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1 Introduction

This document describes key steps for successfully setting up Continuous Assessment and describes the default settings and configuration for all staff.

A detailed description for the setup of Continuous Assessment has been provided as well as a **checklist** of **pre-requisites**, **decisions** and recurring tasks that need to be reviewed on a periodic basis.

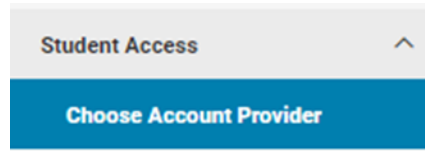
2 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Continuous Assessment module.

2.1 Student Portal (mandatory)

For online assessment and learning, students are required to be setup with Student Portal Accounts.

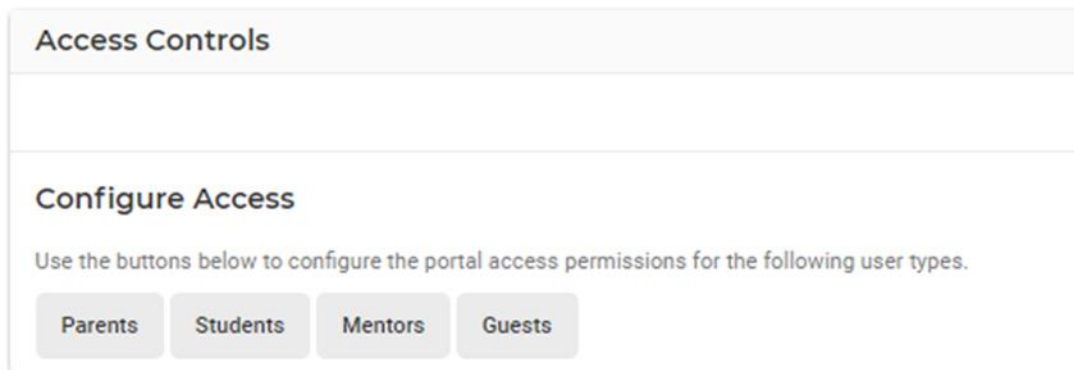
Go to **Portal Console Setup > Student Access**. The Sentral Authentication Providers system allows you to integrate student authentication into the portal with your existing school-based systems. If you are unsure about any of the settings or options here, it is strongly recommended you contact the Sentral Helpdesk before making changes.



Student Portal setup is easy as it relies on active directory or DOE authentication (Same sign on).

Once setup, schools then need to decide what modules and data student can access via their Portal.

Go to **Access Controls > Students** and click on the buttons and tick the relevant areas you wish to grant access and permission to for the students.



Allow student to view student continuous assessments.

2.2 Classes & Teachers (mandatory)

Ensure that teachers have access to their classes and student records are up to date in enrolments or you DOE/Catholic system.

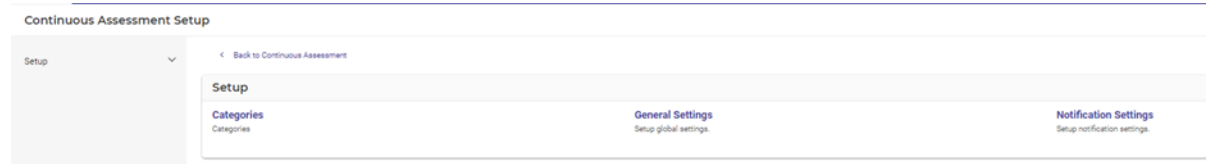
2.3 Parent Portal (optional)

Schools can opt to implement the Parent Portal so parents can view continuous assessment, be notified and receive an email when activity comments get published.

3 Setup Continuous Assessment

The following is a description of the setup for each area in the Continuous Assessment setup. These details will guide you through the critical configurations you need to setup for this module. The configurations can be found via **Continuous Assessment Setup**

3.1 Categories



Schools can define the categories for online assessment and work. These categories act to group work/assessment types for ease of classification.

Examples – Assessment, Project, VET, work sample

3.2 General Settings

Schools can nominate the curriculum source, maximum file upload size and decide if a review process is required before publishing activities to the students.

3.3 Notification Settings

Notifications to the Parents can be enabled to allow them to be notified when a comment gets published to portal.

Schools can also set up email content to publish to the parent portal.

Appendix A: Summary Checklist

So, you’ve scanned the detailed document and are wondering what’s next? This table gives you a road map in concise, easy to read steps of how to get your Continuous Assessment module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>Categories</i>	Setup schools-based classification	once
<i>General Settings</i>	Select curriculum, upload size of files and review process	once
<i>Notification Settings</i>	Parent notifications	On an annual basis