

Profiles Admin Guide

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Introduction

Your school captures student related data related in Sentral modules. The Profiles module draws all this data together to provide a holistic view of each student.

This document describes key steps for successfully setting up Sentral Profiles (Version 2).

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.

Differences exist between product versions, and between states due to curriculum differences. These differences are described at a feature level in this guide.



Note: Profiles 1 is a legacy product and is not covered in detail in this guide. We have described the setup process for schools with a Profiles Version 2. For information about the legacy version of Profiles (Version 1), refer to the appendix section of this guide.

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.

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 Profiles 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 Profiles from the Sentral home screen:

Select the menu icon () and choose Profiles.

Select  Setup and choose Profiles Setup.

Considerations

Visible content

Profiles is made up of a series of widgets or components. These widgets define the types of information you share with staff for quick access to this information.

Data synchronisation

Action

Manage data synchronisation. This is updated at 5am daily but you can choose to do a manual override.

Select  Setup and choose Data Synchronisation.

Reason

Student information is correct, roll classes and teacher allocations are up to date.

For the Profiles module to operate, you must have roll classes with students in them. Parent and caregiver details must be up to date and synced across.

Configure general settings

Overview

Use the information in this section to configure preferences for sending emails to students such as the default email client.





Video: Watch this demo on our YouTube channel to learn about the general settings and hide/show menu items.

[Profiles Setup | General Settings - Hide/Show Menu Items](#)

General settings

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Profile Version buttons	■ Ability to switch between versions	■ Ability to switch between versions		
Toggle display of Enrolment tab and Contact Info tab			■	

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Settings in the left menu and choose General Settings.
The Student Profiles Settings screen displays.
3. Choose the email setting that is most appropriate for your school systems.
 - Use default desktop client (e.g. Outlook)
 - Use default desktop client with user email address
If the user email address option is chosen the address will be taken from the user linked to the teacher in Sentral Setup rather than the email address from the school administration system.
 - Use Google Mail (GMail)
 - Use Sentral Webmail.
4. Choose an Email Delimiter option to separate multiple email addresses.
5. Choose one or more options for Email Recipients.
6. (MT version) Select whether to display the Enrolment tab or Contact Info tab or both.
7. (ST, S1 versions) Select the default version of profiles to display for users.
8. (ST version) Specify whether to show the Profile Version button on the user interface.
This gives users the option to switch between Profiles Version 1 and Profiles Version 2.
9. Select Save.



Video: Watch this demo on our YouTube channel to learn about student flags.



[Profiles Setup | Student flags](#)

Configure Hide/Show menu items



Video: Watch this demo on our YouTube channel to learn about the general settings and hide/show menu items.

[Profiles Setup | General Settings - Hide/Show Menu Items](#)

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Settings in the left menu and choose Hide / Show Menu Items.
The Hide / Show Menu Items screen displays.
3. Work through the list to determine which items to make visible.
By default, all items are visible.
4. Select checkboxes to next to any items that you want to hide.
Personalise the menu structure visible to staff to best suit your school needs.
Additional options display for schools with the ST version. These options include:
(ST) Summary: Timeline
(ST) Student Details: Absences
(ST) Academic Profile: UNSW
(ST) Documents: Documentation, Confidential, Samples, Links, Digitalmedia
(ST) Portal: Journal
5. Select Save.

Configure lists and templates



Video: Watch this video on our YouTube channel to learn about lists and templates.

[Profiles Setup | Lists and templates](#)

Overview

The Profiles module is highly configurable. Use the information in this section to configure lists and templates to suit your school's situation.

What has changed?

Some aspects of the Profiles setup reflects items that no longer require any configuration. Some items have now become modules themselves.

Some functions within Profiles have been developed into separate modules.

- For Student Plans, see the Plans module under Wellbeing.

- For Medical Plans, see the Health module under Student Admin.
- For Diagnostic testing, see the Analysis module.



Note: Sentral has not removed items as some schools may historically have data stored here.

Work with medical plans

Overview

Medical plans (including emergency care) are only applicable to some students. Use the information in this section to edit some of the non-mandatory fields in the plan.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Medical Plans menu option	■	■		

To add a new medical plan template



1. Select the menu icon (⋮) and choose Profiles. Select ⚙️ Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Under Student Details, review the on-screen information about medical plans.
4. Do one of the following:
 - a. Under Academic Profile, select the Medical Plans link.
 - b. Select Student & Supplementary Details in the left menu and choose Medical Plans.
The Medical Plan Templates screen displays.
5. Select Add Item.
6. In Add Item:
 - a. Enter a name for the medical plan template.
 - b. Do one of the following to specify the template group:
 - i. Select an existing group from the list.
 - ii. Select 'A new group called' from the list and enter a name for the group in the field that displays.
7. Select Save.

To edit a medical plan template

1. Select the menu icon (⋮) and choose Profiles. Select ⚙️ Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Under Student Details, review the on-screen information about medical plans.
4. Do one of the following:
 - a. Under Academic Profile, select the Medical Plans link.
 - b. Select Student & Supplementary Details in the left menu and choose Medical Plans.
The Medical Plan Templates screen displays.

5. Select Edit next to a template.
6. In Edit Section, do any of the following:
 - a. Update the name of the medical plan template.
 - b. Do one of the following to update the template group:
 - i. Select an existing group from the list.
 - ii. Select 'A new group called' from the list and enter a name for the group in the field that displays.
 - c. Select Save.

To edit content of a medical plan

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Under Student Details, review the on-screen information about medical plans.
4. Do one of the following:
 - a. Under Academic Profile, select the Medical Plans link.
 - b. Select Student & Supplementary Details in the left menu and choose Medical Plans.
The Medical Plan Templates screen displays.
5. Select the template name link. This is in the Items column.
The care plan screen displays.
6. Select Edit.
7. In Edit Table, do any of the following:
 - a. Update the name of a column entry.
 - b. Update the associated fields of a column entry.
 - c. Enter the name of a new column entry and select Add.
 - d. Select Remove next to a column entry and select OK to confirm.
 - e. Select Save.

Academic Profile

Work with diagnostic templates

This function is available in the Analysis module. We recommend using the Analysis module to import external tests.



Note: For information about legacy Profile 1 functions, see the Appendix section of this guide.



Student Profile

Anecdotal History



Use the information in the Anecdotal History section to create customisable areas for longer free-form text entry relating to a student. This is useful for entering general information about a student, such as family and student background, areas of strength and weakness, attendance history and so on.

This information can also be included in various student plans, providing a comprehensive overview of a student. The information is visible in Profiles under Student Records.



To add a new group to anecdotal history

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Anecdotal history.
4. Do one of the following:
 - a. Under Student Profile, select the Anecdotal History link.
 - b. Select Student Profile in the left menu and choose Anecdotal History.
5. Select New Group.
6. In Add Group:
 - a. Enter a name for the group.
 - a. Enter a group section name and select Add. Repeat to add more sections. Use the drag handles to re-order sections.
7. Select Save.

To edit an anecdotal history group

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Anecdotal history.
4. Do one of the following:
 - a. Under Student Profile, select the Anecdotal History link.
 - b. Select Student Profile in the left menu and choose Anecdotal History.
5. Select New Group.
6. In Edit Group, do any of the following:
 - a. Update the group name.
 - b. Update a group section name.
 - c. Select Remove next to a group section name and select OK to confirm.
 - d. Enter a new group section name and select Add.
 - e. Use the drag handles to re-order sections.
7. Select Save.

To remove an anecdotal history group

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Anecdotal history.
4. Do one of the following:
 - a. Under Student Profile, select the Anecdotal History link.
 - b. Select Student Profile in the left menu and choose Anecdotal History.
5. Select Remove next to a group.
6. Select OK to confirm.

School Participation

This function is a Profiles Version 1 legacy function. Information does not display on student profiles in Profiles Version 2.

Refer to the Appendix section of this guide.

Support/Plan

This function is a Profiles Version 1 legacy function. Support/Plans allows you to manage legacy Student Profiles plans and templates. Refer to the Appendix section of this guide.

The current functionality has moved to the Student Plans module. We recommend that you use the Student Plans module for new plan templates.

Configure student flags

Overview

Use the information in this section to set up automatic and manual flags. The flags help identify students within the system based on certain criteria.



There are two types of flags:

- Manual – you can create these flags for criteria that does not come from your systems. Create and manage school-specific flags, set their colour, and manage which students should have the flags set.
- Automatic – these flags are pre-set with data available in external systems such as your school's administration system.





Note: If your school uses *Central Enrolments*, you can create flags within *Setup Enrolments*.



To add a manual student flag

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Student Flags in the left menu and choose Manual Student Flags. The Profiles Setup Manage Manual Student Flags screen displays.
3. Select Add Flag.
4. In Flag Add:
 - a. Enter a name for the flag.
 - b. Select the background colour and text colour.
 - c. Use the checkboxes to specify flag visibility.
 - d. Select Save.



To edit a manual student flag

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Student Flags in the left menu and choose Manual Student Flags. The Profiles Setup Manage Manual Student Flags screen displays.
3. Select Edit next to a flag.
4. In Flag Edit, do any of the following:
 - a. Update the name of the flag.
 - b. Update the background colour and text colour.
 - c. Specify the flag visibility.
 - d. Select Save.

To remove a manual student flag






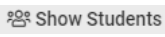
1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Student Flags in the left menu and choose Manual Student Flags.
The Profiles Setup Manage Manual Student Flags screen displays.
3. Select Remove next to a flag.
4. Select OK to confirm.

To manage students for a manual flag

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Student Flags in the left menu and choose Manual Student Flags.
The Profiles Setup Manage Manual Student Flags screen displays.
3. Select Manage Students next to a flag.
The Manage Students screen for the selected flag displays.
4. Under Find Students:
 - a. Select student filters and select Go.
 - b. Select all students or specific students and select Add Selection.
5. Under Selected Students, do any of the following:
 - a. Start typing specific student's name in the search box and select them from the options displayed.
 - b. Select one or more students and select Remove Selection.
6. Review the selected students and select Save.

To manage automatic flags

Use the information in this section to manage automatic student flags that are pre-set with data available in external systems such as your school's administration system.

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Student Flags in the left menu and choose Automatic Student Flags.
The Profiles Setup Manage Automatic Student Flags screen displays.
3. View existing flags to determine their suitability for your school's situation.
 - View the flag colour in the Preview column and where it is visible within Sentral.
 - View information in the Students Count column.
This indicates the number of students with the student flag applied.
4. Do any of the following:
 - a. Select  (Disable) next to a student flag and select OK. The button changes to Enable.
 - b. Select  (Enable) next to a student flag and select OK. The button changes to Disable.
 - c. Select  (Edit) next to a student flag to update the background or text colour, and flag visibility. Select Save.
 - d. Select  Show Students to view students with the flag applied.

Configure meeting types

Overview

Use the information in this section to create and manage school-specific meeting types. What you create in Profiles reflects in the Communications module under Meetings.

Any meetings recorded for a student are reflected in their student profile, under the Wellbeing | Meeting menu link.

Feature availability

	Central Classic (ST)	Central Cloud (ST)	Central Enterprise (MT)	Central ONE (S1)
Meeting Types menu option	■	■		



Video: Watch this demo on our YouTube channel to learn about meeting types.

[Profiles Setup | Meeting Types](#)

To add a meeting type

1. Select the menu icon (⋮) and choose Profiles. Select ⚙️ Setup and choose Profiles Setup.
2. Select Meeting Types in the left menu.
The Meeting Types screen displays. This shows the list of meeting types, whether to show the meeting type for students, and access restrictions applied to the meeting type.
3. Select New Type.
4. Under Meeting Types:
 - a. Enter a name for the meeting type.
 - b. Specify whether to give users the ability to add students for the meeting type.
 - c. Select an access option for the meeting type.
 - d. Select Add.
5. (Optional) Use the drag handles icon (☰) to reposition the meeting type in the list.



To edit a meeting type

1. Select the menu icon (⋮) and choose Profiles. Select ⚙️ Setup and choose Profiles Setup.
2. Select Meeting Types in the left menu.
The Meeting Types screen displays. This shows the list of meeting types, whether students are shown for the meeting type, and access restrictions applied to the meeting type.
3. Select Edit next to a meeting type.
4. In Edit Meeting Type, do any of the following:
 - a. Update the name for the meeting type.
 - b. Specify whether to give users the ability to add students for the meeting type.
 - c. Select an access option for the meeting type.
 - d. Select Save.
5. (Optional) Use the drag handles icon (☰) to reposition the meeting type in the list.

To delete or disable, or show a meeting type



Note: There are several built-in meeting types that you can't delete. Instead, you have the option to disable them.

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Meeting Types in the left menu.
The Meeting Types screen displays. This shows the list of meeting types, whether students are shown for the meeting type, and access restrictions applied to the meeting type.
3. Do one of the following:
 - a. To disable a built-in meeting type, select Disable and then select Confirm.
This moves the meeting type to the Hidden Meeting Types section. The Show button gives you the option to continue using the meeting type in the future.
 - b. To delete a meeting type that isn't built-in, select Delete and then select Confirm.
 - c. To show a previously disabled meeting, select Show next to the meeting type and then select Confirm.
This moves the meeting type from the Hidden Meeting Types section back to the list of meeting types in use.

Configure user access restrictions

Overview

Use the information in this section to prevent staff from accessing student data outside their roll class, class, or year level.





Note: Student Profiles is available to all staff by default, with access to certain data items restricted by their level of access.





Video: Watch this demo on our YouTube channel to learn about User Access Restrictions.
[Profiles Setup | User Access Restrictions](#)

To allow unrestricted access to student data

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select User in the left menu and choose Access Restrictions.
3. Select the option 'Teachers have access to all students'.
4. Select Save

To restrict access to student data

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select User in the left menu and choose Access Restrictions.

3. Select the option 'Teacher access can be limited by roll class, class or scholastic year'.
The teacher list displays, showing each staff member's level of access.
4. Select Edit next to staff member.
5. In Edit Restrictions:
 - a. Specify whether to restrict access to specific student cohorts.
 - b. Select options under Years, Roll Classes and Classes.
 - c. Select Save.

Use upload functions

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Upload Reports menu option			■	■
Manage Reports menu option			■	■

Upload reports

Use this section to upload student academic reports for a given semester, academic year, and year.

1. Select the menu icon (⋮) and choose Profiles. Select ⚙️ Setup and choose Profiles Setup.
2. Select Uploads in the left menu and choose Upload Reports.
3. Select the semester.
4. Select the school year – for example Year 7.
5. Select the year – This is the calendar year.
6. Enter a report name. Including the calendar year and semester helps to categorise what you're uploading.
7. Confirm that your PDF files names include only student codes.
If the pdf name cannot be matched to a student, it will fail.
8. Drag and drop one or more correctly named PDF files onto the user interface.
9. Select Next.
The list of successfully uploaded reports linked to students displays.

Manage reports

Use this section to manage student academic reports for a given semester, academic year, and year.

1. Select the menu icon (⋮) and choose Profiles. Select ⚙️ Setup and choose Profiles Setup.
2. Select Uploads in the left menu and choose Manage Reports.
3. Specify search criteria:
 - Select the semester.
 - Select the school year – for example Year 7.
 - Select the year – This is the calendar year.
 - Enter a report name.

4. Select Search.
Reports matching your criteria are listed.

Appendix – Profiles 1 legacy functions

This section of the guide covers some functionality that was part of Profiles version 1 and may not exist in Profiles version 2.

Student & Supplementary Details

This function is a Profiles Version 1 legacy function. Information does not display on student profiles in Profiles Version 2.

Work with supplementary student details

This function is a Profiles Version 1 legacy function.

Feature availability

	Central Classic (ST)	Central Cloud (ST)	Central Enterprise (MT)	Central ONE (S1)
Supplementary student details menu option	■	■		

Overview



Use the information in this section to configure fields that store additional information about students. This allows you to customise fields to suit your school's needs.

The details display on the Overview screen of the Student Details tab as a customisable list of entries that users can fill in for each student. Rows are organised into groups and each row comprises two modifiable fields.

To add supplementary student details


1. Select the menu icon (⋮) and choose Profiles. Select ⚙️ Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Under Student Details, review the on-screen information about Supplementary Student Details.
4. Do one of the following:
 - a. Under Student Details, select the Supplementary Student Details link.
 - b. Select Student & Supplementary Details in the left menu and choose Supplementary Student Details.
5. Select New Group.
6. In Add Group:
 - a. Enter a name for the group.
 - b. Enter a group section name and select Add. The sections display as rows under the group.
 - c. For each section, select two options to define the type of field.The two fields are useful for some data that may require additional information such as comments. The data types of these fields are separate. This allows a date and a text field to belong to the same option.
 - a. Repeat to add more sections.
 - b. Use the drag handles to re-order sections.
7. Select Save.

To edit supplementary student details

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.

The Lists and Templates screen displays.



3. Do one of the following:
 - a. Under Student Details, select the Supplementary Student Details link.
 - b. Select Student & Supplementary Details in the left menu and choose Supplementary Student Details.

4. Check for groups with a warning icon .

This indicates the template has been used to record data. Changes you make may cause data loss – and are not recommended.


5. Select Edit next to a Group.
6. In Edit Group, do any of the following:
 - a. Update the group name.
 - b. Use the drag handle icon to reorder entries.
 - c. Update section names and their field values.
 - d. Remove fields and select Confirm.
 - a. Enter a new field name and select Add.
 - b. Select Save.

To remove supplementary student details

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.

The Lists and Templates screen displays.

3. Do one of the following:
 - a. Under Student Details, select the Supplementary Student Details link.
 - b. Select Student & Supplementary Details in the left menu and choose Supplementary Student Details.

4. Check for groups with a warning icon .



This indicates the template has been used to record data. Changes you make may cause data loss – and are not recommended.

5. Select Remove next to a Group.
6. Select OK to confirm.

Work with supplementary family details

This function is a Profiles Version 1 legacy function.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Supplementary family details menu option				

Overview



Use the information in this section to configure fields that store additional information about a student's family. This is similar to supplementary student details but applies to a family rather than a particular student.






Tip: This is useful for recording items that affect multiple students from the same family.

The details display on the Overview screen of the Student Details tab as a customisable list of entries that users can fill in for each student. Rows are organised into groups and each row comprises two modifiable fields.




To add supplementary family details

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Under Student Details, review the on-screen information about Supplementary Family Details.
4. Do one of the following:
 - a. Under Student Details, select the Supplementary Family Details link.
 - b. Select Student & Supplementary Details in the left menu and choose Supplementary Family Details.
5. Select New Group.
6. In Add Group:
 - a. Enter a name for the group.
 - b. Enter a group section name and select Add. The sections display as rows under the group.
 - c. For each section, select two options to define the type of field.
The two fields are useful for some data that may require additional information such as comments. The data types of these fields are separate. This allows a date and a text field to belong to the same option.
 - d. Repeat to add more sections.
 - e. Use the drag handles to re-order sections.
7. Select Save.

To edit supplementary family details

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Do one of the following:
 - a. Under Student Details, select the Supplementary Family Details link.
 - b. Select Student & Supplementary Details in the left menu and choose Supplementary Family Details.
4. Check for groups with a warning icon .
This indicates the template has been used to record data. Changes you make may cause data loss – and are not recommended.
5. Select Edit next to a Group.
6. In Edit Group, do any of the following:
 - a. Update the group name.
 - b. Use the drag handle icon to reorder entries.
 - c. Update section names and their field values.
 - d. Remove fields and select Confirm.
 - e. Enter a new field name and select Add.
 - f. Select Save.



To remove supplementary family details



1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Do one of the following:
 - a. Under Student Details, select the Supplementary Family Details link.
 - b. Select Student & Supplementary Details in the left menu and choose Supplementary Family Details.
4. Check for groups with a warning icon .
This indicates the template has been used to record data. Changes you make may cause data loss – and are not recommended.
5. Select Remove next to a Group.
6. Select OK to confirm.

To add a new diagnostic template

This is a legacy function. It has been retained for schools that have historically chosen to use diagnostic templates.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Profiles 1 function				




1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Diagnostic Templates.
4. Do one of the following:
 - a. Under Academic Profile, select the Diagnostic Templates link.
 - d. Select Academic Profile in the left menu and choose Diagnostic Templates.
5. Select New Template.
6. In Add Template:
 - a. Add a name for the Template.
 - b. Enter a field name and select Add. Repeat to add more fields.
 - c. Select Save.

To edit a diagnostic template

This is a legacy function. It has been retained for schools that have historically chosen to use diagnostic templates.



Warning: If you have already used this template to record data against, changing data types or removing columns may cause data loss.




1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Diagnostic Templates.
4. Do one of the following:
 - d. Under Academic Profile, select the Diagnostic Templates link.
 - e. Select Academic Profile in the left menu and choose Diagnostic Templates.
5. Check for templates with a warning icon .
This indicates the template has been used to record data. Changing data types or removing columns may cause data loss.
6. In Diagnostic Templates, select the template link.
7. In Edit Template, do any of the following:
 - f. Update the template name.
 - g. Use the drag handle icon to reorder entries.
 - h. Update field names.
 - i. Remove fields and select Confirm.
 - j. Edit select field values and select Save.
 - k. Enter a new field name and select Add.
 - l. To edit another template, under Change template, choose an option from the Available Templates list.
 - m. Select Save.

To remove a diagnostic template

This is a legacy function. It has been retained for schools that have historically chosen to use diagnostic templates.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Profiles 1 function	■	■		

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Diagnostic Templates.
4. Do one of the following:
 - a. Under Academic Profile, select the Diagnostic Templates link.
 - b. Select Academic Profile in the left menu and choose Diagnostic Templates.
5. Check for templates with a warning icon .
This indicates the template has been used to record data. Changing data types or removing columns may cause data loss.
6. Select Remove next to a template.
7. Select OK to confirm.

Work with Academic History KLAs

Overview

A student's Academic History records internal KLA grades and indicators.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Profiles 1 function	■	■		

To add a new KLA

This function is a Profiles Version 1 legacy function.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Profiles 1 function	■	■		

Use the information in this section to customise KLAs. You can add and remove strands, create new KLAs and change the priority of each of the KLAs.

1. Select the menu icon (⋮) and choose Profiles. Select ⚙️ Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Academic History KLAs.
4. Do one of the following:
 - a. Under Academic Profile, select the Academic History KLAs link.
 - b. Select Academic Profile in the left menu and choose Academic History KLAs.
5. Select New KLA.
6. In New/Edit KLA:
 - a. Enter a name for the KLA.
 - b. Specify whether the KLA is a Core KLA.
 - c. To add a strand, select Add Strand and enter a name for the strand.
7. Select Save.

To edit a KLA

This function is a Profiles Version 1 legacy function.

Feature availability



	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Profiles 1 function	■	■		

1. Select the menu icon (⋮) and choose Profiles. Select ⚙️ Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.

3. Review the on-screen information about Academic History KLAs.
4. Do one of the following:
 - a. Under Academic Profile, select the Academic History KLAs link.
 - b. Select Academic Profile in the left menu and choose Academic History KLAs.
5. Select Edit next to the KLA.
6. In New/Edit KLA, do any of the following:
 - a. Update the KLA name.
 - b. Specify whether the KLA is a Core KLA.
 - c. To add a strand, select Add Strand and enter a name for the strand.
 - d. To remove a Strand, select Remove Strand next to the row.
 - e. Select Save.

To remove a KLA

This function is a Profiles Version 1 legacy function.

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Academic History KLAs.
4. Do one of the following:
 - a. Under Academic Profile, select the Academic History KLAs link.
 - b. Select Academic Profile in the left menu and choose Academic History KLAs.
5. Select Remove next to the KLA.
6. Select OK to confirm.

Work with academic history scales

Feature availability



	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Profiles 1 function	■	■		

To add a new academic history scale

This function is a Profiles Version 1 legacy function.

A student's Academic History records internal KLA grades and indicators.



Use the information in this section to modify the scales to suit the needs of your school. If you need to create a new scale system in the future, it will not affect any scales previously entered into the system.

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Academic History Scales.
4. Do one of the following:
 - a. Under Academic Profile, select the Academic History Scales link.
 - b. Select Academic Profile in the left menu and choose Academic History Scales.
5. Select New Scale.

6. In New/Edit Scale:
 - a. Enter a name and description for the scale.
 - b. Select the number of grades.
 - c. Enter grade name, score, short name, and a description. Repeat for each grade.
 - d. Select Save.



To edit an academic history scale

This function is a Profiles Version 1 legacy function.

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Academic History Scales.
4. Do one of the following:
 - a. Under Academic Profile, select the Academic History Scales link.
 - b. Select Academic Profile in the left menu and choose Academic History Scales.
5. Select Edit next to a scale name.
6. In New/Edit Scale, do any of the following:
 - a. Update the name and description for the scale.
 - b. Select the number of grades.
 - c. Update grade name, score, short name, and a description. Repeat for each grade.
 - d. Select Save.

To remove an academic history scale

This function is a Profiles Version 1 legacy function.

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Academic History Scales.
4. Do one of the following:
 - a. Under Academic Profile, select the Academic History Scales link.
 - b. Select Academic Profile in the left menu and choose Academic History Scales.
5. Select Remove next to a scale name.
6. Select OK to confirm.

Work with School Participation

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Profiles 1				
School Participation menu option	■	■		

Use the information in the School Participation section to record the various activities that a student has been involved in within the school.



Student participation syncs across from the Activities module.

School Participation



This function is a Profiles Version 1 legacy function. This information does not display on the student profile screen in Profiles Version 2.

In Profiles Version 1, the School Participation section was used to record the various activities that a student was involved in within the school. Currently, the dropdown lists for various tables within this section are customisable.

To add a new participation item

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about School Participation.
4. Do one of the following:
 - a. Under Student Profile, select the School Participation link.
 - b. Select Student Profile in the left menu and choose School Participation.
5. Select Add Item.
6. In Add Item:
7. Enter a name for the template.
8. Do one of the following:
 - a. Select an existing group from the Group dropdown list.
 - b. Select 'A new group called' and enter a new for the new group.
9. Select Save.

To edit a participation item

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about School Participation.
4. Do one of the following:
 - a. Under Student Profile, select the School Participation link.
 - b. Select Student Profile in the left menu and choose School Participation.
5. Select Edit next to an item.
6. Do any of the following:
 - a. Update the name of the template.
 - a. Either select from an existing group or select the option to create a new group.
7. Select Save.



Interview Records

This function is a Profiles Version 1 legacy function. Information does not display on student profiles in Profiles Version 2.



Overview

Interview Records is a section for recording the various interviews involving a student that are not part of a wider plan. That is, interviews that are not held in the Student Plan Section of Profiles Setup. Currently, the dropdown lists for various tables within this section are customisable.

To add a new interview record template

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Interview Records.
4. Do one of the following:
 - a. Under Student Profile, select the Interview Records link.
 - b. Select Student Profile in the left menu and choose Interview Records.
5. Select Add Item.
6. In Add Item:
 - a. Enter a name for the template.
 - b. Do one of the following:
 - i. Select an existing group from the Group dropdown list.
 - ii. Select 'A new group called' and enter a new for the new group.
7. Select Save.

To edit an Interview Records item

1. Select the menu icon () and choose Profiles. Select  Setup and choose Profiles Setup.
2. Select Lists and Templates in the left menu and choose Overview.
The Lists and Templates screen displays.
3. Review the on-screen information about Interview Records.
4. Do one of the following:
 - a. Under Student Profile, select the Interview Records link.
 - b. Select Student Profile in the left menu and choose Interview Records.
5. Select Edit next to an item.
6. Do any of the following:
 - a. Update the name of the template.
 - b. Either select from an existing group or select the option to create a new group.
7. Select Save.