



**SENTRAL
EDUCATION**

Parent Interviews User Guide

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Parent Interviews

Target Audience

- Teachers
- Administration Staff

Content

Within this course staff will learn about:


- Accessing Interviews
- Upcoming Interviews
- Manage Bookings
- Enter Bookings Manually
- Print Schedules
- Export Attendees and Non-Attendees
- Request an Interview
- Parent Request for Interview
- Refresh Students
- Booking Overview
- Manage Online Session Details
- Publish to Portal

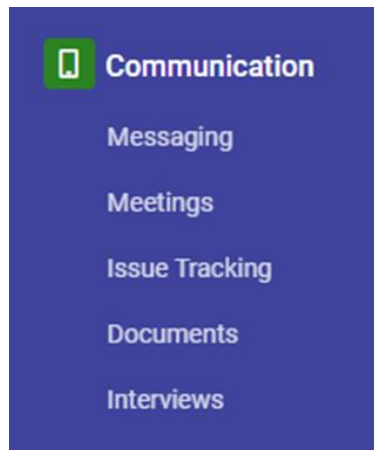
Overview

Staff will learn how to access Interviews Module and manage bookings.

Accessing Interviews

The following procedure is to show users how load absences for staff and covering the teachers.

1. To select the Interviews module, select the **waffle** button  .
2. The Sentral module screen displays select **Interviews** from Communication Group.



The **Interviews** screen displays.

Interviews

Upcoming Parent Interviews

Upcoming Sessions Past Sessions All Sessions

Online Interviews - LD Allen, Hae ▼ Manage Unavailability Actions ▼

24th September 2020 from 9:00am to 5:00pm
morning tea from 9:00am to 10:00am

25th September 2020 from 4:00pm to 7:30pm
Registrations for this session will be open from 9:00am on the 31 August 2020 to 5:00pm on the 23 September 2020. [Manage Bookings](#).

Teacher availability:
Miss K. Facy is not available from 4:00pm to 4:20pm on the 24 September 2020 ✘

0.01
AVG. BOOKINGS
CONFIRMED PER
HOUR

Attending: 0.3282275711159737%
Not Attending: 0.10940919037199125%
No Bookings: 99.56236322851205%

■ Attending ■ Not Attending ■ No Bookings

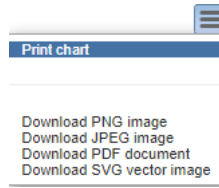
Note: The Home screen will default to any upcoming **Parent Interview Session(s)**.

From this home page teachers can manage their availability for interviews as well as:

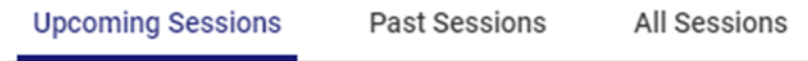
- printing and exporting Interview schedules
- parent requests and
- Interview management and confirmations.

Upcoming Interviews

1. From the Sentral Parent Interviews home screen a pie chart represents the percentage attending, not attending and yet to book. Scroll to the right-hand side of screen to view the graph percentages.
2. Click on the **Chart Print** Icon (☰). You can print the chart or download it as an image. Select the image type you want from the drop-down list.



At the top left of the panel are three buttons that allow you to view **Upcoming**, **Past** and **All Interview** sessions.



3. To select a session type for **viewing** (past interviews, upcoming interviews, all interviews), click on the tab.

Manage Unavailability

Each session has a **Manage Availability** button for the teachers of classes linked to that session.



Note: If this feature has been switched on, you will only see and be able to manage your own sessions. You will not see or be able to manage other teachers' sessions.

1. Click on the **Manage Unavailability** button.

Manage Unavailability [X]

Staff Name: Hae Allan

Date: 24/09/2020 [v]

Between: 9:00am and 5:00pm

Reason: [Text Box]

[Save] [Cancel]

2. Select the **Date** from the drop-down list, select the **Times** you are **NOT** available and enter a Reason.

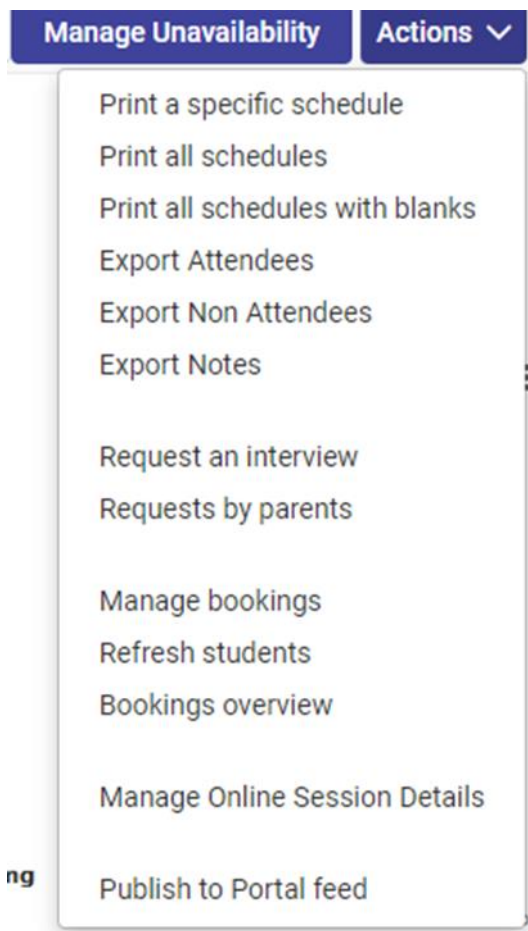
3. Click on the **Save** button.

Your unavailability will now be altered and registered with the Interview Session Details.

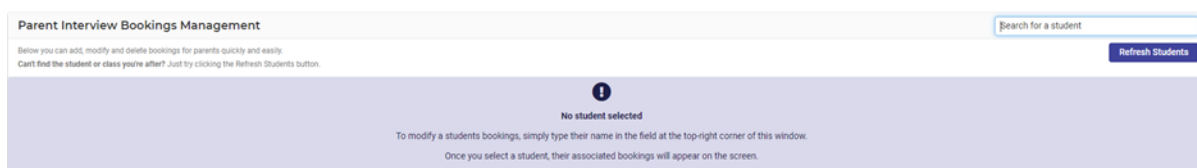
Manage Bookings

Manage Bookings enables the school to add, modify and delete bookings from parents quickly and easily.

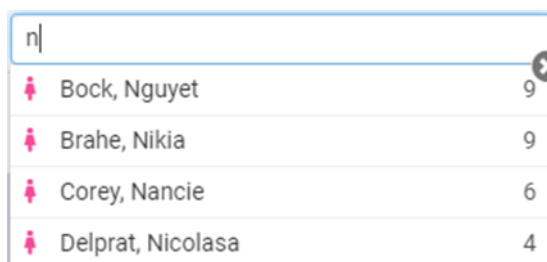
1. You can either click on the **Manage Bookings** [Manage Bookings](#) link in the details to the left of the session panel or click on the Actions button and select **Manage Bookings** from the list.



Your screen should open to a search field like the one shown below. This is where you can add, modify and delete bookings from Parents.



2. To modify a student booking, enter the student's surname in the search bar (top right-hand corner) and select the student from the list.



The following Dialog screen displays.

Dialog ×

Please select a parent you want to perform this action against or enter a parent name in the textbox and click "OK"

Portal Parents

Taisha Wonggu

[Create Custom Parent](#)

Parent Name


Save Cancel

3. Select the parent and select the Timeslot. You should now see a list of selected interview times for the student you searched for.

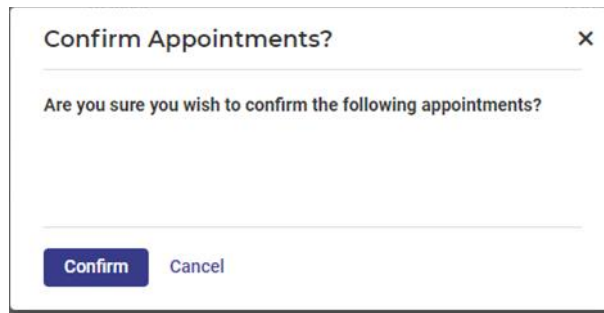
Timeslots Not required

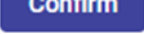
24/09/2020 Thu

9:00am	9:15am	9:30am	9:45am
10:00am	10:15am	10:30am	10:45am
11:00am	11:15am	11:30am	11:45am
12:00pm	12:15pm	12:30pm	12:45pm
1:00pm	1:15pm	1:30pm	1:45pm
2:00pm	2:15pm	2:30pm	2:45pm
3:00pm	3:15pm	3:30pm	3:45pm
4:00pm	4:15pm	4:30pm	4:45pm

4. To modify an appointment time, click on the time button in the appointment column. Ensure you also look at the date selector in case interviews are across more than one day.
5. Click on the green **Confirm Appointments**  button.

A pop-up window displays, prompting you to confirm the following appointments.



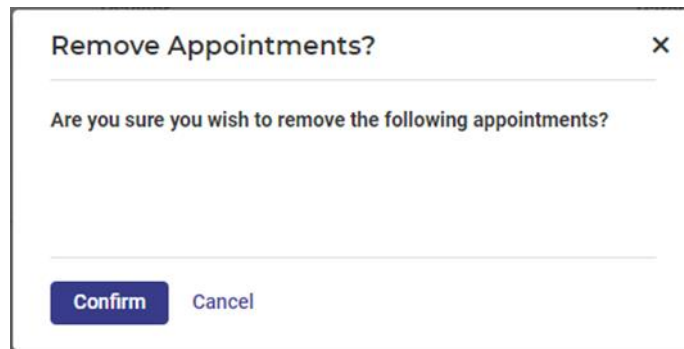
6. Click on the blue **Confirm**  button. The screen updates with a summary for the student.

7. To remove Appointments, click on the green **Remove Appointments**



button.

A pop-up window displays, prompting you to confirm the following appointments.



8. Click on the blue **Confirm**  button. The screen updates with a summary for the student.

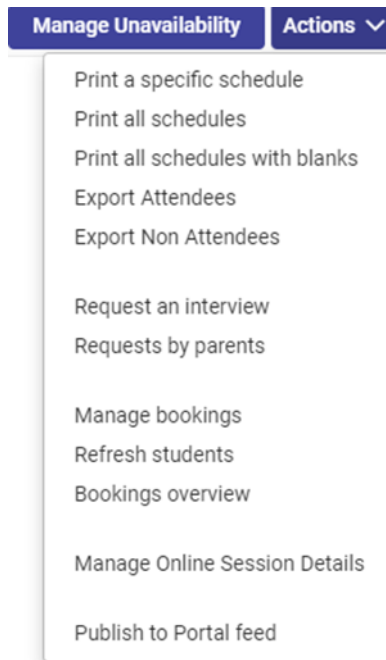
Print Schedules

There are three options for **Printing Interview Schedules**:

- Print a **Specific Teacher's Schedule**, with or without the bookings to date;
- **Print All Teacher's Schedules**; and
- **Print All Schedules with Blank Spaces**. This feature is only for Teachers. Administrators can perform the same action via the Specific Teacher's Schedule process.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions**  button at the far right of the panel.


2. Click on the **Print** option you would like to print.



If you chose to Print a Specific Schedule, a popup window comes up to choose a teacher first and whether to include blank timeslots. You choose and then click a blue Print button to get to the generation of the report. You can either **View in Browser** or **Download Report**.

Export Attendees and Non-Attendees

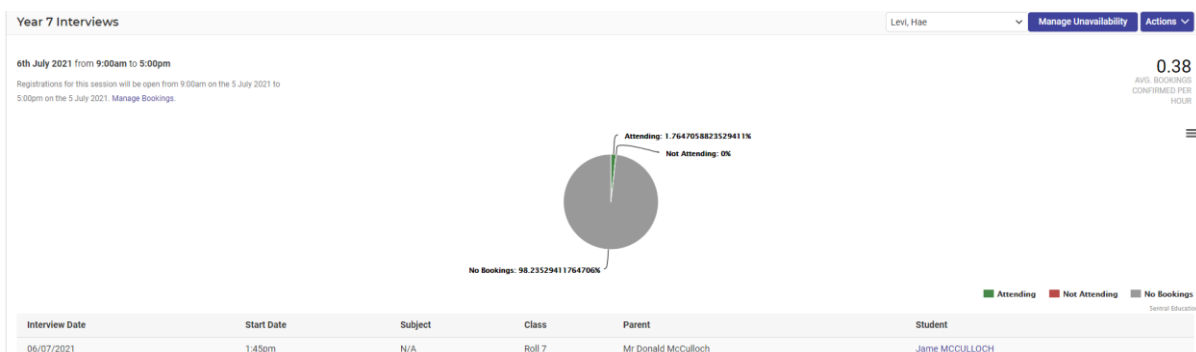
You can **Export Household members** who are **attending the Interview** and those who are **NOT attending the interview**.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions**  button at the far right of the panel.
2. Select **Export Attendees**. This creates an excel spreadsheet that you can save to file and print.
3. Select **Export Non-Attendees**. This creates an excel spreadsheet that you can save to file and print.

Export Notes

Staff are able to add notes from each interview.

A teacher will see on screen a list of parent/teacher interview on screen.



Each teacher can click on the student to add notes from the interview and tick if parents attended the session.

The screenshot shows a section titled "Parents Attendance" with a checkbox labeled "Parent(s) attended this interview session" which is checked. Below this is a "Notes" section containing a rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, list, and text color. The text "Follow up meeting required" is entered in the notes field.

These notes can now be exported.

Request an Interview

As a teacher you can request an **interview with a parent**.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions** button at the far right of the panel.
2. Select **Request an Interview**.



The Request an interview with a parent screen displays.

The screenshot shows a screen titled "Request an interview with a parent". It features a search bar at the top right with the placeholder text "Search for a student/family..." and a "Refresh Students" button. Below the search bar is a message: "No student selected. To request an interview with a parent, simply type a student name in the field at the top-right corner of this window. Once you select a student, their associated classes will appear on the screen."

3. Enter the student's name in the top right-hand corner.

A dialog screen displays where you click on the parent's name and click **Save**.

The screenshot shows a dialog box titled "Dialog" with a close button (X) in the top right corner. The main text inside the dialog says "Please select a parent you want to perform this action against". Below this text, under the heading "Portal Parents", the name "Vinnie O'Shea" is listed. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

The screen updates with the student details and option to Request an Interview.

Request an interview with a parent Search for a student/family... [Refresh Students](#)

Below are each of the classes that you teach this student. Simply place a tick in the tickbox next to each of the relevant classes. The parent will be informed of this when they go to place their booking.

Jere BARRACLOUGH

Subject	Class	Request?
N/A	01G	<input type="checkbox"/> Request interview with Vinnie O'Shea

[Confirm Interview Requests](#)

4. Tick this option.

5. Click on **Confirm Interview Requests** [Confirm Interview Requests](#) button.

A green pop-up message displays.

We've successfully saved your interview requests!

Parent Request for Interview

This option displays a list of parents who have requested a meeting with yourself or other teachers of the same class, however there were no timeslots left.

These bookings will need to be placed manually by teachers.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions** [Actions](#) button at the far right of the panel.
2. Select Request by parents.

The Request an interview with a parent screen displays.

Interview Requests by Parents				
Subject	Class	Teacher	Parent & Student Details	Comments
N/A	EXT		Parent: Clara Banks Student: Renita ATKINS Manage bookings	Parent manually requested a meeting with this teacher
N/A	EXT		Parent: Clara Banks Student: Alex ACKMAN Manage bookings	Parent manually requested a meeting with this teacher

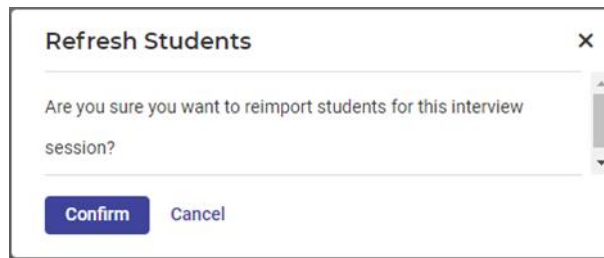
3. If there are parents requesting interviews via the Portal and there are no time slots left, their names will be listed on this page.

Refresh Students

This option **re-imports student lists** for this interview session. Classes are 'shadow copied' into the interview module when creating an interview session. This is done to allow a list of students and subjects to be 'frozen' at that particular point in time, so student/class changes afterwards are not reflected.


1. Select an **Upcoming Parent Interview Session** and click on the **Actions** [Actions](#) button at the far right of the panel.
2. Select **Refresh Students** if you would like to update students and subjects for the interview session.

A pop-up window displays to refresh students.




3. Click on the blue **Confirm**  button.

A green pop-up message displays.

A green rectangular pop-up message with a white checkmark icon on the left and the text "Student lists successfully updated" in white.

Bookings Overview

This option displays a list of all students in your classes for this interview session and the appointments they have booked.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions**  button at the far right of the panel.
2. Select **Bookings Overview** from the drop-down menu.

The booking overview for the session displays.

A screenshot of a "Booking Overview" table for a "Year 9 Parent Teacher Meeting". The table has two main columns: "Teacher" and "Appointments". The "Teacher" column lists four names: ALLAN, Hae; ANDERSEN, Willa; ANGLISS, Nickole; and ANSELL, Tracee. The "Appointments" column shows a grid of time slots. Green bars indicate booked appointments for each teacher. A blue button labeled "Print Schedule for all Teachers" is located in the top right corner of the table area.

Time slots that have been booked will be blocked out in green.

3. To print, click on the blue **Print Schedule for all Teachers**  button (top right corner).

Manage Online Session Details

Staff may wish to run online meetings. The user can access and manage this. It is up to the schools to pre-set and organise the online meeting aspect and software used for this.

Within online Session Management you will see:

- All the Staff associated with this interview session
- Staff IDs
- The classes they are associated with
- A Virtual Meeting Link Field – this will be empty until populated by school
- An Other Meeting Details field – this will be empty until populated by school
- Meeting links are distributed on a per staff member basis which means all parents receive the same link and staff need to manage admitting parents to the meeting, lobby, waiting room based on the third-party software being used.

Parent Interview Online Session Management					Search for a teacher...	
Online Interviews - LD					Export Meeting Details	Import Meeting Details
Staff ID	Teacher	Classes	Roll Classes	Virtual Meeting Link	Other Meeting Details	
352	Miss Hae Allan		CA11	https://zoom.us/j/85164626591		
815	Miss Nickole Angliss		PE01			
150	Mrs Tracee Ansell		MC11			

Export Meeting Details generates an XLSX file. Populate the meeting link and other details/comment fields in the file.

E	F
Virtual Meeting Link	Other Meeting Details
https://teams.microsoft.com/l/meeting/85164626591?context=...	Virtual Meeting
https://teams.microsoft.com/l/meeting/85164626591?context=...	Call 04000000000 if you do not have internet access
https://teams.microsoft.com/l/meeting/85164626591?context=...	
https://teams.microsoft.com/l/meeting/85164626591?context=...	
https://teams.microsoft.com/l/meeting/85164626591?context=...	
https://teams.microsoft.com/l/meeting/85164626591?context=...	

It is important that you do NOT edit or change the existing fields or their order as this will break the import.

The link for the meeting must begin with https://

The Other meeting field is unrestricted and can contain phone numbers, notes, directions.

All these details will be visible to the parent.

Import Meeting Detail – select the saved XSM file that has the detail for the online meeting sessions. Once imported correctly, with no errors, the page refreshes and displays the links and details.

Parent Interview Online Session Management					Search for a teacher...	
Year 7&8 Semester 1 Interviews					Export Meeting Details	Import Meeting Details
Staff ID	Teacher	Classes	Roll Classes	Virtual Meeting Link	Other Meeting Details	
1	Mr Teacher 1	08MAT1 08TMA3		https://zoom.us/j/8992517117?pwd=c09qWU5bS8xc043ZkxvUjU1ZaXkNQT09	Please wait in the waiting room	
100	Mr Teacher 100	08HISW		https://zoom.us/j/8992517117?pwd=c09qWU5bS8xc043ZkxvUjU1ZaXkNQT10	Please wait in the waiting room	
103	Mrs Teacher 103	07BIB2	7.2	https://zoom.us/j/8992517117?pwd=c09qWU5bS8xc043ZkxvUjU1ZaXkNQT11	Please wait in the waiting room	
11	Mr Teacher 11	07MAT1		https://zoom.us/j/8992517117?pwd=c09qWU5bS8xc043ZkxvUjU1ZaXkNQT12	Please call on 0400000000	

Note that the files are interview session specific, so you will need a separate file for each session you run.

If there is a problem with the file, you will see an error message explaining where the problem lies.

Check onscreen that your meeting links look as expected.

If the school needs to correct something (e.g. they attached a link to the wrong teacher), reuploading the file with corrections will overwrite the existing data.

The Parents will see the Virtual Meeting Link AFTER they have booked their interview.

They can click on 'join' to open the meeting link.

The links will be provided in an email confirmation to the parent.

Parent/Teacher Interviews
Select Timeslots

Session date: **01/09/2020**
 Session duration: **15 minutes**
 Registration open until **31/08/2020 17:00**

Scheduled Appointments for Tue 01/09/2020

11:00am with Miss 90
10.2

for Student 201

Copy Link Join

2:00pm with Miss 90
10BIB2 (Biblical Studies Yr10)

for Student 201

Copy Link Join

12:45pm with Mrs 41
10DRA1 (Drama Yr10)

Publish to Portal

This option enables the school to customise the message to the parents in the Parent Portal.

1. Select an **Upcoming Parent Interview Session** and click on the **Actions** button at the far right of the panel.
2. Select **Publish to Portal Feed** from the drop-down menu.



The Publish to Portal Feed screen displays.

Publish to Portal feed
×

Title

Content (up to 1,000 characters)

The parent teacher interview session (Year 9 Parent Teacher Meeting) is now open, you can easily book a date and a time to see a specific teacher for each of your children.

Action Required Display action required flag

Don't Display Action Required Flag

Send Push Notification Send a push notification to the app

Don't Send Push Notification

Publish
Cancel

Title: provide a title for the Parents in portal.

Content: description and information for the parent.

Notification: tick to select for parent to receive notification of this message in portal.

3. Click on green **Publish**  button.

Glossary of Terms

Senral software contains many drop-down lists and areas to add detail relevant to data entry for Parent Interviews. 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
Title	provide a title for Parents in portal	text
Content	description and information for parent	text
Notification	select for parent to receive notification of this message in portal	tick box
Registration window	This specifies the start and end times for interview registrations	list selection
Timeslot	Specify how long each interview can go for	list selection
Alternate Timeslot Duration	If this is selected booking start times will alternate between the timeslot duration and alternate timeslot duration. The shorter of the two times will be displayed as the duration.	list selection
Years	Select the year levels that this session applies to (by default all years are selected)	list selection
Import Rollclasses	This specifies whether or not to import Rollclasses for this session	Yes/No
Import Classes	This specifies whether or not to import classes for this session	Yes/No
Can manage teacher availability	This specifies whether or not the teachers with non-admin rights have the option of managing their own availability	Yes/No
Can teachers view staff breaks	This specifies whether or not if the teachers with non-admin rights have the option of viewing all staff breaks	Yes/No
Parent Can Edit Bookings	This allows parents to edit current bookings	Yes/No

Parents Can Select Not Required	This will disable or enable the ability for parents to set an interview time as not required	Yes/No
Hide Teacher Names In Portal	This option will hide the teacher names in Portal	Yes/No
Display Full Teacher Names In Portal	If teacher names are to be displayed in full such as Mrs Lydia Brown, or shortened such as Mrs Brown	Yes/No
Students will attend with parents	This option will block out interview timeslots where an interview booking has already been set for the student at this specific timeslot. This can be useful when the student is attending the interview bookings.	Yes/No
Add Event to Calendar	add to a calendar	list selection
Session date	The date of the interviews	Yes/No
Break description	labelling the break	Yes/No
Reason	for teacher unavailability	Yes/No
Print with Blank timeslots	printing of schedules	Tick box
Virtual Meeting link	add WebEx links for remote interviews	text box URL
Other meeting details	details for the WebEx session	text box URL
Assign Faculty Heads	select the faculty heads for Markbook access	list selection