Roll Class Rollover User Guide - NSW DoE Schools

December, 2024

SENTRAL

Contents

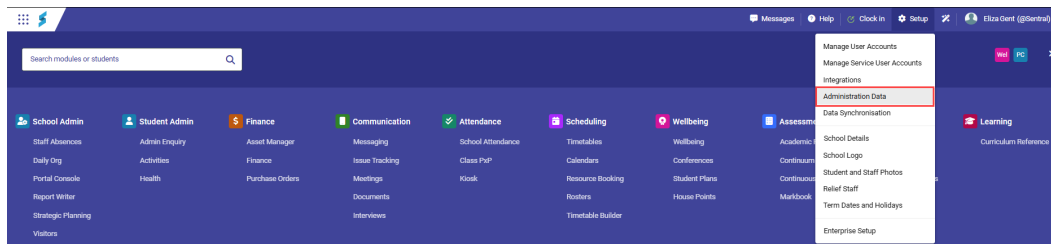# Roll class rollover wizard

Overview

As the year comes to an end, your school will be considering roll classes for next year. The roll class rollover wizard will help you with rolling over your current year's roll classes to next year.

> **Note:** If your school has not chosen Sentral as the master source, roll class rollover will need to be completed in your other SIS vendor - the one that is set as master.

Getting started

1. Access the roll class rollover wizard via Sentral Setup | Administration Data | Roll Classes.

   The Roll Class - Active [YYYY] screen displays.

2. Confirm which year you are performing the roll class rollover from.

3. Select **Roll Over Roll Classes**

   The roll over wizard loads.

Your rollover options

Wizard tools

Once the Rollover wizard has loaded, it displays your roll classes, and some tools to help with completing the rollover.

#	Column name	Description
1	Roll over?	This checkbox allows you to select which roll classes should be copied over for next year.
2		If the system has detected that a roll class name already exists for next year, you won't be able to select it. It will be 'grayed out'.
3	New roll class name	This field allows you to rename the roll class for next year to a different name or leave it the same.
4	Keep teacher assignments?	This checkbox allows you to select whether the teachers assigned to the roll class will also be assigned to the roll class created for next year.
5	Keep student assignments?	This checkbox allows you to select whether the students assigned to the roll class will also be assigned to the roll class created for next year.
6		

Roll classes already in use

⚠️ **Warning:** You cannot rename a roll class with a name that is already in use for a roll class next year.

Preview rollover selections

1. For each class that you want to roll over, use the available options to do any of the following:

   a. rename the roll class

   b. keep teacher assignments

   c. keep student assignments.

2. Select the **Rollover classes** button at the top right.

   A summary screen displays the rollover selections you've made.

   > **Note:** Students that already belong to a future roll class will not be rolled over with the selected roll class.

3. Refer to the Conflicting students column.

   Manually removing the conflicting students from their future roll class prior to attempting the roll class rollover will remove them from the conflicting students list.

4. Review your selections for a final time

   a. If the selections you review are correct, then select

   b. If the selections you review aren't correct, then select

Review future roll classes

When the rollover of roll class has been completed, you will be able to see your created future roll classes as per what was configured in the roll class rollover wizard.

In the example above:

1. Roll class has been rolled over from the previous year
2. Name of the roll class matches to what was specified as the roll class name.
3. Students are already assigned as the roll class had the student assignments checkbox checked.
4. No teacher is linked for the roll class as the teacher assignments checkbox wasn't checked.

Manage student assignments

Use an academic period filter to locate particular student lists. This could be based upon a class, roll class or year level from a previous academic period.

For example, filter for the students in 2024's roll class called 'Bourne Identity'.

> **Tip:** This is helpful in managing future roll classes where you may want to locate a student from the previous year's class.

> **Note:** Future roll classes cannot show the students' year levels until Sentral receives new year data from NSW DoE, as year level progression and assignment is managed by Department systems.

Students without a roll class

When viewing roll classes for the current year, there's a section available that's dedicated to showing the students of the current year which doesn't currently belong to a roll class. You are able to review this list to ensure that all your students are properly assigned to a roll class.

Example roll class rollover scenarios

Overview

Sentral has provided some rollover scenarios which may help you better understand how you could make the best use of the roll class rollover wizard. These scenarios are also available in the rollover wizard. Select the **Show More** option in the information box to view the example scenarios any time you are on the wizard screen.

Scenario 1

A school chooses to rename the roll classes for next year as their roll classes are structured as 3ROLL1, 4ROLL1, 5ROLL1, etc. The rename involves updating the numeric prefix of the roll class name. That is, from 3ROLL1 to 4ROLL1. Current year 6 roll classes aren't selected for rollover as those classes are being discontinued due to Year 6 students finishing school. Student assignments are selected but teacher assignments are not selected.

This combination results in all roll classes for next year retaining the same set of students as the current year. However, the roll class names for next year have been renamed to support the students moving up a year level. New teachers however need to be assigned to the future roll classes as there has been a shuffle of teachers at the school.

Scenario 2

A school chooses to leave the roll class name untouched as the school runs vertical classes where the roll class name remains the same every year.

> ⭐ **Example:** AA1 is for year 7 and 8 students and BB1 is for year 9 and 10 students. Student assignments and teacher assignments are selected.

The above combination results in all roll classes for next year retaining the same set of students and teachers as the current year. The name for next year's roll classes also remain the same as current year. The school however will need to edit the future roll classes and update some student assignments. For example, the future AA1 roll class will need to have the current year 8 students moved into the future BB1 roll class. This is because the current year 8 students will assumingly be in year 9 next year and thus no longer qualify to be placed in the future AA1 roll class that only supports year 7 & 8 students.

Scenario 3

A school chooses to rollover and rename only two roll classes as there's a student and teacher reshuffle happening. For example, roll classes Peaches and Apples renamed to Sunflower and Roses respectively. Student assignments are not selected but teacher assignments are selected.

The above combination results in the two roll classes created by the rollover wizard retaining the same teachers but with a new name. Multiple new roll classes will be also be manually created for next year due to the change in student numbers and teachers. Students will need to be manually allocated to the future roll classes. Any future roll class without a teacher will also need a new teacher assignment.

Roll Class Rollover FAQs

How do I know if Sentral is my GRS Master vendor?
If you have the correct permission access, you can navigate to Sentral Setup | Data Synchronisation.

On this page you can check to see if the 'SAIS Master Vendor' setting is set to 'Sentral' or 'DoE'.

If it shows as Sentral, that means Sentral is your GRS Master vendor.

If it shows as DoE, that means your school is using another application outside of Sentral as the GRS Master vendor.

SAIS Master Vendor

Your master platform vendor is currently: [Sentral   ⌄]

This selection impacts the following data:
- Teaching Groups Data
- Rooms Data
- Staff Data

What should I do about the Roll Classes rollover process if our School GRS Master is not Sentral?
Contact your current GRS Master provider for guidance on managing this process.

We're a high school using a different package for timetabling and academic classes. Do we still need to create and roll over roll classes?
Yes. Roll classes are essential for every school. If Sentral is your GRS Master, you must complete this process within Sentral. Even if you are using another Master, roll classes are critical for the functionality of several modules. Ensure this process is completed with your chosen vendor to maintain accurate data across your systems.

Our school selected Sentral as our GRS Master, but this isn't correctly reflected in Sentral Setup > Data Synchronisation. What should we do?
First, contact EdConnect to confirm your selection of Sentral as your GRS Master. Then, reach out to the Sentral Support team to inform us. We will work with the Department to make the necessary adjustments and enable Sentral as your chosen GRS Master within the software.

Does Sentral manage my year level progression for students?
No. As far as Sentral is aware, schools still need to use ERN to manage student year level progression, including departing students, repeating students or students skipping year levels.

Why do I need to create roll classes in Sentral?

Since NSW DoE has decommissioned the EBS application, roll classes are now managed by Sentral or another vendor you've chosen as the GRS master. As such, if Sentral is your GRS master, roll class management is done in Sentral including future roll classes.

How do I create new roll classes manually if I don't want to use the roll class rollover wizard?

Please navigate to the **Help Centre | Sentral Admin tab | Sentral Setup** and review the EBS Decommissioning Guide. In the guide there's a section around Roll Classes that explains how to create and manage roll classes.

How do I assign teachers to roll classes?

Navigate to the Help Centre e **Help Centre | Sentral Admin tab | Sentral Setup** and review the EBS Decommissioning Guide. In the guide there's a section around Roll Classes that explains how to assign one or more teachers to a roll class.

Do I need to create my future roll classes this year?

Future roll classes can be created before the year end or created in the new year.

What happens if I don't use the roll class rollover wizard or create the roll classes manually for the new year?

Students will no longer have a roll class assignment and will all be assigned to Sentral's internal roll class named 'No Roll Class'.

> **Tip:** It would be best to ensure that students will have a correct roll class assignment before Term 1 begins.

Will creating the future roll classes via the wizard or manually affect my roll classes currently?

No. Roll classes are tied specifically to an academic year (e.g. 2023, 2024, 2025). As long as you create a roll class for a future year, it will not affect your current roll classes.

Do I need to perform the roll class rollover if I've already created the future roll classes for the new year?

No. If the roll classes have already been created, then there's no need to complete the roll class rollover wizard. The wizard exists to help copy over the current year's roll classes for the new year.

Can I create my roll classes for next year first and complete the student or teacher assignments later?

Yes. You can first create the roll classes manually or via the roll class rollover wizard and complete the student and teacher assignments at a later time.

Why can I not see the future year (e.g. 2025) on the right-hand side of Roll Class page?

The year shown on the right-hand side will only show up if the system detects a roll class created for that year. If you manually create a future roll class or run the rollover wizard to create the future roll class, the future year will be displayed afterwards.

Can I rerun the roll class rollover wizard?

Yes, but selecting roll classes you've already copied over may require a new roll class name to be specified as you cannot have the same roll class name within an academic year.

The year level of students shown still reflects 2024 instead of 2025. Why is that?

The students' year level is based upon the data provided by NSW DoE. New student year level data for 2025 will only be provided to Sentral after Jan 13th 2025. Expect the year level of students for 2025 to be corrected after Jan 13th.

Are there any restrictions in naming my roll classes?

NSW DoE mandates that roll classes cannot share the same name within the same academic year. However, the same roll class name can be used across different academic years.

> **Example:** I can name two roll classes as 'Kindy_A' where one roll class is for 2024 and the other roll class is for 2025. I cannot however have two roll classes in 2025 both named 'Kindy_A'.

> **Note:** Some schools historically needed to append their school code as a prefix to their roll class name. This is no longer a requirement for schools, so schools can move away from this if they wish to do so.

What should I do if I have new roll class names for the new year?

The roll class rollover wizard supports changing the roll class name for the rollover. The name change will not affect your current roll classes.

What should I do if my teacher assignments for roll classes are all different for the new year?

The roll class rollover wizard can copy roll classes without copying the teacher assignment. Simply deselect the 'teacher assignments' checkbox in the wizard. Once the wizard creates the roll classes, manually update the roll classes with the new teacher assignment.

What should I do if most or all my roll classes are going to be different in the new year including teacher assignments and student numbers?

At the most basic level, the roll class rollover wizard can be configured to copy roll classes without the teacher assignments or student assignments. Effectively, you would be left with just the roll class container (no students or teachers).

Should it not be possible to use the copied roll class containers due to the changes to roll class compositions/numbers for the new year, then it might be best to create the future roll classes manually without the wizard.

Does the roll class rollover wizard support classes in Class Creator?

At present, Roll Classes will need to be created and managed in Sentral.

All or most of my students are staying in the same roll class but moved up a year level. What should I do?

If your roll classes aren't named with any 'year level' identifiers, then when using the roll class rollover wizard, simply select the roll classes and ensure the student assignment checkboxes are selected.

If your roll classes are named with 'year level' identifiers, then select the roll classes + student assignments but also use the rename feature in the wizard. For example, if your current roll class is named 'Yr8_Roll1', then in the wizard that selected roll class should be renamed to 'Yr9_Roll1'.

My school runs vertical / composite classes? How can I manage this with roll class rollover wizard?

There are some options available. The first option involves using the rollover wizard to copy over the roll classes + student assignments. Once the future roll classes have been created, you will need to manually remove students that no longer belong to that roll classes. Normally these are the students that will transition to the next vertical roll class. For example, if you run a Year 3 & 4 roll class, the current Year 4 students will need to be manually moved out and put into the Year 5 & 6 roll class.

The second option also uses the rollover wizard, but you copy only the roll class without the student assignments. Once future roll classes have been created, you need to manually assign all your students into their correct vertical roll classes for the new year.

Please also refer to Scenario 2 listed in the wizard help text box and the roll class rollover guide document for a more detailed example.

Can I split or merge roll classes with the wizard?

This is not supported. For merging roll classes, you can use the wizard to copy one of the roll classes and then manually assign students and/or teachers that are missing. For splitting you can also use the wizard to copy over the roll class but then remove manually the students and/or teachers that no longer belong to the roll class.

Can I assign students to their roll classes in the new year based upon a roll class or year level list from the previous year?

Yes, you can.

First navigate to the screen where you are allocating students to the roll class.

Use the filters under **Find Students** to look up students from a previous roll class or year level based on the chosen academic year (e.g. 2023, 2024).
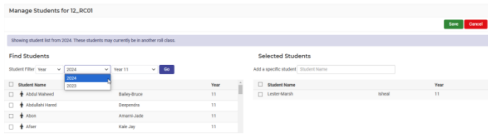
Why can I not see my Kindy or Year 7 students for the new year yet?

For schools who have the future students feature enabled, those students should be available in Sentral already. If a student is missing, then that student in ERN is mostly in a state which isn't transferrable yet into Sentral.

For schools without the future students feature enabled, the students for the new year will be available in your system from Jan 14th once NSW DoE starts providing the new year student data to Sentral.

What if a current student is not put into a future roll class?

The student will be assigned to Sentral's internal roll class called 'No Roll Class'. The student will need to be assigned to their correct roll class.

What happens to my current Year 6 or Year 12 roll classes? Do I need to manually deactivate them?

Sentral will automatically inactivate previous roll classes once the new year arrives and Sentral's own internal system rollover has been completed. Schools will not need to action this task.

Why don't I see the option to deactivate a roll class created for the new year?

Roll classes created for the new year whilst Sentral is still operating in the previous year will not have an 'Inactivate' option. The 'Inactivate' option will become available after Sentral has completed its internal rollover. For 2025, Jan 14th 2025 is when you should be able to 'Inactivate' those unwanted roll classes

I've rolled over the roll classes incorrectly. Can I reset the rollover?

It's possible but will require a bit of manual effort. Firstly, you will need to remove all the students from the incorrect future roll classes. After that's completed, you'll need to rename all the incorrect future roll classes. The recommendation is to add a few 'z' as prefix to force the roll classes to the bottom of the page. For example, 'Kindy_A' is renamed to 'zzzKindy_A'.

Once both tasks have been completed, proceed to initiate the roll class rollover again.

Can I prevent parents from seeing in the Portal and Parent App what roll class the student will belong to in the new year?

Yes, that is possible. There are two available options for the school to support this.

The first option is Maintenance Mode setting. This will effectively remove the ability for parents to login to the portal whilst the mode is enabled. Should the school require portal access to be completely closed off, this is the option to take. Just remember to turn off maintenance mode when parents can be allowed back into the Portal.

The second option is the Start of Year Rollover setting. When enabled it will allow you to configure how many days after the start of Term 1, will parents be able to see class data including roll class for their students in the portal. The time between the start of the year and your configured day will have the class data locked from being viewed on the portal by parents.

Maintenance Mode
Maintenance module will prevent users from logging into portal
Enable   Disable
Maintenance Message:

Start of Year Rollover
☑ Automatically hide student classes from portal at start of school year
Classes and timetables will become visible to parents and students 0   days after the start of Term 1

Should I do the roll class rollover first and then finance?
Both can be completed independently of each other.

I still have questions about the rollover process. What should I do?
For any other questions or assistance with the rollover process, please reach out to our support team. We're here to ensure a smooth transition into the new academic year!

You can reach us at 1800 998 538 between 7:30am – 6:00pm AEDT or submit a ticket via our Help Centre.