Kiosk User Guide

May 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, your Sentral Administrator may have configured the system to use existing Student ID cards or bar codes.

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	■	■	■

Role-based permissions

Your access is assigned to you by the Sentral Administrator (Administrator) at your school. They can set permissions at a granular level, and this determines the type of access you have and the functions you can access in the Kiosk module.

Access

To access Kiosk from the Sentral home screen:

- Select the menu icon (⠿).
- Under Attendance, choose Kiosk.

Sentral's YouTube channel

> ▶ **Video:** *Visit our YouTube channel to view the [playlist for Sentral Kiosk](#).*
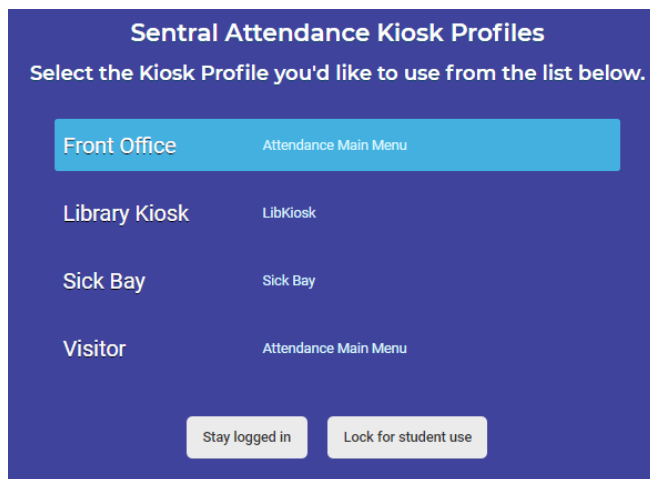
Front office kiosk

Overview

Use the information in this section to access the kiosk for the front office – either directly from the Kiosk module or via a URL and PIN.
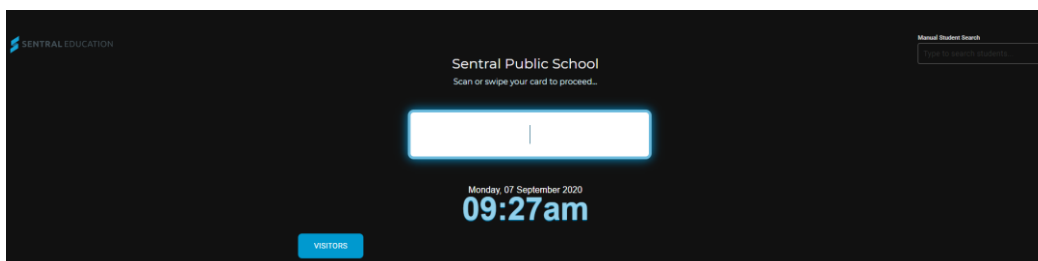
To access the front office kiosk

1. Select the menu icon (⠿) and choose Attendance.

2. Do one of the following:

   a. Under Attendance, select Kiosk.

   The Sentral Attendance Kiosk Profile screen displays.

   b. Select the Sentral Kiosk shortcut on the desktop – if this has been set up by your Sentral Administrator. Enter the PIN established by your Sentral Administrator.

   c. Paste the Sentral Kiosk URL into your browser address bar and press Enter. Enter the PIN established by your Sentral Administrator.

Sentral Attendance Kiosk Profiles
Select the Kiosk Profile you'd like to use from the list below.

Front Office	Attendance Main Menu
Library Kiosk	LibKiosk
Sick Bay	Sick Bay
Visitor	Attendance Main Menu

Stay logged in   Lock for student use

Kiosk Profile screen example

3. Select Front Office.

4. Select **Lock for student use** Lock for student use .

   The Kiosk screen displays – ready for students to log into the kiosk.

Sentral Public School
Scan or swipe your card to proceed...

Monday, 07 September 2020
09:27am

VISITORS

Student login options

Your Sentral Administrator and the physical model of your device determine the log in options implemented at your school.

There are three ways for students to log into the kiosk:

- Swipe their student card (with a magnetic strip) into a reader
- Position the barcode of their student card under a laser scanner

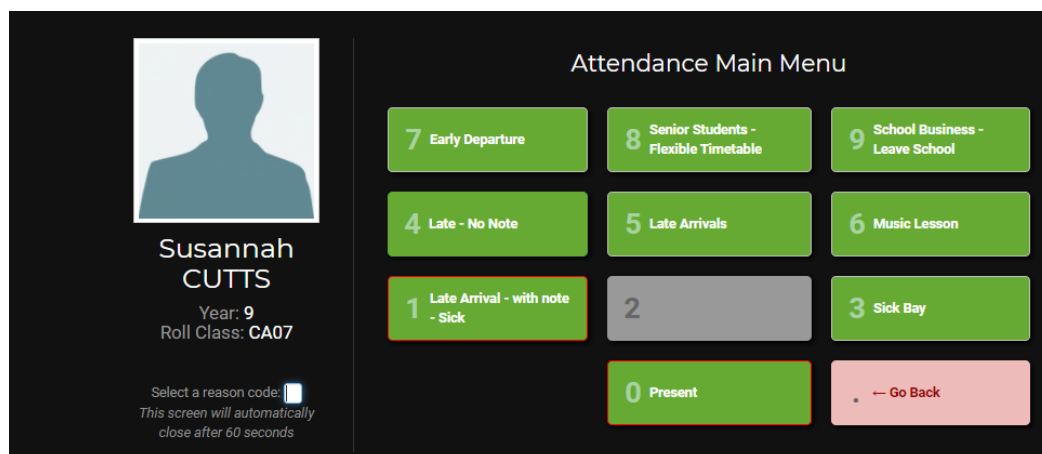 Manually enter their name in the search box in the top right-hand corner.

  This option is available for students who lose or forget their card, providing the kiosk has a keyboard attached to it.
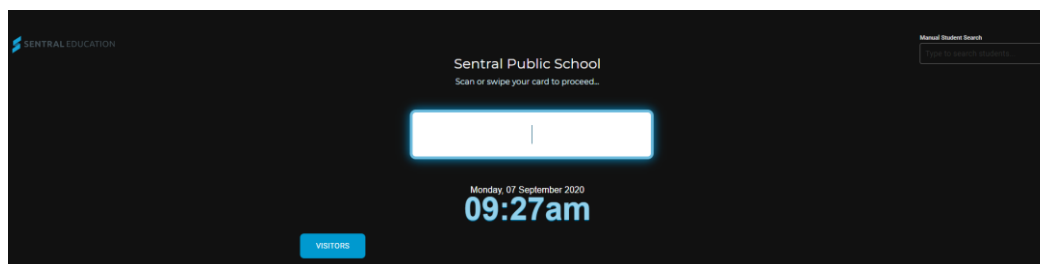
Authorisation keys

Overview

Your Sentral Administrator may have set up some options to require an authorisation key. These display with a red border.

To enter an authorisation key

1. Access the kiosk.
   See Front office kiosk

2. View the student's selected reason and evidence if required.

3. Enter the authorisation key.
   A confirmation message displays when the key has been verified and accepted.

Absence saved as Explained Leave 9:00am - 9:53am

> **Note:** Refer to your Sentral Administrator for assistance with authorisation keys.