Contents

1   Introduction

This document describes key steps for successfully setting up Sentral Continuum Tracker Module. This document describes the different functionality for Continuum Tracker.

Continuum Tracker is a way to track student & class based, state based or school defined markers that record individual's student progress with the ability to directly link to Academic Reports.

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 Continuum Tracker module.

2.1   Continuums

There are two stages to Managing Continuums. The first is to create categories and add continuum names. The second is to build the continuum itself. Continuums are grouped into categories for easy management from the left-hand menu of Continuum Tracker.

2.2   Continuum Banks

The Continuum Bank allows you to import continuums for use in tracking student progress.

2.3   Data Synchronisation

The school needs to ensure that correct student information, roll classes and teacher allocation is up to date. Schools can manage data sync by going to the Sentral Cog > Data Synchronisation. This is updated at 5am every day but can be manually overridden.

Staff Details need to be linked to their data layer source (Cases & Enrolments) so they are visible in reports. Sentral Setup Cog > Manage User Accounts > Edit and add link to source.

3   Setup Continuums

As outlined above there are two stages to managing continuums. The setup area can be found via **Continuum Tracker Module > Continuum Tracker Setup**.

3.1   Continuum Bank

The Continuum Bank allows you to import continuums from predefined curriculums within your Sentral version to track student progress. More curriculum banks can be accessed from the tabs in the top right-hand corner. Depending on which state you are in, it will display different Repositories.

NSW

- NSWBOS
- NSWAC
- ACARA

VIC

- AUSVELS
- VCAA
- ACARA

By selecting Import function, the selected Continuums will default to the Uncategorised Category within Manage Continuums. These can be moved once categories have been created.
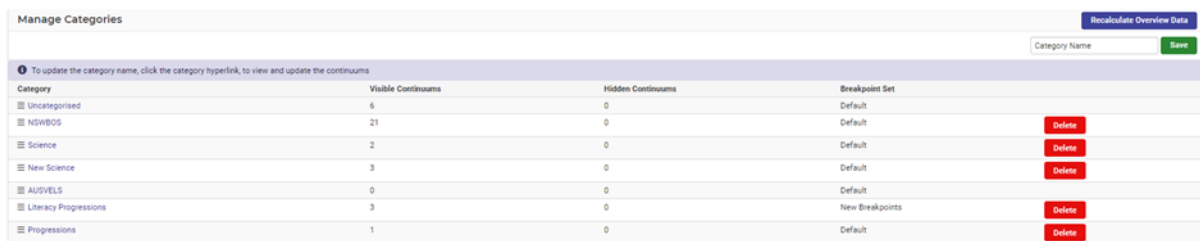
3.2   Stage 1 – Managing Continuums

The first step after importing is to create categories and add continuums. The names should signify something relevant to your school, staff, and curriculum.

Note: there is a default **Uncategorised Category** which cannot be deleted but can be renamed.

Once Categories are created you can use the drag handles to reorder.
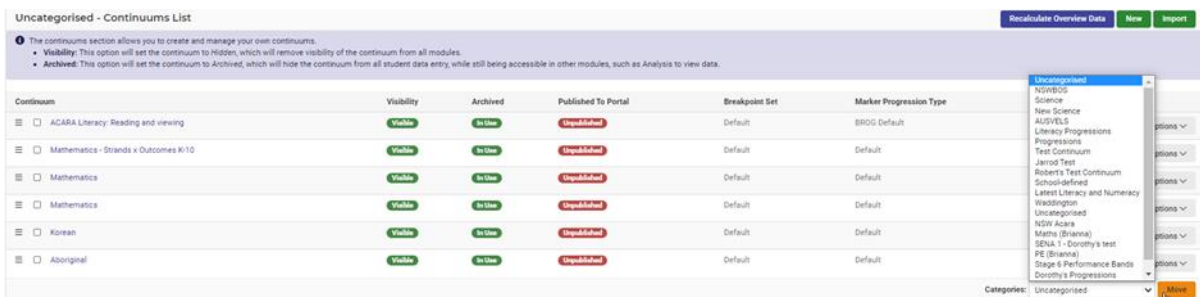
E.g. VCCA, NSWBoS, I can statement

When creating a Category, a breakpoint needs to be set. Select default unless you have created your own. Breakpoints are discussed further below.

3.2.1 Move Continuums

To move continuums to their correct category, click on uncategorised > tick the Continuums you wish to move > select the category and **Move.**

3.2.2   Show/Hide/Archive

A continuum is set to visible by default. However, a continuum that you previously used or accidentally imported, can be hidden, or archived from teacher view. Click on **Options** next to the selected Continuum and hide or archive.
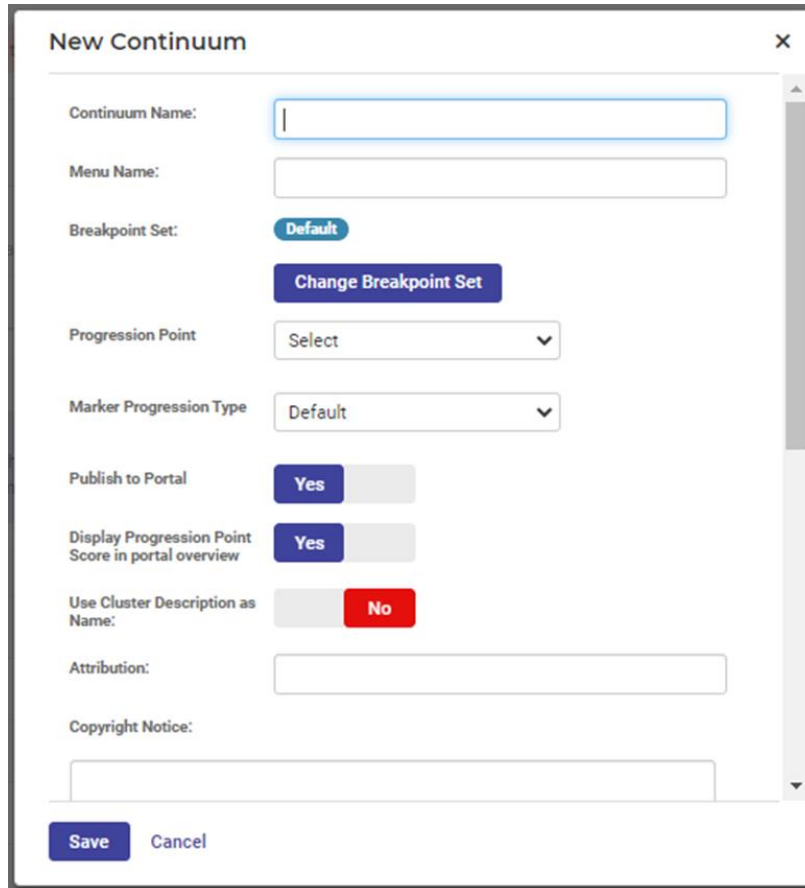
Also noticeable in the Options tab is the ability to update continuum's if required.

3.2.3   Create New Continuum

Occasionally schools may wish to create school specific continuums like I can statements or swimming skills. School can create them on screen or import them.

To create your own, Click on **New** [New] within your selected Category.

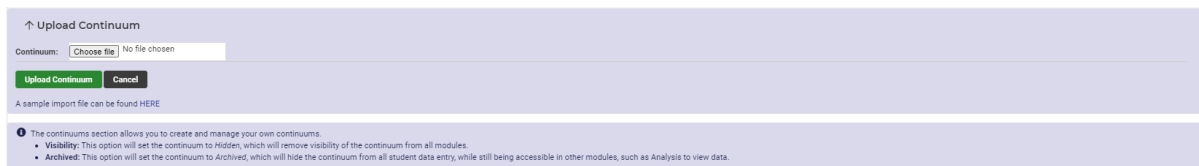Complete the onscreen form ensuring you nominate the breakpoints, progression points and marker progression type.

To import, click on **Import** button.

You will be able to download a sample file to complete and upload as a CSV.

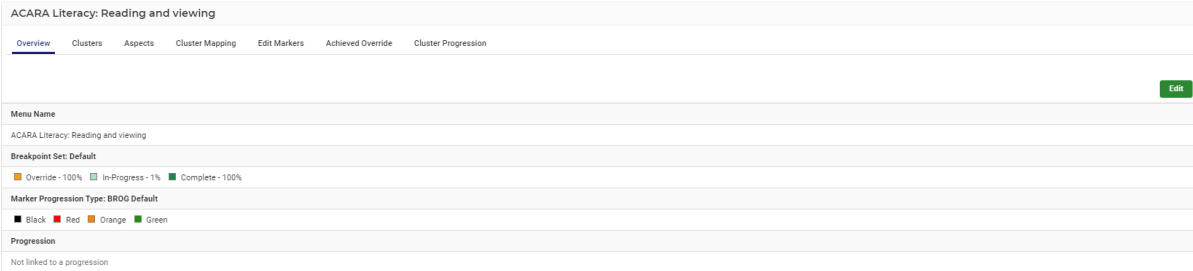## 3.3 Stage 2 – Building and Reviewing

Stage two is about building or reviewing the continuum detail including: Overview, Clusters, Aspects, Markers and Breakpoints. Each of these has a tab

3.3.1 Overview

The Overview Tab gives you a summary about the Continuum. It is Read Only but contains Tabs where you can edit the name of the Continuum, change the breakpoint set and marker progression type,

Publish to Parent Portal, display progression points (see 4.3.7 for details on how to set this up), and edit the continuum description that may be seen by administrators
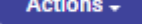

3.3.2   Clusters

Clusters are required so markers can be applied into them. Clusters are like stages, learning areas and levels.
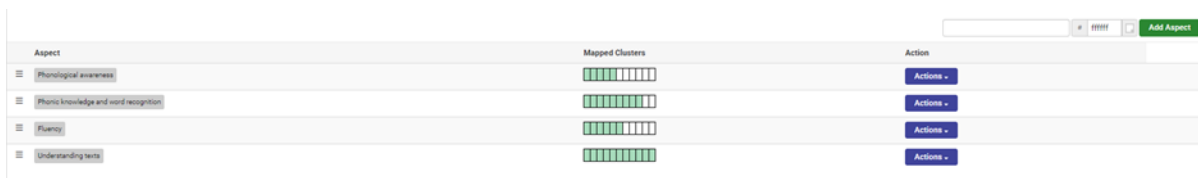
E.g. NSW Early Stage 1

   VIC Foundation Level

Click on **Add** Cluster to create your own or Edit by selecting those that are there as you have selected a subject with Clusters. Edit enables you to rename, add description, year level and semester.

3.3.3   Aspects

Aspects are subsets of Continuums and maybe a strand, mode, or outcome. Schools can Add Aspect and colour hex code.

Select **Action** to Edit or Delete the Aspect.

3.3.4   Cluster Mapping

Cluster Mapping is used to define which aspects are available for existing clusters. When accessing this tab before the clusters and aspects have been built, the screen will look blank except for a Save button. This is because there is a sequential step by step process to follow, as each tab needs data from the previous tab first.

If already populated schools can tick the aspects, they wish to map.

3.3.5   Edit Markers

Markers need to exist first before you can edit them, otherwise the screen will be blank.

Schools can Add Markers (outcomes, indicators) or edit those that are there. Explanations can be added to markers which allows staff to hover over a marker in continuum tracker and see further detail.

3.3.6 Set Breakpoints/Achieved Override

Set Breakpoints overrides for a cluster. Once the cluster reaches the defined percentage, the breakpoint selected to override will be used instead calculating the normal breakpoint. Click on the plus symbol to open dialog box and enter a value for percentage and then breakpoint type.

3.3.7 Cluster Progressions

Cluster Progressions allows you to create map breakpoints to a progression point.

Note: this is Victorian Specific.

Click on **Enable** to open dialog box.

3.4 Break Points

A breakpoint is a set of rules for a continuum and its clusters to follow. They are used to display and measure different levels of marker completion at each stage, for each student.

Note: By default, all continuums follow the Default Breakpoint Set, unless manually changed by the User.

- To change a Breakpoint Set for a Category: Continuum Tracker Setup > Manage Continuums screen > click the Category > change the Breakpoint Set by using the dropdown list in the top RH corner > Click Save
- To change a breakpoint set for a continuum: Continuum Tracker Setup > Manage Continuums screen > click the Category > click the Continuum > click Edit > change the Breakpoint Set by using the dropdown list in the dialog box > click Save.

To create your own breakpoints, click on **New** and complete form by adding breakpoints, colour display and percentage cut off.

3.5   Marker Progression

A marker progression is a set of levels that can be assigned to a continuum, that can be used for individual markers to indicate achievement levels of students.

By Default, all continuums will automatically be assigned the default marker progression type. The standard is **Green** for **Achieved** and **Black** for **Not Achieved**.

To change a Marker Progression for a continuum: Continuum Tracker Setup > Manage Continuums Screen > Click Category > Click Continuum > Click Edit > Change Marker Progression Type using the drop down > Click Save.

Name	No. of Stages	Marker Progression Stages	
Default	2	■ 1. Not Achieved ■ 2. Achieved	
BROG Default	4	■ 1. Black ■ 2. Red ■ 3. Orange ■ 4. Green	
Test	5	☐ 1. 100 ☐ 2. 80 ☐ 3. 60 ☐ 4. 40 ☐ 5. 20	Delete

You can create your own Marker Progressions and select different colour types.

3.5.1   Applying the Marker Progression & Breakpoints

Once Marker Progressions & Breakpoints have been created, they will need to be applied to the Continuums. Click on the Continuum and Edit to alter both and add progression points if required.

3.6   Import/Export

Within the Import/Export Tab the options are:

Continuum Template File: is an easy way of designing continuums that can be imported into the Continuum Creator.

Continuum Data: import/export student data to be able to update new versions of continuums released. Export and Import of Student data was created so that when new versions of the continuums are released by different departments, schools can:

1. **Export** their **student data** to a file.
2. **Delete** the **old continuum**, then click on the **import the new continuum**.
3. Then import your student data file so that you get to keep your existing data, but it is **aligned to the new continuum**.

Class Report Templates: relates to Class Reports. Before a Class Report is generated, there is a field called Templates, that MUST contain a **word docx** for this feature function to work. It is related to several merge fields and this is the only place where you Import the required templates into Continuum Tracker. When exporting a class report the template's merge fields will be automatically be filled with necessary data from continuums aspects and clusters.

3.6.1   Continuum Template File

The Continuum Template is an easy way of designing continuums that can be imported into the Continuum Creator. Each row in the import corresponds to a marker to be placed against an aspect/cluster.

The template contains the following columns which should be filled out:

- **continuum**: The name of the continuum to create.
- **aspect_shortname**: A short version of the name or a code to use for the aspect.
- **aspect_fullname**: The full name of the aspect.
- **cluster_shortname**: A short version of the name or a code to use for the aspect.
- **cluster_fullname**: The full name of the aspect.
- **marker**: The marker to place at this aspect/cluster intersection
- **marker_explanation**: An optional explanation describing the marker.

4   Appendix A: Summary Checklist

So, you have scanned the detailed document and are wondering what is next? This table gives you a road map in concise, easy to read steps of how to get your Continuum Tracker module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
Manage Continuums	Check Continuums are up to date	On an annual basis
Breakpoints	Check Breakpoints are up to date	On an annual basis
Marker Progressions	Check Marker Progressions are up to date	On an annual basis
Continuums	Check if Continuum is current	On annual basis