

## Contents

Introduction .....	2
Considerations, Dependencies and Pre-Requisites .....	2
Staff Access .....	2
Widgets and visible content .....	2
Calendar .....	2
Roles and Responsibilities Setup .....	2
Setup Dashboard .....	3
Customise School Dashboard (mandatory) .....	3
Using Widgets .....	3
Default Widgets .....	3
School Bulletin .....	4
Unread Notices .....	4
Calendars .....	4
Student Profiles Search.....	4
Google Search .....	4
What’s Happening Today.....	4
School Branding .....	4
Other Widgets.....	4
Appendix A: Summary Checklist .....	6

## Introduction

This document describes key steps for successfully setting up Sentral Dashboard. This document describes the default setting for all new school dashboards, the configuration of a school dashboard and then a view of personal dashboards.

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

## 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 Attendance module.

### Staff Access

For the Dashboard to operate and be useful, you must have user accounts created for staff members at the school.

### Widgets and visible content

The dashboard is made up of a series of widgets or components. These widgets define the types of information you will share with staff for quick access to this information.

### Calendar

The Sentral Calendar module can be displayed on the Dashboard. As schools can create more than one calendar, the decision needs to be made as to which calendars will be displayed on the Dashboard.

### Roles and Responsibilities Setup

The Dashboard is a powerful module with many features and functions that can address the school's communication needs. Administration of the Dashboard is usually assigned to a select group of staff with access to all the functionality in the module. As such, the school will be responsible for applying access levels for staff which will determine what actions they can perform in the module.

## Setup Dashboard

The following is a description of the setup for each area in the Dashboard. These details will guide you through the configurations you need to setup in Dashboard. Settings that are not explained in this guide can be configured without explanation or configured later. The configurations can be found via **School Dashboard > Customise School Dashboard**.

### Customise School Dashboard (mandatory)

The Administrators/Executive can customise the School Dashboard. The School Dashboard Widgets can be implemented at any time and most can be changed later if required. The settings on this page are configurable according to the school's needs. The Dashboard is divided into three vertical columns, populated by Widgets. The School Dashboard Widgets are the same available to staff for My Dashboard widgets.

**NOTE: Staff Dashboard** - managed by admin staff and widgets here are locked down so general staff cannot remove or alter them.

**My Dashboard** – available to all staff to create personal dashboards.

### Using Widgets

Whether you are adding widgets to a school dashboard or to My dashboard, the setup is the same. A widget can be inserted either on the right or left-hand side panels or in the middle of the page. The middle panel is obviously larger, so handles detailed widgets in a better way. An example would be to add a calendar to the middle panel or School Bulletin.

Go to **Add A Widget** and select from the dropdown list and Click **Add**.

Once Added, hover over the widget to make further adjustments.



The options include;

- An X to remove the widget.
- A single Cog - as each widget differs in what detail is required, screens will display the required input for correct information to flow to the Dashboard. E.g. URL, Text, Colour
- Multiple Cog – may take you to a list of options

### Default Widgets

Schools new to Sentral, start with default widgets to get started. List and description of each will be listed below;

### School Bulletin

This widget can only be edited by executive/administrators of Sentral. To add text/content, click on **Edit**. It is a one-way form of communication and read only for staff. No action or responses can be sent or received.

### Unread Notices

This widget can be renamed and allows staff to send staff broadcasts and private messages to individual staff members.

### Calendars

This widget will display a nominated calendar from the Calendar Module. This widget is best placed in the middle panel and can display term or month view and upcoming events.

### Student Profiles Search

This widget allows staff to do a direct search for a student in the Profiles module.

### Google Search

This widget allows for a direct google Search and opens a new browser window.

### What's Happening Today

This widget is used to display birthdays for students and staff.

### School Branding

This widget allows the school to display a logo, name, phone number, fax number and email address. Data cannot be entered here. This information populates from the **Sentral Setup** area under **School Details**.

### Other Widgets

The remaining widgets can either be common or Module specific.

Widget	Type	Description
Unmarked Rolls	PXP	
Staff Sign In	Common	used to inform which staff are present
Button	Common	used to insert quick links
Daily Notices	Common	used to communicate with all staff of Sentral
Days Until	Common	used to count down how many days are left till an event
My Classes	Common	used to display the classes you are responsible for
My Timetable	Common	used to display the schedule you have
My Websites	Common	used to insert hyperlinks
School Newsletter	Common	used to provide attachments of newsletters for staff
My Profile	Common	widget displays a photograph of staff member
Quote of the Day	Common	used to embed quotes

RSS Reader	Common	to receive content 'feeds' from a variety of sources
School Links	Common	used to insert hyperlinks of school links
Search Engine	Common	used to perform quick online searches that automatically open a new tab
Sentral Mail	Common	gives you access to an internal email system
Static Text	Common	used to create your own widget
WinDB	Common	used to embed a WinDB URL
Messaging Balance Alert	Communication	used to display the amount of credit remaining in SMS
My Tasks	Issue Tracking	used to display tasks assigned to user
School Documents	Portal	used to display hyperlinks of School Documents
Portal Messages	Portal	used to display messages that are in the Portal
Today's Absences	Staff Absences	displays Staff absences entered in this module
My Meetings	Communication	shows my meeting apologies
Incomplete Incidents	Wellbeing	used to display outstanding incidents
Welfare Levels	Wellbeing	used to display welfare levels
My Events	Calendars	display current events
Staff Timetable	Calendars	displays upcoming classes
Current Suspensions	Wellbeing	displays current suspensions

## 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 Dashboard module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>Staff Access</i>	Do Staff have access to Sentral	On an annual basis - January
<i>Widgets &amp; visible content</i>	Which Widgets will be used?	Regular basis
<i>Calendars</i>	Which calendar/s will be displayed?	On an annual basis
<i>Roles &amp; responsibilities Setup</i>	Define Rules around exceptions for Dashboard	On annual basis