Sentral Setup Guide

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Sentral Setup

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- Administrator Staff & Technician

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Overview

The Setup guides provides new and existing schools with the required initial setup steps to achieve successful implementation of Sentral but also access to areas Accounts, permissions, photos, school information and Portal access.

It is designed to educate a user at the school to be the Sentral Administrator and share that knowledge within the school.

Sentral Login

1. Open a web browser and go the address of your Sentral Server. e.g., https://schoolname.sentral.com.au

SENTRAL

Training
Sign in to Sentral

Username

Enter your username

Password

Enter your password

☐ Remember my username

☐ **Hide sensitive data** — select if you are on an IWB/projector

Sign In

2. Details for the First time Login ONLY are **username**:admin and **password:**admin. You MUST update this generic admin login to a unique Password. Once the initial setup is done, you are to use a personalised user account for audit purposes.

3. **Next time:** Enter your own Username and password.

4. Tick the checkbox to remember your username and to hide sensitive data if appropriate.

Note: Do not store your login password on your browser. Treat your Sentral password in the same way as you would for your personal bank account passwords/access. If you save your password in the browser ANYONE (students and staff) can login as YOU and affect changes to your personal records and classes.

5. If this is the first-time logging into your personalised Sentral account, you will be taken to your Profile screen which enables you to add your own photo, change your email settings, setup 2 step authentication and provides you with information about your access level to Sentral. View **User Profile guide.**
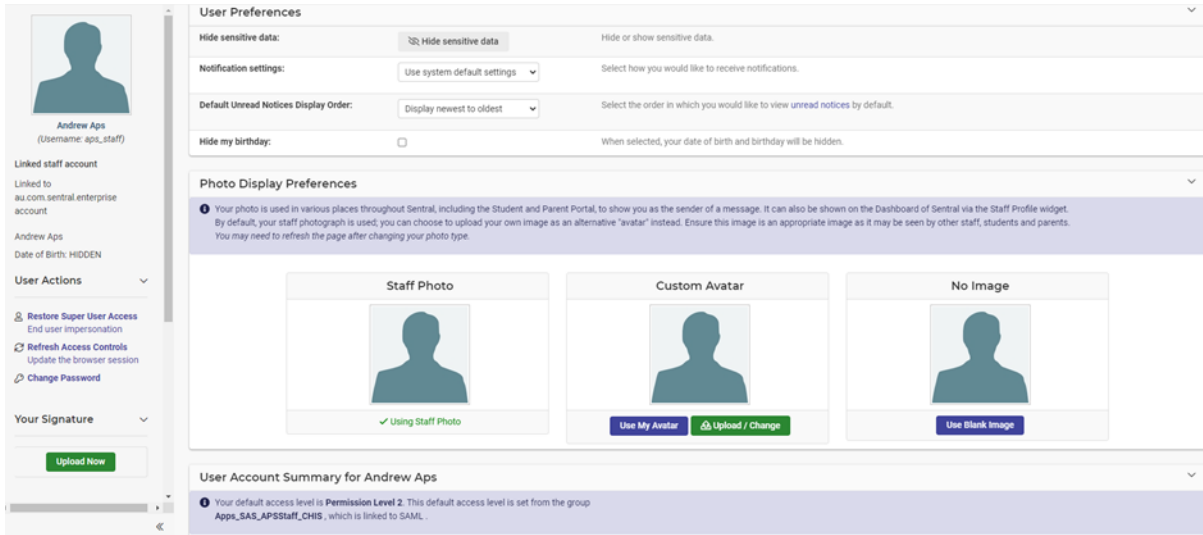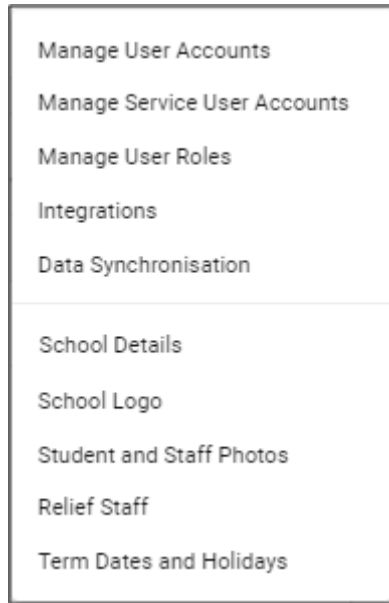
6. Click on the **School Name** and you will be taken back to the School Dashboard.
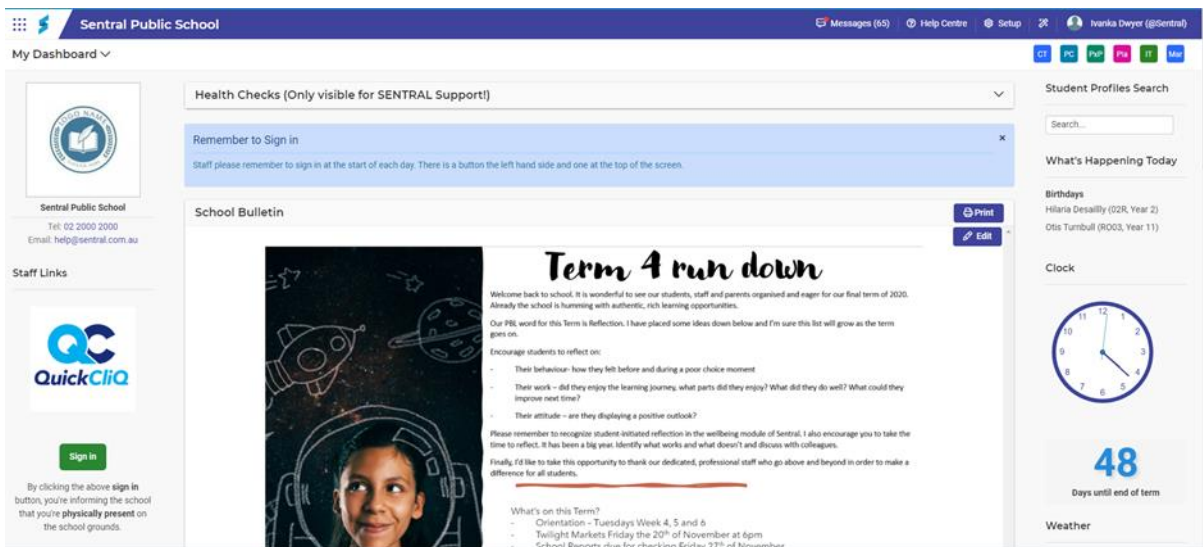
Sentral Setup

1. From your Dashboard, click on the **Setup Cog** ⚙ Setup to the far right-hand site of your Dashboard.

User Accounts

Sentral Administrators can manage the users (staff) within their Sentral system. Administrators can:

- Manage Access Levels
- Modify User Details
- Change Passwords
- Create New accounts
- Import and Merge Users
- Modify notification setting.

1. Go to **Manager Users**.

2. It is very important that a **Default Access Level** is set for each user, so we use the drop-down list to edit permissions.
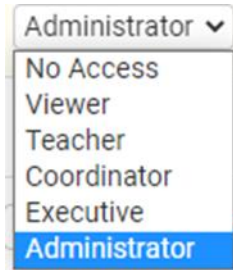
Note: Staff that need to sign in via single sign on or active directory will only be visible on this list once they have signed in for the first time. So, you may need to revisit this page often.

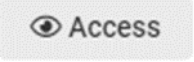The following users have these access abilities by default.

Administrator: Access to all Sentral including the Sentral Setup Cog, School Dashboard, and setup for each module. Access to Sentral Cog gives administrator access to setup the Student & Parent Portal.

Executive: Same as an administrator but do not have access to the Sentral Cog.

Coordinator: Can see and change data but not access Setup.

Teacher: Can see and change data relevant to their own classes. Viewer - Can see data but not change anything.

No Access: No access to Sentral or data.

3. Click **Save Levels** when done.

4. If you wish to increase the access level for a user for one or more modules, click

   on the **Access** ⊚ Access button.

5. To increase the default access level of a user for any given module, click on the drop-down list associated with that module and select the appropriate user level from the list.

6. Click on the **Save** button when done.

7. The Red asterisk next to a username indicates individual access level has been given and **Access** button will change to red.

Note: You are encouraged to use groups instead of assigning permissions directly to users to simplify tracking of privileges. If you go with groups, this overrides individual access but ensures there is no conflict.

Group Access

1. Click on **Groups** from the left-hand menu. Groups can be synced across from active directory or select Local Groups.

2. Click on the **New Group** button (top right of the panel).

3. Enter the **Group Details** and **Save**.

4. Set **Default Access Level**.

Default Access

Teacher ⌄
No Access
Viewer
Teacher
Coordinator
Executive
Administrator
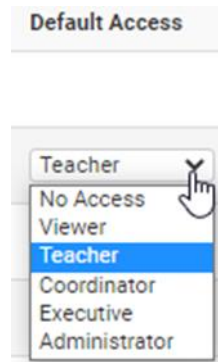
5. Add the **Users** to the Group.

Assign/Unassign users   ✕

Available Users   Group Members

Canteen, (canteen)
Cape, Maribel (maribel.cape)
Carvosso, Mazie (mazie.carvosso)
Case, Jenny (jenny.case)
Cashin, Rana (rana.cashin)
Chakkravarthi, Sripathi (sripathi.chakkravarthi)
Challinor, Lidia (lidia.challinor)
Champ, Luke (Luke Champ)
Chand, Eshmi (chande)
Chermside, Jaunita (jaunita.chermside)
Cheyne, Monet (monet.cheyne)
Childers, Taisha (taisha.childers)
Chipper, Lashawnda (lashawnda.chipper)
Christian School, Toongabbie (tcs)
Chung, John (john.chung)
Chung, Joohn (john.chung2)
Church, Brandon (churcb)
Cleggett, Renly (renly.cleggett)
Clucas, Willia (willia.clucas)
Cockerill, Sharron (sharron.cockerill)

Adamson, Gladis (gladis.adamson)

To add a user to the group, select it from the list of users on the left hand side and click the » button.

To remove a user from the group, select it from the list of group members on the right hand side and click the « button.

You can select multiple rolls in a list by holding down the SHIFT or CTRL key

Save   Cancel

6. To add a user to the group, **select/highlight** a user from the left side and click the forward arrow **»** button.

7. You can select multiple rolls in a list by holding down the **SHIFT** or **CTRL** key.

NOTE: It is important to ensure there are no access levels clashed between a group account and those of an individual.

Edit User

Active users in Sentral are displayed in the centre of the screen.

1. To view and edit **User Details**, click on the **Edit** button aligned with the staff member.

1. Certain Details will already be presented.

User Details   ✕

Username: gladis.adamson

Title: Mrs ▾

First Name: Gladis

Surname: Adamson

Default Access Level: Teacher ▾

Email Address: gladis.adamson@nsw.edu.au

The user is linked to the following staff member in your school administration system

(SentralEnrolment) :

External ID: DAMS

❌ Remove Staff Link

Save   Cancel

2. Set a title (English honorific) to their name in case there are two people with the same or very similar names.

3. Modify any user properties and assign access privileges as needed. Add **Email Address** and link **Staff**.

4. Click on the **Save** button when done.

5. It is important that teachers' names be the same for consistency as this is how they will appear in Sentral modules.

6. You have the option to use title or not.

7. Edit **ALL** Uppercase surnames e.g., ALLPORT > Allport.

8. **Remove Users**: We do <u>NOT</u> recommend removing users as staff are integrated into Sentral and your data layer source should reflect updates.

Change User Passwords

A user may forget their password and request an administrator to create a new one.
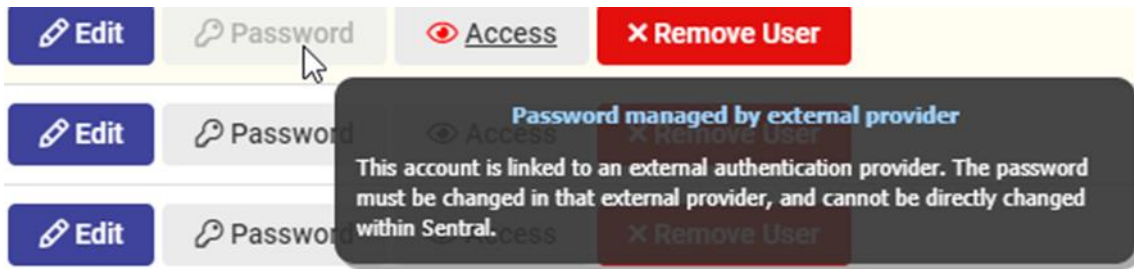
1. If the password is greyed out, the accounts are linked to an external authentication provider and cannot be changed within Sentral.

2. Enter a new password and tick the box for the user to change password on login.

Note: Passwords are required to be a minimum of 8 characters.

Import Users

Initially creates manual accounts - these can be renamed on import to match the provider's username if the school wishes to later integrate with another source such as Active Directory or SSO.

1. Click on **Manage User Accounts > Import Users**.

Import	Staff ID	Title	Surname	First Name	Username	Password	Default Access
☐	Editing this row will affect all rows below					itspayday	Teacher
	EXT017	Miss	Keyes		code.wilde	This staff member already has a user account	
	EXT021		Tulk		nexuscasual	This staff member already has a user account	
☐	TES001			Test			
☐	TES002			Test			
	DAMS	Mrs	Adamson	Gladis	gladis.adamson	This staff member already has a user account	
	GAR	Mrs	Agar	Filomena	filomena.agar	This staff member already has a user account	
☐	GAR	Mrs	Agar	Filomena			
	GAUN	Mrs	Agaundo	Waneta	waneta.agaundo	This staff member already has a user account	
☐	GAUN	Mrs	Agaundo	Waneta			

2. Imported users will be able to change their password once they log into their account. Once the new users are created you will have a chance to print your new usernames and passwords.

NOTE: Active Directory or DOE Portal accounts cannot change passwords in Sentral.

3. If there are no staff users already setup, then staff users can be imported directly from external admin systems. If a list of staff already exists, skip this first step.

4. To import all your staff put a tick in the top left-hand column under **Import** (this puts a tick in the check box against all your staff).

5. You can now set a default user level (i.e., Teacher) and password for all staff. If you wish staff to be forced to change this password when they first login, tick **Require users to change their passwords on first login**.

6. At this stage you have now set everyone to teacher access, with the password 'payday' and the requirement to change their password when they first login.

7. Next, **Edit** the access levels and users as appropriate. For example, place anyone that needs elevated access, such as head teachers on executive.

8. Click on the **Import** button (top left of the screen). A list of users will then appear in **Manage Users** tab.

9. You can change name details, change their password, you can edit the access levels that they have for individual programs and you can delete them as users.

NOTE: Passwords must be 8 characters.

Merge Users

If users appear in Sentral more than once, you can merge them together, so users do not login with the wrong account. Merging users works well when a school imports the users and then sets up Active Directory or SSO and staff have 2 accounts. It ensures that no previous history is lost for this staff member.

NOTE: You can only merge one set of duplicate users at a time.

Mr John **Aiya**	john.aiya	Active ✔	*None*	☐
Mr Jason **Alexander**	jason.alexander	Active ✔	INTERNAL	☐
Miss Hae **Allan**	hae.allan	Active ✔	Maze	☐
Mrs Catalina **Allnutt**	catalina.allnutt	Active ✔	Maze	☐
Deepa **Anand**	anandd	Active ✔	*None*	☐
Mrs Willia **Andersen**	willia.andersen	Active ✔	Maze	☐
Miss Nickole **Angliss**	nickole.angliss	Active ✔	Maze	☐
Mrs Tracee **Ansell**	tracee.ansell	Active ✔	Maze	☐
Mrs Leana **Ashcroft**	leana.ashcroft	Active ✔	Maze	☐
Mrs Autumn **Asher**	autumn.asher	Active ✔	Maze	☐

<div align="right">**Merge**</div>

1. Tick the boxes for the use accounts you wish to merge.

2. Select a Primary user by clicking in the Primary column. The username and password selected should remain the same – if the user's password stops working, please reset their password.

Deactivated Users

The users shown on this page are no longer active in the system — users that have been deleted at some point in time — and are no longer able to login. They are retained for historical information only, however in the event that a user was deleted by accident, you can reinstate that account by clicking the Reinstate button next to a user.

Deactivated User Accounts

ⓘ The users shown below are **no longer active** in the system — users that have been deleted at some point in time — and are no longer able to login. They are retained for historical information only, however in the event that a user was deleted by accident, you can reinstate that account by clicking the *Reinstate* button next to a user.

Name	Username	Linked To	Date Deleted	Options
Lara **Airey**	lara.airey688-staff@data-test.sentral.com.au	–	29/09/2020	👁 Reinstate

Notification Settings

You can setup notifications to go to a user's dashboard or to their email. The notifications are flagged student issues from modules such as Welfare and Attendance.

Default Notification Settings

ⓘ These settings will be applied for any users that have not specifically set any sending methods.

Dashboard Alerts	**Yes** / No	Whether alerts should be sent to the dashboard
Email Alerts	Yes / **No**	Whether alerts should be sent to email
Notices Default Public Reply	**Yes** / No	Whether Notice replies are public or private by default (this is a global setting)

Save

User Notification Settings

ⓘ Users can change their notification settings in the dashboard.

User	Notification Settings
Andrew Aps	Using default settings
Not Kiosk Attendance	Using default settings
Sean Bannister	Using default settings
Jayden Blackburn	Using default settings
Charles Brazier	Using default settings
Aiden Bunker	Using default settings

User notifications are defined and selected by the staff member on their own User Profile page.

Manage Service Accounts

Service Accounts are a special type of user account which are designed to be used for specific functions.

The most common example would be for a dedicated student attendance or Visitor kiosk, which requires a user account for logging on to Sentral and audit logging purposes but should not have any access to other parts of the system.

Manage Permissions

Sentral provides a default/global set of permissions or access level controls for each user type. Schools can modify these permission sets accordingly.

1. Select the Module you wish to view and/or modify.

2. Review the radio button status and move if you wish to allow or not then **Save**.

Manage Roles

This is where you create Roles and add Staff to those roles.

1. Select **New Role.**
2. Name the Role and Add Users.

Add New Role   ✕

Name

_____

The name of the role.

Users

_____

_____

Aps, Andrew

Attendance, Kiosk

Bannister, Sean

Blackburn, Jayden

Brazier, Charles

Save   Cancel

Manage Providers

The Sentral Authentication Providers system allows you to integrate authentication with your existing school-based systems.

If you are unsure about any of the settings or options here, it is strongly recommended you contact the Sentral Helpdesk before making changes, as incorrect configuration of these may leave your users unable to login or allow students to access the system!

Local Global Administrators and Local Users are enabled.

Most schools will complete this section when they first onboard.

Login Settings

Schools can select to **Hide Sensitive data** by default.

Alternative Module Links - the following modules can have their destination link pointed to an external service. This can be useful where you host those systems on another Sentral server or use an external service for that purpose.

1. Enter the web address where appropriate in the text box aligned with the module.

Security

The option is to select User Settings and apply settings for all non-service account users.

Set the password expiry and idle session timeout period.

This ensures that staff laptops are no left open and idle but require a sign in after a certain number of minutes.

General

These are global settings that will be applied throughout Sentral. You can nominate the maximum search results that will be displayed when searching.

Student Details Display Setting - Set to **No** as a default. If this setting is turned on, then all the student family contacts will display for profiles summary and student information dialogue.

Integrations

As Sentral is a software system that provides a platform to other software applications, we provide a list of current integrations that come with your cloud service.

1. Click on **Overview** to display the current integrations list.

2. Select **Configure** to proceed and complete further steps online. No 2 integrations are alike.

Note: Xero, Dynamic and Sentral Pay may not be applicable to all schools.

Data Sources/Data Synchronisation

1. Go to **Sentral Setup** > select **Data Synchronisation** or click on **Administration Data** and select **Data Source** from the left-hand menu.

2. The Sentral Data Layer allows Sentral applications to automatically import information from one or more sources using a suitable connector. Data Source defines which sources. Standard within Sentral, this data synchronise will automatically happen once a day, at 5:00am.

However, Administrators can manually sync data. Click on the Synchronise Now button (top right-hand corner of the panel).

EG NSW OASISSif view

Sentral Data Sources

Synchronise Now

The current Sentral academic year is: 2020

The primary Data Layer connector is: **Sifnswdoe**

Additionally, the following records are being drawn from different sources:

- **Data Layer**: StudentClasses

Last Partial Sync: Tuesday, 13 October 2020 at 6:04 AM
Last Complete Sync: Tuesday, 13 October 2020 at 6:04 AM

Last Sync Times

Staff	13/10/2020 06:02 AM
Families	13/10/2020 06:03 AM
Students	13/10/2020 06:03 AM

VIC (EDUHUB)

Sentral Data Sources

Synchronise Now

The current Sentral academic year is: 2020

The primary Data Layer connector is: **Eduhub**

Additionally, the following records are being drawn from different sources:

- **Data Layer**: StudentClasses

Last Partial Sync: some time ago
Last Complete Sync: some time ago

Settings

Use MOBILE_A and MOBILE_B fields   No Yes

If this setting is turned on then the importer will use MOBILE_A and MOBILE_B fields for parent's mobile numbers.

Save Settings

Sentral Enrolments school

Sentral Data Sources

Synchronise Now

The current Sentral academic year is: 2020

The primary Data Layer connector is: **Sentralenrolment**

Additionally, the following records are being drawn from different sources:

- **Data Layer**: StudentClasses

Last Partial Sync: Monday, 12 October 2020 at 5:00 PM
Last Complete Sync: Monday, 12 October 2020 at 5:00 PM

The Sentral Enrolment connector draws its information directly from the *Sentral Enrolments System*.

Standard within Sentral, this data synchronise will automatically happen once a day, at 5:00am. Information already entered into the Enrolment System will be available immediately through-out the rest of Sentral.

Students must be entered as Actively Enrolled, must be attached to a Family, and that Family must have either one Mother, one Father or both a Mother and Father, family members.

In Sentral Enrolments, the Mother and Father records are calculated on the Family Member's Relationship (Parent) and the Family Member's Gender (Male, Female).

Manage Students

This screen displays the current active and inactive list of students by Year groups and associated roll class.

The centre screen defaults to the first-year group with numbers of students noted per academic year group o the right-hand side.

3. Toggle between Active/Inactive.

4. Click on the student's name (which is their student id) to view more information on that student.

Add student allows staff to add students but Sentral advise schools add students to their department system and the sync across or add them to enrolments module.

Manage Classes

This screen displays the current active and inactive list of academic classes.

The information is read only and cannot be edited as it usually comes from timetable source.

However, school can add classes. The purpose would be to add academic classes that may not be timetabled but are required in Academic Reports.

Timetable Data

This page only displays the timetable source, settings, and data in the Timetable module.

Academic Settings

Academic Periods

Create and manage Academic Periods for Student target grades.

Academic Classes

Use this interface to disable and enable Academic Classes. By default, all classes are academic classes. If classes are to be made non-academic then un-check them from the list below to disable them when viewing academic classes.

Grading Scales

Use this screen to manage your grading scales for Markbook.

Grading scales are utilised and exposed within the Markbook & Reports Module.

Manage Staff

This screen displays active and inactive staff with the ability to **Add Staff** but Sentral advise that staff should be entered via the enrolment's module or as a sync via your department source.

Manage Roll Classes

This interface will only show roll classes with students linked to it.

Any overrides set in this interface will only take effect after a Data Synchronisation.

Note: Data Synchronisation is run every night. If you want the changes to take immediate effect in Sentral please click the **Sync Roll Classes** button after the overrides are set.

Set Overrides – This allows schools to change the name of a class for reports purposes if the name requires adjustment.

School Information
School Details

The School Information screen displays.

School details is where you have all your school information, such as School Name, Principal Name, School Contact and Address Details and Billing Address Details. This information flows through to different areas within Sentral and is important to keep this up to date.

1. Check all details are correct and click on the green **Save** button at the bottom right-hand side of screen.

School Logos & Branding

To upload a school logo image, click the Browse button below and locate the image you wish to use. The image will automatically be resized to a suitable size, so ensure it is as large and high quality as you can obtain (maximum 2MB). Ideally your logo.

Should have a transparent or white background and be at least 300 pixels but not over 1000 pixels in each dimension. Branding enables schools to select a colour for the banner on screen.

School Login Page

This area enables schools to add a background image for the initial login page of Sentral for your school.
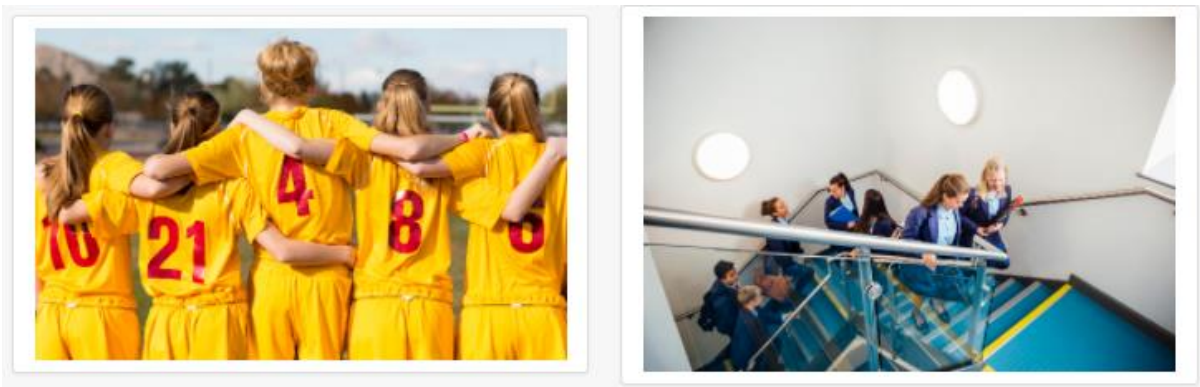
School Houses

This information should sync from your data layer source or enrolments module.

Schools can edit the houses and add short name, colour, and logo.

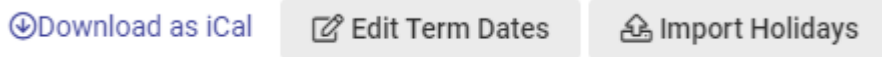## Term Dates and Holidays

Month View
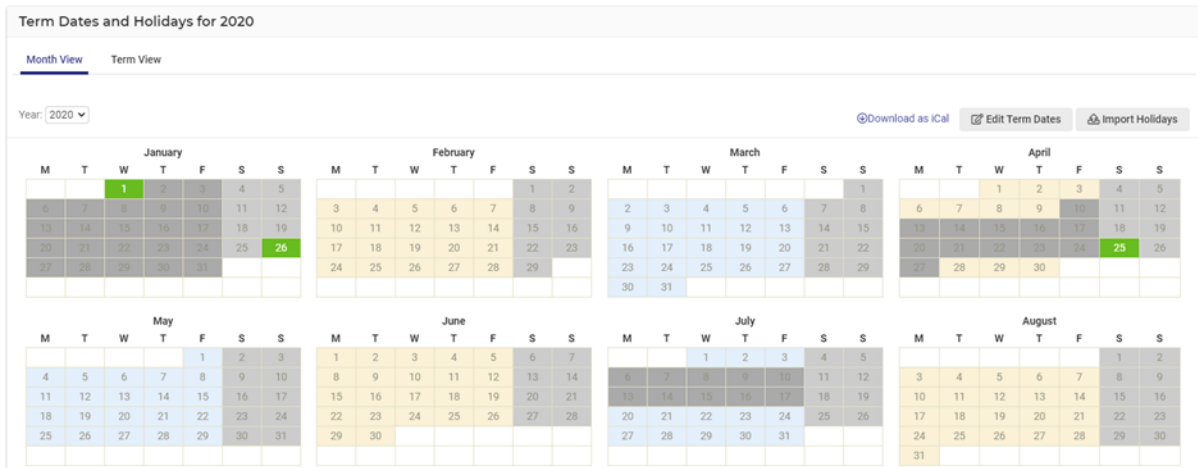
The Calendar is the reference database that the Attendance modules refer to in order to display school holidays, public holidays, and special events. These recorded holidays and special events are registered in the Attendance records as a non-teaching day.

Administrators can modify these settings and add both recurring and one-off holidays to the system. Once a holiday is entered, the corresponding day on the attendance roll system is then grey-ed out.

If left incomplete, Attendance records that you import back to your government system will be incorrect and teachers may mark rolls for non-teaching days.

These calendars must be updated every year for accuracy.

1. To edit Term Dates, click on the button to the right-hand side of screen.

The Edit Term Dates displays.

2. Select the dates from the calendar fields.

3. Click on the green **Save** button.

4. Schools can Import a CSV file and download and iCal version.

5. To add a Holiday, Pupil Free Day, or a special event, click on the specific date.

A new window will appear for details.

6. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

7. Click on the green **Save** button.

Student and Staff Photos

This is where you can allow pictures of students and staff to be imported into your SENTRAL server and displayed in the relevant Sentral modules such as Reports, Attendance, Wellbeing etc.

Student photographs are used extensively in Sentral to allow easy visual identification of students in various screens, reports, and hovers.

Most school photographers will provide digital copies of your school photos in JPEG format, named according to the student ID format used by your school. This is the preferred format for use with Sentral, as it guarantees a unique match to each student. To upload the photos, go to the Upload Photos screen.

If the files are named by student name instead, you can use the Match Photos feature to locate the corresponding students and attach their photos.

Note: For performance reasons, your browser will "cache" existing photos for up to 24hrs before changes are reflected in Sentral. It is perfectly normal to see the old photos remaining for a while after uploading them unless you clear your browser's cache. Provided the new photographs show on the Browse Photos screen, the photos are correctly uploaded and will appear in due course.

Match Photos

Unlinked photos are images that are uploaded but not currently attached to a particular person. This usually indicates the image is not named by Student/Staff ID, or that student/staff member does not exist.

Sentral has attempted to automatically match the filenames based on known students in your school. You may override or manually match files by clicking the Change Students Link and searching for a person.

1. To apply the changes, click either of the **Save** buttons.

Browse Photos

Enables schools to view photos in the system.

Filter allow for students without photos or look for a year, roll class or class of students and Click on **Display Matching Photos.**

Date Formats

This is where you can define the standard way that dates and times are formatted within Sentral to suit your local preferences.

These dates are primarily used on printed correspondence such as letters and reports.

Default Date Format

Default: Tuesday, 13th October 2020

- Tuesday, 13th October 2020
- Tuesday 13 October
- 13 October 2020
- 13/10/20
- Tue, 13 Oct 2020

Long Date Format

Default:

Short Date Format

Default: 13 October 2020

Export Staff Details

A quick CSV export of staff details.

List Controls

You can define how drop-down lists look in Portal and Enrolments. You are able to hide entries and reorder the lists.