Dashboard User Guide

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- All staff

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- Default Widgets
- Unread Notices

Overview

Staff will learn how to use the current default widgets; access staff sign in and view unread notices.

Default Widgets

Sentral provides a default set of widgets for all schools as a base.

After each user has logged into Sentral, they will default to the Sentral Dashboard which acts as a communication hub for staff to quickly access information.

School Bulletin

1. Click within the **School Bulletin** widget to send all staff a message.
2. An Administrator or Executive can compose a bulletin for staff to read only. The message can also be printed.

What's Happening Today

This is a read only widget that draws information from your admin system. Teachers can however opt on login to not display their birthday.

Calendar

The Calendar widget can be used by all staff to display various school calendars. It is up to the administrators to select the calendar to display.

If a date is **bold** a staff member can hover over a cell to find out what event is taking place.

The **Open Calendar** option enables staff to work in the calendar to add or edit events.

School Branding

This widget is view only and provides the school the logo as well as school contact details.
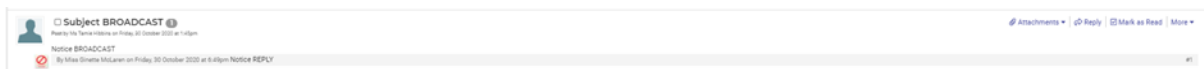
Student Profiles

This widget allows staff to search a student's profile page.

My Tasks

Schools need to be utilising the Issue tracker module for data to display here. Each staff member will then see what tasks they have.

Unread Notices

Any staff member can compose a private message or a Staff Broadcast.

1. Click on **New Staff Broadcast** or **Private Message**.
2. If **Private Message**, you will need to type in the **To:** section the name/s of the staff to receive the message.
3. **New Staff Broadcast** assumes all staff, so no search is required.
4. Both messages require a subject and a message and the attachment is optional.
5. The message area is free text and staff can add links, formatting and tables.
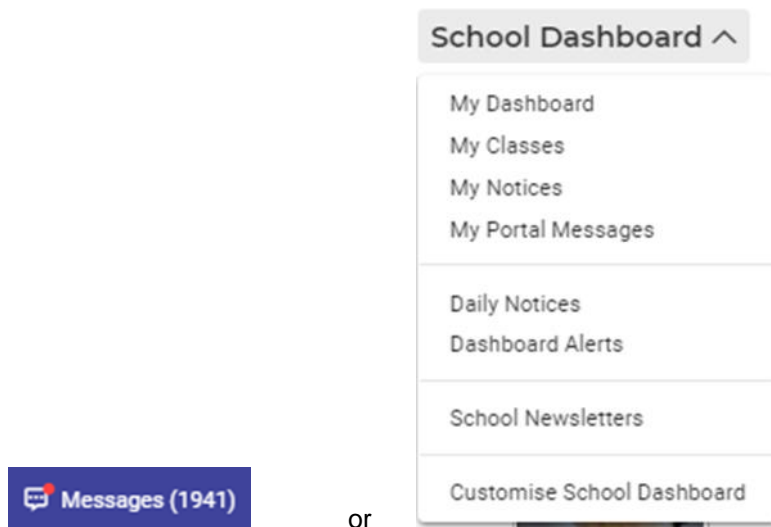6. Once complete, **send.**

Messages once sent can then be viewed and read by the recipients.
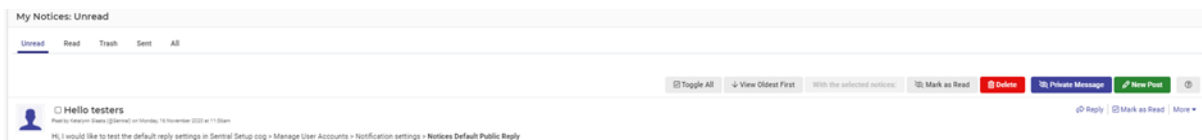

7. Staff can **reply**, **mark as read** and **More.** The **More** option allows the sender to view **Who?** read the message, **Edit, Delete** (just for me) and **Purge** (for all).

- ⓘ Who?
- ✎ Edit
- 🗑 Delete (Just for me)
- ⊗ Purge (For all users)
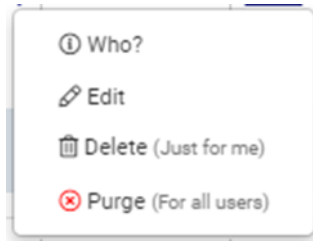
8. Once **Mark as Read** is ticked,the message disappears from the dashboard screen.

9. All Notices can be viewed then in 2 different ways – the Dashboard banner or **My Notices,** under the My Dashboard dropdown**.**

School Dashboard ∧

- My Dashboard
- My Classes
- My Notices
- My Portal Messages

- Daily Notices
- Dashboard Alerts

- School Newsletters

- Customise School Dashboard

💬 Messages (1941)   or

10. Staff can then perform a variety of actions and view Unread, Read, Trash, Sent and All messages.

My Notices: Unread

Unread   Read   Trash   Sent   All

☑ Toggle All   ↓ View Oldest First   With the selected notices: ☑ Mark as Read   🗑 Delete   💬 Private Message   ✎ New Post   ⑦

⬤ ☐ Hello testers   ↩ Reply   ☑ Mark as Read   More ⋮
Posted by Katelynn Slacks (@Sentral) on Monday, 16 November 2020 at 11:55am

Hi, I would like to test the default reply settings in Sentral Setup cog > Manage User Accounts > Notification settings > **Notices Default Public Reply**

Dashboard – Other widgets & School Dashboard

Target Audience

- All Staff

Content

Within this course staff will learn how to view and access:
- Other widgets
- My Dashboard

- My Calendar
- My Classes
- My Portal Messages
- Daily Notices
- Class Cover
- Dashboard Alerts
- School Newsletters

Overview

Staff will learn how to use other significant widgets as well as how to access and use the School Dashboard Menu.

Other Widgets

As the school dashboard can be customised by administrators of Sentral, not all these widgets may be visible on your school's dashboard, however individual staff can create their own dashboards. As there are many widgets, this guide will go through some of those but not all. Many are also read or view only widgets so no need for an explanation.

Daily Notices

Like Unread Notices, this is way to communicate to staff.
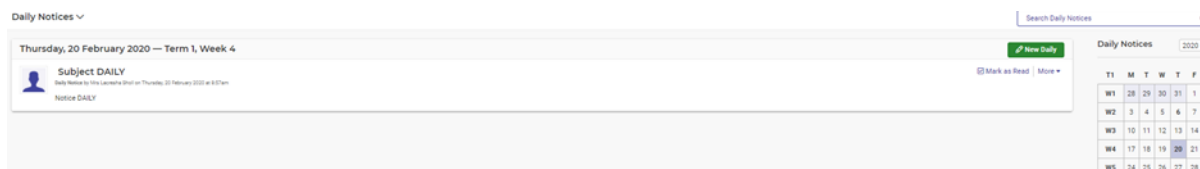
1. Click on **New Daily**.
2. Compose your message. The extra functionality in this widget is that the composer of the message can Add a Date for the Message to be sent and only broadcast to certain Year groups.

My Meetings
This displays a list of upcoming meetings.

School Documents

Displays all school documents housed in the Document Module

1. Click on the document hyperlink to view the document.

Welfare levels

This widget will display Welfare levels (if used by the school).

1. Click on the name, level or incident to get more detail.

Current Suspensions

This widget provides an overview of current Suspensions and allows the staff to click through to the suspension.

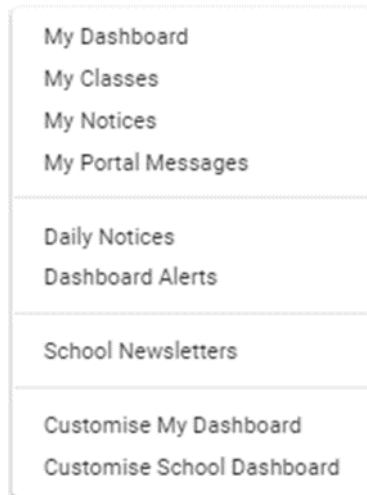1. Click on the student's name to view the detail.

Incomplete Incidents

This widget provides an overview of current Incomplete Incidents and allows the staff to click through to these incidents.

My Dashboard

Staff have further access to other areas on the Dashboard that are not specifically widget based.

1. **My Dashboards**

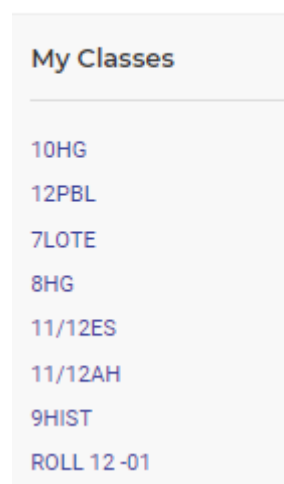This enables staff to view their own & shared dashboard and create a new one.

My Calendar

1. Once selected, the staff member will view their own calendar.
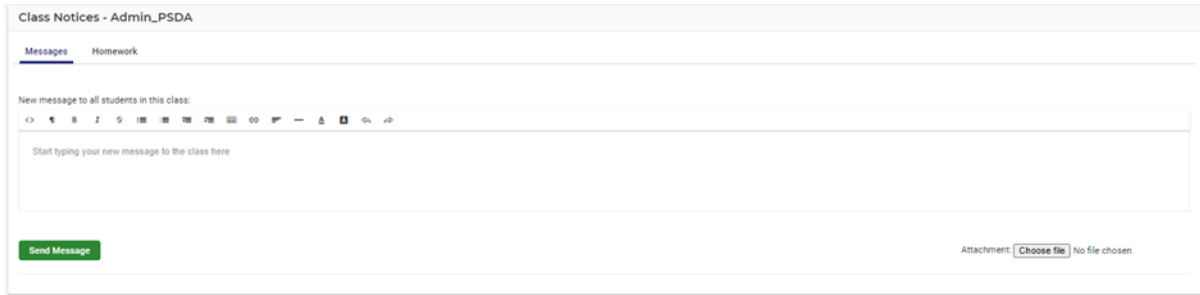2. They can add a new event and view by day, week or month.

My Classes

My Classes widget replicates the information from timetables for all the classes you teach.


1. Click on a class and the page changes to reflect a list of students. You then have the ability to compose a message or send homework.

2. The compose message screen displays, allowing you to message all student in this class.

3. Hover over a student image to find out their name or click on the student to send them a Portal message.

4. The sent message is saved and can be replied to and deleted.

5. The homework tab allows the teacher to **add** a new homework message to the class
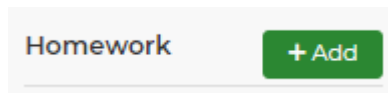
6. Compose the Homework message ensuring a Title is added, description and due date the click **Save**.
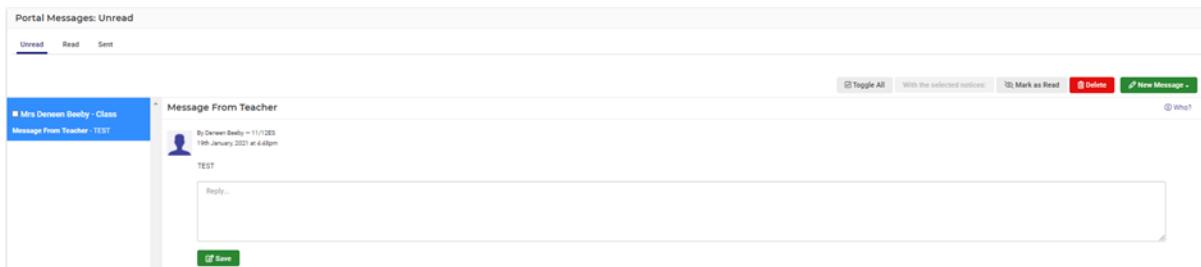

7. The sent Homework item can then be edited or deleted by the staff member.

8. The teacher can however **View Students** which allows you to view overdue work and view which students have completed the work.


My Portal Messages

My Portal Messages allows teacher to view and send messages to students, parents and activity groups.

1. Messages sent via **My Class** will appear here.

2. A teacher can reply to a message they have sent.

3. Teachers can view unread, read and sent Portal Messages.

4. Parents will receive a newsfeed notification.

5. A teacher can click the **Who?** to see who has not read the message.

6. Teachers can create a **New Message** for a **student, parent or Activity** group.

7. Once you have selected an option, a compose new message screen displays.

8. Teachers can search a student and then can select a parent to receive this message.

9. Complete the message detail and opt to send message to student also.
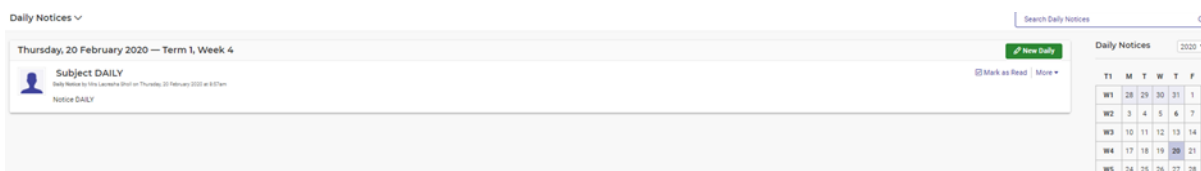
Parent will receive an email notification.
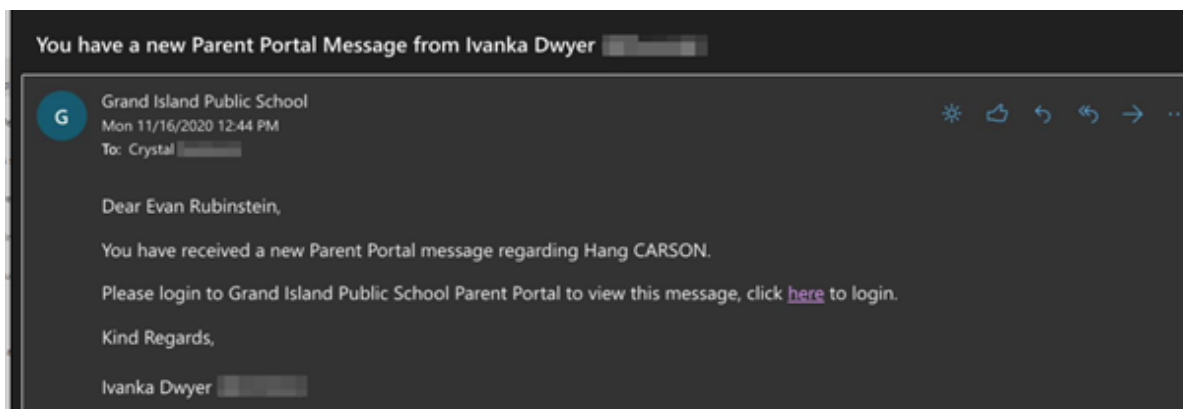
10. If Activity is selected, an activity needs to be searched and selected.

Daily Notices

Teachers can view past daily Notices as well as create them.

11. Teachers will see current Daily Notices in the middle of the screen.

12. Teachers can go to the Calendar and click on dates that are in bold to review a past Daily Notice.

Dashboard Alerts (only available to Administrators)

Admin Staff may need to send out a Dashboard alert that appears as a blue banner at the top of the screen. It is a message of some importance.

1. Click on **Add Alert.**

2. Add Headline, Start Date and End Date for the alert and switch to activate. Complete the text.

Glossary of Terms

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

Item	Description	Type
End Date	End Date	calendar entry
Start Date	Start Date	calendar entry
Active	whether your alert will appear	Yes/No
Who?	who has not read message	Prepopulated
Edit	make a change to message	enter details
Purge	removes message for all	Prepopulated
RSS Reader	Really Simple Syndication	enter details