

Profiles User Guide

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Introduction

Profiles is a function within Sentral that forms a primary searching tool for seeking information about students. Profiles allows you to access, filter, and view cohort data and student specific data synced across various modules within Sentral.

Product versions

The version of Sentral at your school may have a different user interface to the one shown in our YouTube videos and this guide. The features available are generally the same between product versions. However, if your school is configured by your Sentral Administrator to show Profiles Version 1, you will notice differences in the user interface and the features available.



Note: This guide covers Profiles Version 2, except for a few topics in the Appendix.




Video: Watch this short video on our YouTube channel to find out a little more about the configuration options your Sentral Administrator may have considered.

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

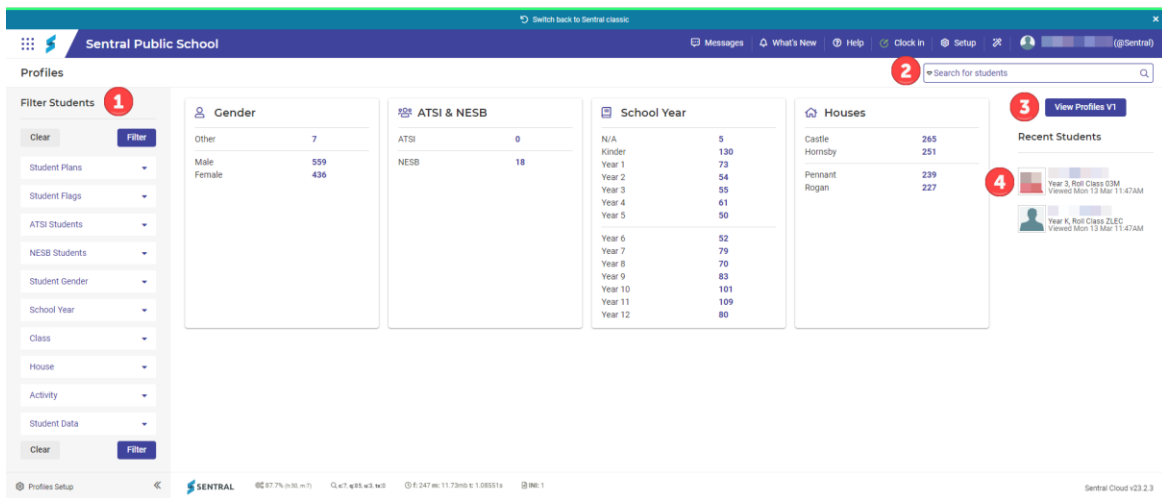
Role-based permissions

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 Profiles module.

Access

- To access the Profiles module, select the Sentral menu icon () and then under Insights, select Profiles. The Profiles home screen displays.

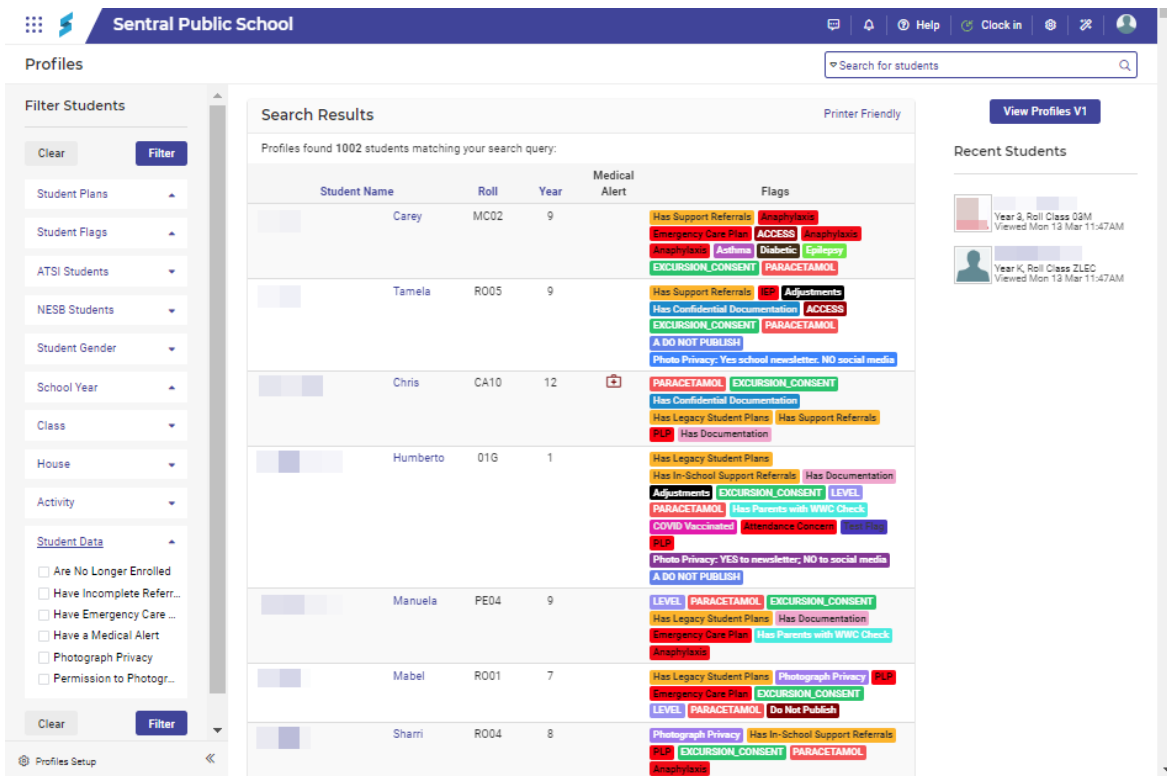
Profiles home screen



Profiles 2 home screen example – ST product

Refer to the table below for a description of information on the Profiles home screen.


Reference number	Description
1	Options in the left pane let you select filters in various categories.
2	Search box to find a specific student.
3	Option to switch between Profiles Versions 1 and 2 displays for some schools – depending on product version and configuration settings.
4	List of recent students searched.



Profiles 2 home screen with some filters applied – ST product

School information

To view and filter school information

1. Select the Sentral menu icon () and then under Insights, select Profiles.
The Profiles home screen displays. This shows student-based data such as Gender, ATSI & NESB, School Year and Houses information, and associated totals.
2. Select a number link next to a category to initiate a search for students with matching profiles.
3. View the list of student profiles matching your query.
4. To print the listed information, select the Printer Friendly link and then select Print.
5. To view a student's profile, select their name.
The Profiles screen for the student displays information such as - Flags, Wellbeing, Data Records and Academics
6. To apply filters:
 - a. Expand filter options in the left pane.
 - b. Select parameters for your search. Additional options may display for you to refine your search.
 - c. Select Filter.Students matching your criteria are listed.

Student details

Overview

Profiles stores a snapshot or overview of data populated in many of Sentral modules related to student data.

To search for and view a specific student's details

1. Select the Sentral menu icon (⋮) and then under Insights, select Profiles.
The Profiles home screen displays.
2. Select the arrow in the search field and choose the students to include – Active, Inactive, or both, and select OK.
 - Start typing a student's name and select from the options displayed. Students and Student Contacts are listed separately.
 - If you select a student, then the Profiles screen for the student displays.
 - If you select a student contact, then the students associated with the contact are listed. Select a student's name to view their Profiles screen.
3. View information on the Profiles screen.

The modules configured for your school determine the information that displays. This may include:

- Timeline
Includes a time slider to review timeline events for a 6-month period. If those events are highlighted, you can select then to go to the Timeline module and view more information.
- School Attendance
Includes a link that takes you to the Attendance module.
- Class Attendance
Includes a link that takes you to the Class PxP module.
- Reports
Includes general comments from Academic Reports module, as well as a link to view published reports.
- Wellbeing Notes
Includes a link that takes you to the Wellbeing module where you can add or edit notes.
- Wellbeing Incidents
Includes a listing of incidents with links to the selected incident in the Wellbeing module.
- Timetables
Includes a timetable summary for the student, and a link that takes you to the student's details in the Timetable module.

In the right pane, depending on your school's modules, and the Profiles version you're viewing, information that you may see includes:

- Current Class
Includes a current class summary with links to class, location, and teacher information in the Timetables module.
- (Profiles 1) Supplementary Details
- NAPLAN
Includes a link that takes you to the Analysis module.
- Siblings
Includes a link that takes you to the Profiles screen for the selected sibling.
- Portal Users
Indicates Portal users associated with the student and their last sign on.
- Attendance Summary
Includes an attendance summary for the student, and a link to the Attendance module.

Contact Details

To view a student's contact card

1. Select the Sentral menu icon (⋮) and then under Insights, select Profiles.
The Profiles home screen displays.
2. Search for and select a student.
See [To view and filter school information](#) and [To search for and view a specific student's details](#)
3. Select the View Contacts & Other Details link under the student's photo.
The contacts card for the student displays with the Overview tab selected.
The Overview tab displays general information about the student, their student flags and primary contact details. Hover over a student flag to view a brief description.

Horacio CANI – R005 / Year 7

Overview | Contact Info | Timetable

View Complete Profile

EXCURSION CONSENT
PARACETAMOL
Risk Management Plan
Has Documentation

Date of Birth: 14/08/2008
Age: 13 years, 7 months
Gender: Male
Year: 7
Class: R005
House: Hornsby
Photograph Privacy: Australia
Country of Birth: Catholic
Religion: English
Home Language: No
ATSI: -
Visa Sub Class: -

Primary Contacts
Student has parental consent for excursions.

Name	Phones & Email	Type
1 Mrs Fran Cani <i>Mother</i>	02 9510 5042 02 9724 4606	Residential Guardian
2 Mr Dominic Cani <i>Father</i>	02 9510 5042 02 9382 0131	Residential Guardian

OK

Student contact card example – Overview tab (ST version)

4. Select the Contact Info tab.
The Contact Info tab displays information about contacts that are related to the student. This potentially includes their names, contact phone numbers and email addresses, what household they're part of, residential, mailing or billing addresses and any permission or data flags for contacts.

Horacio [redacted] – R005 / Year 7

Overview | **Contact Info** | Timetable

Phone: 02 9510 5042
Email: [redacted]@stu.sentral.nsw.edu.au

Address: Mr & Mrs [redacted]
535-549 Henry St

Name	Phones & Email	Type
1 Mrs Fran [redacted] <i>Mother</i>	[redacted] [redacted]@sentral.nsw.edu.au	Residential Guardian
2 Mr Dominic [redacted] <i>Father</i>	02 [redacted] 02 [redacted] [redacted]@sentral.nsw.edu.au	Residential Guardian

OK

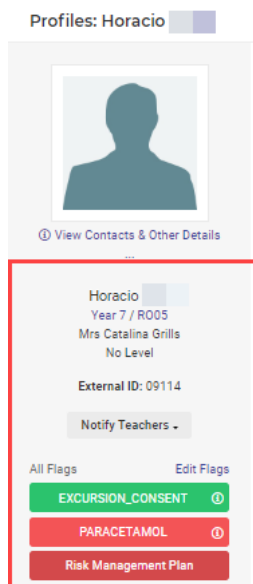
Student contact card example – Contact Info tab (ST version)

5. Select the Timetable tab.
For schools using the Timetables module, information is synced to the Timetables module. This tab displays the student's weekly timetable with links to class information. If you hover over the class link, class and teacher information displays.

Work with student information

To view a student's external ID, flags and high-level information

1. Select the Sentral menu icon (⋮) and then under Insights, select Profiles.
The Profiles home screen displays.
2. Search for and select a student.
See [To view and filter school information](#) and [To search for and view a specific student's details](#)
 - View information in the left pane under the student's photo:
 - Student's name and year level
 - Student's teacher or home room
 - Level or House information
 - Campus information
 - System ID
 - External ID – drawn from your school's administration system
 - Flags applied to the student's profile.



Student profile – high level information (ST example)

To notify a student's teachers


1. Select the Sentral menu icon (⋮) and then under Insights, select Profiles.
The Profiles home screen displays.
2. Search for and select a student.
See [To view and filter school information](#) and [To search for and view a specific student's details](#)
3. Select the Notify Teachers link under the student's photo and choose a notification option.
If you use the Sentral option, all teachers associated to this student are listed (roll class and/or class teachers). You can remove options from the list but not add staff.
4. In Notify Teachers, enter a message in the text box, and select Save.

Work with student information from other Sentral modules – the left pane

Overview

The Sentral modules implemented at your school determine the menu options available in the left pane. These options give you access to extra information.

To view summary information

1. Select the Sentral menu icon () and then under Insights, select Profiles.
The Profiles home screen displays.
2. Search for and select a student.
See [To view and filter school information](#) and [To search for and view a specific student's details](#)
3. Do any of the following:
 - a. Select Summary and choose Overview.
The Profiles home screen displays. See [Profiles home screen](#)
 - b. Select Summary and choose Enrolment Summary.



Available for schools using the Enrolments module.


The Data Layer Summary displays a detailed view of the student's enrolment summary – drawn from the Enrolments module. This includes information such: contacts, additional information, medical conditions, medication permissions and medical summary.

- c. Select Summary and choose Student History.
The Student Enrolment History screen displays. This includes information such as: school year, roll class and teachers. If you're at a school with the MT version of Profiles, you may also see information for enrolment at a previous school.
- d. Select Correspondence.
The Correspondence Register displays. This includes information about any communication related to the student.
To add details about correspondence:
 - i. Select Add Correspondence.
 - ii. Specify whether the correspondence is In or Out, and the type of correspondence.
 - iii. Add a title and enter details about the content and select Save.
The item is added to the register. An Action button displays that allows you to edit or delete the item.

To view health information






Note: Available for schools using the Sentral Health module.

1. Select the Sentral menu icon () and then under Insights, select Profiles.
The Profiles home screen displays.
2. Search for and select a student.
See [To view and filter school information](#) and [To search for and view a specific student's details](#)
3. Do any of the following:
 - a. Select Health in the left pane and choose Medical Records.
The Student Medical Records screen displays a detailed list of conditions, contacts and medical summary.
Select the View More Details link to go to the Health module.
 - b. Select Health in the left pane and choose Emergency Care Plan.
The Emergency Care Plans screen for the student displays a read only view of any Emergency Care Plans created in the Health module.
Select the View More Details link to go to the Health module and add a new Emergency Care Plan.
 - c. Select Health in the left pane and choose Health Care Plan.
The Health Care Plans screen for the student displays a read only view of any Health Care Plans created in the Health module.
Select the View More Details link to go to the Health module and add a new Health Care Plan.
 - d. Select Health in the left pane and choose Medication.
The Medications screen for the student displays medication records created in the Health module.
Select the View More Details link to go to the Health module and add a new record.
 - e. Select Health in the left pane and choose Sick Bay.
The Sick Bay Register for the student displays a list of Sick Bay/First Aid entries created in the Health module.
Select the View More Details link to go to the Health module and add a new entry.

To view analysis information



Note: Available for schools using the Sentral Analysis module.


1. Select the Sentral menu icon () and then under Insights, select Profiles.
The Profiles home screen displays.
2. Search for and select a student.
See [To view and filter school information](#) and [To search for and view a specific student's details](#)
3. Do any of the following:
 - a. Select Analysis in the left pane and choose Academic Results by Subject.
If switched on in Analysis, this displays a graph of overall subject growth by year per subject. It also displays an overall summary for student growth by subject by year.
To print information, select the menu icon () and choose a print option.
 - b. Select Analysis in the left pane, expand Continuums by Aspect, and choose an option.
If switched on in Analysis and there is data for the student, this displays student achievements and progress of aspects for each subject with a timeline.
To print information, select the menu icon () and choose a print option.
 - c. Select Analysis in the left pane and choose NAPLAN.
If NAPLAN data has been imported into Analysis, NAPLAN data displays by domain for the number of years your school has imported data. It displays band and score.
Select the View More Details link to go to the Analysis module.

To view academic report information



Note: Available for schools using the Sentral Academic Reports module.


The options under Academic Reports provide a breakdown of various aspects of the student's academic report and can be filtered by Year and Semester.

1. Select the Sentral menu icon () and then under Insights, select Profiles.
The Profiles home screen displays.
2. Search for and select a student.
See [To view and filter school information](#) and [To search for and view a specific student's details](#)
3. Do any of the following:
 - a. Select Academic Reports and choose Assessment.
The most recent academic report for the student displays by default. This shows overall results, assessment, and effort by subject. If the report was setup to include strands and indicators these also display.
To view information for a different reporting period, choose an option from the list.
 - b. Select Academic Reports and choose Comments.
Comments from current reports for the student display.
To view information for a different reporting period, choose an option from the list.

- c. Select Academic Reports and choose Attitude to Learning.
Scores the student achieved for Attitudes to Learning display.
To view information for a different reporting period, choose an option from the list.
- d. Select Academic Reports and choose School Activities.
Activities recorded for the student in the current period display.
To view information for a different reporting period, choose an option from the list.
- e. Select Academic Reports and choose Published Reports.
A list of all published reports for the student displays. Each report has the option to view the report.
Any academic reports uploaded from another system display in the Uploaded Academic Reports section.
- f. Select Academic Reports and choose Markbook. Available for schools using the Markbook module.
Displays current year mark books and results for the student.
Select View in Markbook to go to the Markbook module.

To view and add to student records information

The options under Student Records provide information not associated to a module.


1. Select the Sentral menu icon () and then under Insights, select Profiles.
The Profiles home screen displays.
2. Search for and select a student.
See [To view and filter school information](#) and [To search for and view a specific student's details](#)
3. Do any of the following:
 - a. Select Student Records and choose Anecdotal History.
Previously added notes for the student display.
To edit a note, select Edit, update information and select Save.
 - b. (Legacy feature) Select Student Records and choose Staff Notes –
A read only screen showing Comments made by Staff in Profiles 1 displays.
 - c. (Legacy feature) Select Student Records and choose Borrowing Records.
A small number of schools may see an automated feed from Sentral OASIS Library Enquiry.
Select the View More Details link to go to the Attendance module and add a new entry.

To view attendance information



Note: Available for schools using the Sentral Attendance module.

The options under Attendance provide information about the student's attendance records.



1. Select the Sentral menu icon () and then under Insights, select Profiles.
The Profiles home screen displays.
2. Search for and select a student.
See [To view and filter school information](#) and [To search for and view a specific student's details](#)
3. Do any of the following:
 - a. Select Attendance and choose School Attendance.
A read only screen displays, showing the student's Attendance Overview (heatmap) and Attendance History for the current year.
Select the View More Details link to go to the Attendance module.
Select the Week number links to go to the roll for that week in the Attendance module.
 - b. Select Attendance and choose Class Attendance.
A read only screen displays, showing the student's Attendance Overview (heatmap) for PXP and the Class Attendance History for the current year.
Select the View More Details link to go to the student's PxP Attendance screen in the PxP module.
 - c. Select Attendance and choose Absences.
A read only screen displays, showing unexplained, explained and exempt absences for the current year.
Select the View More Details link in any section of the screen to view that information in the Attendance module.

To view wellbeing information



Note: Available for schools using the Sentral Wellbeing module.

The options under Wellbeing provide information drawn from various aspects of other modules: Wellbeing, Plans, Activities, Meeting and Awards/House Points.

1. Select the Sentral menu icon () and then under Insights, select Profiles.
The Profiles home screen displays.
2. Search for and select a student.
See [To view and filter school information](#) and [To search for and view a specific student's details](#)
3. Do any of the following:
 - a. Select Wellbeing and choose Summary.
The year summary of all incident types for the student displays.
Select the View More Details link to view the student's wellbeing information in the Wellbeing module.
 - b. Select Wellbeing and choose Plans.
The Plans Summary screen lists all plans categorised by plan type that are in place for the student for all years.
Select the Create or Edit Plans link to go to the student's Plans information in the Plans module.
Select the name of a plan to open it in the Plans module.
 - c. Select Wellbeing and choose Activities.
The student's current and past activities are listed.
Select the Add or Remove Activities link to go to the Activities module.
Select the name of an activity to open it in the Activities module.
 - d. Select Wellbeing and choose Notes.
Notes added to the student's profile by staff are listed.
Select the Add or Edit Notes link to go to the student's notes in the Wellbeing module.
 - e. Select Wellbeing and choose Referrals.
Referrals for the student created in Wellbeing module are listed.
Select the Add or Edit Referrals link to go to the student's referral information in the Wellbeing module.
 - f. Select Wellbeing and choose Meetings.
A list of meetings that this student has been involved in or attended are listed.
Select the More Details icon () to view more details about the meeting in the Meetings module.
 - g. Select Wellbeing and choose Points Tally.
Depending on your school's configuration, points and awards earned by the student that have a value and may be linked to House Points are listed.

To view documents information

The options under Documents provide information about documents stored against students in Profiles. The exception to this is Enrolments documents, which sources documents from the Sentral Enrolments module.

1. Select the Sentral menu icon (⋮) and then under Insights, select Profiles.
The Profiles home screen displays.
2. Search for and select a student.
See [To view and filter school information](#) and [To search for and view a specific student's details](#)
3. Do any of the following:
 - a. Select Documents and choose Legacy Documentation.
A list of any documents previously uploaded for the student displays.
Use the Upload Documents section to add documentation in relation to this student. Alternatively, if your school stores documents outside of Sentral on a webserver, add the URL link
Select the document link to download and view the document.
Select the Edit icon (✎) to update the document description.
Select the Delete icon (🗑) and select OK to remove the document file.
 - b. Select Documents and choose Student Medication.
Medications records created for the student are listed. Once student medications are created, you can attach documents to them.
Go to the Documents module to view, download or deleted Medications documents.
 - c. Medical Certificates – this function has moved. Go to Health | Student | Medical Certificates.
 - d. Select Documents and choose Confidential.
Any confidential documentation for the student are listed. For example, custody orders.
Use the Upload Documents section to add documentation or a link to documentation in relation to this student. Alternatively, if your school stores confidential documents outside of Sentral on a webserver, add the URL link.
 - e. Select Documents and choose Assessment Activities.
Assessment information for the student that is drawn from the Continuous Assessment module displays. Assessment documents are displayed as links.
Select a document link to download it and view its content.
 - f. Select Documents and choose Student Conferences.
Any documents uploaded against the student in Conferences module are listed.

Appendix – Profiles 1 legacy functions

Work with reports



Note: If you're at a Department school, data comes from the relevant Student Management System in your state. For example, in NSW data comes from ERN. In Victoria, it comes from Cases 21. If contact details change, someone at your school does the update to that information. Following an overnight sync, that data displays in Sentral.

To print a Student Contact Card report

1. Select the Sentral menu icon (⋮) and then under Insights, select Profiles.
The Profiles home screen displays.
2. Confirm that you are viewing Profiles 1. If not, select the View Profiles 1 button on the Profiles home screen.
3. Select Reports and choose Student Contact Card.
The Student Contact Card Report screen displays.
Select options to filter your search by Class, Roll Class, Year or Student.
4. Specify whether you want the Compact version.
5. The difference between Compact and the full report is that the Compact report just includes the Student, Contacts 1 and 2, and Emergency Contacts 1 and 2. The full report includes full student details, medical details, Contact 1 and 2 details. Where there is a non-residential parent, the details print on a separate page.
6. Select Print to generate the report.
7. Select whether to view the report in the browser or download the report.


Work with exports

To export data from Sentral

1. Select the Sentral menu icon (⋮) and then under Insights, select Profiles.
The Profiles home screen displays.
2. Confirm that you are viewing Profiles 1. If not, select the View Profiles 1 button on the Profiles home screen.
3. Select Exports.
The Export Data screen displays.
4. Select an export type, and then select a category option for that export type.
For example, when you select Diagnostic Records, the list that displays includes categories such as Reading Age and Spelling Age.
5. Select student filters.
6. Choose a date range for the report.
7. Select Export to generate the CSV file.

Work with amendments



To locate family amendment requests submitted via the Portal

1. Select the Sentral menu icon () and then under Insights, select Profiles.
The Profiles home screen displays.
2. Confirm that you are viewing Profiles 1. If not, select the View Profiles 1 button on the Profiles home screen.
3. Select Amendments in the left pane and choose Family Detail Amendment Requests.
4. Family amendment requests are listed in two sections. The top section displays requests waiting to be actioned. The bottom section lists completed requests.
5. Do any of the following:
 - a. To action a request:
 - i. Select View Details next to a Portal User.
 - ii. Update details in Sentral and your school's external administration system (for example, ERN or Cases 21).
 - iii. Select Complete next to the Portal User.
The request is moved to the Completed Family Amendment Requests section.
 - b. To export requests, select the Export button.
An Excel file is generated.
 - c. Update details in Sentral and your school's external administration system (for example, ERN or Cases 21).
 - d. Select Completed next to the requests that were actioned.



Work with data entry

To upload reports

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Data Entry Upload Reports menu option	 Profiles 1	 Profiles 1		

If your school has the ST version of Sentral, 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. Confirm that you are viewing Profiles 1. If not, select the View Profiles 1 button on the Profiles home screen.
3. Select Data Entry in the left menu and choose Upload Reports.
4. Select the semester.
5. Select the school year – for example Year 7.
6. Select the year – This is the calendar year.
7. Enter a report name. Including the calendar year and semester helps to categorise what you're uploading.
8. Confirm that your PDF files names include only student codes.
If the pdf name cannot be matched to a student, it will fail.
9. Drag and drop one or more correctly named PDF files onto the user interface.
10. Select Next. The list of successfully uploaded reports linked to students displays.