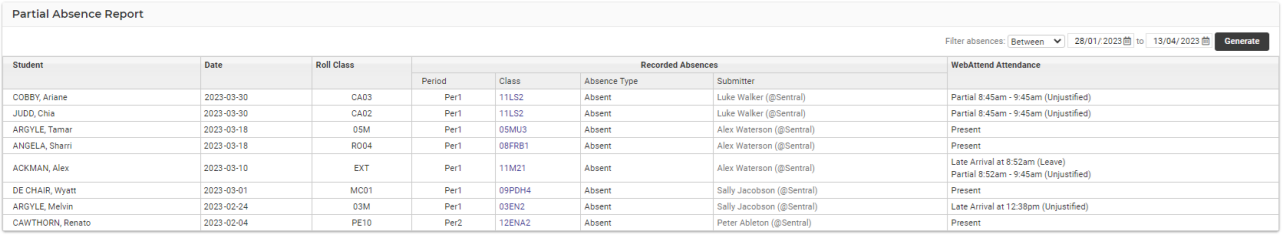
Show Overall Attendance Codes

Class	Submitted Rolls	Generate
AURSC	4 Submitted Rolls	XLS
ROLL 123	24 Submitted Rolls	XLS
ROLL 124	56 Submitted Rolls	XLS
ROLL 126	2 Submitted Rolls	XLS
ROLL 119	1 Submitted Roll	XLS
ROLL 110	60 Submitted Rolls	XLS

Truancy report

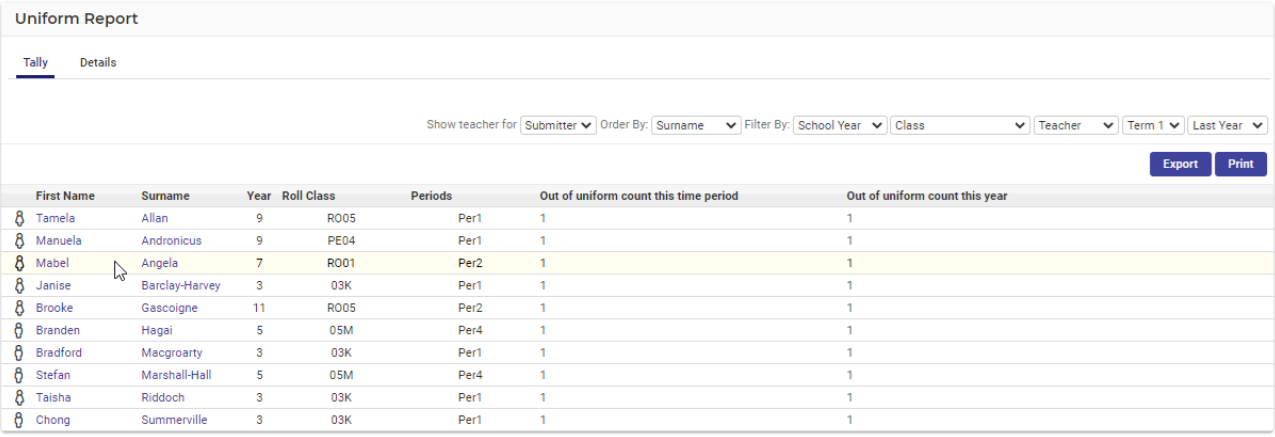


Partial absence report



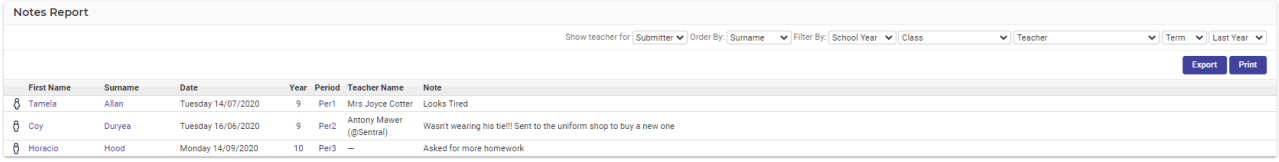
Student	Date	Roll Class	Recorded Absences				WebAttend Attendance
			Period	Class	Absence Type	Submitter	
COBBY, Ariane	2023-03-30	CA03	Per1	11LS2	Absent	Luke Walker (@Sentral)	Partial 8:45am - 9:45am (Unjustified)
JUDD, Chia	2023-03-30	CA02	Per1	11LS2	Absent	Luke Walker (@Sentral)	Partial 8:45am - 9:45am (Unjustified)
ARGYLE, Tamar	2023-03-18	05M	Per1	05MU3	Absent	Alex Waterson (@Sentral)	Present
ANGELA, Sharri	2023-03-18	RO04	Per1	08FRB1	Absent	Alex Waterson (@Sentral)	Present
ACKMAN, Alex	2023-03-10	EXT	Per1	11M21	Absent	Alex Waterson (@Sentral)	Late Arrival at 8:52am (Leave) Partial 8:52am - 9:45am (Unjustified)
DE CHAIR, Wyatt	2023-03-01	MC01	Per1	09PDH4	Absent	Sally Jacobson (@Sentral)	Present
ARGYLE, Melvin	2023-02-24	03M	Per1	03EN2	Absent	Sally Jacobson (@Sentral)	Late Arrival at 12:38pm (Unjustified)
CAWTHORN, Renato	2023-02-04	PE10	Per2	12ENA2	Absent	Peter Ableton (@Sentral)	Present

Uniform report



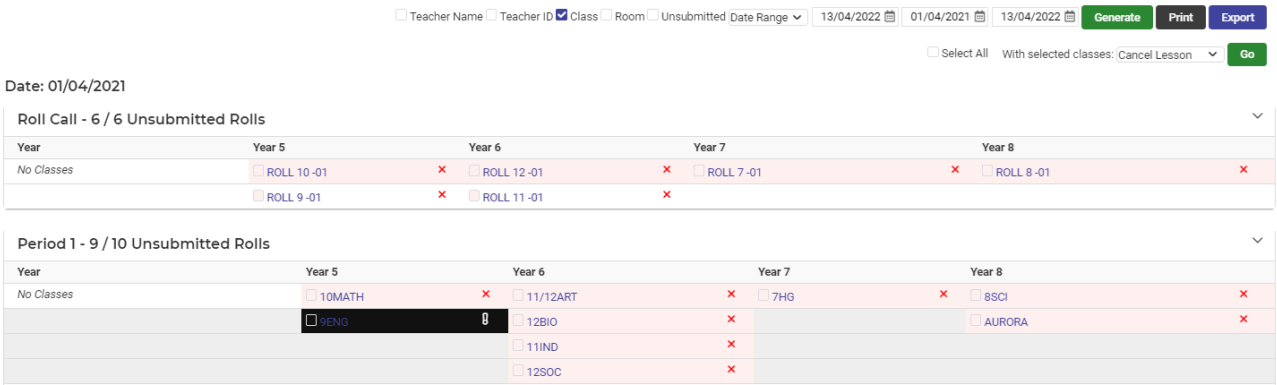
First Name	Surname	Year	Roll Class	Periods	Out of uniform count this time period	Out of uniform count this year
Tamela	Allan	9	RO05	Per1	1	1
Manuela	Andronicus	9	PE04	Per1	1	1
Mabel	Angela	7	RO01	Per2	1	1
Janise	Barclay-Harvey	3	03K	Per1	1	1
Brooke	Gascoigne	11	RO05	Per2	1	1
Branden	Hagai	5	05M	Per4	1	1
Bradford	Macgroarty	3	03K	Per1	1	1
Stefan	Marshall-Hall	5	05M	Per4	1	1
Taisha	Riddoch	3	03K	Per1	1	1
Chong	Summerville	3	03K	Per1	1	1

Notes report



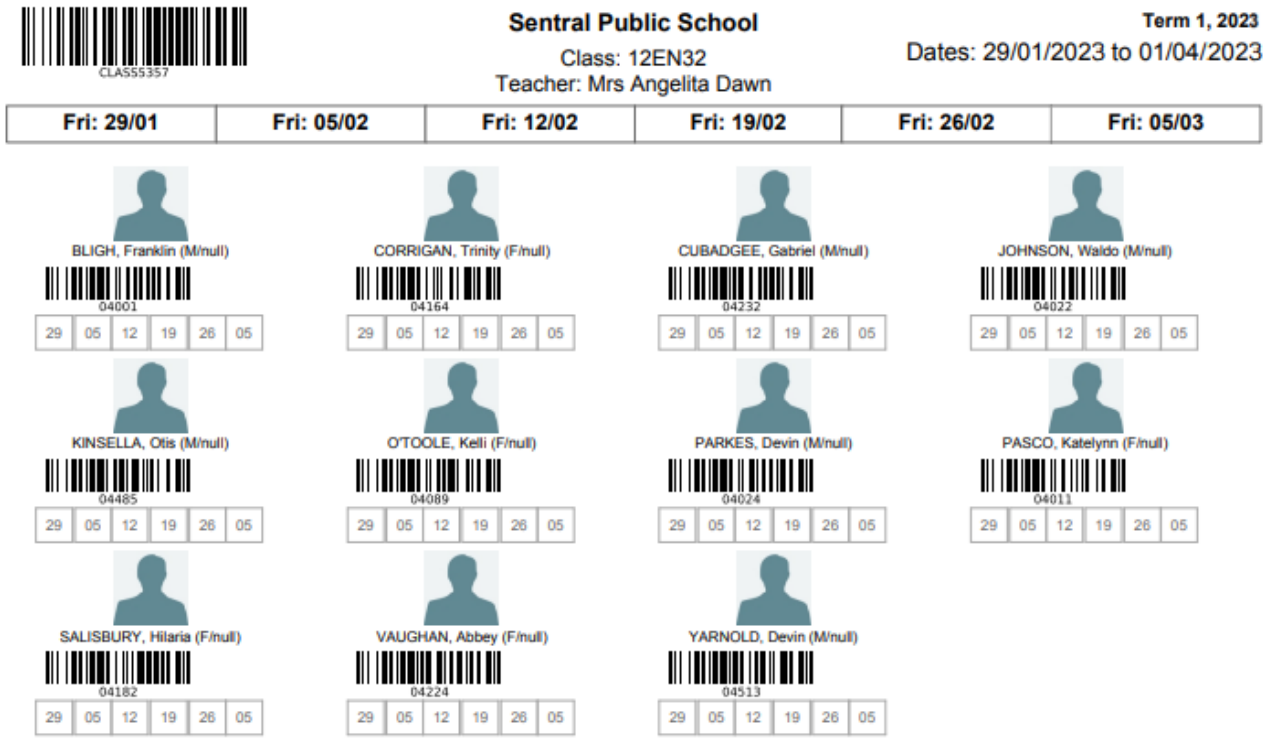
First Name	Surname	Date	Year	Period	Teacher Name	Note
Tamela	Allan	Tuesday 14/07/2020	9	Per1	Mrs Joyce Cotter	Looks Tired
Coy	Duryea	Tuesday 16/06/2020	9	Per2	Antony Mawer (@Sentral)	Wasn't wearing his tie!!! Sent to the uniform shop to buy a new one
Horacio	Hood	Monday 14/09/2020	10	Per3	—	Asked for more homework

Roll marking report

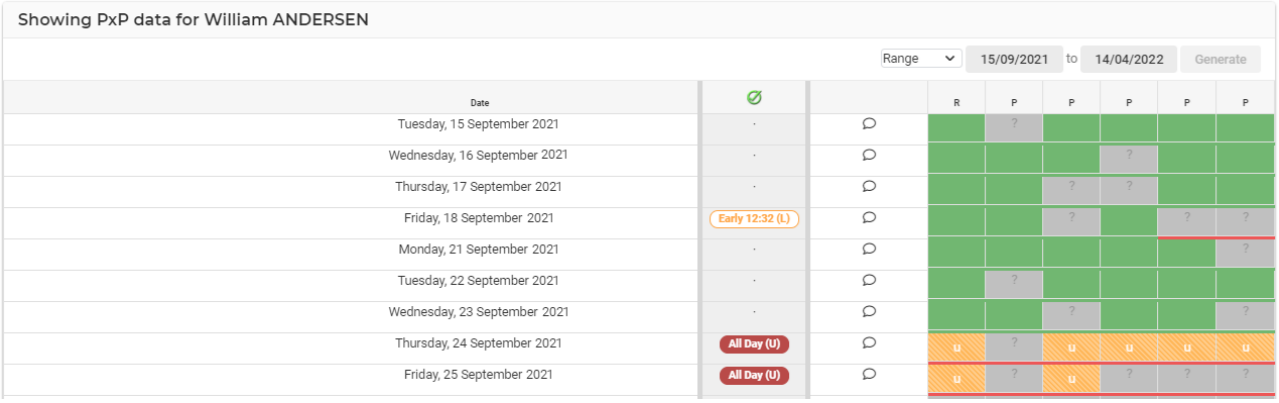


Attendance comparison

Grid rolls



Manage student absences



Appendix B: Explanation of how PxP syncs with Attendance

Overview

If Automatic Sync to WebAttend is enabled within the System Settings of WebPxP, then the following procedures take place.

WebPxP is the PxP module. WebAttend is the Attendance module.

Initial procedure

- When a period roll is submitted within WebPxP or an attendance is modified within WebPxP after the roll has already been submitted, WebPxP takes that attendance record for each affected student and uses it for the following tasks.
- WebPxP checks that this attendance is the most present attendance for that period. This means that if there are two submitted classes on at the same time for that student, WebPxP will only update the attendance for the class where that student is present or has a late arrival or early leaver over classes where the student is absent.
- WebPxP then checks WebAttend to determine whether an attendance record has already been created for that student on the affected day. Attendance records are only created by submitting a roll class within WebAttend, or via this syncing procedure.
- If there is no attendance record, WebPxP runs the **Create attendance procedure**, otherwise WebPxP runs the **Update attendance procedure**.

Create attendance procedure

1. WebPxP will first create the new WebAttend attendance record and fill in the relevant fields such as date, student, who created this attendance and the fact that WebPxP made this attendance. WebPxP will then try to determine if WebAttend already has absence data that overlaps this period's attendance. Overlapping absence data could be either a whole day absence, or a partial absence within the times of the period.
2. If there is no overlapping absence and WebPxP has recorded an absence for this period, then WebPxP will create an absence within WebAttend. If the WebPxP absence is for the whole period (i.e. it is not a late arrival or early leaver absence) and there are no partial absences already defined in WebAttend for this day, then WebPxP will create a Whole Day Unexplained – Declared absence in WebAttend. Otherwise, WebAttend will create a Partial Unexplained – Declared absence for the duration of the WebPxP absence.
3. If there is no overlapping absence and WebPxP does not have a recorded absence for this period, then WebPxP will not create any additional absence data within WebAttend.
4. If there is an overlapping absence and WebPxP has recorded an absence for this period, then WebPxP will compare the absences to determine what to do next.
   - If the WebAttend absence is a whole day absence and the WebPxP absence is a whole period absence, WebPxP will leave the absence 'as is'.
   - If the WebAttend absence is a whole day absence and the WebPxP absence is not a whole period absence, WebPxP will convert the whole day absence into a partial absence for the times of the WebPxP absence.
   - If the WebAttend absence is a partial absence and the partial time (including a grace period for late arrivals) envelopes the times of the WebPxP absence, then WebPxP will leave the absence 'as is'.
   - If the WebAttend absence is a partial absence and the partial time does not envelope the times of the WebPxP absence, then WebPxP will create a new absence for the duration of the WebPxP absence.
5. If there is an overlapping absence and WebPxP does not have a recorded absence for this period, then WebPxP will remove the absence.

6. WebPxP will then save the attendance data to WebAttend.

Update attendance procedure

1. WebPxP will first get a copy of the WebAttend attendance record. WebPxP will then try to determine if WebAttend already has absence data that overlaps this periods attendance. Overlapping absence data could be either a whole day absence, or a partial absence within the times of the period.
2. If there is no overlapping absence and WebPxP has recorded and absence for this period, then WebPxP will create a Partial Unexplained – Declared absence for the duration of the WebPxP absence.
3. If there is no overlapping absence and WebPxP has not recorded an absence for this period, then WebPxP will not create any additional absence data within WebAttend.
4. If there is an overlapping absence and WebPxP has recorded an absence for this period, then WebPxP will compare the absences to determine what to do next.
   - If the WebAttend absence is a whole day absence and the WebPxP absence is a whole period absence, WebPxP will leave the absence 'as is'.
   - If the WebAttend absence is a whole day absence and the WebPxP absence is not a whole period absence, WebPxP will convert the whole day absence into a partial absence for the times of the WebPxP absence. WebPxP will also convert any absences that have already been submitted during the day into partial absences as well.
   - If the WebAttend absence is a partial absence and the partial time (including a grace period for late arrivals) envelopes the times of the WebPxP absence, then WebPxP leaves the absence 'as is'.
   - If the WebAttend absence is a partial absence and the partial time does not envelope the times of the WebPxP absence, then WebPxP will create a new absence for the duration of the WebPxP absence.
5. If there is an overlapping absence and WebPxP has not recorded an absence for this period, then WebPxP will use the absence type within WebAttend to determine what to do next.
   - If the WebAttend absence is a whole absence, then the whole absence is converted into partials for any absences that have already been submitted. If there are no absences in WebPxP for this date, the absence is converted into a partial with the times defined in the roll class times configuration values.
   - If the WebAttend absence is a partial absence, WebPxP will remove the absence.
6. WebPxP will then save the updated attendance data to WebAttend.

Example 1: Student is present the entire day

The following steps occur for a student who is present the entire day and has no existing absence data in WebAttend:

1. On the first period this student is marked, they are marked present within WebPxP. WebPxP will see that they have no attendance record in WebAttend and will run the **Create attendance procedure**. As per step 3, WebPxP will not create any additional absence data. WebPxP will then save the attendance record in WebAttend.
2. Each additional period that the student is marked present, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 3, WebPxP will not create any additional absence data. WebPxP will the update the attendance record in WebAttend.
3. At the end of the day this student will have attendance data within WebAttend that has marked them present for this day.

Example 2: Student is absent the entire day

The following steps occur for a student who is absent the entire day and has no existing absence data in WebAttend.

1. On the first period this student is marked, they are marked absent within WebPxP. WebPxP will see that they have no attendance record in WebAttend and will run the **Create attendance procedure**. As per

step 2, WebPxP will create a Whole Day – Unexplained Declared absence in WebAttend. WebPxP will then save the attendance record in WebAttend.

2. Each additional period that the student is marked absent, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 4, WebPxP will leave the whole day absence created by the first period as is. WebPxP will the update the attendance record in WebAttend.
3. At the end of the day this student will have attendance data within WebAttend that has marked them absent for this day.

Example 3: Student is absent at the beginning of the day

The following steps occur for a student who is absent at the beginning of the day and has no existing absence data in WebAttend:

1. On the first period this student is marked, they are marked absent within WebPxP. WebPxP will see that they have no attendance record in WebAttend and will run the **Create attendance procedure**. As per step 2, WebPxP will create a Whole Day - Unexplained Declared absence in WebAttend. WebPxP will then save the attendance record in WebAttend.
2. Each additional period that the student is marked absent, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 4, WebPxP will leave the whole day absence created by the first period as is. WebPxP will the update the attendance record in WebAttend.
3. The first period that the student is marked present or late arrival, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 4, WebPxP will then convert the Whole Day absence into Partial – Unexplained Declared absences for each period that the student was marked absent.
4. At the end of the day this student will have attendance data within WebAttend that has marked them as partially absent for the first periods of the day.

Example 4: Student is absent at the end of the day

The following steps occur for a student who is absent at the beginning of the day and has no existing absence data in WebAttend:

1. On the first period this student is marked, they are marked present within WebPxP. WebPxP will see that they have no attendance record in WebAttend and will run the **Create attendance procedure**. As per step 3, WebPxP will not create any additional absence data. WebPxP will then save the attendance record in WebAttend.
2. Each additional period that the student is marked present, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 3, WebPxP will not create any additional absence data. WebPxP will the update the attendance record in WebAttend.
3. The first period that the student is absent or early leaver, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 2, WebPxP will then add a Partial – Unexplained Declared absences for this period absence.
4. Each additional period that the student is marked absent, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 2, WebPxP will create another Partial – Unexplained Declared absence.
5. At the end of the day this student will have attendance data within WebAttend that has marked them as partially absent for the last periods of the day.