Enrolments User Training Guide

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Enrolments - Creating

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to:

- Create new student enrolment
- View & Manage enrolments
- Create & Manage Households
- Create & Manage Staff
- Create & Manage Classes
- Export Lists

Overview

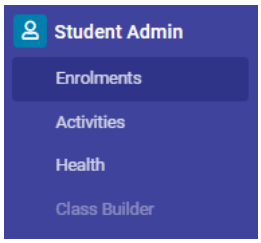
Staff will learn how to create a student in the Enrolments module.

Create Enrolments

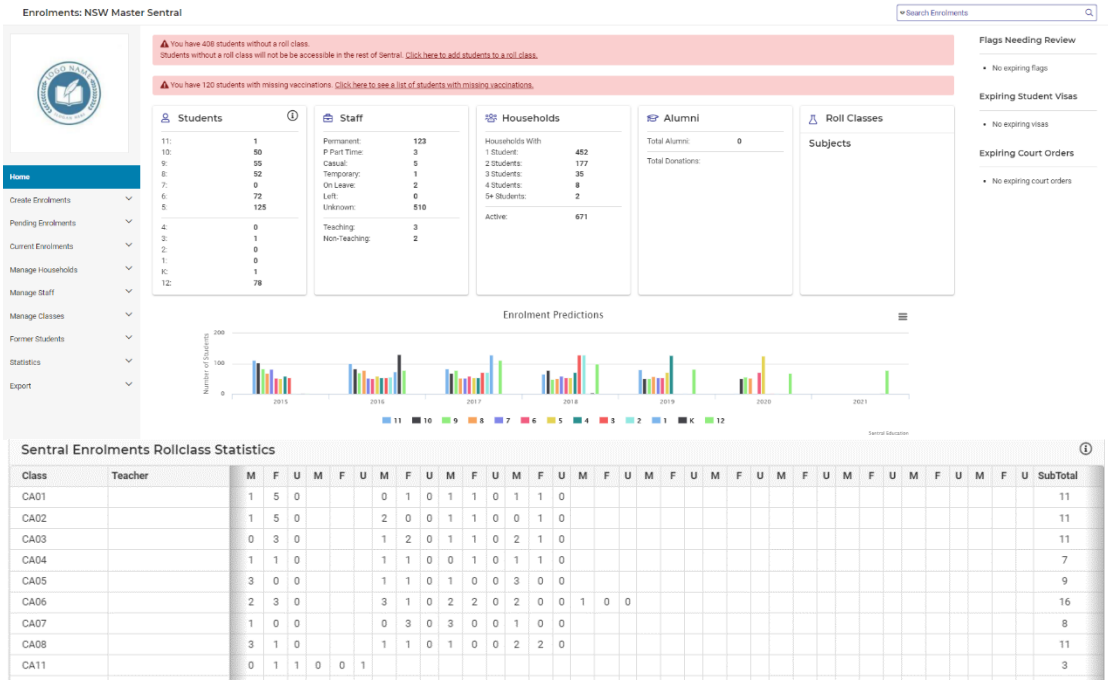
The following procedure is to show users how to create a new Enrolment for a student.

Note: if you are using the Admissions Module to create new enrolments, please refer to the Admissions User Guide.

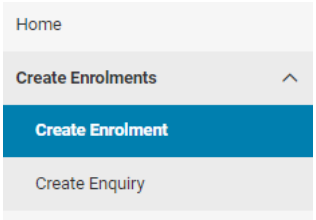
1. Select the **Sentral** Waffle Icon in the top left corner of the screen, the modules display. Select **Health** under **Student Admin group**.
2. , the modules display. Select **Enrolments** under **Student Administration**.



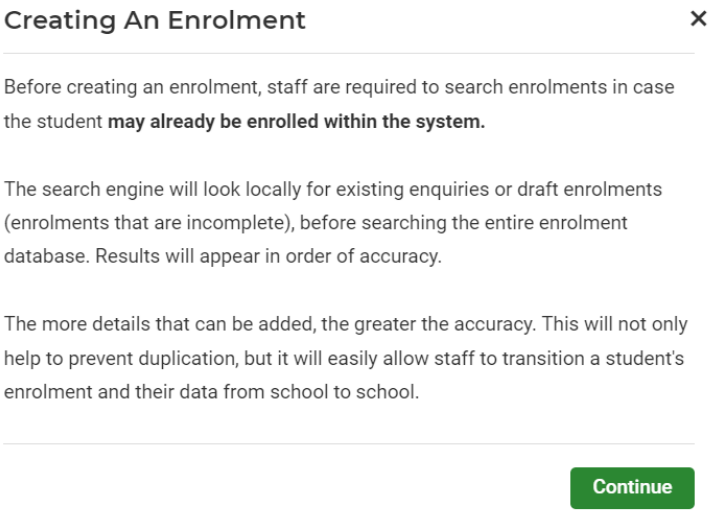
The **Enrolments** home screen displays.



3. From the menu on the left-hand side - click on **Create Enrolments** under **Create Enrolments.**



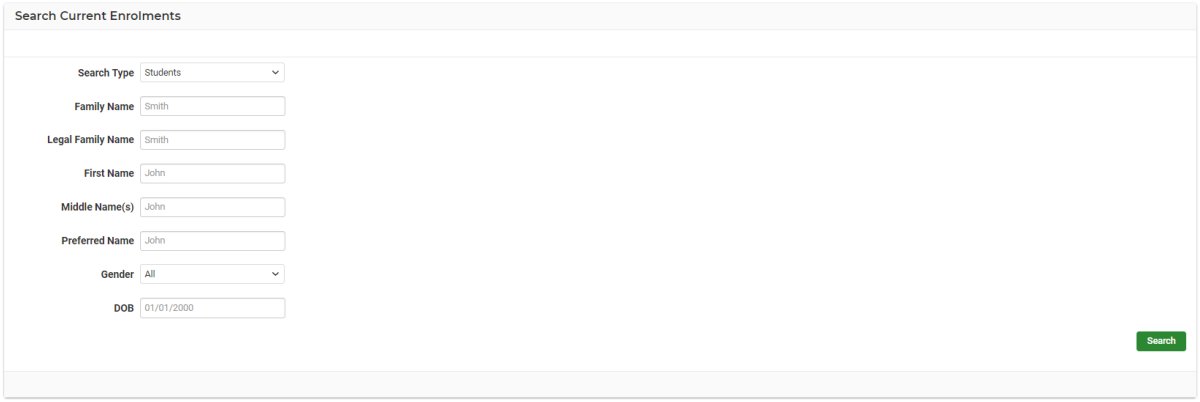
Note: The following information box displays alerting you how important it is to **SEARCH** for a student before creating a new enrolment.



4. Click on the green **Continue** button.

The **Search Current Enrolment** screen displays.

Note: You must first search for the student to check if they are already enrolled.



Note: You need as a minimum, to enter the Family Name (surname) and the First Name of the student for your search.

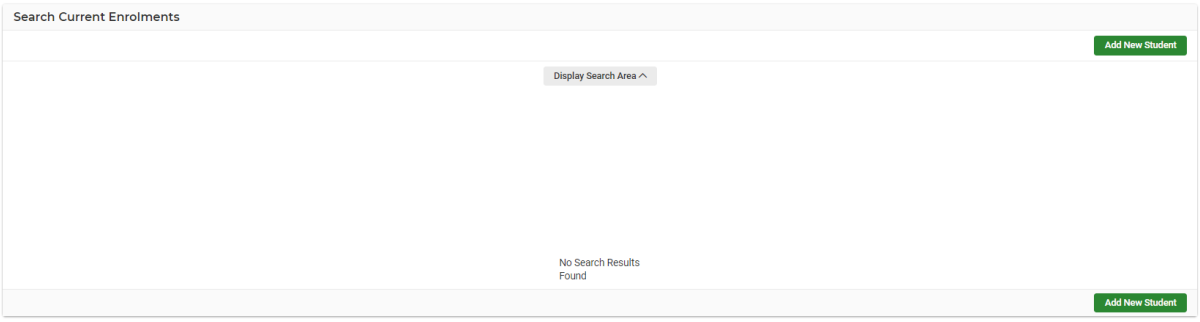
Note: You can enter more details in other fields.

5. Click on the green **Search** button.

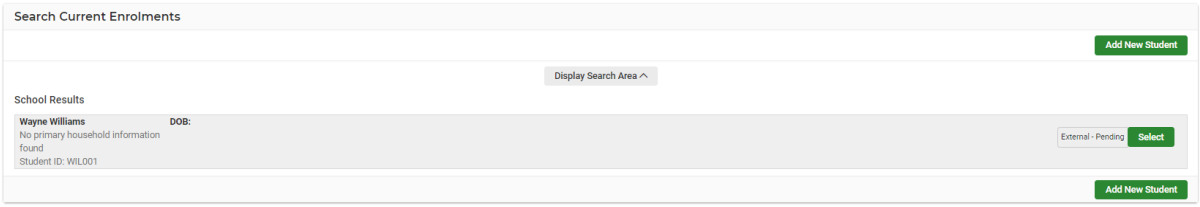
Note: Your search will give you two options:

- No Search Results Found OR
- Search Results displays School Results.

If the student does not exist, the following screen displays.



If the student does exist, the following screen displays.

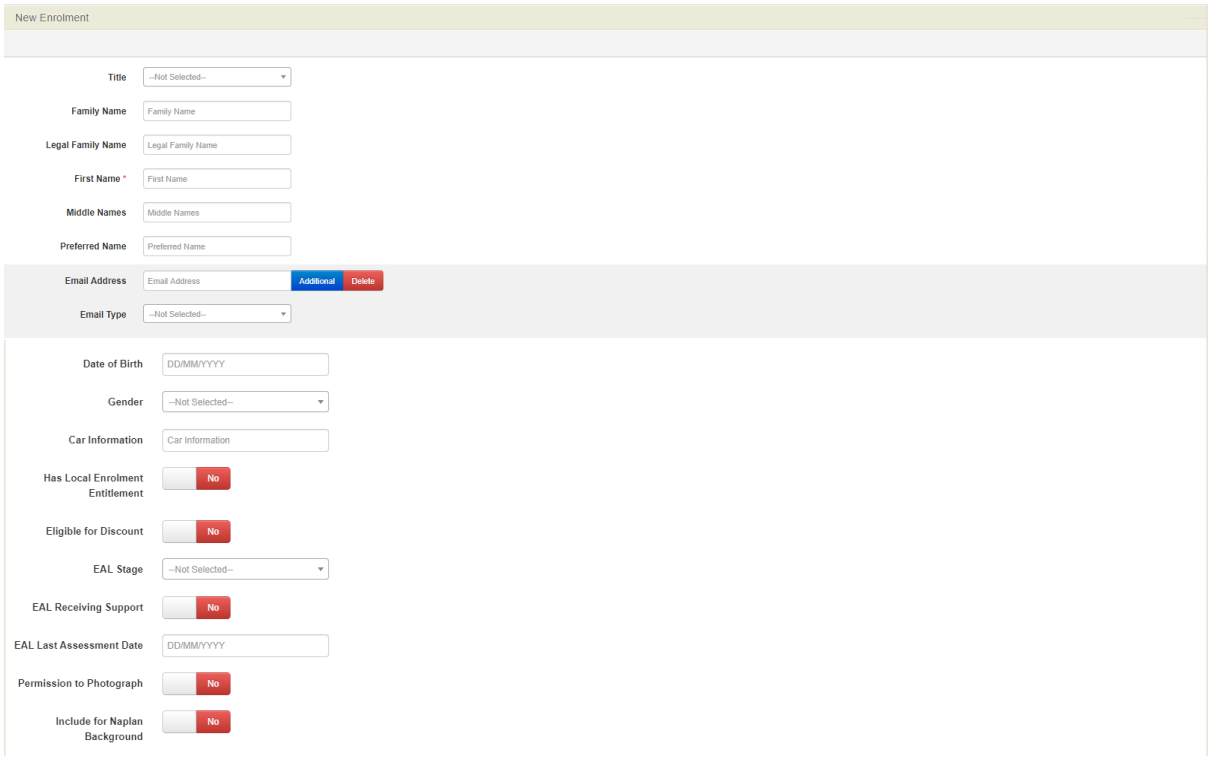


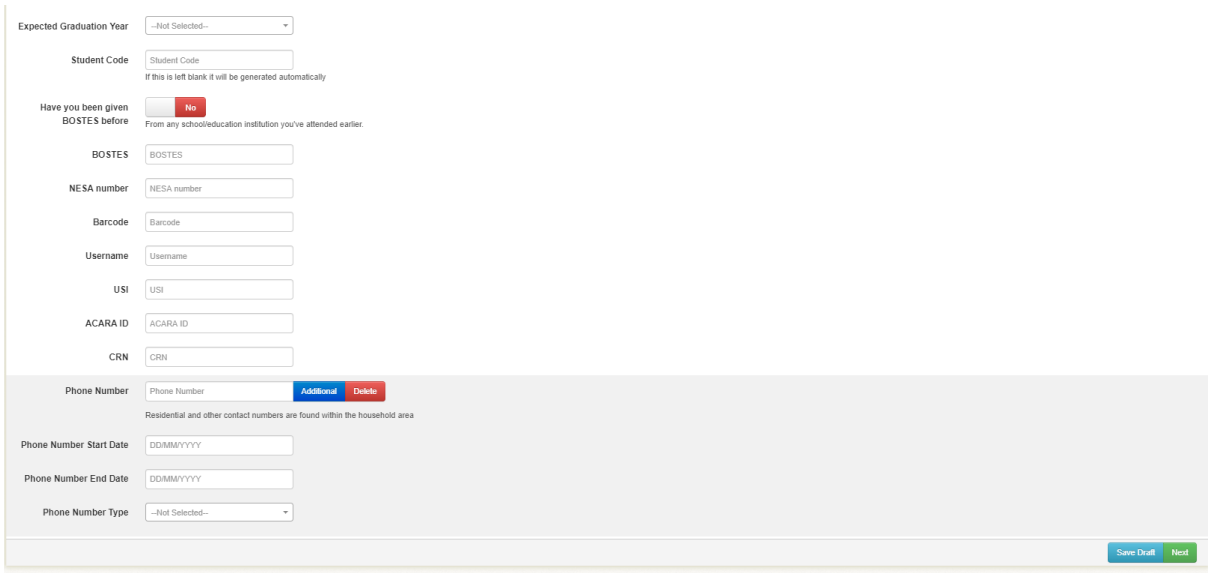
Student Does Not Exist

1. Click on the green **Add New Student** button to start creating new enrolment.

The **New Enrolment** screen displays. The New Enrolment has eleven screens, requiring data input where appropriate. The first of these are the **Details** Page. Refer to Glossary of Terms for detail on each data field.

Details



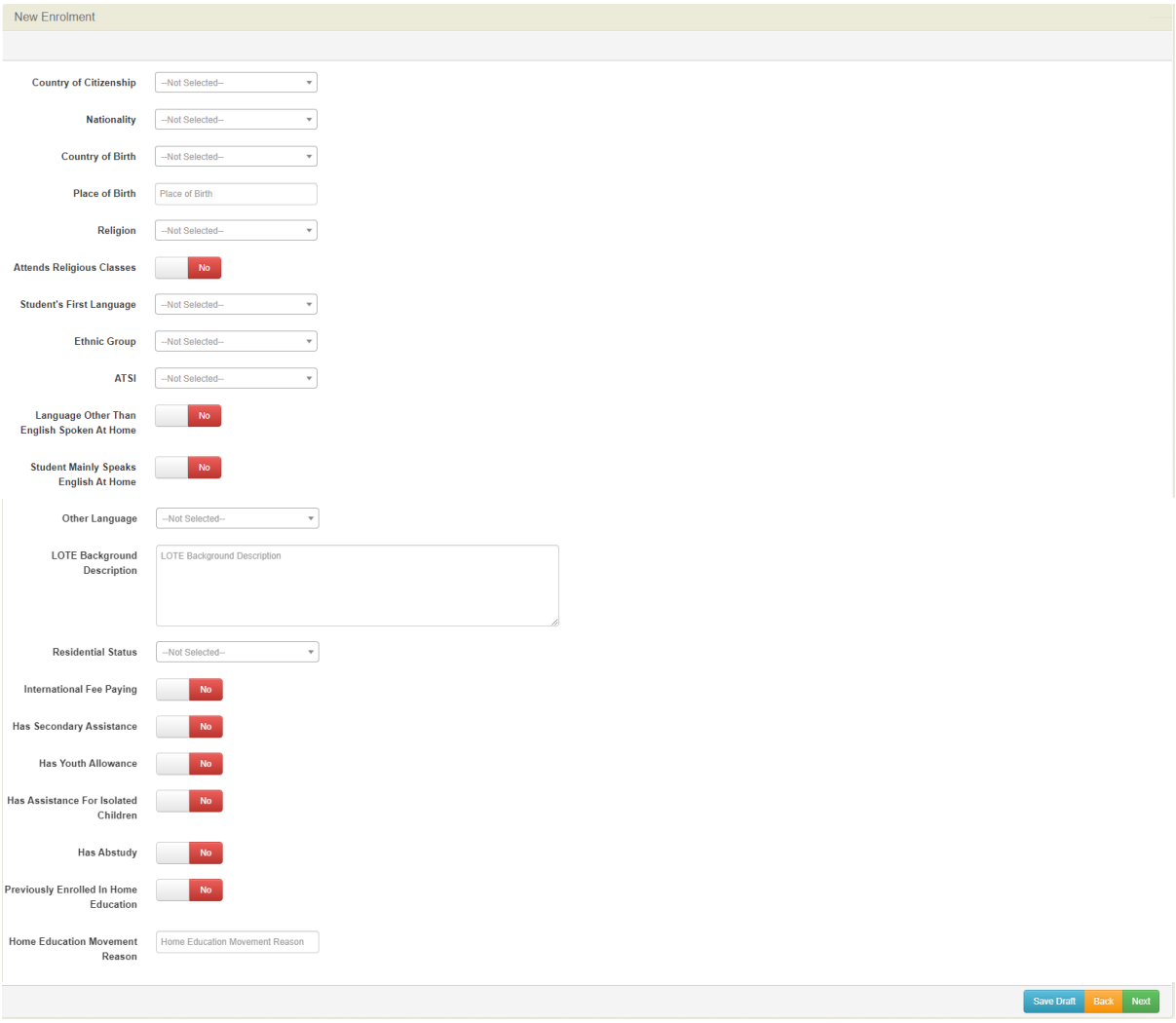


2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

3. Click the green **Next** Next button, if you are ready to move to the next page; or click **Save Draft** Save Draft button if you wish to stop at this point.

Information

1. If you click **Next,** the following **Information** screen will display.

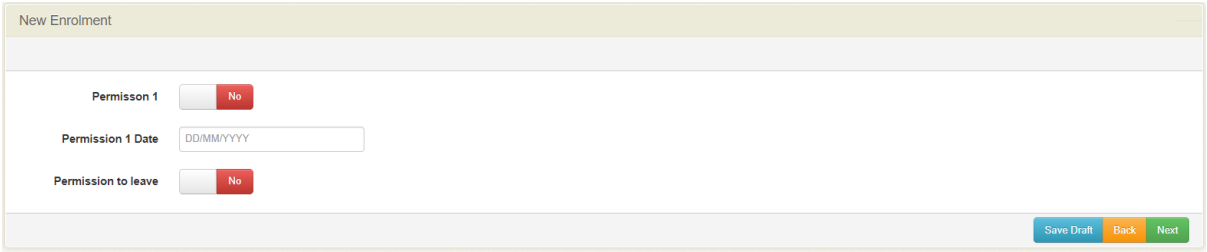


2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

3. Click the green **Next** Next button, if you are ready to move to the next page; or click **Save Draft** Save Draft button if you wish to stop at this point or **Back** Back button if you wish to go to previous screen.

Permissions

1. If you click **Next,** the following **Permissions** screen will display.



2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

3. Click the green **Next**

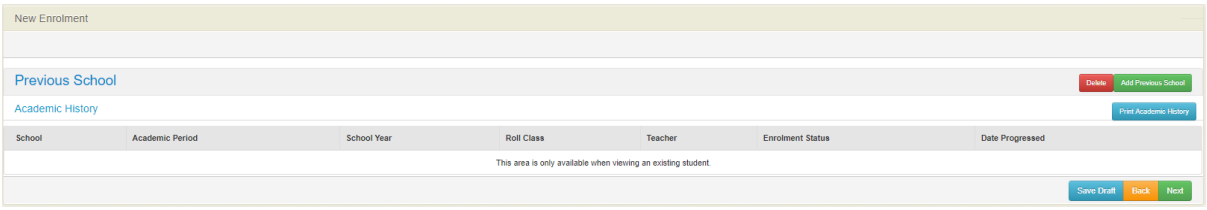
button, if you are ready to move to the next page; or click **Save Draft**

button if you wish to stop at this point or **Back**

button if you wish to go to previous screen.

History - Previous School

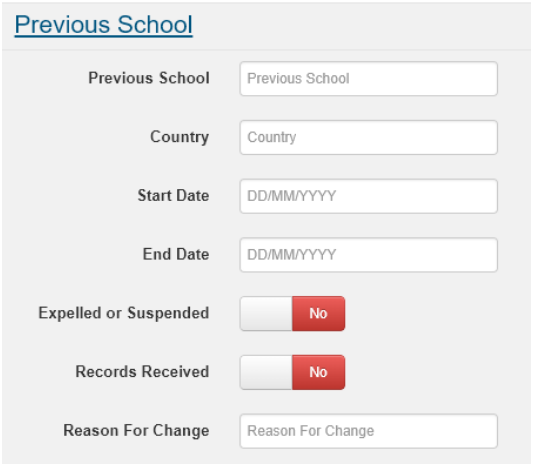
1. If you click **Next,** the following **History** screen will display.



Note: As this is a new enrolment, there will be no **Previous School History**, so you need to add the details.

2. Click on the green **Addition Previous School**

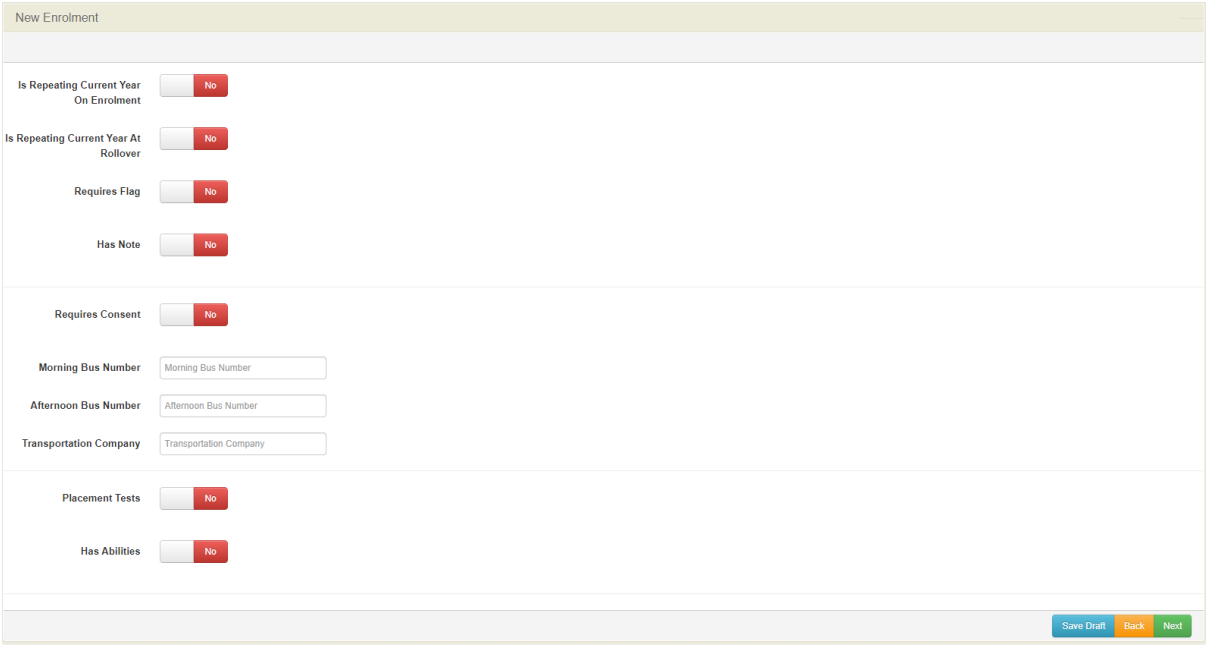
button to the right of the screen and additional previous school will display.



3. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
4. Repeat the process if there are multiple schools to enter.
5. Click the green **Next** Next button, if you are ready to move to the next page; or click **Save Draft** Save Draft button if you wish to stop at this point or **Back** Back button if you wish to go to previous screen.
6. Ability to **Print Academic History** is available on this screen.

Additional Fields

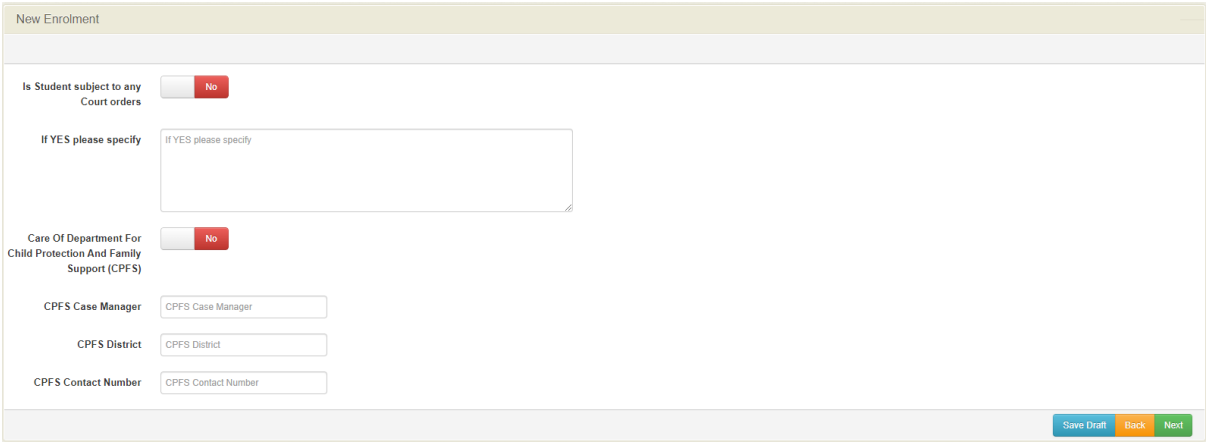
1. If you click **Next,** the following **Additional Fields** screen will display.



2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click the green **Next** Next button, if you are ready to move to the next page; or click **Save Draft** Save Draft button if you wish to stop at this point or **Back** Back button if you wish to go to previous screen.

Confidential

1. If you click **Next,** the following **Confidential** screen will display.



2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

3. Click the green **Next**

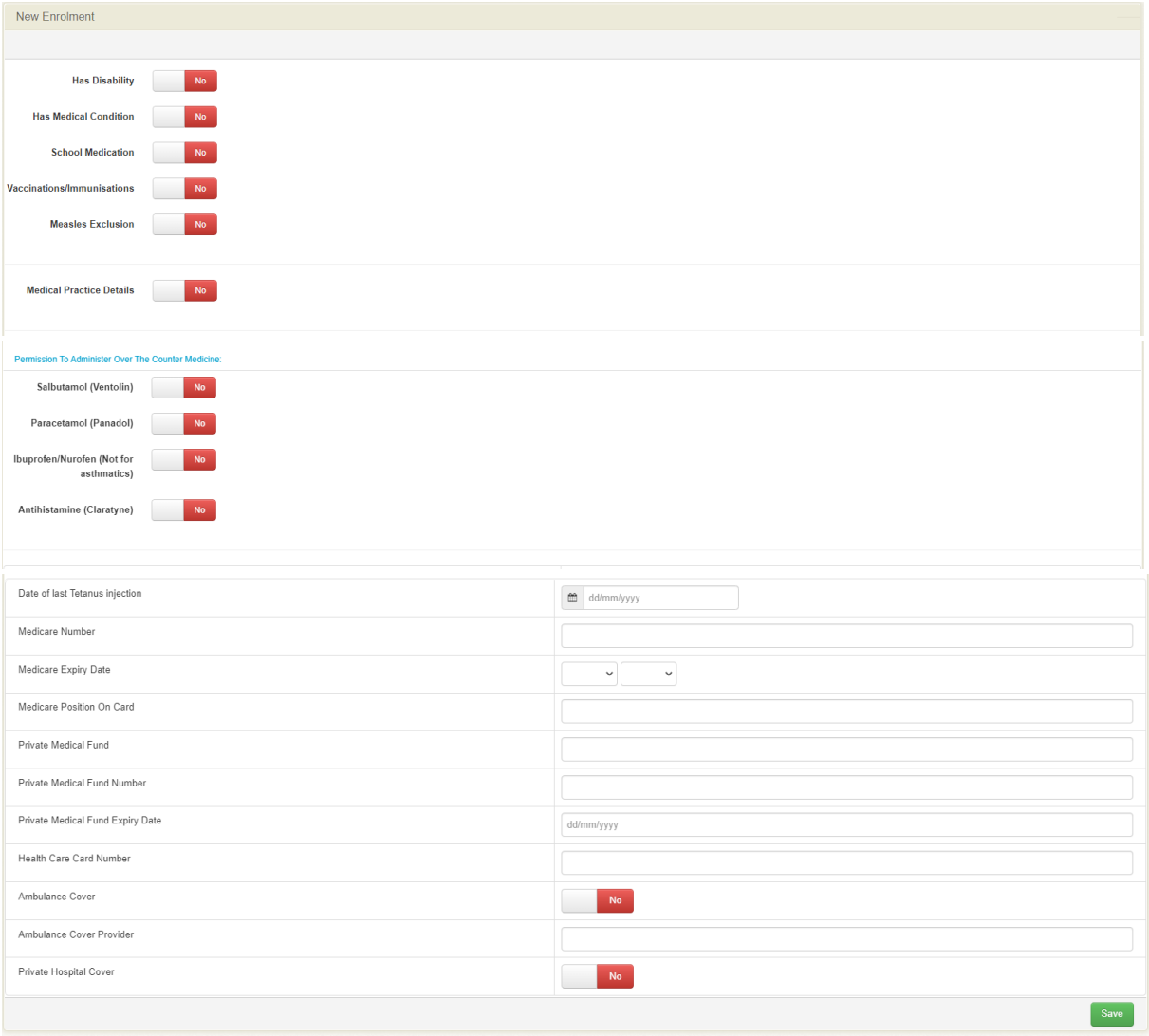
button, if you are ready to move to the next page; or click **Save Draft**

button if you wish to stop at this point or **Back**

button if you wish to go to previous screen.

Medical Data

1. If you click **Next,** the following **Medical Data** screen will display.



2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Depending on your selection of Yes/No, some further screens will open for more data entry e.g. Has disability **> Add New Disability**.
4. Click the green **Next**

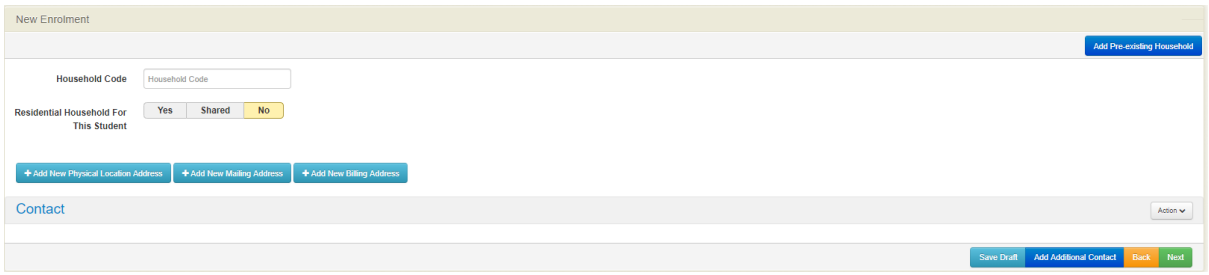
button, if you are ready to move to the next page; or click **Save Draft**

button if you wish to stop at this point or **Back**

button if you wish to go to previous screen.

Associated Households

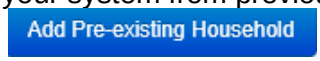
1. If you click **Next,** the following **Associated Households** screen will display.



This screen details the **Household** information for the student. It captures a vast array of data such as:

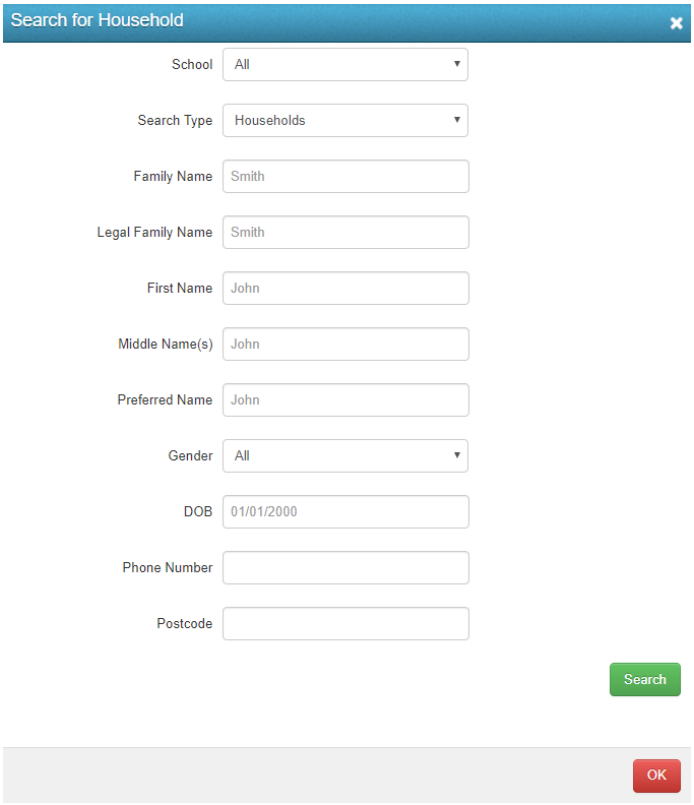
- Contact details
- Emergency contacts
- Residential details
- Languages spoken at home.

Note: It may seem like a repeat of the Details page and it is, but this is because you are entering information for each family member, carer and/or guardian connected to this student.

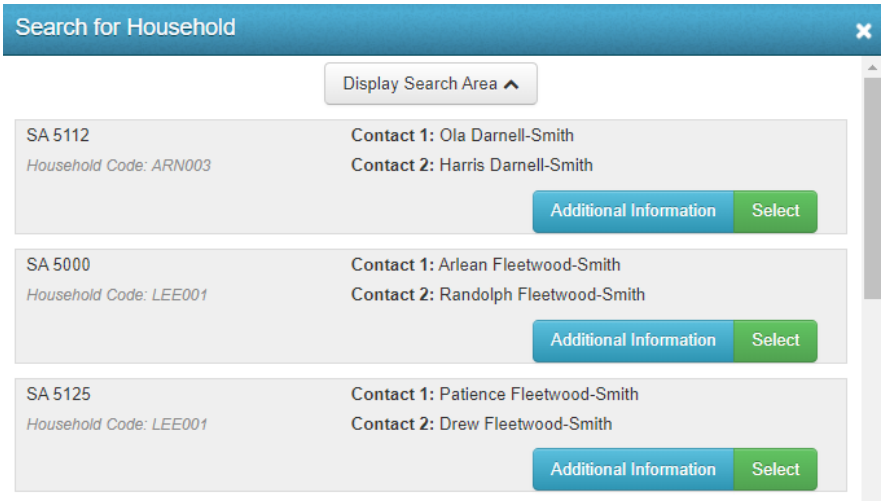
2. If you already have this household in your system from previous / existing siblings, click on the **Add Pre-existing Household** 

button to search for the household and pre-fill the data fields.

The **Search for Household** screen displays.

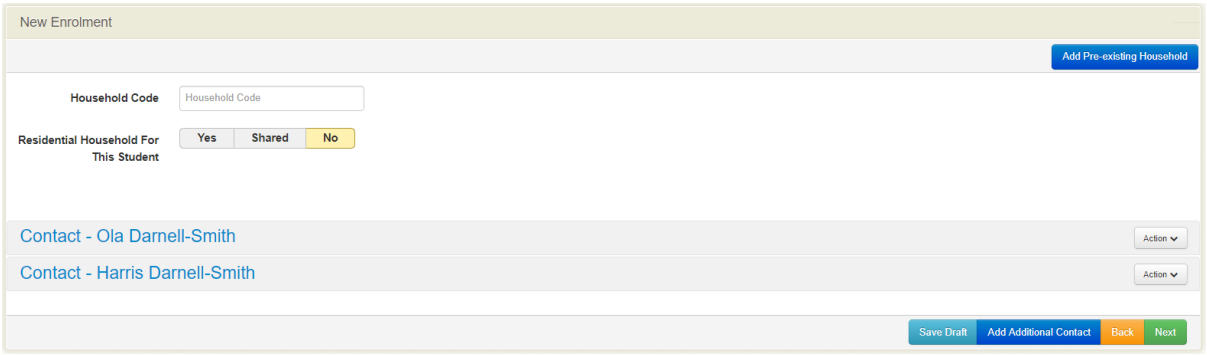


3. Enter any pre-filled fields and click on the **Search** button to search for the Household.



4. If the household displays that you wish to add to the new enrolment, click on the green **Select** button to the right.

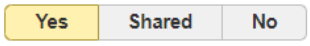
The screen will update showing the **pre-existing Household contacts**.



Note: If there is no current Household, you will need to create the details.

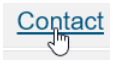
Household Code: this code is generated by **Sentral**. Please leave blank.

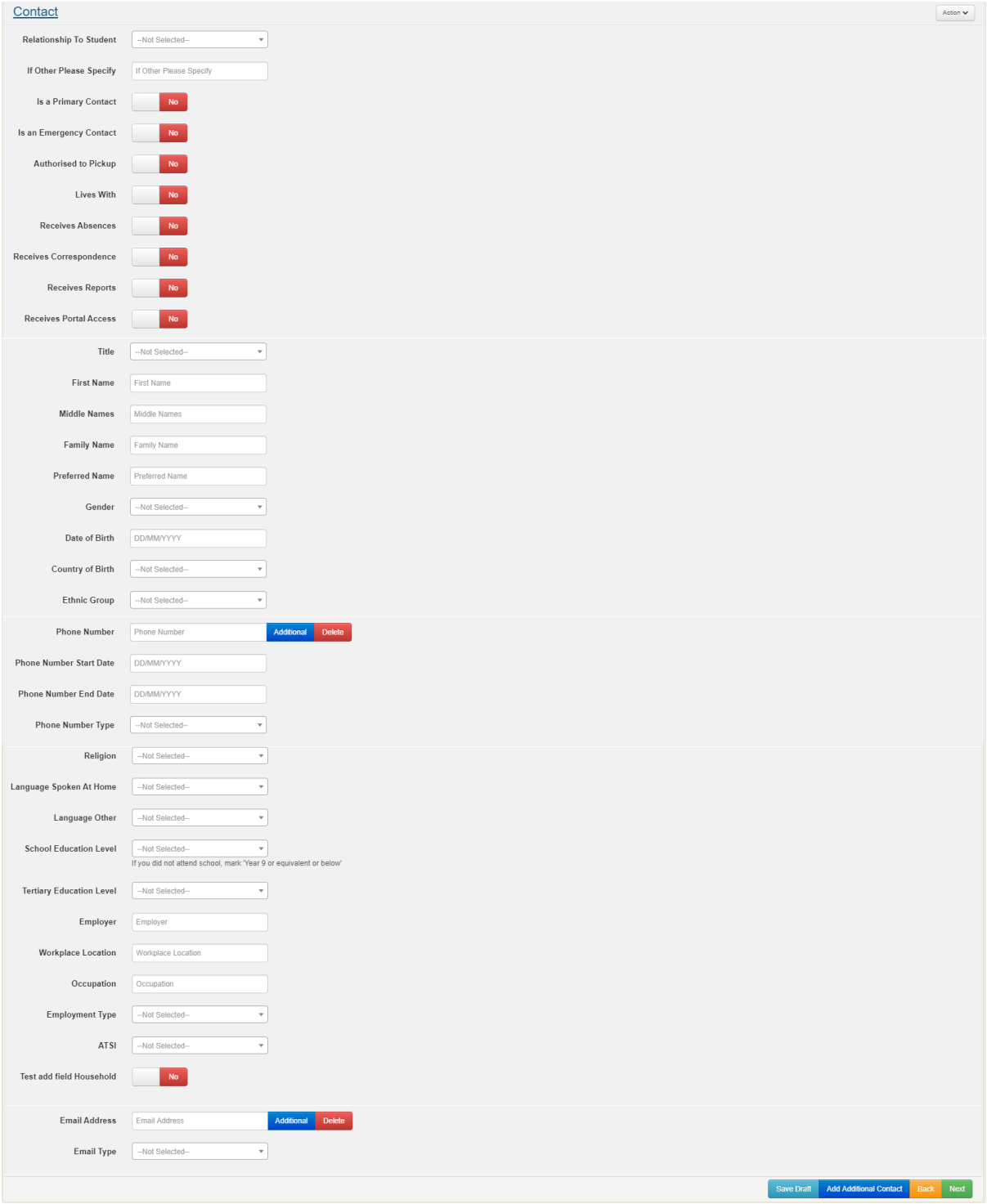
Residential Household For This Student: select the type of residential Household for student by clicking on button.



If shared is selected, you need to nominate the residential household days for this student.

Contact

1. To create a new contact please click on the blue **Contact**  field. The following fields will be displayed.

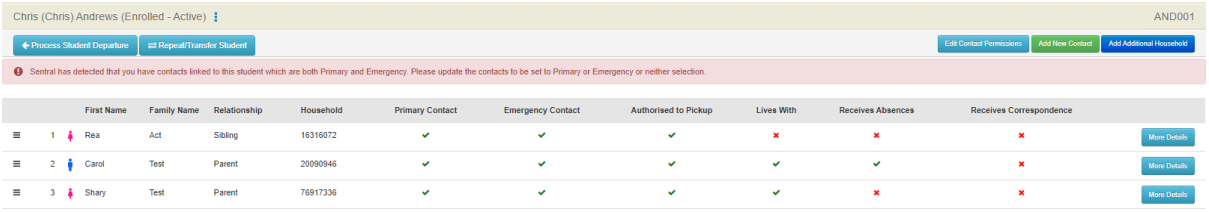


2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Repeat the steps if you wish to add additional contacts by clicking on the blue **Add Additional Contact** Add Additional Contact button.

4. Click the green **Next** Next button, if you are ready to move to the next page; or click **Save Draft** Save Draft button if you wish to stop at this point or **Back** Back button if you wish to go to previous screen.

Associated Contacts

1. If you click **Next,** the following **Associated Contacts** screen will display.

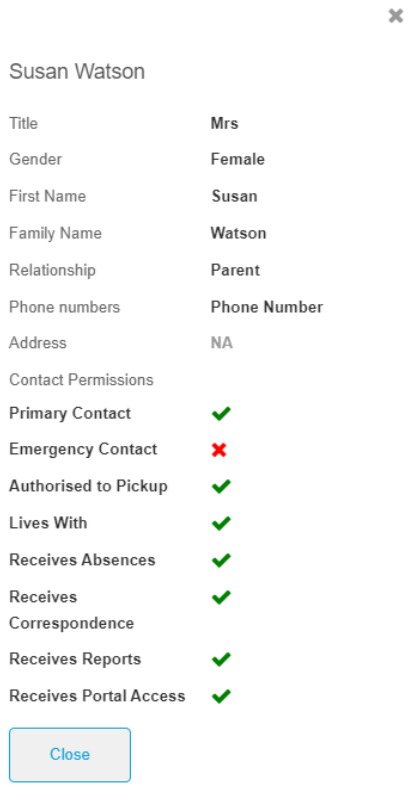


This screen takes the information from all registered Households and compiles a list of who is available for emergency contact and in what order.

Note: Household contacts need to be setup first.

2. To change the priority order of contact, click and drag on the handles (☰) in front of a name to move them up or down (change the order of) that contact on this list. Family members will be contacted by this order (first to last).

3. To view the details for the Contacts, click on **More Details** More Details button to the right of the contact.



Note: it is recommended once you have saved the enrolment record to then add the Emergency Contacts. Please refer to Current Enrolments.

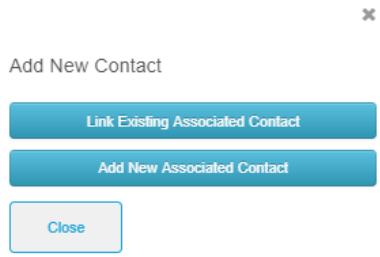
Emergency Contacts

Emergency Contacts do not need to be associated to a Household.

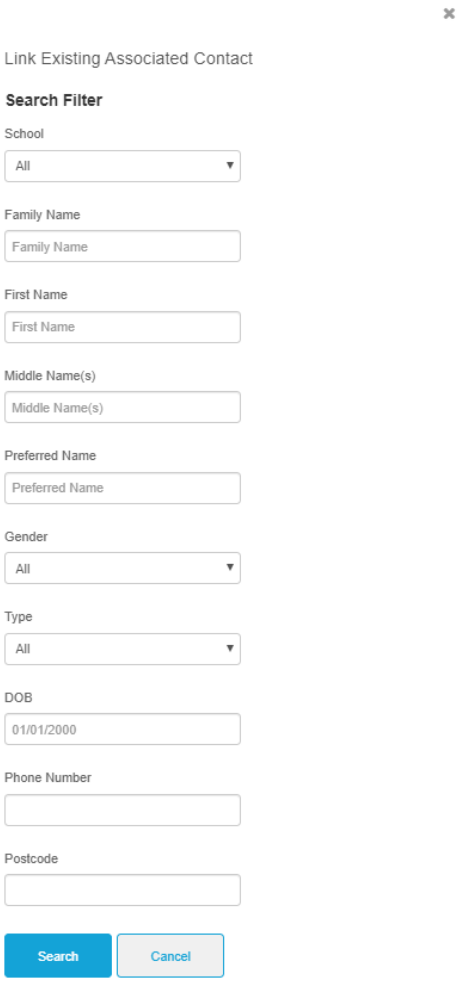
Click on the **Add New Contact**

button, and the New Contact screen displays. You can select either:

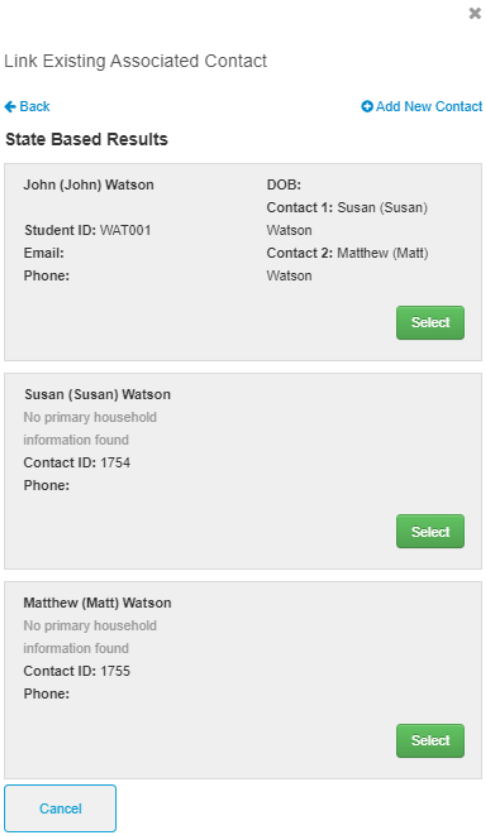
- Link Existing Associated Contact
- Add New Associated Contact



Link Existing Associated Contact



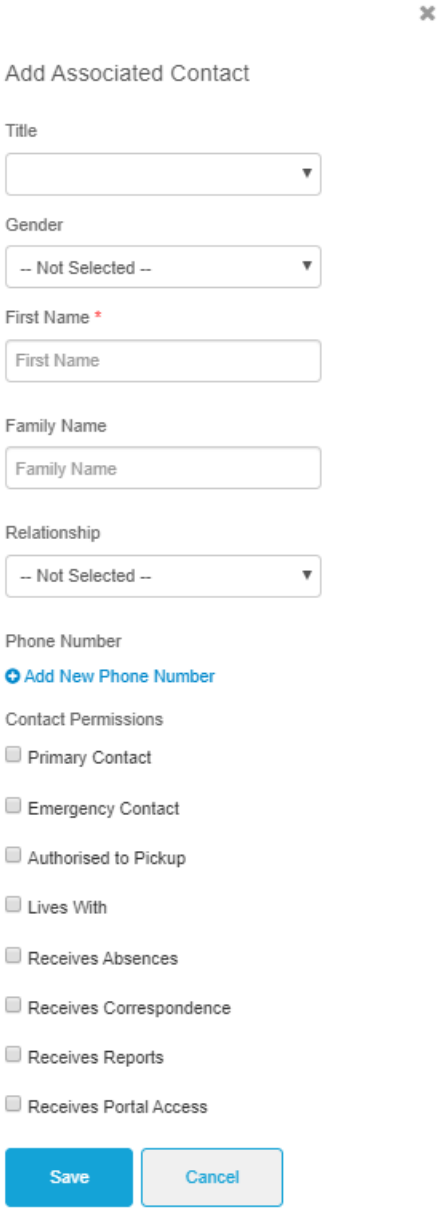
4. Enter details and click on the blue **Search** Search button, results from your search will display.



5. If the Contact displays, you can click on the green **Select** Select button beside the Contact.

If the Contact does not exist, you can click on **+ Add New Contact** Add New Contact .

Add New Associated Contact



6. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

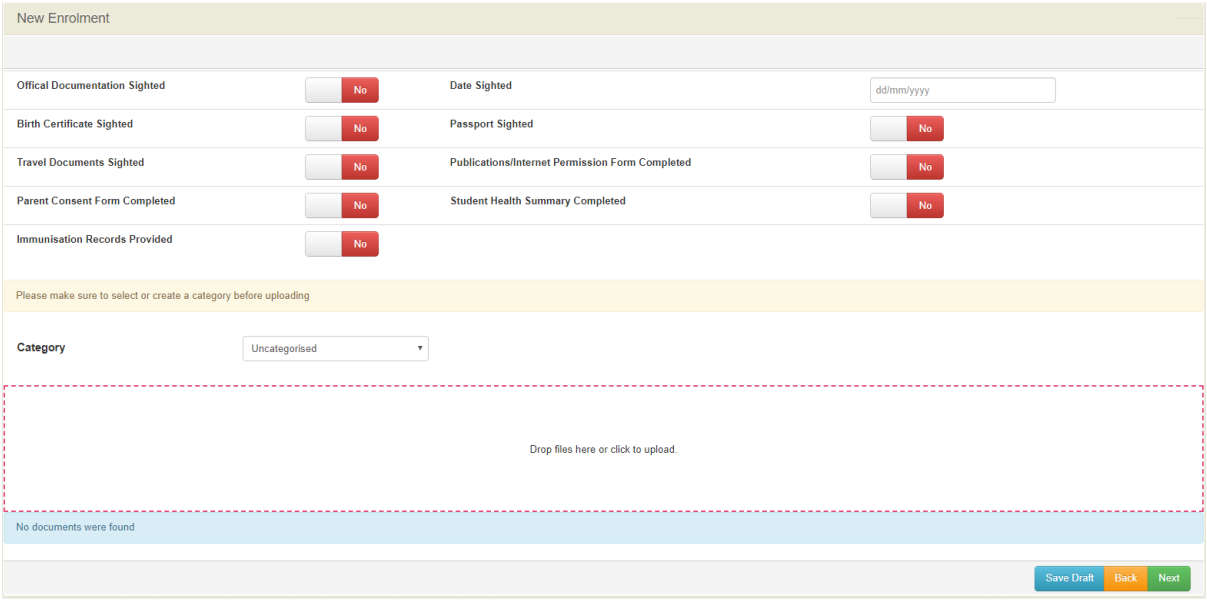
7. Click on the blue **Save** button.

The Associated Contacts screen will update with the new Contacts.

8. Click the green **Next** button, if you are ready to move to the next page; or click **Save Draft** button if you wish to stop at this point or **Back** button if you wish to go to previous screen.

Documents

1. If you click **Next,** the following **Documents** screen will display.



2. Tick the toggle boxes.
3. Drop files into the available space and add to a category type for better sorting/filing.
4. Click the green **Next**

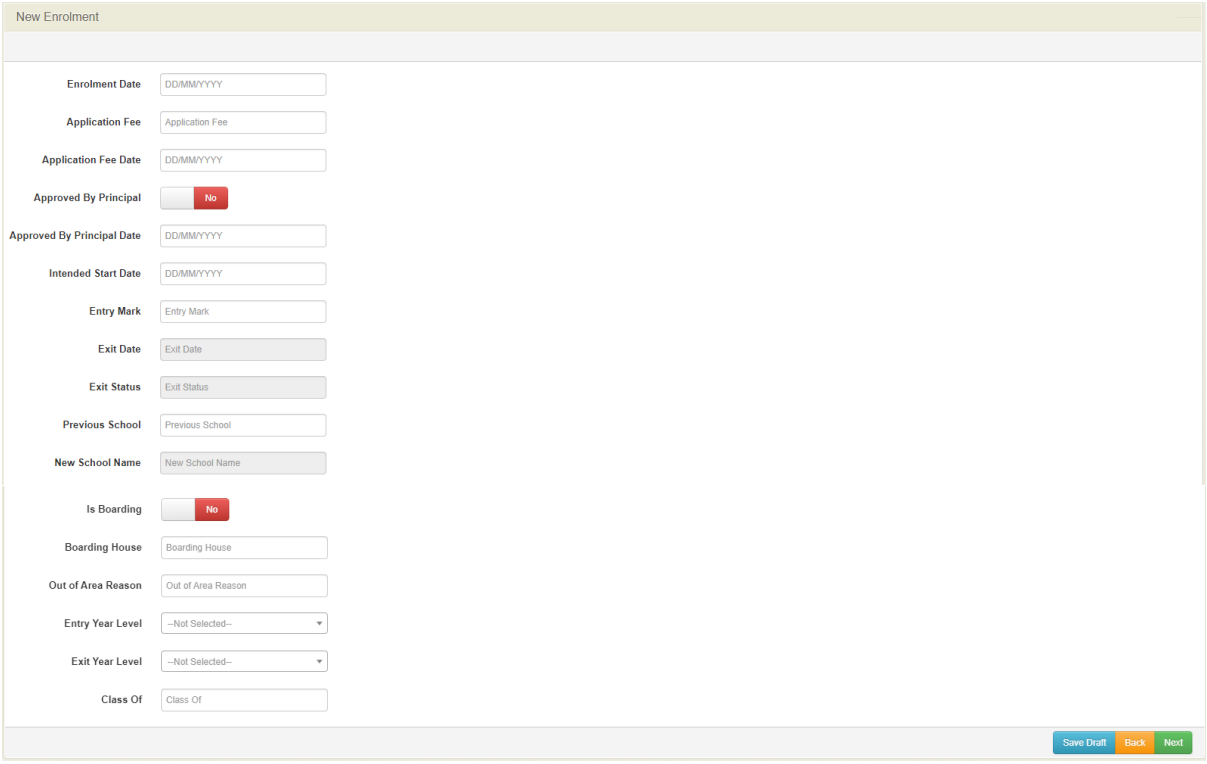
button, if you are ready to move to the next page; or click **Save Draft**

button if you wish to stop at this point or **Back**

button if you wish to go to previous screen.

Admission

1. If you click **Next,** the following **Admission** screen will display.



2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

3. Click the green **Next**

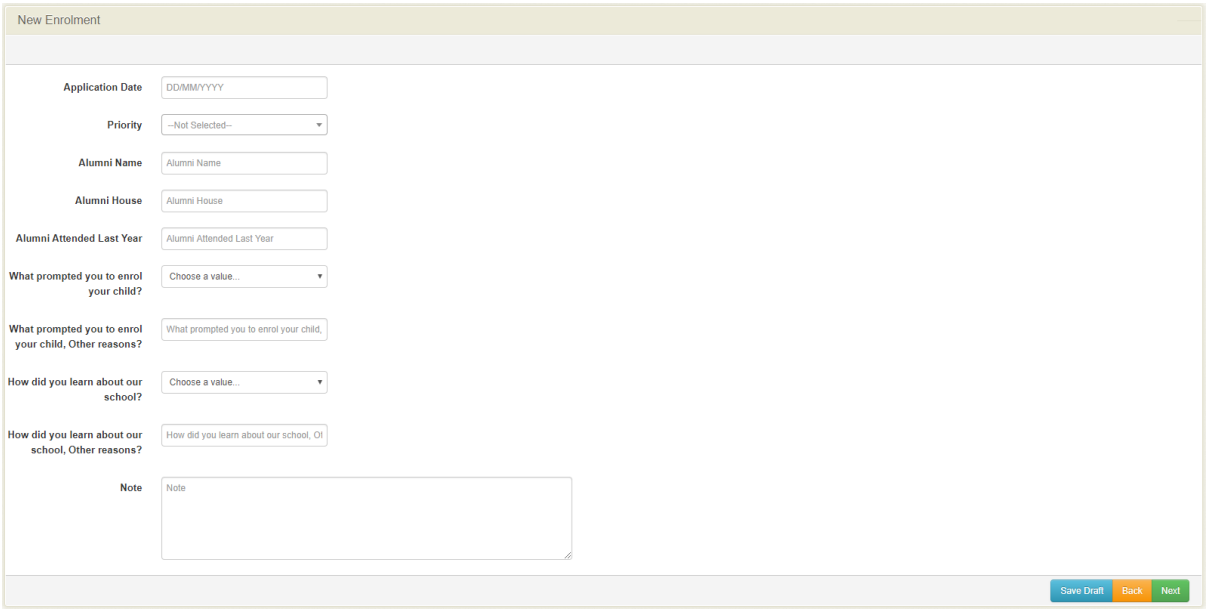
button, if you are ready to move to the next page; or click **Save Draft**

button if you wish to stop at this point or **Back**

button if you wish to go to previous screen.

Application

1. If you click **Next,** the following **Application** screen will display.



2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

3. Click the green **Next**

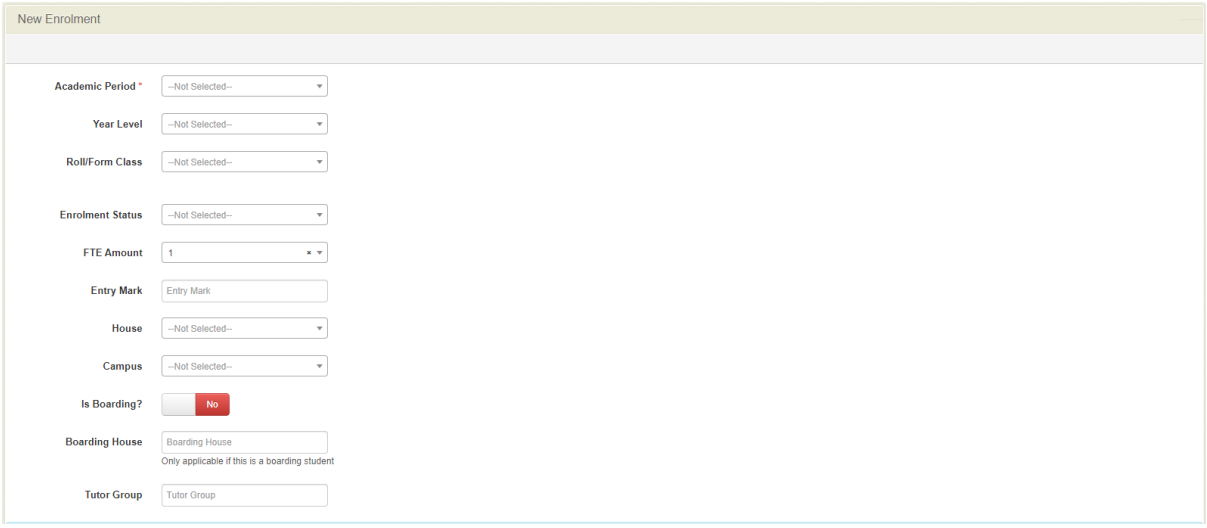
button, if you are ready to move to the next page; or click **Save Draft**

button if you wish to stop at this point or **Back**

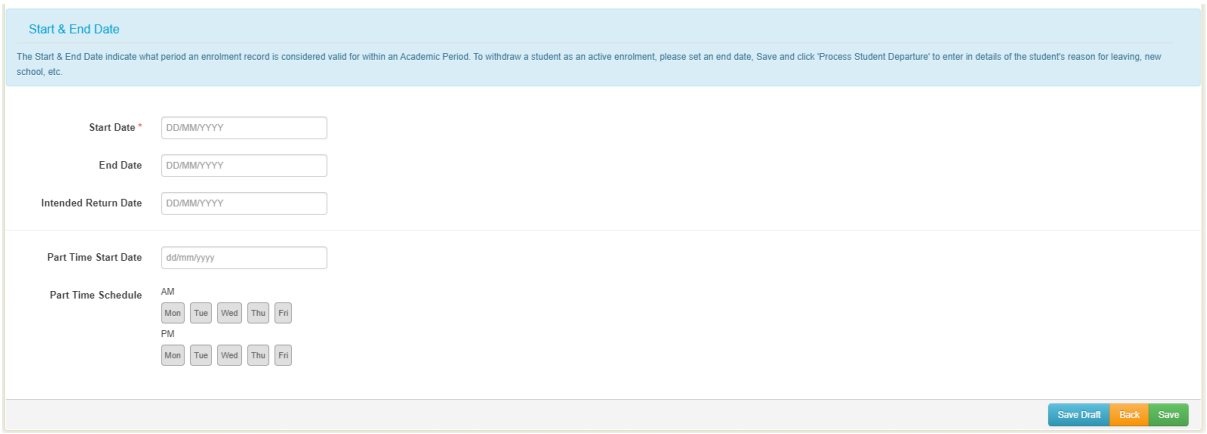
button if you wish to go to previous screen.

Enrolment

1. If you click **Next,** the following **Enrolment** screen will display.



2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.



3. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

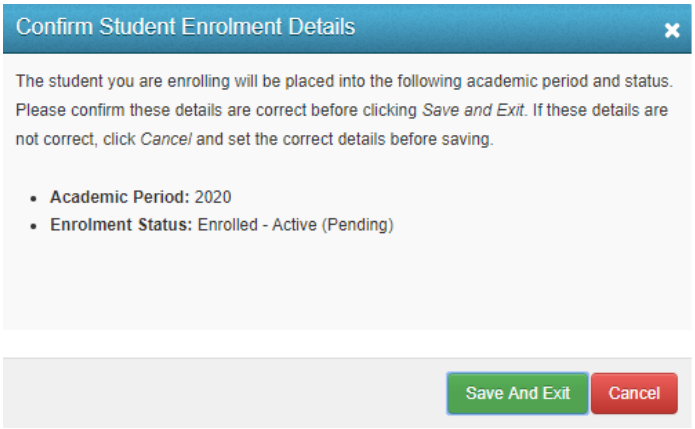
4. Click the green **Save**

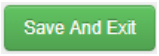
button, if you are saving the enrolment; or click **Save Draft**

button if you wish to stop at this point or **Back**

button if you wish to go to previous screen.

The following screen displays confirming you wish to enrol this student.



5. Click the green **Save And Exit**  button.

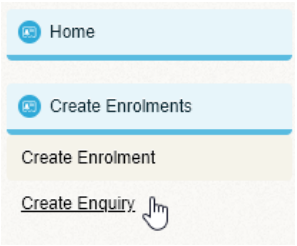
Create an Enquiry

Schools can track student enrolment enquiries. This area allows you to insert basic information into Sentral when parents provide an initial enquiry.

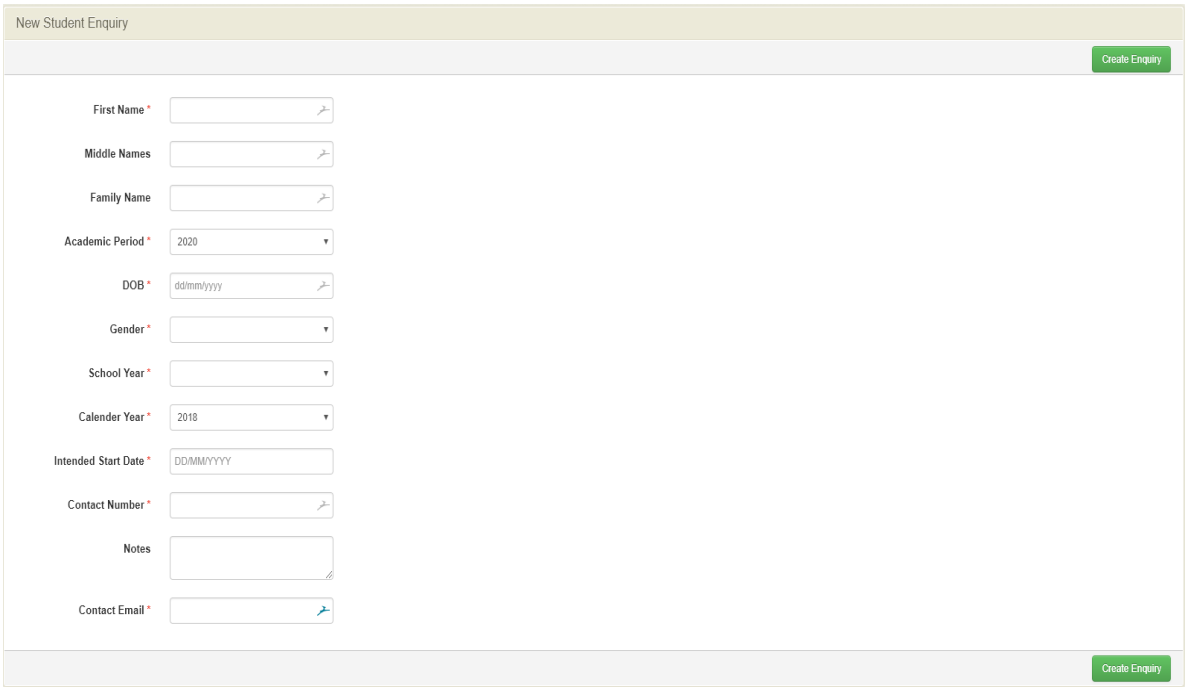
Note: this is not an actual enrolment. For those who are using admissions for new enrolments, this section is not available in enrolments.

1. From the front screen in **Enrolments home** screen.

2. From the menu on the left-hand side - click on **Create Enrolments - Create Enquiry.**



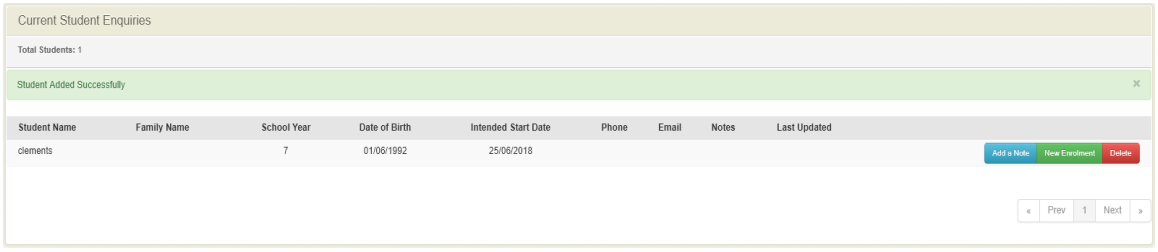
The **New Student Enquiry** screen displays.



3. Enter the details for the student enquiry, the fields marked with a red * asterisk are compulsory fields.

4. Click on the green **Create Enquiry** button.

The **Current Student Enquiry** screen displays with the results. The screen now jumps to **Pending Enrolments > Current Enquiries Action**.



Note: Please refer to the section on **Pending Enrolments**.

Pending Enrolments

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to update **Pending Enrolments** by looking at the following:

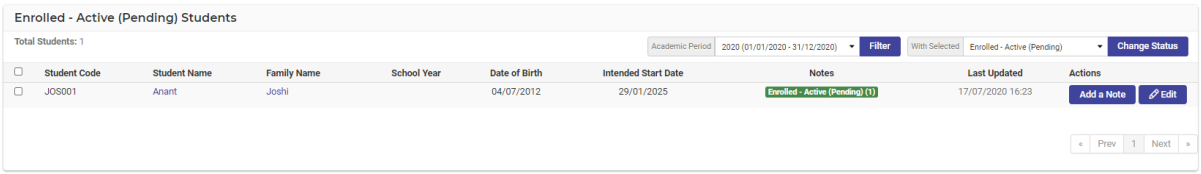
- Current Enquiries
- Draft (Incomplete) Enrolments
- Transitioning Students
- Pending Approval
- Wait list Applications
- Offered Applications
- Enrolled - Active - Pending
- External Pending
- Enrolled Accepted

Overview

Staff will learn how to update **Pending Enrolments** and **Enrolments Status**.

The **Pending Enrolments** panel has a selection of menu options with some of these requiring additional sub-menus for the status types.

NOTE: For those who are using admissions for new enrolments, this section is not available in enrolments.



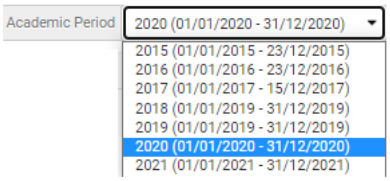
When you have an enrolment record on any of these screens, there are common action buttons that can be used. They are:

- Filter (by Academic Period)
- Change Status (with Selected)
- Add A Note and Edit.

Note: Please use the following to help with the menu options.

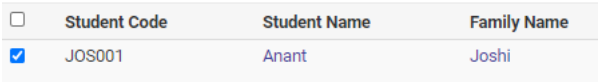
Filter (by Academic Period)

1. Use the dropdown menu to select the required **Academic Period** and click on the blue **Filter** Filter button.

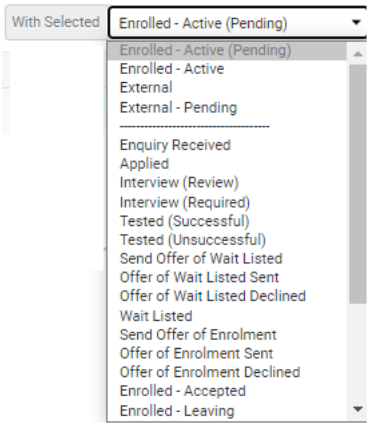


Change Status

1. Tick the box next to the student codes to select a student (or students) to a new status.



2. Use the drop-down menu and select the next enrolment status you wish the enrolment record to be.



3. Click on the blue **Change Status** Change Status button.

The screen refreshes and moves to the status type page that you selected.

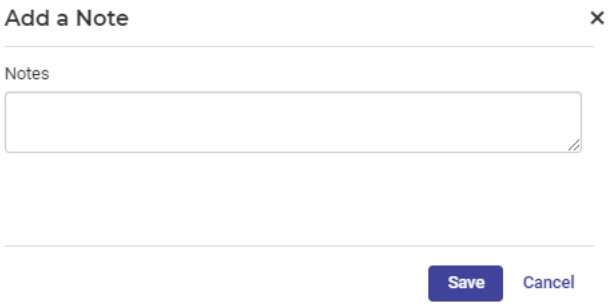
You can view the new records in their new status type page.

Add a Note

With most enrolments, regardless of their status you can add a note. It is important to remember that once the note has been created, it cannot be removed or edited.

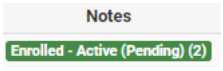
1. To add a Note, click on the aqua **Add a Note** Add a Note button to the right of the student enrolment you wish to add a note to.

The **Add a Note** screen displays.

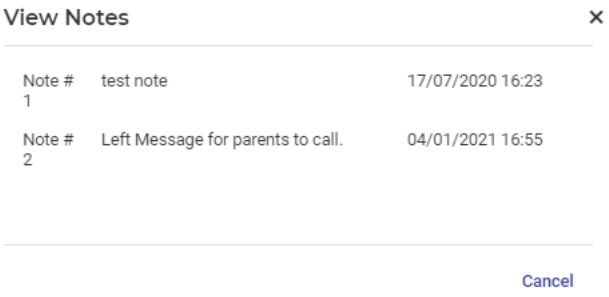


2. Enter your notes and comments for the relevant enrolment.
3. Click the green **Save** button.

4. The screen refreshes and you can see there is a badge in the note's column. If you add additional notes the badge will change as will the last column displaying the time and date.



5. To view the Notes, click on the green **Notes** badge to display.

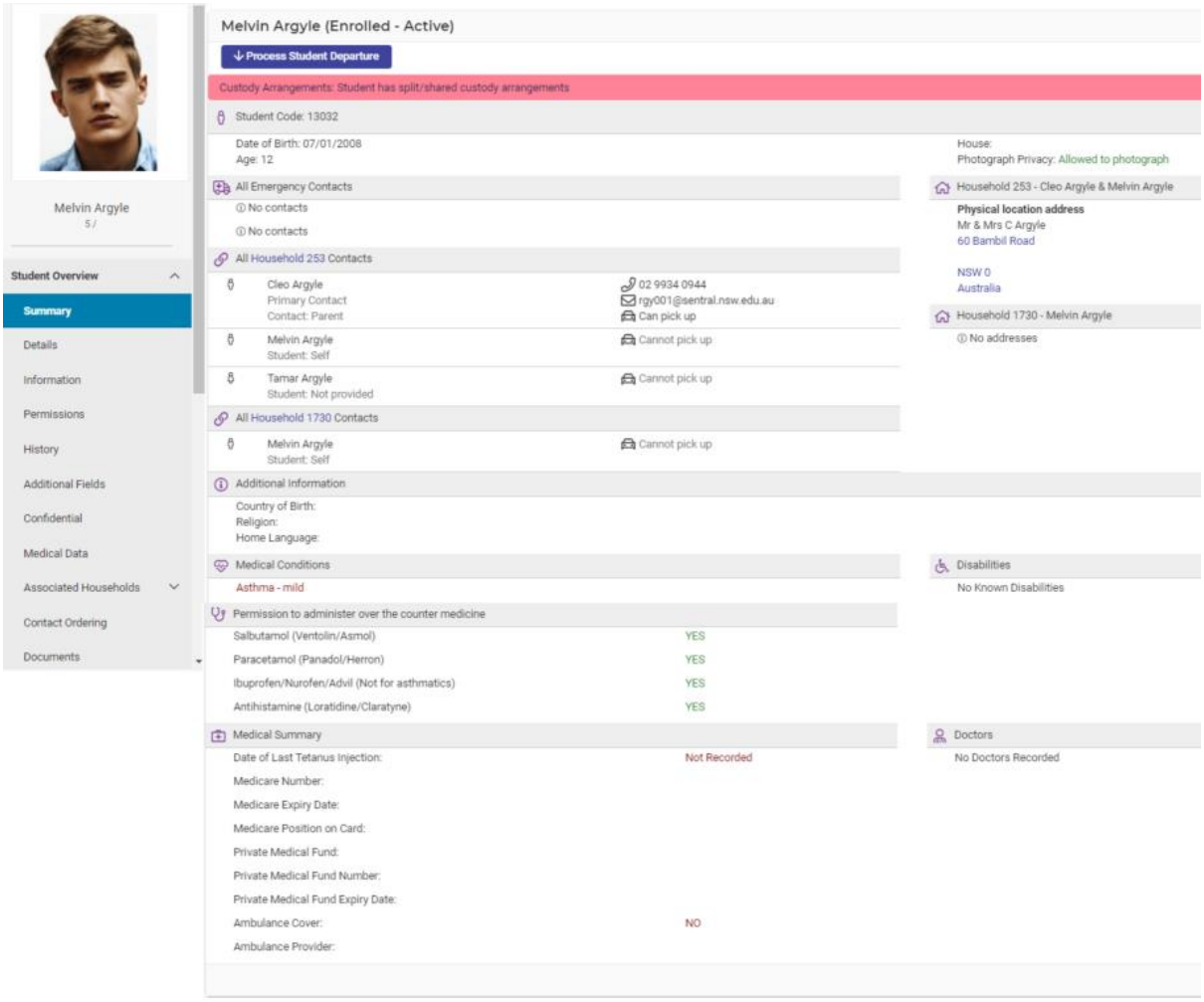


6. To go back to the previous screen once you have viewed the Notes, click on the black **Cancel** button.

Edit an Enrolment

1. You can edit an existing enrolment by clicking the **Edit** button.

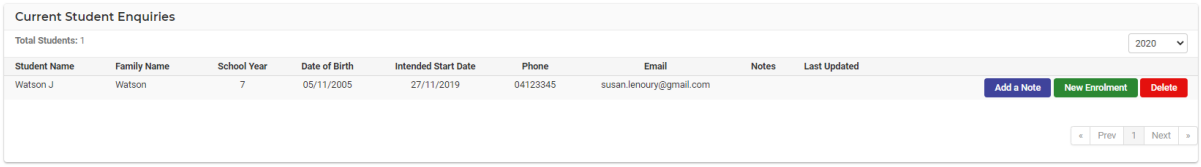
2. button for the student you wish to edit beside the student's name.
3. It will take you to the **Student's Overview/Summary** Page.



4. From here you can **Set Flags** and make other changes within the enrolment. You must click on the green **Save** button on each page you are on before you move to the next page.

Delete an Enquiry/Draft Enrolment (via Current Enquiries Page)

You can delete an Enquiry or Draft Enrolment in Sentral by accessing **Pending Enrolments - Current Enquiries** screen or other pending status screens.



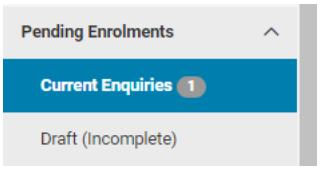
1. Click on the red **Delete** button to the right of the student enquiry you wish to delete. The screen will be updated with the enrolment no longer displayed.

Note: no dialog box will display to warn you about deleting the record, the deletion will be instantaneous and irreversible.

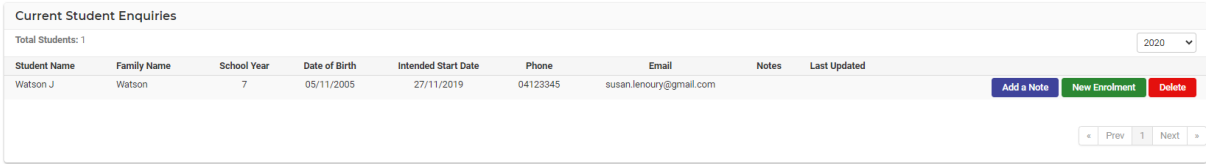
Pending Enrolments - Current Enquiries

The **Current Enquiries** is a list of current enquiries pertaining enrolments recorded to your school.

2. Select **Current Enquiries** from under **Pending Enrolments** on the left-hand menu.



The **Current Student Enquiries** screen displays.



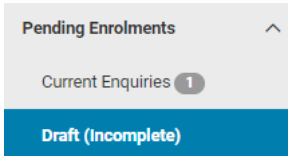
3. From this screen you can **Add a Note**, create a **New Enrolment** or **Delete the enquiry**.

Note: please refer to the section of **Pending Enrolments** for further details on how to use these options.

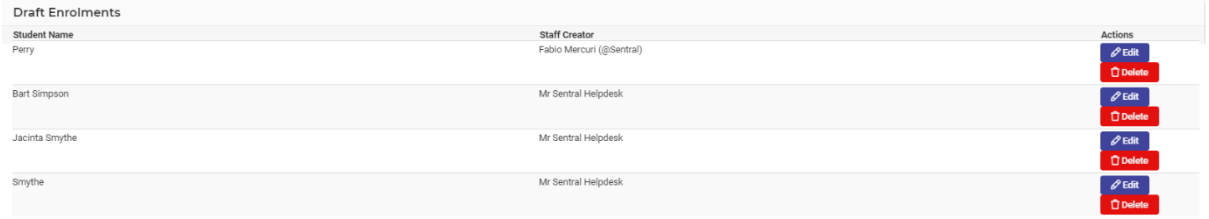
Pending Enrolments - Draft (Incomplete)

When you create a new enrolment, but it is not completed you can save it as a **Draft,** and it will be displayed on this screen.

1. Select **Draft (Incomplete)** from under **Pending Enrolments** on the left-hand menu.

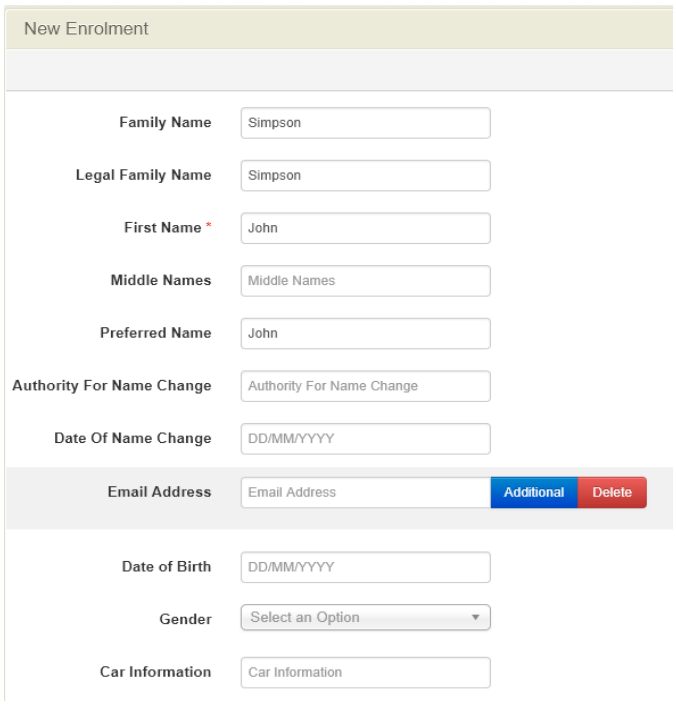


The **Draft Enrolments** screen displays.



2. To continue processing a draft enrolment, click the **Edit** button aligned with the student name.

Note: This will land you on the first page of the **New Enrolment** screen. Ideally the name of the student (you want to edit) will be captured.



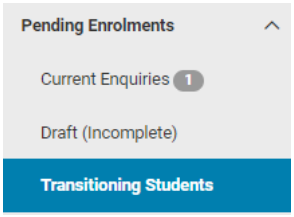
3. You will need to complete the **Details section** and click **Next** to progress to the **Information** section and consecutive screens for the enrolment.
4. If for any reason a draft enrolment application needs to be removed, you can delete it by clicking the **Delete** button aligned with the student's name.

WARNING - The deletion will be instantaneous and irreversible. There will be no dialog box for you to click Confirm.

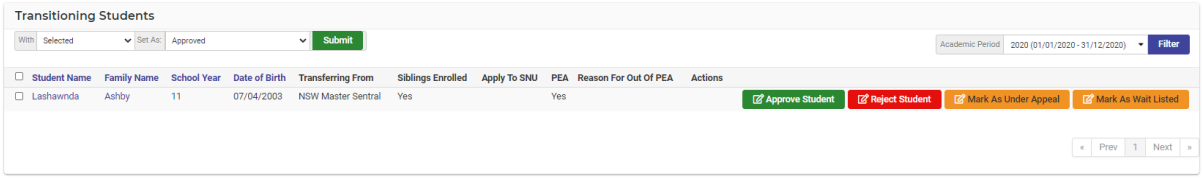
Pending Enrolments - Transitioning Students

When you create a new enrolment, but it is not completed you can save it as a Draft, and it will be displayed on this screen.

1. Select **Transitioning Students** from under **Pending Enrolments** on the left-hand menu.



The **Transitioning Students** screen displays.



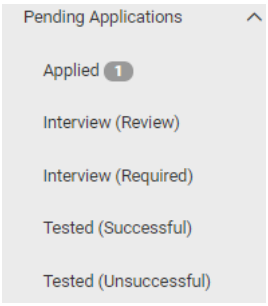
Pending Enrolments - Pending Applications

When you create a new enrolment, but it is not completed you can save it as a Draft, and it will be displayed on this screen.

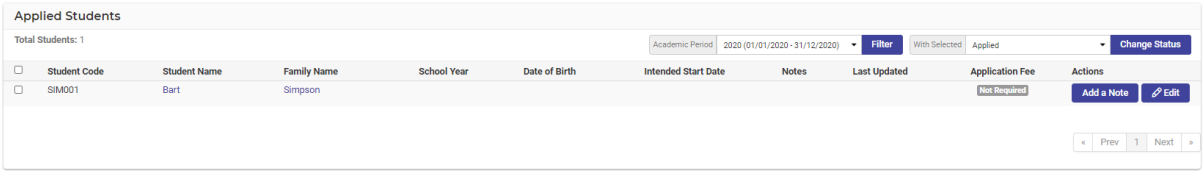
From here you can view the various stages of the enrolment:

- Applied
- Interview Review
- Interview Required
- Tested Successful
- Tested Unsuccessful

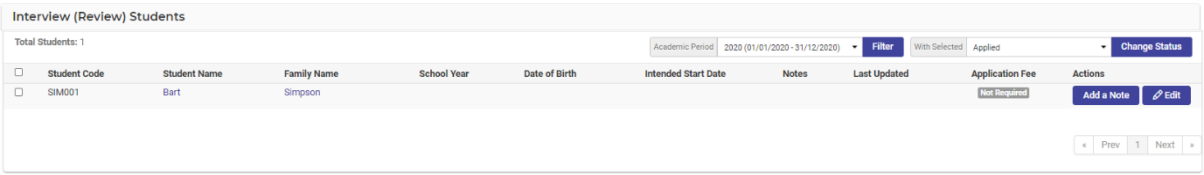
1. Select **Pending Applications** from under **Pending Enrolments** on the left-hand menu.



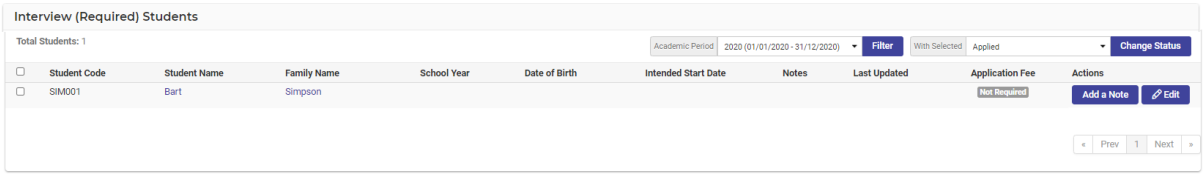
Applied Students



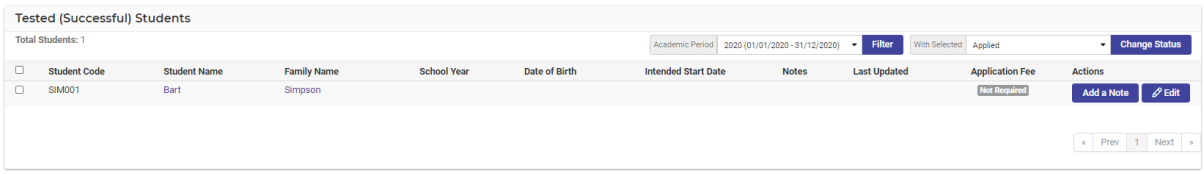
Interview (Review)

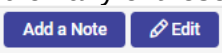


Interview (Required)



Tested (Successful)



2. Once a student is listed on any of these pages, the screen will display two more buttons: **Add a Note** and **Edit**  buttons.

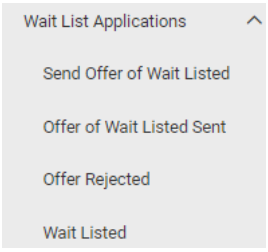
Note: Please refer to the Pending Enrolments section for using the buttons on this screen (IE Filter, Change Status, Add a Note and Edit.)

Pending Enrolments - Wait List Applications

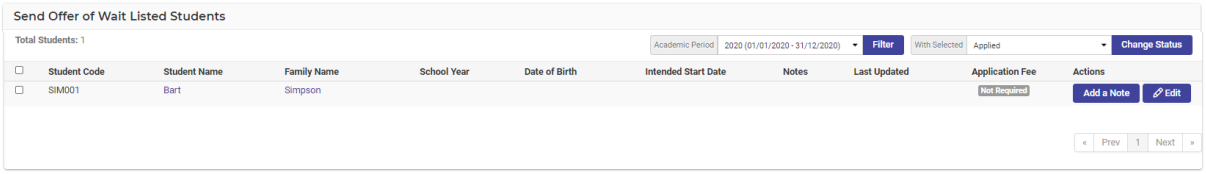
When you create a new enrolment, but it is not completed you can save it as a Draft, and it will be displayed on this screen. From here you can view the various stages of the enrolment:

- Send Offer of Wait Listed
- Offer of Wait Listed Sent
- Offer Rejected
- Wait Listed

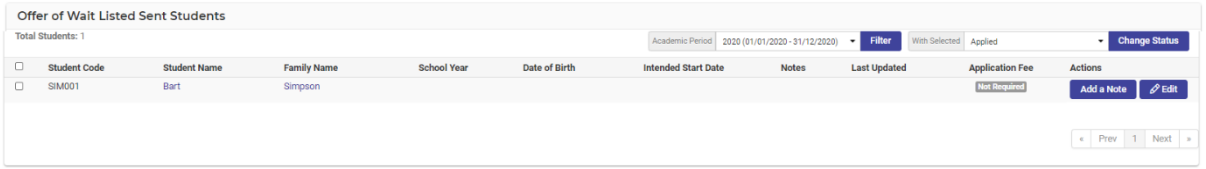
1. Select **Pending Applications - Wait List Applications - Send Offer of Wait Listed** from under **Pending Enrolments** on the left-hand menu.



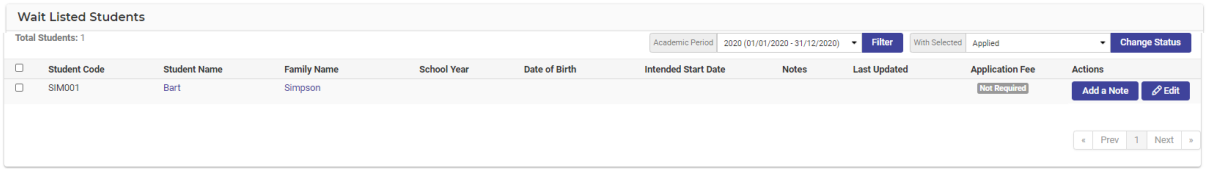
Send Offer of Wait Listed

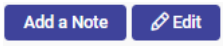


Offer of Wait listed Sent



Wait Listed



2. Once a student is listed on this screen, the screen will display two more buttons: **Add a Note** and **Edit**. 

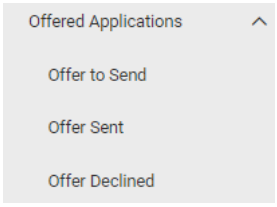
3. Please refer to the **Pending Enrolments** section for using the buttons on this screen (IE Filter, Change Status, Add a Note and Edit.)

Pending Enrolments - Offered Applications

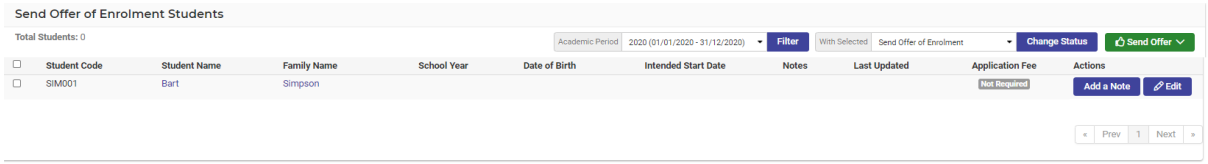
Offered Applications is broken into three areas:

- Offers to Sent
- Offer Sent
- Offer Declined

1. Select **Pending Applications - Offered Applications - Send Offer of Waitlisted** from under **Pending Enrolments** on the left-hand menu.

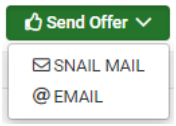


Offer To Send

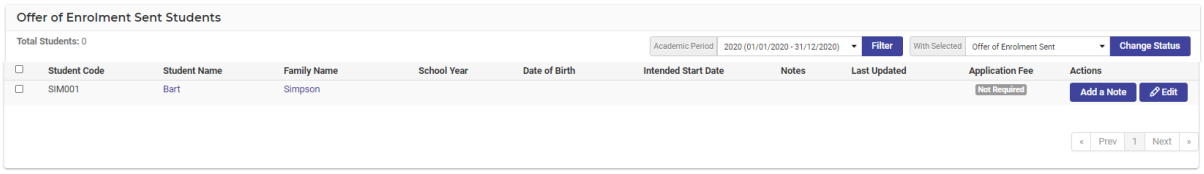


You have the option to send an offer to a student.

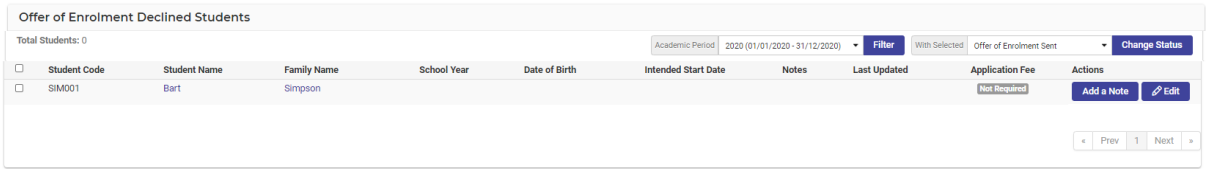
2. Select the student you are going to send offer to and then click on the **Send Offer** button and select to send via **Snail Mail** or **Email**.

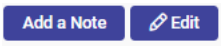


Offer Sent



Offer Declined

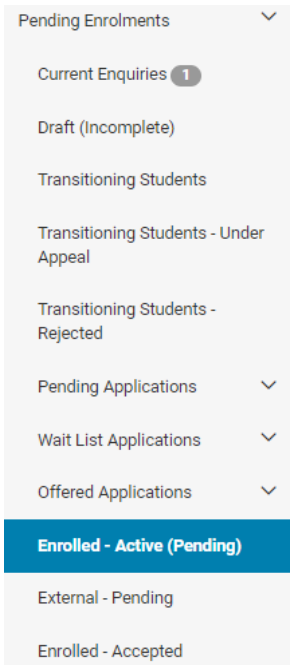


3. Once a student is listed on any of these screens, the screen will display two more buttons: **Add a Note** and **Edit**. 

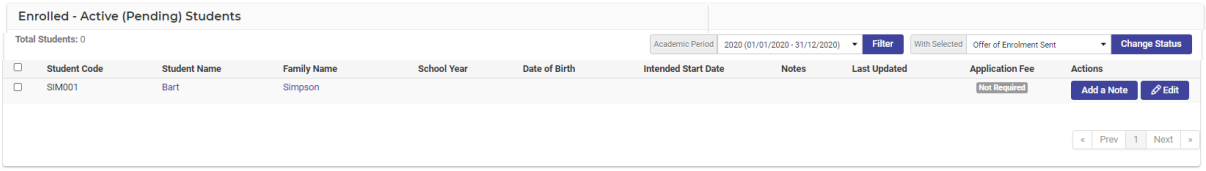
Pending Enrolments - Enrolled - Active (Pending)

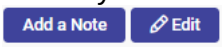
This will provide you with a list of enrolments that are active but require further processing.

1. Select **Enrolled - Active Pending** from under **Pending Enrolments** on the left-hand menu.



The **Enrolled Active - Pending** screen displays.

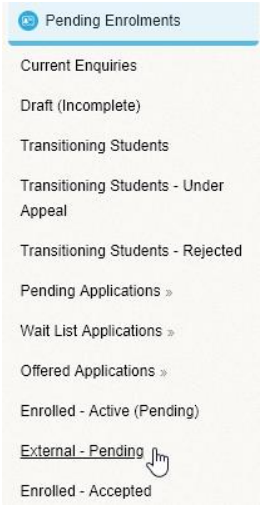


2. Once a student is listed on any of this screen, the screen will display two more buttons: **Add a Note** and **Edit**. 

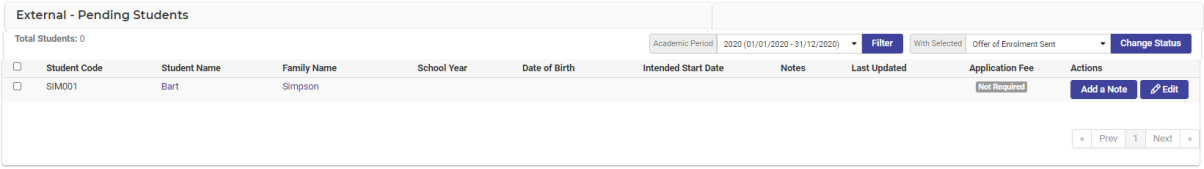
Pending Enrolments - External - Pending

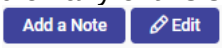
This will provide you with a list of enrolments that are active but require further processing.

1. Select **External - Pending** from under **Pending Enrolments** on the left-hand menu.



The **External Pending Students** screen displays.

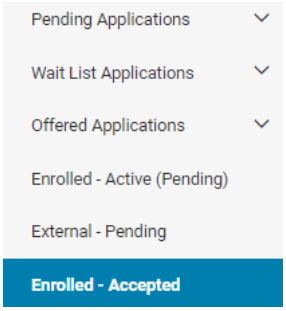


2. Once a student is listed on any of this screen, the screen will display two more buttons: **Add a Note** and **Edit**. 

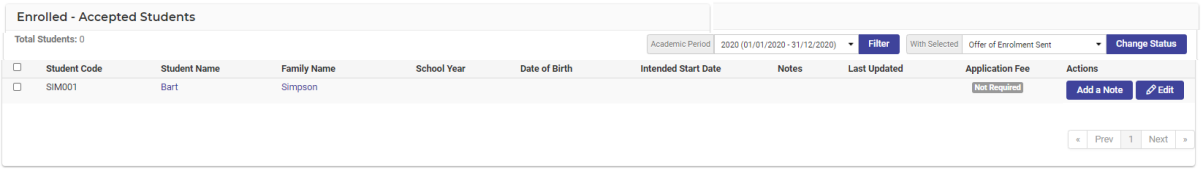
Pending Enrolments - Enrolled - Accepted

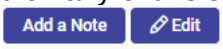
This will provide you with a list of enrolments that are active but require further processing.

1. Select **Enrolled - Accepted** from under **Pending Enrolments** on the left-hand menu.



The **Enrolled - Accepted Students** screen displays.



2. Once a student is listed on any of this screen, the screen will display two more buttons: **Add a Note** and **Edit**. 

Current Enrolments

Target Audience

- Administration Staff

Content

This area you can view lists of students in the various stages of enrolments as well as edit individual student and household data and process student departures.

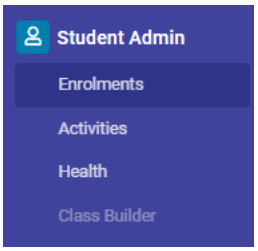
- Manage Students
- Manage External Students
- Leaving Students
- Case Management
- Quick Edit

Overview

Staff will learn how to update current Enrolments within the school.

Manage Student Details

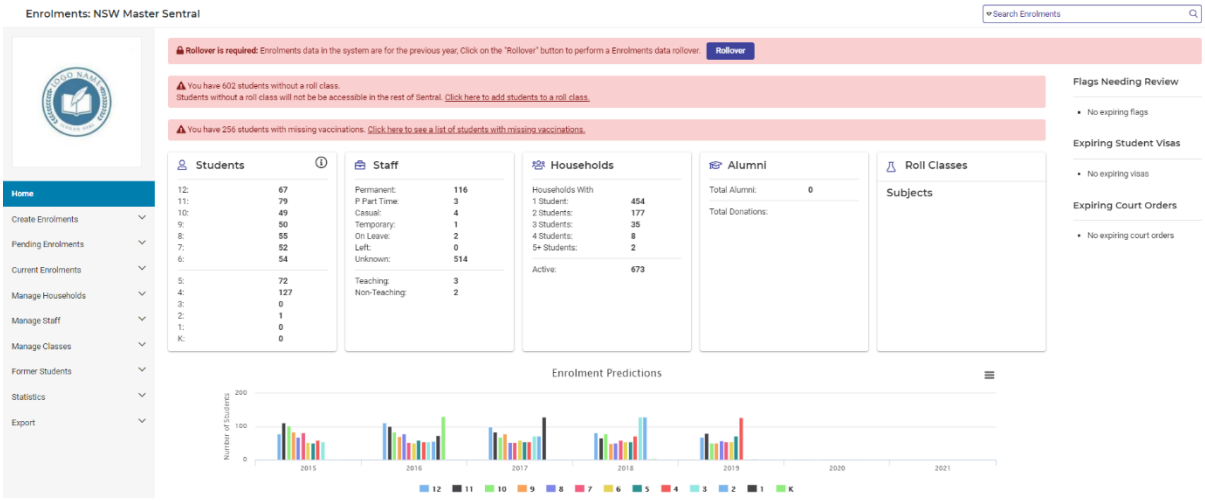
1. Select the **Sentral** Waffle Icon in the top left corner of the screen, the modules display. Select **Enrolments** under **Student Admin**.



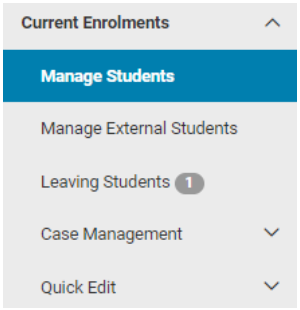
The **Enrolments** home screen displays. This landing page provides an overall view of student number by year, staff numbers, households and roll class statistics.

Note: Red Notification bars indicate incomplete data for students that may require attention.

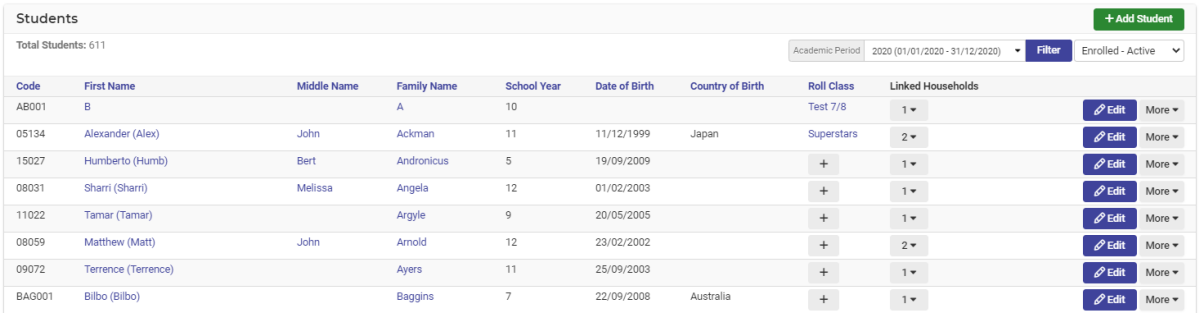
The left-hand side panel provides a snapshot of areas that may also need attention.



2. To access the current enrolments and to manage the student details, from the menu on the left-hand side - click on **Current Enrolments - Manage Students**.

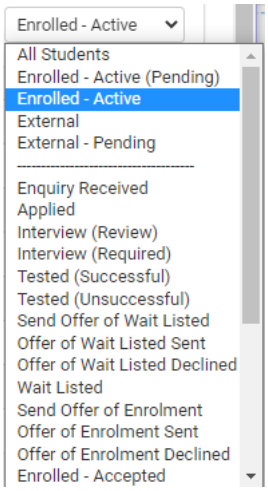


The **current students** are displayed.



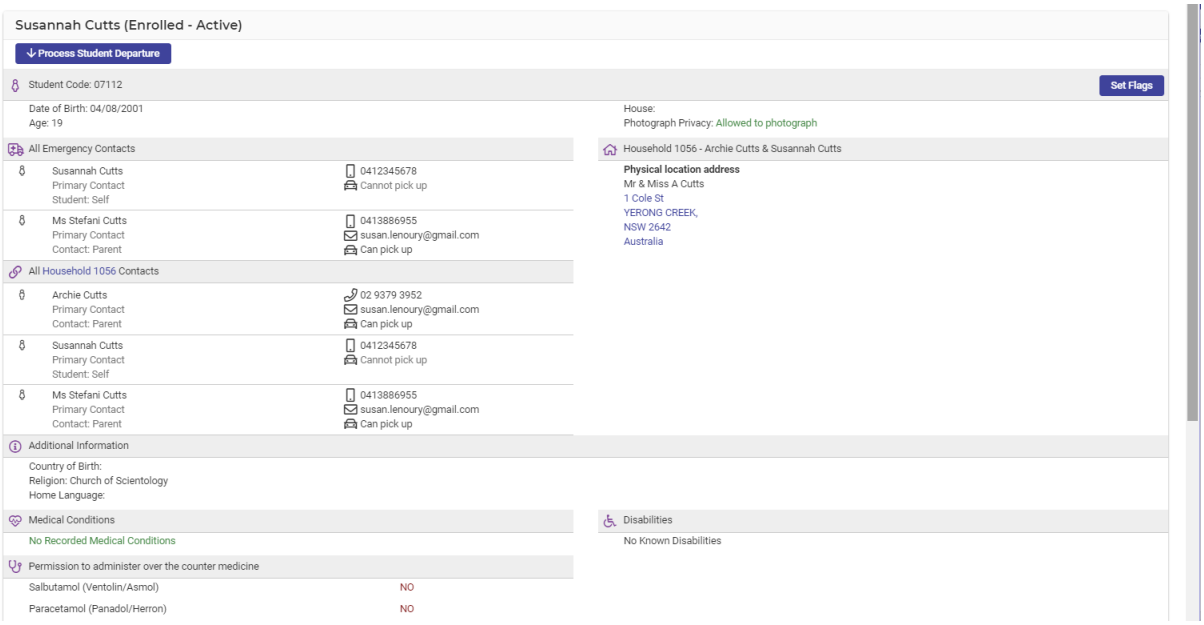
3. You can change the view of enrolments by **clicking on the dropdown list** in the top right side of the screen and change the enrolment status to view a different list. Each column is also sortable.

The default that displays are current **Enrolled** - **Active Students**.



4. To edit any student's data file, click on the **Edit** button aligned to their name or click on their name.

The Students Overview Summary screen displays.



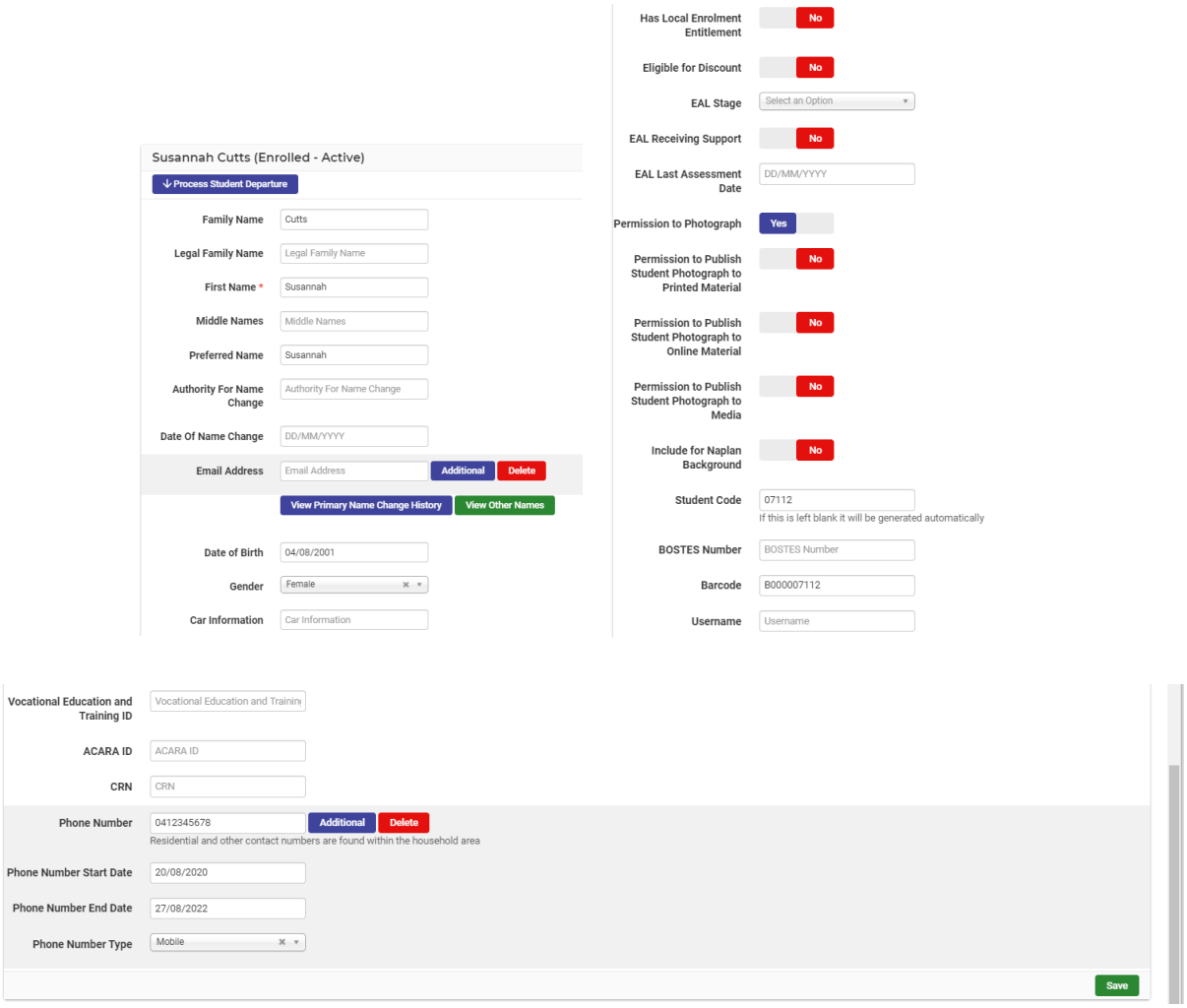
Note: you cannot edit from this page, you need to select from the **Overview Menu** on the left side of the screen what screen you wish to edit.

You can however access shortcuts - Set Flags, switch to Contacts View, Process Student Departure, Repeat/Transfer Student, More and click on the 3 dot icon next to student name to Mark as deceased.

Details

1. Click on **Student Overview - Details**.

The **Student Details** screen displays. From here data can be added or altered.



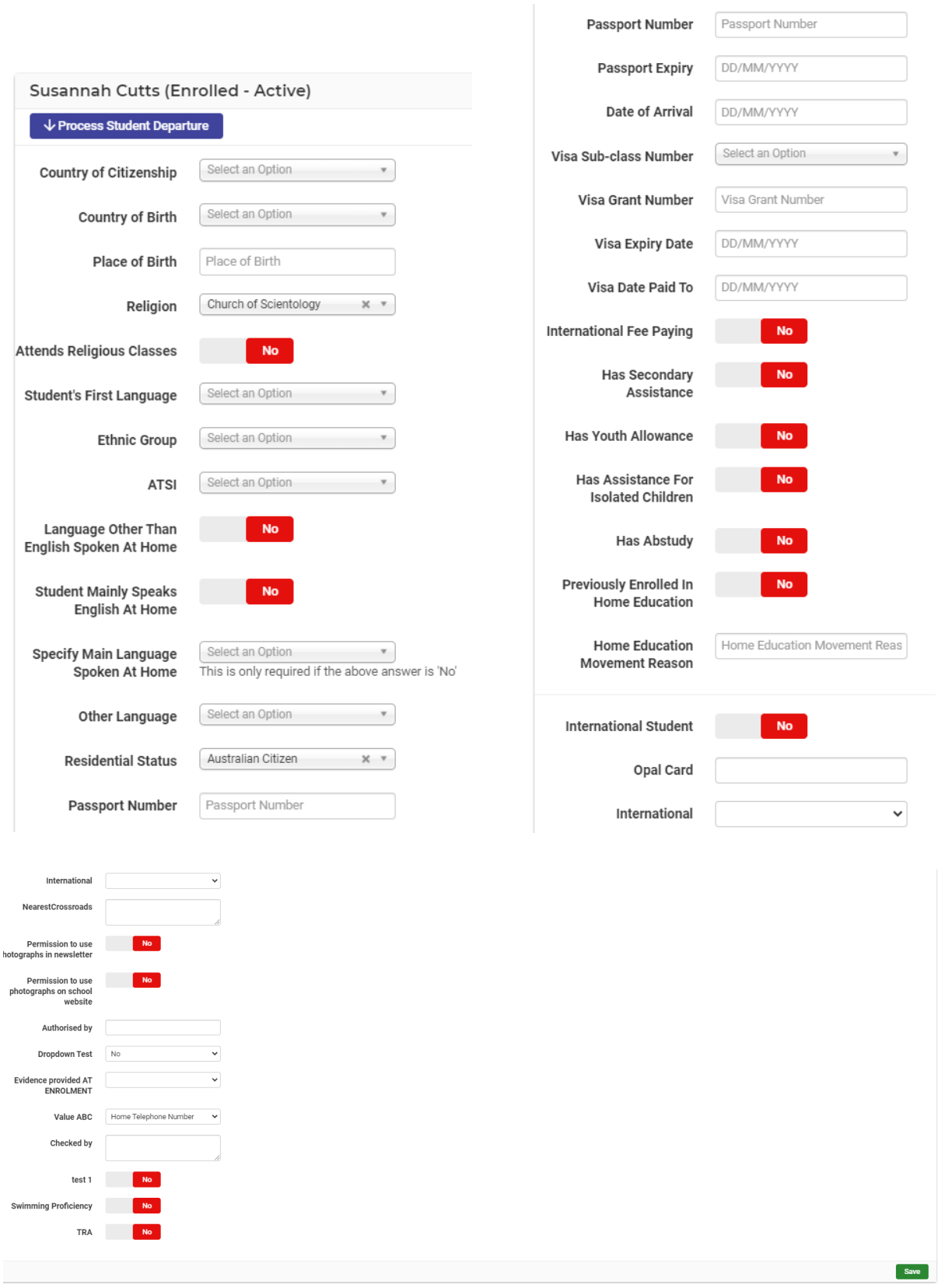
2. To view **Primary Name Change History**, click on the blue button**.**

3. To view **Other Names**, click on the green button.

4. Click on the **Save** button in the bottom-right corner after entering all the details.

Information

1. Click on **Student Overview - Information**.

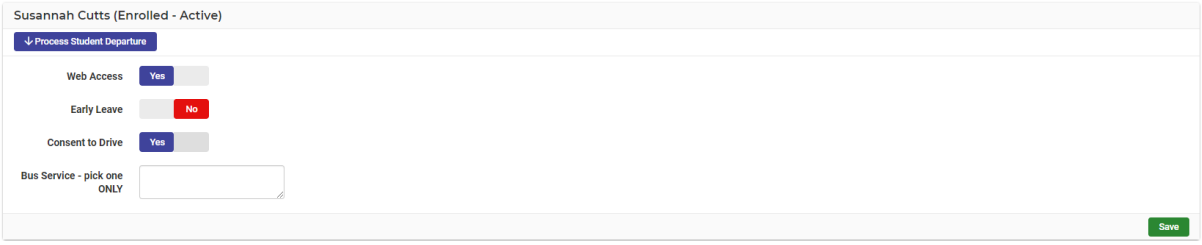


Note: to expand the area use the drag handles in the corner.

2. Click on the **Save** Save button in the bottom-right corner.

Permissions

1. Click on **Student Overview - Permissions**.

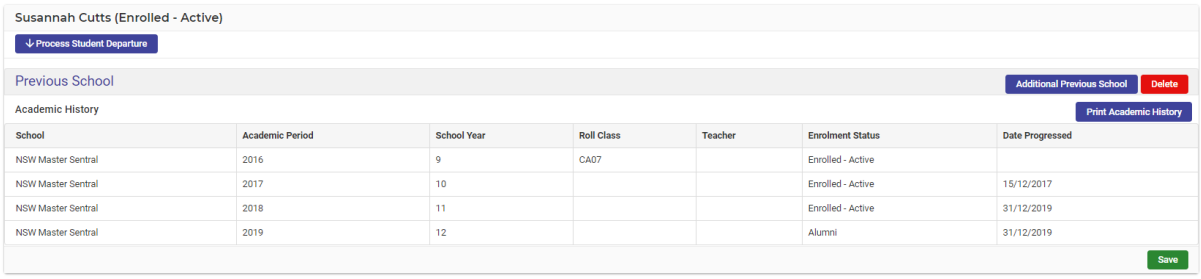


2. Click on the **Save** button in the bottom-right corner after entering all the details.

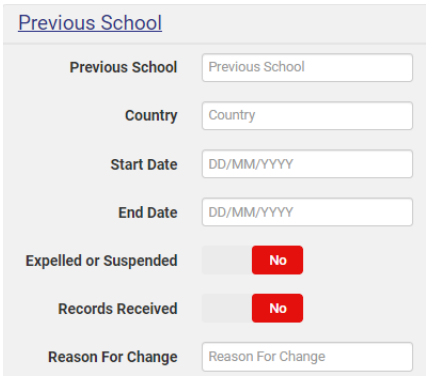
History

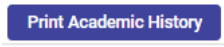
1. Click on **Student Overview - History**.

The Students Previous School History displays.



2. Click on the green **Additional Previous School** button to the right of the screen and additional fields will display.



3. Click on the **Save** button in the bottom-right corner.
4. If you wish to print the Academic History, click on the blueprint **Academic History**  button.

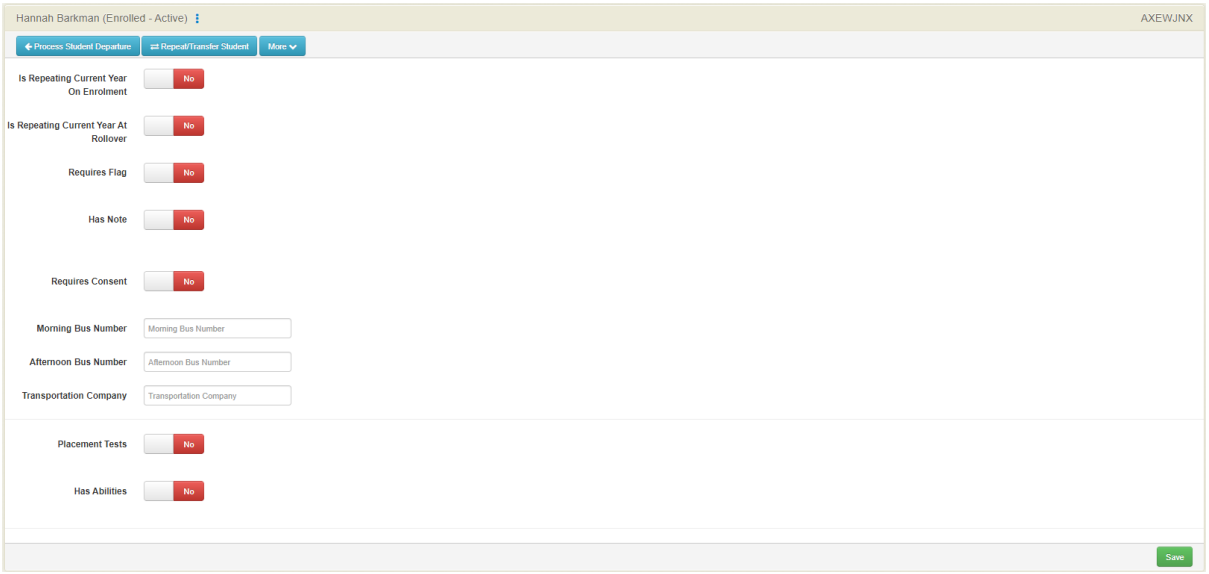
School	Academic Period	School Year	Roll Class	Teacher	Enrolment Status	Date Progressed
NSW Master Sentral	2016	9	CA07		Enrolled - Active	
NSW Master Sentral	2017	10			Enrolled - Active	15/12/2017
NSW Master Sentral	2018	11			Enrolled - Active	31/12/2019
NSW Master Sentral	2019	12			Alumni	31/12/2019

Additional Fields

Note: you can create your own Additional Fields - **(Setup Enrolments - Additional Fields).**

1. Click on **Student Overview - Additional Fields**.

Note - depending on your setup of Additional Fields, this screen may look different.

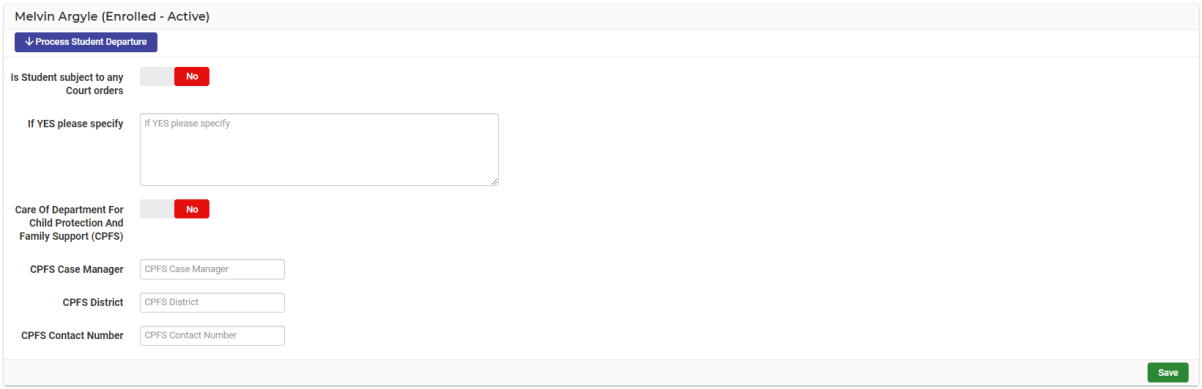


2. Click on the **Save** button in the bottom-right corner.

Confidential

1. Click on **Student Overview - Confidential**.

The students **Confidential** screen displays.

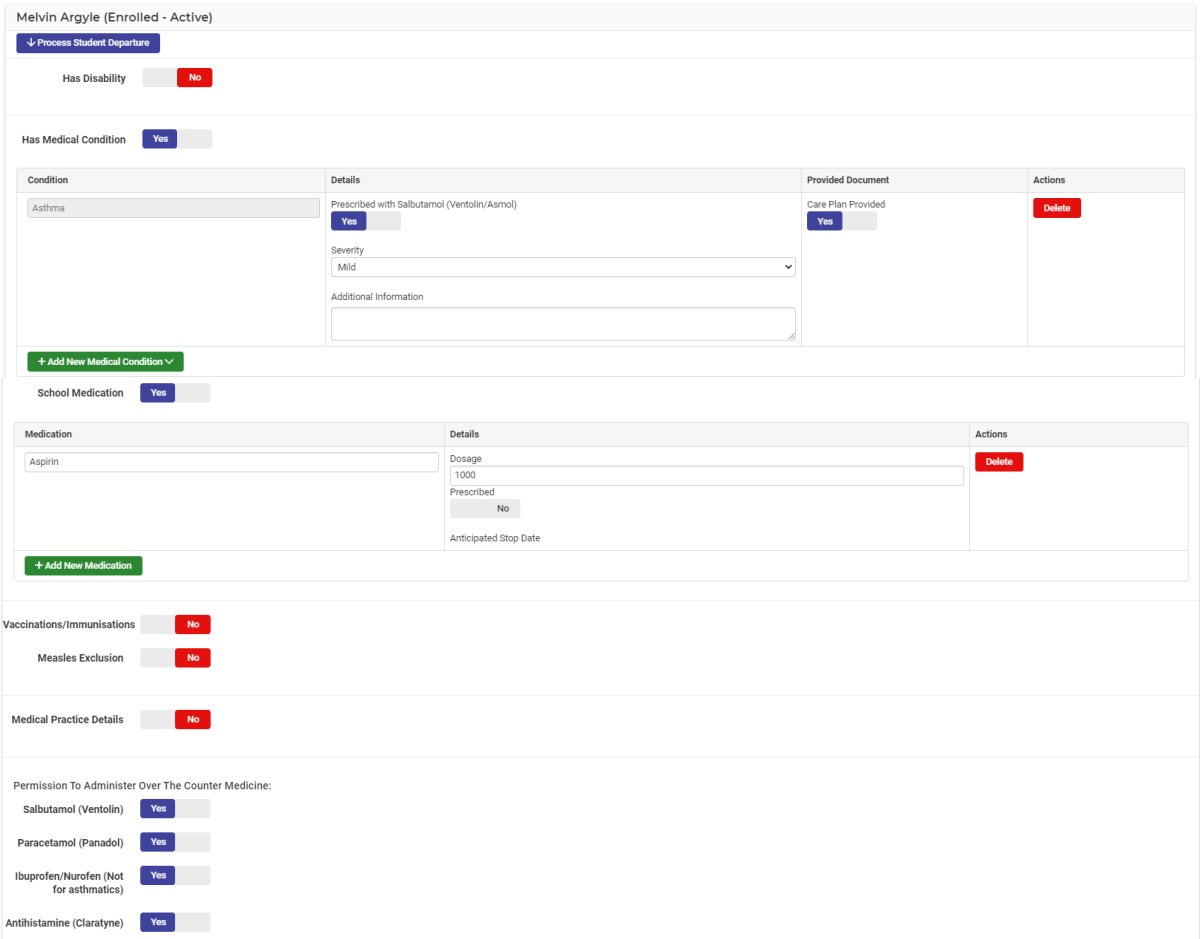


2. Click on the **Save** button in the bottom-right corner.

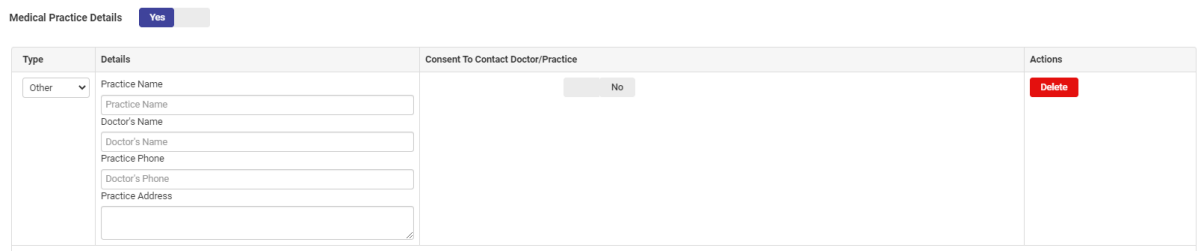
Medical Data

1. Click on **Student Overview - Medical Data**.

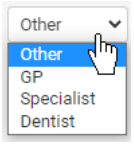
The students **Medical Data** screens displays.

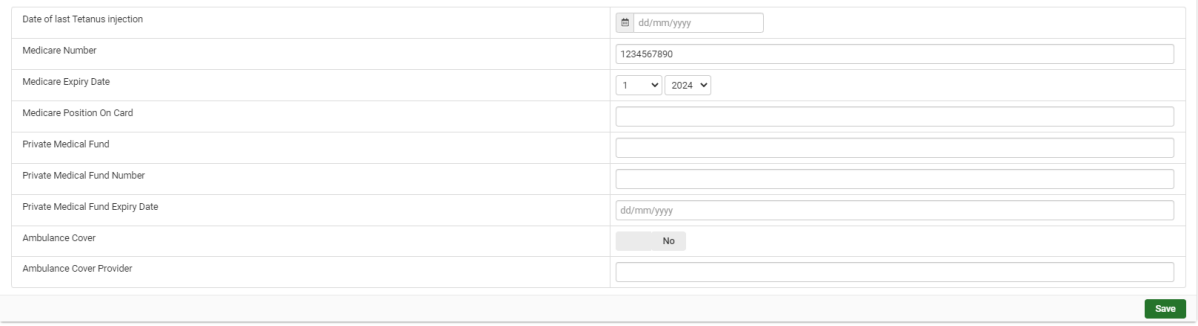


Note: if you select **Yes**, you will see a green **Add New Doctor** + Add New Doctor button.



2. Select the type of **Doctor** from the drop-down list.



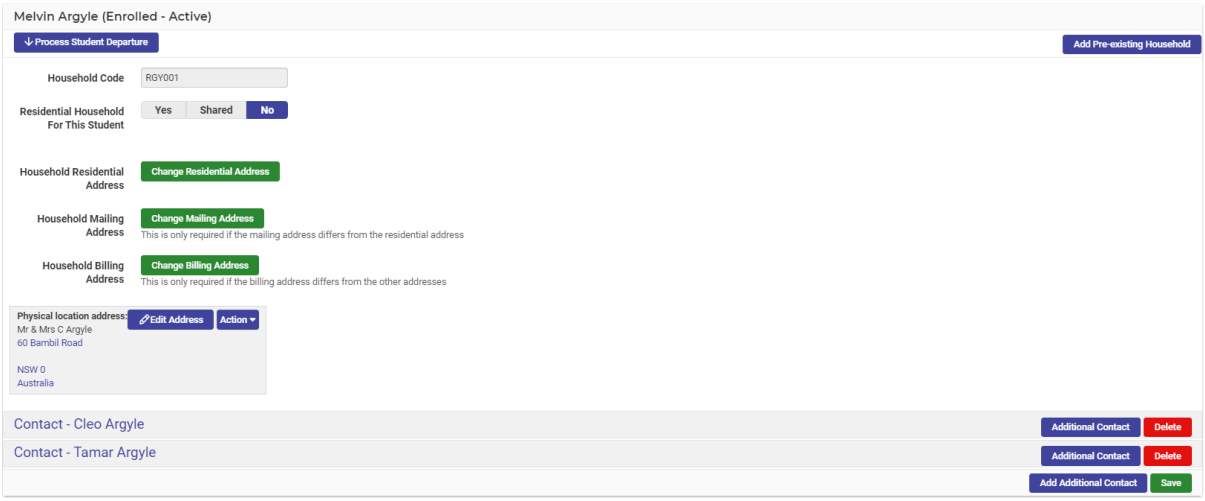


3. Click on the **Save** Save button in the bottom-right corner.

Associated Households

1. Click on **Student Overview - Associated Household. (**If a Household is linked, it will display).

The Students Household Details screen displays.



Note: It may seem like a repeat of the Details page and it is, but this is because you are entering information for each family member, carer and/or guardian connected to this student.

If you select **Shared** - a pop-up area displays**.**

2. Click on the days of the week the student resides at this household.

Physical Location Address

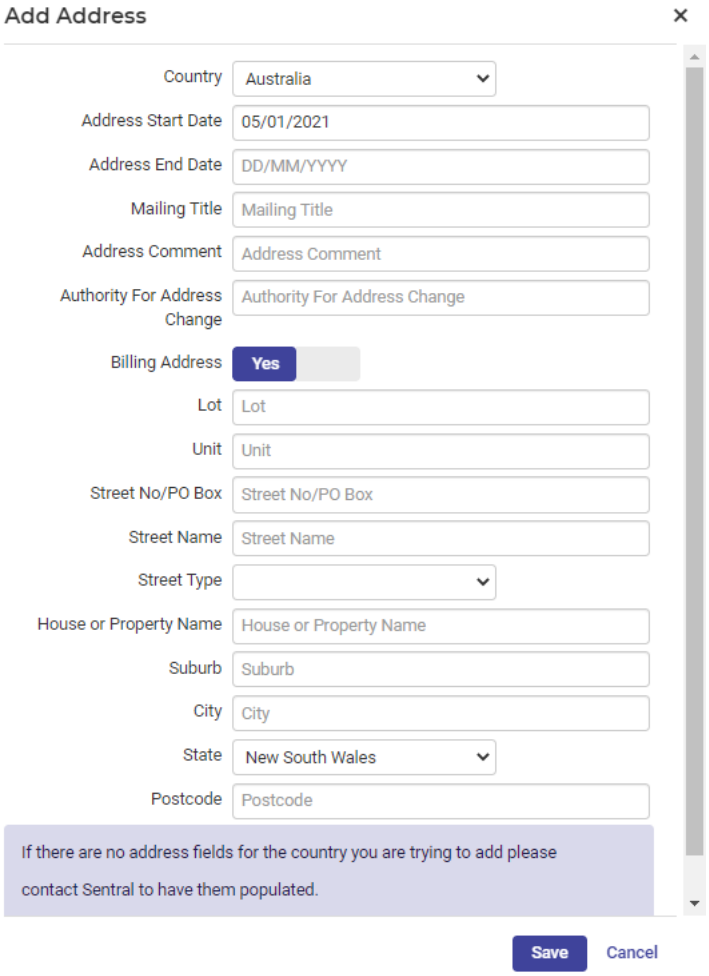
3. Click on either Change Residential

, Mailing Address

or Billing Address

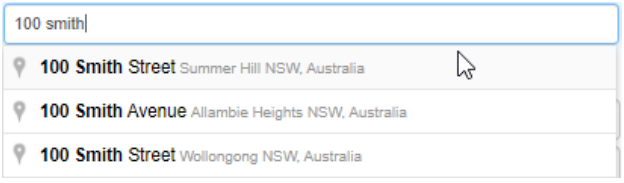
.

The **Add Address** screen displays.



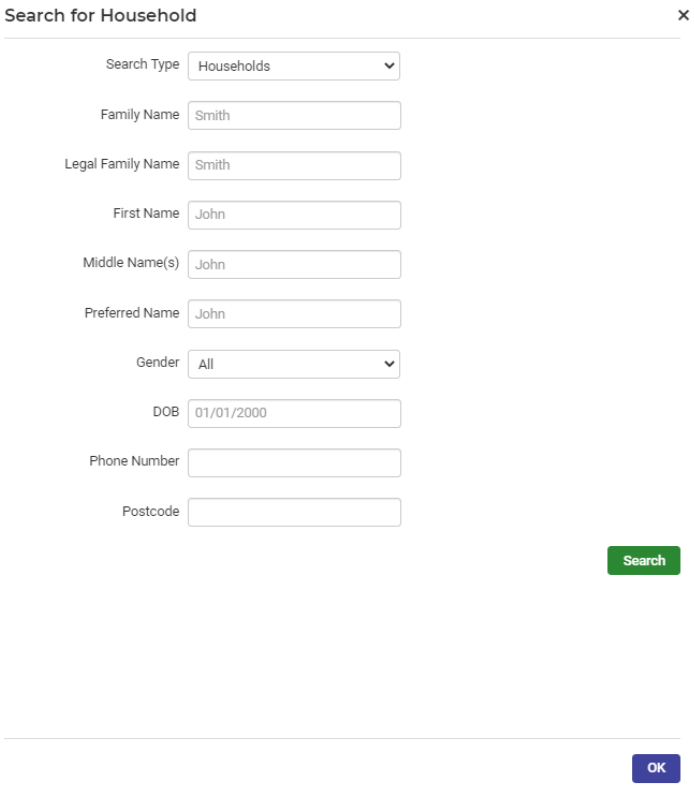
4. **Search Address**: enter the residential address.

Note: the residential address is linked with Google Maps so as you start typing the address it should display. The fields will be displayed below.

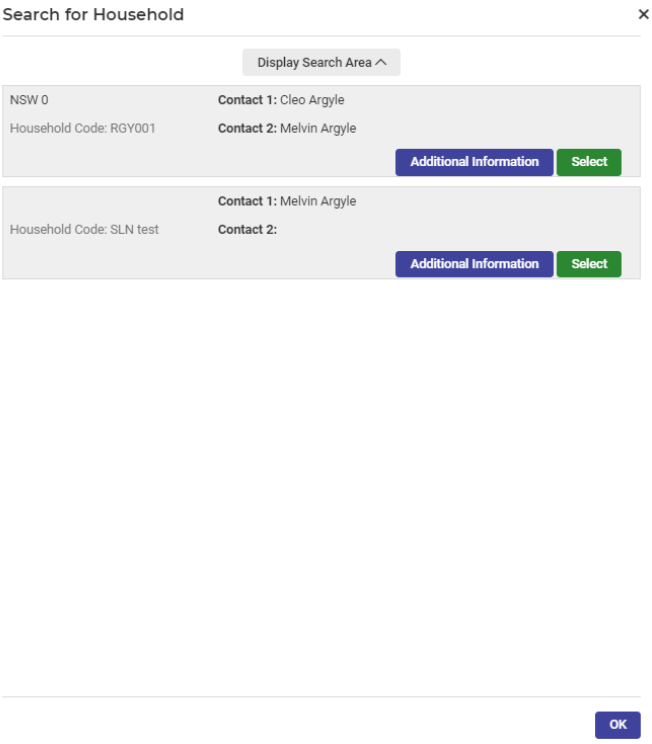


5. Click on the **Save** Save button in the bottom-right corner.
6. If you already have this household in your system from previous / existing siblings, click on the **Add Pre-existing Household** Add Pre-existing Household button to search for the household and pre-fill the data fields.

The **Search for Household** screen displays.



7. Enter any pre-filled fields and click on the **Search** Search button to search for the Household.



8. If the household displays that you wish to add to the new enrolment, click on the green **Select** Select button to the right.

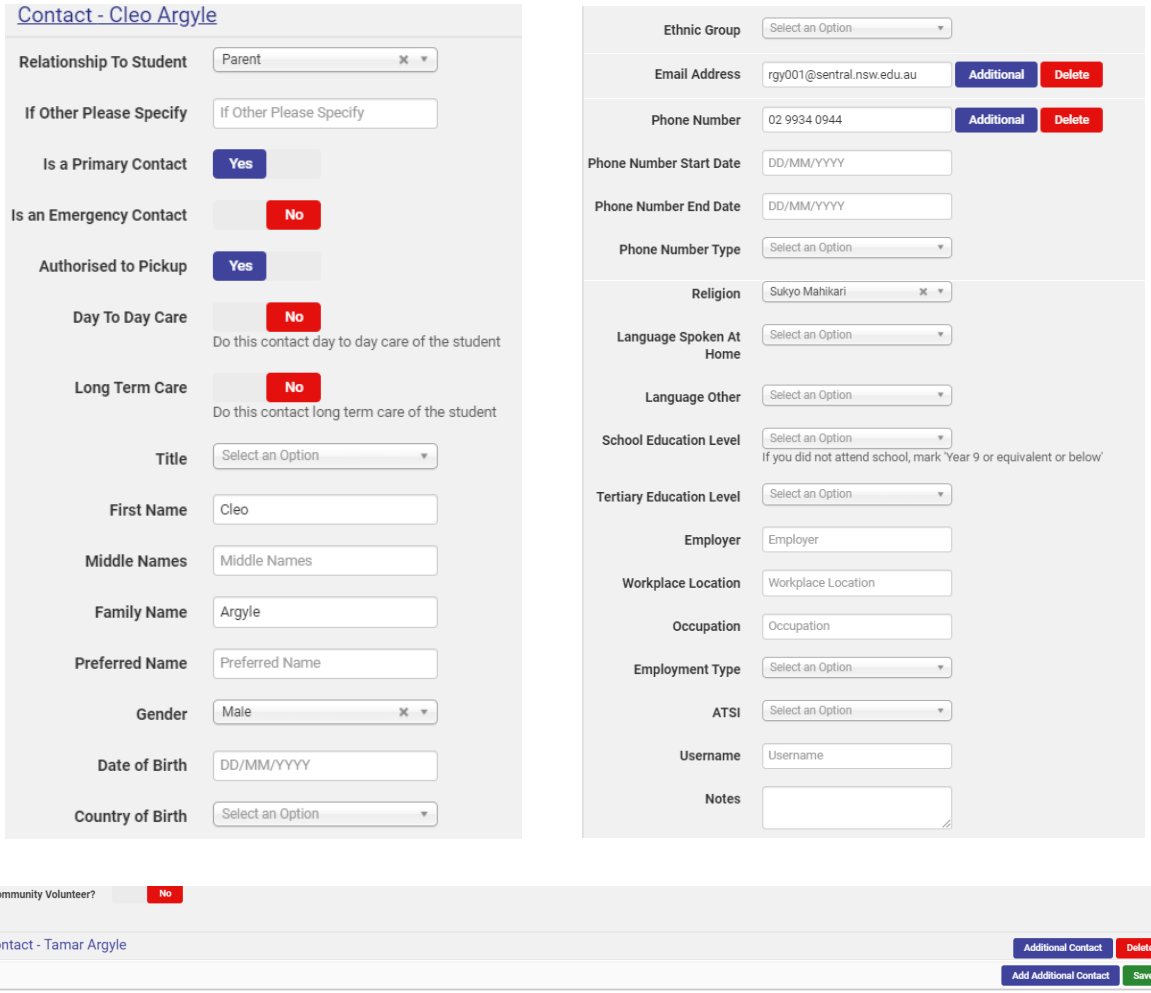
The screen will update showing the **pre-existing Household contacts**.

Note: If there is no current Household, you will need to create the details. Refer to **Add Additional Household.**

Contact

1. To create a new contact please click on the blue **Contact** Contact - Cleo Argyle Contact - Tamar Argyle field or click on the blue **Add Additional Contact** Add Additional Contact button.

The following fields will be displayed.



2. Click on the **Save** Save button in the bottom-right corner.

Contact Ordering

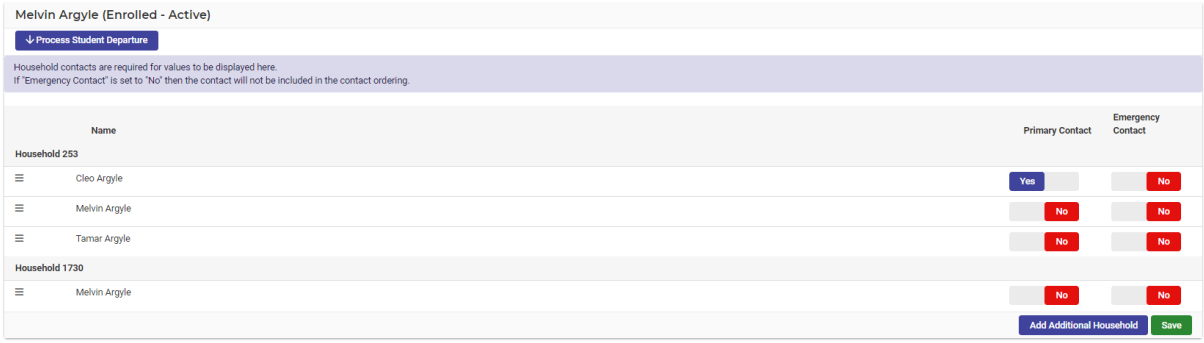
Enrolments does not capture information based on the notion of a student and a 'family'. It captures information about a student and their relationship to different 'households'.

Within each household there may be any number of contacts; for example, mother and father, grandfather, siblings, aunt, friend etc and this arrangement allows for combinations of family setups that exist in our modern society.

Household Contact Ordering takes the information from all registered Households and compiles a list of who is available for emergency contact and in what order.

The only contacts that will appear in the list, are those who have been added into the system. You can continue to add contacts and change emergency contacts in any given household at any time.

1. Click on **Student Overview > Contact Ordering**, the Contact Ordering screen displays.



2. To change the priority order of contact, click and drag on the handles (☰) in front of a name to raise or lower (change the order of) that contact on this list. Family members will be contacted by this order (first to last).

3. Click on the green **Save** Save button, and the order will change.

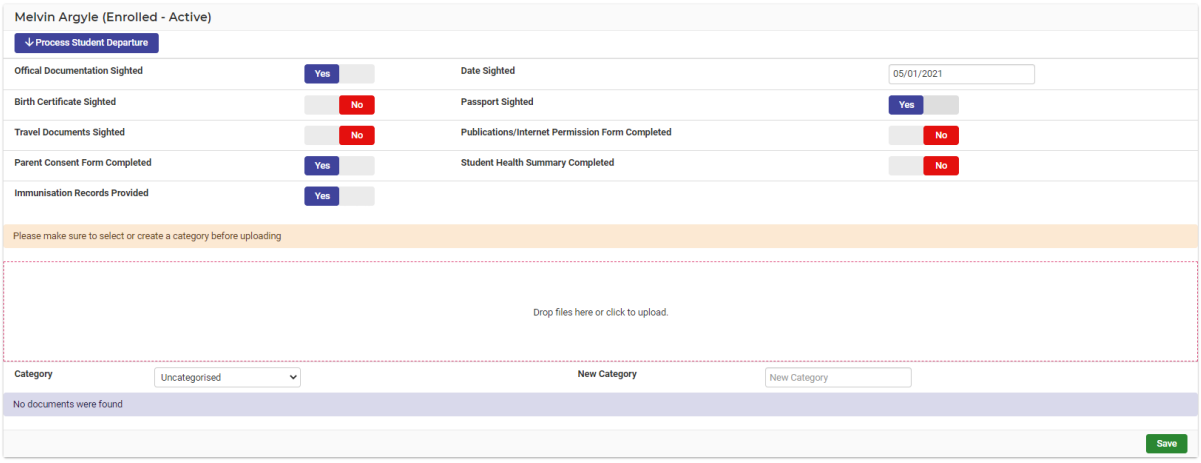
4. Click the toggle button from **Yes** Yes or **No** No as to whether a person is a **Primary** and/or **Emergency Contact** for the student.

5. Click on the green **Save** Save button.

Documents

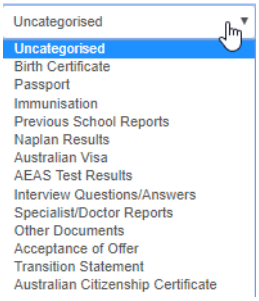
1. From the menu on the left-hand side - click on **Student Overview - Documents**.

The **Documents** screen displays.



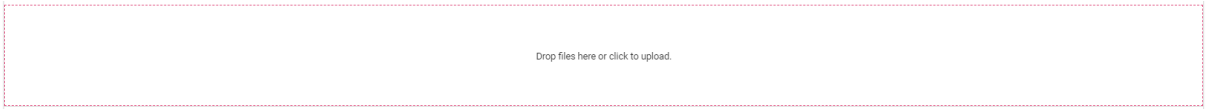
Upload Documents

2. **Category**: select the **Category** from the drop-down list for the document to be uploaded.



Using the Dropbox

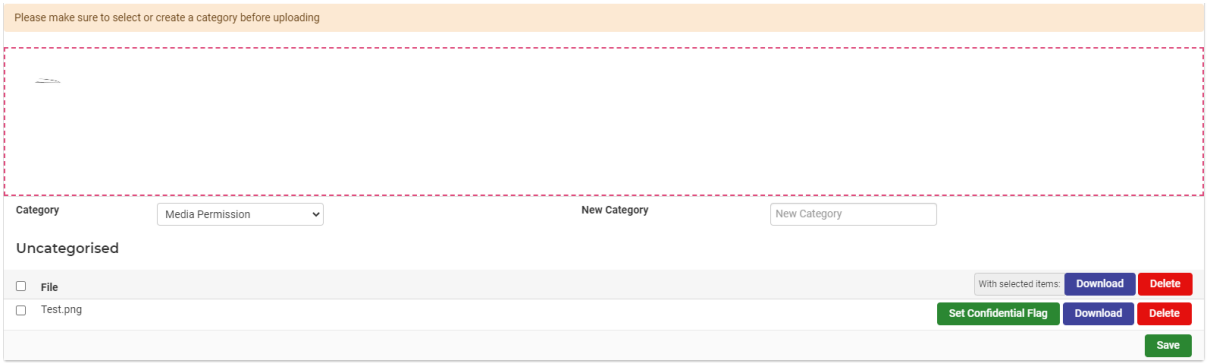
The drop box is a device to help you attach documents to this student enrolment record with ease.



3. Click anywhere inside the red box and an upload window will appear.
4. Either drag n drop (which is dragging the file from the window into the red box) or double click the file name and it will 'jump' into the box itself.

DRAG 'N' DROP

5. You should now see the file/s uploaded are resting in the red box as well as listed below, under the category heading you created or selected from the list.

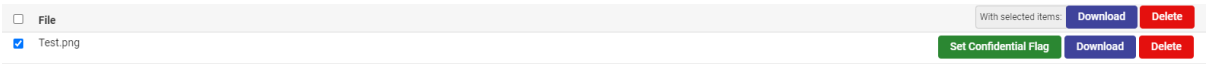


6. Click on the green **Save** button.

Marking a file as Confidential

If a file is confidential, once it is uploaded it can be flagged as confidential.

7. Select the file you wish to mark as confidential by clicking in the checkbox in front of the file name.



8. Click the **Set Confidential Flag** button.

9. To undo this action, select the file (by clicking in the checkbox) and click the **Remove Confidential Flag** button aligned with its name.

Downloading a file

10. To download a file that has been saved, click the checkbox in front of the file name and then click the **Download** button aligned to that file.

11. If you need to download more than one file from the documents panel, then tick the check boxes first, and then go to **With Selected** Items and click **Download**.

Deleting a file

12. To delete a file, simply click the **Delete** button aligned with the file on the right-hand side.

13. If you need to delete files en-masse from the documents panel, then tick the check boxes first, and then go to **With Selected Items** and click **Delete**.

14. Click green **Save** button and the staff members (partial) record has been updated with **Documents**.

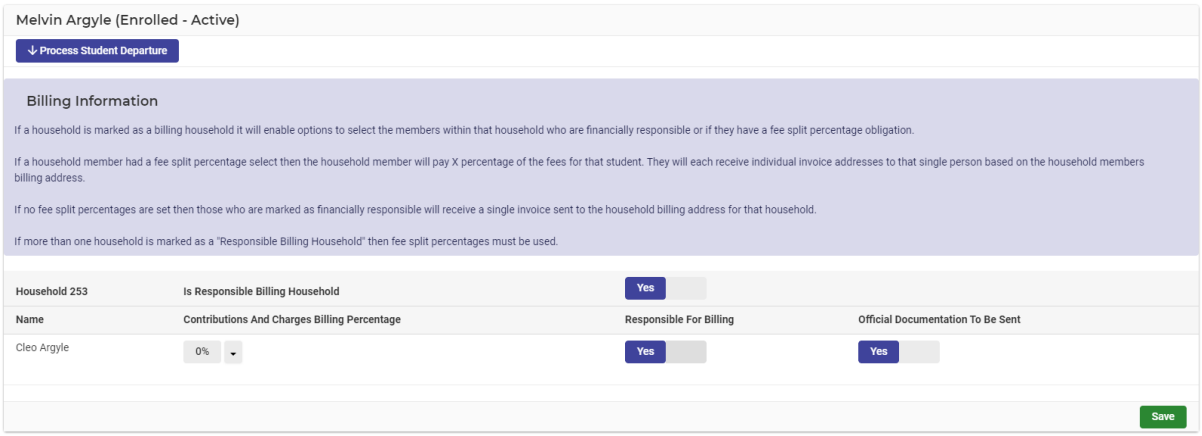
15. Alternatively, if you want to start again, you can click **Delete** bottom-left of the screen to wipe the existing data.

Note: Remember this deletes the entire student record.

Billing

1. From the menu on the left-hand side - click on **Student Overview - Billing**.

The **Billing Screen** displays for the student.



Billing Information

Note: If a household is marked as billing household it will enable options to select the members within that household who are financially responsible or if they have a fee split percentage obligation.

Note: If a household member had a fee split percentage select then the household member will pay X percentage of the fees for that student.

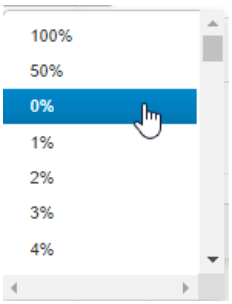
Note: If no fee split percentages are set then those who are marked as financially responsible will receive a single invoice sent to the household billing address for that household.

Note: if more than one household is marked as **Responsible Billing Household** then fee split percentage must be used.

2. Household Number Is Responsible Billing Household: select **Yes** or **No** .

The list of the household members displays below these options.

3. Select the **Contributions and Charges Billing Percentage** from the drop-down list for each household member displayed.



4. Click green **Save** button.

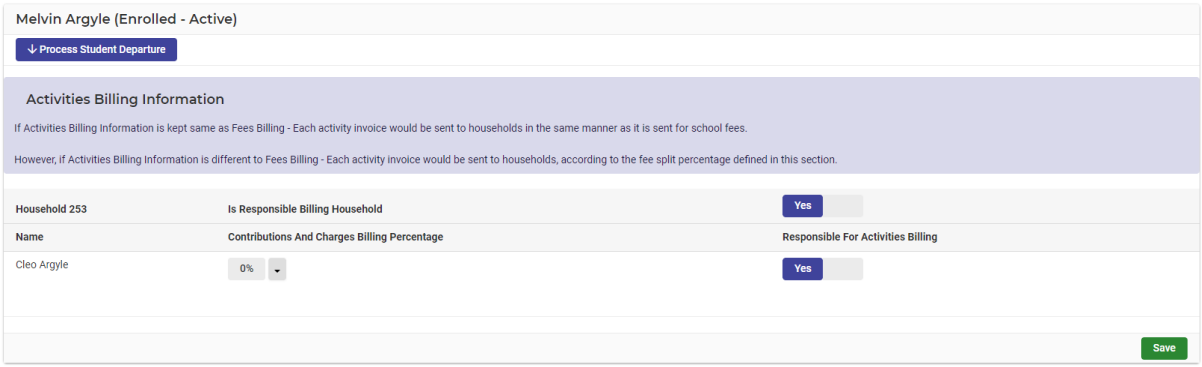
Activities Billing

If Activities Billing Information is kept same as Fees Billing - Each activity invoice would be sent to households in the same manner as it is sent for school fees.

However, if Activities Billing Information is different to Fees Billing - Each activity invoice would be sent to households, according to the fee split percentage defined in this section.

1. From the menu on the left-hand side - click on **Student Overview – Activities Billing**.

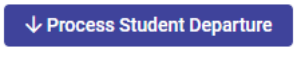
The Activities Billing Information screen displays.



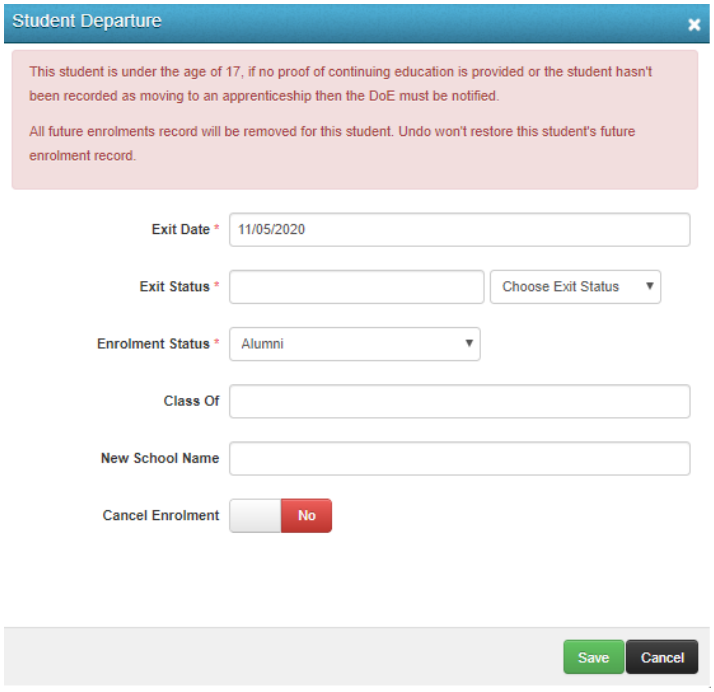
2. As per Billings screen update details and click on the green **Save** button.

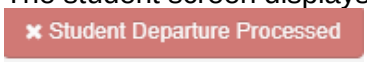
Process Student Departure

Staff can process a student departure from the **Student Overview - Summary** screen by using the **Process Student Departure** button or from the **Manage Students** screen.

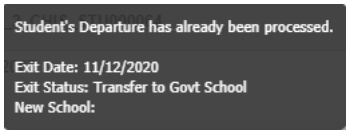
1. Click on the blue **Process Student Departure**  button.

The **Student Departure** screen displays.



2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click on the green **Save** button at bottom of screen.
4. The student screen displays and will be a red button **Student Departure Processed**  button.

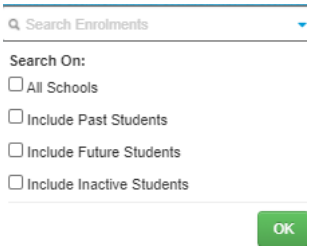
Note: if you place your mouse over this field it will display the details.



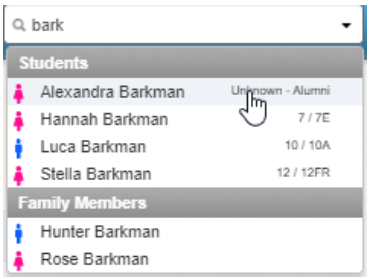
Re-Enrol a Student

Staff can re-enrol students that return at your school.

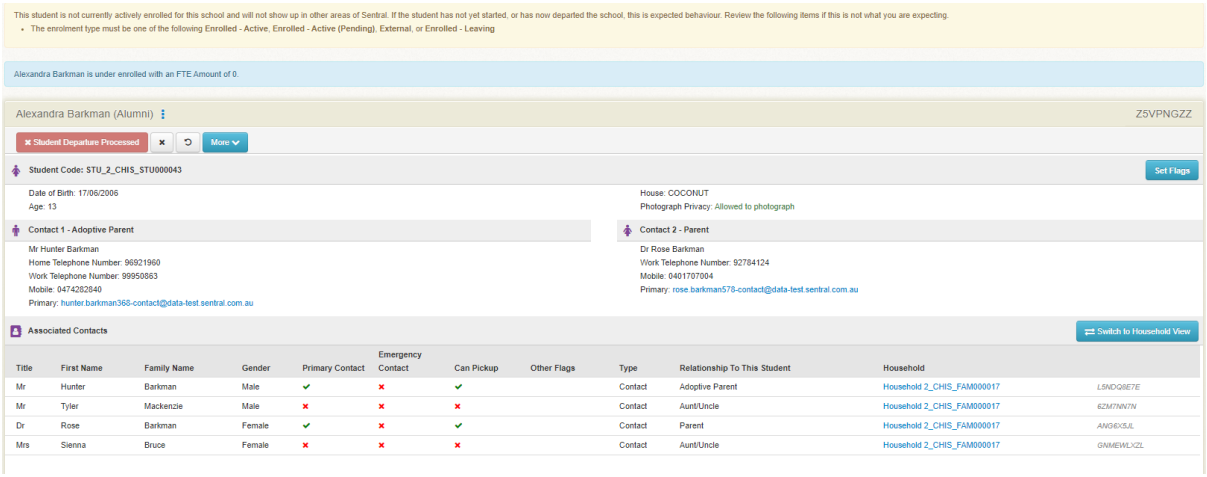
1. In the top right-hand corner, you can search for the Student name, you need to click on the arrow and tick Include Alumni and or Include Withdrawn.



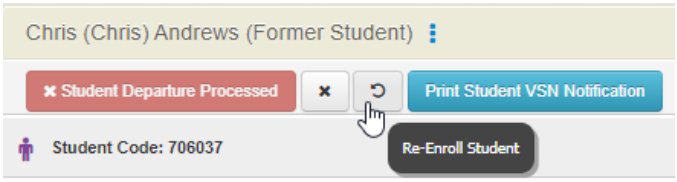
2. Enter the student's name, the student will show Alumni, select the student



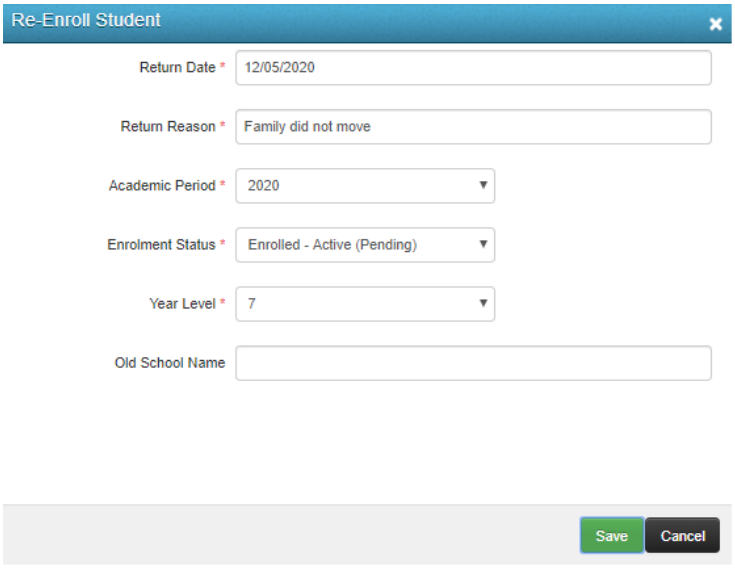
The student Summary screen displays.



3. Click on the **Re-Enrol Student** button.



The Re-Enrol screen displays.



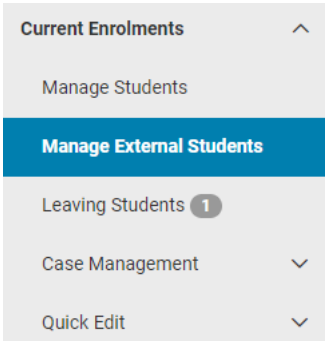
4. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

5. Click on the green **Save** button at bottom of screen.

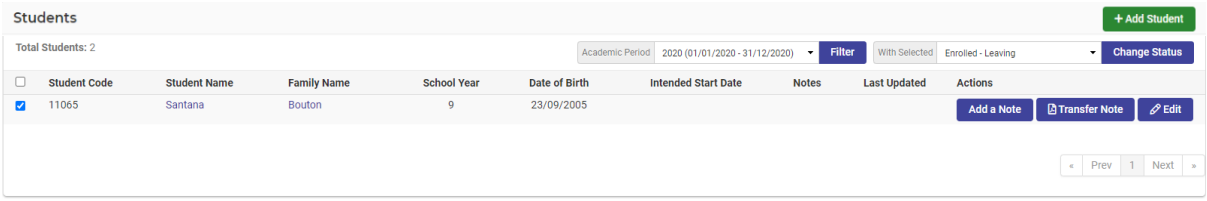
The student is now re-enrolled.

Manage External Student Details

1. To access the current enrolments and to manage the student details, from the menu on the left-hand side - click on **Current Enrolments - Manage External Students**.

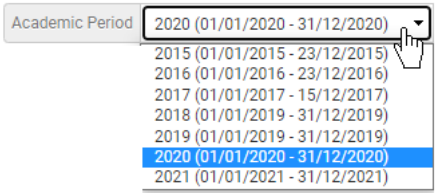


The current **External Students** are displayed in the following Students Screen.



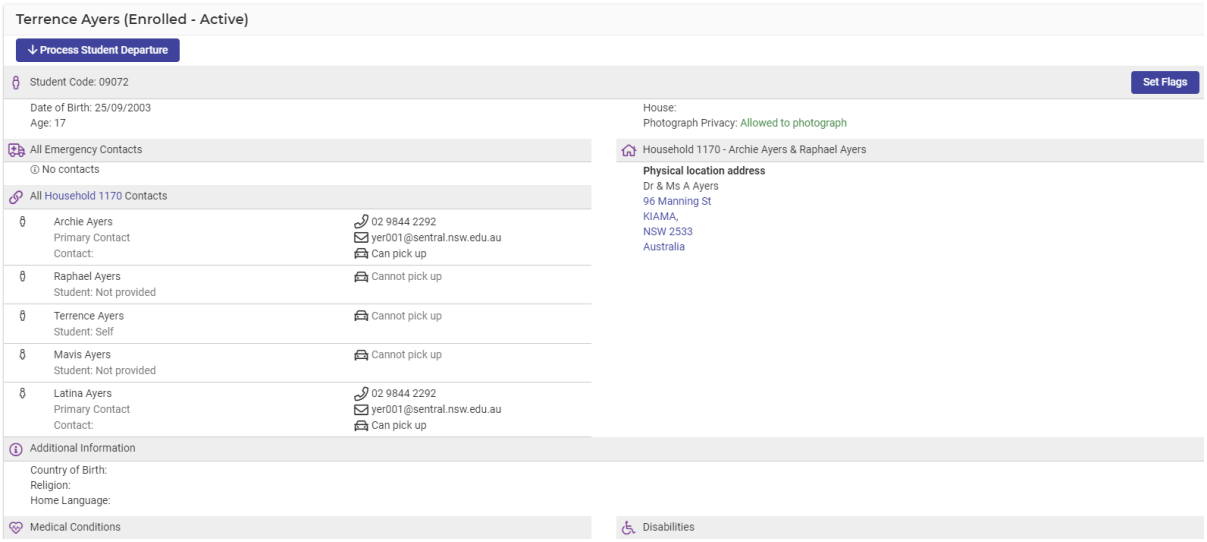
2. If you have a lot of external students, you can **Search** for specific student names using the search field in the top right corner.

3. You can also filter the list by selecting the **Academic Period** from the drop-down list.



4. To edit any student's data file, click on the **Edit** button aligned with their name.

You should now see the **Summary page** for that student.



Note: You cannot edit directly from this page. You need to select from the **Overview menu** (on the left) what category you want to edit.

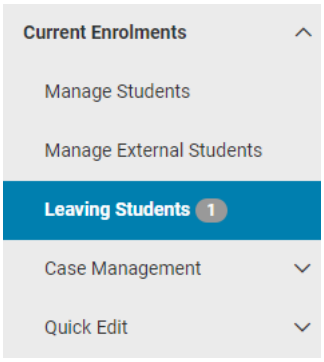
5. On the left of the screen you will see the **Overview menu**. To edit any changes for a student, click on the menu section you want to make changes to (for example Medical data).

6. Make your changes to any of the data fields and click on the **Save** button in the bottom-right corner.

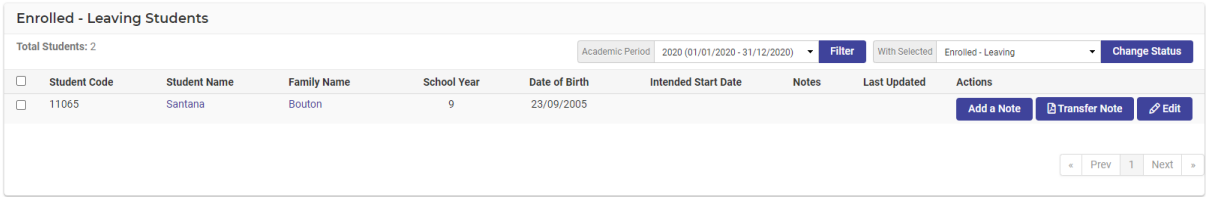
Leaving Student Details

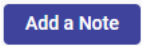
The Leaving Students displays those students still enrolled but have a future leaving date.

1. From the menu on the left-hand side - click on **Current Enrolments - Leaving Students**.



The Enrolled - Leaving Students screen displays.



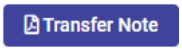
2. To add a note to a student's file, click on the blue **Add a Note**  button aligned with their name.

3. The **Add a Note** screen displays.

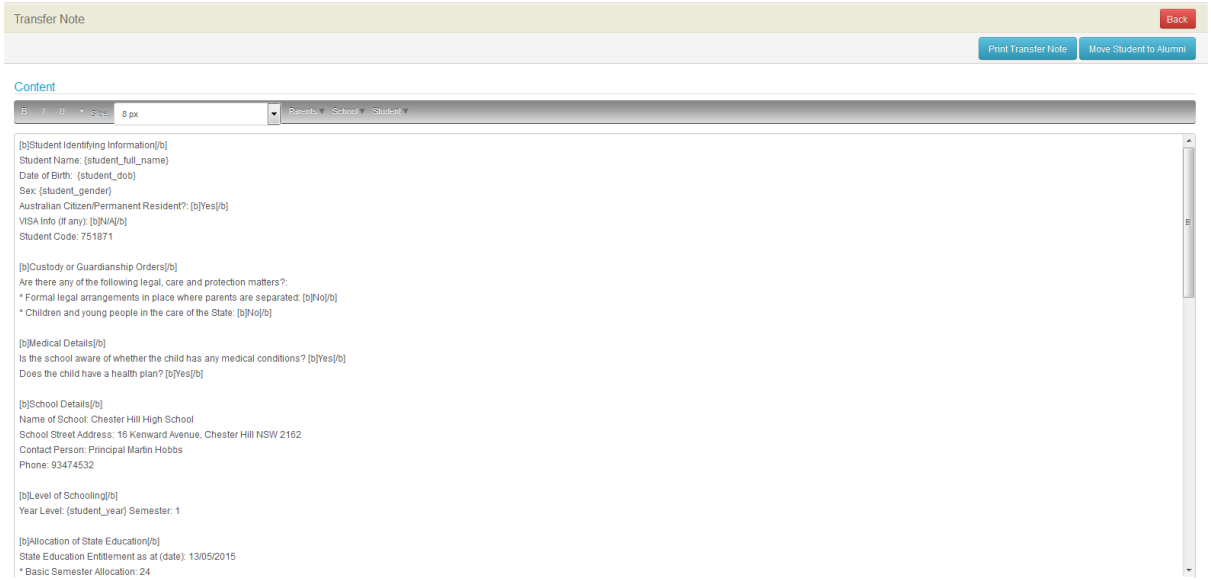
4. **Notes**: enter the notes in field.

5. Click on the green **Save** button.

The screen refreshes and displays the **Notes**.

6. **To Add a Transfer Note,** click on the blue **Transfer Note**  button aligned with their name.

The **Transfer Note** screen displays.



Note: You can edit this form to suit your school, using the **formatting** and **merge fields** provided in the top bar.

7. Once the **Transfer Note** is right for your school, click on the **Print Transfer Note** button to print a hardcopy letter.

8. Click on the **Move Student to Alumni** button will move them from Enrolled - Leaving to Alumni.

9. **To Edit Students' files** click on the **Edit**

button. This will take you to the Student Summary screen.

10. On the left of the screen you will see the Overview menu. To edit any changes for a student, click on the menu section you want to make changes to (for example Medical data).

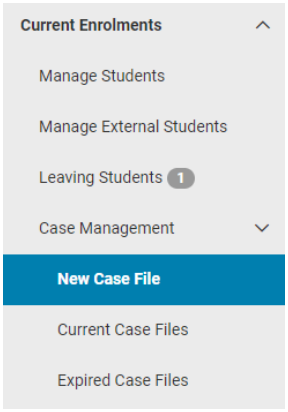
11. Make your changes to any of the data fields and click on the **Save**

button in the bottom-right corner.

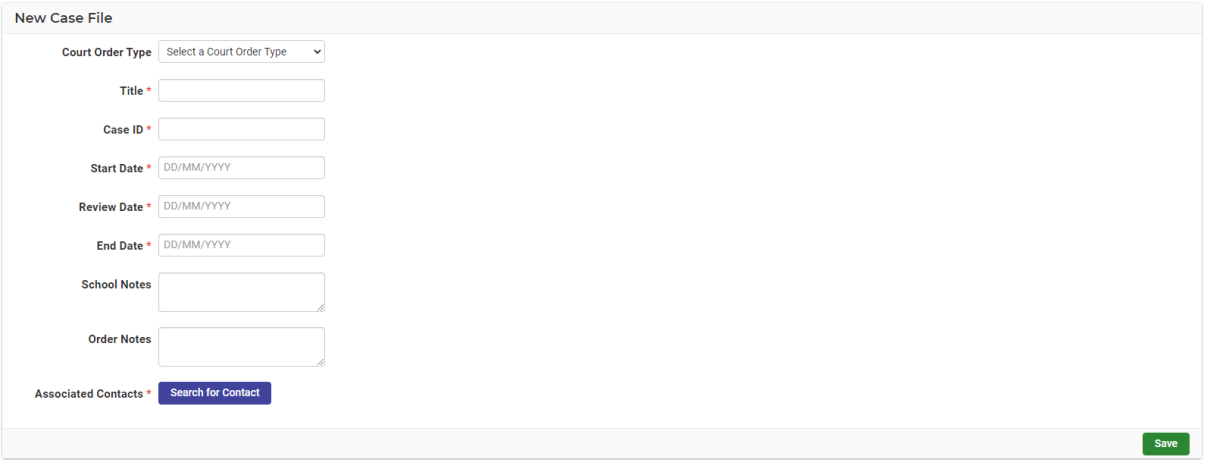
Case Management - New Case File

Case Management is where you can set up Court Order for students.

1. From the menu on the left-hand side - click on **Current Enrolments - Case Management - New Case File**.



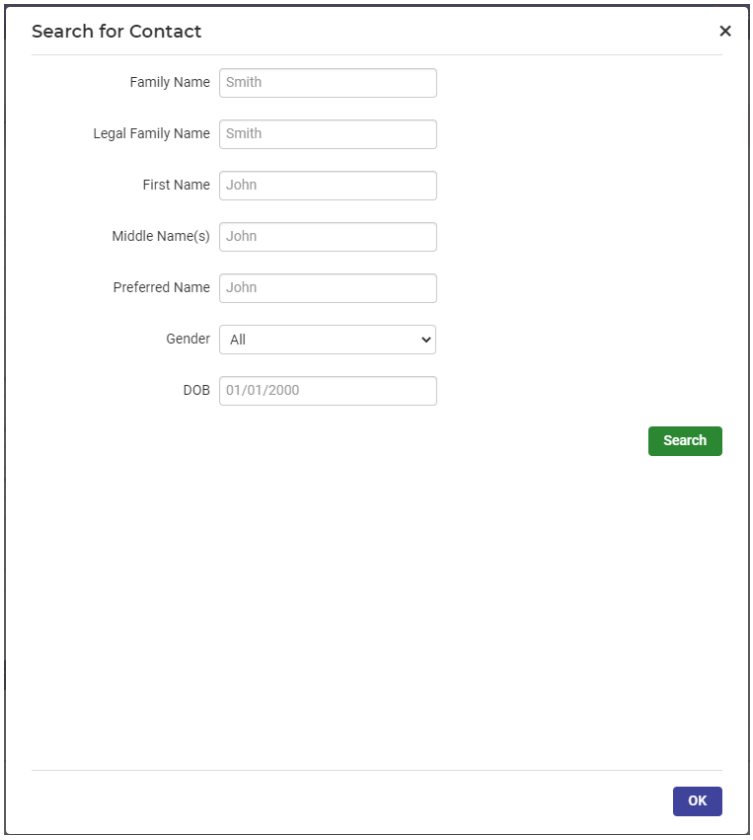
The **New Case File** screen displays.



2. **Associated Contacts**: click on the blue **Search for Contact**

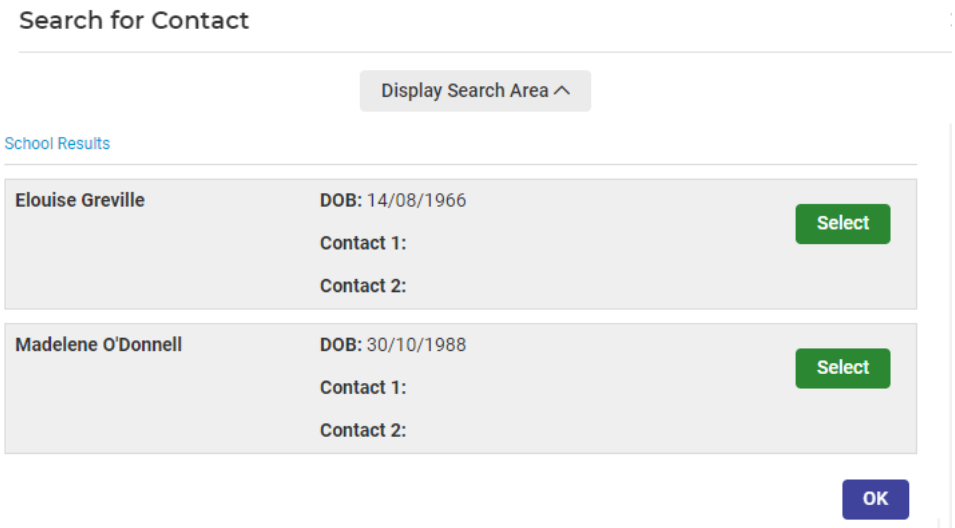
button.

The Search for Contact screen displays.



3. Enter the **Family Name** and **First Name** in the above fields for the parent and click on the green **Search** Search button.

The **Search For Contact** results screen displays.

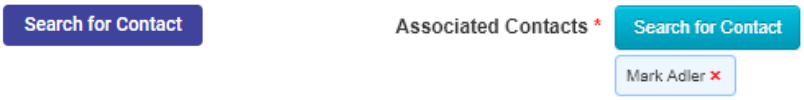


4. Click on the green **Select** Select button aligned to the contact the Court Order is for.

A **Message** will display Mark Adler has been added to the case file.

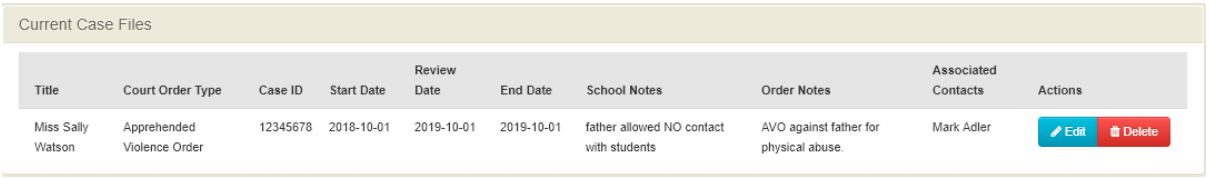
5. Click on the red **OK** button at the bottom right-hand of this screen.

6. The previous screen updates displaying the **Associated Contacts**.



7. Click on the green **Save** button to the bottom right-hand side of the screen.

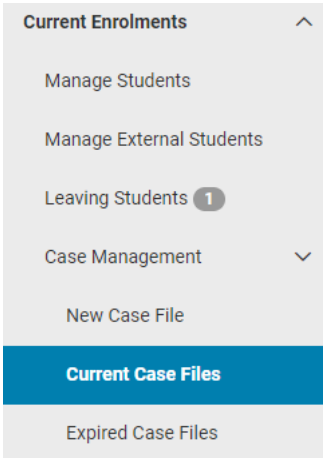
The **Current Case Files** screen displays.



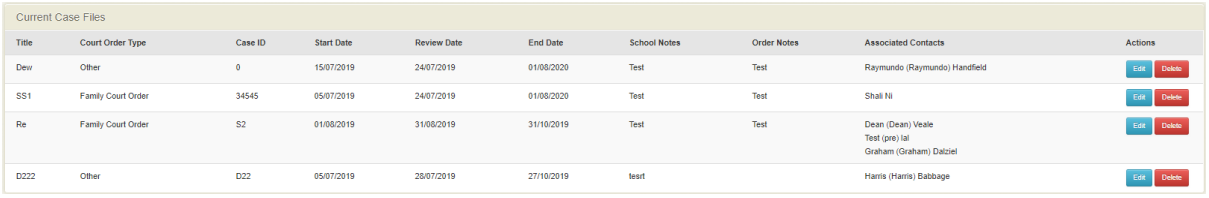
Case Management - Current Case Files

Current Case Files contains case management list of students.

1. From the menu on the left-hand side - click on **Current Enrolments - Case Management - Current Case File**.

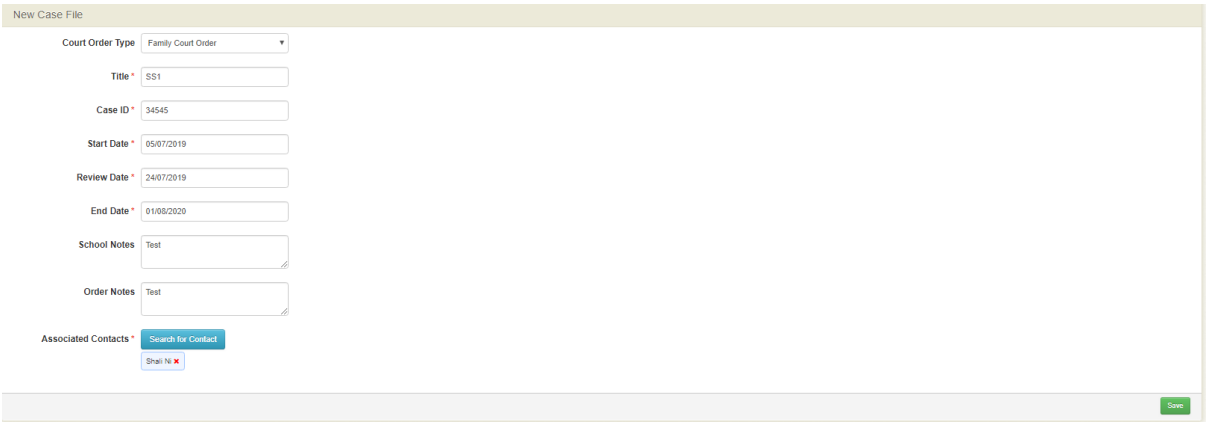


The **Current Case Files** screen displays.



2. Click on the blue **Edit** button beside the student you wish to edit.

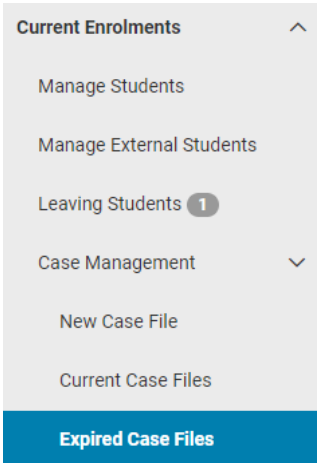
The **Case File** screen displays for the student



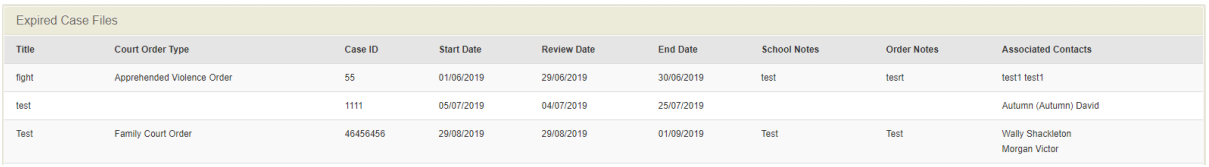
3. Update the fields as required and click on the green **Save** button.

Case Management - Expired Case Files

1. From the menu on the left-hand side - click on **Current Enrolments - Case Management - Expired Case File**.



The **Expired Cases Files** screen displays.


Expired Case Files

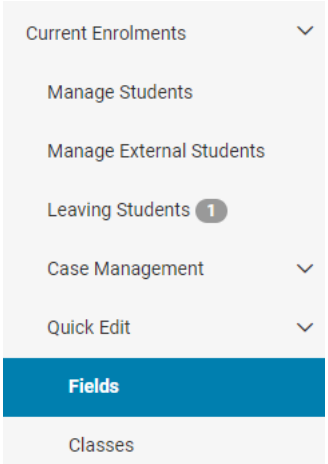
Title	Court Order Type	Case ID	Start Date	Review Date	End Date	School Notes	Order Notes	Associated Contacts
fight	Apprehended Violence Order	55	01/06/2019	29/06/2019	30/06/2019	test	tesrt	test1 test1
test		1111	05/07/2019	04/07/2019	25/07/2019			Autumn (Autumn) David
Test	Family Court Order	46456456	29/08/2019	29/08/2019	01/09/2019	Test	Test	Wally Shackleton Morgan Victor

Note: this is just a view of Expired Cases Files.

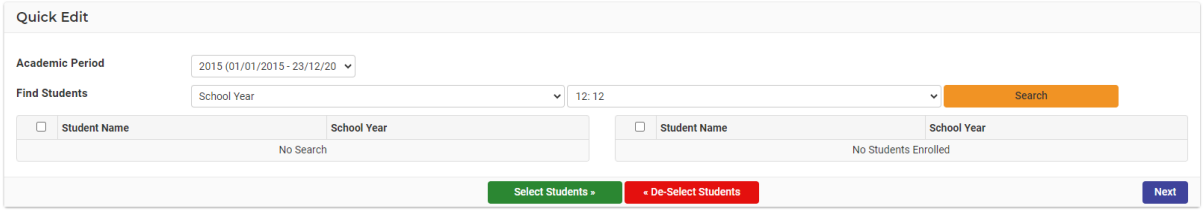
Quick Edit

Quick Edit is a fast way of being able to edit multiple records at one time by fields or classes.

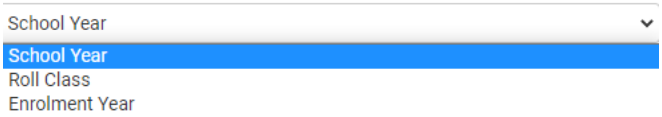
1. From the menu on the left-hand side - click on **Current Enrolments - Quick Edit - Fields**.



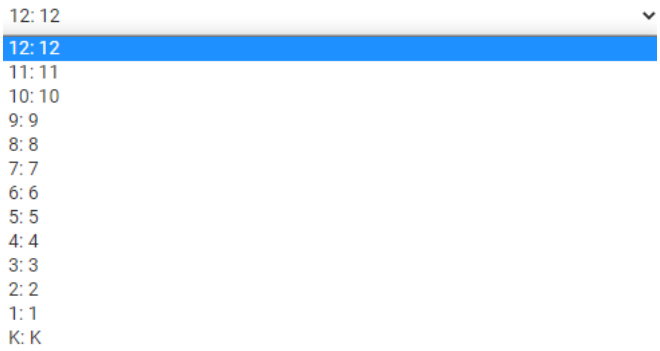
The **Quick Edit** screen displays.



2. Select the search parameters from the drop-down lists - are you looking for **Academic Period, School Years, Roll Classes, or Enrolment year**. Select the Class from the drop-down list.

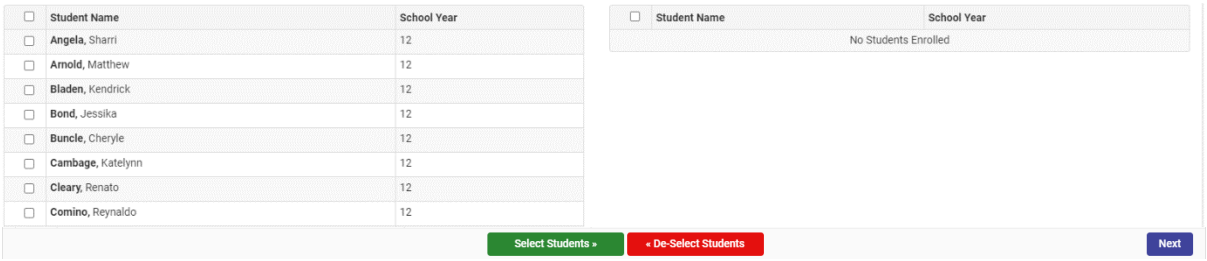


3. Select the **Roll Class** from the drop-down list in the next field.

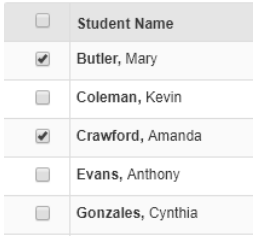


4. Click on the **Search** button to run the search.

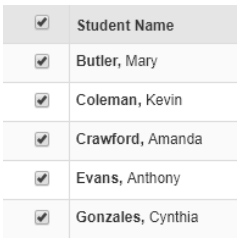
The search results display the students on the left side of the screen.



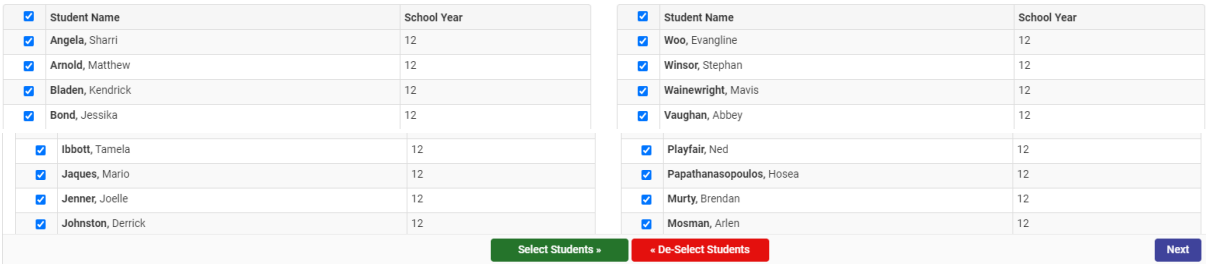
5. Select the students you want by **clicking on the check box** in front of their name. If you want all the students click in the checkbox in front of the Student Name header.



OR



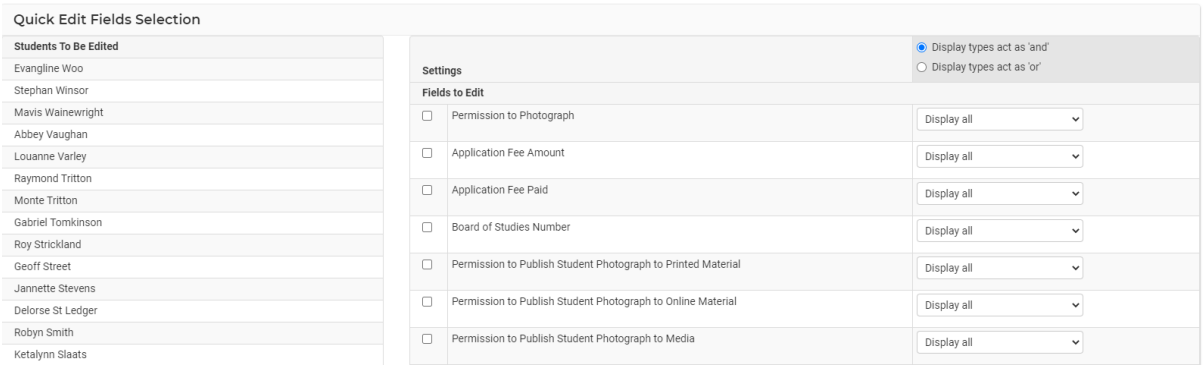
6. Click on the **Select Students** Select Students » button to transfer them to the right-hand screen.



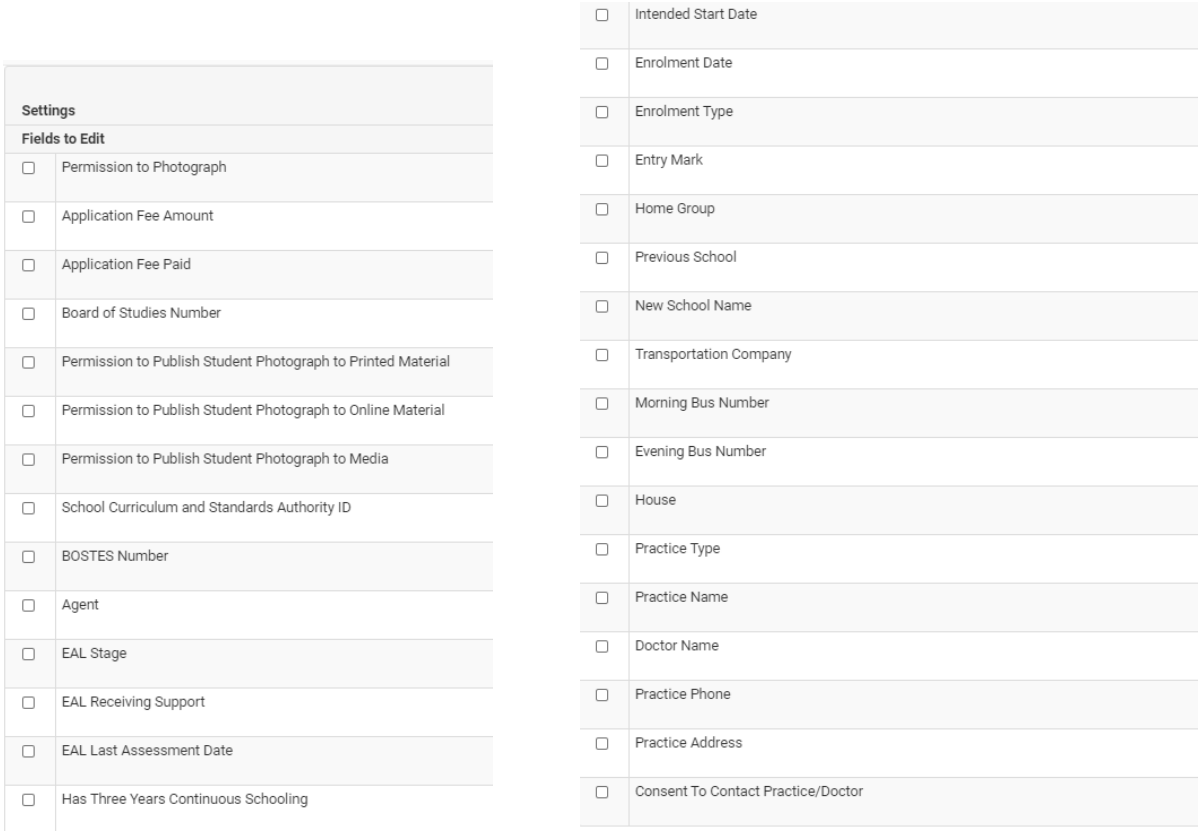
Note: The **De-Select Student** « De-Select Students button transfers the students back to the left-hand panel.

7. Click on the **Next** Next button (bottom-right of the screen).

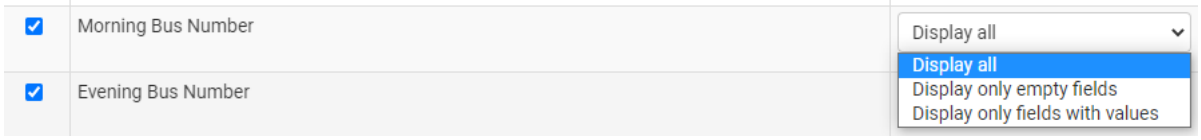
The Quick Edit Field Selection screen displays.



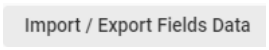
Note: The following fields can be edited:



Tick the check boxes for the **Fields** you want to Edit and select if you want the fields to be 'and' or 'or'.



8. You can edit the **Display** all from the dropdown list or leave as the default.

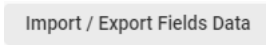
Note: you can now **Import/Export Fields Data** 

which allows you to export selected fields data into a csv file. Please see next section for these steps.

Users can then **edit and import back into Enrolments** OR **Proceed to In-Page Edit**

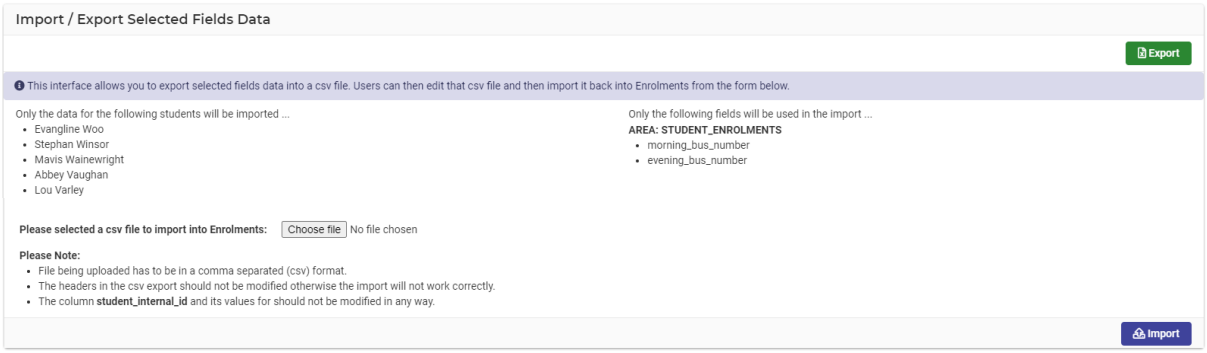
button to edit the fields selected.

Import/Export Fields Data

1. Click on the **Import/Export Field Data** 

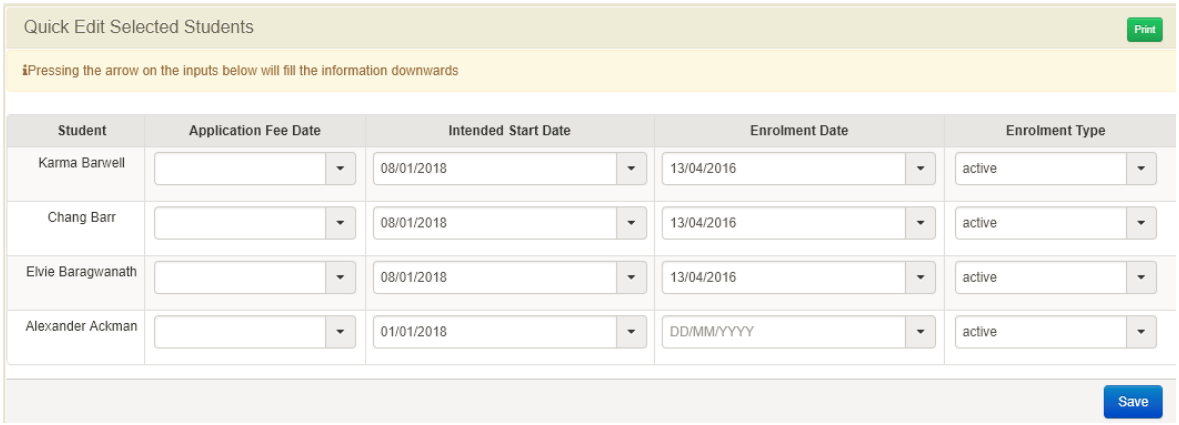
bottom of screen.

The **Import/Export Selected Field Data** screen displays.



2. Select the File by clicking on **Choose File** Choose file and click on **Import** Import button.

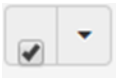
3. Click on the **Proceed to In-Page Edit** Proceed to In-Page Edit button (bottom-right of the screen).



4. You can also print what you have just done by clicking on the **Print** Print button (top-right of the screen).

5. Enter the data for each student and click on the **Save** Save button.

Note: If all entries are the same, enter the data in the top field and click on the arrow to fill down.



Manage Households

Target Audience

Administration Staff

Content

Within this guide staff will learn how to:

Manage Households

Create Additional Households

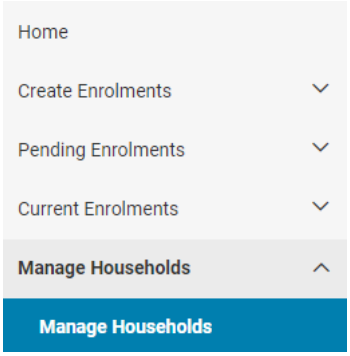
Overview

Staff will learn how to manage existing households and create additional households.

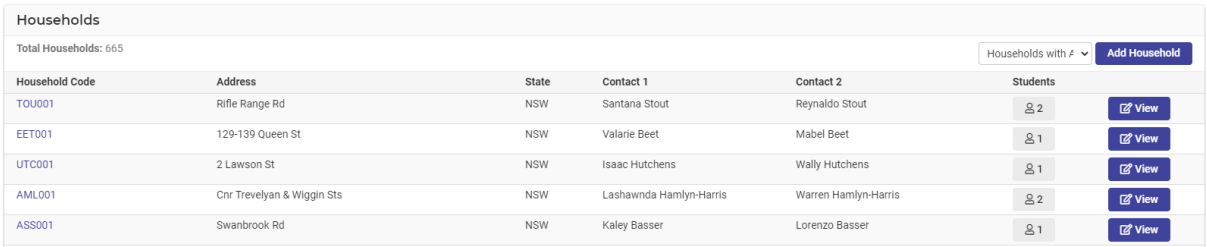
Manage Households

Households are a container of individuals residing at one address to streamline the management of addresses and other details. Multiple households can now be linked to a student.

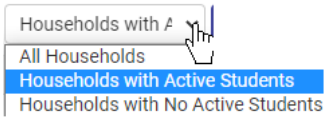
The following procedure is to show users how to manage households.From the menu on the left-hand side - click on **Manage Households**.



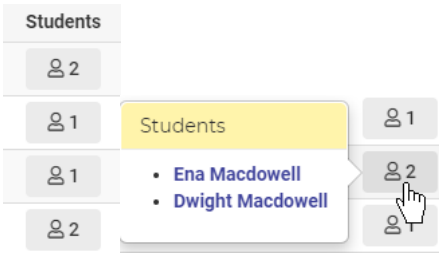
The home screen will display giving you a list of **all Households with Active Students**.



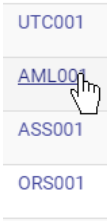
6. To change the list view, select from the option you require from the drop-down list (top right of the panel).



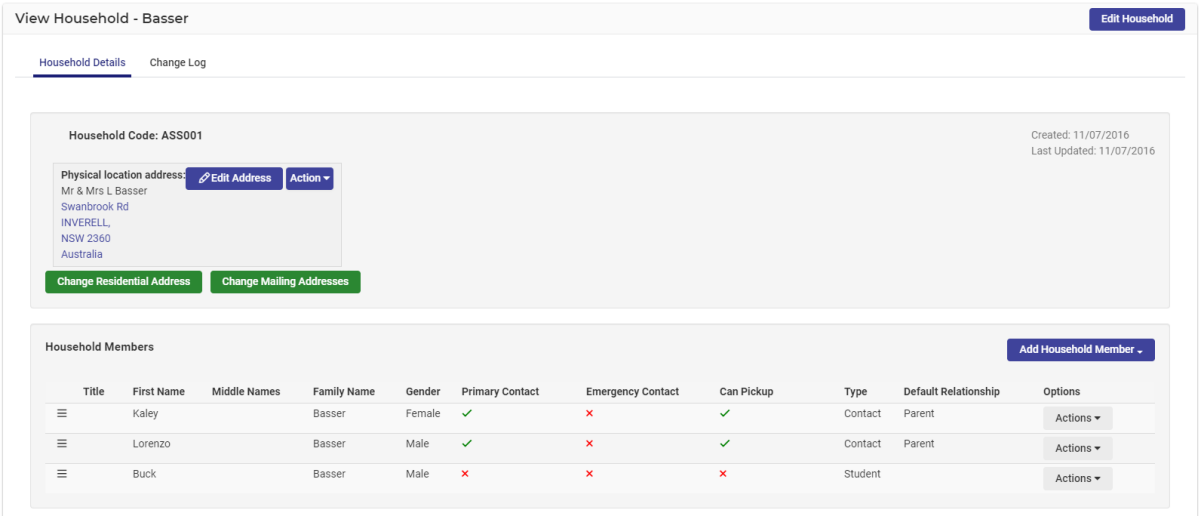
To view the students linked to a Household, click on the button in the **Students column**.



7. To view the Household Details, **click on the linked Code number** in the Household Code column.

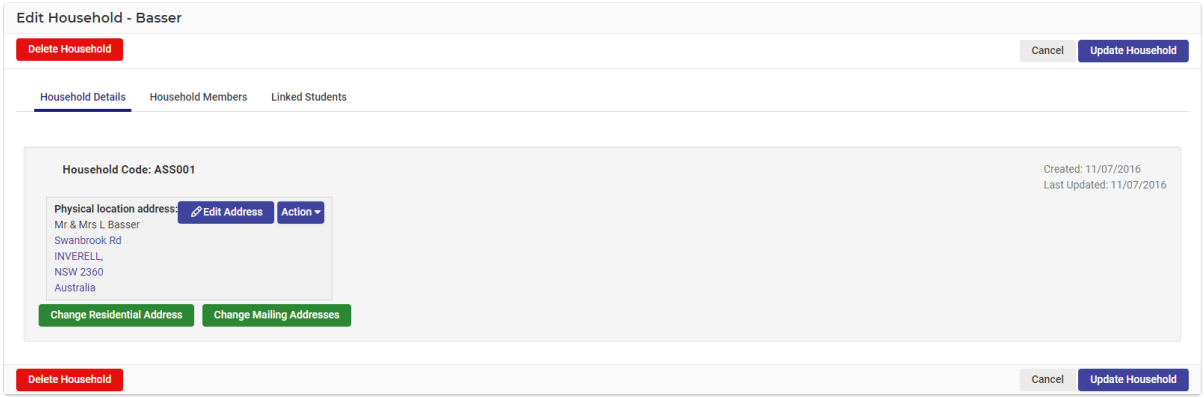


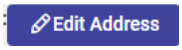
The **View Household** details for the student displays on the following screen.



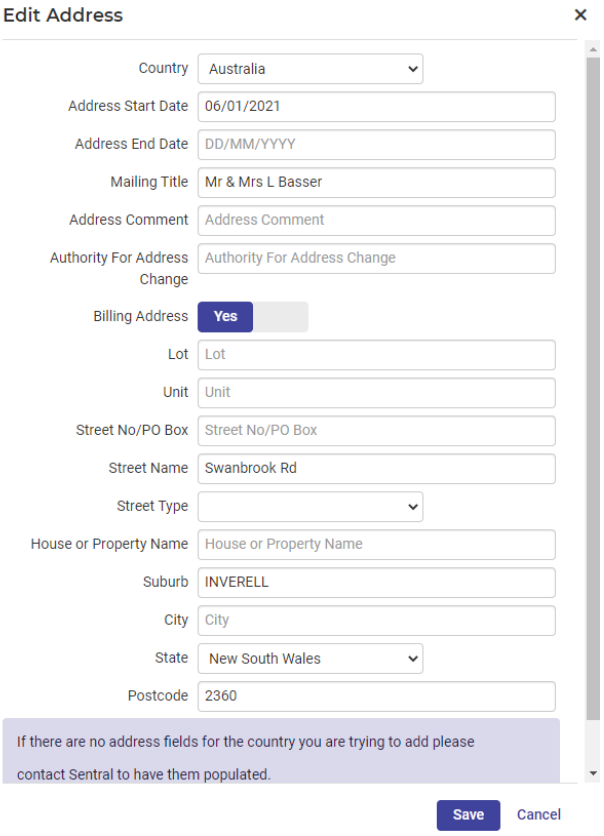
8. To edit any of the Household details on this page, click on the **Edit Household** Edit Household button in the top-right corner.

The Edit Household Details screen displays.



9. To edit the existing address, click on the blue **Edit Address**  button.

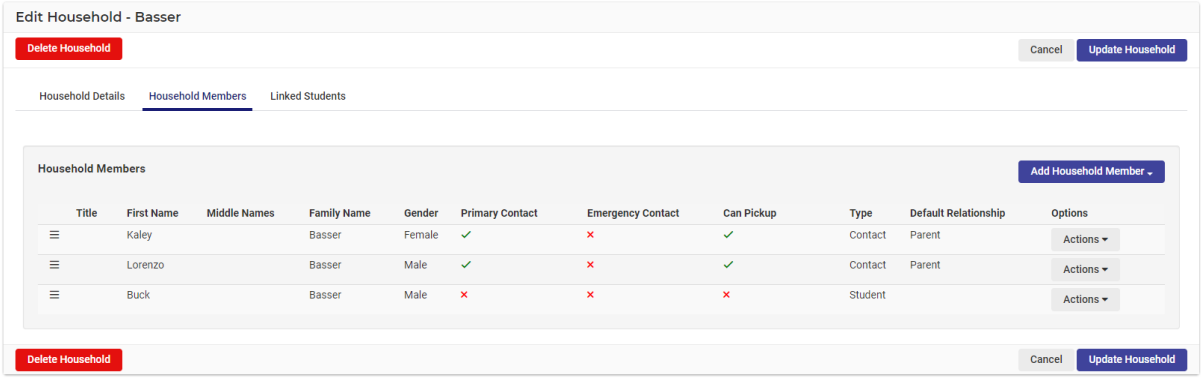
The **Edit Address** screen displays.



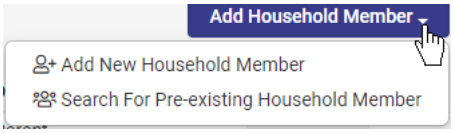
10. Edit details to the fields and click on the green **Save** button.

11. To add a new Household member, click on the **Household Member** Tab.

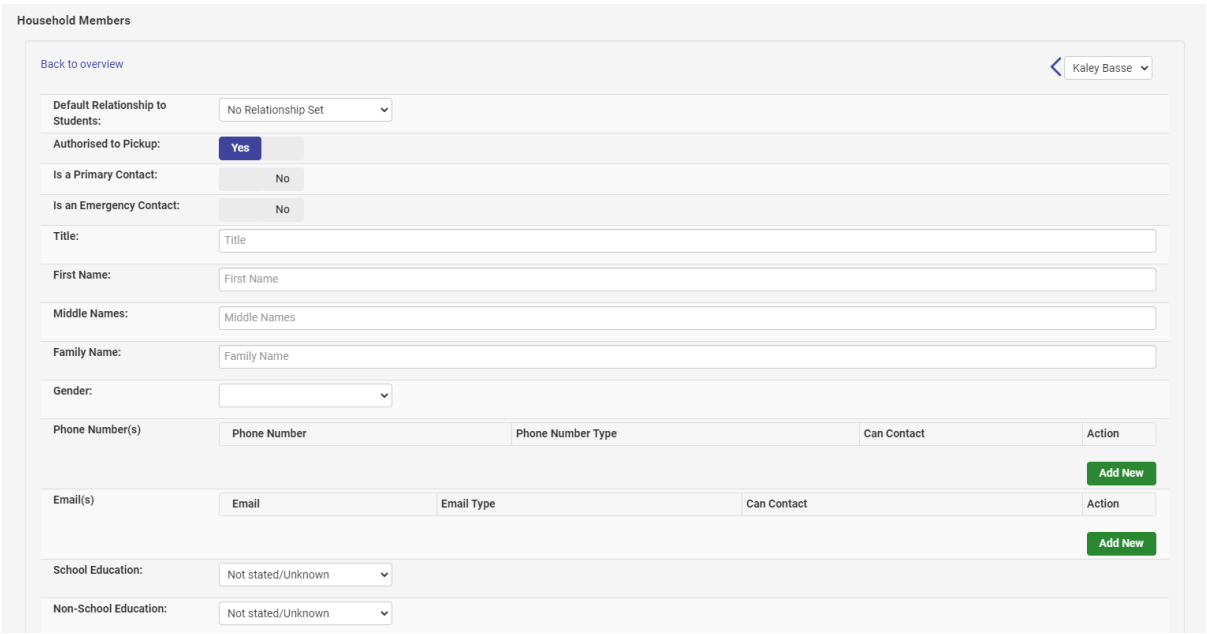
The Edit Household Members screen displays.



12. To **Add New Household Member** or search for a pre-existing member click on the blue **Add Household Member** button.

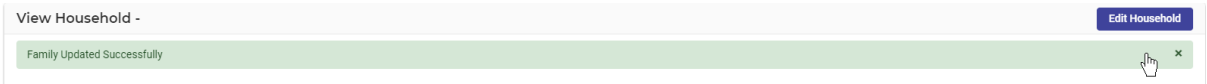


The **Household** screen displays.

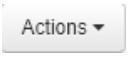


13. Add details to the fields and click on the blue **Update Household** button.

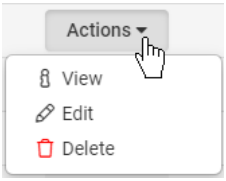
Screen refreshes with and updated message and the new household member is listed in the relevant panel.



14. **Note**: Each member of the Household has an **Actions** button that allows you to **View**, **Edit** or **Delete** that person's details.

15. To edit any of the Contact details, click on the **Actions** 

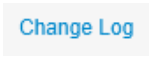
button aligned with the Household Contact and select **Edit**.



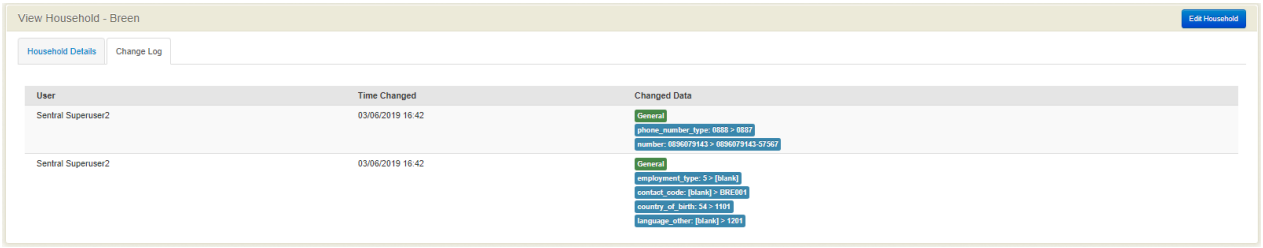
The **Edit Household** screen displays, except the fields should be pre-populated with existing data.

Make the required changes and click **Update Household**

button.

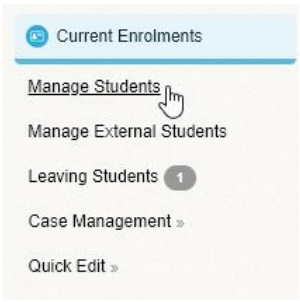
The **Change Log** 

tab records all changes to household information, the date the changes were made and the person who made the changes.

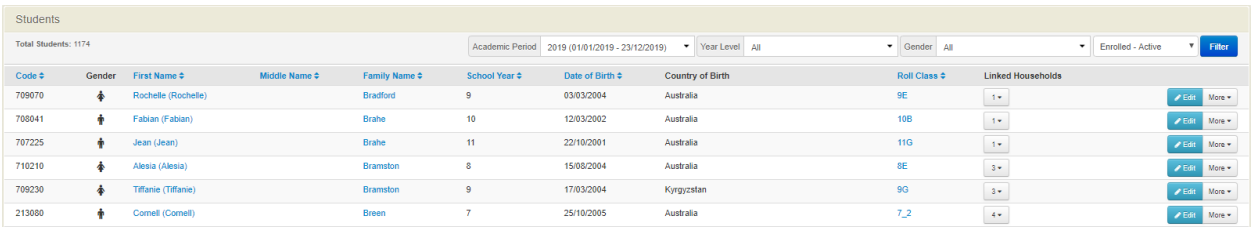


Add Additional Households

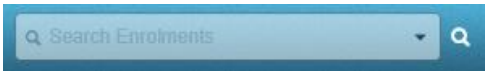
1. To add an additional household, go to **Current Enrolments > Manage Students.**



The **Manage Students** screen displays listing all enrolled students.

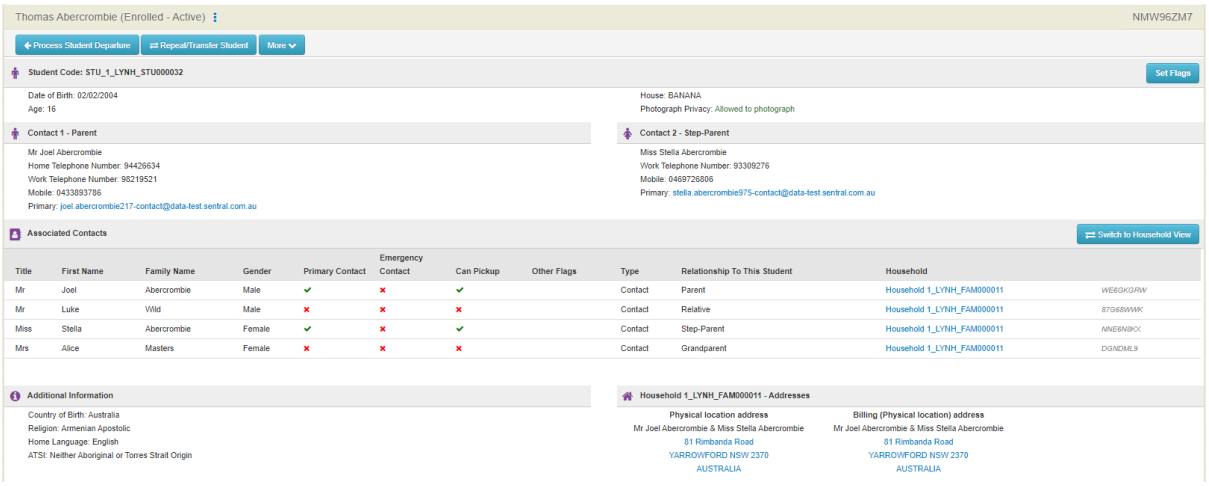


2. Alternatively, you can search for the student using the search box in the top right-hand corner.



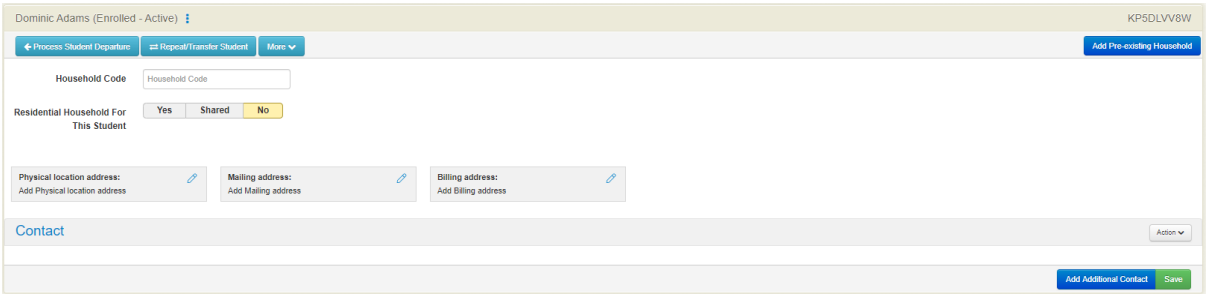
NOTE: Enrolments top right search box will now support enclosing first names in quotes to support first names that contain multiple words (e.g. "John Vega" Smith). Start the search with a single asterisk to inform the search to look for past, present and future students (e.g. *John Smith). Start the search with double asterisks to also search against all schools (e.g. **John Smith).

3. Click on the **Student's Name** and their summary page will display.



4. Click on **Associated Households - Add Additional Household** from the left-hand menu.

The Add Additional Household screen displays.



Note: please refer to the section - Students Overview - Associated Households.

Manage Staff

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to:

- Add New Staff - Create a new staff record
- Permanent Register - Where the permanent staff of your school are listed
- Temporary Register - Where the temporary staff of your school are listed
- Leave Register - Who is on leave
- Future Register - Future employees of the school
- Casual Register - A list of casual teachers at your school
- Former Register - A list of former staff of your school
- Other Register – A List of staff associated to Other.

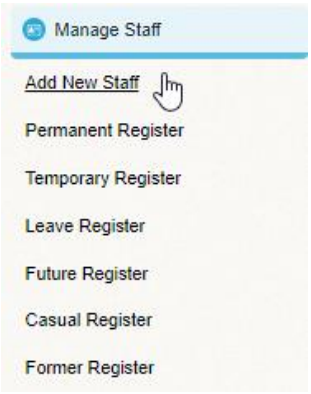
Overview

Staff will learn how to manage staff details. This is where you can Add a new Staff member, or review the existing staff according to the register their records live in

Add New Staff

The following procedure is to show users how to add a new staff member.

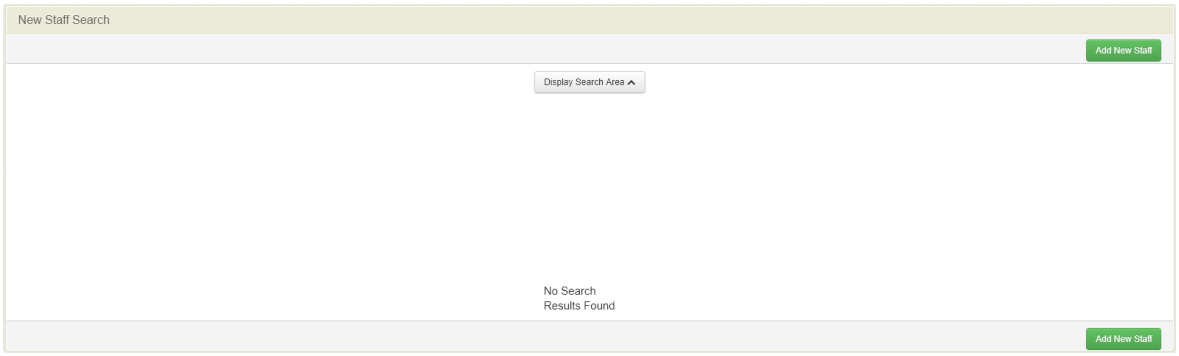
1. From the menu on the left-hand side - click on **Manage Staff - Add New Staff**.



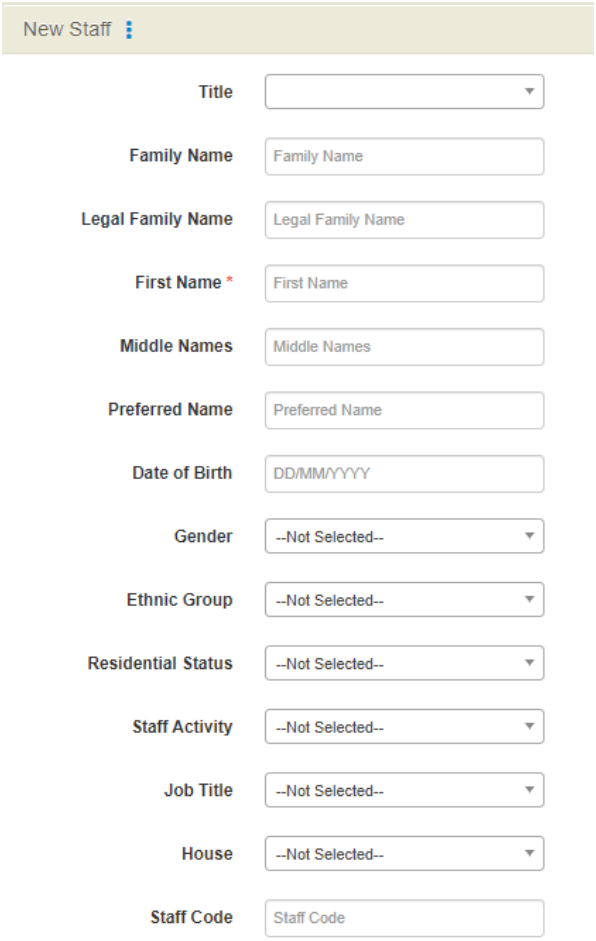
The **New Staff Search** screen displays.

Note: When **Adding a new Staff member**, you must conduct a search first, to make sure that their details are not already in the system.

2. Enter their **First and Surname** and click on the green **Search** button.



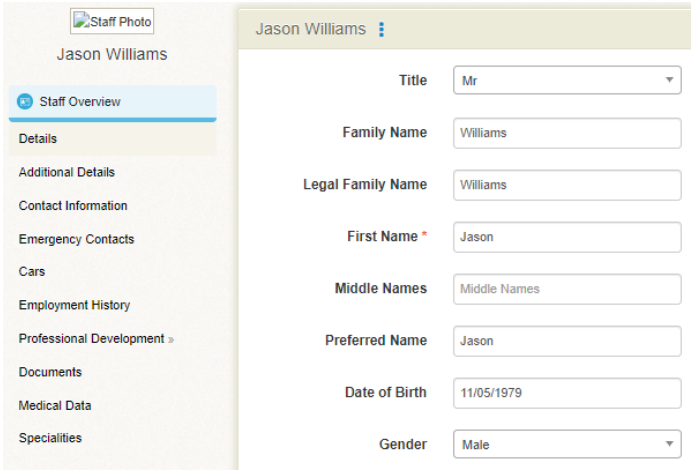
3. If their name hasn't been found, you will see a blank search area and two buttons called **Add New Staff**. Click on the green **Add New Staff** button.



4. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

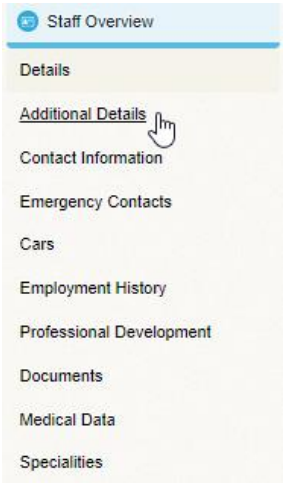
5. Click on the green **Save** button at bottom of screen.

The screen refreshes to the **Details** section of the **Staff Overview** panel for this employee.

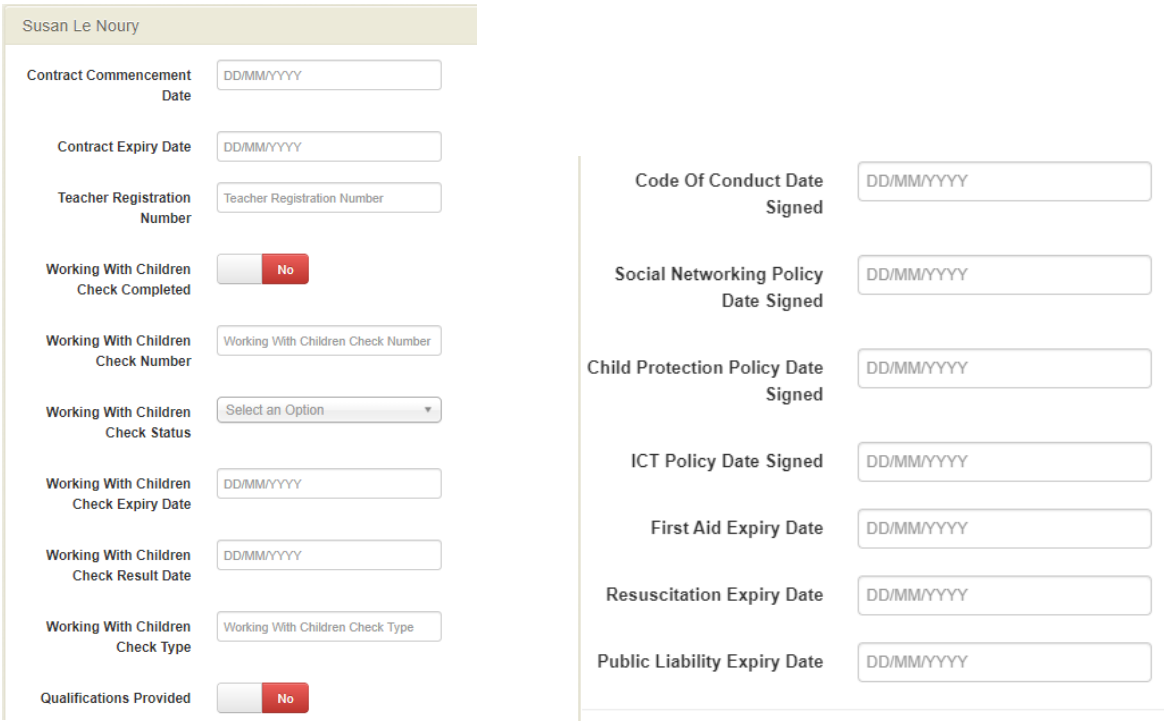


Additional Details

6. From the menu on the left-hand side - click on **Staff Overview - Additional Details**.



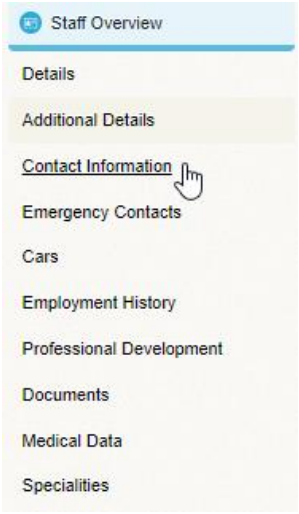
The **Additional Details** screen displays.



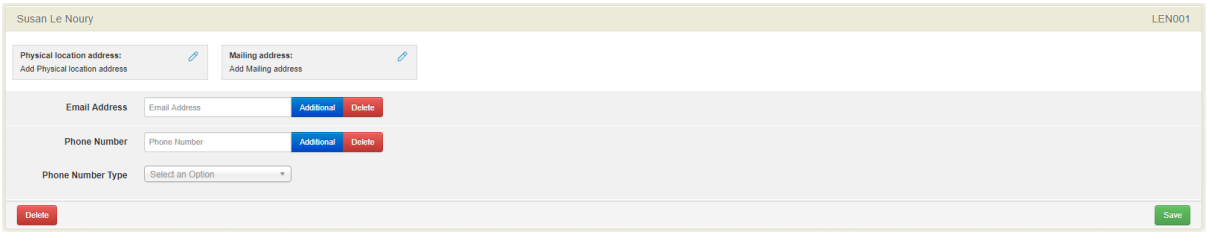
7. Click on the green **Save** button.

Contact Information

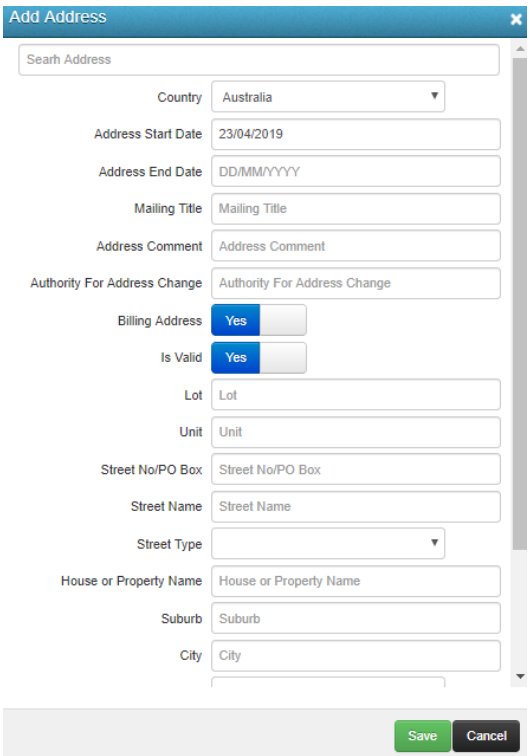
8. From the menu on the left-hand side - click on **Staff Overview - Contact Information**.



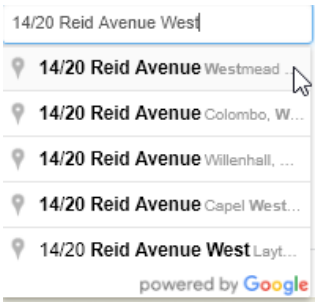
The **Contact Information** screen displays.



The **Add Address** screen displays.



9. **Search Address**: the residential address is linked with Google Maps so as you start typing the address it should display.

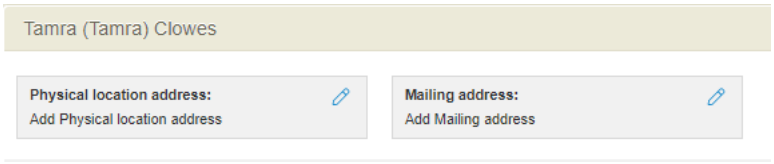


10. Click on the address and the fields will be updated.

11. Fill in the required fields and click on the green **Save** button.

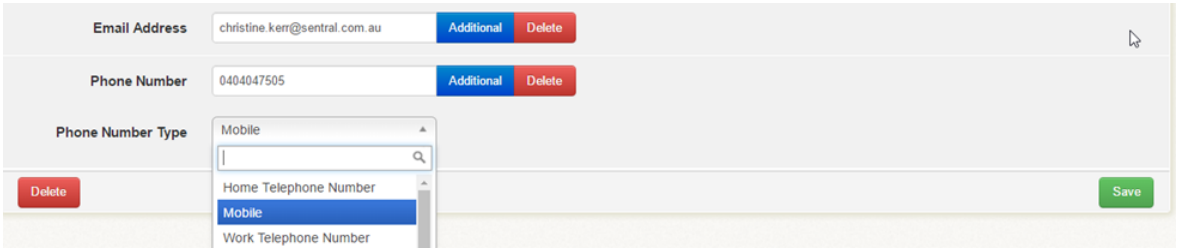
Note: You can add as many addresses as needed and allocate what type (residential, mailing, physical location etc.), the address is.

Note: If no address has been stored for this staff member, the Address panel will be blank. Otherwise you can expect to see something like this:



12. To change an address, click on the **Pencil** icon

Email and Phone Numbers



Email Address: enter the email address. If you need to add another, click the **Additional** button and a new field will populate underneath the existing one.

Phone Number: Enter the phone number.

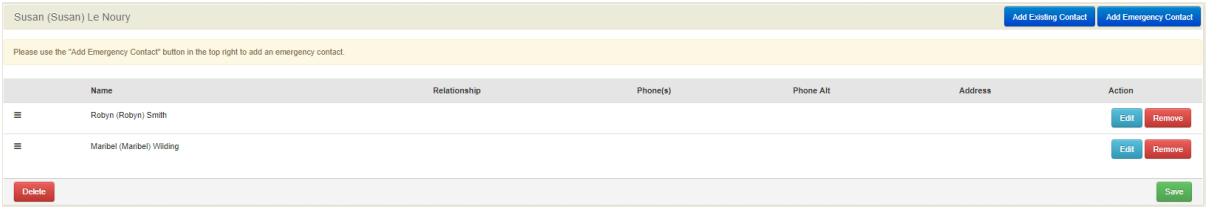
13. If you need to add another, click the **Additional** button and a new field will populate underneath the existing one.

14. Click on the green **Save** button.

Emergency Contact

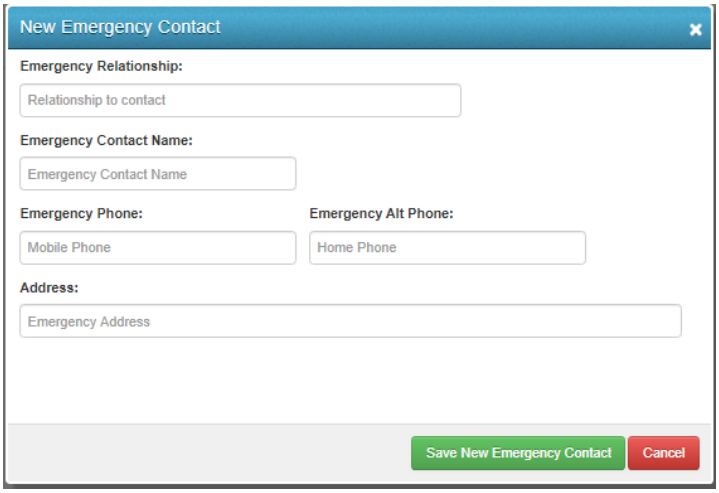
1. From the menu on the left-hand side - click on **Staff Overview - Emergency Contacts**.

The **Emergency Contact** screen displays for the staff member.

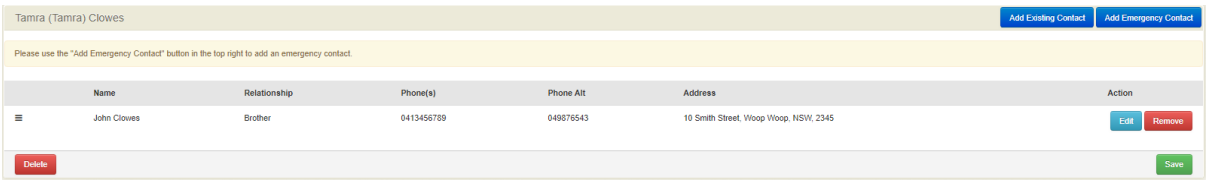


2. Click on blue **Add Emergency Contact** button.

The screen displays for you to add **an Emergency Contact**.



3. Click on the green **Save New Emergency Contact** button.



4. Click green **Save** button.

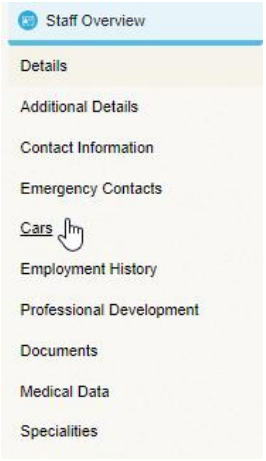
When you have more than one emergency contact listed it may be necessary to adjust the priority order of contact by using the drag handles.

5. Click green **Save** button and the staff members (partial) record has been updated with emergency contact information.

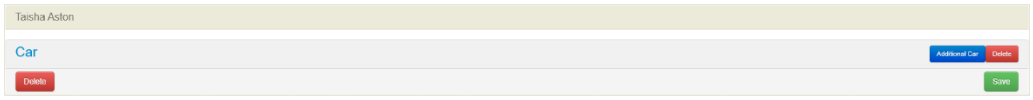
Cars

You can record the details of a staff members vehicles.

1. From the menu on the left-hand side - click on **Staff Overview - Cars**.



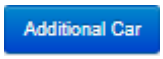
The **Car details** screen displays.



2. Click on the blue **Car** field to enter details for staff members car.

The **Car details** screen displays for you to enter the details.

3. Click green **Save** button and the staff members (partial) record has been updated with Car information.

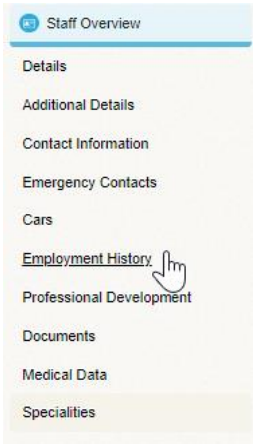
Note: to enter additional car click on the blue **Additional Car**  button.

Employment History

You can record the details of a staff members employment.

You can view staff employment History.

1. From the menu on the left-hand side - click on **Staff Overview - Employment History**.



The Staff Employment History screen displays.

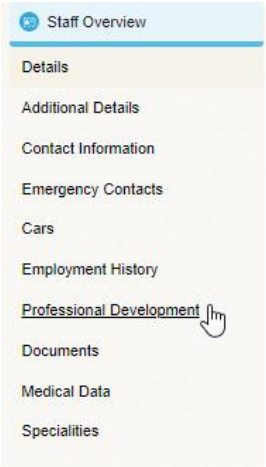
Main School: select Using the toggle select **Yes** or **No** .

2. Click green **Save** button.

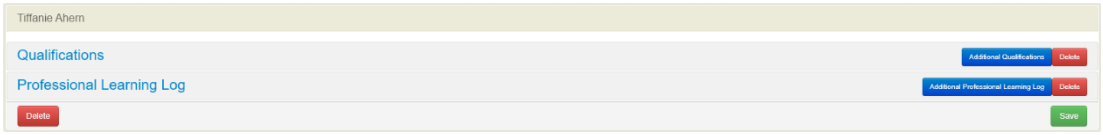
Professional Development

You can enter staff Qualifications and Professional Learning Log.

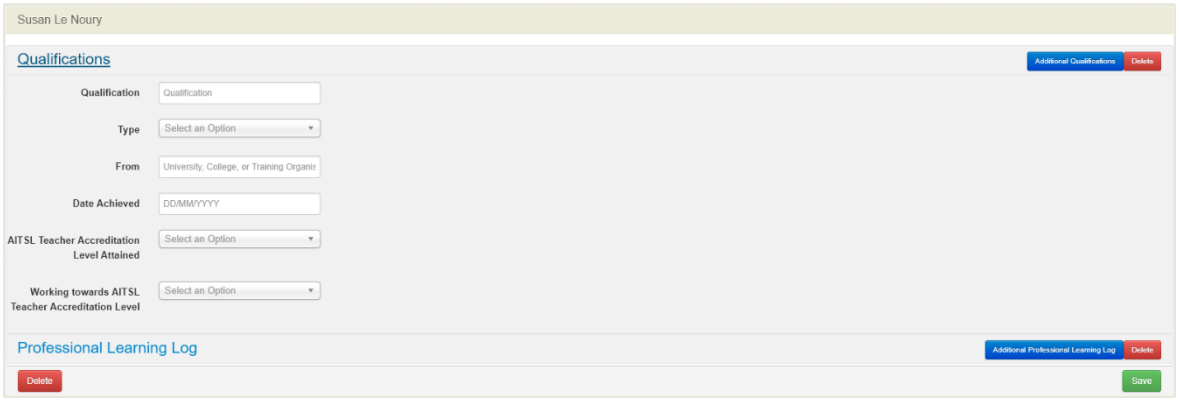
1. From the menu on the left-hand side - click on **Staff Overview - Professional Development**.



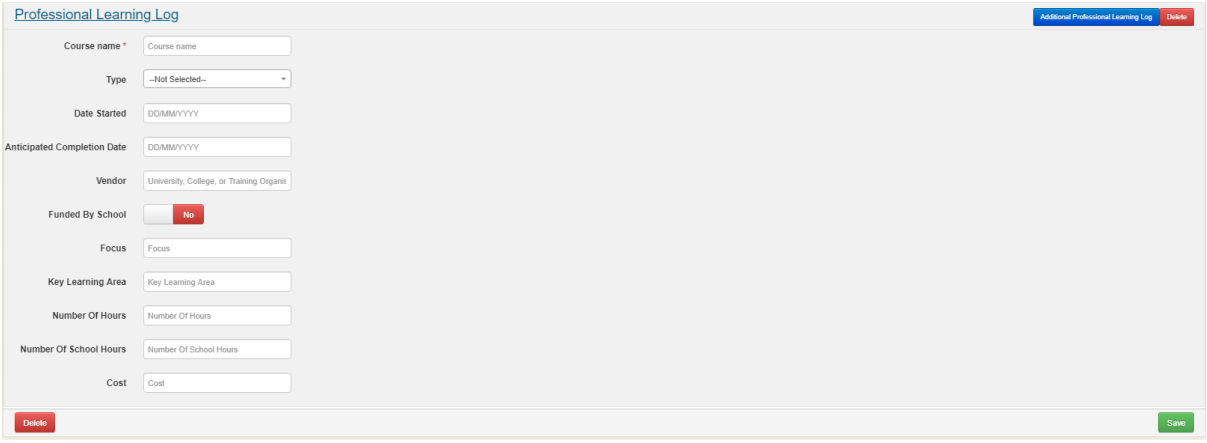
The **Qualifications** and **Professional Learning Log** for the staff member screen displays.



2. Click on the blue **Qualifications** Tab to open the staff members qualifications details screen.



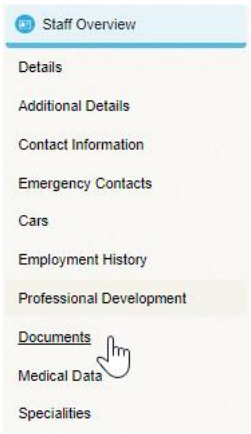
3. Click on the blue **Additional Professional Learning Log** button to open the staff members Professional Learning Log details screen.



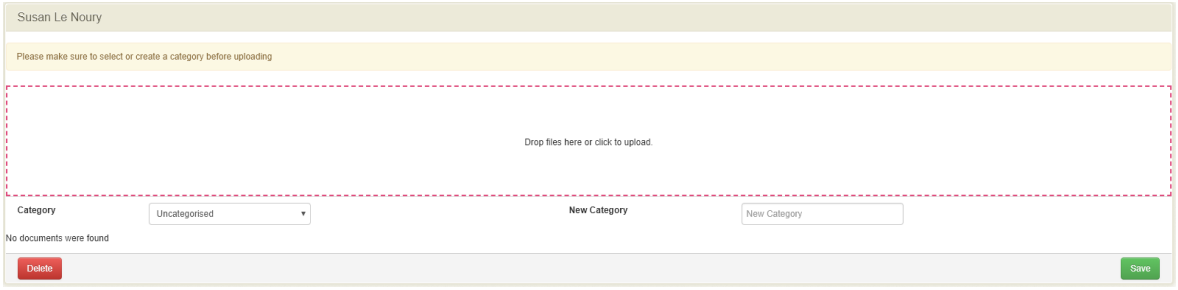
4. Click green **Save** button and the staff members (partial) record has been updated with the Professional Development details.

Documents

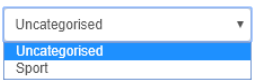
1. From the menu on the left-hand side - click on **Staff Overview - Documents**.



The **Documents** for the staff member screen displays.

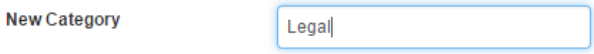


You must first select the category (like a folder) that you want the file to belong to, when storing documents against a student. If you don't do this, it will go into the **Uncategorised Category** by default.



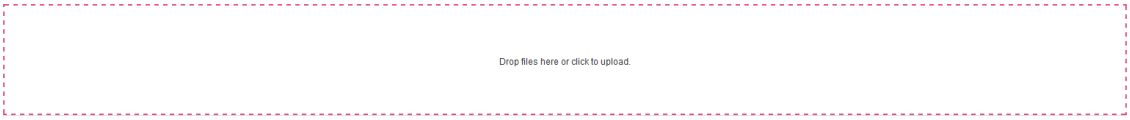
Note: You cannot move documents from folder to folder, so think about where you want a document to reside.

2. If the preferred category doesn't exist; go to the **New Category** field and enter a category name. From there, use the drop box to upload a file.



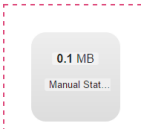
Using the Dropbox

The drop box is a device to help you attach documents to this staff enrolment record with ease.

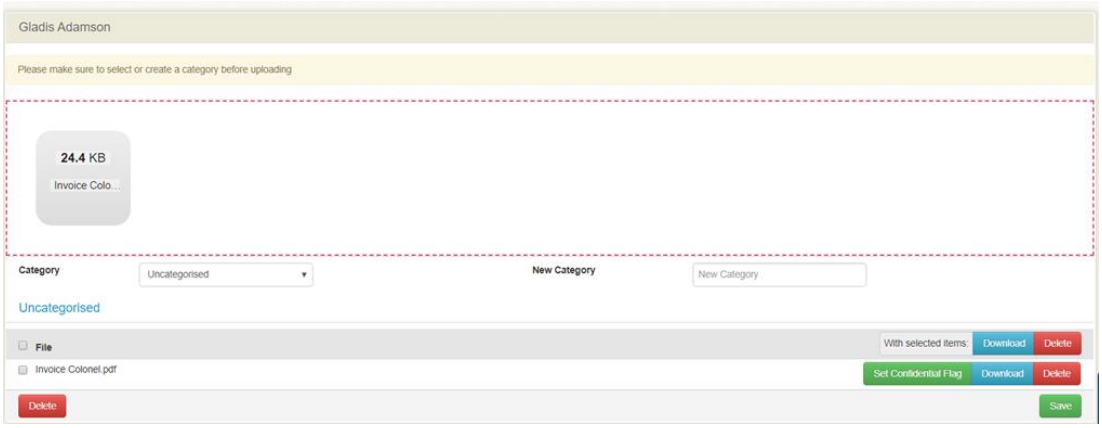


3. Click anywhere inside the red box and an upload window will appear.
4. Either drag n drop (which is dragging the file from the window into the red box) or double click the file name and it will 'jump' into the box itself.

DRAG 'N' DROP



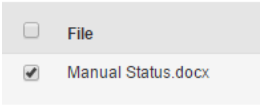
5. You should now see the file/s uploaded are resting in the red box as well as listed below, under the category heading you created or selected from the list.



Marking a file as Confidential

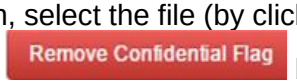
If a file is confidential, once it is uploaded it can be flagged as confidential.

6. Select the file you wish to mark as confidential by clicking in the checkbox in front of the file name.



7. Click the Set Confidential Flag

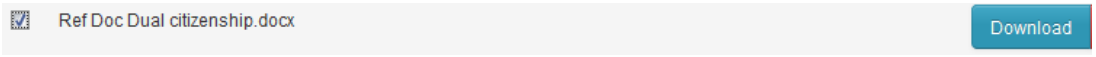
button.

8. To undo this action, select the file (by clicking in the checkbox) and click the **Remove Confidential Flag** 

button aligned with its name.

Downloading a file

9. To download a file that has been saved, click the checkbox in front of the file name and then click the **Download** button aligned to that file.



If you need to download files en-masse from the documents panel, then tick the check boxes first, and then go to **With Selected** Items and click **Download**.

Deleting a file

1. To delete a file, simply click the **Delete** button aligned with the file on the right-hand side.

2. If you need to delete files en-masse from the documents panel, then tick the check boxes first, and then go to **With Selected Items** and click **Delete**.

3. Click green **Save**

button and the staff members (partial) record has been updated with **Documents**.

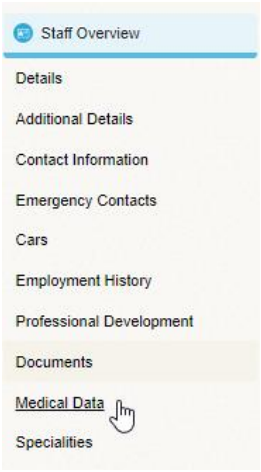
4. Alternatively, if you want to start again, you can click **Delete**

bottom-left of the screen to wipe the existing data.

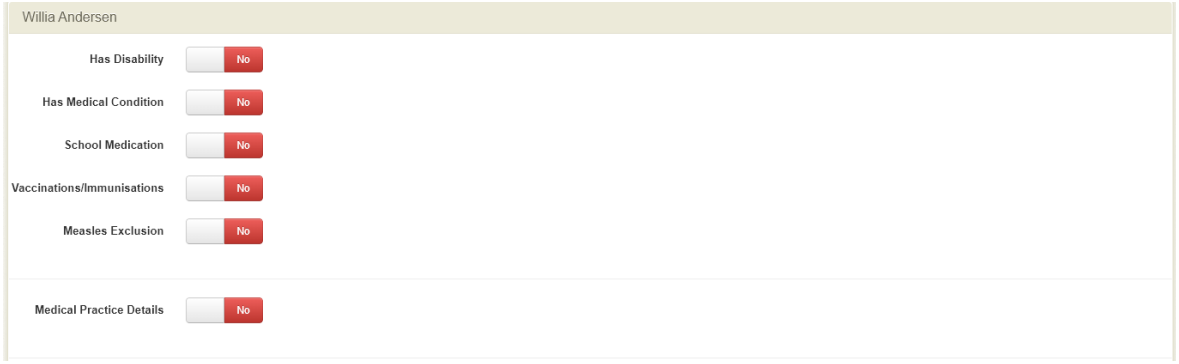
Note: Remember this deletes the entire staff record.

Medical Data

1. From the menu on the left-hand side - click on **Staff Overview - Medical Data**.

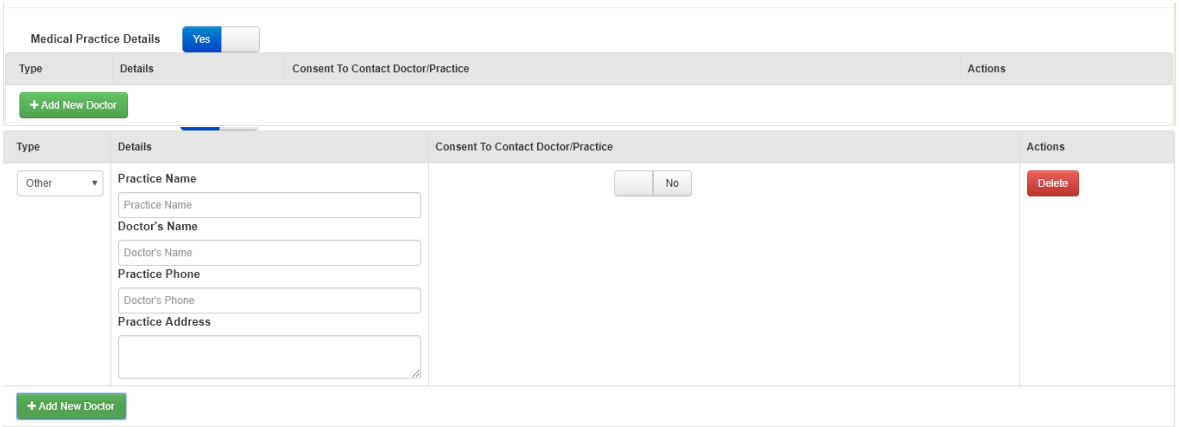


The **Medical** screen displays for the staff member.

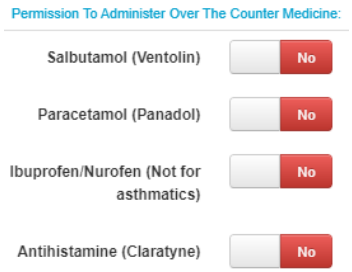


Note: if you selected yes, the screen displays for you to add doctor details.

2. Click on the green **+ Add New Doctor** button to enter details.



Permission to Administer Over the Counter Medicine

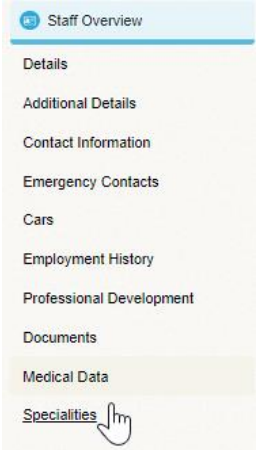


3. Use the toggle buttons to select Yes or No.

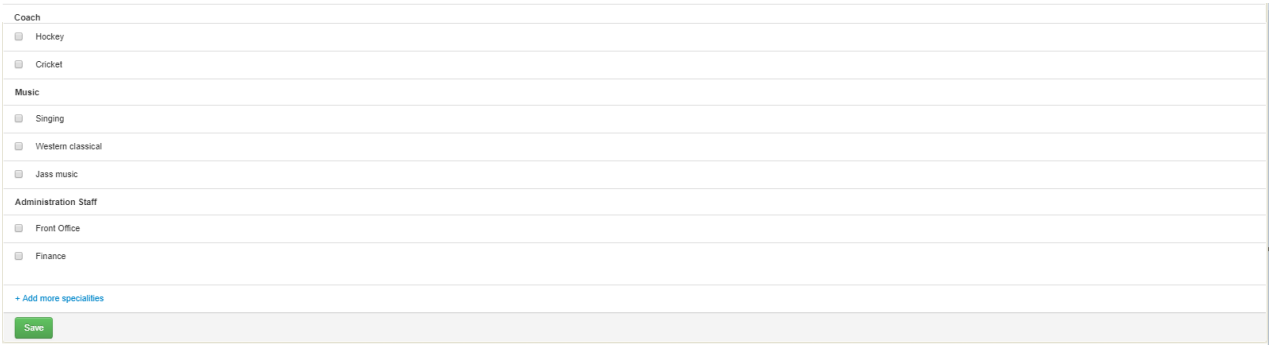
4. Click green **Save** button and the staff members (partial) record has been updated with Medical Data.

Specialities

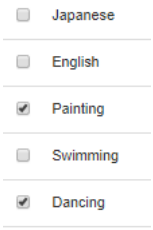
1. From the menu on the left-hand side - click on **Staff Overview - Specialities**.



The **Staff Specialities** screen displays.



2. Select the Specialities for the staff member.



3. If you wish to add more Specialties to staff member, click on the link **Add More Specialities** + Add more specialities at the bottom of the list.

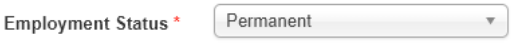
Speciality Name: enter the Speciality Name.

Category: select the **Category** from the drop-down list to group this Speciality.

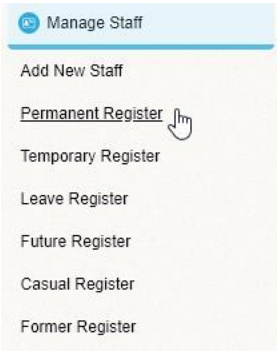
4. Click green **Save** Save button

Permanent Register

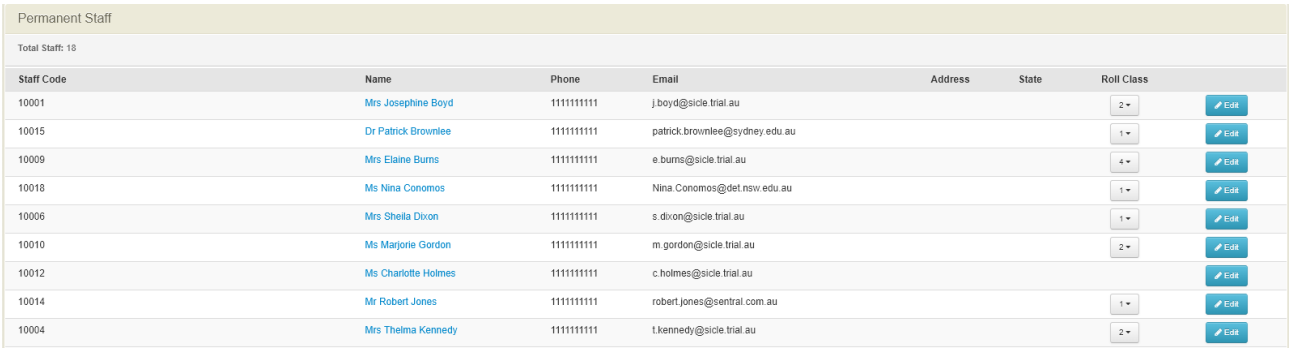
This is where the **Permanent Employees** of your school are listed as they have status linked against their details as **Permanent**.



1. From the menu on the left-hand side - click on **Manage Staff - Permanent Register**.

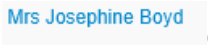


The **Permanent Staff Register** home page displays.



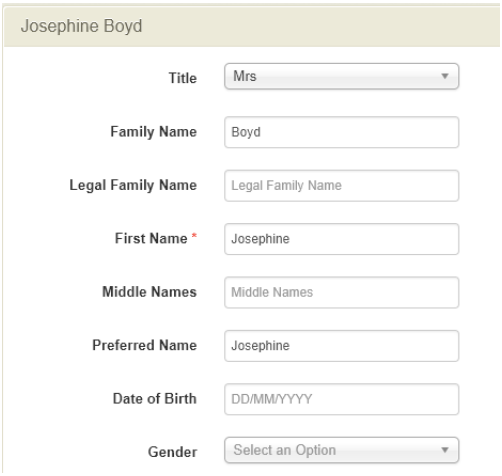
Note: The home page is read only except for the **Edit** buttons and hyperlinked staff names.

2. Click the **Edit**

button aligned with a staff member or click on hyperlink 

on their name in blue.

The **Staff Overview** screen displays.



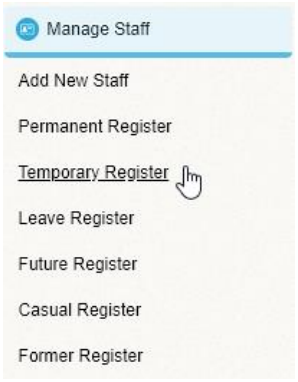
3. Make any changes and click on the green **Save**

button at the bottom of screen.

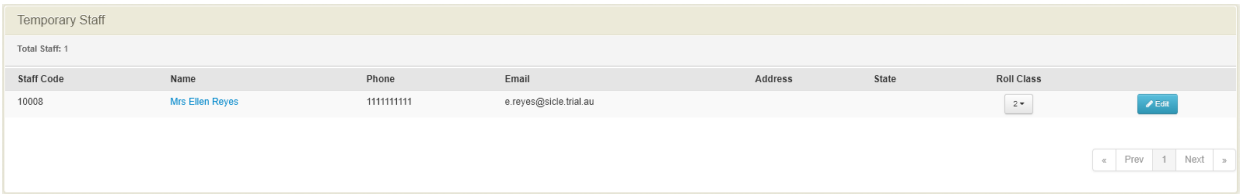
Temporary Register

This is where the **Temporary employees** of your school are listed as their employment statuses linked against their name as Temporary.

1. From the menu on the left-hand side - click on **Manage Staff - Temporary Register**.

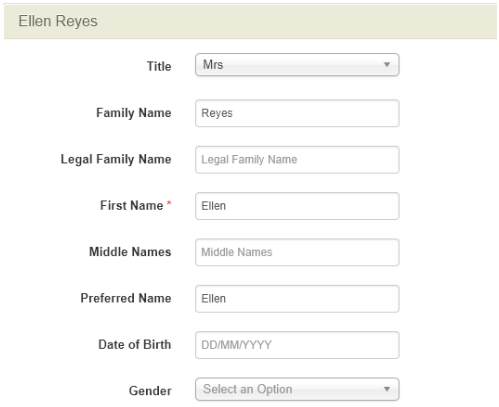


The **Temporary Staff Register** home page displays.



Note: The home page is read only except for the **Edit** buttons and hyperlinked staff names.

2. Click the **Edit** button aligned with a staff member or click on hyperlink on their name in blue.

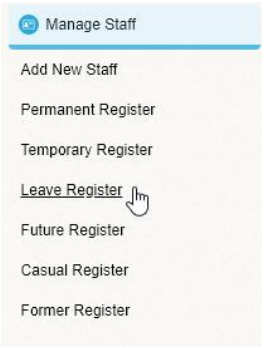


3. Make any changes and click on the green **Save** button at the bottom of screen.

Leave Register

This is where staff who are on leave are listed. They will have either one of these Employment statuses linked against their details.

1. From the menu on the left-hand side - click on **Manage Staff - Leave Register**.

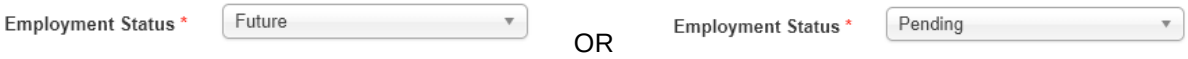


The **Leave Register** home page displays.

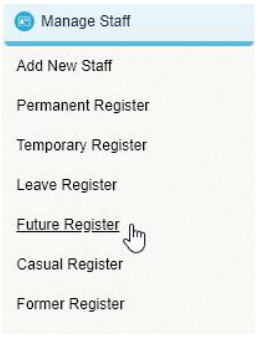
Note: The home page is read only except for the **Edit** buttons and hyperlinked staff names.

Future Register

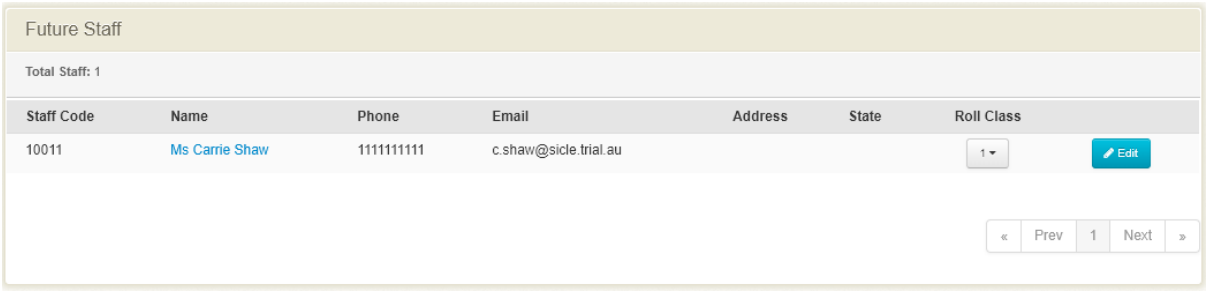
This is where staff who have an Employment Status of either Future or Pending.



1. From the menu on the left-hand side - click on **Manage Staff - Future Register**.



The **Future Register** home page displays.

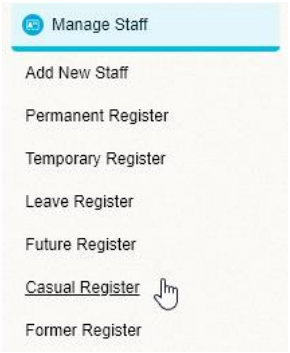


Note: The home page is read only except for the **Edit** buttons and hyperlinked staff names.

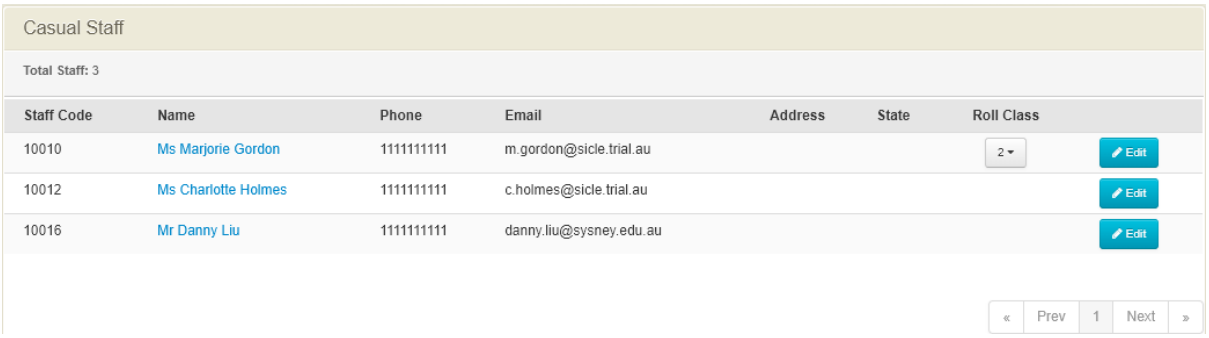
Casual Register

This is where staff who have an Employment Status of Casual.

2. From the menu on the left-hand side - click on **Manage Staff - Casual Register**.



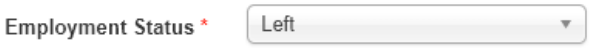
The **Casual Register** home page displays.



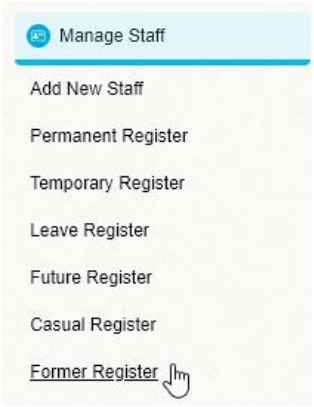
Note: The home page is read only except for the **Edit** buttons and hyperlinked staff names.

Former Register

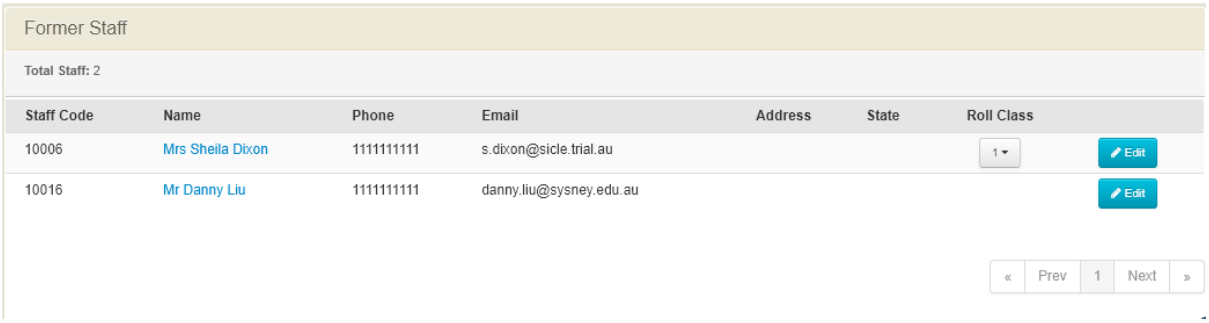
This is where staff who have an Employment Status of Left.



1. From the menu on the left-hand side - click on **Manage Staff - Former Register**.



The **Former Register** home page displays.



Note: The home page is read only except for the **Edit** buttons and hyperlinked staff names.

Enrolments - Manage Classes

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to manage:

- Roll Classes
- Pastoral Care Classes
- Faculties
- Subjects
- Classes

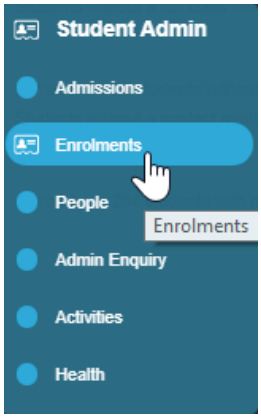
Overview

Staff will learn how to manage classes in the Enrolments module.

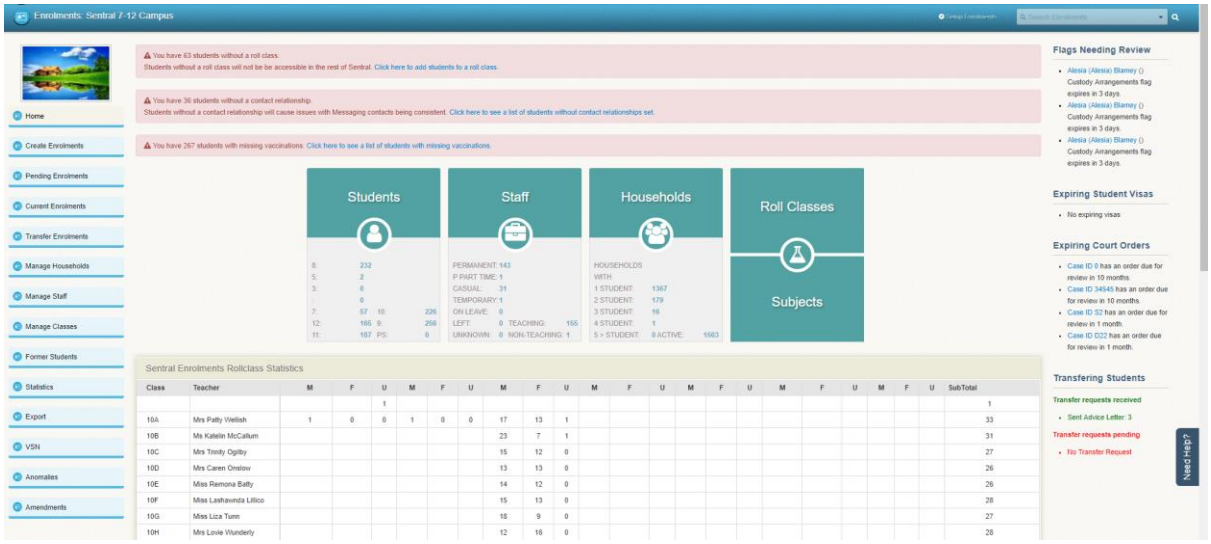
Manage Classes - Roll/Form Classes

The following procedure is to show users how to view, edit and add a roll class.

1. Select the **Sentral** button in the top left corner of the screen, the modules display. Select **Enrolments** under **Student Admin**.

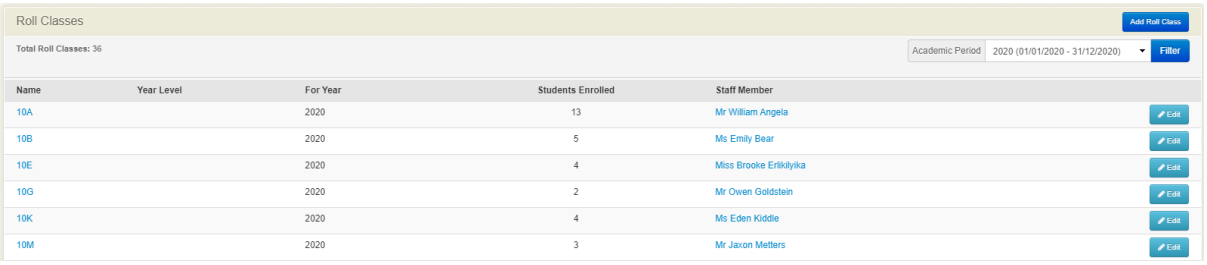


The **Enrolments** home screen displays.



2. From the menu on the left-hand side - click on **Roll/Form Classes** under **Manage Classes.**

The **Roll Classes** screen displays.

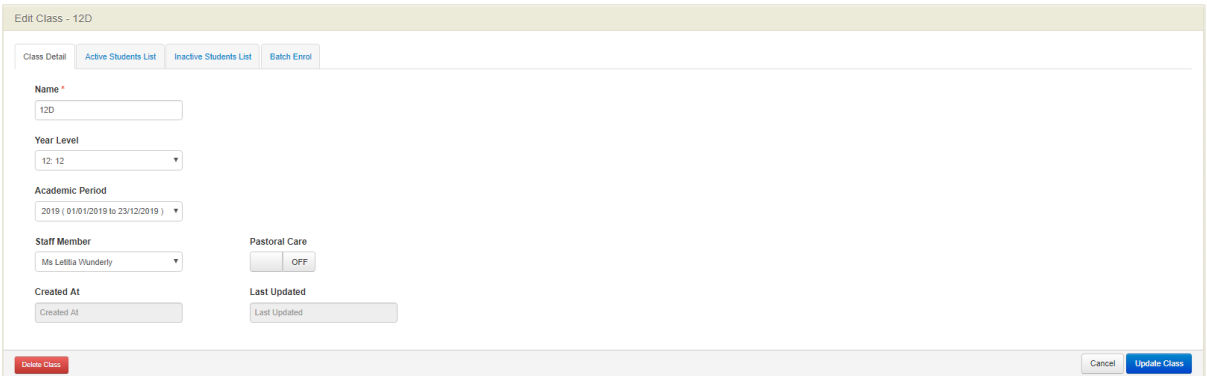


3. To view a Roll Class, you can either click on the blue **Edit**

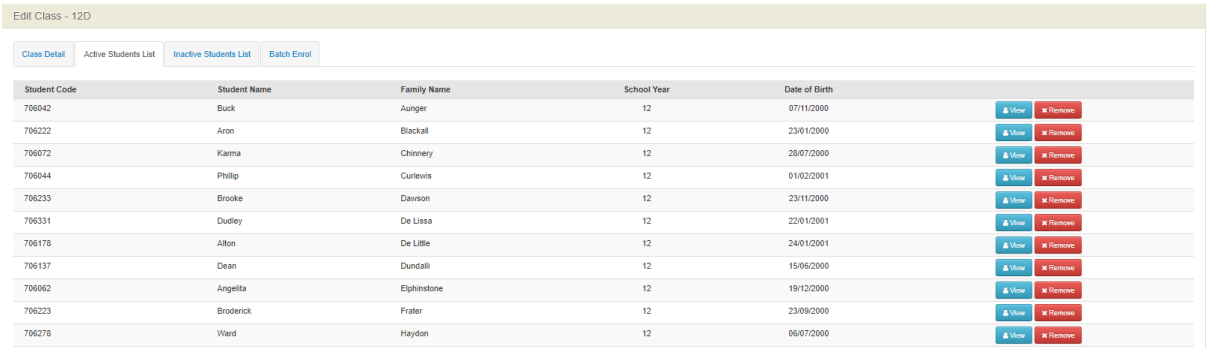
button to the right of the class or click on the **blue hyperlink** on the **Name**

.

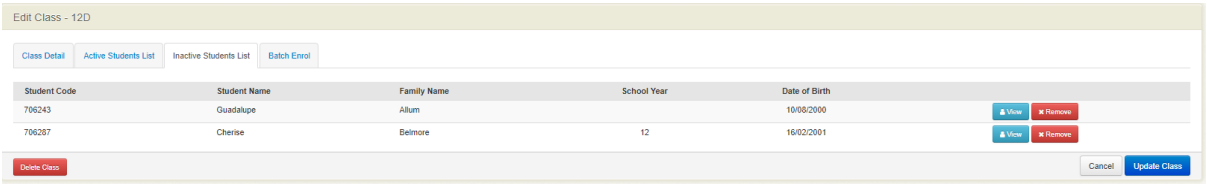
The first tab is the **View Class** details displays.



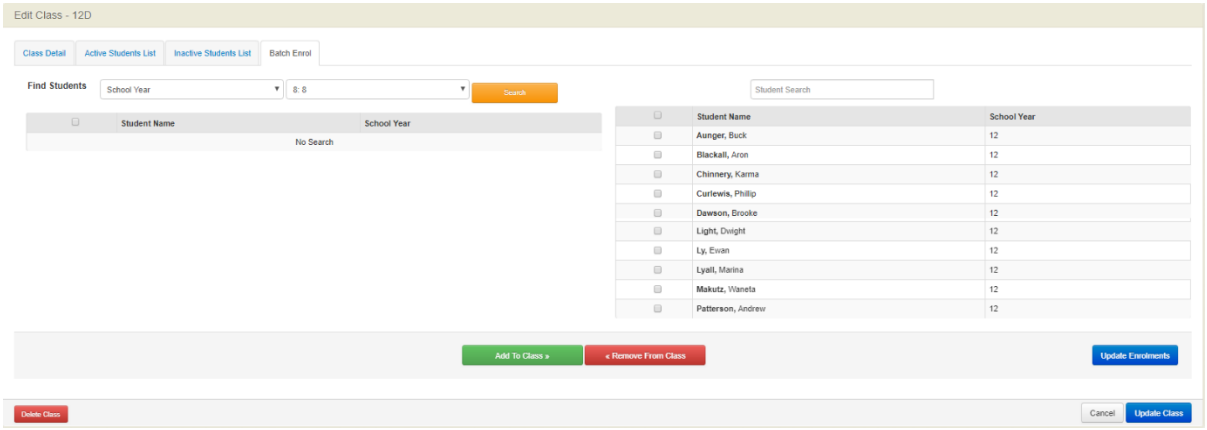
The second Tab is the **Active Student List**.



The third Tab is the **Inactive Student List**.



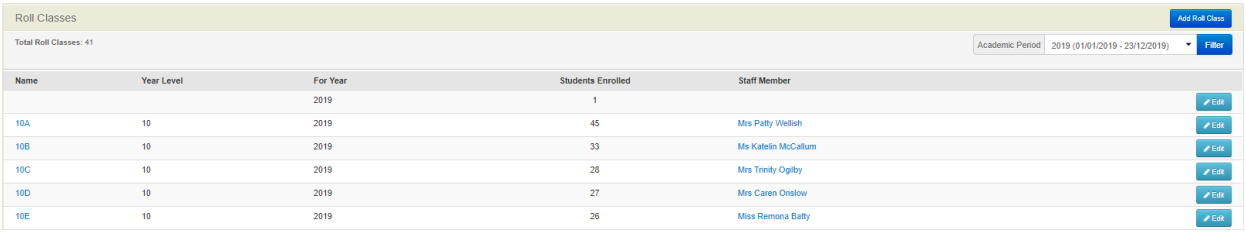
The fourth Tab is for **Batch Enrol**.



Add A Roll Class

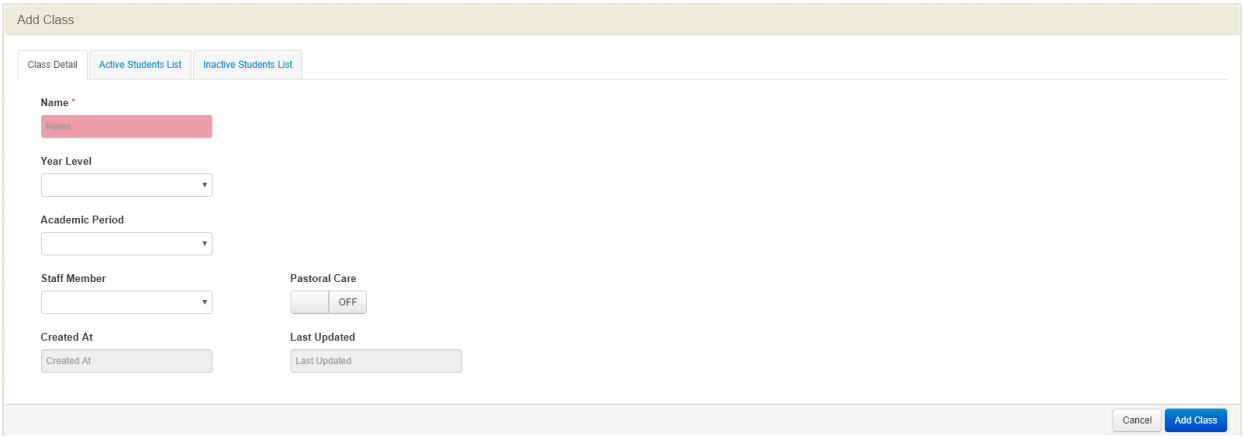
1. From the menu on the left-hand side - click on **Roll/Form Classes** under **Manage Classes.**

The **Roll Classes** screen displays.



2. Click the blue **Add Roll Class** to the right of the screen.

The **Add Class** screen displays.



Note: Created At: system updates this.

Last Updated: system updates this.

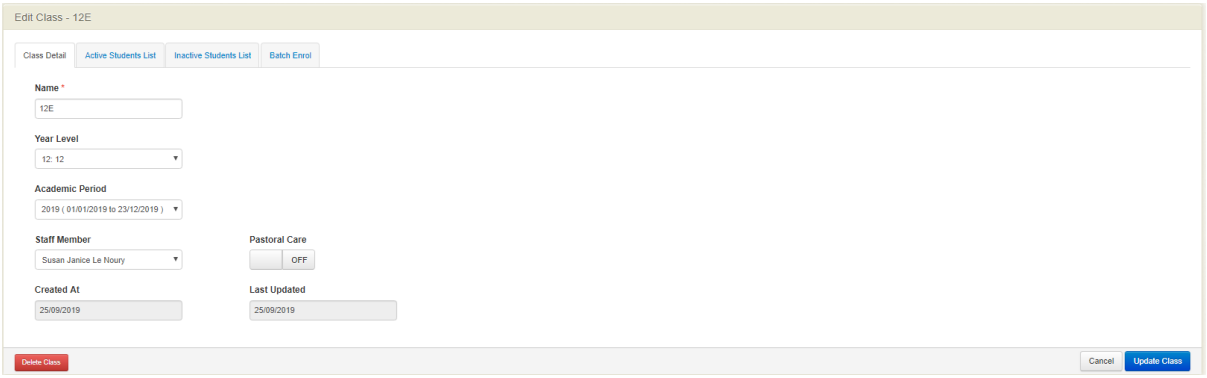
3. Click on the blue **Add Class** button.

4. A message will display in green at the top of the screen stating **Class Added Successfully**.

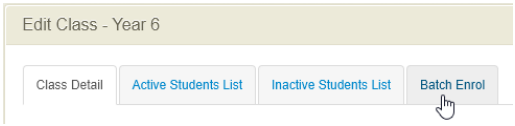
Note: if you click back on the homepage of Roll Classes the class will be listed.

Enrol Students into Roll Class

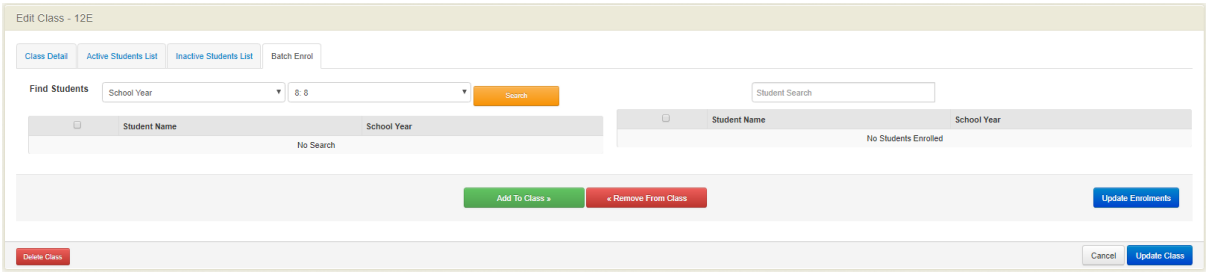
1. From the Roll Class screen, click on the blue **Edit** button to the right of the class or click on the **blue hyperlink** on the **Name** .



2. Select the **Batch Enrol** Tab.



The following screen displays for you to add students to the roll class.

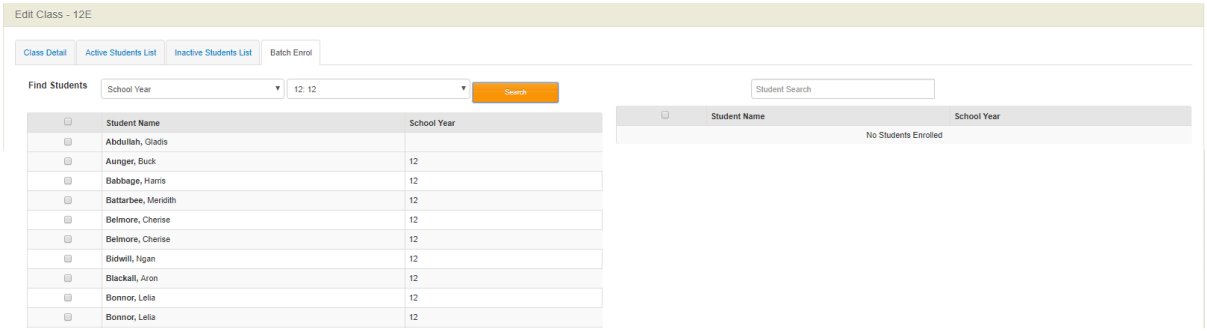


3. Use the **Search Filters**

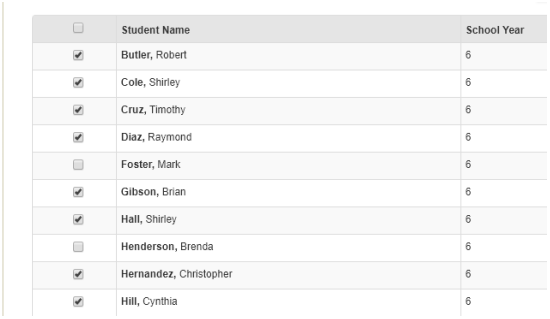
to locate a list of students in the same year and click on the **Search**

button.

The list of students displays on the left side of the screen.



4. Select the students that you need to place in the new roll class by clicking in the check box next to their name.



	Student Name	School Year
☑	**Butler,** Robert	6
☑	**Cole,** Shirley	6
☑	**Cruz,** Timothy	6
☑	**Diaz,** Raymond	6
☐	**Foster,** Mark	6
☑	**Gibson,** Brian	6
☑	**Hall,** Shirley	6
☐	**Henderson,** Brenda	6
☑	**Hernandez,** Christopher	6
☑	**Hill,** Cynthia	6

5. Scroll down to the bottom of the list and click on the green **Add To Class**

button.

Students allocated to the new roll class will now appear on the right-hand side of the screen.

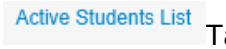
☑	Student Name	School Year
☑	**Hill,** Cynthia	6
☑	**Hernandez,** Christopher	6
☑	**Henderson,** Brenda	6
☑	**Hall,** Shirley	6
☑	**Gibson,** Brian	6
☑	**Foster,** Mark	6
☑	**Cruz,** Timothy	6
☑	**Cole,** Shirley	6
☑	**Butler,** Robert	6

6. Click on the blue **Update Enrolments**

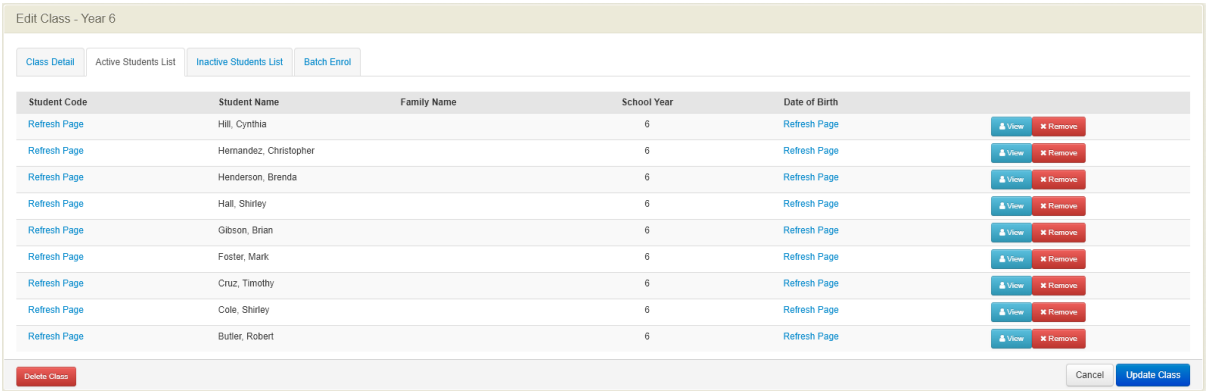
button bottom right of the screen.

Note: If you need to remove students from the list, tick their names and click on the red **Remove From Class**

button.

7. If you click on the **Active Students List** 

Tab you will see a list of students that you have transferred into your new Roll Class.

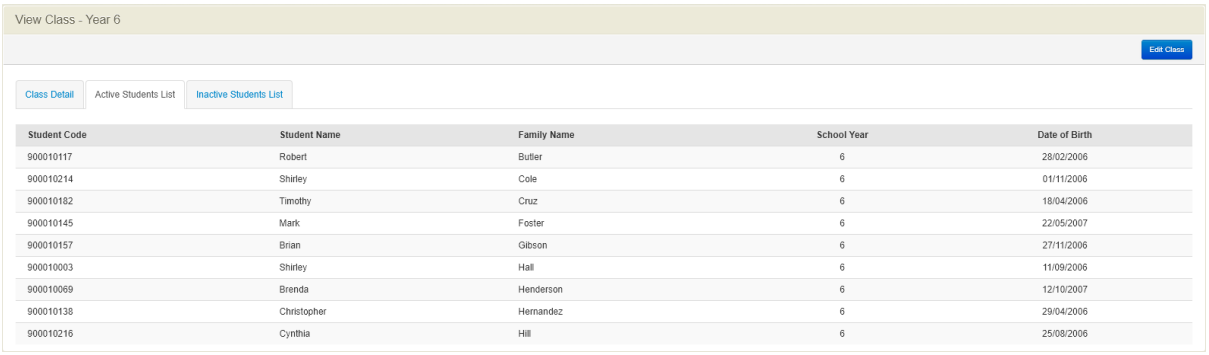


The Student Code and Date of Birth columns state **Refresh Page**.

8. Click on the blue **Update Class**

button bottom right of screen to refresh the screen and bring across these fields.

The screen refreshes and goes from **Edit Class** mode to **View Class** mode.

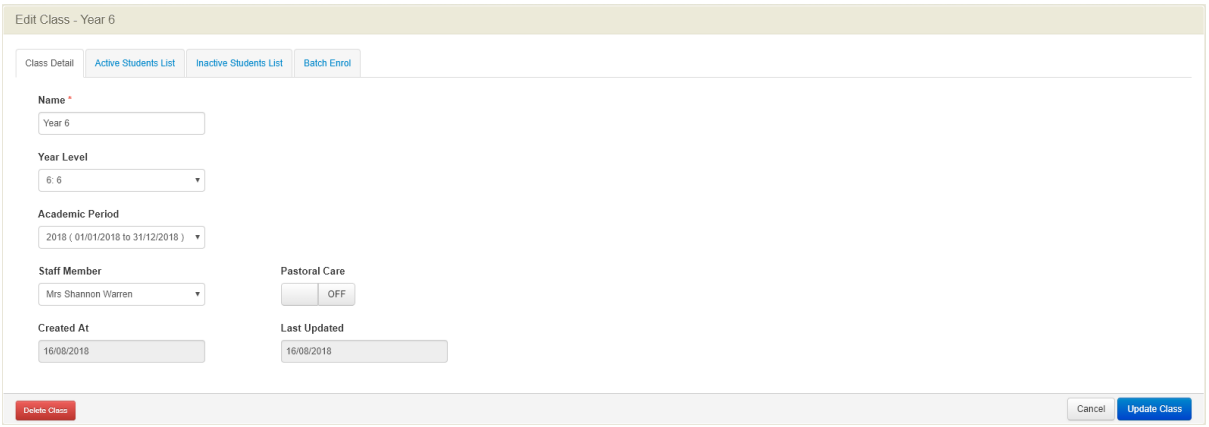


Edit Roll Class

1. From the Roll Class screen, click on the blue **Edit**

button to the right of the class or click on the **blue hyperlink** on the **Name**

.



2. Click on any of the **Tabs** to update any details to make any changes required.

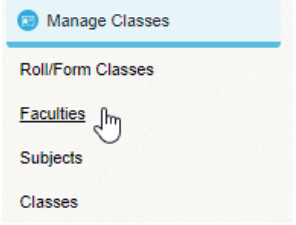
3. Make sure you click on blue **Update Class**

button to save any changes made.

Manage Faculties

Within Faculties you can edit existing faculties, staff attached to each faculty and create New Faculties.

1. From the menu on the left-hand side - click on **Faculties** under **Manage Classes.**

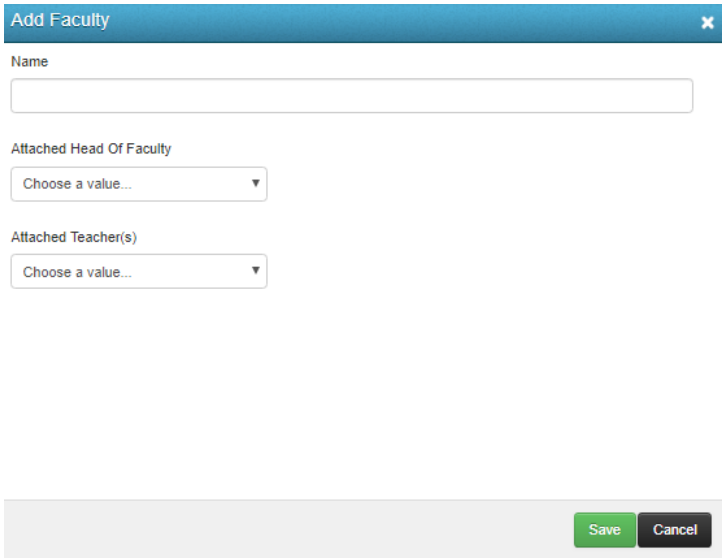


The **Faculties** screen displays.

Add Faculty

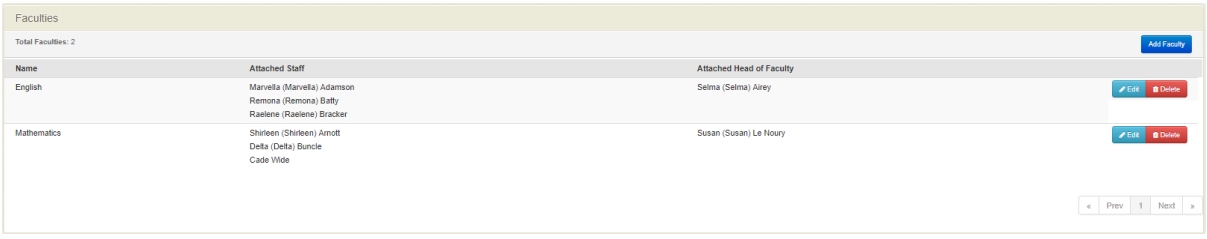
2. To add a faculty, click on the blue **Add Faculty** button

The **Add Faculty** screen displays.



3. Click on the green **Save** button.

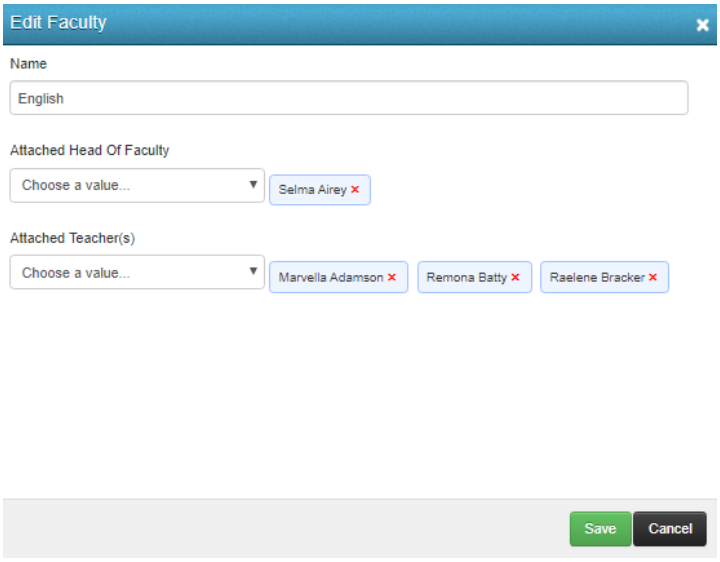
The Faculties screen is updated displaying the new faculty.



Edit Existing Faculty

1. To edit an existing faculty, click on the blue **Edit** button aligned to the **Faculty Name**.

The **Edit Faculty** screen displays.

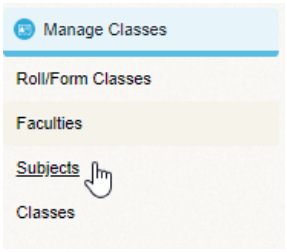


2. Click on the green **Save** button and the Faculties screen is updated.

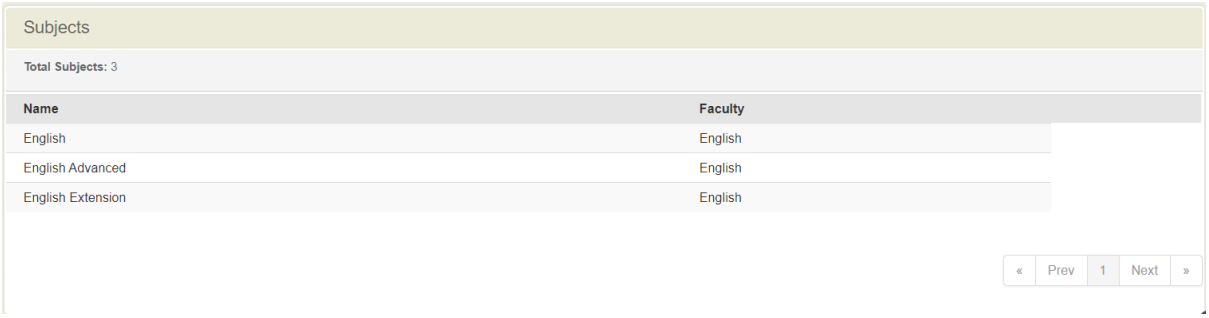
Manage Subjects

Within Subjects you can view subjects.

1. From the menu on the left-hand side - click on **Subjects** under **Manage Classes.**



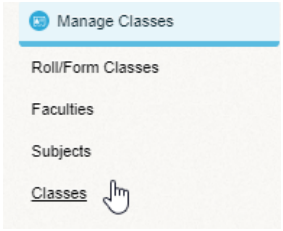
The Subject screen displays.



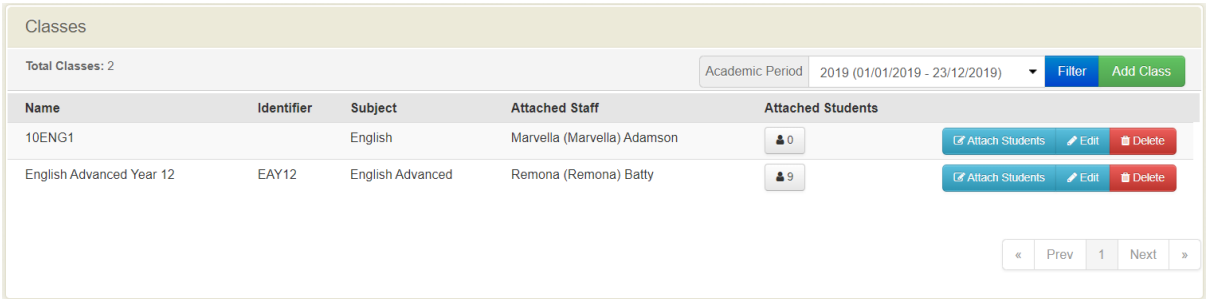
Manage Classes

Within Classes you can create New Classes, attach students and edit existing classes.

1. From the menu on the left-hand side - click on **Classes** under **Manage Classes.**



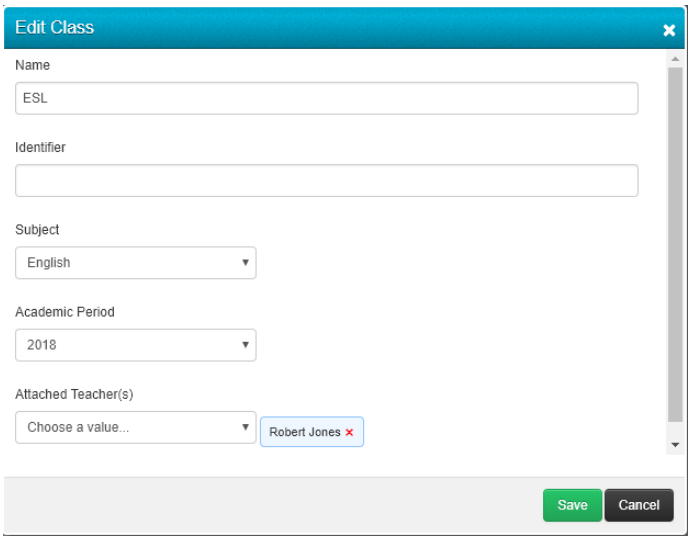
The **Classes** screen displays.



Add Class

2. To add a Class, click on the blue **Add Class** button

The **Add Class** screen displays.

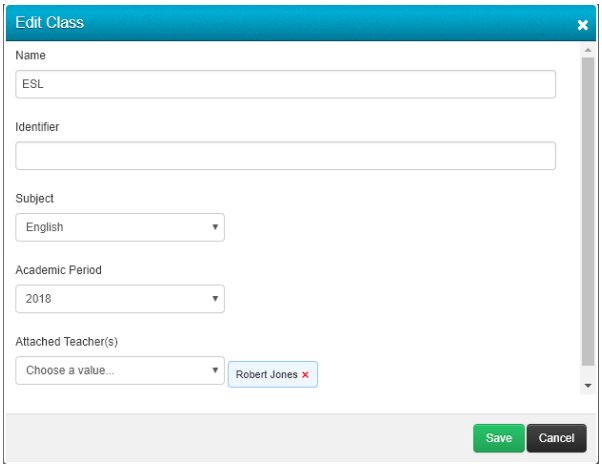


3. Click on the green **Save** button and the Classes screen is updated.

Edit Existing Classes

1. To edit an existing Classes, click on the blue **Edit** button aligned to the **Classes Name**.

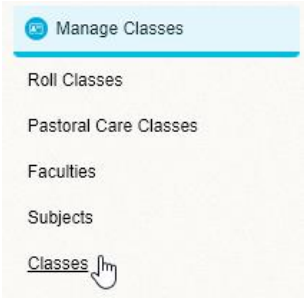
The **Edit Classes** screen displays.



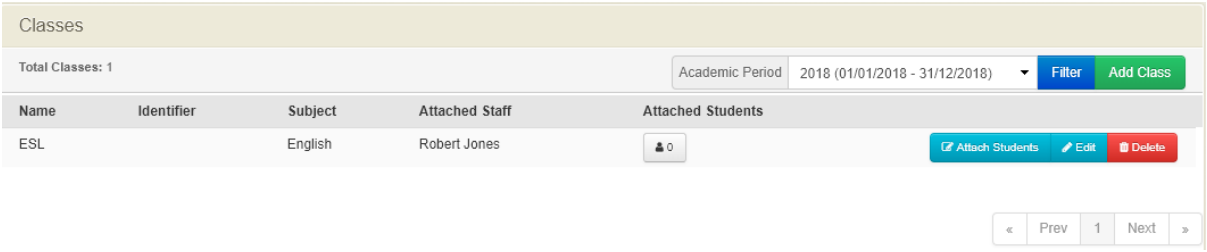
2. Click on the green **Save** button and the Classes screen is updated.

Attach Students to Classes

1. From the menu on the left-hand side - click on **Classes** under **Manage Classes.**

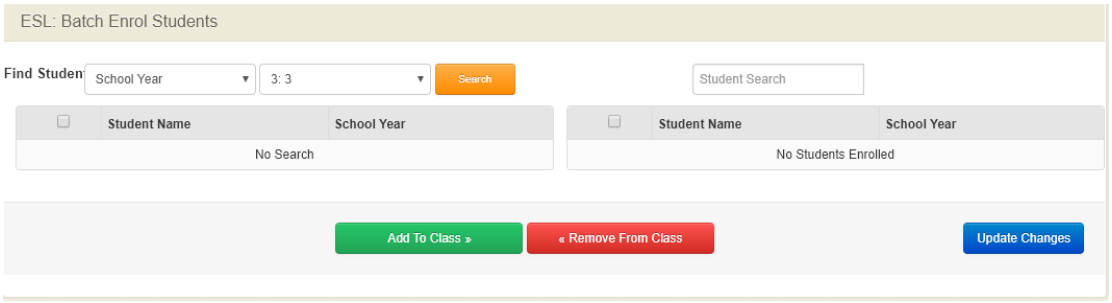


The **Classes** screen displays.

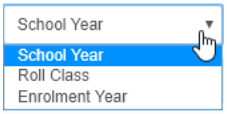


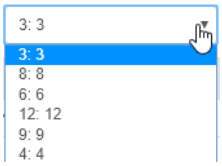
2. To add students to a class, to the right of the Class click on the blue **Attach Students** button.

The **Batch Enrol Students** screen displays.

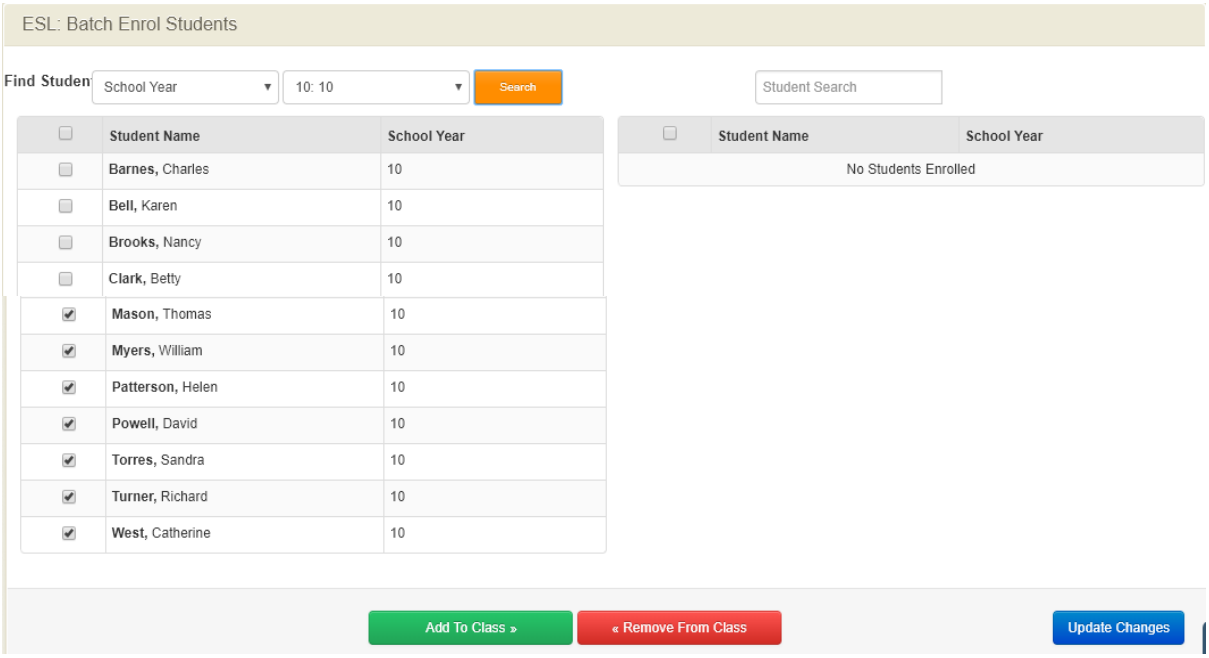


3. Use the **Filters** to bring up a list of students.



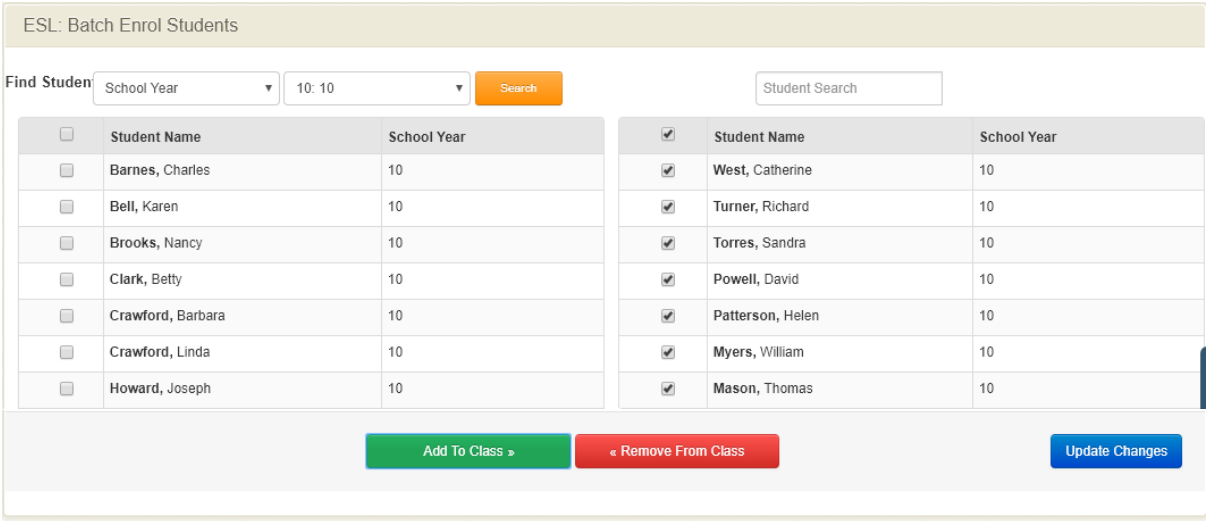


4. Click on the orange **Search** button.



5. Tick the check box in front of the student / student's name and then scroll down and click on the **Add To Class** button.

The names that you have selected will now be attached to the class and will show on the right-hand side of the screen.



6. Click on the **Update Changes** button bottom right corner of screen to update Enrolments.
7. To remove a student from a class, tick the checkbox in front of their name on the right side of the screen and click on the red **Remove From Class** button.
8. Click on the **Update Changes** button bottom right corner of screen to update Enrolments.

Enrolments - Former Students

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to manage:

- Former Students
- Withdrawn Students
- Expelled Students

Overview

Staff will learn how to review former students.

Former Students is an enrolment status - an alternative to a leaving status. When students leave a school at the end of Year 6 and Year 12 their status is changed from Enrolled Active to Former Student.

Having this status allows students to keep in contact with peers, school events, fund raising etc. Their view of the school's Portal and school data is altered automatically.

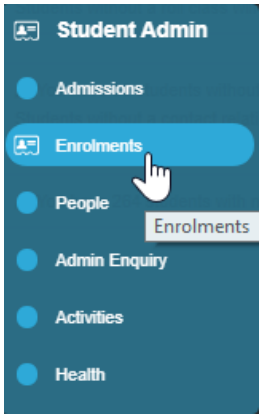
Students who have no active enrolment and no future enrolment should now be displayed as 'Former Student' in more places (e.g the household view).

Students can also opt to be excluded from the 'alumni' group via the portal.

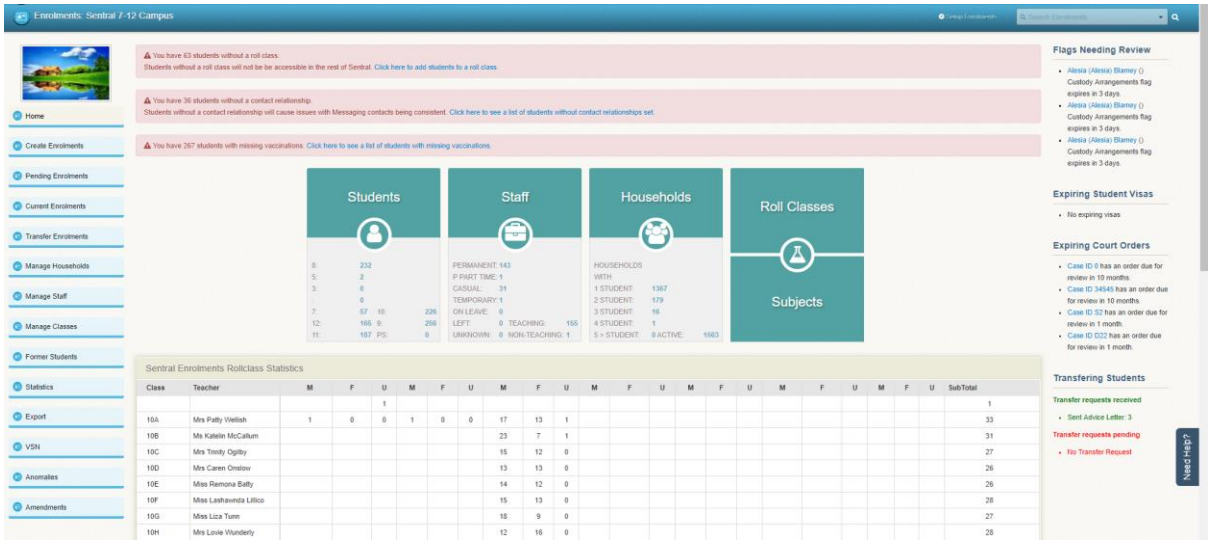
Former Students

The following procedure is to show users how to view, edit and add a roll class.

1. Select the **Sentral** button in the top left corner of the screen, the modules display. Select **Enrolments** under **Student Admin**.

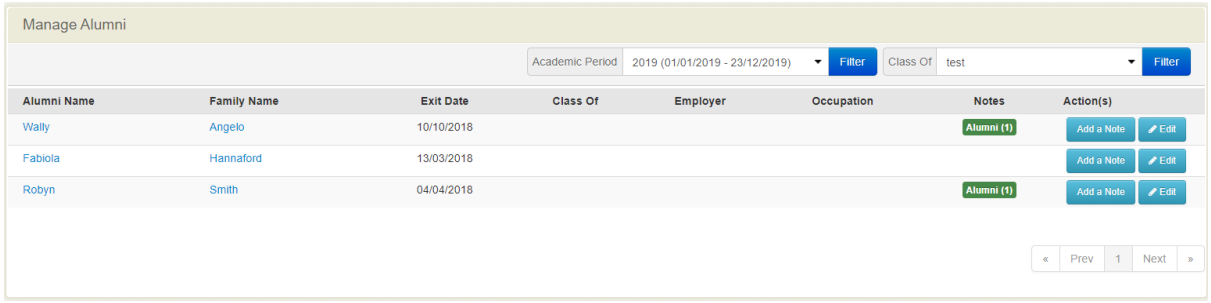


The **Enrolments** home screen displays.



2. From the menu on the left-hand side - click on **Former Students** under **Former Students**

The **Manage Alumni** screen displays.

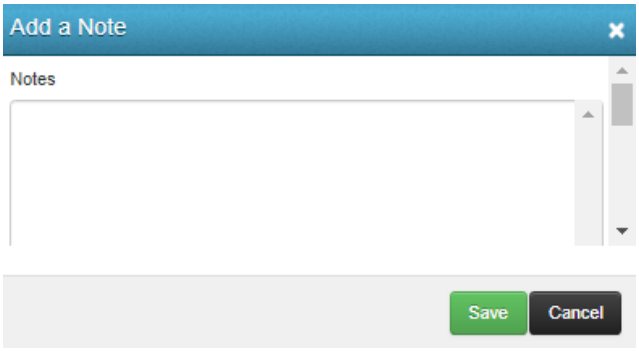


3. Click on a **Student Name** Wally Angelo or the **Edit** Edit button on the Former student list, any the school's enrolment records and contact details for that person will be displayed.

Note: Batch transitions of students from Year 6 and Year 12 will automatically be changed to Alumni.

4. To add a note to an Alumni student, click on the **Add a Note** Add a Note button aligned with their name.

The **Add a Note** pop-up window displays.



Notes: enter any notes.

5. Click on the green **Save** button.

Note: Expelled and **Withdrawn Former Students** are Registers showing the students in each of these categories.

Statistics

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to view Student Statistics and School Census data.

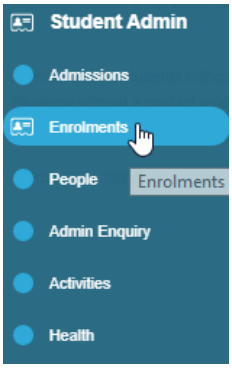
Overview

Staff will learn how to export data in the Enrolments module.

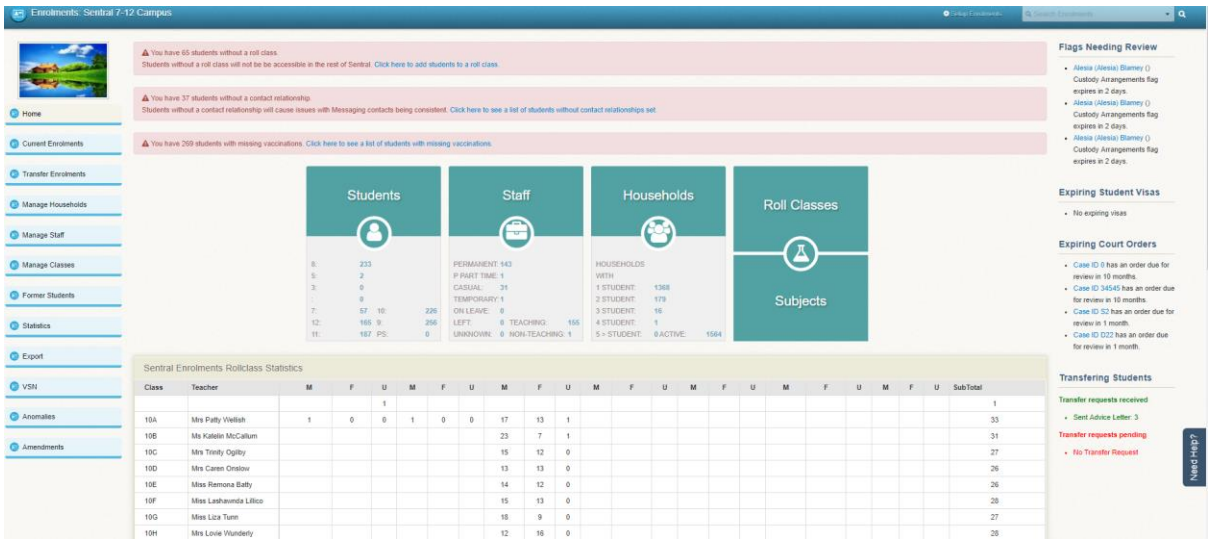
Statistics

The following procedure is to show users how to view Statistics data.

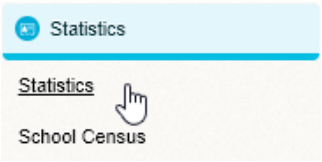
1. Select the **Sentral** button in the top left corner of the screen, the modules display. Select **Enrolments** under **Student Admin**.



The **Enrolments** home screen displays.

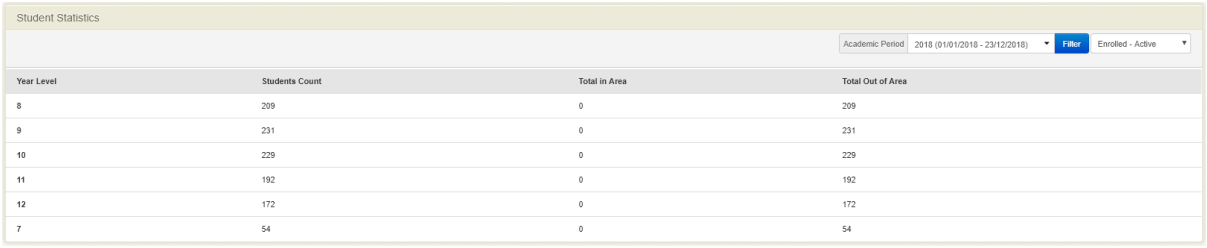


2. From the menu on the left-hand side - click on **Statistics** under **Statistics.**



The Student Statistics home screen displays showing four columns of data:

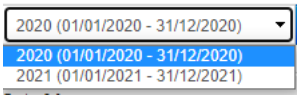
- Year Level
- Students Count
- Total in Area
- Total Out of Area



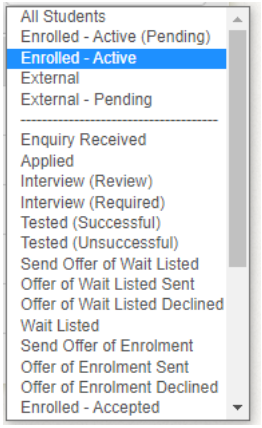
Year Level	Students Count	Total in Area	Total Out of Area
8	209	0	209
9	231	0	231
10	229	0	229
11	192	0	192
12	172	0	172
7	54	0	54

At the top right, there are two fields that you can use to manipulate the data that is displayed on the screen.

3. The first is the **Academic Period**. Change the date range via the drop-down and click on the **Filter** button. The information displayed will change accordingly.



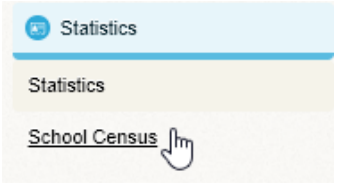
4. The second is **the Enrolment Status**. Select an item from the drop-down and the screen will automatically refresh and update. (There is no need to click the filter button).



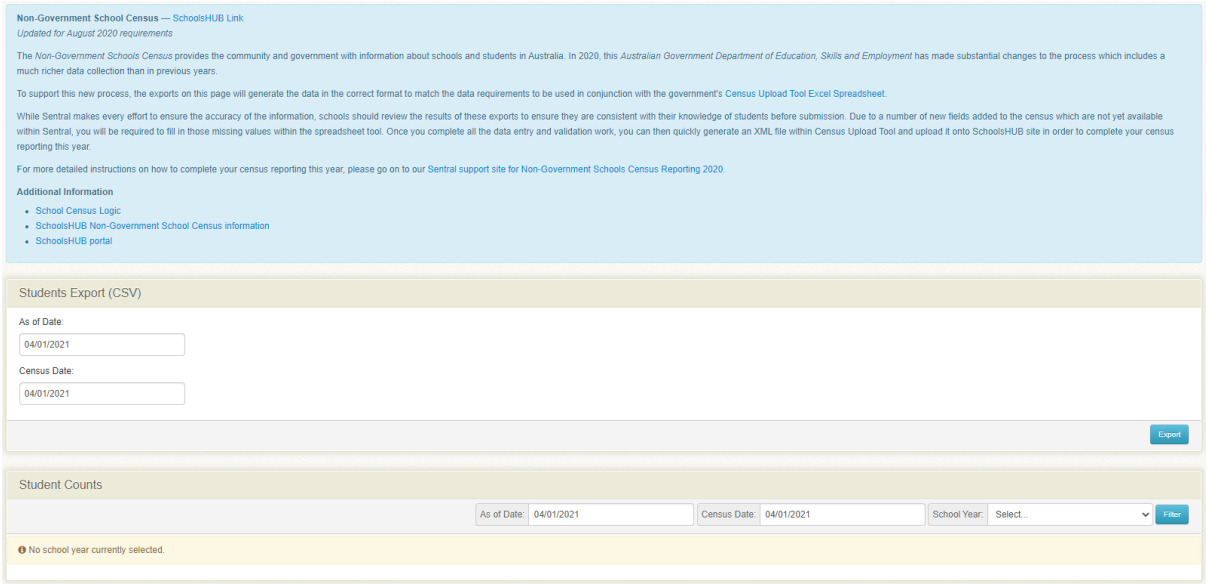
School Census

The following procedure is to show users how to view School Census data.

1. From the menu on the left-hand side - click on **School Census** under **Statistics.**



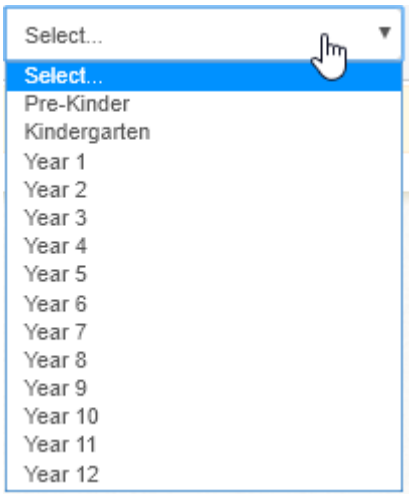
The **School Census** screen displays for you to filter the results you require to display. The screen will be empty until you filter the data.



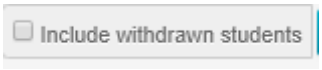
2. First select the **As of Date** that you require the data to be starting from. (e.g. Will the count the students ages from today, last week, last month, 6 weeks ago, 5 months ago, 2 years ago etc?).

3. Next select the **Census Date** that the government provided online according to: https://ssphelp.education.gov.au/census.

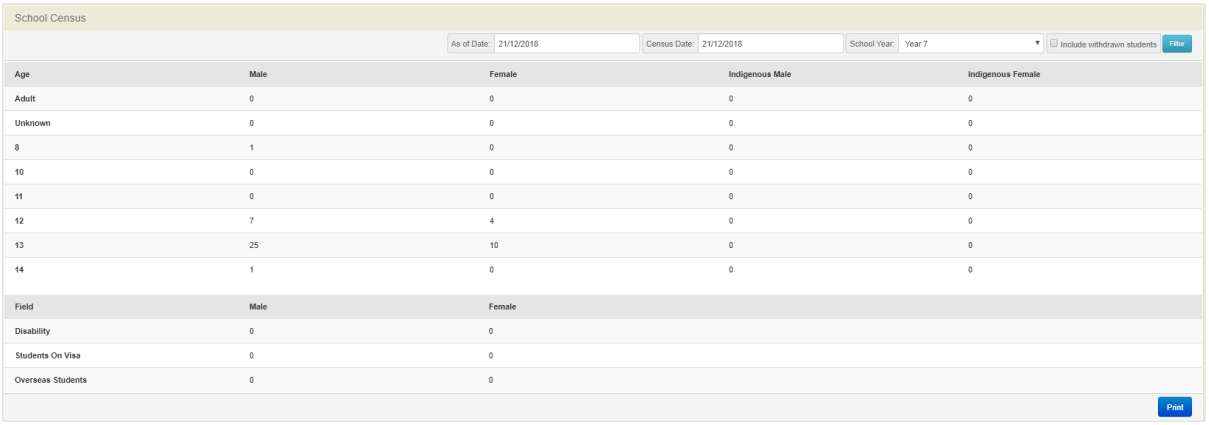
4. Select the School Year that you require the statistics.



5. Select if you would like to include **Withdrawn Students**.



6. Click on the Filter button. The information displayed will change accordingly. Screen refreshes to a new table, showing all sorts of statistics about the school's students and ages.



7. Click on the blueprint button to generate a record.

Export

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to export many kinds of data reports into MS Excel spreadsheet as legally required within your States education body.

Data that can be exported is:

- Student and Family Data
- Timetable Data
- Student Records (SES)
- Student Records (NAPLAN)
- Students List
- Student Medical Export
- Adhoc Exports
- Attrition Export
- BOSTES Export (Board of Studies Teaching and Educational Standards)
- NSSAB Export (Non-State Schools Accreditation Board)
- ACARA Export (Australian Curriculum, Assessment and Reporting Authority)
- Rollover reports
- Address Data Collection
- Parent Education & Occupation
- Student Consents

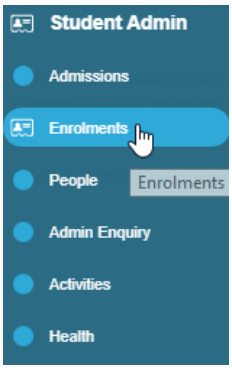
Overview

Staff will learn how to export data in the Enrolments module. Within all the exports, Sentral will generate an export file of the data.

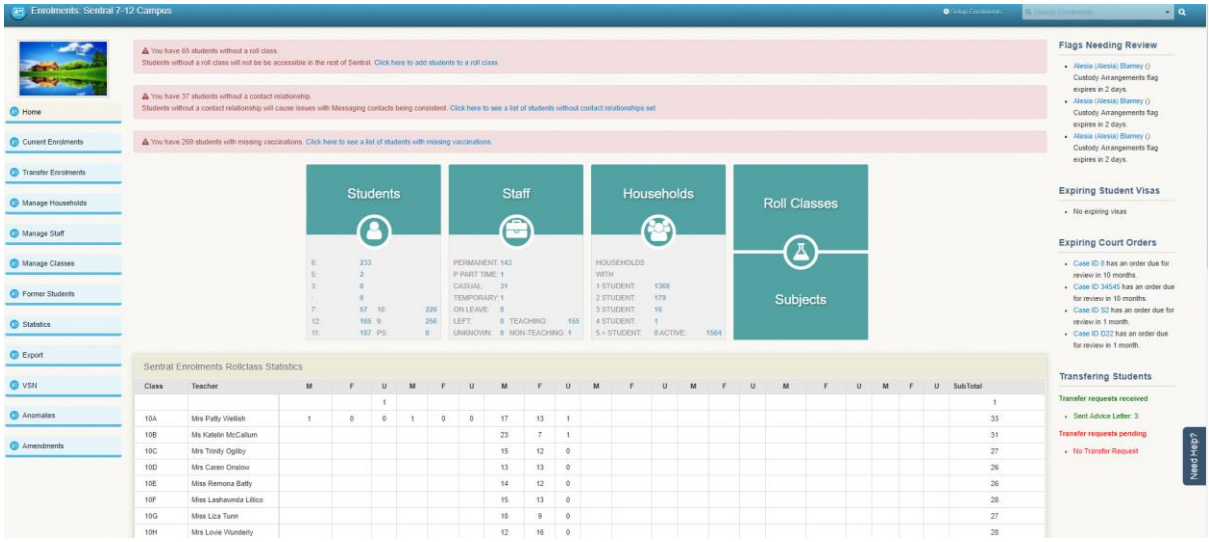
Export - Student and Family Data

The following procedure is to show users how to export student and family data.

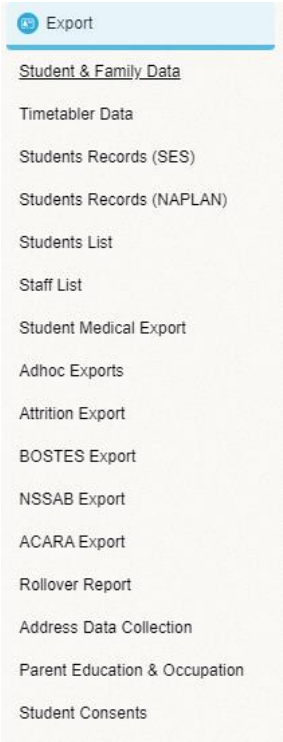
1. Select the **Sentral** button in the top left corner of the screen, the modules display. Select **Enrolments** under **Student Admin**.



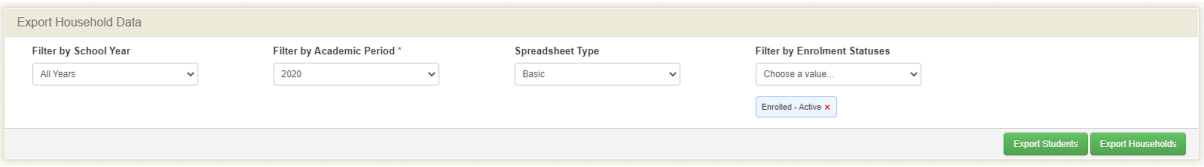
The **Enrolments** home screen displays.



2. From the menu on the left-hand side - click on **Student & Family Data** under **Export.**



The **Export Household Data** screen displays. Use Filters to display information required.



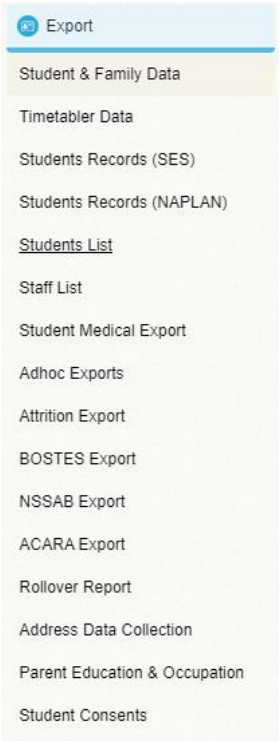
3. Select the data to export from the drop-down fields.
4. Click on either **Export Students** or **Export the Households** button.

The files will be created as an **.xls**.

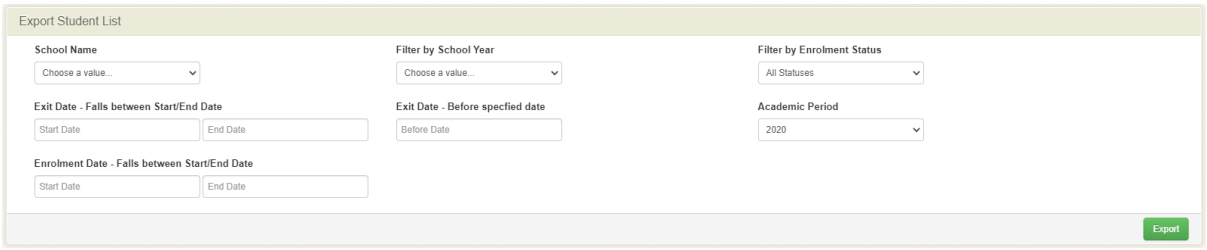
Students List

Student List enables users to create student lists that can be saved with details for the student.

1. From the menu on the left-hand side - click on **Student List** under **Export.**



The **Export Student List** screen displays.



2. Use the Filters (drop-down lists), individually or combined to create the Students List export you require.

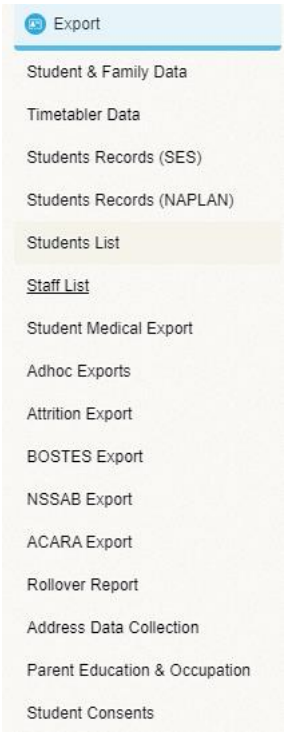
3. Click on the green **Export** button.

A report will be generated and create the file.

Staff List

Staff List enables users to create staff lists that can be saved with details for the staff.

1. From the menu on the left-hand side - click on **Staff List** under **Export.**



The **Staff Data** screen displays.

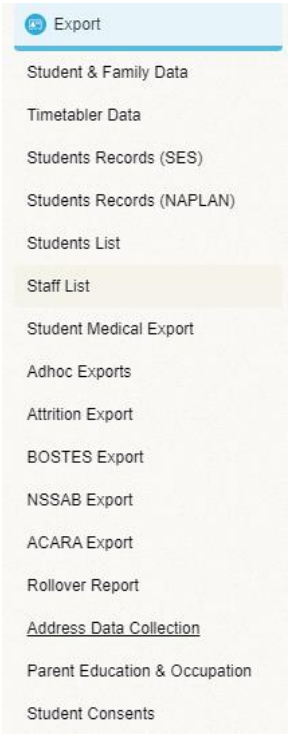
2. Click on the green **Export** button.

A report will be generated and create the file.

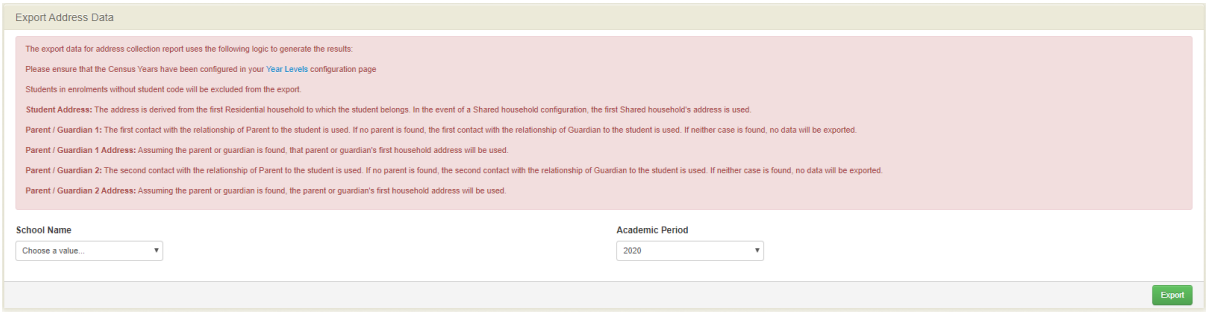
Address Data Collection

The annual collection of student residential addresses can be exported to help schools obtain their address data from Enrolments which can be populated into a Excel document that SchoolsHUB is providing for the address collection.

3. From the menu on the left-hand side - click on **Address Data Collection** under **Export.**



The **Export Address Data** screen displays.



4. The export screen will point users to settings that will need to be reviewed to ensure you have correct data as it will be used in export calculations.

The screen outlines how the data is being generated to export.

5. Click on the green **Export** button.

The export from Sentral will contain the students' address data as well as parent or guardian details and their address details.

	A	B	C	D	E	F	G	H	I
1	Student Record Number	Type	Education Level	Address Line 1	Address Line 2	Suburb / City	State or Territory	Postcode	Parent/Guardian 1 First Name
2	11223344	D	Primary	578 Ranger Street			NSW	1234	Eagle
3	11223345	D	Primary	1-37 Archery Rd		BOW	SA	1234	Hornet
4	11223346	D	Primary	34 Archer Street			NSW	1234	Sharp

Sample Address Export from Sentral

Data from this export will need to be validated by the school first before copying and pasting the data into the Excel document provided by SchoolsHUB.

	Student								Parent or Guardian 1									
	Student Record Number (SRN)	Type (D or B)	Education Level	Address Line 1	Address Line 2 (optional)	Suburb / City	State or territory	Postcode	First name	Last name	Preferred name (optional)	Same as student address? (Y or N)	Address Line 1	Address Line 2 (optional)	Suburb / City	State or territory	Postcode	Are you reporting parent 2? (Y, N or U)

SchoolsHUB Excel Document – Validated data can be copied into this spreadsheet provided by SchoolsHUB

Note: The SchoolsHUB Excel document contains a section which Sentral does not provide data for as that data is sourced from the school themselves.

	A	B	C	D	E	F	G	H	I
	Generate XML	Import Xml	V 2.5						
	Location Information		Primary Contact - this is the person who should be contacted for all issues related to the data for the Location					Getting Started	
	Name (only used for display purposes)	Location AGEID	First name	Last name	Position (optional)	Phone number	Email address	Are you reporting any boarding	What is the education level of this location?

SchoolsHUB Excel Document – Column A to Column I data needs to be filled out by the school

Where can I find additional information about the address collection?

Please access the SchoolsHUB website:

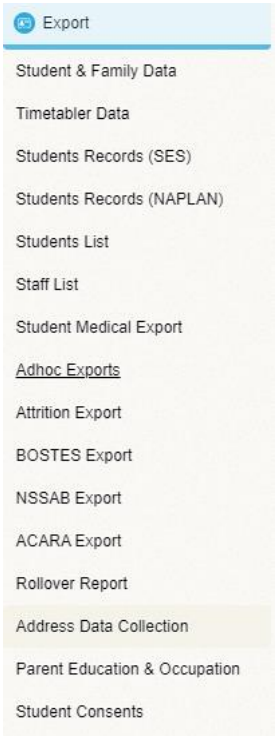
https://schools.education.gov.au/SchoolsHub/articlehelp/?subjectid=c8ab9cba-04fc-e811-9158-02720401ef44

It contains information that the school will need to regards to how to populate the ShoolsHUB Excel document and how to submit the data.

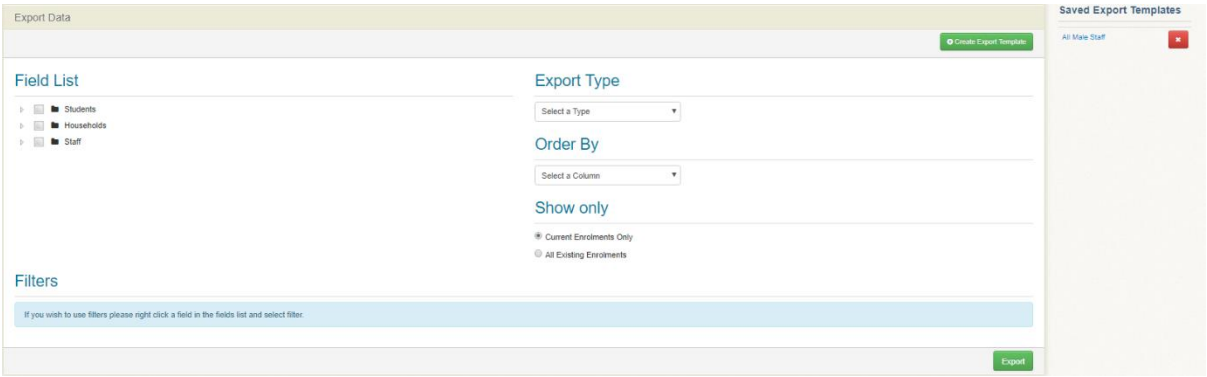
Adhoc Exports

Adhoc Reports enables users to create school enrolment reports that can be saved, given global access and viewed through **Enquiry** for all Staff.

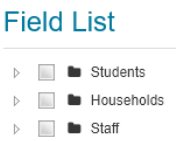
1. From the menu on the left-hand side - click on **Adhoc Exports** under **Export.**



The **Export Data** screen displays.



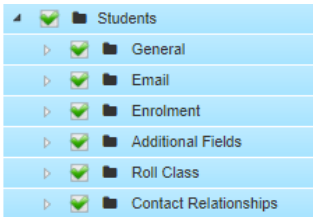
2. **Field List** contains three main search areas: **Students, Households** and **Staff**.



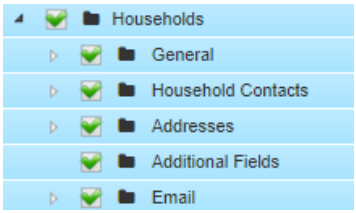
Note: Under each of these areas is a list of search fields.

3. To open click on the triangle in front of the checkbox ( ). If you tick the checkbox in front of the main **Field Lists** all the search fields will be ticked.

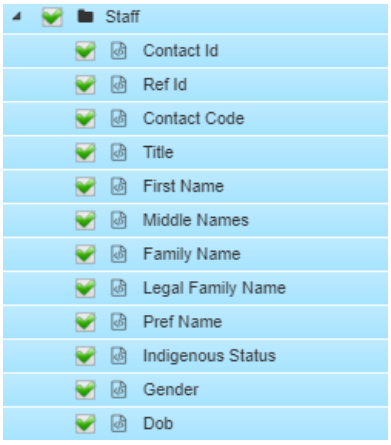
Students



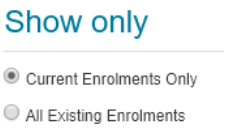
Households



Staff

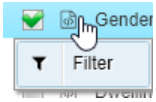


4. To choose the search parameters, select a **Field List** using the triangle and then click the checkboxes that you wish the search based on.
5. **Show Only**: select which enrolments to report on:

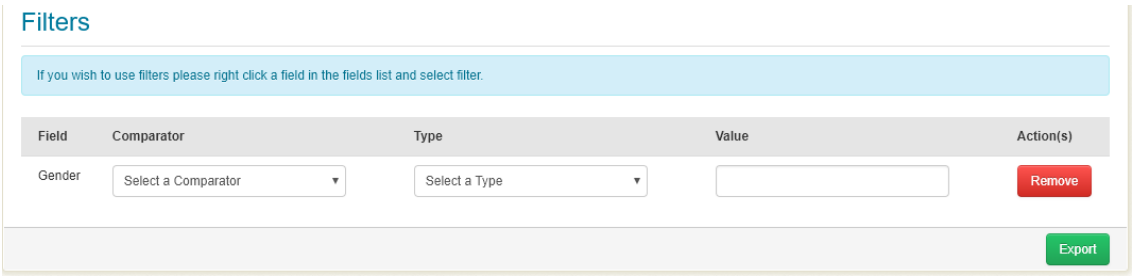


Create a Filter

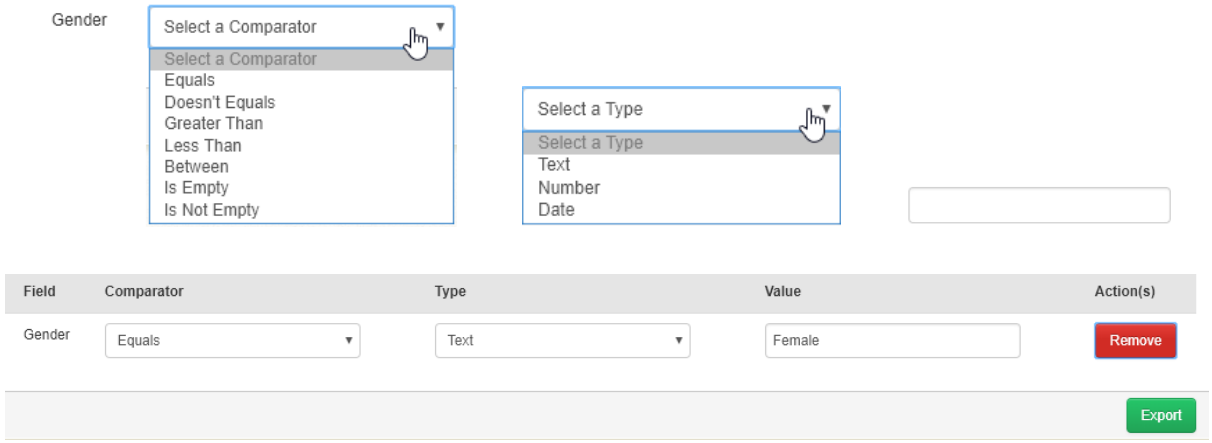
1. To create a **Filter**, **right click** on the name of the category - in this case **Gender**.



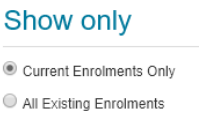
A **Filter box** will appear when you scroll down the screen to the Filter area.



2. Select the **Comparators** and **Data Types** from the drop-down lists and enter the **Value** in the text box provided.



Show Only: select which enrolments to report on:



3. Scroll down to the bottom of screen and click on the green **Export** button.

A report will be generated and create the file.

Ammendents

Parent can make amendments to family details via their portal account.

The administrator of enrolments can then view any pending amendments and approve or reject them. Schools need to consider how they manage updating of family details as part of school policy.

Glossary of Terms

Sentral software contains many drop down lists and areas to add detail relevant to data entry for admissions/enrolments. 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
ACARA id	Australian Curriculum Assessment and Reporting Authority	text field
Address Comment	Additional address detail	Text Field

Address End Date	Address End Date if changed	calendar entry
Address Start Date	Address Start Date if changed	calendar entry
AITSL Teacher Accreditation Level Attained	Australian Institute for Teaching & School Leadership	select from drop down
Ambulance Cover Provider	Name of Ambulance Cover Provider	text field
Anticipated Completion Date	Completion date for Staff Course	calendar entry
Antihistamine (Claratyne)	Antihistamine (Claratyne)	Yes or No
Attached Head Of Faculty	Faculty Head	select from drop down
Attached Teacher(s)	Faculty Teachers	select from drop down
Attends Religious Classes	Attends Religious Classes	Yes or No
Authorised to Pickup	Who is authorised to pick up	Yes or No
Authority For Address Change	Who authorised address change	Text Field
Authority for Name Change	Who authorised name change	text field
Barcode	Barcode numbers	text field
Billing Address	Physical address for billing	text field
Birth Certificate Sighted	Birth certificate sighted	Yes or No
Board of Studies Number	Student's Board of Studies Number	text field
Car Information	Information on staff car	text field
Case id	Case id number for court order	text field

Child Protection Policy Date Signed	Staff completion of Child Protection Policy	calendar entry
City	City based in Australia	text field
Code Of Conduct Date Signed	Staff completion of Code of Conduct	calendar entry
Colour	The colour of the car	text field
Consent to Contact Doctor/Practice	Has given consent to contact doctor/practice	Yes or No
Contract Commencement Date	Commencement date of staff job/contract	calendar entry
Contract Expiry Date	End date of staff job/contract	calendar entry
Cost	Staff professional Learning Cost	text field
Country	Country selection	select from drop down
Country of Birth	Country of Birth selection	select from drop down
Country of Citizenship	Country of Citizenship	select from drop down
Course Name	Professional Learning Log for Staff	text field
Court order Type	Court orders are issued in many different types of legal proceedings, for many different reasons.	select from drop down
CPFS Case Manager	Child Protection & Family Services Case Manager	text field
CPFS Contact Number	Child Protection & Family Services Contact Number	text field
CPFS District	Child Protection & Family Services District	text field
Date Achieved	Qualification date achieved	calendar entry
Date of Birth	Date of Birth	calendar entry
Date of Death	Date of Death	calendar entry

Date of last tetanus injection	Date of last tetanus injection	calendar entry
Date of Name Change	Date of Name Change	calendar entry
Date Sighted	Situation date of certificate/document	calendar entry
Day To Day Care	Who has day to day care of student	Yes or No
Doctor's Name	Name of practitioner	Text field
EAL Stage	English as additional Language Stage	text field
Eligible Discount	Is student eligible for discount	Yes or No
Email Address	Email address	text field
Emergency Contact Name	Name of Emergency Contact	text field
Emergency Phone	Phone Number of Emergency Contact	text field
Emergency Relationship	Type of relationship to the student/staff	text field
Employer	Type the employer name for the contact if applicable	Text Field
Employment Classification	Staff type	select from drop down
Employment Status	Staff employment status	select from drop down
Employment Type	Employment type e.g. permanent	select from drop down
End Date	End Date	calendar entry
Enrolment Status	Enrolment status of student	select from drop down
Ethnic Group	Ethnic groups	select from drop down
Exit Date	Student Departure	calendar entry
Exit Status	reason for exit	select from drop down

Expected Graduation Date	Expected Graduation Date	calendar entry
Expelled or Suspended	Has student been expelled/suspended	Yes or No
Export Type	Export of data visa report	select from drop down
Family Name	Surname	text field
First Aid Expiry Date	Staff completion of First Aid Policy	calendar entry
First Name	First name	text field
Focus	Staff professional Learning Focus	text field
From	Qualification Organisation name	text field
Full fee	Tuition fee	Yes or No
Funded By School	Staff professional Learning	Yes or No
Gender	Gender of contact	select from drop down
Has Abstudy	Aboriginal or Torres Strait Islander approved study	Yes or No
Has assistance for Isolated students	Has assistance for Isolated students	Yes or No
Has Disability	Has Disability	Yes or No
Has Local Enrolment Entitlement	Has Local Enrolment Entitlement	Yes or No
Has Medical Condition	Has Medical Condition	Yes or No
Has Secondary Assistance	Has Secondary Assistance	Yes or No
Has Youth Allowance	Has Youth Allowance	Yes or No
Home Education Movement Reason	Home Education Movement Reason	text field

House or Property Name	House or Property Name	text field
Household Code	Unique household code	Sentral generated
Ibuprofen/Nurofen (Not for asthmatics)	Ibuprofen/Nurofen (Not for asthmatics)	Yes or No
ICT Policy Date Signed	Staff completion of ICT Policy	calendar entry
Identifier	Class Code	text field
If Other, Please Specify	Specify other relationship type not listed	text field
Include for NAPLAN background	Include for NAPLAN background	Yes or No
Indigenous	Indigenous	Yes or No
Insurer	The insurer of the car e.g. NRMA	text field
International Fee paying	International Fee paying	Yes or No
Is a Primary Contact	Is a Primary Contact	Yes or No
Is an Emergency Contact	Is an Emergency Contact	Yes or No
Is Repeating Current Year at Rollover	Is Repeating Current Year at Rollover	Yes or No
Is Repeating Current Year On Enrolment	Is Repeating Current Year On Enrolment	Yes or No
Is Student subject to any Court Orders	Is Student subject to any Court Orders	Yes or No
Is Valid	validity of document	text field
Job Title	Title of employment or parent	select from drop down
Key Learning Area	Staff professional Learning KLA	text field
Language Other	Language Other	select from drop down

Language Other than English Spoken at home	Language Other than English Spoken at home	Yes or No
Language Spoken At Home	Language Spoken At Home	select from drop down
Last EAL Assessment Date	Last English as additional Language assessment date	calendar entry
Last Name	Surname	text field
Legal Family Name	Legal Family Name	text field
Long Term Care	Who has long term care of student	Yes or No
Lot	Lot number of property	text field
LOTE background description	LOTE background description	text field
Mailing Title	Mailing Title	text field
Make	The make of the car e.g. Toyota	text field
Measles Exclusion	Measles Exclusion	Yes or No
Medical Practice Details	Details of contact medical practice	text field
Medicare Expiry Date	Medicare Expiry Date	calendar entry
Medicare Number	Medicare Number	text field
Medicare Position on Card	Medicare Position on Card	text field
Middle Name	Middle Name	text field
Model	The model of the car e.g. Camry	text field
Name	Faculty Name	Text field
Name	Name of Class	text field
Nationality	Nationality of contact	text field

New School Name	Name of the school student is going too	text field
Number of Hours	Staff professional Learning Hours	text field
Number of School Hours	Staff professional Learning School hours	text field
Number Plate	The car number plate/registration number	text field
Occupation	Occupation if applicable	Text Field
Official Documentation Sighted	Official documentation sighted	Yes or No
Order Notes	Notes associated to court orders	text field
Other languages	Other language spoken	select from drop down
Paracetamol (Panadol)	Paracetamol (Panadol)	Yes or No
Parent Consent Form Completed	Parent consent form completed	Yes or No
Passport Sighted	Passport sighted	Yes or No
Pastoral Care	Is this a pastoral care class	Yes or No
Pay rate	staff pay rate	select from drop down
Permission To Administer Over the Counter Medicine	Permission To Administer Over the Counter Medicine	Yes or No
Permission to Photograph	Permission to Photograph student	Yes or No
Phone number	Phone number	text field
Phone Number End Date	Phone Number End Date	calendar entry
Phone Number Start Date	Phone Number Start Date	calendar entry

Phone number type	Phone number type	select from drop down
Physical Location Address	Physical Location Address	text field
Place of birth	Place of birth	select from drop down
Position Number	staff position number	text field
Postcode	Australian Postcode	text field
Practice Address	Medical Practice Address	text field
Practice Name	Medical Practice Name	text field
Practice Phone	Medical Practice Phone	text field
Practice Phone Alternate	Medical Practice alternate Phone	text field
Preferred First Name	Preferred First Name	text field
Previous School	Previous School	text field
Previously Enrolled In-Home Education	Previously Enrolled In-Home Education	Yes or No
Private Medical Fund	Private Medical Fund	text field
Private Medical Fund Expiry Date	Private Medical Fund Expiry Date	calendar entry
Private Medical Fund Number	Private Medical Fund Number	text field
Publications/Internet Permission Form Completed	Publications/internet permission form completed	Yes or No
Qualifications Provided	Staff qualifications provided	Yes or No
Qualifications Type	Certificate, experience or qualification	select from drop down
Reason for change of school	Reason for change of school	text field

Records Received	Student records received	Yes or no
Relationship To Student	How is contact related to student	select from drop down
Religion	Religion	select from drop down
Requires Consent	Requires Consent	Yes or No
Requires Flag	Student Requires Flag	Yes or No
Residency Status	Residency Status	select from drop down
Residential Household for Student	Residential Household for Student	Yes or No
Resuscitation Expiry Date	Staff completion of Resuscitation Policy	calendar entry
Review Date	Court order review date	calendar entry
Salbutamol (Ventolin)	Salbutamol (Ventolin)	Yes or No
School Education Level	School Education Level for Contact	select from drop down
School Medication	School Medication	Yes or No
School Notes	Notes associated to court orders	text field
Shared household	Primary and secondary household	Yes, shared or No
Social Networking Policy Date Signed	Staff completion of Social Network Policy	calendar entry
Specify Main Language Spoken at home	Specify Main Language Spoken at home	select from drop down
Spreadsheet type	Full or Basic detail	select from drop down
Staff Code	add staff id or Sentral generate	text field
Staff Member	To apply to Roll Class	select from drop down

State	Australian States	select from drop down
Street No/PO Box	Street No/PO Box	text field
Street Type	Street Type	text field
Student Code	Student Code	Text field or Sentral generate
Student Health Summary Completed	Student health summary completed	Yes or No
Student mainly Speak English at Home	Student mainly Speak English at Home	Yes or No
Student's First Language	Student's First Language	select from drop down
Subject	School based subjects	select from drop down
Suburb	Suburb in Australia	text field
Teacher Registration Number	Teacher Registration Number	text field
Tertiary Education Level	Tertiary Education Level for contact	select from drop down
Timetable code	staff id	text field
Title	Salutation	select from drop down
Travel Documents Sighted	Travel documents sighted	Yes or No
Tuition Type	Type of Tuition	select from drop down
Unit	Unit/apartment number	text field
USI	Unique Student Identifier	text field
Vaccination/Immunisations	Vaccination/Immunisations	Yes or No
Vendor	Qualification Organisation name	text field

VSN	Victorian Student Numbers	text field
Working towards AITSL Teacher Accreditation Level	Australian Institute for Teaching & School Leadership	select from drop down
Working With Children Check Completed	Checking working with children check completed	Yes or No
Working With Children Check Expiry Date	Date the WWCC expires	calendar entry
Working With Children Check Number	Working With Children Check Number	text field
Working With Children Check Result Date	Date the WWCC result date	calendar entry
Working With Children Check Status	Working With Children Check Status	select from drop down
Workplace Location	Type the workplace location if applicable	Text Field
Year Level	Student year Level	select from drop down
Private Hospital Cover	Does the student have Private Hospital Cover	Yes or No