



**SENTRAL
EDUCATION**

Rosters User Guide

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Target Audience

- All Staff

Content


Within this course staff will learn how to:

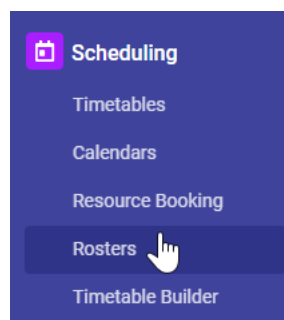
- Create Rosters
- Edit/Delete an Existing Rosters
- View Rosters Reports

Overview

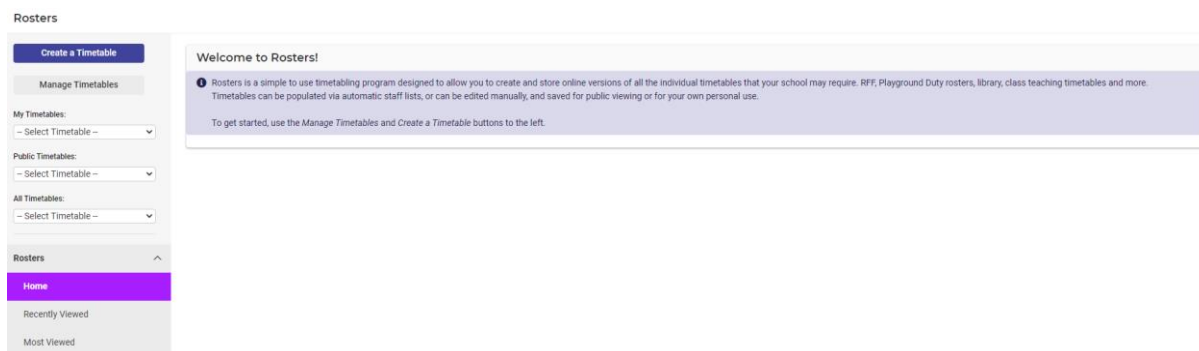
Rosters Module allows schools to create and manage school Rosters.

Module Access

1. Select the **Central Waffle** Icon  in the top left corner of the screen, the modules display, then going to the **Scheduling** group that includes **Rosters**.



The module landing page allows you to create Rosters.



2. From the left-hand menu, click on **Manage Timetable**  button.

Rosters Setup

Create a Timetable

Manage Timetables

My Timetables:

-- Select Timetable --

Public Timetables:

-- Select Timetable --

All Timetables:

-- Select Timetable --

Setup ▼

The **Manage Timetables** screen displays with current Rosters created.

Manage Timetables				New Timetable
My Personal Timetables				
Name	Creator	Options		
Foley Term 3	Rochelle Foley	Set Default	Copy	Edit Remove
Public timetables				
Name	Creator	Options		
JC Playground Duties	Alexander Forbath	Set Default	Copy	Edit Remove
Hilton Support Timetable	Alexander Forbath	Set Default	Copy	Edit Remove
Homework Centre	Ray Licenside	Set Default	Copy	Edit Remove

- To view any of the public timetables, click on the hyperlink [JC Playground Duties](#) Name of the timetable.

The **Roster** displays. You can use the tab and arrow keys to navigate between different cells.

Title: Randomise

• You can use the tab and arrow keys to navigate between different cells. To put entries on multiple lines, use the | character to start a new line.

		Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Paving 1	Broomfield	Micallef	Lucy Smith	Butler McPhee	Davey
	Paving 2	Toia	Olsen	Joy Smith	Greenwood	Lucy Smith
Lunch 1	Oval	French	Caswell	Steven McLeod	Caswell	Winfield
	Playground Equ	Butler McPhee	Judd	Foley	Kent	Toia
	Paving	O'Kell	Jun	O'Kell	Jun	Rossides
	Roving	Wilson	Amanda McLeod	Olsen	Olsen	French
Lunch 2	Oval	Steven McLeod	Page	Bowman	O'Kell	Kasz
	Playground Equ	Page	Joy Smith	Allouche	Judd	Butler McPhee
	Paving	Micallef	Steven McLeod	Greenwood	Page	Micallef
	Roving	Amanda McLeod	Wilson	Hanekroot	Winfield	Joy Smith
After School	Bus	Wilson	Winfield	Davey	Lucy Smith	Amanda McLeod
	Walk	Jun	Hanekroot	Olsen	French	Caswell

Save Cancel

Note: To put entries on multiple lines, use the | character to start a new line.

- To edit a staff member(s) you can click in a cell and edit the name.
- To randomise the staff click on the **Randomise** Randomise button.

The **Data to Randomise** and **Premade Lists** screen displays.

Title: JC Playground Duties Randomise

You can use the tab and arrow keys to navigate between different cells. To put entries on multiple lines, use the | character to start a new line.

Data to Randomise (Separated by new lines)

King, Jessica
Kriaris, Georgia
Ladle, Debra
Liang, Xiaodi
Liceralde, Ray
Lim, Jennifer
Litsas, Costa
Luo, Daisy
Luo, Diana
Luo, Xin

Premade Lists

Add all | Rosters

Rules

Clear roster first

Overwrite existing data

Maximum of 1 unique entries per timetable

Maximum of 1 unique entries per column

Maximum of 1 unique entries per row

Randomise Close

6. Select from the **Premade Lists** on the right side of the screen.

Randomised data has Rules that allow you to set maximums and to overwrite existing data.

7. Tick the check boxes in Rules that are appropriate for your Roster and school staff.

Note: you must select Clear Roster First.

8. Click on the **Randomise** Randomise button and the Roster will update.

The below is the Roster before you select Randomise.

		Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Paving 1	Broomfield	Micallef	Lucy Smith	Butler McPhee	Davey
	Paving 2	Toia	Olsen	Joy Smith	Greenwood	Lucy Smith
Lunch 1	Oval	French	Caswell	Steven McLeod	Caswell	Winfield
	Playground Equip	Butler McPhee	Judd		Kent	Toia
	Paving	O'Kell	Jun	Foley	Jun	Rossides
Lunch 2	Roving	Wilson	Amanda McLeod	O'Kell	Olsen	French
	Oval	Steven McLeod	Page	Bowman	O'Kell	Kasz
	Playground Equip	Page	Joy Smith	Allouche	Judd	Butler McPhee
After School	Paving	Micallef	Steven McLeod	Greenwood	Page	Micallef
	Roving	Amanda McLeod	Wilson	Hanekroot	Winfield	Joy Smith
	Bus	Wilson	Winfield	Davey	Lucy Smith	Amanda McLeod
	Walk	Jun	Hanekroot	Olsen	French	Caswell

The below is the new Roster.

		Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Paving 1	Casale, Natalie	TURNER, Linda	Sanders, Tahila	Seddon, Leanne	Cosgrave, Dylan
	Paving 2	Aoun, Peter	Akkoumi, Lisa	Woodburne, Cassandra	Day, Amy	Smith, Jocelyn
Lunch 1	Oval	Spargo, Jeffrey	Stafford, Jessie	Hansen, Bradley	MITCHELL, PETER	McEwan, Nathan
	Playground Equip	Barnett, Gabriella	Prexl, Geraldine	Page, Coco	Smith, Jocelyn	Kriaris, Georgia
	Paving	Friedlander, Gabrielle	Bourke, Sheree	TURNER, Linda	McLean, Amanda	Fatouros, Andrea
Lunch 2	Roving	Cameron, Tamaris	Luo, Daisy	Handran-Smith, Shannon	Yang, Qing	O'Toole, Mara
	Oval	Vangarden, Cazna	Liceralde, Ray	MITCHELL, PETER	Forbath, Alexander	James, Ray
	Playground Equip	Sanders, Tahila	Pittman, Stephen	Eriksen, Tine	RYAN, Jane	McLean, Amanda
After School	Paving	Prexl, Geraldine	Wiggins, Laura	Mishra, Faridul	McLeod, Amanda	Taylor, Kate
	Roving	Saintilan, Megan	RYAN, Jane	Prexl, Geraldine	Driessen, Rachel	Berscheid, Austin
	Bus	Nash, Sandra	Taylor, Kate	Micallef, Lorna	Johnson, Nicole	Okell, Stewart
	Walk	Ansell, Jacob	Luo, Diana	Jones, Sharon	Heslop, Kylee	Craig, Cameron

Save Cancel

9. Click on the **Save** Save button.

The Roster is updated and displays.

JC Playground Duties Edit Print

		Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Paving 1	Casale, Natalie	TURNER, Linda	Sanders, Tahila	Seddon, Leanne	Cosgrave, Dylan
	Paving 2	Aoun, Peter	Akkoumi, Lisa	Woodburne, Cassandra	Day, Amy	Smith, Jocelyn
Lunch 1	Oval	Spargo, Jeffrey	Stafford, Jessie	Hansen, Bradley	MITCHELL, PETER	McEwan, Nathan
	Playground Equip	Barnett, Gabriella	Prexl, Geraldine	Page, Coco	Smith, Jocelyn	Kriaris, Georgia
	Paving	Friedlander, Gabrielle	Bourke, Sheree	TURNER, Linda	McLean, Amanda	Fatouros, Andrea
Lunch 2	Roving	Cameron, Tamaris	Luo, Daisy	Handran-Smith, Shannon	Yang, Qing	O'Toole, Mara
	Oval	Vangarden, Cazna	Liceralde, Ray	MITCHELL, PETER	Forbath, Alexander	James, Ray
	Playground Equip	Sanders, Tahila	Pittman, Stephen	Eriksen, Tine	RYAN, Jane	McLean, Amanda
After School	Paving	Prexl, Geraldine	Wiggins, Laura	Mishra, Faridul	McLeod, Amanda	Taylor, Kate
	Roving	Saintilan, Megan	RYAN, Jane	Prexl, Geraldine	Driessen, Rachel	Berscheid, Austin
	Bus	Nash, Sandra	Taylor, Kate	Micallef, Lorna	Johnson, Nicole	Okell, Stewart
	Walk	Ansell, Jacob	Luo, Diana	Jones, Sharon	Heslop, Kylee	Craig, Cameron

10. To edit the Roster you can click on the **Edit** Edit button.

Note: you can click into an individual cell and manually edit or use the Randomise option.

11. To print the Roster, click on the **Print**  button.

The **Print Options** screen displays.

Print Options ×

Header Options

Include school name

Include timetable name

Size Options

Small font sizes
Headers: 12pt, Subheaders: 10pt, Data: 8pt

Medium font sizes
Headers: 14pt, Subheaders: 12pt, Data: 10pt

Large font sizes
Headers: 18pt, Subheaders: 16pt, Data: 14pt

12. Select which options you wish to print and click on the **Print** button.

Below is a sample of a printed roster.

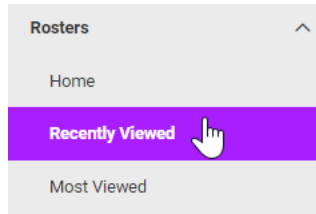
Sentral Public School

Playground

		Monday			Tuesday			Wednesday		
		Playground	Equipment	Canteen	Subcol 1	Subcol 2	Subcol 3	Subcol 1	Subcol 2	Subcol 3
Before School	Teacher 1	Adamson, Gladis	Agar, Filomena	Zadow, Nelly	Cope, Hae	Coleman, Bell	Blue, Taisha	Bardsley, Maribel	Agaundo, Waneta	De Loitte, Jettie
	Teacher 2	Zahel, Katelynn	Chalmers, Tysha	Bluett, Katharyn	Zahel, Katelynn	Ashby, Latina	Zadow, Nelly	Cope, Hae	Considine, Eloise	Cope, Hae
Recess	Subrow 1	Ashby, Latina	Blue, Taisha	Agaundo, Waneta	Bardsley, Maribel	Zahel, Katelynn	De Loitte, Jettie	Charlton, Eloise	Zahel, Katelynn	Bluett, Katharyn
	Subrow 2	Coleman, Bell	Blue, Taisha	Agaundo, Waneta	Adamson, Gladis	Zahel, Katelynn	Bluett, Katharyn	Bardsley, Maribel	Costello, Estrella	Agaundo, Waneta
Lunch	Subrow 1	Ashby, Latina	Chalmers, Tysha	Ashby, Latina	De Loitte, Jettie	Bleasdale, Madelene	Zahel, Katelynn	Agar, Filomena	Charlton, Eloise	Adamson, Gladis
	Subrow 2	Bage, Tangela	Zahel, Katelynn	Ashby, Latina	Cope, Hae	Blue, Taisha	Zadow, Nelly	Coleman, Bell	Blue, Taisha	Bage, Tangela
After School	Subrow 1	De Maistre, Vennie	Cope, Hae	Blue, Taisha	Agar, Filomena	Bluett, Katharyn	Bleasdale, Madelene	De Loitte, Jettie	Zahel, Katelynn	Charlton, Eloise
	Subrow 2	Bardsley, Maribel	Agaundo, Waneta	Zadow, Nelly	Adamson, Gladis	Bage, Tangela	Bluett, Katharyn	Cope, Hae	Blue, Taisha	Coleman, Bell

Recently Viewed

1. To view recently viewed Rosters, click on **Rosters > Recently Viewed** from the left-hand menu.

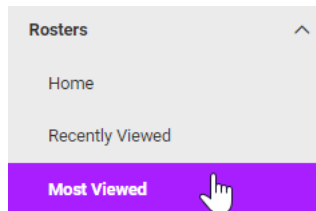


The **Recent Timetables** will be displayed.

My Recent Timetables	
Timetable	Last Viewed
JC Playground Duties	15/10/2020 04:05PM

Most Viewed

2. To view most viewed Rosters, click on **Rosters > Most Viewed** from the left-hand menu.



The **Most Viewed Timetables** will be displayed.

Most Viewed Timetables	
Only public timetables will show in this listing	
Timetable	Last Viewed
JC Playground Duties	30/01/2017 12:41PM
Homework Centre	15/09/2015 09:59AM
Hilton Support Timetable	16/06/2017 09:08AM

Note: only public timetables will show in this listing.

Glossary of Terms

Sentral software contains many drop-down lists and areas to add detail relevant to data entry for Rosters. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of glossaries of terms.

Item	Description	Type
Select a Resource	select resource for booking	select from drop down
User	select user for booking	select from drop down
Comments	enter Comments for the booking	text field
Period	select the date range for the report	calendar entry
Rosters Default view	how will resources be displayed on homepage	select from drop down
Disable Bookings on Non-Teaching Days	do you want to show on non-teaching days	Yes/No
Copy periods from	which periods to setup	select from drop down
Type	Period type	select from drop down
Link to Timetable period	which period to link this too	select from drop down
Room	name of the room	text field
Building	name of building	text field
Capacity	how many	numeric
Description	Detail of the location	text field
Group Name	Name of resource category	text field
Quantity	number of this resource	numeric
Max booking time	the limit of how many consecutive days the resource can be booked at any one time.	numeric
Max pre booking time	the number of days you can book in advance of today's date	numeric
Location	location of this resource	select from drop down
Maximum QTy Per Booking	number of resources limited to booking	numeric
Max number of Periods Per Booking	how many periods throughout each day a resource can be booked	tick box
Can overbook	users go into a waiting list	tick box
Can Overwrite Time table lessons	booked over existing time table lesson	select from drop down
Resource Type	type of resources	select from drop down
Resource Owner	Who owns or manages this resource	select from drop down
Notify owners	tick to notify owners	tick box
Notify users	tick to notify users	tick box