



**SENTRAL
EDUCATION**

User Profile Guide

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User Profile Overview

Target Audience

- All staff

Content

- Sentral Login
- User Profile
- Two Step Authentication

Overview

Staff will learn how to Login, what settings to apply and review, and how to modify their **User Profile**.

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. The first time you login ONLY, the user credentials will be **username:admin** and **password:admin**. You MUST update this generic admin login to a unique password once the initial setup is done. You are required to use a personalised user account for audit purposes.
3. The next time you login, you will need to enter your own **Username** and **Password**.
4. Tick the checkbox to remember your username and to hide sensitive data if appropriate.

NOTE: For those using Single Sign On or Active Directory accounts, please use that username and password.

User Profile

This is a read only widget that draws information from your admin system. Teachers can however opt on login to not display their birthday.

The screenshot shows the 'User Profile' widget for Sean Bannister. It is divided into several sections:

- User Preferences:**
 - Hide sensitive data: Hide sensitive data
 - Notification settings: Use system default settings
 - Default Unread Notices Display Order: Display newest to oldest
 - Hide my birthday:
- Photo Display Preferences:**
 - Staff Photo: Using Staff Photo
 - Custom Avatar: Use My Avatar / Upload / Change
 - No image: Use Blank Image
- User Account Summary for Sean Bannister:**
 - Your default access level is Permission Level 2
 - There are no custom access levels for your account.

User Preferences

Each user has the ability to set their preferences.

1. Hide Sensitive Data - Useful when you are projecting Sentral on an IWB or it is on your laptop and visible to students possibly.
2. Notification Settings - Select how you would like to receive notifications.
3. Default Unread Notices Display Order - Select the order in which you would like to view unread notices by default.
4. Hide my birthday - Your birthday will not appear on the school dashboard.

Email Setting and notifications

Please enter your email address so that you are able to receive notifications and alerts from within the Sentral applications.

Photo Display Preferences

Your photo is used in various places throughout Sentral, including the Student and Parent Portal, to show you as the sender of a message. It can also be shown on the Dashboard of Sentral via the Staff Profile widget.

By default, your staff photograph is used; you can choose to upload your own image as an alternative "avatar" instead. Ensure this image is an appropriate image as it may be seen by other staff, students and parents.

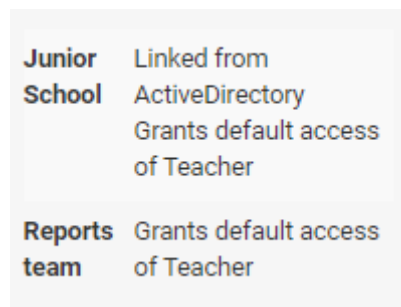
You may need to refresh the page after changing your photo type.

User Account Summary for

Users will know their default level of access or permission's within Sentral and if they have been given modular levels access.

The modules listed below are not using your default level Teacher		
Academic Reports	Administrator	(Group: Reports team)
Activities	Executive	(Group: Reports team)
Wellbeing	Administrator	(Group: Reports team)

Group Membership – If you are a member of a group from an external source this is noted and updated also. Group membership can also be based on Local groups within Sentral setup by your administrator.



Change Password – Only applies to those who have local user accounts. If controlled by an external system, passwords cannot be altered within Sentral.

Signatures – Staff can upload a JPEG or image of their signature. The staff member can then decide if their signature can be used in Reports and Wellbeing.

File upload:	<input type="button" value="Choose file"/> No file chosen
Select other staff members that can access your signature.	
Select Staff Members:	<input type="text" value="Search..."/>
Allow your signature to be used in:	<input type="button" value="Choose a value..."/>

Two Step Authentication

Two-Step authentication is a common practice to add extra security to protect users from unauthorised persons attempting to access your account. This protects your account from use by students or others who may have obtained your username or password. It uses the Google Authenticator App running on smart phones or devices to generate a 6-digit code that changes every 30 seconds. When you log into Sentral (step 1) you will be prompted to enter the code in the App before you log in (Step 2).

Click to Setup.

Two-Step Authentication is not currently enabled. We recommend enabling it to protect your account.

Enable Two-Step Authentication Setup

Two-Step Authentication is an additional security feature designed to protect unauthorised users from accessing your account.

It uses the [Google Authenticator App](#) running on your smart phone/device to generate a 6 digit code that changes every 30 seconds. When you log into Sentral, you will be prompted to enter the code shown in the App before you can login. If you do not have access to your mobile device for some reason, a set of security questions can be used as an alternate means of logging in.

In order to minimise the inconvenience, you may select the *Remember my device for 7 days on this device* option when entering your two step authentication details. This will record information about the device you are using so you are not required to enter it again within that time period – however accessing Sentral on a different device or browser will require you to enter your two step authentication details again.

This protects your account from use by students or other individuals who might somehow obtain your username and password.

To get started ...

1. Install the Google Authenticator App on your phone/device
2. Open the app, tap begin setup
3. Choose to Scan barcode, then scan code on the screen
Or optionally you can enter your key manually into the app
4. Please provide your Google Authentication code to setup/edit user security questions ...



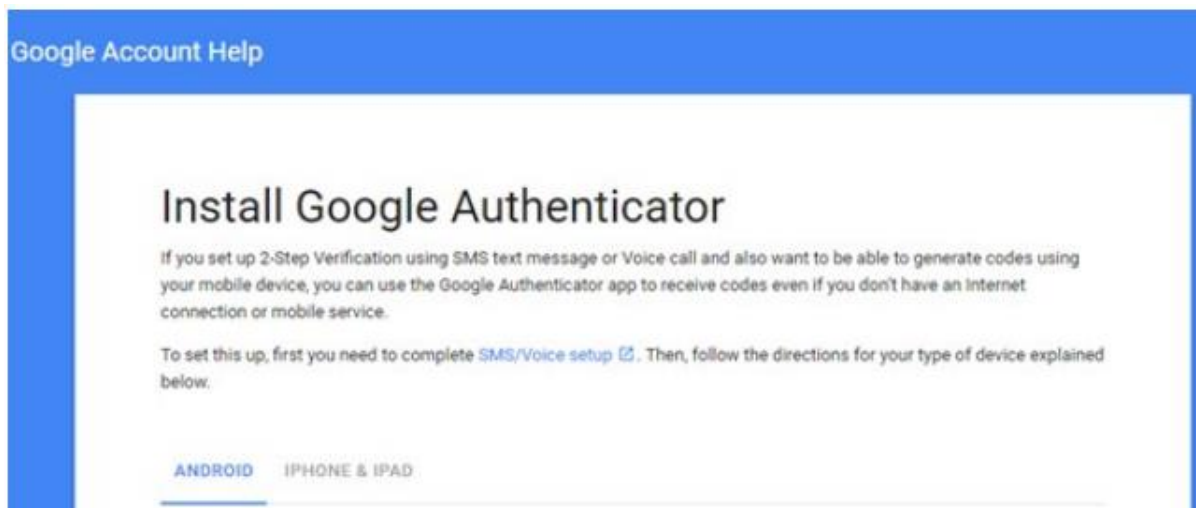
Your Trusted Devices

You currently have no trusted devices.

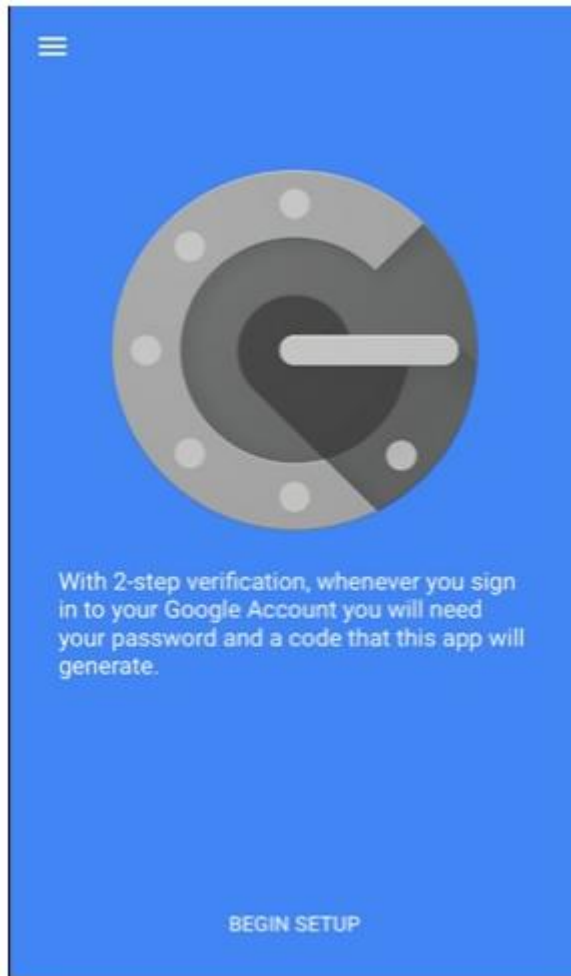
Devices are automatically registered here when you select *Remember me for 7 days on this device* when logging in with two-step authentication.

To get Started:

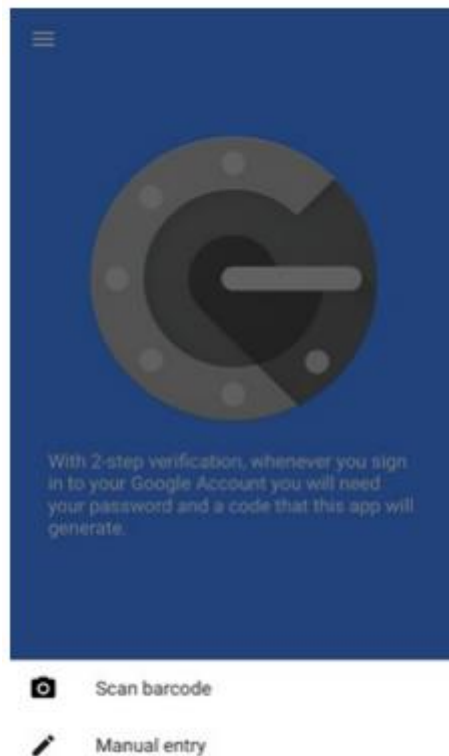
1. Install the **Google Authenticator App** on your phone/device



2. You will need to select Android or iPhone & iPad and complete the series of steps outlined in each guide.
3. Open the App



4. Tap **Begin Setup**



5. **Choose to Scan barcode** on the screen. Point your camera at the QR code on your computer screen.



6. To test that the application is working, enter the verification code on your mobile device into the box on your computer next to **Code**, then click **Verify**. The clock icon on your mobile device will let you know how much time is left before the verification code expires and a new one is generated.



7. If your code is correct, you will see a confirmation message. If your code is incorrect, try generating a new verification code on your mobile device, then entering it on your computer.

Two-step authentication was successful.

8. Or you can enter the key manually into the app to enter in your email address for your Google account. Then, enter the secret key on your computer screen into the box next to **Key** and tap **Done**. The Sentral view of manual key entry is below

Manual entry ✓

Account
user@example.co.uk

Key
abcd efgh ijkl mnop

Time-based

Account Name

Key

*When entering in the details into your Google Authenticator App please ensure **Time-based** setting is set to **enabled**.*

- Please provide security questions once you have verified the code. These are not case sensitive.

Question A

Question B

Question C

Save & Enable Two-Step Auth

- Your screen will now display that Two-Step Authentication is active

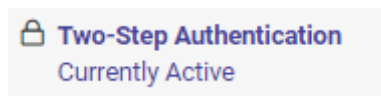


Signing In with Two Step Authentication

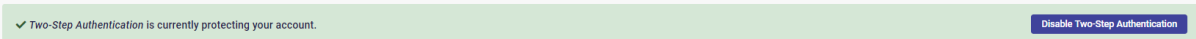
1. Once you have setup Two-Step authentication you will be prompted to add token and verify. The token (6-digit number) will be available on your app.
2. You can nominate to be remembered on this device for 7 days by ticking the box on the screen. If you are successful, you will see the Sentral dashboard and have access to your Sentral account. If you select '**I can't use my Google Authenticator app**', the screen will display two of your security questions.
3. Answer the question and click on **Submit** button.

Disable Two Step Authentication

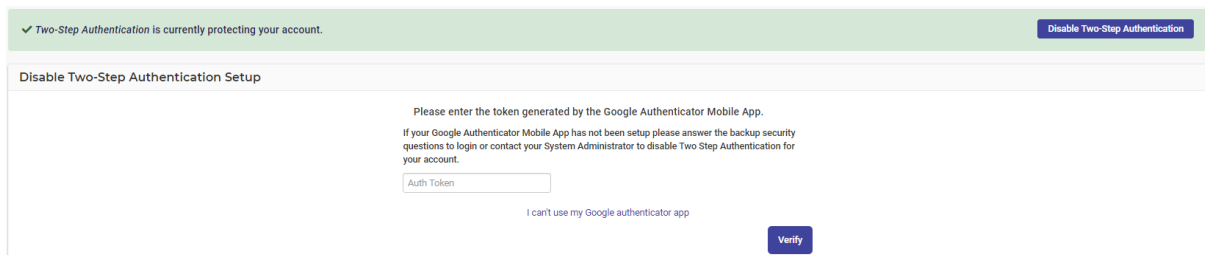
Disabling Two-Step Authentication may not be advisable as it leaves your username & password vulnerable to unauthorised person attempting to get into your account.



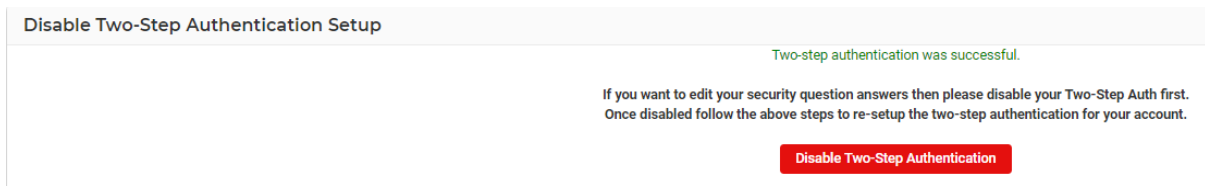
1. Click on **Currently Active**



2. Click on **Disable**
3. Type I the 6-digit token number and click **Verify**.

A screenshot of a form titled 'Disable Two-Step Authentication Setup'. It contains instructions: 'Please enter the token generated by the Google Authenticator Mobile App. If your Google Authenticator Mobile App has not been setup please answer the backup security questions to login or contact your System Administrator to disable Two Step Authentication for your account.' There is an input field labeled 'Auth Token' and a link 'I can't use my Google authenticator app'. A blue 'Verify' button is at the bottom right.

4. If you want to edit your security question answers then please disable your Two-Step Authentication first. Once disabled follow the above steps to re-setup the two-step authentication for your account. Click **Disable Two-Step Authentication**.

A screenshot of a confirmation message within the 'Disable Two-Step Authentication Setup' form. It says 'Two-step authentication was successful.' Below this, it reads: 'If you want to edit your security question answers then please disable your Two-Step Auth first. Once disabled follow the above steps to re-setup the two-step authentication for your account.' A red button labeled 'Disable Two-Step Authentication' is at the bottom.

Dashboard – Other widgets & School Dashboard

Target Audience

- All Staff

Content

Within this section staff will learn how to view and access:

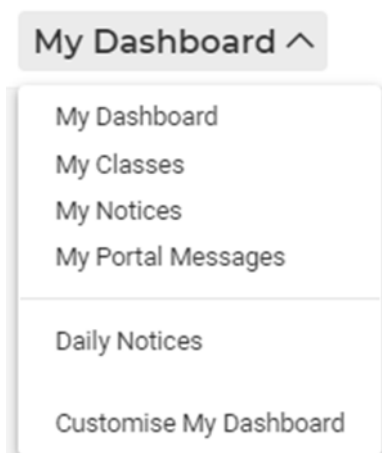
- My Dashboard
- My Calendar
- My Classes
- My Portal Messages
- My unread notices
- Daily Notices
- Dashboard Alerts
- School Newsletters

Overview

Staff will learn how to use other significant widgets and access and use the **School Dashboard Menu**.

My Dashboard

Staff have further access to other areas on the Dashboard that are not specifically widget based.

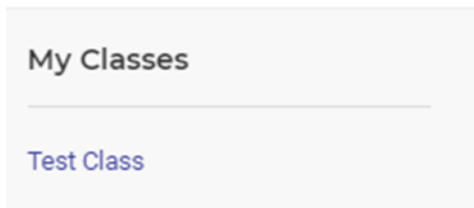


1. **My Dashboards** enables staff to view their own & shared dashboard and create a new one. Refer to the **Dashboard Guide**.

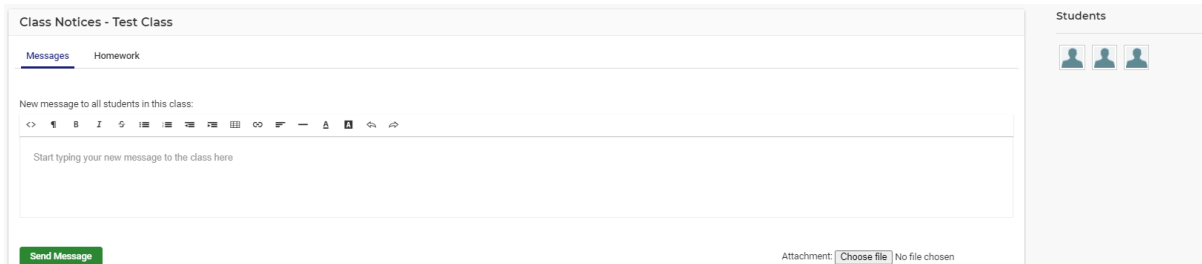
My Classes

The **My Classes** widget replicates the information from timetables for all the classes you teach. To access and use the My Classes widget, follow the steps below;

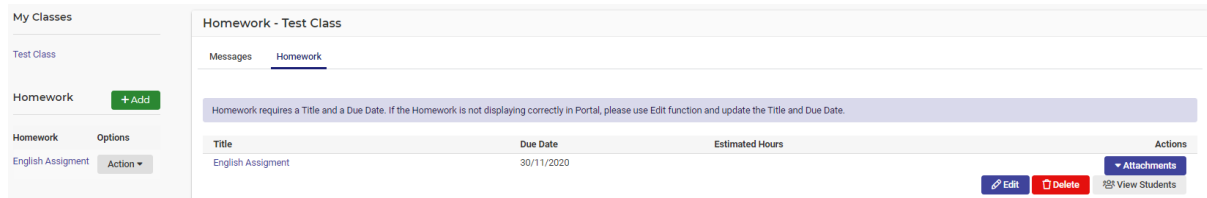
My Classes ▾



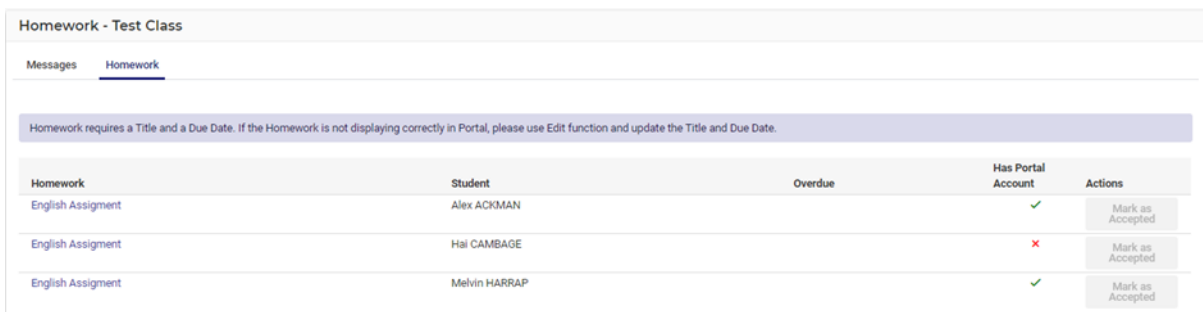
1. Click on a class and the page changes to reflect a list of students and the ability to compose a message or send homework for that specific class.



2. The compose message screen displays allowing you to message all student in this class.
3. Hover over a student image to find out their name or click on the student to send them a Portal message.
4. The sent message is saved and can be replied to and deleted.
5. The **Homework** tab allows the teacher to add a new homework message to the class
6. Compose the Homework message ensuring a Title is added, description and due date and **Save**.

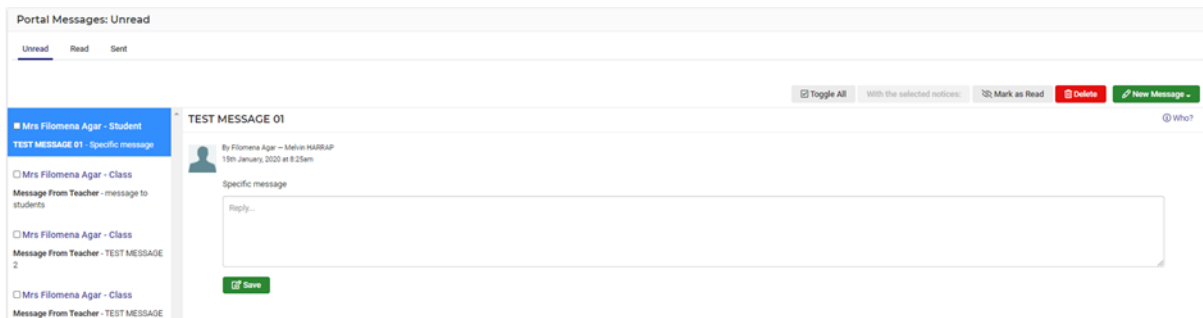


7. The sent Homework item can then be edited or deleted by the staff member.
8. The teacher can however **View Students** to view overdue work and view which students has completed the work.

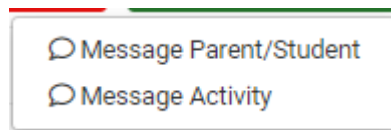


My Portal Messages

My Portal Messages allows teacher to view and send messages to students, parents and activity groups. To complete a Portal message, follow the steps below;



1. Messages sent via **My Class** will appear here.
2. A teacher can reply to a message they have sent.
3. Teachers can view unread, read and sent Portal Messages.
4. A teacher can click on **Who?** to see who has not read the message.
5. Teachers can create a **New Message** for a **Student, Parent or Activity** group.

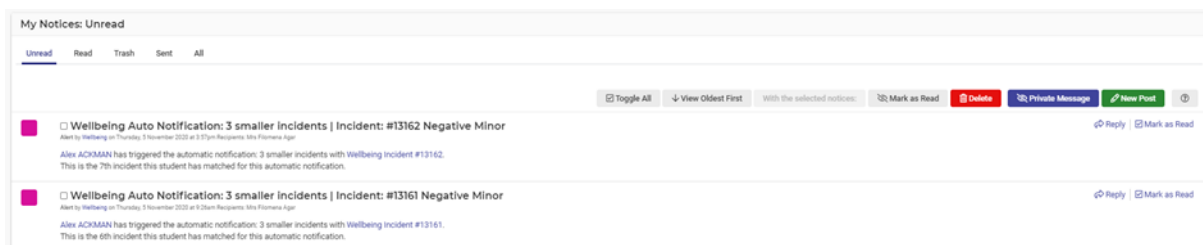


6. Once you have selected an option, a compose new message screen displays.
7. The teacher can search a student and then can select a parent to receive this message.
8. Complete the message detail and Save.
9. If Activity is selected, an activity needs to be searched and selected.

My Notices

This function works much like an email inbox.

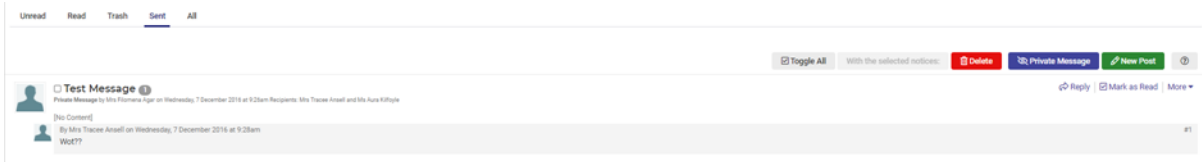
Any staff member can compose a private message/post or a Staff Broadcast. To produce a **Staff Broadcast**, follow the below steps;



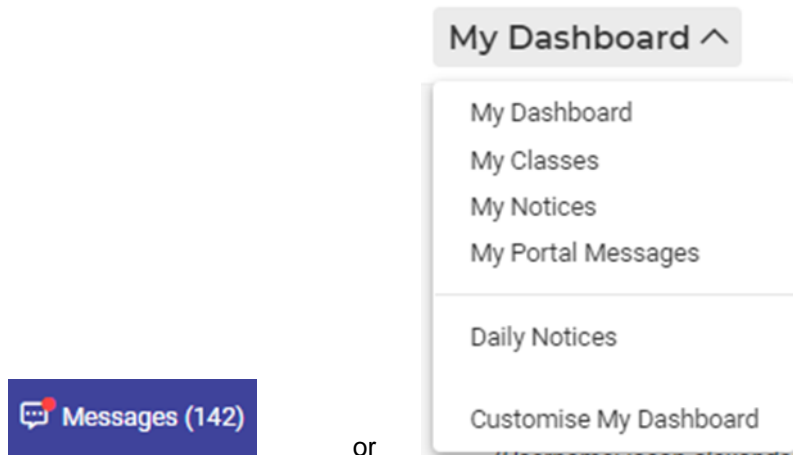
1. Click on **New Post** for Staff Broadcast. No teachers names or recipients need to be added as it is assumed all staff will receive this.
2. To send message to individual/s, select **Private Message**, you will need to type in the **To:** section the name/s of the staff to receive the message.

- Both messages require a subject and the message. Attachment is optional.
- The message area is free text and staff can add links, formatting and tables.
- Once complete, click **Send**.

Messages once sent can then be viewed and read by the recipients.



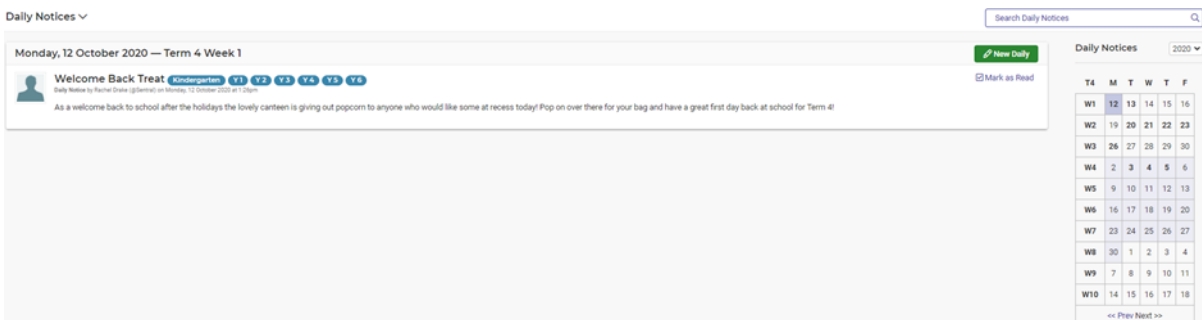
- Staff can **Reply**, **Mark as Read** and **More**. The **More** option allows the sender to view **Delete** (just for me) and **Purge** (for all). Purge is based on permissions within Sentral.
- Once **Mark as Read** is ticked, the message disappears from the dashboard screen.
- All Notices can be viewed in two different ways – the Dashboard Banner or **My Notices**.



Daily Notices

Much like notices, this area enables staff to send message however the added advantage here is that it can be for a school year group and you can select the day the message is available for staff.

A Teacher can view past daily notices and also be able to create new daily notices.



- Teachers will see current Daily Notices in the middle of the screen.

- Teachers can go to the Calendar and click on dates that are in bold to review a past Daily Notice. This is handy if the school use this function a lot or your need to look for historical notices.

Daily Notices 2021 ▾

	T2	M	T	W	T	F
W1	19	20	21	22	23	
W2	26	27	28	29	30	
W3	3	4	5	6	7	
W4	10	11	12	13	14	
W5	17	18	19	20	21	
W6	24	25	26	27	28	
W7	31	1	2	3	4	
W8	7	8	9	10	11	
W9	14	15	16	17	18	
W10	21	22	23	24	25	

[<< Prev](#) [Next >>](#)

- Daily Notices can be marked as read but not replied too as they are an announcement.
- Staff can also toggle between terms and in the drop down use the year functionality to review from past years.

Dashboard Alerts

This feature enables staff to make announcements or alert that stands out as a banner and differs to a notice or daily notice. It carries more weight or importance.

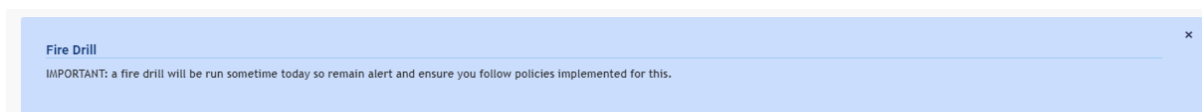
- Click on **Add Alert**.

Create Dashboard Alert

Header:	<input type="text"/>	Headline for your alert. (Required)
Start Date:	<input type="text" value="04/05/2021"/>	The day your article will appear.
End Date:	<input type="text" value="04/05/2021"/>	The day your article will disappear.
Activate:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Whether your alert will appear.
Text:	<div style="border-bottom: 1px solid #ccc; min-height: 40px;"></div>	

[Create Notice](#) [Cancel](#)

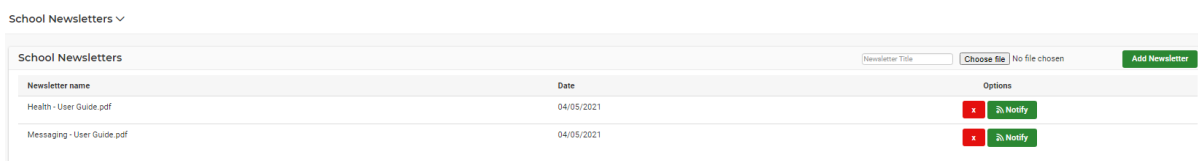
- Complete the alert by adding header or headline, the date the alerts will start and end, activate the alert and add the content.
- Click on Create Notice and the banner will appear on the school dashboard.



- Past and upcoming Dashboard Alerts can be viewed by going back to Dashboard Alerts.

School Newsletters

The school can choose to upload Newsletters via this repository. These newsletters can be access by staff but also by parents if this option is selected when you setup the Parent Portal.



1. Choose a file and then **Add Newsletter**. Staff can then view this via this repository.
2. Once uploaded, staff can choose to notify parents or portal users by publishing to the portal feed.
3. Click on **Notify** > add title **eg**, Newsletter Term 2 Week 2
4. Add content and then select if action is required, (generally it isn't) and if this is a push notification or not.
5. Click on **Send**

Glossary of Terms

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

Item	Description	Type
Active	whether your alert will appear	Yes/No
Default Unread Notices Display order	how to display unread notices	list selection
Edit	make a change to message	text
End Date	End Date	calendar entry
Hide Sensitive Data	Hide or Show Sensitive student data	Yes/No
Item	Description	list selection
Message	Content of portal message	text
Purge	removes message for all	Prepopulated
QR code	a machine-readable code consisting of an array of black and white squares	barcode scan
RSS Reader	Really Simple Syndication	text
Start Date	Start Date	calendar entry
Subject	Title for the message in Portal	text
Who?	who has not read message	Prepopulated
End Date	End date for Insurance policy	calendar entry
header	title for alert	text