



**SENTRAL
EDUCATION**

**Conferences Module- User
Guide**

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Conferences

Target Audience

- Teaching Staff

Content

- Learn how to create Conference Details against your class/students.


Overview

Staff will learn how to **access** the Conference Module and the functionality of it.

The Conference Module allows teachers to enter details that summarises discussions between the teacher and student and or parents. These can be displayed in the Parent Portal.

Accessing the Conferences Module

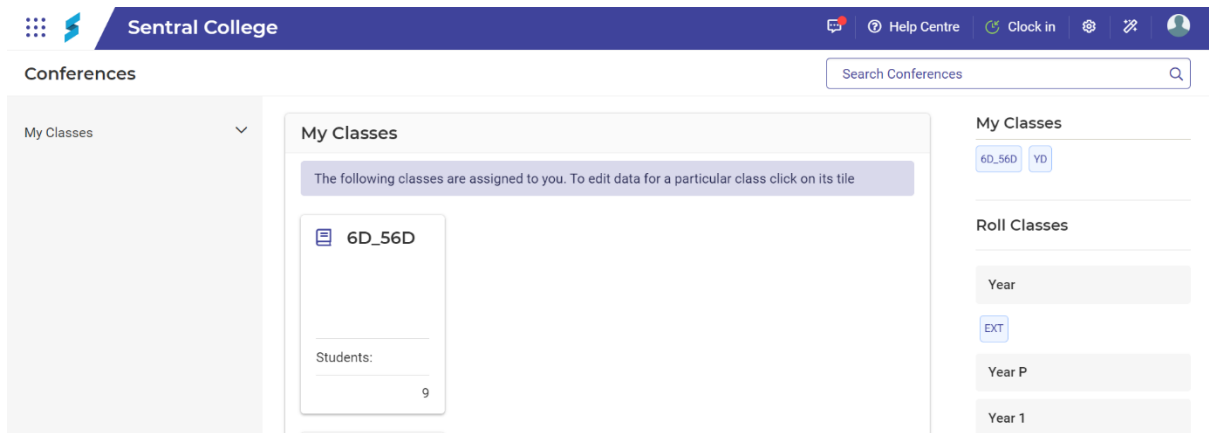
The following procedure is to teach staff the functionality of the Conferences Module.

1. Select the **Sentral** Waffle Icon  in the top left corner of the screen, the modules display, then going to the **Wellbeing group** that includes **Conferences**.

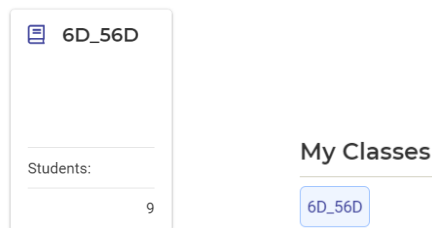


The home page for Conferences should look similar to the screen shot below, where your assigned classes display. This is a shortcut that takes you straight to where you can edit any data assigned against that class.

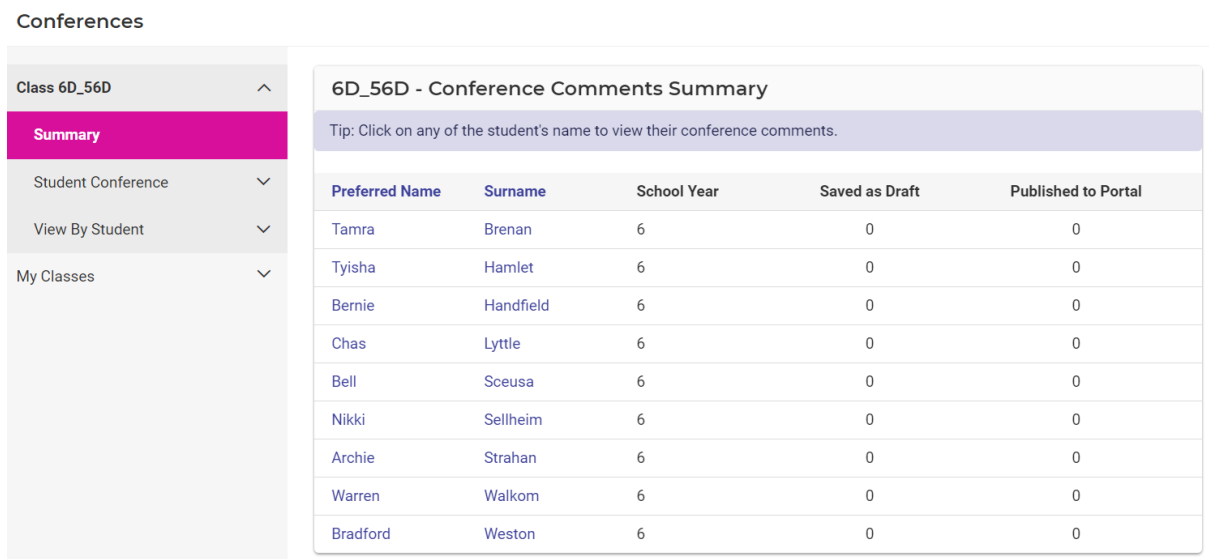
NOTE: Staff with no classes or admin access, can view all Roll Classes under Roll Classes in right hand column.



2. Click anywhere on your **Class Icon** or click on your **class** from the list on the right.



The Conference Comments Summary screen displays with all students in your class. This screen displays drafts and published conference.



3. To re-order the students click on the Surname Surname column

4. To view a student's Conference comments, click on either the students first or Surname.

Tamra Brenan

Entering Details

1. From the left-hand menu, select your **Class > Student Conference > View By Class**.

- Class 6D_56D ^
- Summary
- Student Conference v
- View By Class
- View By Student v
- My Classes v

The Conference Comments screen is displayed.

Class 6D_56D - Conference Comments | Thursday, 8 April 2021

Bernie HANDFIELD - Teacher Comment

Save as Draft
Save & Publish

Comments ...

Clear

Drop files here or
click to upload.

Chas LYTTLE - Teacher Comment

Save as Draft
Save & Publish

Comments ...

Clear



Drop files here or
click to upload.

Each student will have a section for you to enter specific information regarding a conference you may have had during the day with a student and or parent.

2. Scroll down to a student you wish to enter details in.
3. To insert a Conference Comment, enter text in the **Title** and **Comments** fields. You can use the Merge fields to add student's name.

4. To upload a document, you can drag and drop file into the field.

Drop files here or
click to upload.


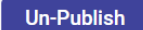


5. You can click **Save as Draft**  button to save your comments at any stage.
6. Once you have completed the comments, you can click on **Save & Publish**  button. The conference comments will now be published and visible in the Student and Parent Portal.




A message will display at the top of the screen.

 Student Conference Comment Saved Successfully.

The student whose comments you saved and published will now have a clean Teacher Comment area ready for the next Conference entry.

When you view the student, you can see the Comments.

| Tamra BRENNAN: Conferences | | | | | |
|----------------------------|--------|--|------------------|---|---|
| Title | Class | Teacher Comment | Date Created | Published? | |
| Homework | 6D_56D | Tamra is working well with her homework. Recommend spending more time with Reading | 08/04/2021 08:38 |  Y 08/04/2021 |    |

7. If you wish to un-publish the comments from the Portal, you can click on the **Un-Publish**  Button.
8. To edit the comments, click on the **pencil icon**  button.
9. To delete the comment, you can click on the **Red X**  button.

Glossary of Terms

Sentral software contains many drop-down lists and areas to add detail relevant to data entry for Conferences. 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 glossary of terms.

| Item | Description | Type |
|----------|---|------|
| Title | Enter the title for the comment. | Text |
| Comments | Enter the Comments, can you merge fields. | Text |