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## 1 Introduction

This document describes key steps for successfully setting up Sentral Markbook. This document describes the setup area of Markbook which includes Faculties, Categories, Staff Roles, Grading Scales and Primary Setup Wizard.

A detailed description for the setup of each area in Markbook has been provided as well as a **checklist** of **pre-requisites**, **decisions** and recurring tasks that need to be reviewed on a periodic basis.

## 2 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Markbook module.

### Faculties

You can import Faculties from your Sentral Data Layer or **Enrolments Module > Manage Classes > Faculties** or manually create Faculties.

### Staff Roles and Synchronise Staff

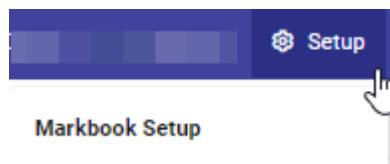
Review and adjust staff roles. For Primary schools it is important to have all teachers assigned to their roll classes.

### Academic Reports

Many High Schools mark and grade student assessment within Markbooks. Schools can import sections of the Markbook into Academic reports to enable marks, grades, ranking etc to be synced across during a reporting period. Consider the way faculty markbooks are setup so year groups, subjects and facilities are in alignment to enable this sync function rather than manual data entry into reports.

## 3 Setup Markbook

The following is a description of the setup for each area in the Markbook setup. These details will guide you through the critical configurations you need to setup in Markbook. The configurations can be found via **Markbook module > Markbook Setup**. Markbook can be used by both Primary and high schools.



### 3.1 Faculties

Within the Faculties you can import and manage your faculty/department groupings that are used within Markbook. You can also auto assign faculty/department Head Teachers, who are responsible for managing Markbooks within their faculty.

You can import Faculties from your Sentral Data Layer or manually create Faculties.

### 3.2 Categories

Within the Categories you can create categories. Categories are the names that you give to Markbooks within your school and can be setup before creating Markbooks, though you can create at the time of setup.

Once Categories are created, you need to assign them to a Faculty.

Best practice is to consider naming conventions as Markbooks can be linked to reports and need to have meaning and easy names to find.

Categories could be labelled Subject/Year Group and faculty (Mathematics) so that all maths Markbooks are housed under the one faculty.



### 3.3 Staff Roles

Review and adjust staff access to Markbooks and the classes within them.

There may be occasions where teachers who are not the main teacher for a class, and are not Faculty or Year group coordinators, that require access to Markbook.

### 3.4 Synchronise Staff

Synchronise Staff access using information from your administration system and Timetable. As with manual staff role assignment, your Markbooks must exist and have classes before running this option.

Sentral automatically synchronises students and teachers in your school administration system with the classes allocated to Markbook.

### 3.5 Grading Scales

Create and manage grading scales and set default cut-off values.

If you need to create new scales or edit existing ones, then you need to manage these from **Sentral Setup Cog Wheel > Data Sources > Academic Settings > Grading Scales**.

You will need to have administration access to complete this task. You can then create a variety of scales. Great for combined schools

Scale Name	Achievement
Scale Type	Achievement ▼
Grade Name (Highest):	A
Grade Name :	B
Grade Name :	C
Grade Name :	D
Grade Name (Lowest):	E
<b>Save</b>	

### 3.6 Primary School Wizard (Primary School Only)

The Primary School Wizard allows you to create Markbooks for use within a primary school. These can be created by Year or Stage groups per subject/KLA.

The wizard will create a standard structure of Markbooks, assign classes to them and assign teachers for these classes using data from your data layer.

Subjects will be created based on the default classes listed, e.g. English, Mathematics, Science, HSIE, Creative Arts and PDHPE. You can add Custom Subjects to the list, e.g. Languages. No faculties or timetable required.

**Primary schools setup wizard**

**1** Welcome to the primary schools markbook setup wizard. **Please read the following before continuing.**  
 This wizard will create a standard structure of markbooks, assign classes to them, and assign teachers to those classes using data from your data layer.  
 Any existing unused markbooks should be archived prior to running this wizard as it will create a brand new set of markbooks, and not merge any existing markbooks.

Settings

**Step 1: Select your grouping type**

<p><b>By school year:</b></p> <input type="checkbox"/> Kindergarden <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Year 6	<p><b>By stage:</b></p> <input checked="" type="checkbox"/> Early stage 1 <input checked="" type="checkbox"/> Stage 1 <input checked="" type="checkbox"/> Stage 2 <input checked="" type="checkbox"/> Stage 3
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**Step 2: Select which subjects to create**

<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> HSIE <input type="checkbox"/> Creative Arts <input type="checkbox"/> PDHPE	<p>Custom subjects (1 per line)</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p style="text-align: center;"><b>Generate</b></p>
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## 4 Appendix A: Summary Checklist

So, you’ve scanned the detailed document and are wondering what’s next? This table gives you a road map in concise, easy to read steps of how to get your Health module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>Faculties</i>	Review Faculties for Markbooks	Once
<i>Categories</i>	Review Categories for Markbooks	Once
<i>Staff Roles</i>	Review Staff Roles	On a regular basis
<i>Synchronise Staff</i>	Review staff movement	On a regular basis
<i>Grading Scales</i>	Review Grading Scales	Once
<i>Primary Setup Wizard</i>	Primary Setup Wizard	Once