Kiosk Admin Guide

August 2023

Contents

Overview

All schools are required to keep a record of attendance for all students. Sentral's Kiosk module does this by handling all absence types and records via a device. The kiosks can allow students to swipe on and off for late arrivals, early departure, sick bay, incursions, flexible timetabling and more.

Once rolls are set up and the official attendance period is defined, this module has integration with the following Sentral modules:

- Messaging
- Attendance
- PXP
- Timetables.

Depending on your school's situation, you can configure the system to use existing Student ID cards, bar code and/or biometric fingerprint technology.

Disclaimer

This document is a guide only, and Sentral accepts no liability for your configuration of the software.

Product versions

Your school will have one of the products listed in the Feature availability table below – with the main difference being the Classic versus Indigo user interface. Some differences exist between product versions. These differences are described at a feature level in this guide.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Kiosk Setup	■	■	■

Permissions

Overview

Administration of this module is usually assigned to a select group of staff with access to all the functionality in the module. Your school is responsible for applying access levels for staff that determines the actions they can perform in the module. You will need to give faculty staff access to mark class rolls.

There are two main scenarios:

- Your school is new to Sentral
- Your school already uses Sentral, and existing access levels are in place.

New Sentral customer

Use your Global Admin account to apply Kiosk Admin permissions to selected staff. If required, configure the access levels further to control the actions they can perform in the module.

For details, refer to the following guides in the Help Centre:

- Admin Guide – Induction for New School
- Admin Guide – Setup
- Admin Guide – Getting Started with Sentral.

Existing Sentral customer

Check the configuration already in place. It may not be out-of-the-box.

For details, refer to the following guides in the Help Centre:

- Admin Guide – Induction for New School
- Admin Guide – Setup
- Admin Guide – Getting Started with Sentral.

Access

To access Kiosk from the Sentral home screen:

- Select the menu icon (⁝⁝⁝) and choose Attendance.
- Select ⚙ Setup and choose Attendance Setup.
- Under Setup, select Kiosk Setup.

Considerations

Students, staff and roll classes

Action

Create user accounts for staff members, as well as roll classes with students in them. Use one of the following options:

- Enter information within Sentral Enrolments
- Synchronise data from your school administration/enrolment system.

Reason

This is required for the Kiosk module to operate.

Timing

The information doesn't have to be finalised. You can always adjust the roll classes and resynchronise later.

> **Tip:** *Your roll classes may be home groups, pastoral care classes or tutor groups. Academic classes come from your timetable software.*

Term dates and holidays

Action

Configure the term dates and holidays including staff development/training days where regular teaching is impacted for students.

Select ⚙ Sentral Setup and choose Term Dates and Holidays.

Reason

This ensures that Sentral Attendance knows when attendance will not be tracked on the non-teaching days.

Slip printing hardware

Description

Sentral offers the ability to print out slips for students if they meet certain attendance situations such as lateness or leaving early.

Action

Determine your school's preference for managing attendance. If your school wants to use slips printed for students to explain their attendance, then arrange a receipt printer that can be connected to a device with access to Sentral.

Reason

Depending on your school's situation, your school may need to arrange for slip printing hardware in several locations.

Student kiosk

Action

Determine if your school wants to use the option to configure a kiosk machine that provides students the ability to sign themselves in and out of school without staff interaction.

> **Tip:** *Sentral recommends using a touch screen for ease of use for students (or a numerical pad). Student identification can be done through several methods including barcode, mag stripe card, fingerprint scan (i.e. biometrics), PIN number.*

Reason

In larger schools this can be very useful because it alleviates the need for a staff member to process many students when an exception arises. For example, a traffic incident.

School start and end time

Action

Set the 'official' school start and end time within Attendance Setup | School Times to match the times that your school will be reporting against.

Reason

Certain schools are required to export their attendance data to the government for auditing purposes. Therefore, the start and end time on Sentral must match whatever system you are importing back into. If you set the start time to 8:30am on Sentral, but the government assumes that you start at 9am, then the absences exported back will fail because it cannot accept attendance data prior to 9am.

Roll marking

Action

Decide if you want the student kiosk to take care of parts of roll marking or if you want teachers and office staff to mark the rolls.

Reason

There are a couple of ways to mark rolls. Your school may prefer for staff to continue to mark the official roll of the day with the kiosk supplementing partials rather than office staff.

> **Tip:** *Kiosk does not manage academic class roll marking. Kiosks are generally placed and administered in front offices, libraries, or admin buildings, and relate to official attendance rather than truancy.*

> **Note:** *To set up actual detailed attendance times for different days and year groups, go to Attendance | Attendance Setup | School Times.*

Sentral's YouTube channel

Video: *Visit our YouTube channel to view the* <u>*playlist for Sentral Kiosk*</u>.

Create a service account

Overview

Use the information in this section to create a service account for each kiosk that you want to set up. Each kiosk profile needs a service account.
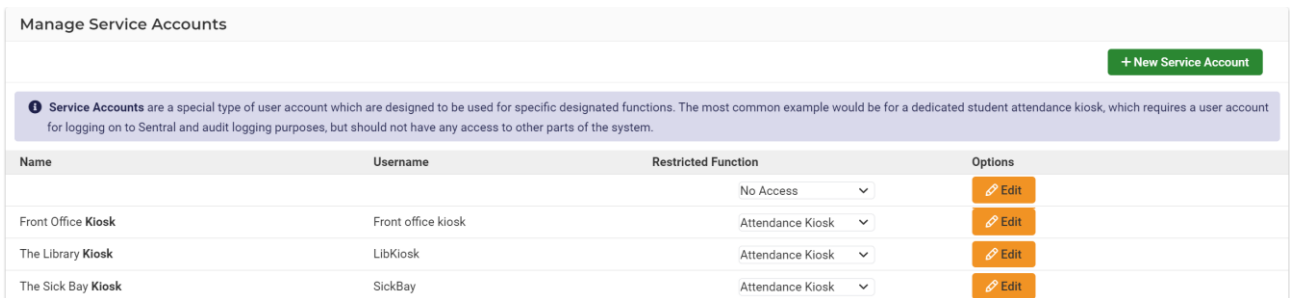
Service accounts are a special type of user account designed to be used for specific designated functions. The most common example would be for a dedicated student attendance kiosk, which requires a user account for logging on to Sentral and audit logging purposes but should not have any access to other parts of the system.

Video: *Watch this video on our YouTube channel to learn about setting up a user account.*

<u>*Attendance Setup | Kiosk configurations*</u>

To create a service account for a kiosk

1. Select ⚙ Setup and choose Manage Service User Accounts.

Name	Username	Restricted Function	Options
		No Access ⌄	✎ Edit
Front Office **Kiosk**	Front office kiosk	Attendance Kiosk ⌄	✎ Edit
The Library **Kiosk**	LibKiosk	Attendance Kiosk ⌄	✎ Edit
The Sick Bay **Kiosk**	SickBay	Attendance Kiosk ⌄	✎ Edit

Manage Service Accounts screen example – ST version

2. Select New Service Account.
3. In Service Account Details, use common words that staff will understand such as front office, sick bay to complete the fields.
    a. Enter a username.
        For example, 'LibKiosk'.
    b. Select a title.
        For example, 'The'.
    c. Enter a first name.
        'Library' in the example.
    d. Select Attendance Kiosk from the list.
    e. Select Save.

Configure kiosk profiles

Overview

The Kiosk module only displays the Kiosk menu (profiles) that you set up for your school.

Use the information in this section is to manage configuration profiles for your Sentral School Attendance Kiosk. This includes allowing students to swipe on and off for late arrivals, early departure, sick bay, incursions, flexible timetabling and more.

💡 **Tip:** You can set up multiple profiles for use around the school.

▶ **Video:** Watch this video on our YouTube channel to learn about setting up a user account.

Attendance Setup | Kiosk configurations

Plan your kiosk menu

Use the information in this section to control the menus that display for kiosk users when they interact with the kiosk.

Tip: Because all the rolls in Sentral will be automatically updated, you may find you do not need to set up slips for students arriving late to class, but you still may want slips for students leaving school grounds in case they need evidence to prove they can be off school grounds during school time.

Video: Watch this video on our YouTube channel to learn about configuring the kiosk menu that displays for users.

[Attendance Setup | Kiosk Setup - menu configurations](#)

Numerical keypad

When you create a new menu configuration, you can create a new reason or sub-menu. The system is designed so that even if your school only has a numerical pad connected to the system, it allows up to 10 options to display on the screen at any one time. Each one is connected to a number – 0 through to 9.

Sub-menus

If you need your kiosk menu to display more than 10 options, you can link a key to a sub-menu (like a folder) containing more codes, or even further sub-menus, if required. In this way, you can get each kiosk to display an unlimited number of reasons.

Example

The kiosk that you have at the front of the school where students sign in late will probably require many attendance options for students to sign in late, leave early, or go out for a timed absence. You may have a very different kiosk setup for the library, where students sign in and out of an incursion.

Reasons display for students

The reasons that you configure display to your students when they scan their student cards. They select the appropriate reason before their attendance is recorded.

Authorisation numbers

When you create a reason, you need to select whether to secure it with an authorisation number.

For some reasons (such as arriving late because of a dental appointment) you may want a member of staff to check evidence and confirm the reason is valid before it is automatically accepted. If this is set to yes, when a student selects it, a member of staff needs to press a secret authorisation key to accept the given reason.

Note: Specify the authorisation key under Student Scanning.

To configure kiosk menus

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Notify Parents on Scan checkbox			■
SMS Template dropdown list			■

1. Select the menu icon (⋮⋮⋮), and then choose Attendance.

2. Select ⚙ Setup and choose Attendance Setup.

3. Select Setup in the left menu and choose Kiosk Setup.

4. Under Menu Configurations, enter a new menu name and select Add.
    The menu item is added to the bottom of the list.

5. Select Edit next to the menu item.
    The Scanning Reasons – [menu item] screen displays.

6. Select Add New Reason/Sub-Menu.

7. In Add Reason:

8. Enter a reason name.

9. Do one of the following for reason type:
    a. To create a sub-menu, select Menu from the list.
        This allows you to work with more codes, or even further sub menus if required. Each kiosk can display an unlimited number of reasons.
    b. To create a reason, select a reason type from the list.
        Your selection determines whether additional fields display.
        i.   For Incursion In, select an option from the Incursion list.
        ii. For Incursion Out, select an option from the Incursion list and specify Details.
        iii. For Record, select an option from the Record list.
        iv. For Early Leaver and Late Leaver, specify whether the absence reason is Explained or Unexplained.
        v.   For Authorised Late Start/Early Leaver, which are controlled by the settings within the Timetables | Setup | Settings | Flexible Timetabling, you'll need to nominate which year groups are permitted authorised start/end times before this is available.

10. Specify whether the reason requires authorisation, a printed slip, a parent slip printed.

11. Specify whether to show the reason name on the slip.

12. Select the relevant menu item from the Display Under list.

13. To specify a time range, select the checkboxes next to Only Available From and Only Available To, and set the time.

14. Specify whether to make the reason active.

15. If you chose to make the reason active, assign a keypad number.

16. (ENT version) Specify whether to notify parents for the selected absence type.

17. (ENT version) Select which SMS/email template gets sent to a parent on sign in for the selected absence type. Schools can also send SMS when a student is marked present. This may be relevant for students of concern.

18. Select Save.

To configure a kiosk profile based on a service account

1. First, create service accounts for each kiosk profile, configure student scanning options, and define kiosk menus.

   Create a service account, To configure student scanning options, To configure kiosk menus

2. Select the menu icon (⋮⋮⋮), and then choose Attendance.

3. Select ⚙ Setup and choose Attendance Setup.

4. Select Setup in the left menu and choose Kiosk Setup.

5. Under Kiosk Configurations, select Edit next to a kiosk profile name.

Kiosk Configurations				
				Add Profile
Kiosk Profile Name	**Sentral Username**	**Pin**	**Menu Configuration**	**Options**
Front Office /kiosk/?profile=attendance.kiosk	attendance.kiosk	1234	Attendance Main Menu	Edit Remove
Library Kiosk /kiosk/?profile=LibKiosk	LibKiosk	1235	LibKiosk	Edit Remove
Sick Bay /kiosk/?profile=SickBay	SickBay	1234	Sick Bay	Edit Remove
Visitor /kiosk/?profile=Visitor	Visitor	1234	Attendance Main Menu	Edit Remove
Gym /kiosk/?profile=Front%20office%20kiosk	Front office kiosk	1234	Gym	Edit Remove
Chemistry Classroom /kiosk/?profile=Chemistry%20room%20kiosk	Chemistry room kiosk	2345	Chemistry Classroom	Edit Remove

Kiosk Setup | Kiosk Configurations section (example) – ST product version

6. In Edit Profile, enter the kiosk profile name.
   a. Select the type of kiosk profile type.

      One devise may be used for both student/visitor if you wish.
   b. Select the Sentral username to use for the profile.
   c. Create PIN against the account or leave this field blank.

      People cannot log into the account unless they know the PIN.
   d. Select a menu configuration option from the list.
   e. You should have set this up already. See
   f. Specify whether to enable camera, virtual keyboard and manual search options.

   > 💡 **Tip:** *For the virtual keyboard setting to work, you also need to enable it via Visitors | Visitors Setup | General | Check-In | Camera and Keyboard section.*

   g. Select Save.

      A URL displays underneath the name of the kiosk profile.

   a. To create a shortcut on the kiosk desktop, add the URL to the end of your regular Sentral URL and save the link as a shortcut.

      Example: If your regular Sentral URL was sentral.school.edu.au, then you would type sentral.school.edu.au/kiosk/?profile=attendance.kiosk.

You can also have it run automatically when you start up your kiosk machine.

> **Tip:** *Many schools find that to help students select the appropriate code, they will often have multiple reasons on a kiosk link to the same official absence code. For instance, Sickness and Medical Appointment both linking to a sick attendance code. This can mean that you will have many attendance codes on a single kiosk. To help students, many schools will set up sub-menus on the home screen based on broadly what kind of absence it relates to (late without an excuse, late with an excuse, timed absence, leaving early,etc).*

To configure student scanning options

> **Video:** *Watch this video on our YouTube channel to learn about student scanning.*
> *Attendance Setup | Kiosk Setup – student scanning*

Follow these steps to manage student recognition and interaction with the kiosk.

1. Select the menu icon (⋮⋮⋮), and then choose Attendance.
2. Select ⚙ Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Kiosk Setup.
4. Select a scanning mode option to suit your school's preference for recognising students:
    — Disabled
       Disables scanning mode.
    — Automatically Detect
       Attempts to recognise all forms of known inputs.
    — Barcode Scanner
       The kiosk only recognises this type of input.
    — Magnetic Swipe Card.
       The kiosk only recognises this type of input.
5. Do one of the following to specify the barcode format:
    a. If your student cards have just student IDs, leave both fields blank.
    b. If your student cards have a school-specific prefix and/or suffix either side of the student ID number, complete the Prefix and/or Suffix fields.

> **Example:** *Student A has a student ID of '123456'. Student A's barcode is PRE123456SFX. The prefix that should be configured is 'PRE' whilst the suffix should be 'SFX'.*

6. Specify whether to show an authorisation key for particular scanning reasons.
7. Specify whether to allow flexible anytime.
    — If you set the option to Yes, then students can sign in and out regardless of whether they are meant to be in class or not. Upon the sign in and out, Sentral will automatically insert a partial absence against the student for time they were absent from the class or classes.
    — If you set the option to No, then students can sign in or out when they should be in class. It forces the student to use another reason such as unexplained late or unexplained early or seek a staff member for assistance.

> **Note:** *This option is only relevant if your school has senior students and you have implemented a flexible timetabling setup on Sentral.*

8. If you set Allow Flexible Anytime to Yes, then select the correct attendance code for Sentral to automatically apply for students signing in/out using a Flexible absence.

9. Specify whether you want the computer to play a beep sound after students successfully sign into the kiosk.

10. Specify whether you want visitors to enter their Working with Children Check (WWCC) number when they sign in.

> ⓘ **Note:** *This option is only relevant if your school has senior students and you have implemented a flexible timetabling setup on Sentral. You should have a specific attendance code that records flexible attendance.*

Slip printing

Overview

Use the information in this section to configure the print layout and print method for each type of slip printed for various attendance related exceptions by students. The slip provides students with a valid excuse for exit/entry from/to school activities.

Slip types

Slips that are printed on Sentral are divided into three areas:

*   **Incursions**: slips for incursion entries against the student

    Incursions include absences printed from within the Attendance module.

*   **Partials**: whole and partial absences entries against the student

    Partial absences are printed from the Partial Absences and Slips screen.

*   **Absences**: any absence entries generated via the Sentral Kiosk (excluding Visitors)

    Absences are printed from the Attendance Kiosk.

*   Returned

    Returned from absence slips are printed from the Attendance Kiosk when a student returns to school from an absence.

To configure slip printing settings

1. Select the menu icon (⋮⋮⋮), and then choose Attendance.

2. Select ⚙ Setup and choose Attendance Setup.

3. Select Setup in the left menu and choose Slip Printing.

4. Under Slip Print Layout, set the print layout to suit either a receipt printer or a sticker printer for each type of absence.

5. Under Slip Print Method:

    a. Set the print method to either HTML printing or Java Printing.

        Most modern web browsers no longer support Java and therefore HTML Printing is the preferred choice.

    b. Specify whether to centre all content of partial slips.

    c. Specify whether to show or hide the school address and phone number on partial slips.

    d. Specify whether to show photos on partial slips.

    e. Specify whether to print a signature line on partial slips.

    f. Select Save.

6. Under Incursions:
    a. Specify the incursion details to show on Incursion slips.

        You might need to try a few different options to work out the best fields to include that fit on the layout you selected.
    b. Select Save.

Appendix A:

Use the table below as a road map of how to get your Kiosk module up and running in no time.

Menu option	Checklist	Review frequency
Slip Printing	Slip printing required?	Printers may need replacing on a five-year cycle. Order consumables. Check with IT
Kiosk Configurations	Kiosks required? If Yes: • define settings and decide on kiosk locations. • define Service accounts in Sentral Admin	Kiosks may need replacing on a five-year cycle. Check with IT.