



**SENTRAL
EDUCATION**

Sentral Setup Guide

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Sentral Setup

Target Audience

- Administrator Staff & Technician

Content

- Login
- User Accounts & Management
- Service Accounts
- Data synchronisation
- Permissions
- Login settings
- Security and General
- School Information
- Term Date & Holidays
- Student and Parent Portal

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>



Training

Sign in to Sentral

Username

Enter your username

Password

Enter your password

Remember my username

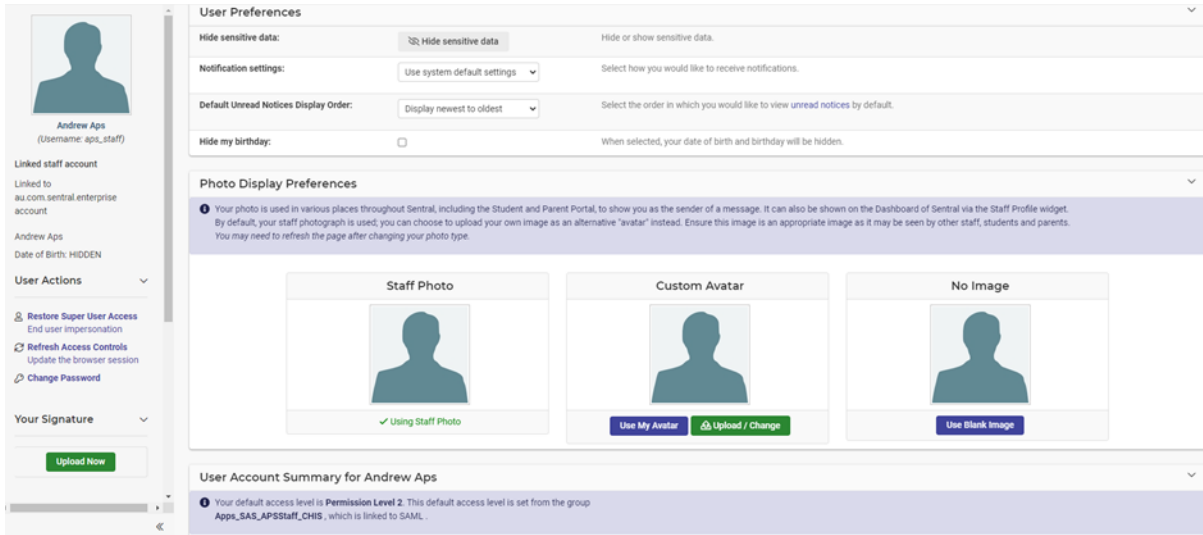
Hide sensitive data – select if you are on an IWB/projector

Sign In

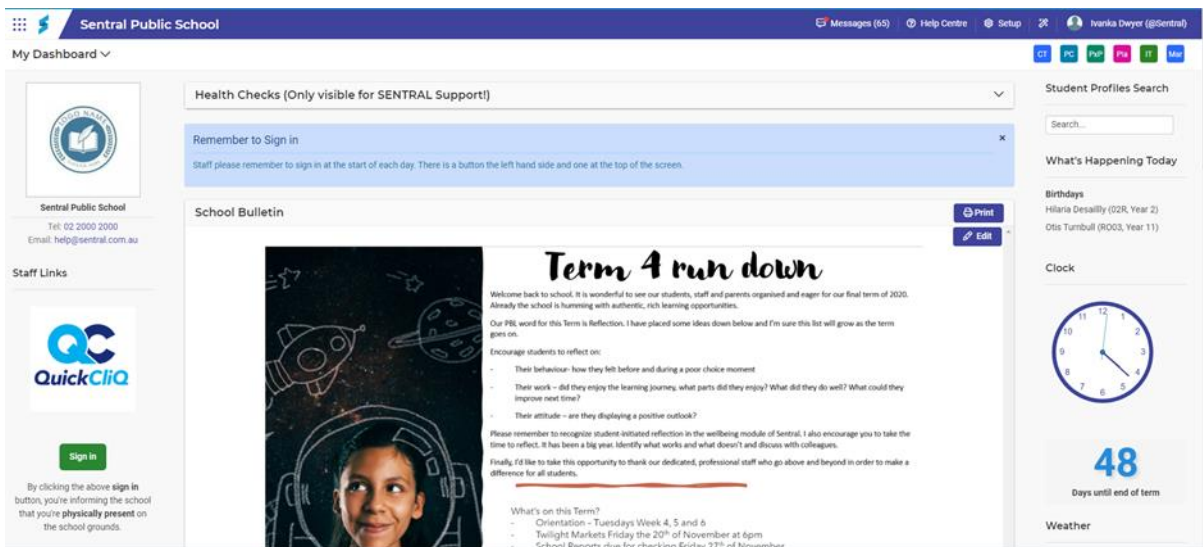
2. Details for the First time Login ONLY are **username:admin** and **password:admin**. You MUST update this generic admin login to a unique Password. Once the initial setup is done, you are to use a personalised user account for audit purposes.
3. **Next time:** Enter your own Username and password.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

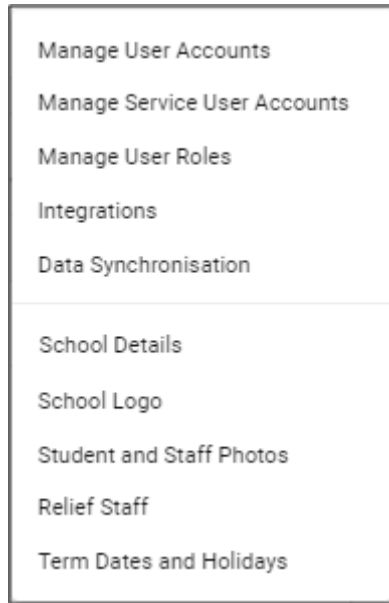


6. Click on the **School Name** and you will be taken back to the School Dashboard.



Sentral Setup

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



User Accounts

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

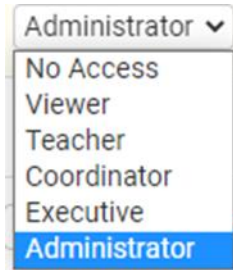
Administrators can:

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

1. Go to Manager Users.

Name / Email	Username	Linked To	Access Level	Options
<input type="checkbox"/> Mrs Gladis Adamson gladis.adamson@nsw.edu.au	gladis.adamson Local User	SentralEnrolment DAMS	Teacher *	Edit Password Access Remove User
<input type="checkbox"/> Mr Schrole Admin	schrole_admin Local User	-	Administrator *	Edit Password Access Remove User
<input type="checkbox"/> test admin	testadmin ActiveDirectory	-	No Access	Edit Password Access Remove User
<input type="checkbox"/> Mrs Filomena Agar	filomena.agar Local User	SentralEnrolment GAR	Teacher *	Edit Password Access Remove User
<input type="checkbox"/> Mrs Waneta Agaundo	waneta.agando Local User	SentralEnrolment GAUN	Teacher *	Edit Password Access Remove User
<input type="checkbox"/> Mrs Sheena Agnew sheena.agnew@sentral.nsw.edu.au	sheena.agnew ActiveDirectory	Maze GNEW	Coordinator *	Edit Password Access Remove User
<input type="checkbox"/> Mrs Tiffanie Ahern Tiffanie.Ahern@nsw-master.com	tiffanie.ahern Local User	INTERNAL HERN	Teacher *	Edit Password Access Remove User

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.

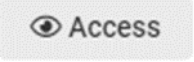
Administrator: Access to all Sentral including the Sentral Setup Cog, School Dashboard, and setup for each module. Access to Sentral Cog gives administrator access to setup the Student & Parent Portal.

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**  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.

Access Rights



Default Access Level is Executive

Academic Reports	(use default) v	Meetings	(use default) v
Activities	(use default) v	Messaging	(use default) v
Analysis	(use default) v	Network Diagnostics	(use default) v
Api	(use default) v	Payments	(use default) v
Asset Manager	(use default) v	Plans	(use default) v
Attendance	(use default) v	Portal Console	(use default) v
Calendars	(use default) v	Profiles	(use default) v
Class Builder	(use default) v	Profiles	(use default) v
Conferences	(use default) v	Purchase Orders	(use default) v
Continuous Assessment	(use default) v	PxP	(use default) v
Continuum Tracker	(use default) v	Report Writer	(use default) v
Dashboard	(use default) v	Resource Booking	(use default) v
Documents	(use default) v	Rosters	(use default) v
Enrolments	(use default) v	RPC Services	(use default) v
Health	(use default) v	School Forms	(use default) v
House Points	(use default) v	Sentral Setup	(use default) v
Insights	(use default) v	Staff Absences	(use default) v
Integrations	(use default) v	Strategic Planning	(use default) v

Save Cancel

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.

Sentral Groups - Local Groups			+ New Group
Group Name	Default Access	Options	
Be sure to click Save after changing any default access levels Save			
Assessment Coordinator	No Access v		
Assessment Manager *	Teacher v		
dsfsdf	Executive v		
Non-Exec Faculty Head Teachers *	No Access v		
Reports team *	No Access v		

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

Group Details

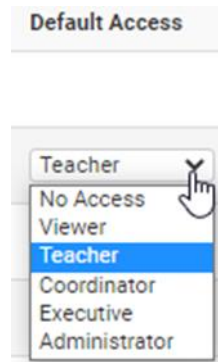


Group Name:

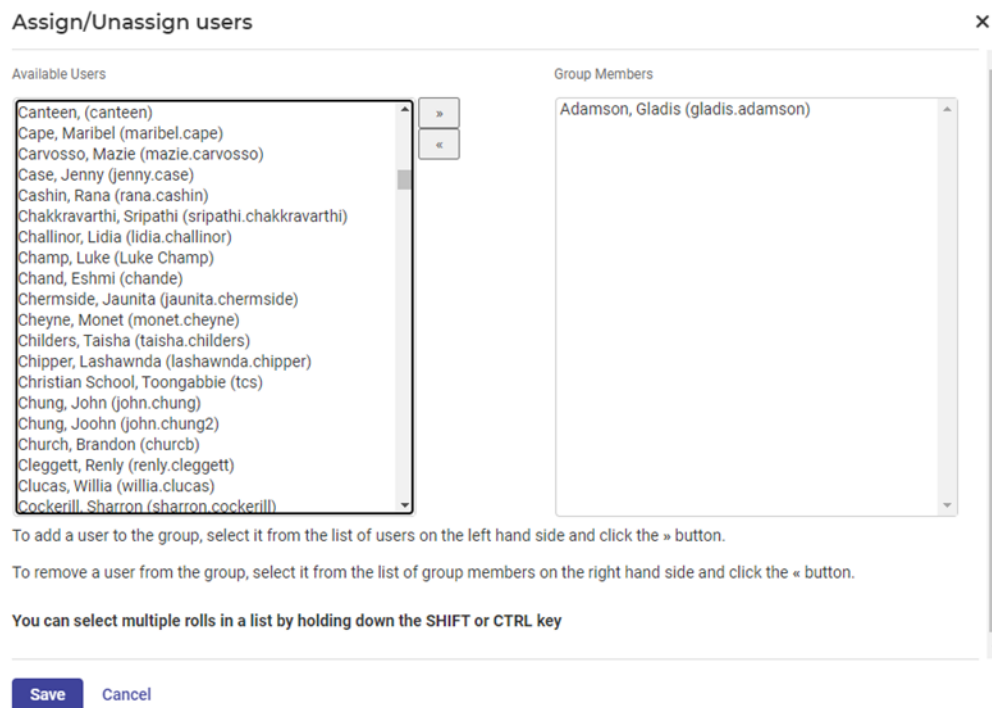
Webmail Alias:

 Enter a single-word alias use this as a Webmail group

3. Enter the **Group Details** and **Save**.
4. Set **Default Access Level**.



5. Add the **Users** to the Group.



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:

Title:

First Name:

Surname:

Default Access Level:

Email Address:

The user is linked to the following staff member in your school administration system
(SentralEnrolment) :

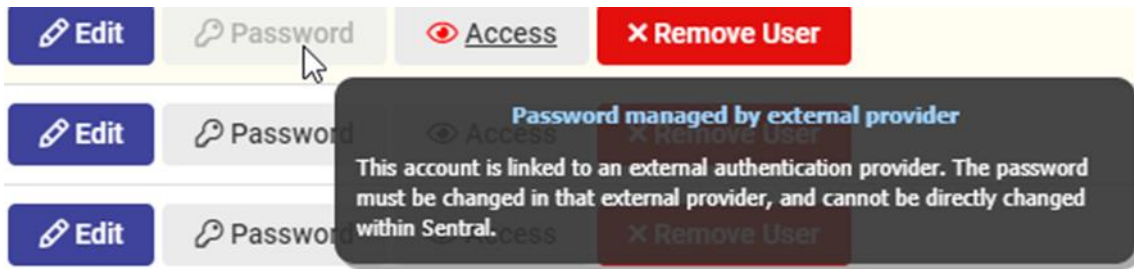
External ID: DAMS

[Remove Staff Link](#)

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 NOT 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.

Change password
×

You are about to change the password for **Schrole Admin (schrole_admin)**

Please enter a new password to use. Your password should have a minimum of 8 characters, and not be simple to guess.

Enter Password:

Re-Enter Password:

Schrole must change their password on login

Save
Cancel

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**.

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.

Import Require users to change their passwords on first login

Import	Staff ID	Title	Surname	First Name	Username	Password	Default Access
<input type="checkbox"/>	Editing this row will affect all rows below					itspayday	Teacher
	EKT012	Mrs	Kicyes		code:wiide	This staff member already has a user account	
	EKT025		Tulik		ncourseusual	This staff member already has a user account	
<input type="checkbox"/>	TES001			Test			
<input type="checkbox"/>	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	
<input type="checkbox"/>	GAR	Mrs	Agar	Filomena			
	GAUN	Mrs	Agaundo	Waneta	waneta-agaundo	This staff member already has a user account	
<input type="checkbox"/>	GAUN	Mrs	Agaundo	Waneta			

- 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.

- 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.
- 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).
- 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**.
- 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.
- Next, **Edit** the access levels and users as appropriate. For example, place anyone that needs elevated access, such as head teachers on executive.
- Click on the **Import** button (top left of the screen). A list of users will then appear in **Manage Users** tab.
- 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	<input type="checkbox"/>
Mr Jason Alexander	jason.alexander	Active	INTERNAL	<input type="checkbox"/>
Miss Hae Allan	hae.allan	Active	Maze	<input type="checkbox"/>
Mrs Catalina Allnutt	catalina.allnutt	Active	Maze	<input type="checkbox"/>
Deepa Anand	anandd	Active	None	<input type="checkbox"/>
Mrs Willia Andersen	willia.andersen	Active	Maze	<input type="checkbox"/>
Miss Nickole Angliss	nickole.angliss	Active	Maze	<input type="checkbox"/>
Mrs Tracee Ansell	tracee.ansell	Active	Maze	<input type="checkbox"/>
Mrs Leana Ashcroft	leana.ashcroft	Active	Maze	<input type="checkbox"/>
Mrs Autumn Asher	autumn.asher	Active	Maze	<input type="checkbox"/>

[Merge](#)

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.

Name	Username	Linked To	Date Deleted	Options
Lara Airey	lara.airey688-staff@data-test.sentrail.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
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 Service Accounts

[+ New Service Account](#)

Service Accounts are a special type of user account which are designed to be used for specific designated functions. The most common example would be for a dedicated student attendance 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.

Name	Username	Restricted Function	Options
Not Provid Kiosk Attendance	Kiosk	Attendance Kiosk	Edit
Not Provid Visitor Visitor	Visitor	Attendance Kiosk	Edit

[Save Levels](#) Be sure to click 'Save' after changing any default access levels.

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.

Sentral Setup > Authentication > Permissions > Manage Permissions

Manage User Permissions

Modify Access Levels for: Markbook [Save](#)

Role permissions allow you specify what capabilities a user with a given access level will be able to do within a Sentral module. Administrator level access always has full level of access.

	Viewer	Teacher	Coordinator	Executive
Access				
Allow access to all classes regardless of Staff Roles	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow
Allow modifications to all markbooks	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow
Allows users to be able to export student markbook data regardless of any faculty markbook permissions	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow
Allows users to modify rubric templates created by other users	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input checked="" type="radio"/> None <input type="radio"/> Allow
Allows users to modify rubric templates for a particular faculty	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input checked="" type="radio"/> None <input type="radio"/> Allow	<input checked="" type="radio"/> None <input type="radio"/> Allow

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.

Sentral Setup > Authentication > Roles > Manage Roles

Manage Roles [New Role](#)

Role	Users	Options
Subject Coordinator		Edit
Year Group Coordinator		Edit

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

Add New Role x

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.

Login Settings

Hide Sensitive Data

Check "Hide Sensitive Data" by default: Yes No
 Select "Yes" to have Sentral automatically tick the Hide Sensitive Data tickbox on the login screen.

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.

Mail	Enter alternate web address - e.g. http://ww
Xero	Enter alternate web address - e.g. http://ww
Documents	Enter alternate web address - e.g. http://ww
mobile	Enter alternate web address - e.g. http://ww
Parent Responses	Enter alternate web address - e.g. http://ww

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.

Users Settings

i These settings will be applied for all non-service account users.

Password expiry Yes No

Idle session timeout after minutes
 Determines after how many idle minutes the users should be forced to re-login to authenticate their session.

Save

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.

Student Details Display Settings

i These settings will be applied throughout Sentral.




















Show all student family contacts? Yes No
 If this setting is turned on then all the student family contacts will start showing for profiles summary view and student information dialog.

Save

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.

<p>Ready to use</p>  <p>advancedlife PHOTOGRAPHY</p> <p>advancedlife have been a leading provider of photographic and print solutions to schools, clubs, government departments, private business and direct to households throughout Australia for 30 years.</p> <ul style="list-style-type: none"> Export a CSV file containing student and/or staff data ready for a photographer Import student and/or staff photos taken by a photographer <p>Configure</p>	<p>Ready to use</p>  <p>ARP Arthur Reed Photos</p> <p>Arthur Reed Photos PHOTOGRAPHY</p> <p>Leading specialists in school, graduation and pre-school photography.</p> <ul style="list-style-type: none"> Export a CSV file containing student and/or staff data ready for a photographer Import student and/or staff photos taken by a photographer <p>Configure</p>	<p>Ready to use</p>  <p>Boardingware BOARDING</p> <p>Everything you need to provide exceptional care and accountability for all of your boarding students</p> <ul style="list-style-type: none"> Push all relevant student and family data to Boardingware <p>Configure</p>	<p>Ready to use</p>  <p>SENTRAL EDUCATION</p> <p>Calendar Settings CALENDAR</p> <p>Settings for dashboard calendar</p> <ul style="list-style-type: none"> Sync settings for student calendars Calendar config settings <p>Configure</p>	<p>Ready to use</p>  <p>canvas BY INSTRUCTORS</p> <p>Canvas LEARNING MANAGEMENT SYSTEM</p> <p>Canvas is a cloud-based Learning Management System that makes teaching and learning easier.</p> <p>Configure</p>	<p>Ready to use</p>  <p>Dynamics ACCOUNTING, FINANCIAL</p> <p>Online accounting software designed for businesses.</p> <ul style="list-style-type: none"> Allow your Fees & Billing module data (such as invoices) to be pushed to Dynamics <p>Configure</p>	<p>Ready to use</p>  <p>edval</p> <p>Edval TIMETABLING</p> <p>Edval Timetables offers seamless bi-directional integration with Sentral.</p> <ul style="list-style-type: none"> Sentral can supply Edval with student, staff and related information Finished Edval timetables can be published directly back to Sentral
<p>Ready to use</p>  <p>firefly</p> <p>Firefly LEARNING MANAGEMENT SYSTEM</p> <p>Firefly is a cloud-based Learning Management System that makes teaching and learning easier.</p> <p>Configure</p>	<p>Ready to use</p>  <p>Hapara Powering Google Apps For Educators</p> <p>Hapara Teacher Dashboard LEARNING MANAGEMENT SYSTEM</p> <p>Hapara helps to make Google Apps for Education ready for use in schools.</p> <p>Configure Visit Website</p>	<p>Ready to use</p>  <p>literatu</p> <p>Literatu LEARNING</p> <p>Literatu connects K-12 learning with assessment, insights and analytics.</p> <ul style="list-style-type: none"> Be able to extract student data from Sentral and import into Literatu. Be able to extract student assessment data from Sentral and import into Literatu. <p>Configure</p>	<p>Ready to use</p>  <p>My eDiary CLASSROOM APPS</p> <p>An electronic diary for schools & colleges.</p> <ul style="list-style-type: none"> Setup your school data to flow automatically through to the My eDiary site Have student lists, class timetables and other information sync automatically with My eDiary <p>Configure Visit Website</p>	<p>Ready to use</p>  <p>SENTRAL EDUCATION</p> <p>RestApi API</p> <p>Integration with Sentral's Multitenant REST API.</p> <p>Configure Visit Website</p>	<p>Ready to use</p>  <p>complispace make it work</p> <p>SafeTripBuilder RISK MANAGEMENT</p> <p>SafeTripBuilder is an excursion risk management planning plug-in to Sentral Activities.</p> <ul style="list-style-type: none"> Guides staff through a formal risk management process for each excursion/activity Ensures your school and teachers are meeting their duty of care and child protection obligations Keep students, teachers and school safer. <p>Configure Visit Website</p>	<p>Ready to use</p>  <p>SB School Bytes</p> <p>School Bytes ACTIVITIES, TIMETABLING</p> <p>School Bytes offers powerful school administration software providing schools with the tools they need to operate smoothly & efficiently.</p> <ul style="list-style-type: none"> Allow your School Bytes sport selection module student lists and groups to sync into the Sentral Activities module. Sentral Timetables data can be synced into School Bytes automatically. <p>Configure</p>
<p>Ready to use</p>  <p>SchoolPix PHOTOGRAPHY</p> <p>SchoolPix offer a unique and proven ability to capture images that reflect each child's personality to create a meaningful memento of their school and preschool years.</p> <ul style="list-style-type: none"> Export a CSV file containing student and/or staff data ready for a photographer Import student and/or staff photos taken by a photographer <p>Configure</p>	<p>Ready to use</p>  <p>SENTRAL EDUCATION</p> <p>Sentral Pay ACCOUNTING</p> <p>Integrated payment solution to accept payments both online and in school via credit card and bank account</p> <p>Configure</p>	<p>Ready to use</p>  <p>The School Photographer PHOTOGRAPHY</p> <p>The School Photographer provides photographic services to schools in Sydney and the Greater Metropolitan Area, Wollongong, Newcastle, Central West, Central Coast, North Coast and South Coast NSW.</p> <ul style="list-style-type: none"> Export a CSV file containing student and/or staff data ready for a photographer Import student and/or staff photos taken by a photographer <p>Configure</p>	<p>Ready to use</p>  <p>TOSHIBA Leading Innovation >>></p> <p>Toshiba PRINTING, SCANNING</p> <p>Upload files directly into Sentral from a Toshiba scanner or MFP.</p> <p>Configure</p>	<p>Ready to use</p>  <p>xero</p> <p>Xero ACCOUNTING, FINANCIAL</p> <p>Online accounting software designed for small businesses.</p> <ul style="list-style-type: none"> Allow your Fees & Billing module data (such as invoices) to be pushed to Xero <p>Configure</p>		

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.

- 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.

Students — K					Academic School Years	
Active					Inactive	
Name	Description	Year	Roll Class			
20059	Delia BANFIELD	K	EXT	Edit Student	Deactivate	
20072	Jeuntha BEAVIS	K	K - Cook	Edit Student	Deactivate	
20048	Jon BERGAN	K	K - Cook	Edit Student	Deactivate	
20067	Cedrick BIGNOLD	K	K/1 Blair	Edit Student	Deactivate	
20051	Shanta BLUNDELL	K	K/1 Blair	Edit Student	Deactivate	

Year	Students
K	46 students
1	53 students
2	48 students
3	52 students
4	59 students
5	62 students
6	48 students

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

- Active
Inactive
3. Toggle between Active/Inactive.
 4. Click on the student's name (which is their student id) to view more information on that student.

Edit Student

Family Id: *	<input type="text" value="567"/>
Non Residential Family Id: *	<input type="text" value="0"/>
Barcode: *	<input type="text" value="B000020058"/>
System Student Id: *	<input type="text" value="417818635"/>
Exam Id: *	<input type="text"/>
Campus Id: *	<input type="text" value="0"/>
Surname: *	<input type="text" value="Dyer"/>
Given Names: *	<input type="text" value="Delila"/>
First Name: *	<input type="text" value="Delila"/>
Pref Name: *	<input type="text" value="Delila"/>
Gender: *	<input type="text" value="F"/>
School Year: *	<input type="text" value="K"/>
Std School Year: *	<input type="text" value="K"/>
Roll Class: *	<input type="text" value="2020 - K - Cook"/>
Pastoral Care Group: *	<input type="text"/>
House: *	<input type="text" value="0"/>
Dob: *	<input type="text" value="26/01/2015"/>
Enrol Date: *	<input type="text" value="30/01/2020"/>
First Enrol Date: *	<input type="text" value="30/01/2020"/>
Enrol Previous School: *	<input type="text" value="St Mary's Schc"/>
Enrol Previous School Code: *	<input type="text" value="7341"/>
Enrol Destination School: *	<input type="text"/>
Enrol Destination School Code: *	<input type="text"/>
Mobile Phone: *	<input type="text"/>
Email: *	<input type="text" value="delila.dyer@st"/>
Username: *	<input type="text" value="delila.dyer"/>
Country Of Birth: *	<input type="text" value="Australia"/>
Residence Status: *	<input type="text" value="Australian Citi"/>
Residence Arrival Date: *	<input type="text" value="30/11/1999"/>
Religion: *	<input type="text" value="Catholic"/>

Home Language: * English
 Other Language 1: * Unknown/Not
 Other Language 2: * Unknown/Not
 International: * Yes No
 Atsi: *
 Esl Support Needed: *
 Esl Date Assessed: * 30/11/1999
 Esl Receives Support: * Yes No
 Med Has Allergies: * Yes No
 Med Allergies: *
 Med Has Conditions: * Yes No
 Med Conditions: *
 Medicare Number: *
 Medicare Reference: *
 Medicare Expiry Date: * 30/11/1999
 Medicare Valid: * Yes No
 Duplicate Reports: * 0
 Include For Census: * Yes No
 Photograph Privacy: *
 Photograph Privacy Concerns: * Yes No
 Preenrolled: * Yes No
 Intended Start Date: *
 Cached: * 0
 Visa Type: *
 Visa Sub Class: *
 Visa Expiry: *
 Photo Filename: * 20058.jpg
 Timetable Code: *

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.

Academic Classes — 7			
Active		Inactive	
			Add Class
Name	Description	Year	
07ANC1	Ancient History	7	8 students Inactivate
07CIV1	Civics and Citizenship	7	8 students Inactivate
07DAN1	Dance	7	8 students Inactivate
07DRA1	Drama	7	8 students Inactivate

Academic Class Years	
7	11 classes
8	11 classes
9	11 classes
10	11 classes
11	11 classes
12	11 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.

Add Class

Staff Id: * (select a value)
Subject Id: * (select a value)
Campus Id: *
Name: *
Year: * 2020
School Year: * (select a value)
Course Code: *
Class No: *
Description: *
Subject Code: *
 Hide Teacher Email OFF * Hides the teacher's email from Student Profiles

[Save](#)

Timetable Data

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

Timetable Synchronisation Settings

Timetable Source
LISS

LISS Settings
 Last Sync Call: publishDailyData
 Last User Agent: web.edval
 Reset Week On Term Start: Yes
 Start Week: 1
 Start Week2016Term2: 1
 Start Week2016Term3: 1
 Start Week2016Term4: 1

Flexible Timetabling
 Allowed Flexible Arrivals Years:
 Allowed Flexible Leavers Years:
 Allow Flexible Arrivals: No
 Allow Flexible Leavers: No
 Ignore Classes:
 Ignore Class Types:
 Ignore Period Types:
 Include Period Types:

Instructions

Academic Settings

Create and manage academic periods for student target grades.

Academic Periods					New Academic Period
Name	Start Date	End Date	School Years	Options	
Semester 1	08/01/2018	22/06/2018	1, 2, 3, 4, 5, 6	Edit	Deactivate
Semester 2	08/01/2018	08/01/2018	1, 2, 3, 4, 5, 6	Edit	Deactivate

Academic Periods

Create and manage Academic Periods for Student target grades.

Academic Periods New Academic Period

Name:
The name of the academic period.

Grading Scale:
The grading scales are defined in the Markbook module which are used for grading.

School Years: Year 7 x
Select which school years this academic period should apply to.

Start Date: 13/10/2020
Start date of the academic period.

End Date: 13/10/2020
Start date of the academic period.

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.

Add/Edit Grading Scales New Scale

Scale Name	Scale Type	Grades	Options
Default Scale	--none--	A, B, C, D, E	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
Achievement	Achievement	A, B, C, D, E	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
Personal Progression	Personal Progression	A, B, C	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
Overall Grade	Achievement	A, B, C, D, E, F	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

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.

Add Staff

External ID	Name	Username	Employment Status	
AUME155	Mrs Elenore Baume	elenore.baume		<input type="button" value="Edit Staff"/> <input type="button" value="Deactivate"/>
JVLY161	Mrs Janise Bayly	janise.bayly		<input type="button" value="Edit Staff"/> <input type="button" value="Deactivate"/>
ELBIN110	Mrs Sharni Belbin	sharni.belbin		<input type="button" value="Edit Staff"/> <input type="button" value="Deactivate"/>
ELBIN62	Mrs Santana Belbin	santana.belbin		<input type="button" value="Edit Staff"/> <input type="button" value="Deactivate"/>
OLMAN64	Miss Earline Colman	earline.colman		<input type="button" value="Edit Staff"/> <input type="button" value="Deactivate"/>
RAMPT146	Miss Colleen Crampton	colleen.crampton		<input type="button" value="Edit Staff"/> <input type="button" value="Deactivate"/>

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.

Roll Classes — 2020

Active Inactive

[Sync Roll Classes](#)

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

Name	Linked Staff	School Years	Override class name?		
7B	Mr Aiden Bunker	7	No	6 students	Set Overrides View Details
7C	Dr Hayley Callanan	7, 9	No	6 students	Set Overrides View Details
7H	Ms Laura Hannam	7	No	5 students	Set Overrides View Details
7HU	Mr Finn Huntingfield	7	No	4 students	Set Overrides View Details
7M	Dr Luke McLean	7	No	6 students	Set Overrides View Details
7R	Miss Kayla Ritchie	7	No	5 students	Set Overrides View Details

Years

2020 36 classes

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 Information [Add New Campus](#)

Setting	Value	Description
School Name	<input type="text" value="Broadway College"/>	The name of the school
School Short Name	<input type="text" value="Broadway College"/>	The short name of the school
School Email	<input type="text" value="crystal.sandoval@sentral.com.au"/>	The school email address
School Phone	<input type="text" value="02"/> <input type="text" value="9029 3993"/>	The school phone number
School Mobile	<input type="text"/>	The school mobile number
School Fax	<input type="text"/> <input type="text"/>	The school fax number
School Contact Person	<input type="text"/>	The school's main contact
School Principal	<input type="text"/>	The name of the school principal
School Principal Mobile	<input type="text"/>	The mobile number of the school principal
School Principal Email	<input type="text"/>	The email address of the school principal

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.

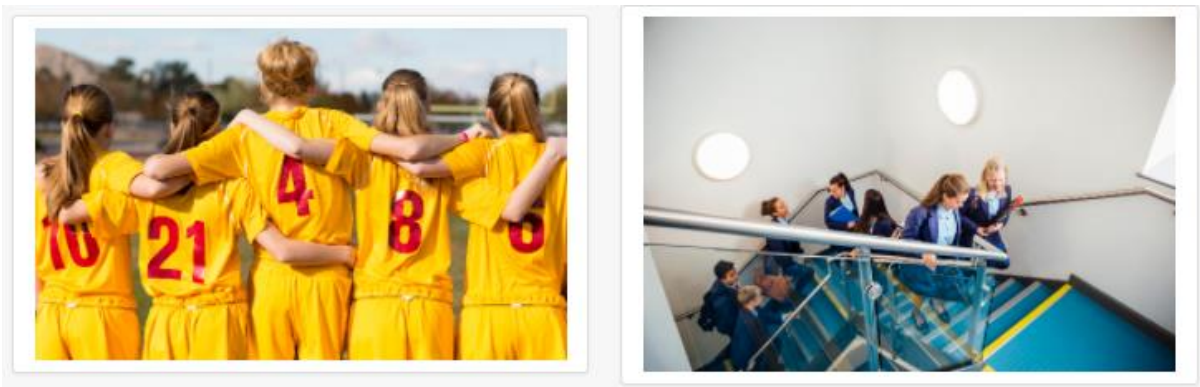
School Logos & Branding

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

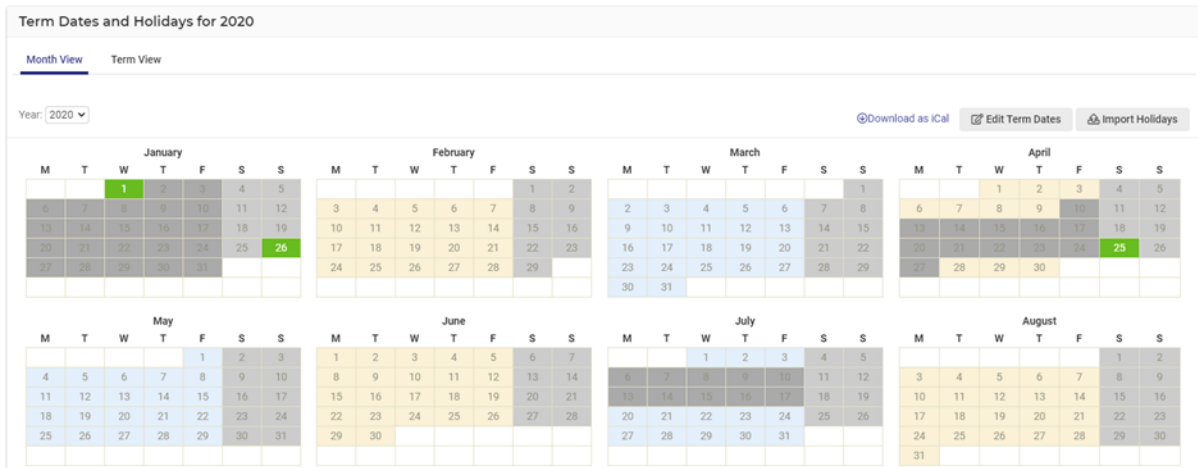
This information should sync from your data layer source or enrolments module.

School Houses					Create New House
Name (Students)	Source	Short Name	Colour	Logo	Actions
COCONUT (46)	SentralEnrolment			No Image	Edit Disable
APPLE (50)	SentralEnrolment			No Image	Edit Disable
CARROT (31)	SentralEnrolment			No Image	Edit Disable
BANANA (38)	SentralEnrolment			No Image	Edit Disable

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

Term Dates and Holidays

Month View



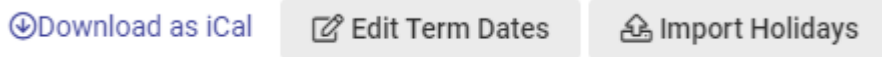
The Calendar is the reference database that the Attendance modules refer to in order to display school holidays, public holidays, and special events. These recorded holidays and special events are registered in the Attendance records as a non-teaching day.

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.

Edit Term Dates ✕

Predefined term dates

Term 1	<input type="text" value="03/02/2020"/>	-	<input type="text" value="09/04/2020"/>
Term 2	<input type="text" value="28/04/2020"/>	-	<input type="text" value="03/07/2020"/>
Term 3	<input type="text" value="20/07/2020"/>	-	<input type="text" value="25/09/2020"/>
Term 4	<input type="text" value="12/10/2020"/>	-	<input type="text" value="18/12/2020"/>

2. Select the dates from the calendar fields.
3. Click on the green **Save** button.

4. Schools can Import a CSV file and download an 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.

Edit Non Teaching Day
×

Name	<input style="width: 90%;" type="text"/> <small>A name for this non teaching day (E.G. Good Friday, School Development Day)</small>
Recurring	<input type="checkbox"/> Is recurring <small>Whether this non teaching day happens on this date every year (E.G. Christmas)</small>
Reason	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> - ▼ </div> <small>Select a possible reason for the holiday.</small>
Day Percentage	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 100% ▼ </div> <small>Select which percent of the day is the holiday for.</small>
School Years	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Choose a value... ▼ </div> <small>Whether this non teaching day is only for specific years. Leave empty for this non teaching day to affect all students.</small>

Save
Cancel

Delete

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.

Upload Student Photos

Students Staff

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.

- Step 1: Upload Photos
- Step 2: Match/Rename Photos
- Step 3: Browse Photos

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.

Match Students Photos

Unlinked Current Past

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

Filename	Link Status	Linked to Students (Year / Rollclass)	
dellila heap.png	Not linked		Change Students Link
dominic gatenby.png	Not linked		Change Students Link
ebs 2.png	Not linked		Change Students Link
fabiola de loitte.png	Not linked		Change Students Link
gilberte elmslie.png	Not linked		Change Students Link
img_0019.jpg	Not linked		Change Students Link

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**.

Browse Students Photos

Photos filters

Year:


or Rollclasses:

or Classes:


Only show students without photos **Display Matching Photos**

Search:


Student Search




05134
ACKMAN, Alex
EXT (Year 12)




07001
ADDIS, Carey
MC02 (Year 9)




04130
ANDREWS, Chris
CA10 (Year 12)




15027
ANDRONICUS, Humberto
01G (Year 1)




07008
ANDRONICUS, Manuela
PE04 (Year 9)




09033
ANGELA, Mabel
R001 (Year 7)




08031
ANGELA, Sharri
R004 (Year 8)



07074
ARMYTAGE, Dewayne
R006 (Year 9)



08059
ARNOLD, Matthew
R008 (Year 8)



07119
ASHBY, Erasmo
R007 (Year 9)

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 ▾
Long Date Format	Tuesday, 13th October 2020
Default:	Tuesday 13 October 13 October 2020 13/10/20 Tue, 13 Oct 2020
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.