Sentral for Teachers App
User Guide

March 2024

Contents

Overview

Sentral for Teachers app gives you an easy to access mobile interface with capabilities such as:

- Daily roll marking and PxP

  As more and more classes congregate in areas other than the classroom, mark the roll wherever your class is happening.

- Access to teacher timetables

  Easily check your schedule on the way to school or in between classes when you're not in the classroom so don't have ready access to a laptop or desktop.

- Quick creation of wellbeing incidents

  Quickly record key details of any incidents that occur while you're on playground duty so that you don't have to carry a notepad to record these details or rely on your memory. Capture just enough information to be useful and not too time consuming.

- Support to mark the roll in the event of an evacuation

  Access and mark your roll class on a mobile device and be able to clearly show a picture of students not accounted for to emergency services. Satisfy the requirement to account for all students in your roll class and report on any that did not congregate at the emergency evacuation point.

Access

Sentral for Teachers is a mobile app for iPhone and Android devices. You can download it from the Google Play Store and the Apple App Store.

- [Google Play Store](#)
- [Apple App Store](#)

Role-based views of information

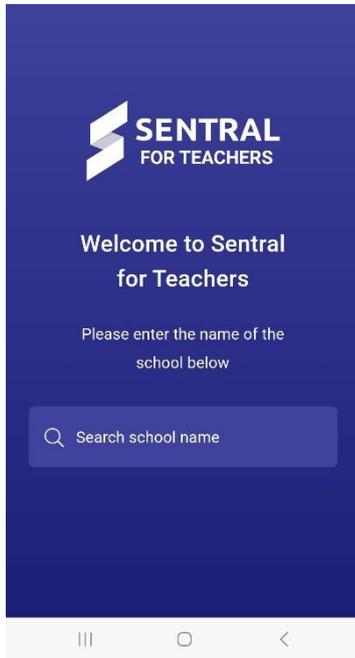Your role determines the information you see:

- Administrators of Attendance can view whole school, cohort and class attendance data.
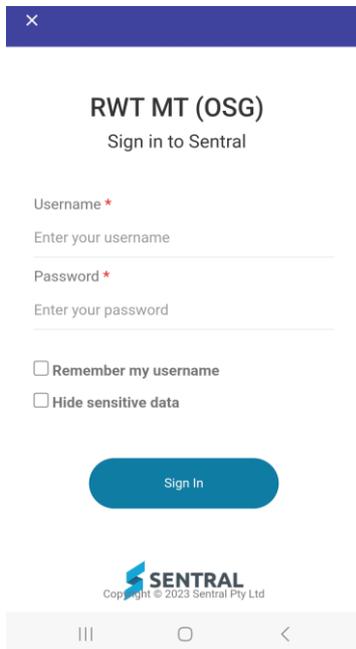- Teachers can view classes.

Sentral's YouTube channel

To view videos about the Sentral for Teachers App, view the playlist on our YouTube channel.

App login

1. Open the Sentral for Teachers App.

2. Search for your school and select it from the list that displays.

3. Use one of the following options to log in:
   — If your school has SSO login for staff, then log in via SSO.
   — If your school does not have SSO login for staff, then enter your user name and password to log in.
   The menu of available options displays.
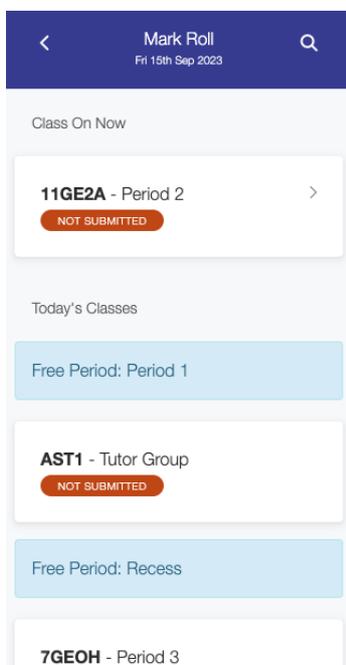
Rollmarking

To complete mobile roll marking

1. Log in to the Sentral for Teachers App.
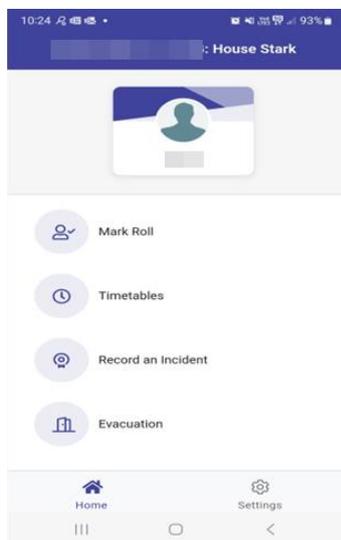

2. From the home screen, select Mark Roll.
   — If you have a single roll class available (i.e. a primary school setup), your class is listed and ready for marking.
   — If you have multiple classes available via period roll marking (PxP), your classes are listed by period.
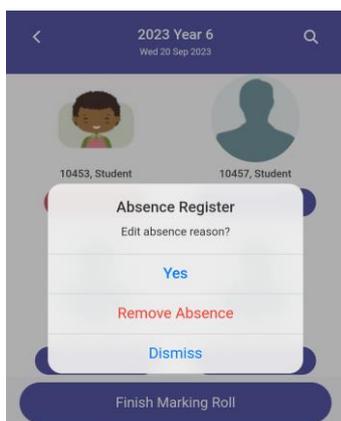
3. Tap your class to begin marking the roll.
   All students are marked as present by default.
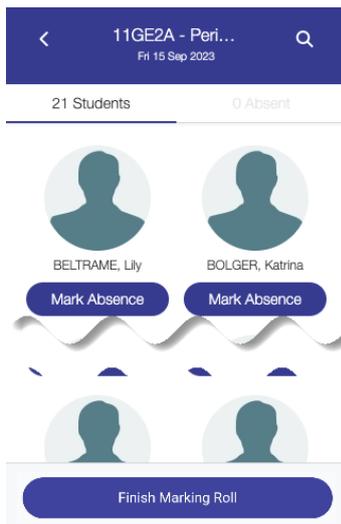
4. Tap Mark Absence to mark a student absent for a whole day (or period for PxP users).
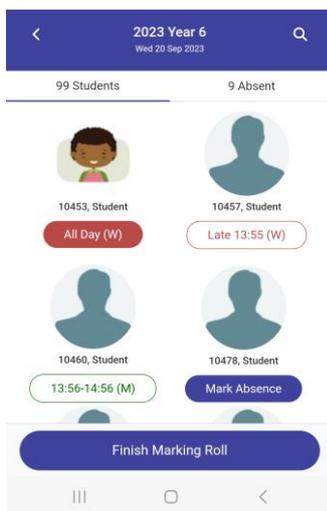
5. Tap again to do any of the following:
   — Remove the absence
   — Mark a partial absence
   — Add an absence reason.

6. To remove the absence, select Remove Absence.

7. To mark a partial absence or edit an absence:

    a. Under Edit absence reason, select Yes.

    b. Under Absence Type, select whether the student's absence is Whole Day, Late, Early, or Timed.

        i. For a Whole Day absence, select the Absence Status (i.e. Unexplained or Explained) and the Absence Reason. Select Save to return to the roll marking screen and continue marking.

        ii. For a Late, Timed, or Early absence, enter the time. Select Save to return to the roll marking screen and continue marking.

8. Once you've finished marking the roll, select Finish Marking Roll.
   The Roll Submission Summary displays.

9. View information on the Roll Submission Summary screen.
   — If information is correct, tap Submit.
     The Mark Roll screen displays and the status shows as submitted.
   — If information is incorrect, select Back (⟨), edit the roll, and then tap Finish Marking Roll.

To edit an existing submitted roll

1. Log in to the Sentral for Teachers App.
2. Select Mark Roll.
   — If you have a single roll class available (i.e. a primary school setup), your class is listed and ready for marking.
   — If you have multiple classes available via period roll marking (PxP), your classes are listed by period.
3. Select the submitted roll.
   The Unsubmit Roll message displays.
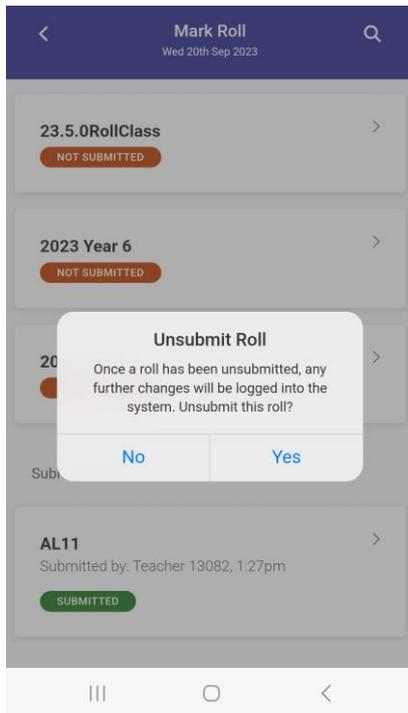
4. Select Yes.
   The roll is opened in edit mode.
5. Edit and resubmit the roll.

To edit an existing unsubmitted roll

1. Log into the Sentral for Teachers App.
2. Select Mark roll.
   — If you have a single roll class available (i.e. a primary school setup), your class is listed and ready for marking.
   — If you have multiple classes available via period roll marking (PxP), your classes are listed by period.
3. Select the class.
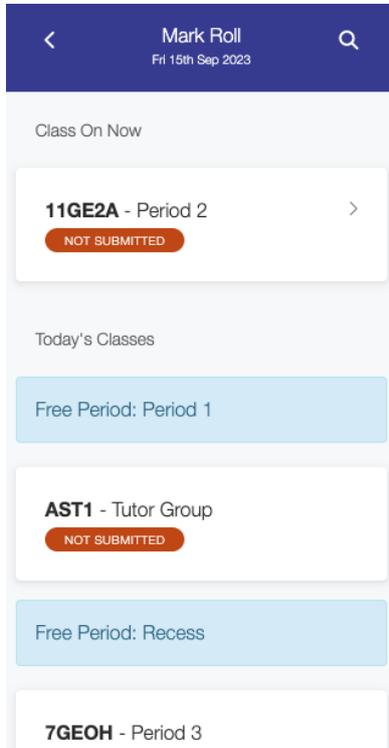
4. Finish marking the roll.
   See To complete mobile roll marking
5. Select Finish Marking.
6. Select Submit Roll.

To search for a student

Use the information in this section to search for a student by name.

1. Log into the Sentral for Teachers App.
2. Select Mark Roll.
    - If you have a single roll class available (i.e. a primary school setup), your class is listed and ready for marking.
    - If you have multiple classes available via period roll marking (PxP), your classes are listed by period.
3. Select the class.
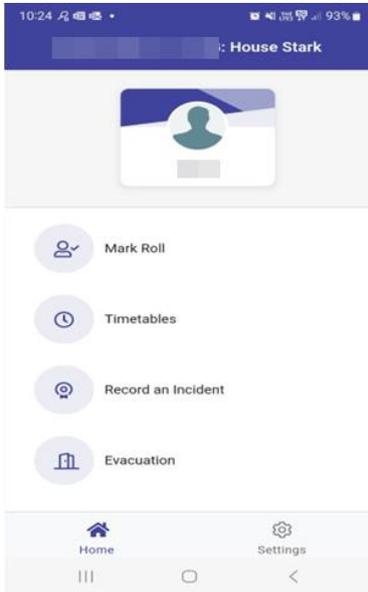4. Tap the Search icon and start typing the student's name.
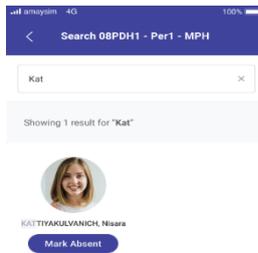
5. View results.
6. Do one of the following:
    a. Select Mark Absent.
    b. Double-tap the student to edit the absence.
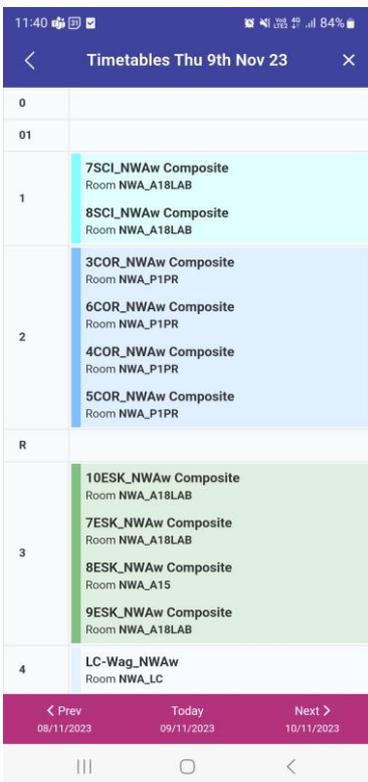   See To complete mobile roll marking

Timetables

Use the information in this section to access timetable information via the Sentral Teachers App from any location.

1. Log in to the app.

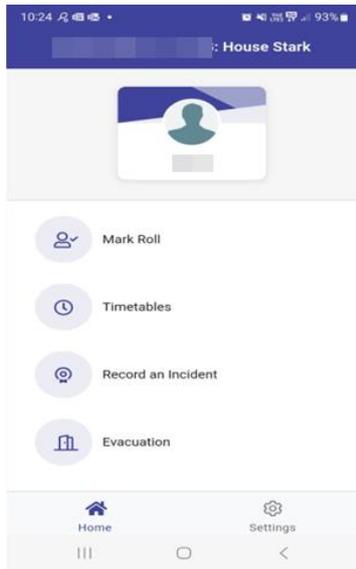2. Select Timetables to access your timetable information.
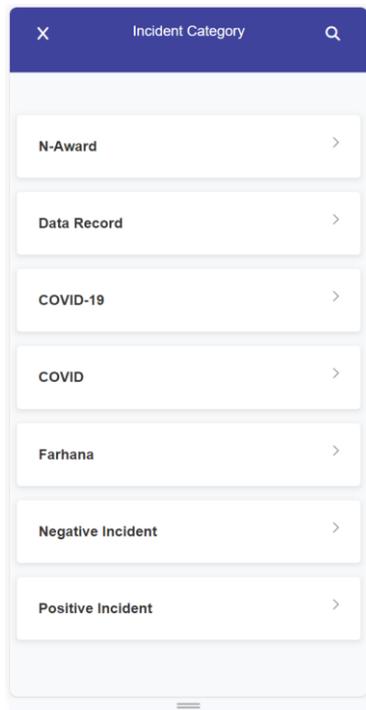
Wellbeing incidents

Use the information in this section to record basic details about an incident, and then complete further details later in the Wellbeing module.
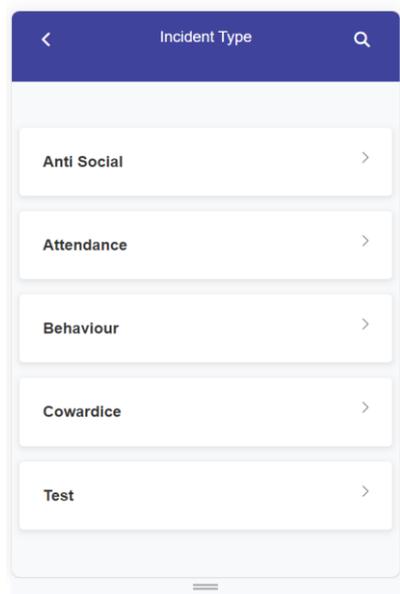
To record an incident

1. Log into the Sentral for Teachers App.
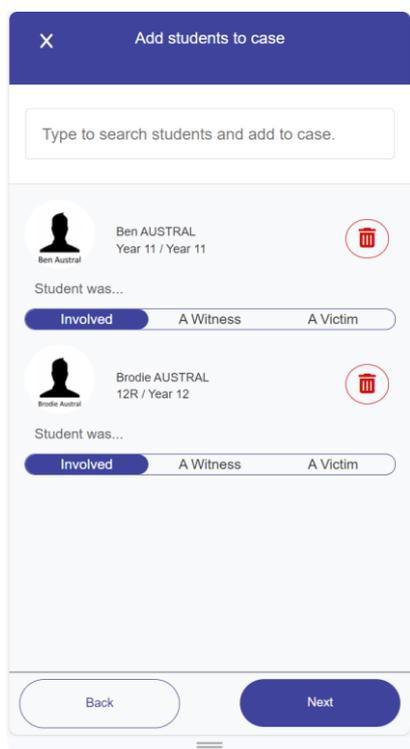2. Select Record an Incident.

3. Select an incident category.

4. Select an Incident Type related to the category.

5. Search for and select the students involved.

6. For each student, select an option for how they were involved.

   The options available may differ by school. This is a configuration choice for your school. Some schools use 'Involved', 'A Witness' and 'A Victim'. Others only use 'Involved'.

7. Select Next.

8. Under Incident Information:
   a. Select Period.
      This may be a mandatory field if configured that way by your school.
   b. Select Location.
      This may be a mandatory field if configured that way by your school.
   c. Enter a description.
      This field is always mandatory for the mobile app.
   d. Select Next.

9. Review the incident record, and then select Save.

An incident number is created. The teacher capturing the incident is marked as the reporter. The date and time default to the current date and time.
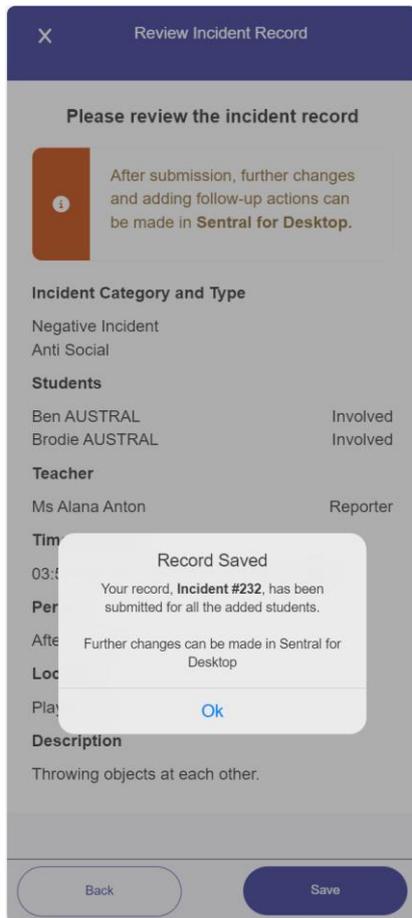
10. On Record Saved, select OK.

11. To make further changes to the incident:

    a. Open the Wellbeing module.

    b.   Select Incidents in in the left menu and choose Incident Register.

    c. Select the incident link.

    d. Select Edit.

   e. Update details and select Save.

Evacuation plans

Use the information in this section to mark the roll using the mobile app during an evacuation. You can easily access who has not been accounted for and show any relevant party (usually fire warden, executive staff or emergency services).

To initiate a new evacuation process

1. Log in to the Sentral for Teachers App.
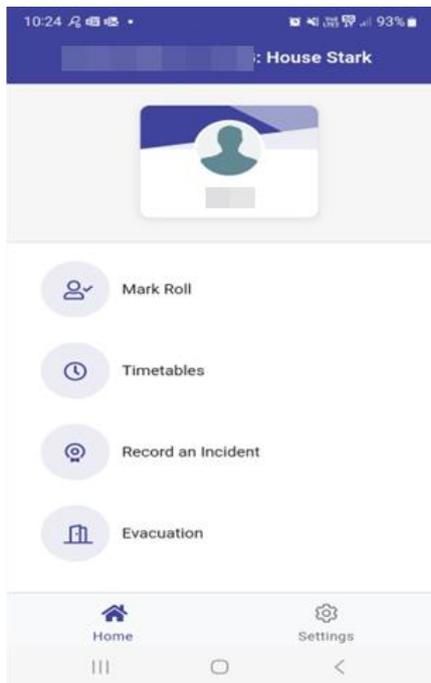
2. From the home screen, select Evacuation.
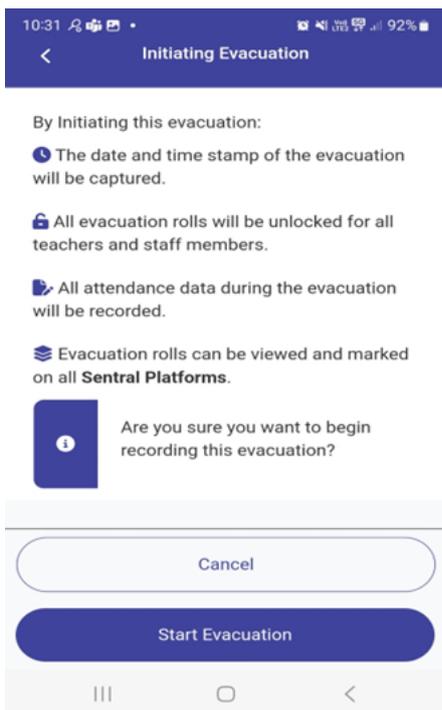
3. Select Start Evacuation.

   This initiates a new evacuation process. Users who access the Evacuation module from the mobile app or desktop are navigated directly to the Evacuation Rolls section. The evacuation process continues until a fire warden or a designated staff member stops the evacuation process.
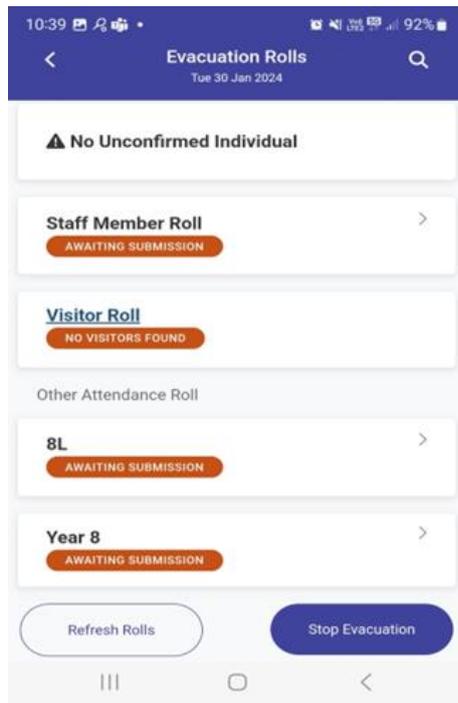

Your attendance rolls are listed first, followed by other rolls such as:
— Administrative rolls

   This is a separate roll for unconfirmed/missing individuals only.
— Staff Member Roll

   Used to mark the roll for checked-in staff members.
— Visitor Roll

   Used to mark the roll for checked-in visitors.
— Other daily rolls

   Used to mark the roll for other classes.

To mark student evacuation attendance

1. Tap your class to begin marking the evacuation roll.

   All students (present in the official class roll) are marked as Unconfirmed by default and need to be confirmed. Absent students are listed under the Absent students section.
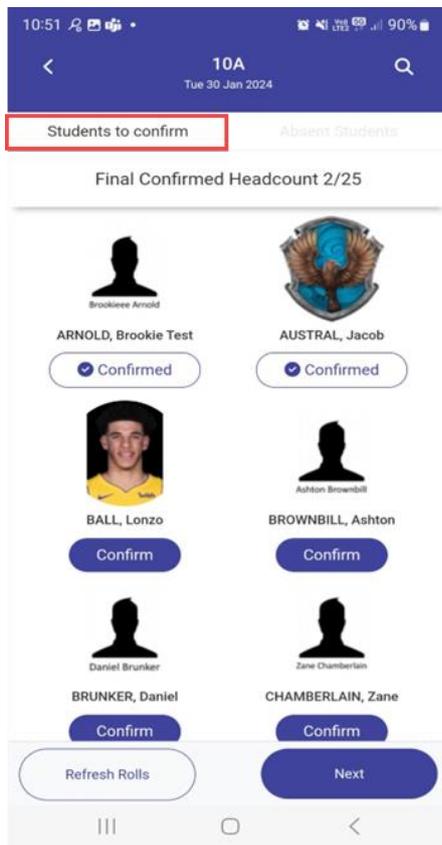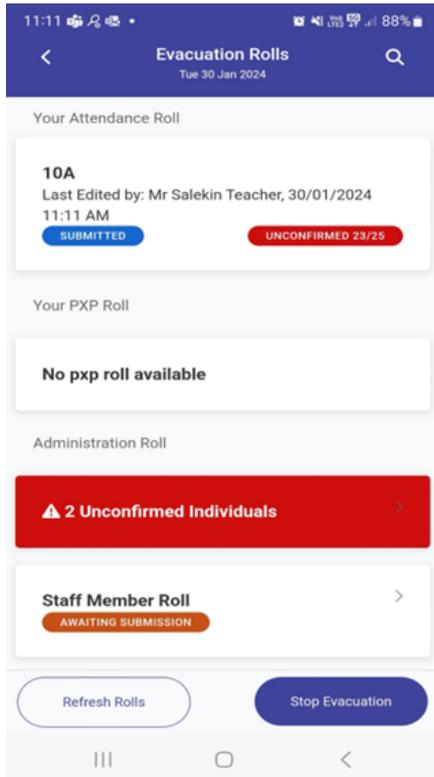

2. Tap Confirm to confirm a student's attendance.

3. Once you are finished marking the roll, tap Next.

   The evacuation attendance summary displays – along with the list of missing students.
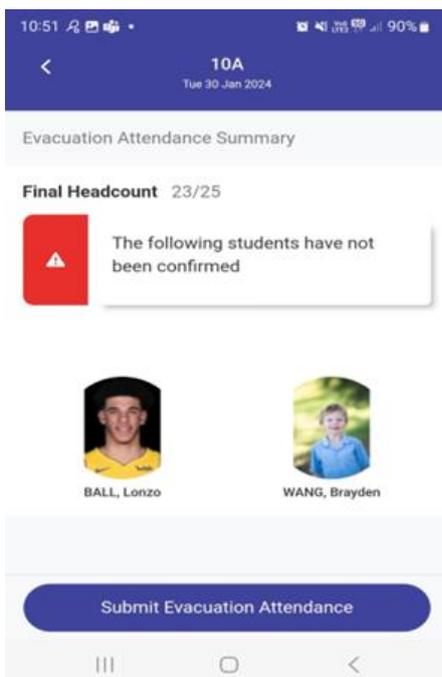
4. Tap Submit Evacuation Attendance to submit the evacuation roll.

   Once submitted, the roll status changes to Submitted.

To move absent students to the evacuation attendance rolls

If a student was marked as 'all day' absent during class roll but present during the evacuation process, you can find the student's name from the Absent students section.

- Tap Mark present to confirm that the student is attending this evacuation.

⚠️ *Warning: This does not affect the official attendance roll.*
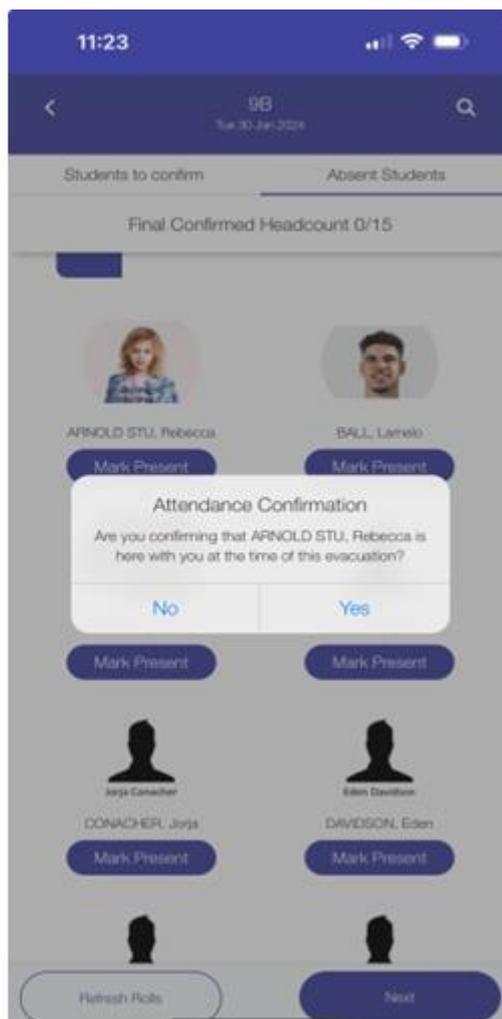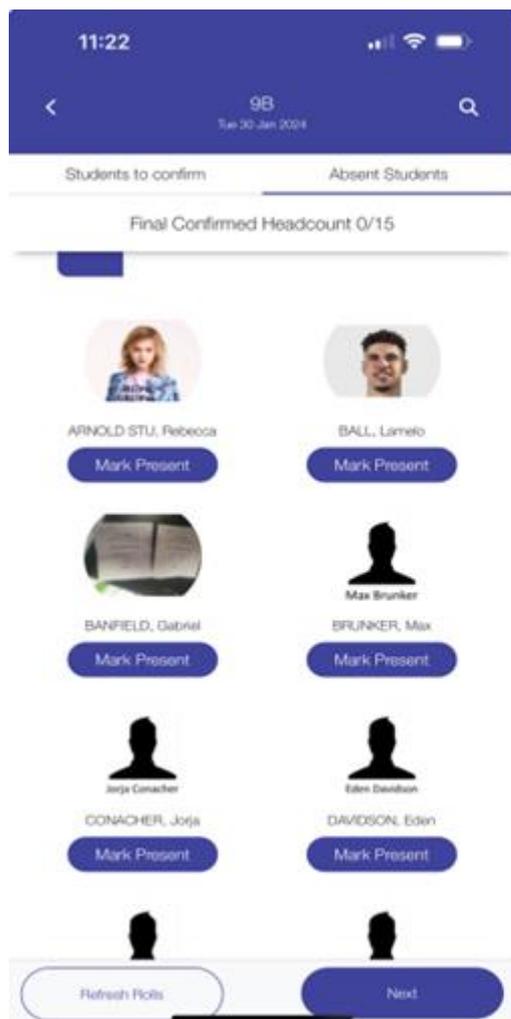
To mark staff or visitor attendance

💡 *Tip: The staff and visitor evacuation attendance processes are the same as student attendance process.*

1. Tap Confirm to confirm a staff member's or visitor's attendance.
2. Once you are finished marking the roll, tap Next.
   The Evacuation Attendance Summary displays along with the list of missing staff members or visitors.
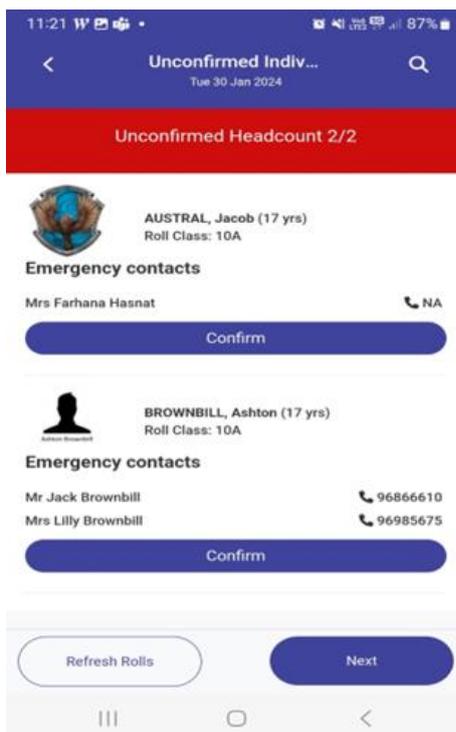3. Tap Submit Evacuation Attendance to submit the evacuation roll.
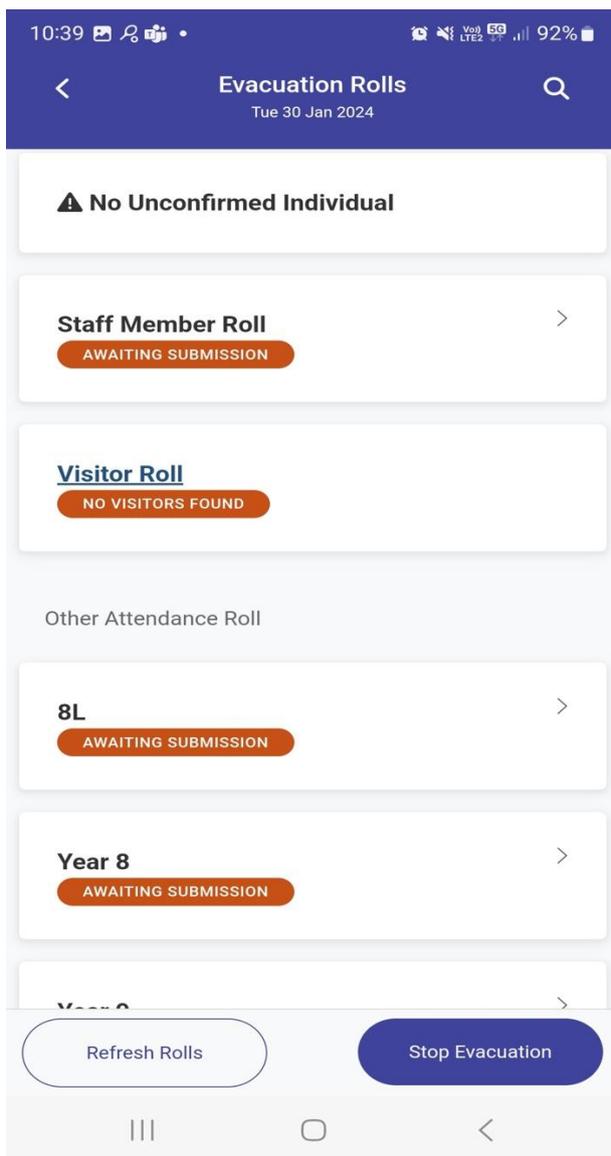
To mark unconfirmed individuals

All missing students, staff members and visitors are listed under the Unconfirmed Individuals section.

1. Tap Unconfirmed Individuals to view the list of missing individuals.
   Unconfirmed/missing individuals are listed along with the emergency contact details (if available).
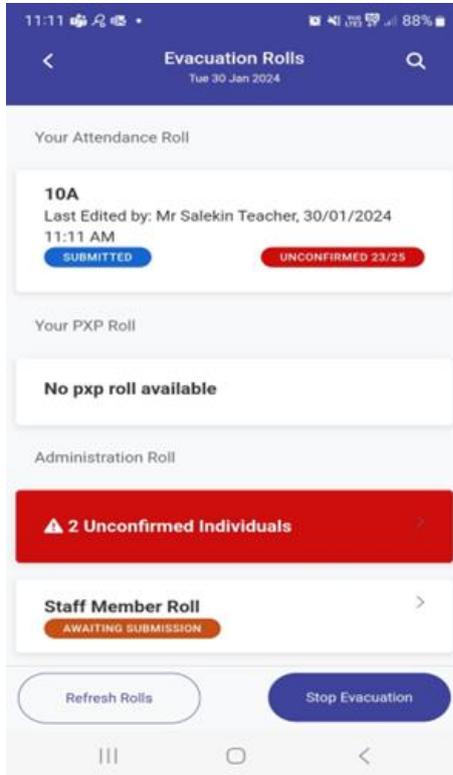
2. Tap Confirm to mark attendance of any unconfirmed individual.

3. Once you are finished marking the roll, tap Next.
   The Evacuation Attendance Summary displays along with the list of unconfirmed individuals.
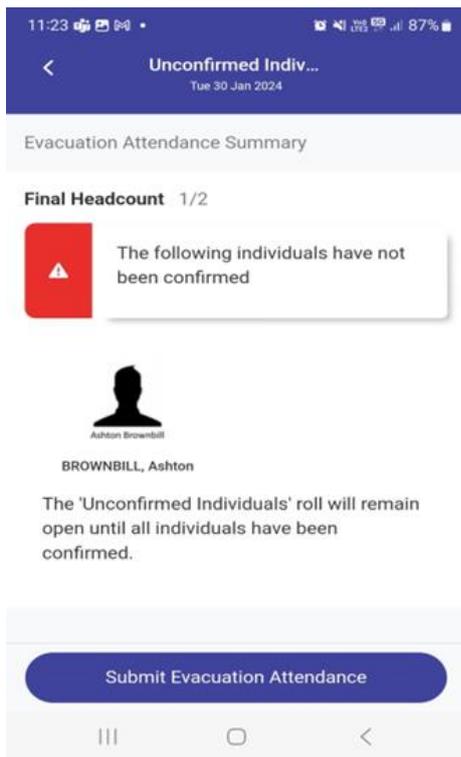
4. Tap Submit Evacuation Attendance to submit the evacuation roll.

To refresh rolls

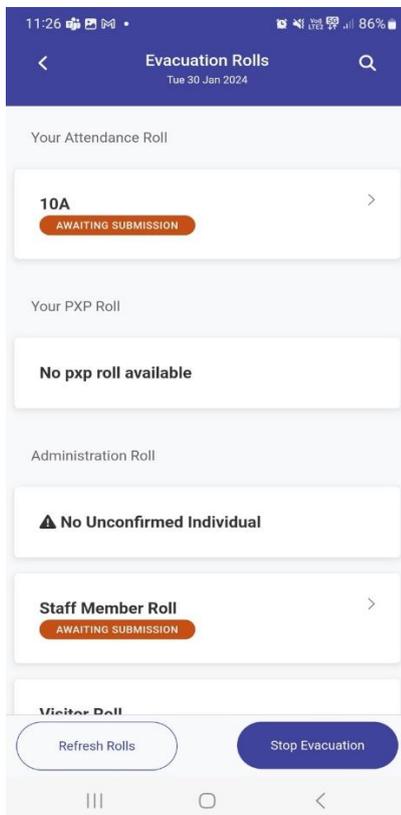- Tap Refresh Rolls to update the Evacuation Rolls section with up-to-date information.

> **(i)** **Note:** *Because multiple people will be marking rolls during evacuation process, it is important to 'refresh rolls' to check if there any new unconfirmed individuals.*
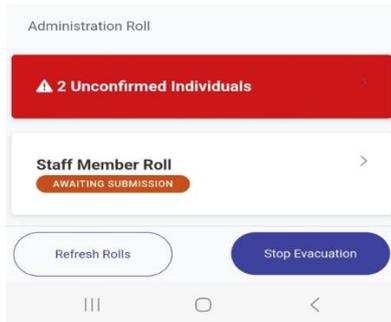
To stop evacuation

1. Tap Stop Evacuation to end an evacuation process.

2. Review the on-screen information and tap Stop Evacuation again to confirm.

   This completes the entire evacuation process. Evacuation attendance data is captured and can no longer be changed.
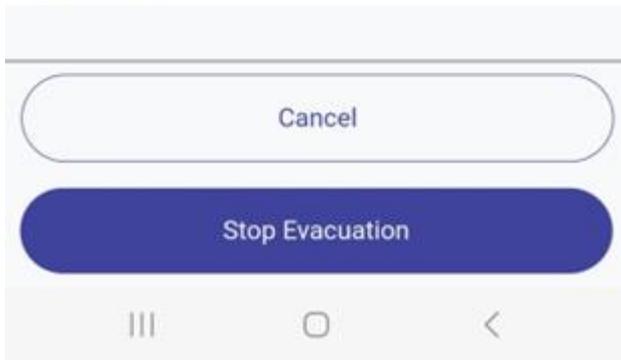
Evacuation – desktop computer

Overview

Desktop evacuation allows you to:

- mark evacuation rolls from a desktop computer
- generate an evacuation attendance report
- print an evacuation summary for a manual evacuation process (legacy module).

To mark evacuation rolls from the desktop

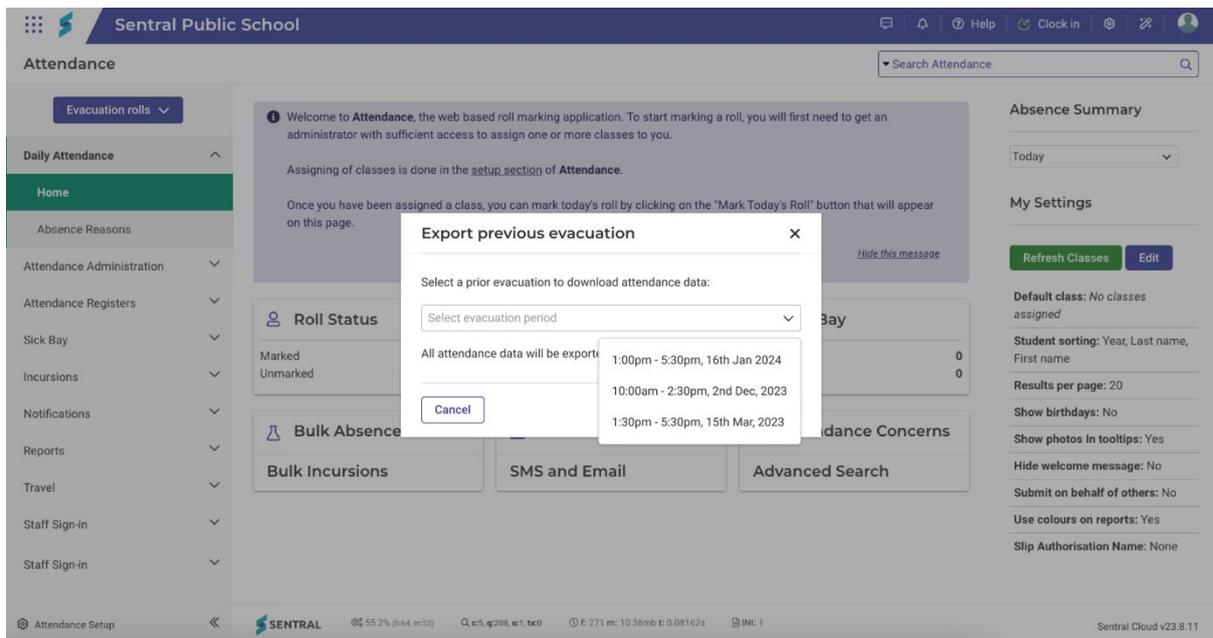1. Select the menu icon (⋮⋮⋮) and choose Attendance.
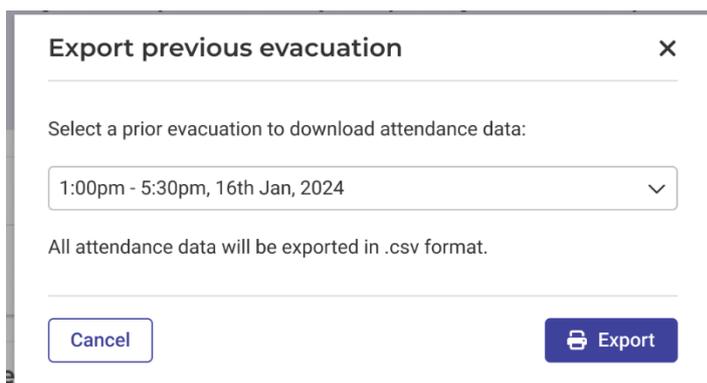   The Attendance Home screen displays.

2. Select Evacuation rolls in the left pane and choose Mark evacuation rolls.

To generate a previously completed evacuation report

1. Select the menu icon (⣿) and choose Attendance.
   The Attendance Home screen displays.

2. Select Evacuation rolls in the left pane and choose Generate evacuation attendance report.

3. In Export previous evacuation, select an evacuation period to download.
   You can select up to 10 most recent evacuation rolls from the list.

4. Select Export to export data in a CSV file.
   The CSV file is downloaded and stored in your device.

To print an evacuation summary

This menu option displays in legacy versions.

1. Select the menu icon (⠿) and choose Attendance.
   The Attendance Home screen displays.
2. Select Evacuation rolls in the left pane and choose Print evacuation summary.
   A list of today's students, clocked in staff members, and signed in visitors displays.
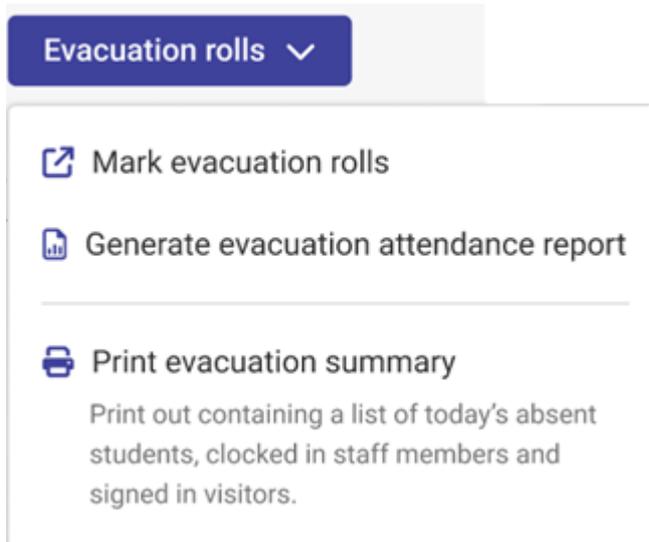
3. Generate a PDF file downloadable to your desktop device.