

# Admin Guide – Academic Reports (Primary School)

October 2024



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# Overview

The Academic reports module is a powerful module with many features and functions that can address your school's academic reporting of student achievement. This document describes key steps for successfully setting up Sentral to create Academic Reports (Primary school style).

## Disclaimer

This document is a guide only, and Sentral accepts no liability for your configuration of the software.

## Product versions

Your school will have one of the products listed in the Feature availability table below – with the main difference being the Classic versus Indigo user interface.

Differences exist between product versions, and between states due to curriculum differences. These differences are described at a feature level in this guide.

### Feature availability

	Sentral Cloud (ST)	Sentral Enterprise (MT)
Academic Reports	■	■

## Permissions

### Overview

Administration of this module is usually assigned to a select group of staff with access to all the functionality in the module. Your school is responsible for applying access levels for staff that determines the actions they can perform in the module.

There are two main scenarios:

- Your school is new to Sentral
- Your school already uses Sentral, and existing access levels are in place.

### New Sentral customer

Use your Global Admin account to apply Academic Reporting Admin permissions to selected staff. If required, configure the access levels further to control the actions they can perform in the module.

For details, refer to the following guides in the Help Centre:

- Admin Guide – Induction for New School
- Admin Guide – Setup
- Admin Guide – Getting Started with Sentral.

This module gives you additional options to grant permissions. See [Staff roles](#) in this guide.

### Existing Sentral customer

Check the configuration already in place. It may not be out-of-the-box.

For details, refer to the following guides in the Help Centre:

- Admin Guide – Induction for New School
- Admin Guide – Setup
- Admin Guide – Getting Started with Sentral.

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## Integrations with other Sentral modules

Sentral provides the option to link data to other modules within Sentral such as Markbook, Attendance and Activities, which decreases the time needed to collate and enter data.

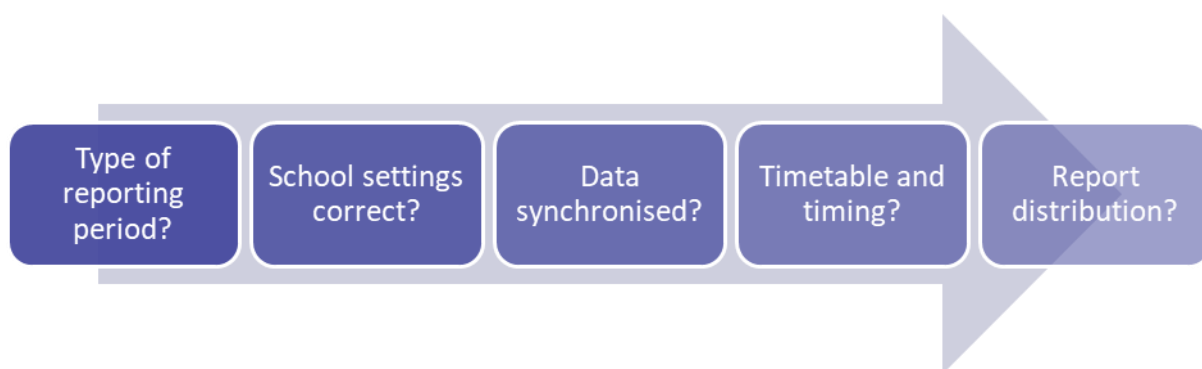
### Access

To access Academic Reporting from the Sentral home screen:

Select the menu icon (⋮) and choose Academic Reporting.

Select ⚙️ Setup and choose Academic Reporting Setup.

## Prepare



## Reporting periods

### Description

A reporting period is a span of time covered by set parameters to record and store student achievement.

### Action

Decide the type of reporting period to create.

- If your school is new to Sentral, create a new reporting period and specify parameters.
- If your school is an existing Sentral customer, you have a choice between creating a new reporting period or rolling over an existing reporting period.
- If your school has obtained an XML file from another school, you also have the option to import a reporting period.

### Reason

Staff members cannot enter student data without a reporting period.

## School settings

### Action

Check the information in school settings.

Select ⚙️ Setup and choose School Details.

### Reason

This module draws details such as the school's name, address, logo and principal's name from the General Setup section of Sentral.

---

## Data synchronisation

### Action

Manage data synchronisation. This is updated at 5am daily but you can choose to do a manual override.

Select  Setup and choose Data Synchronisation.

### Reason

Student information is correct, roll classes and teacher allocations are up to date.

### Action

Link staff details to their data layer source (EBS4, Eduhub, Edsas, Cases, Enrolments).

Select  Setup, select Manage User Accounts, and then choose Edit and add link to source.

### Reason

This makes the details visible in reports.

## Timetable and timing

### Action

Check with your leadership team for a decision on when to create a reporting period. They will determine an appropriate time based on your school's policy and the requirements for students to receive reports.

### Reason

When you create a reporting period, the module takes a snapshot of the current timetable. The snapshot includes class names, class lists, facilities, and teacher allocation. Although you can edit the data, it is easier to start this process at a time that closely reflects the correct students you wish to report on.

For example, if you create a reporting period too early, several students who change subjects and do not require a report from that subject may get included. If you create a reporting period too late, you may not capture all students who have left the subject and/or school and still require a report.

### Best practice

Create a reporting period that coincides with the first assessment period. This way student subject changes have been given a grace period and the students included in the period should have some data to report on, regardless of whether they continue with the subject.

Define and communicate to staff when the data entry period will be open and when reports will be printed and sent to parents.

## Reports distribution

### Action

Work with your leadership team to define how the reports get distributed.

### Reason

If printing is required, then you'll need to ensure reporting periods are locked down so no changes can be made and allow ample time to print.

### Best practice

You have the option to email reports and publish to the Portal.





**Note:** There are a couple of settings in other parts of Sentral that affect publishing reports to the portal. The first setting is in the Portal Console under General | Access Controls. The second setting is under Published Reports | Manage Published Reports, where there is a setting called Show reporting period in the portal.

For information on setting up the portal to publish reports, see the section on Access Controls in the Admin Guide – Portal Console, which you'll find in the Help Centre. For information on publishing the reports, see the Academic Reporting User Guide.

## Reporting decisions

### Action

Work with your leadership team to decide:

- roles within your school that should have access to edit template layout components
- school based information to communicate
- subject achievement information to communicate.

### Reasons

Access to edit template layout components provides the opportunity for additional access to selected staff rather than just administrators. It affects how you configure the module and must be done before staff can enter data.

### Best practice

Use the table below to guide discussions with your leadership team and colleagues.

**Table 1: Information to communicate**

School based	Subject achievement
Participation in school activities	Overall achievement
Attendance (whole/partial and explained/unexplained absences)	Effort achievement
Principal/Head Teacher/Year Advisor/Mentor comment	Outcome achievement
Student self-assessment	Strand achievement
Welfare incidents	Student attitudes
Continuums	Student attributes
Progressions	Teacher comment
Curriculum and outcomes	Class attendance
Generalist comments	Course outlines
Overall look and feel	Tasks

### Action

Decide the reporting scale to use – either one of the default scales or create your own.

### Best practice

Consider any reporting requirements from your state's curriculum authority before selecting scales.

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Consider using different scales for different aspects of your reporting. For example, you could use A-E scale for overall achievement and Achieved/Not achieved for student attitudes.

Consider the different requirements for each subject. For example, one subject may not have an overall grade, and another may not require a comment.

## Report layout

### Action

Consider how you want reports to look. Decide the format to collate and present data in reports.

### Reason

This can help with some of the decisions made during the set-up phase, although you can also complete the layout once data has been collected.

## Report classes

### Action

Work with your leadership team to determine which subjects and classes require a report.

### Reason

You need this information before you create a reporting period. There may be some classes in your data layer that do not require a report such as sport, library, ethics/religion.

## Parent interviews

### Action

Work with your leadership team to decide if your school will publish interviews through the Portal or other means, and tie this in with Academic Reports publishing. See [Portal Admin Guide](#)

### Reason

Many schools host parent teacher interviews in accordance with the distribution of reports.



**Note:** There are a couple of settings in other parts of Sentral that affect publishing reports to the portal. The first setting is in the Portal Console under General | Access Controls. The second setting is under Published Reports | Manage Published Reports, where there is a setting called Show reporting period in the portal.

For information on setting up the portal to publish reports, see the section on Access Controls in the [Portal Admin Guide](#), which you'll find in the [Help Centre](#). For information on publishing the reports, see the [Academic Reports User Guide](#).

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# Create academic reports – three options

## Overview

You have three options when it comes to creating your academic reports:

- Use the academic reports wizard – recommended for beginners.  
See [To complete simple report setup using the wizard](#)
- Use the rollover option – recommended if you have an existing report period and you don't have a lot of changes or customisations to make.  
See [To roll over an existing reporting period \(simplified\)](#)
- Use the advanced option – recommended if you are an experienced user and you want to customise numerous features to suit your school's requirements.  
See [Understand the manual setup workflow \(advanced users\)](#)

## To complete simple report setup using the wizard

### Feature availability

	Sentral Cloud (ST)	Sentral Enterprise (MT)
NSW primary schools	■	■

## Overview

Use the wizard to set assessment information that is specific to your school. This includes:

- subjects taught at your school
- Attitudes to Learning used by your school
- activities available at your available school.

The wizard gives you a small number of customisation options:

- a 3 point scale for Early Stage 1 students
- staff signature images
- colour configuration for the template styles.

## Further changes

After you have created an academic report via the wizard you can still make further changes to the report using the menu options in the left pane.



## Wizard vs manual setup

There are several scenarios where using the wizard is a great option:

- Your school is new to Sentral and you're creating your first report setup.
- Your school is an existing Sentral customer where there has been a break in the knowledge chain. For example, if your existing reports coordinator has left without an opportunity to ensure knowledge transfer to the person now expected to manage reports.
- Your school is small or doesn't have much tech support, and you're after a simple report setup.

---

## Steps

1. Select the menu icon () and choose Academic Reports.
2. Select  Setup and choose Academic Reports Setup.
3. Select General and then select Reporting Periods.
4. Select Create Reporting Period.
5. In Welcome to Academic Reports, select Simple Report Setup.
6. In Reporting Period:
  - a. Enter a name for your report period.
  - b. Select the applicable year and semester.
  - c. Select a date range.
  - d. Select the class years to include.
  - e. Select Next.
7. In Assessment:
  - a. In the Subject tab, select a curriculum filter, and then select the applicable subjects. Alternatively, use the search box to find subjects.
  - b. In the Scales tab, select an assessment scale option.
  - c. In Attitudes to Learning:
    - i. Select Add Attitude Subgroup and enter a name for the Attitude Subgroup.
    - ii. Under the Attitude Subgroup, select Add Attitude, and enter a name for the Attitude.
    - iii. Repeat these steps until you have the attitudes to learning that you want.
    - iv. (Optional) Use the Drag handle icons to change the order of the Attitude Subgroups and Attitudes.
    - v. Select Next.
8. In Extra Curricular Details:
  - a. Do one of the following on the Activities tab:
    - i. Select Manual Entry if your school doesn't use the Activities module or there's an activity you want to include that hasn't been set up through the Activities module. Select Add Activity. Add a name for the Activity.
    - ii. Select Automatic Import if your school uses the Activities module. Select search options and then select Refresh List.
    - iii. Select one or more activities.
  - b. Select the Attendance tab.
    - i. Select an Attendance information option.
    - ii. Select an Attendance Tally Explanations option.  
The options you select here determine the information 'pulled in' from the Attendance module.
  - c. Select Next.
9. In Layout, specify signatures to add:
  - If you select None, select Next to continue to the next page of the wizard.
  - If you select to add one or two signatures, then choose whether to use the same signature on every page or specify a unique signature. Select Next.
10. In Colour:
  - a. Select primary and secondary colours for headings in your template.
  - b. Select Update Preview. Subject placement is indication rather than exact subjects.
  - c. Select Save and Finish.

---

## To roll over an existing reporting period (simplified)

### Overview

With this simplified rollover, some information is copied over from the source (existing) reporting period for you – leaving you to define a small number of requirements.


### Further changes

After you roll over a reporting period, via this method, you can still make further changes to the report using the menu options in the left pane.

#### Feature availability

	Sentral Cloud (ST)	Sentral Enterprise (MT)
NSW primary schools	■	■

### Steps

1. Select the menu icon (⋮) and choose Academic Reports.
2. Select  Setup and choose Academic Reports Setup.
3. Select General and then select Reporting Periods.
4. Select Create Reporting Period.
5. In Welcome to Academic Reports, select Rollover an Existing Period.
6. Under Rollover an Existing Period:
  - a. Select the year and semester being reported on.
  - b. Enter the name of the reporting period.
  - c. Enter the date range for the reporting cycle.
  - d. Select the existing reporting period – the one you are rolling over from.
7. Under Select Items to Rollover:
  - a. Review the onscreen explanations for the items that you may choose to roll over.
  - b. Select items to roll over.

Some items are selected by default and can't be changed. This is because we copy some information across for you from the source reporting period.
  - c. Select Rollover.

The reporting period is created based on the existing reporting period you selected to roll over, along with the options you selected to keep.
8. In Getting Started with Sentral Reports:
  - a. Review the information rolled over.
  - b. Use the Reporting menu in the left pane to review or change the information in your new reporting period.

For details, see the topic in the Table of Contents section of this guide.

## Understand the manual setup workflow (advanced users)

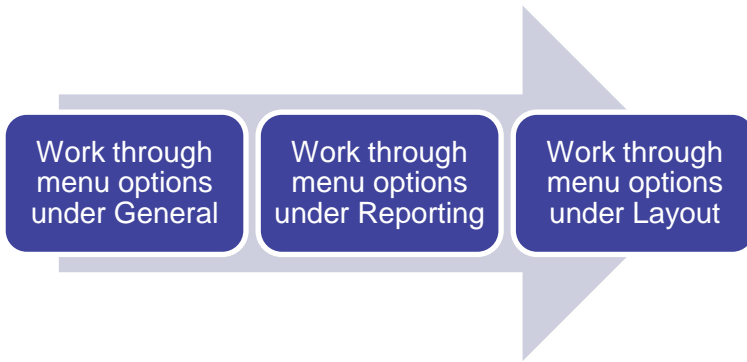


Figure 1: Academic Reports workflow



**Video:** Watch this video on our YouTube channel to get an overview of the setup process.  
[Academic Reports Setup - Totally new? Start here.](#)

# Manual setup workflow

## Configure global settings

### Best practice

Work through the menu options under Academic Reports | General tab before you create a reporting period.

### Reason

The information that you configure under the General tab affects all reporting periods at your school.

Working through the global settings helps to prevent status errors displaying on the Getting Started screen that displays by default when you do create a reporting period.



**Video:** Watch this video to learn about the Global Config settings within Academic Reports setup.  
[Academic Reports Setup - Global Config](#)

## Review Global Config settings

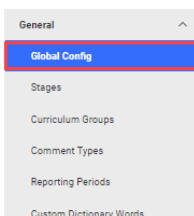




Figure 2: Academic Reports > Setup > Global Config menu option

Sentral Cloud (ST)

Sentral Enterprise (MT)



1. Do one of the following:
  - a. Select the menu icon () and choose Academic Reports. Select  Setup and choose Academic Reports Setup.
  - b. If Academic Reports Setup is already open, select General and then choose Global Config.
2. In Global Sentral Reports Configuration, specify settings to suit your school's requirements.
3. Select Save.

## More about Comment Automatic Cleaning

Comment Automatic Cleaning ensures capitalisations at the beginning of new sentences and spaces after punctuation, and not before. It also handles merge field processing within comments - so it will convert {name} to 'John Smith' if enabled.

Automatic gender correction is disabled if comment cleaning is turned off.



**Tip:** Teachers can also control this function from the Comment Entry screen if they don't want capitalisation or gender changing.

## More about Comment Font size

The Comment Font Size setting defines how the comments are displayed on the screen, making them easier to read during composition. It does not affect how the comments are printed because this is determined by the style specified in the layout.

## More about Comment Fill Down

If you turn on With Comment Fill Down, it allows teachers to duplicate comments on multiple student reports.

## More about Teacher Names

This setting determines whether the staff member's name as it appears in Academic Reports will be drawn from the first and last name associated with their user account, or the given names and surname associated with their staff record.



**Tip:** The default setting for teacher names is User Account. This is controlled via Setup  | Manage User Account.

## More about Reports Publishing

Turn on Enable Reports Publishing if you want reports to go to the Student/Parent Portal.

## Review stages and curriculum groups

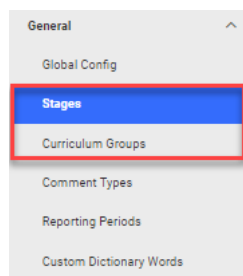


Figure 3: Academic Reports > Setup > Stages and Curriculum Groups menu options

### Overview

Stages group academic years together. Data in the repository is broken down into stages to represent when students should usually be assessed against this information. Stages are then placed into the various curriculum groups.



**Note:** Default per state is generally set during implementation, so you probably won't have to modify the information in these sections – unless your school has custom year levels and you want to modify the settings.

### To configure cohorts, stages, and curriculum groups



**Video:** Watch this video to learn about working with cohorts, stages and curriculum groups within Academic Reports setup. [Academic Reports Setup – Stages and Curriculum Groups](#)

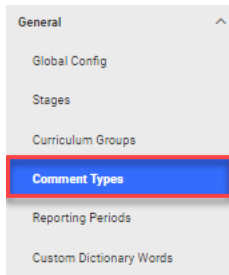
Follow the steps below if your school has custom year levels and you want to modify the settings.

1. Do one of the following:
  - a. Select the menu icon (⋮) and choose Academic Reports. Select ⚙ Setup and choose Academic Reports Setup. Select General and then choose Stages.
  - b. If Academic Reports Setup is already open, select General and then choose Stages.
2. Select a stage link to view details.
3. Select the academic years applicable for the stage, and then select Save.
4. Select Curriculum Groups in the left menu.
5. Select all curriculum groups to be used by your school – not just the ones you require for the current reporting period.
6. Select Save.



---

## Review comment types



**Figure 4: Academic Reports > Setup > Comment Types menu option**

### Overview

This is where you create the types of comments that you want to be available in your reporting system to all reporting periods. There are two types of comment types you can create – Overall and Subject:

- Overall comment types are for non-subject based information. See [Comment types](#) in the Glossary section.
- Subject comment types are used within a subject for teachers to write comments. See [Comment types](#) in the Glossary section.

### Best practice

To stop using a specific comment type in just one reporting period, edit the relevant assessment schema and disable the comment type there.

### Reason

This is a global setting. Comment types that you set up here are available to all reporting periods, and similarly, if you delete a comment type here, it is deleted in all reporting periods.


### To add a custom comment type

You can create as many custom comment types for both Overall and Subject types as you need.



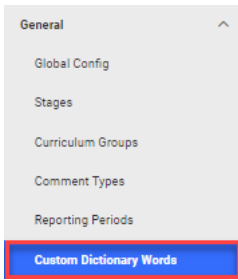
**Video:** Watch this video to learn about comment types within Academic Reports setup.

[Academic Reports Setup – Comment Types](#)

1. Do one of the following:
  - a. Select the menu icon (⋮) and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select General and then choose Comment Types.
  - b. If Academic Reports Setup is already open, select General and then choose Comment Types.
2. (Optional) Select either Add Overall Comment Type or Add Subject Comment Type.
3. Enter details and then select Add.
4. (Optional) Select Edit next to the comment type, update details, and select Save.
5. (Optional) Select Remove next to the comment type and then select Confirm. The comment type is moved to the Deleted Comment Types section.
6. (Optional) Select Restore next to a comment type. The comment type is returned to its original position.

---

## Review custom dictionary words



**Figure 5: Academic Reports > Setup > Custom Dictionary Words menu option**

### Best practice

Use this function to add specific words (for example, NCCD, PBL) to your school's custom dictionary.

### Reason

To prevent auto-correction or the need to spell check all the time.

### To add custom dictionary words

1. Do one of the following:
  - a. Select the menu icon (⋮) and choose Academic Reports. Select ⚙️ Setup and choose Academic Reports Setup. Select General and then choose Custom Dictionary Words.
  - b. If Academic Reports Setup is already open, select General and then choose Custom Dictionary Words.
2. Enter a custom word and then select Add.

# Create a reporting period

## Overview

There are three ways to create a reporting period:

- create a new reporting period and specify parameters
- roll over an existing reporting period
- import a reporting period.



**Video:** Watch these videos on our YouTube channel to learn about creating new reporting periods within Academic Reports setup.

[Academic Reports Setup - Create a new reporting period](#)

[Academic Reports Setup | How to roll over a report](#)

## To create a new reporting period or roll over an existing reporting period





### Feature availability



**Tip:** Before you begin, decide the reporting years to include. There is no limit to the number of reporting periods. Consider separate reporting periods if:

- reports produced are significantly different between year groups
- reports have different completion dates
- cohorts are large.

	Sentral Cloud (ST)	Sentral Enterprise (MT)
Report style		■ Additional option Primary Complex
Report type		■ Intensive English Centre (IEC)

1. Select the menu icon () and choose Academic Reports.
2. Select  Setup and choose Academic Reports Setup.
3. Select General and then select Reporting Periods.
4. Select Create Reporting Period.
5. Under Create New Reporting Period:
  - a. Select the semester and year being reported on.
  - b. Enter a descriptive name for the reporting period.
  - c. Enter a date range. This sets the cut-offs for access to the setup and data entry aspects of the application.
  - d. Select a style option:
    - i. Primary – Standard configuration for mid semester and full-term academic reports
    - ii. Primary Complex – Allows the use of faculties and subjects-based classes for Primary Schools.  
 Available in MT version.
    - iii. Interim – Interim style reporting is a fast-reporting system used for interim/progress updates.
    - iv. High – High school style reporting allows the use of faculties and subjects-based classes.
  - e. Select a report type option – either standard configuration or IEC (Intensive English Centre) for students with Additional Language EAL/D.  
 Available in MT version. Mainly used by ACT schools.
  - f. Select curriculum groups for the reporting period.
  - g. Select one or more years to which the reporting period applies.  
If you have set up a Reporting period to apply only to years, but you have accelerated students from another year group, then you need to add that year group in this section.
  - h. Select an option for Filter by Start Date.  
Turning this on allows only those students enrolled after the start date defined for the Reporting period to be included.
  - i. Select an option for Staff Signoff.

Turning this on allows the class teacher, supervisor and/or year advisor to 'sign off' a class as being complete in the Class Status section within data entry.

- j. Select whether to use decimal values in course results.
- k. Select whether to allow a secondary achievement scale.

Turning this on allows separate scales applied to the overall and strand or outcome grades.

6. Specify settings in the Student Portal – Self Assessment section.
7. Specify settings in the Reporting period Comment Defaults section.
  - The character count includes spaces. Use this to standardise report pages and prevent reports spilling over multiple pages. You can adjust the comment length later for individual courses/subjects.
  - The hard limit truncates words when the maximum character length is reached. The Soft Limit creates a red warning bar when the comment is too long but does not change the comment.
8. Specify the names of school positions in the Reporting Period Naming Defaults section.
9. Select an option in the Initial Setup section.
  - Roll over the setup from a previous reporting period  
Not available the first time you create reports. Consider this option for your next batch of reports if you are happy with the previous setup.  
Pay attention to the checkboxes – you will NOT want to roll over classes from one year to the next, but you may want to roll over classes from Semester 1 to Semester 2 in the same year.
  - Use some common defaults to help get started  
Recommended for your first setup. If you select this option, the defaults will be configured for your state.

**Initial Setup**

Roll over the setup from a previous reporting period  
Select a reporting period to copy the setup information from. You can choose to only rollover specific bits of setup information from the last reporting period, or bring everything across.

Use some common defaults to help get started  
Setup this reporting period using common defaults that will apply to most schools. This will configure standard grading scales, class setups and common Board of Studies prescribed subjects.  
Defaults which will be automatically setup include:

- Subjects** - All Board of Studies subjects will be imported
- Classes** - All roll classes and classes will be imported from your "Sentral Data Layer".
- Staff Roles** - An attempt to assign staff to roll classes and classes will be made.
- Scales** - Several default scales will be applied to this reporting period.
- Attitudes To Learning** - Some default attitude groups will be created for you to add attitudes to.
- School Activities** - A default activity group will be created for you to add activities to.
- Schemas** - You will need to manually create your assessment based schemas.
- Attendance** - Set to manually import attendance data.

Leave everything to me – I want to create my own scales, subjects, etc.  
Select this option to configure everything yourself. You will need to create all the necessary grading scales, subjects and other assessment criteria before you can begin assessing.

**Figure 6: Initial setup – common defaults**

- Leave everything to me – I want to create my own scales, subjects, etc.  
Start from scratch – NOT recommended.

10. Select Save.  
The newly created reporting period displays the Reporting tab with Getting Started selected by default.
11. (Optional) To view the reporting period in the list of previously created reports, select General in the left menu and then select Reporting Periods.





**Tip:** The Reporting menu is only accessible to Reports administrators. If you can't see this menu option, check that you have the right level of access and that you are working within an unlocked reporting period.

---

## To import a reporting period



**Tip:** Importing a reporting period is useful when you have a copy of the exact style and format that you want to use from another Sentral school.



1. Confirm that the file that you want to use is available. It needs to have been exported from another reporting period via Academic Reports Setup | General | Reporting Periods | Export.
2. Select the menu icon () and choose Academic Reports.
3. Select  Setup and choose Academic Reports Setup.
4. Select the reporting period to work in. See [Navigate reporting periods](#)
5. In Reporting Periods, select Import Reporting Period.
6. Under Import Reporting Period, choose a file, and then select Import.  
The file that you import must be exported from another Reporting Period. Post import, you may need to adjust the name and date range of the period.

## Navigate reporting periods





**Video:** Watch these videos on our YouTube channel to learn how to navigate within Academic Reports setup. [Academic Reports Setup - Navigating Reporting periods](#) and [Academic Reports Setup – Finding the right reporting period...in case you get lost](#)

To view the current reporting period:

1. Select the menu icon () and choose Academic Reports.
2. Select  Setup and choose Academic Reports Setup.
3. In the left menu, select Working in, and choose a reporting period.

To view the list of all previous reporting periods, including the current one:

1. Select the menu icon () and choose Academic Reports.
2. Select  Setup and choose Academic Reports Setup.
3. Select General and then select Reporting periods.

# Work through the Reporting menu

The information that you configure as you work through the Reporting menu provides the information needed to successfully create an assessment schema, which is critical part off setting up a reporting period.

If you can't see the Reporting menu, check that you have the right level of access and that you are working within an unlocked reporting period.



**Video:** Watch this video to learn about the general workflow for Academic Reports Setup  
[Academic Reports Setup - General workflow for those new to Sentral reports](#)



**Video:** Watch this video on our YouTube channel for an overview of the Reporting menu.  
[Academic Reports Setup - Getting Started menu - you've created a new reporting period...now what?](#)

## Getting Started

Use this screen to view the setup status and check for warning messages such as missing students and attendance data.

**Academic Reports Setup**

Working in Semester Primary

General

Reporting

Getting Started

Reporting Period

Subjects

Classes

Students

Staff Roles

Scales

Attitudes

Attributes

Activities

Assessment Schemas

Attendance

Student Data Cleanup

Layout

Proofing

Import

Comment Banks

Back to Academic Reports

**Getting Started with Sentral Reports**

**Are you missing students? 7 additional student(s) can be added.**  
You will have to manually import them by going to: [Reporting > Classes > Import from Sentral Data Layer](#).  
Currently you have 368 students enrolled across the selected years at your school, but have 361 students in this reporting period.

**Are you reporting on attendance?**  
If so, we've noticed attendance data hasn't been imported into this reporting period yet. You'll need to do an import by going to: [Reporting > Attendance](#).

A reporting period contains all the information necessary to produce a finished report. To set up your reporting period ready for teachers to start entering data, work your way down the Reporting Menu on the left hand side. Once you have completed all these sections, you are ready to start reporting.

If you used the Use Common Defaults option to create your new reporting period, many of these steps will have already been completed for you. You can however review or change these defaults if necessary.


Setup Area	Details
✓ Subjects	16 subjects, 50 strands, 1570 outcomes Contains the subjects (which can be a KLA, course, etc), strands and outcomes that assessments are recorded against. These may be Board of Studies courses/outcomes, or you can create your own school-specific criteria
✓ Classes	21 classes created A class is an group of students for the purposes of assessment. Composite classes are handled automatically and require no special setup.
✓ Staff Roles	18 out of 21 classes have teachers Assign teachers and supervisors access to classes.
✓ Scales	4 achievement, 3 effort, 3 attitudes Define the Achievement, Effort and Attitude to Learning scales that are used to record data. You can specify the grades, short and long names and the order in which the grades should be displayed.
✓ Attitudes to Learning	1 groups, 2 subgroups, 6 attitudes Lists the possible attitudes to learning to appear on the report. You can create multiple attitude to learning groups as necessary for different stages or year groups.
✗ School Activities	1 group, 0 activities List the school activities that students may participate in, to appear on the final report. You can create multiple activities groups as necessary for different stages or year groups.
✓ Attributes	1 attribute group, 3 attributes, 8 attribute options Lists the possible Attributes to appear on the report. You can create multiple Attribute groups as necessary for different stages or year groups.
✓ Assessment Schemas	2 assessment schemas Assessment schemas define what you want to assess, how you want to assess it, and which classes those assessment criteria apply to. This allows you to create per-year or per-stage assessment schemas, which means if you have to edit the assessment criteria, it only has to be done once and will automatically apply to all classes that schema is assigned to.
✓ Attendance	Teachers will enter attendance data manually Set where attendance data should be sourced from and how it should be imported. Teachers can enter their classes data by hand, or it can be set to be imported automatically from another source - e.g. WebAttend or your School Administration system.

Sentral ONE v22.8.0-S1 (build 2022)


Figure 7: Academic Reports Setting Started screen

## Reporting period

### To view the status of a reporting period

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Getting Started.
  - b. Select the menu icon (⋮) and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Edit next to the reporting period.
2. View the information listed. A red cross means that information is missing or incomplete.

### To edit reporting period settings

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Reporting period.
  - b. Select the menu icon (⋮) and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select General in the left menu and then Reporting Periods. Select Edit next to the reporting period.
2. Review the reporting period settings. These settings reflect options selected when the reporting period was created.
3. Make changes and then select Save.

### To reference a reporting period (Victoria)


#### Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Reference Report Period menu option (Victoria)	Left menu option	■	
Reference Reporting period field		■	■

Use these steps to select a Reporting Period to compare student grades when entering data.



**Note:** The two fields do the same thing. There are two for Victoria because if you're Admin for a Victorian school, you also have the manual upload option.

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Reference Reporting Period.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period. The reporting period opens at the at the Edit Reporting Period screen, and this screen has a Reference Reporting Field.
    - iii. Select Reporting in the left menu and then select Reference Reporting Period.

2. Do one of the following:
  - a. If you're on the Edit Reporting Period screen, next to Reference Reporting Period, select the reporting period to compare student grades when entering data.
  - b. If you're on the Reference Reporting Configuration screen:
    - i. Select a reporting period option from the list.
    - ii. Choose whether to turn on Last Assessed.
    - iii. Select Save.
3. To import student data from Cases21:



**Note:** If you haven't previously used Sentral to report or require 12+ months of prior scores to display, you can do an import previous progression points from Cases21.

- a. Select Browse.
- a. Select a Reference Reporting Period XML export file.
- b. Select Start Upload.



**Tip:** When you generate the PRS211 file in CASES21, choose the current period to make it 'look for' scores 'previous' to the current year.

## Subjects

### Overview

There are two ways to add subjects:

- add subjects from repositories
- add subjects manually.

You can also edit and remove subjects that are to be reported on in this reporting period.



**Tip:** If you selected the 'Use Common Defaults option to create the Reporting Period' all Board of Studies subjects will be imported. Add subjects from the repository before you add manual subjects or edit.



**Video:** Watch this video on our YouTube channel about adding a subject to a faculty.  
[Academic Reports Setup – Add a subject to a faculty](#)

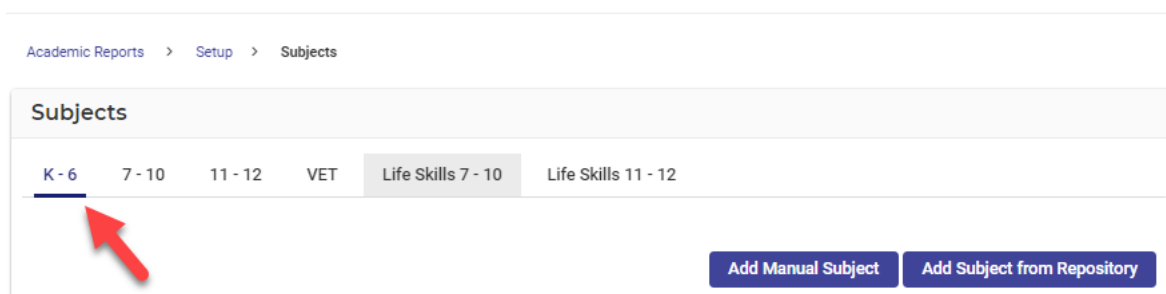


## To add subjects from the repository



**Tip for Victorian schools:** Add the VCAA Subjects to export your data successfully to CASES21.

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Subjects.
  - b. Select the menu icon (⋮) and choose Academic Reports. Select ⚙ Setup and choose Academic Reports Setup. Select Edit next to the reporting period. Select Reporting and then choose Subjects.  
For more, see [Navigate reporting periods](#)  
If you selected to 'roll over' a previous reporting period, you'll see existing subjects displayed.  
Auto-matching is applied to try to match the faculties within your school, so check that they are correct.
2. Check that you are drawing curriculum from the correct group.  
The syllabus from many subjects is already pre-loaded for you to select from the Repository. The tabs across the top show the different curriculum groupings you selected when creating the Reporting Period.



**Figure 8: Curriculum groups**

3. Select Add Subject from Repository.
4. Select one or more subject checkboxes.
5. Select an appropriate faculty for each subject.
6. Select Add. The subjects are added to the list of assigned subjects.
7. (Optional) Use the drag handle icon (≡) to re-order the subject list.  
This affects the on-screen teacher layout and the order of the final printed report.

---

## To add subjects manually

Use these steps when you have a subject that isn't listed in the repository or it's school specific.



**Tip for Victorian schools:** You can link Custom subjects to a curriculum area using the VCAA link menu aligned to each subject. You can link more than one subject to each Curriculum Area.



Other examples of when to add subjects manually include:

- a. When you want two attitudes at a student level to create Work Habits.
- b. When you want to assess subjects via checklists in addition to Progression Points (i.e. duplication of subjects).
- c. When you want to group subjects into a single area (e.g. STEM) for your non-government Victorian school – although you still have to do the VCAA subject link.
- d. When you want to use Progression Points component in the layout for your Department of Education and Training (DET) school.
- e. When you want to use the Progression Points component for your non-government Victorian school – in which case you'll need to have the VCAA subjects link.

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Subjects.
  - b. Select the menu icon (⋮) and choose Academic Reports. Select ⚙ Setup and choose Academic Reports Setup. Select Edit next to the reporting period. Select Reporting and then choose Subjects. For more, see [Navigate reporting periods](#)  
If you selected to 'roll over' a previous reporting period, you'll see existing subjects displayed. Auto-matching is applied to try to match the faculties within your school, so check that they are correct.
2. Select Add Manual Subject. Additional fields display.
3. Under Add Custom Subject, enter details for the subject.
4. Select one or more subject checkboxes.
5. Select an appropriate faculty for each subject.
6. Select Add. The subjects are added to the list of assigned subjects.
7. (Optional) Use the drag handle icon (≡) to re-order the subject list.  
This affects the on-screen teacher layout and the order of the final printed report.

---

## To edit subjects

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Subjects.
  - b. Select the menu icon () and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Edit next to the reporting period. Select Reporting and then choose Subjects.  
For more, see [Navigate reporting periods](#)
2. To edit a subject, select Edit next to the subject.
3. Make Changes and select Save.





### **Victorian schools:**

**VCCA subject link** is the key setting for the CASES21 Export. This is what ensures you're linking the correct Curriculum and Subject (and Strands if applicable) to the required Reporting. You can unlink a Subject here if you don't want to report to the Department.

**Show in Subjects List** setting determines if the subject displays in a Progression Points Component if used in the Design Layout.



## To remove subjects

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Subjects.  
For more, see [Navigate reporting periods](#)
  - b. Select the menu icon () and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Edit next to the reporting period. Select Reporting and then choose Subjects.
2. Select Remove next to the subject.
3. Select OK to confirm.

## To view mode/strand mapping (Victoria)



**Note:** The VCCA Strand link is used to create progression point graphs as well as the export data back to CASES21.

1. Do one of the following:
  - a. If the reporting period is already open:
    - i. Select Reporting in the left menu and then choose Subjects.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Subjects.
2. Select the Strands link next to a subject.


The strands in the reporting period are linked to an official Victorian Curriculum strand.

Academic Reports > Setup > Subjects

### Subjects

P - 6   VCE   VET   ABLES   VCAL

[Add Manual Subject](#)   [Add Subject from Repository](#)




Subject	Strands/Outcomes	Tasks
 <a href="#">VCAA</a> English	<a href="#">3 Strands</a>	<a href="#">Edit</a> <a href="#">Remove</a>

3. View details of the strand mapping.

English as an Additional Language, Mathematics, and Health and Physical Education subjects imported from the Sentral repository have their modes/strands mapped already and you shouldn't need to do further edits.

---

## To add, edit, or remove strands and outcomes

1. Do one of the following:
  - a. If the reporting period is already open:
    - i. Select Reporting in the left menu and then choose Subjects.
    - ii. Select Edit next to a subject.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Subjects.
    - iv. Select Edit next to a subject.
- For more, see [Navigate reporting periods](#)
2. To add a new strand:
  - a. Select Add Strand, enter details, and then select Add. The strand is added to the list.
3. To add an outcome to the strand:
  - a. Select Edit next to the Strand.
  - b. Under Outcomes, enter details and then select Add. The Outcome is added to the strand.
4. To reorder the strands and outcomes, do one of the following:
  - a. Use the drag handle icon ().
  - b. Use the arrows in the Order column.
5. To edit an existing strand:
  - a. Select Edit next to the Strand, make changes, and then select Save.
6. To remove an outcome:
  - a. Select Edit next to the strand.
  - b. Select Edit next to the outcome
  - c. Select Delete and then select OK to confirm.

---

## Classes

### Overview

Class information is connected to student information. Importing class information from the Sentral data layer pulls in student information.



**Note:** Student information is managed separately. The way it is managed depends on your school situation. Your school's student information may be managed in Sentral Enrolments or another system such as ERN or CASES21.

### Good practice suggestion

There are three suggestions for how you work with classes:

- Only do a complete import from the Sentral data layer once at the start.
- Return to this section to pick up any new students or changes in classes. If there are changes to students that occur during the reporting period, add or remove them manually.
- Pin students via the Students menu if they have left the school, or if they have changed classes and you want to report on their original subject enrolments. If you need to re-import classes, ensure other classes are deselected before proceeding.

Within Academic Reports Setup, select Reporting and then choose Students.

### Reason

You'll lose any manual changes to the class list if you repeat the import without pinning students.

New students are not automatically added to classes in Reports.

### To import classes



**Note:** If you selected the option to use some common defaults to set up your Reporting Period, this step will already be done.

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Classes.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select ⚙ Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Classes.For more, see [Navigate reporting periods](#)
2. Complete the following checks:
  - Roll Classes are imported.  
These are the classes that you will assign your Overall Assessment Schemas to.
  - Classes that don't need to be reported are identified so that you can deselect them when importing.  
For example, your school might have some study classes that you don't actually want in reporting.
  - Classes are displayed in year groupings.
3. Select Import from Sentral Data Layer.  
Imported classes display – grouped into classes and roll classes. At this stage, no schema or teachers are attached to a class.

---

## To edit or assign staff roles via the Classes screen

Although you can manage staff assignments from this screen, we recommend that you do it via the Staff Roles menu instead. See [Staff roles](#)

Once you've attached schema or teachers to a class, use this screen to view a summary of classes and check for incomplete data.



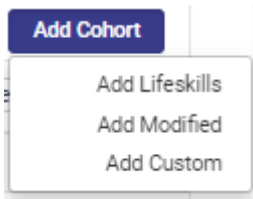
**Figure 9: Buttons on the Classes screen**

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Classes.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select ⚙ Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Classes.  
For more, see [Navigate reporting periods](#)
2. (Optional) Select the Staff button to:
  - Make minor edits
  - Assign Teaching, Assisting or Supervising roles  
Colours indicate if teacher (blue) assisting (pale green) and supervisor (green).
  - Re-order the display order using the drag handle icon (≡) when you have several teachers associated to one class. This determines the teachers to be print order on the template.  
This button performs the same function as the Staff Roles menu.
3. (Optional) Select the Students button to:
  - View a list of all students in that class
  - Create a Lifeskills Cohort. See [To add a cohort – Lifeskills, Modified or Custom](#)
4. (Optional) Use the Rename button to rename imported or internal classes  
This aligns to each class within the Classes menu in Setup Academic Reports. These names only apply within the selected reporting period, so you can apply different names to classes in different periods.
5. (Optional) Use the Duplicate button to copy a class – and then assign the same class to different schema.  
You might find it useful to deal with Support classes that typically contain a mix of students across years or are timetabled as one class for multiple subjects.


---

## To add a cohort – Lifeskills, Modified or Custom

Use these steps to create a cohort within a class when you want the students within a class to be assessed against different outcomes.



**Figure 10: Add Cohort menu option**

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Classes.
  - b. Select the menu icon (•••) and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Classes.For more, see [Navigate reporting periods](#)
2. Select the Students button next to the Class in which the student is enrolled.
3. Select Add Cohort and choose an option. Select Confirm. The cohort is added to the class and Move to is displayed in the Options column.
4. Select a student, select Move to, and choose a cohort from the options displayed.

Once a student is placed in the cohort, the Remove from Lifeskills/Modified/Custom button replaces the Move to button. The classes screen reflects the cohort information.

This feature does not work if it is a different teacher or different class name. It works to assign students to a separate schema with different scales and outcomes due to modified learning. The student should be in one cohort in that class.



---

## Students

### Overview

Student information comes into the Academic Reporting module when you import your roll classes from whatever admin system your school uses.



**Note:** Student information is managed separately. The way it is managed depends on your school situation. Your school's student information may be managed in Sentral Enrolments or another system such as ERN or CASES21.

Use the information on the Manage Students screen to:



- view the list of students in the reporting period
- filter the list of students
- import inactive students into the current reporting period
- update the status of selected students
- view class information for selected students
- assign students to classes for reporting
- manually override student names.



**Video:** Watch this video to learn about assigning students to classes for reporting  
[Academic Reports Setup - Assigning students to classes for reporting](#)

### To change the status of a student

Use these steps to update the status of a student for whom no report is required in the reporting period.

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Students.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Students.  
For more, see [Navigate reporting periods](#)
2. Do any of the following:
  - a. To add a student to a class roll, choose an option from the Add student to class list, and select Add. Use this option if the student is not on the roll for a class but requires a report during this reporting period. Ensure the student is only in one roll class at a time.
  - b. To deactivate a student in the list, select Enabled next to the student and select the Disable option. Select Confirm.  
Disabling here only affects Reports – there is no effect on any other module.  
Disable if you want to 'hide' a student – stop data being recorded against a student for the current reporting period.
  - c. To re-activate a disabled student, select Disabled next to the student and select the Enable option. Select Confirm.
  - d. To pin a student, select Enabled next to the student and select the Pin student option.  
Pinning here only affects Reports – there is no effect on any other module.

---

Use this option to keep a student in a class for this reporting period even if they have moved class. It stops an import from the Sentral data layer from moving the student out of the class. If students are going to be changing classes towards the end of the reporting period or leaving the school, you can keep their records in the existing class(es) by selecting to Pin Student.

- e. To edit a student's preferred name for reports:
  - i. Select the student's name.
  - ii. In Set student's name, under Enter Manually, enter the student's preferred name and select Save.
- f. To exclude from comparative reports, select Enable next to the student and select the Exclude from Comparative reports option.

Your school may be able to generate comparative graphs for subjects that students have participated in. Use this option when the parents of students do not wish for their child to be included in this comparison. The component is called Subject Comparison Chart.

## To import inactive students by date range

Use this option to import inactive students into the current reporting period by date range.

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Students.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select ⚙ Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Students.

For more, see [Navigate reporting periods](#)

2. In Manage Students, enter a date range, and select Import.
3. In Import inactive students, select Confirm.

## Staff roles

### Overview

You have two options when you assign staff roles:

- auto assign – to assign teachers to their classes as listed in the Sentral data layer. This works if the users exist and are link to their data layer ID.
- manually assign – to assign supervising teachers and year advisors.

You have four role types to choose from:

- Teaching  
Has edit access and appears on the printed report by default anywhere Teacher is specified.
- Assisting  
Has edit access and can optionally be added to the printed report using the 'assisting teacher' merge field. Teachers assigned this role see classes listed on the My Classes screen.
- Supervising  
Can review the class data and change reviewing status.
- Year Advisor (or Stage Coordinator)  
Has access to all classes in a year to review data and can enter a comment if required.

---

## To view classes assigned to a teacher

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Staff Roles.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select ⚙️ Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Staff Roles.For more, see [Navigate reporting periods](#)



2. Hover over the number of classes listed next to a teacher.

## To assign staff roles

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu and then choose Staff Roles.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select ⚙️ Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Staff Roles.For more, see [Navigate reporting periods](#)
2. To auto assign roles to teachers:
  - a. Select Auto Assign Roles
  - b. Select OK.
  - c. View the roles assigned to each user. If you need to make changes, manually assign roles.
3. To manually assign staff a role:
  - a. Select a teacher.
  - b. Select a role type for them.
  - c. Select the classes.
  - d. Select Save.

---

## Scales

### Overview

The Scales screen contains the repository of scales used throughout Sentral Reports. If you selected the option to use some common defaults to set up your Reporting Period, you'll have some default scales that you modify or delete. You can customise the scales available to teachers to award grades for Achievement, Effort and Attitudes to learning.



**Tip:** Remember to consider achievement scales for students on modified programs or in different stages.

### To customise default scales

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Scales.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select ⚙ Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Scales.For more, see [Navigate reporting periods](#)
2. Select Edit next to a scale.
3. Update the name of the scale, the short name and grade.

You can use any combination of letters and/or numbers for grades.

Once a scale is created, you can edit the words, letters and numbers used, but not the number of values it contains.
4. Select Save.





**Next steps:** Assign the scales to classes using schemas.

### To add new scales

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Scales.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select ⚙ Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Scales.For more, see [Navigate reporting periods](#)
2. Under Add New Scale, specify the Type, Style, and Grades.
3. Select Add scale.

---

## To import scales from Sentral Setup

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Scales.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Scales.For more, see [Navigate reporting periods](#)
2. Under Import Scale on the right, select Import from Sentral setup.  
The available scales are listed.
3. In Import scale from Sentral setup:
  - a. Select the scale name.
  - b. Select the scale type.
  - c. Select Save.

## Progression points – Victorian Department of Education and Training (DET) schools

You need a Victorian Curriculum (VC) scale to meet your standard progression point requirements. You may also require English as an Additional Language (EAL) Pathway A, B, and C scales to assess EAL students.

### Progression point source

The available sources for progression points are:

- Victorian curriculum
- EAL A/B/C.

The source gives you access to the applicable range of scores. For example, Victorian Curriculum has A, B, C, D, 0.5-11 in 0.5 progressions and several 'did not participate' (DNP) results.



**Note:** Victorian Curriculum meets requirements for exporting data to CASES21.

---



## Progression rating algorithm

The algorithm you select determines if and how the Rating is applied.

- **Age Expected Rating**  
Uses the VC Lookup Matrix as defined by the DET. For example, 6-12 months ahead is 'B', 18+ months ahead is 'A'.
- **Manual Rating**  
Requires teachers to enter a rating rather than it being calculated.
- **No Rating**  
A rating is not entered or calculated.

Once you create the scales, assign them to classes using Schemas.

## To add EAL subjects and scales

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Scales.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Scales.  
For more, see [Navigate reporting periods](#)
2. Select Edit next to a scale.
3. Create New achievement Scale with progression Points.
4. Name the scale – for example EAL Pathway A.
5. Select Pathway A in progression source.
6. Repeat for B and C.
7. Ensure EAL subjects are toggled on for assessment in the appropriate schema.
8. Ensure EAL subjects within the schemas are set to Subject and Strand and attach the appropriate scale.

---

## Attitudes

### Overview

Use the Attitudes to Learning screen to add, copy and edit Groups, Subgroups and Attitudes.

The information that you configure here gets used when you create schemas. You'll get to assign Attitude groups to classes in assessment schemas.




**Note:** You may have different Attitude groups for different curriculum stages.

### More about groups and subgroups

The hierarchy of Attitude groups is:

- Groups – you can create one or more groups, but you're restricted to using one in a subject schema
- Subgroups – you can add multiple subgroups to each group. Attitudes to Learning has two default subgroups – Social Development and Commitment to Learning.
- Identifiers – you can add many identifiers to each subgroup
- Attitude tags – you can use these to customise printing options

### To add an attitude group

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Attitudes.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Attitudes.For more, see [Navigate reporting periods](#)
2. Under Add Group, enter the name of the group, and then select Add.

### To edit, copy, or delete an attitude group




1. First, add a group. See [To add an attitude group](#)
2. Do any of the following:
  - a. To edit an attitude group, select Edit next to the group heading. Change the name of the group and select Save.
  - b. To copy an attitude group, select Copy next to the group heading. Enter the name of the group and select Save.
  - c. To copy additional attitude groups after the first one, select Import from reporting period. In Copy Attitudes, select the attitudes to import, and then select Copy.
  - d. To remove an attitude group or subgroup, select Delete next to the group heading. Select Confirm. Deletion is only possible if the Attitudes group has not been assigned to a schema. Deletion also removes any subgroups.

### To add a subgroup and attitudes

1. First, add a group. See [To add an attitude group](#)
2. Under the group heading, enter a name for the subgroup, and then select Add. Enter details and select Save.
3. Select the link in the Attitudes column. Under Attitudes, enter an Attitude name and select Add.

---

## To edit or delete a subgroup and attitudes

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Attitudes.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Attitudes.For more, see [Navigate reporting periods](#)
2. Select the link next to the subgroup in the Attitudes column.
3. Do any of the following:
  - a. To edit the subgroup, make changes in the Attitude subgroup section, and select Save.
  - b. To delete the subgroup, select Delete in the Attitudes section, and select Confirm.
  - c. To edit an attitude for the subgroup, select Edit next to the attitude in the Tasks column. Make changes and select Save.
  - d. To delete the attitude, select Remove, and select Confirm.
  - e. To re-order the list, use the drag handle icon ().



---



## Attributes


### Overview

Use the Attributes screen to create one or more Attribute groups. Use it to record additional information or requirements that are not covered by other areas of reports. For example, Cooperation with Uniform or Request for Parent Interview.

The information that you configure here gets used when you create schemas. You'll get to assign Attribute groups to classes in Assessment Schemas.

### To add an attribute group and attributes

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Attributes.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Attributes.For more, see [Navigate reporting periods](#)
2. Under Attributes Group, enter the name of the group, and select Add Group.
3. Select the link next to the group in the Attributes column.
4. Under Attributes for [group name], enter a name for the attribute, and select Add Attribute. The attribute is added to the list.

You can use values such as Yes/No, Satisfactory/Unsatisfactory, High/Medium/Low, or any other set of values. You can apply attributes to subjects or to the general report.
5. Do any of the following:
  - a. To create an option for the attribute, select the link in the Options column. Enter a name for the option and select Add Attribute Option.
  - b. To copy the attribute, select Copy next to the attribute, enter a new name and select Copy.
  - c. To rename it, select Rename next to the attribute, enter the new name and select Rename.
  - d. To remove an attribute, select the delete icon  next to the attribute. Select Confirm.

## Activities

### Overview

Use the Activities screen to create one or more School Activity Groups to report on extracurricular activities. You can only add one activity group to each schema.



**Note:** Use different groups to organise your data into year groups or use a different list for different schemas. For example, Member of the School Band, Regional Basketball Representative or School Improvement Team Member.



There are two ways to create reports on extracurricular activities:

- create a manual list of activities
- link to the Student Activities module.

Linking to the school activities module allows you to use student lists already created for excursions and incursions.

### To link to the Student Activities module

1. Do one of the following:



- a. If the reporting period is already open, select Reporting in the left menu, and then choose Activities.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Activities.For more, see [Navigate reporting periods](#)
2. Do one of the following:
    - a. Create a new group.
      - i. Enter a name for the activity group and select Add.
    - b. Use one of the existing Activity groups.
      - i. Select Edit next to an activity group.
      - ii. Select Activities as the source.
      - iii. Specify sync settings.



**Note:** The 'Import activity points' option has a related component called School Activity Points that you can use to display this information on reports.

3. Select the activity cycles for the reporting period.
4. Select Save.
5. To update your information, use the sync button next to each imported activity source. You may wish to conduct a sync immediately before publishing/printing final reports.
6. To view the activities listed in your group, select the Group link. The list of all the activities as well as the number of students enrolled in each activity displays.
7. To view the students included in an activity, access the Activity in the Activities module.

### To create a manual list of activities

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Activities.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Activities.For more, see [Navigate reporting periods](#)
2. Enter a name for the new activity group and select Add.
3. To add activities to the group, select the activity link.
4. Enter a name for the activity and select Add.

The student numbers at this stage will be 0. School activities are assigned to Roll classes in Assessment Schemas.

Roll call teachers will be able to select which Activity the students have participated in. This is also where a list of students can be found.
5. Multiple activities groups can be prepared to be included in different schemas for example, the Kindergarten/Prep classes may have a more limited set of activities available to them than the older children.



**Tip:** You may need to come back to this section prior to publishing or printing reports and sync activities to ensure you have the most up to date list of students.

---

## Assessment schemas

### Overview

Use the information in this section to set up a schema for each cohort, stage or year in your school. A schema is the layout for each cohort, stage or year.

There are several parts to creating an assessment schema:

- Part 1: Set up general information that defines what data your school wants to record
- Part 2: Assign assessment criteria for the schema
- Part 3: Define assessment criteria by subject
- Part 4: Assign classes to a schema.



**Video:** Watch this video to learn about working with cohorts, stages and curriculum groups within Academic Reports setup. [Academic Reports Setup – Stages and Curriculum Groups](#)



**Video:** Watch this video to learn about Assessment Schemas. [Academic Reports Setup - Overall Schema for Primary - essential for reports to work](#)





**Tip:** For printing reports to work, you need to assign all students to an assessment schema.



**Tip:** Decide if you want one schema for all years or different schemas because settings vary across cohorts, years or stages. You can easily copy a schema if they are virtually identical.

### Part 1: Create an assessment schema


1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Assessment Schemas.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Assessment Schemas.

For more, see [Navigate reporting periods](#)

2. Select Create a New Schema.
3. Enter a name that refers to the Years/Cohort/Stage/Classes that will use the schema.
4. Review the default selections and specify settings.



The settings displayed reflect the options selected as you worked your way through the Reporting sub-menus. If you need to adjust the default selections, use the relevant menu option.

— Achievement Scale: works with the Assessment Overview component in the layout.

- Attributes list: relevant if your school wants to report on Attributes outside of subject areas or use it for a roll call teacher comment.
5. Specify settings in the Comments section.
    - a. Select what (if any) overall comment to use.
    - b. Choose whether to set a character length other than the default.
    - c. Choose which comment options to use. For example, Principal, Year Advisor or Mentor comment. These are not teacher comments written in subject pages.
  6. Select Save.
  7. Assign classes to the assessment schema.
    - a. Select  Setup and choose Academic Reports Setup.
    - b. Select Assessment Schemas and select Assign Classes next to the schema.
    - c. Select the classes and then select Save.

## Part 2: Define assessment criteria by subject

After you've created one or more assessment schemas, use the information in this section to define by subject what is being assessed – Achievement, Tasks, Effort, and if there's a subject comment. This may vary for each subject.

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Assessment Schemas.
  - b. Select the menu icon  and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Assessment Schemas.  
For more, see [Navigate reporting periods](#)
2. In Assessment Schemas, select edit next to a schema.
3. Under Assessment Criteria:
  - a. Select the checkbox next to a reportable subject for the schema.
  - b. Apply the Achievement type, Tasks (if applicable), Effort and Comment.
  - c. Select Save Assessment Criteria.
  - d. Repeat for each reportable subject in the schema.

Achievement	Type	Description
	No achievement	No grading achievement
	Subject Only	Only for the subject
	Subject + Outcomes	Subject & outcome achievements
	Subject + Strands	Subject & outcome achievements
	Subject + Strands + Outcomes	Subject, strand & outcome achievements
	Subject + checklist	Checklist allows school to define school-based outcomes
<b>Tasks</b>	No Tasks	Using marks/grades
	User	Enable classroom teacher to enter

	Master	Enable admin to define
	Markbook	Sync from Markbook
<b>Effort</b>	No Effort	No effort for this subject
	Subject Only	Effort by the subject only
	Subject + Strand	Effort for strands
<b>Comment</b>	Yes/No	Subject comment

### Part 3: Define more details by subject

Depending on the options you've already selected, you may be able to define further details for subjects. If so, you'll see an Edit link next to the subject.

1. First, create an assessment schema and define the assessment criteria for each subject. An Edit link displays next to the subject.

See [Part 1: Create an assessment schema](#) and [Part 2: Define assessment criteria by subject](#)

2. Select Edit next to a subject.

For Achievement type, if you selected:

- a. Subject Only:

- i. Select comment type options.
- ii. Select the Outline checkbox if you want to provide a subject outline.

- b. Subject + Outcomes

- i. Select comment type options.
- ii. Select Outline if you want to include a subject outline.
- iii. Select Edit Outcomes. Toggle between stages to view outcomes. Select outcomes for staff to mark against. Select Save.

- c. Subject + Strands

- i. Select comment type options.
- ii. Select Outline if you want to include a subject outline.
- iii. Select Strands for staff to mark against.

- d. Subject + Strands + Outcomes

Refer to 'b' and 'c' above.

- e. Subject + Checklist

- i. Select comment type options.
- ii. Select Outline if you want to include a subject outline.
- iii. Select Edit Checklist Items. Checklist Groups may be the name of a Strand, Stage or a general name such as STEM.
- iv. Enter checklist items and press Enter on your keyboard.

Do not select Save yet. Wait until you've created a checklist group or at the end when you've completed all.

3. Repeat for each subject and then select Save Assessment Criteria.



**Warning:** You can modify Schemas, but don't make any changes once staff have entered data. Any schema changes can cause data loss.

- 
4. (Optional) Tasks are used by some schools as extra placeholders to mark/grade on checklists, outcomes or indicators.

For Tasks, if you selected:

- a. User – the classroom teacher can create these tasks for achievement.
- b. Master – enables you as the administrator to define tasks.
  - i. Select the subject and then select Edit Master Gradebook.
  - ii. Enter the gradebook task and press Enter on your keyboard.
  - iii. Select Save when you are completely done.
- c. Markbook – enables you as the administrator to link to Markbooks.
  - i. Select the subject and select Link Markbook.
  - ii. Select the Markbook Category.
  - iii. Choose the Markbook and select Save Link.
  - iv. Select each Subject and link.
  - v. Sync from Markbook prior to printing.

## Part 4: Assign classes to a schema





**Note:** If you created a cohort class (Lifeskills), this is where you can assign the schema for this group.

1. First, create an assessment schema, define the assessment criteria for each subject, and modify the subjects.  
See [Part 1: Create an assessment schema](#), [Part 2: Define assessment criteria by subject](#) and [Part 3: Define more details by subject](#)
2. In Assessment Schemas, select Assign Classes next to a schema.
3. In Assessment Schema – Assign Classes, do one of the following:
  - a. Choose Select All and then select Save.
  - b. Select one or more classes and then Select Save.



## To copy a schema

Use these steps to create a new schema with the same setup as the schema you are copying from.

1. Do one of the following:
  - a. If the reporting period is already open, select Assessment Schemas in the left menu.
  - b. Select the menu icon  and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select General in the left menu and then select Reporting periods.
    - iii. Select Edit next to the reporting period you want to a reporting period.
    - iv. Select Assessment Schemas in the left menu.For more, see [Navigate reporting periods](#)
2. Select Copy next to the schema.
3. In Copy Reports Schema:
  - a. Enter a new name for the schema.
  - b. Specify whether to copy checklist items, outcome selections, and course results.
  - c. Select Save.



---

## To edit a schema

1. Do one of the following:
  - a. If the reporting period is already open, select Assessment Schemas in the left menu.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select General in the left menu and then select Reporting periods.
    - iii. Select Edit next to the reporting period you want to a reporting period.
    - iv. Select Assessment Schemas in the left menu.For more, see [Navigate reporting periods](#)
2. Select Edit next to the schema.
3. Under Edit Assessment Schema Properties, select Edit.
  - a. Review current information and consider the warnings about making changes after staff have commenced data entry.
  - b. Update information.
  - c. Select Save and Continue to return to the schema home screen.

## To allow two achievement scales per subject

Use the information in this section to select an additional (secondary achievement scale) in situations where you want to assign a primary scale to the overall result for a subject and the secondary scale to other results.

1. First, enable the setting at the Reporting Period level.
2. Do one of the following:
  - a. If the reporting period is already open, under Reporting in the left menu, and choose Reporting Period.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select General in the left menu and then select Reporting periods.
    - iii. Select Edit next to the reporting period.
    - iv. Select Reporting in the left menu, and choose Reporting Period.For more, see [Navigate reporting periods](#)
3. Next to Allow Secondary Achievement Scale, select Yes.

The option to apply separate scales to the overall and strand or outcome grades is made available in the Assessment Schema.
4. Under Reporting in the left menu, select Assessment Schemas.
5. Under Assessment Criteria, select Edit next to the Subject.
6. Select an achievement scale for the overall result for the subject.
7. Select a secondary achievement scale for the other results – Strands, Outcomes, Checklist items.
8. Select Save Assessment Criteria.

## To set up Markbook linking for schemas



**Note:** Your schemas must first be set up to accept data from your Markbook(s) before you can sync data.

---

## To turn on Markbook linking

1. Do one of the following:
  - a. If the reporting period is already open, select Assessment Schemas in the left menu.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select ⚙ Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Assessment Schemas.For more, see [Navigate reporting periods](#)
2. Select a schema in the left menu.
3. Select Edit next to a schema.
4. In Edit Schema [subject], select the Markbook Linking tab.
5. Under Markbook Linking, next to Markbook Linked, select Yes.
6. Select an option from the Category list – the Markbook category that you want to the schema to be attached to.
7. Select an option from the Markbook list – the specific Markbook that you want the schema to be attached to.
8. Select Save.

## To link data from specific assessment items for syncing

1. Do one of the following:
  - a. If the reporting period is already open, select Assessment Schemas in the left menu.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select ⚙ Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Assessment Schemas.For more, see [Navigate reporting periods](#)
2. Select a schema in the left menu.
3. Select Edit next to a schema.

The Edit Schema [subject] screen displays.
4. Select the Markbook Linking tab.
5. View the list of assessment items included in the schema.

This could include:

  - Subject overall
  - Strands
  - Outcomes
  - Checklist items
  - Effort (or additional grade)
  - Course Results.
6. Next to each assessment item, select an option from the dropdown list to link the assessment item to the appropriate Markbook column. To check that the linking matches, confirm:
  - columns are linked to assessment items of the same kind
  - column values containing marks are linked to course results
  - columns containing grades are linked to a subject grade, strands or outcomes.



If linking grades, ensure that you use the same grade scale in both Markbook and Academic Reports. For example, if you are using a 5-point A, B, C, D, E scale in Markbook, use this scale in the Reports module as well.





**Warning:** *Conflicting scales create mismatched and erroneous data.*

7. Select Save.

## To set up Continuum linking for schemas

### To turn on Continuum linking

1. Do one of the following:
  - a. If the reporting period is already open, select Assessment Schemas in the left menu.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Assessment Schemas.For more, see [Navigate reporting periods](#)
2. In the left menu, select the schema.
3. Select Edit next to the schema you want to link to from the Continuum.
4. In Edit Schema [subject], select the Summary tab.
5. Select an option from the Continuum dropdown list. This is the continuum to sync assessment data from.
6. Select Save.

## To sync from Markbook

### Overview

Use the information in this section if you want to draw data from your Markbook and this is already configured for your school.





**Note:** *Once the assessment schemas have been set up to accept data from your Markbook(s), you'll be able to sync report data from the Assessment Schema and within the class itself. See the Admin Guide – Markbook*

There are two places you can sync a Markbook:

- Sync at the Assessment Schema Level
- Sync at the Class level

This option is not a setup function. Teachers doing reports can use the syncing option within the class screen where they write reports.

1. Do one of the following:
  - a. If the reporting period is already open, select Assessment Schemas in the left menu.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.

- 
- ii. Select Edit next to the reporting period.
  - iii. Select Assessment Schemas.

For more, see [Navigate reporting periods](#)

2. View the assessment schemas listed.
3. Select Sync from Markbook.



## To sync from Continuums

### Overview

Use the information in this section if you want to draw data from your Continuum Tracker and this is already configured for your school.



**Note:** Your schemas must first be set up to accept data from a continuum before you can sync this way. See the *Admin Guide – Continuum Tracker*

1. Do one of the following:
  - a. If the reporting period is already open, select Assessment Schemas in the left menu.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Assessment Schemas.For more, see [Navigate reporting periods](#)
2. View the assessment schemas listed.
3. Select Sync from Continuum.

---

## Attendance

### Overview



There are three options for adding Attendance data to your reporting setup:

- Importing from the Attendance module
- Importing from an external system
- Roll call teachers manually entering data.





**Note:** Most schools start using Attendance before they start using Reports. It is rare for a school to do anything other than import from Attendance. Even if your school is not using Sentral for attendance, you are more likely to import the data into Attendance and then sync that data into Reports.

### To import attendance data from Sentral

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Attendance.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Attendance.For more, see [Navigate reporting periods](#)
2. Select Attendance for the import type.
3. Select the date range.

You can vary this for each year group. The dates are not the same as the initial date range that defined access for data entry.
4. Choose options to include in the attendance data import.
5. Select Save & Import.

### To import from an external system or enable manual entry

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Attendance.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Attendance.For more, see [Navigate reporting periods](#)
2. Select 'Manual' for the import type.
3. Do one of the following:
  - a. Choose a file to upload. Refer to the sample import CSV file to confirm that your external file is correctly formatted.
  - b. Do not choose a file if your leadership team has decided teachers should enter data on the main Academic Reports page for each student.
4. Select the date range.

---

You can vary this for each year group. The dates are not the same as the initial date range that defined access for data entry.

5. Choose options to include in the attendance data import.
6. Select Save & Import.



After importing, a date and time stamp displays so that you know when the last import was performed. This is where you check before printing final reports to make sure data is up-to-date, and it gives you the option to update data if necessary.

## Student data clean-up

### Overview

Use this feature to remove specific parameters from reports when data has been entered incorrectly. Use this option instead of clearing all data and making the reports blank.

### To clean up student data

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Student Data Cleanup.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Student Data Cleanup.  
For more, see [Navigate reporting periods](#)
2. Select the type of data to be cleared.
3. Select additional options to refine the cleanup.
4. Select cleanup.
5. Select Confirm to proceed.

---

# Layouts

## Overview

Use the information in this section to configure the Reports layout for your school.

Layouts refers to the way you want the data to look in reports. If your school is new to Sentral, work with layouts to set up before the first Academic report. If your school is already using Sentral, work with layouts when a new template is required.



**Video:** Watch this video on our YouTube channel to learn more about Layouts.

[Academic Reports Setup | Layouts – Understanding layout styles](#)

[Academic Reports Setup | Layouts – Create a template](#)

## Templates

### Overview

Templates work independently of the data entry. They are made of several components (building blocks) that have specific jobs within the template to display data. You can edit templates right up until the day of final printing without having to worry about any data loss.



**Note:** Data entry can begin even before a template has been created.

### Sub templates

Sub templates allow you to create a subsection of a layout to reuse in other layouts.

Consider using sub templates to:

- include different front-page text for different year groups while keeping the same overall single layout
- create different front pages for different year levels
- add an explanatory page for a specific subset of students such as ESL.



**Video:** Watch this video on our YouTube channel to about sub templates.

[Academic Reports Setup | Layouts...working with sub templates](#)



**Tip:** Sub templates are a great way to keep a consistent layout using the same overall layout for all students but varying certain parts of the content based on certain student groupings.

## Components

Components are used to present data in your report.



**Video:** Watch these videos on our YouTube channel to learn about layouts and components.

[Academic Reports Setup | Layouts...Understanding and editing components](#) and [Academic Reports Setup - Layouts...adding a component](#)

### About the Design tab

The Design tab is where you create, edit and allocate components that apply to the student rather than a Subject. Typically, you'll find these at the beginning of a report and they'll include information such as the students' name, class list, attendance, scale descriptions and Principal comment.

### About the Subject Layouts tab

The Subject Layouts tab is like the Design tab. It allows you to create, edit and allocate how to present the components for subject data.



**Note:** You don't have to have a different template for each subject. You can have as many templates as you need and nominate the subjects that will use each template.

### To add permissions to edit components

If you have access to modify templates within Academic Reporting, you can 'unlock' specific components. This allows users who generally would not be allowed to modify templates to be able to change specific components only within the template. Users who have Limited Access to templates can then modify the components that have been made available to them.



#### Part 1 – configure settings under Enterprise Setup

1. Select Setup and choose Enterprise Setup.
2. Select General in the left menu and choose Permissions.
3. Under Manage Permissions, next to Modify Access Levels for, select Academic Reports.  
The role permissions for a given access level are listed.
4. Scroll down to Layout Setup.
5. Next to 'Allow limited access to the templates area', select Allow for the roles that you want to allow 'limited access' to.

Layout Setup				
Allow limited access to the templates area	<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 checked="" type="radio"/> None <input type="radio"/> Allow
Can access the image bank area	<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
Can access the templates area	<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
Can access the descriptions area	<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

6. Select Save.

## Part 2 – configure settings in Academic Reports Setup

1. Do one of the following:
  - a. If the reporting period is already open, select Layout in the left menu and choose Report Templates.
  - b. Select the menu icon  and choose Academic Reports. Select  Setup and choose Academic Reports Setup. Select Layout in the left menu and choose Report Templates.

The Report Templates screen displays the list of existing report templates.

2. For the selected template where you want to allow this access, select either **Design** or **Subject Layouts**.

The template displays with either the Design or Subject Layouts tab selected.

- a. To add a component to the template and allow limited edits:
  - i. Select **Add Component**.  
The Add Component screen lists the available components.
  - ii. Select Add next to the required component.  
Component specific settings display. 'Allow Limited Edits' defaults to **No**.
  - iii. Under Details, select **Yes** to allow users who don't normally have access, to edit the component.  
Users who were specified in Enterprise Setup will have access to edit the component.
  - iv. Select Save.

**Details**

Allow Limited Edit  Yes  No  
Allow limited access users to edit this component

Component Position: After | 2 - Subject\_Attribute ▼  
Where in the report this component will appear. If the component is pinned as the summary, it will appear at the bottom of the current page. Only one component can be pinned as the summary.


Heading:   
The heading to attach to the attendance. Leave blank to not show a heading

Record Counts

Whole Period:	<input type="text" value="Whole Periods Absent"/>
Late Arrival:	<input type="text" value="Late Arrivals"/>
Early Leaver:	<input type="text" value="Early Leave"/>
Out Of Uniform:	<input type="text" value="Out Of Uniform"/>

The text to describe the overall tallies

Treat Text and Data as One Cell  Yes  No  
If this is set to Yes then the text and the data will be placed in one cell with the data running on directly after the text. This cell will be styled using the Absence Data style below.

- b. To edit the template and allow limited edits for a component that is already being used:
  - i. Hover your mouse over the component header that you want to edit and select the Pencil icon .  
Component specific settings display. 'Allow Limited Edits' defaults to **No**.
  - ii. Select **Yes** to allow users who don't normally have access, to edit the component.  
Users who were specified in Enterprise Setup will have access to edit the component.
  - iii. Select Save.

Subject	Grade	Number of students in year group achieving grade.
Personal Development Health and Physical Education	C	E
Human Society and Its Environment	B	2
Science and Technology	C	
Creative Arts	C	
Mathematics	B	2
English	B	2

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## To create a report layout using a template

Consider using a template if this is your first time creating a layout.



**Video:** Watch this video on our YouTube channel to learn more about Layouts.

[Academic Reports Setup | Layouts – Create a template](#)

1. Do one of the following:
  - a. If the reporting period is already open, select Layouts in the left menu.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Layouts.  
For more, see [Navigate reporting periods](#)
2. Select Report Templates from the left menu.
3. Under New Report Layout, enter a template name.
4. Do one of the following:
  - a. Select Use a Template
    - i. Select a template style from the list.
    - ii. Check the preview to get an indication of how the report components display for the selected style.  
Consider using a template if this is your first time creating a layout.
  - b. Select Copy Existing
    - i. Select an existing layout to copy from the lists.  
Use this option if your school has already done a Report and you want to continue using the same layout for a new reporting period. You can modify the template.
  - c. Select Blank Layout.
  - d. Select New Sub Template.
  - e. Select Import Template
    - i. Choose a template file (from another school).
5. Select Create Layout.
6. If you selected to create a Blank Layout, you'll need to add components.
  - a. In Reports Templates, select Design next to the template.
  - b. In the Design tab, select Add Components.
  - c. In Add Component, select Add next to a component
  - d. In Component Details, specify settings and select Save.
7. Edit the template details. See [To edit an existing template](#)

## To edit an existing template

There are four options next to each template: Details, Styles, Design and Subject layouts.

Details

Styles



Design

Subject Layouts





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## Edit Details tab

1. Do one of the following:
  - a. If the reporting period is already open, select Layouts in the left menu.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Layouts.For more, see [Navigate reporting periods](#)
2. Select Report Templates in the left menu.
3. Select Details next to the template.
4. Update details. Some of the options on this tab apply to the entire template.
  - a. To use a custom border, select Custom and then select Save. An additional section displays for you to specify border settings.
  - b. To use a watermark, first upload an image to the Image bank.
  - c. To export the template, select Export, and save the generated XML file.
5. Select Save.

## Edit Styles tab

Use the Styles tab to review the available font styles and create your own.

1. Do one of the following:
  - a. If the reporting period is already open, select Layouts in the left menu.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Layouts.For more, see [Navigate reporting periods](#)
2. Select Report Templates in the left menu.
3. Select Styles next to the template.
4. Do any of the following:
  - a. Select Copy next to a style to copy the style, make a change, and then save it under another name.
  - b. Select Delete next to a copied style to remove it.
  - c. Select Edit next to a style to edit the style and save it.
  - d. Select Revert next to a style to send a previously edited style back to the default settings.
  - e. Select Add a Style to create a new style. Enter details and select Save.
5. Select Save.



**Tip:** Styles inherit functionality from the template default style, so if you want to change the font used across your template, the fastest thing to do is change the style on the default.



**Note:** See [Creating a new style in Report Layouts](#) in the appendix section.

## Edit Design tab

Use the Design tab to add and edit components that apply to the student rather than a subject.

1. Do one of the following:
  - a. If the reporting period is already open, select Layouts in the left menu.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select ⚙ Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Layouts.For more, see [Navigate reporting periods](#)
2. Select Report Templates in the left menu.
3. Select Design next to the template.
4. Do any of the following:
  - a. To add a component, select Add Component.
    - i. In Add Component, select Preview next to a component to check its appearance, and then select Add.
    - ii. In Component Details, specify settings, and select Save.
  - b. To Edit an existing component, hover over the component, and select an edit tool.

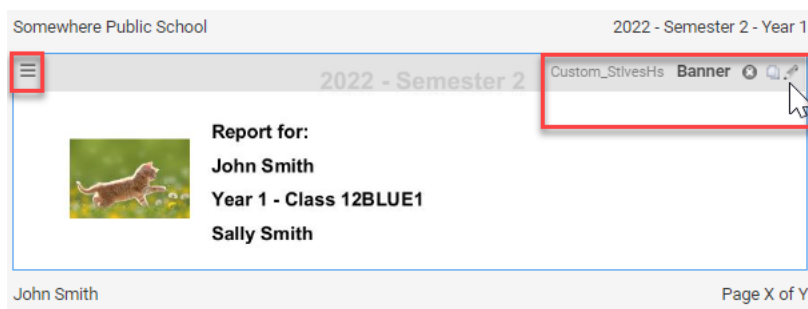


Figure 11: Report template component

- c. To re-order the components, use the ≡ drag handle icon at the top left of each component.



**Note:** Each component has a unique collection of settings that can be changed to alter the look and data included in the component.

See [General component](#) in the appendix section.

## Edit Subject Layouts tab

Use the Subject Layouts tab to create, edit and allocate how you want the components for subject data to display. Each component has a unique collection of settings that you can change to alter the look and data included in the component.




**Video:** Watch this video on our YouTube channel to learn about subject layouts in report templates

[Academic Reports Setup | Layouts...working with subject layouts in report templates](#)



**Note:** Make sure you have the component called Subjects in the Design tab before you set up your subject-based templates.

1. Do one of the following:
  - a. If the reporting period is already open, select Layouts in the left menu.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Layouts.
2. Select Report Templates in the left menu.
3. Select Subject Layouts next to the template. Templates for [subject] are listed.

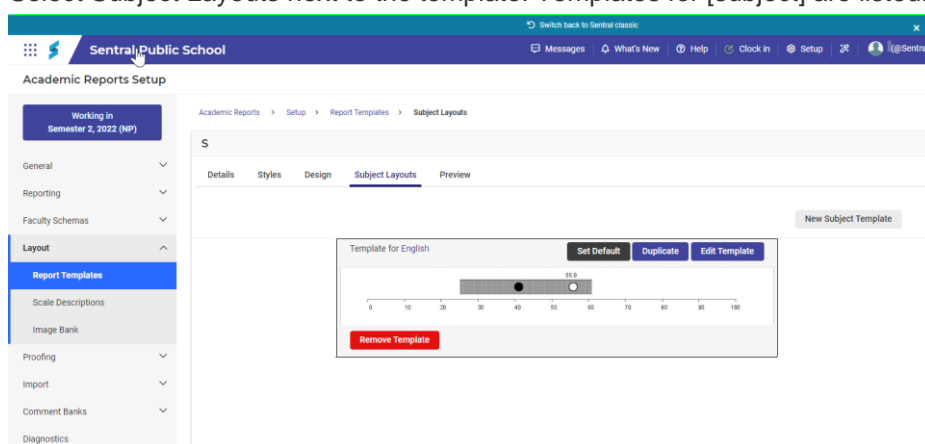


Figure 12: Subject component example

## To add a new subject template for the first time

1. In Subject Layouts, Select New Subject Template.
2. In Subject Template Layout, select a default template layout to use for the subject template.
3. Select Save.

Each subject gets automatically allocated to the default template you selected.

If you want to make changes, select Edit, make changes, and then select Save.

For examples, see [Subject components](#)

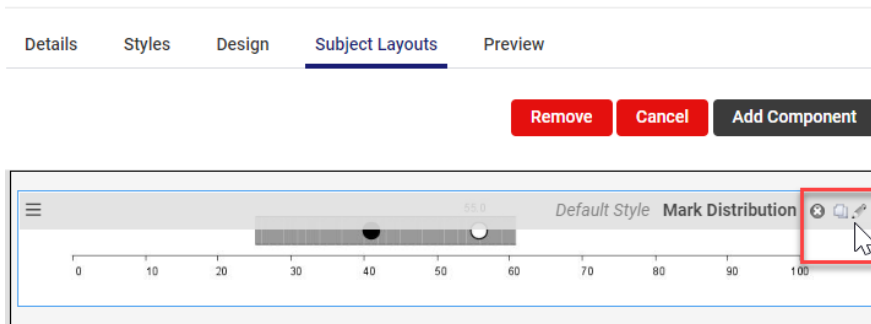
## To duplicate (and edit) a subject template





**Tip:** Consider using the generic template then edit a copy of it. For example, use the same template for English and Maths but then include an additional comment section in the Maths template.

1. In Subject Layouts, select Duplicate. The duplicated subject template displays under the original one. It doesn't have a subject allocated.
2. Select the No Subjects link.

3. In Subject Assignments, select subjects that you want to use this template instead of the default.
4. In the duplicated subject template select Edit Template.



**Figure 13: Subject template example – edit tools visible**

5. Hover over the duplicated subject template to display the edit tools.
6. Select  Edit, make changes, and then select Save.
7. Select Add Component to add components to the subject template.
8. Use the  drag handle icon at the top left of each component to change the display order.

## Scales

Some report template components display a description for each scale grade.



Use the information in this section to set the descriptions for scale grades. Descriptions that you enter here for Achievement, Effort and Attitudes automatically flow into the Assessment Overview component of a Report Template.



**Video:** Watch this video on our YouTube channel to learn about updating Scale descriptions.

[Academic Reports Setup | Layouts...scale descriptions](#)

### To enter a grade scale description



1. Do one of the following:
  - a. If the reporting period is already open, select Layouts in the left menu.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Layouts.
 For more, see [Navigate reporting periods](#)
2. Select Scale Descriptions in the left menu.
3. In Achievement Scales, select the description text for a grade.
4. In Edit Description enter an appropriate description for the grade, and then select Save.
5. Repeat for scale descriptions in the Effort tab and Attitude tab.  
The report template component doesn't update automatically. You need to add the component again.

- 
6. To update the component in the report template:
    - a. Select Layout and then select Report Templates from the left menu.
    - b. Select Design.
    - c. In the Design tab, select Add Component.
    - d. In Add Component, select Add next to Assessment Overview.
    - e. Update settings such as Component Position, Heading, Assessment Type.
    - f. Select Save.  
The component displays with descriptions.
    - g. Repeat for Effort and Attitude.

## Image Bank

### To upload an image to the Image Bank

Use these steps to upload images for the Images component of a Report Template.

1. Do one of the following:
  - a. If the reporting period is already open, select Layouts in the left menu.
  - b. Select the menu icon  and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Layouts.  
For more, see [Navigate reporting periods](#)
2. Select Image Bank in the left menu.
3. Choose a file to upload.
4. (MT version) Choose whether to restrict the image to the reporting period.





**Note:** You don't need to upload the school logo because it is already stored in your school's Sentral database.

# Proofing

## Overview



Proofing allows you to do a quick visual check of various data.

### To perform assessment proofing

1. Do one of the following:
  - a. If the reporting period is already open, select Proofing and then Assessment in the left menu.
  - b. Select the menu icon  and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Proofing and then select Assessment.  
For more, see [Navigate reporting periods](#)
2. View a summary of your Assessment Schema, Subject Codes, Subject Names, Strand Code, Strand Name, Outcome Codes, Outcome Descriptions and Checklist Item.



- 
3. (Optional) Select Export CSV.

## To check course outlines

1. Do one of the following:
  - a. If the reporting period is already open, select Proofing in the left menu and then select Outlines.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Proofing in the left menu, and then select Outlines.For more, see [Navigate reporting periods](#)
2. Check any course outlines that you entered within the Assessment Schema configuration.
3. (Optional) Select Export CSV.

# Import

Use these steps to import existing reporting checklists into their report using the CSV format listed.



1. Do one of the following:
  - a. If the reporting period is already open, select Import and then select Checklists in the left menu.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Import in the left menu and then select Checklists.For more, see [Navigate reporting periods](#)
2. Confirm that the file to be uploaded is in the correct CSV format:  
subject\_name, checklist\_heading, checklist\_item
3. Select options for:
  - Curriculum group
  - Stage
  - Achievement scale
  - Effort scale
4. Choose a file to upload and select Upload.

# Comment Banks

## Overview




Comments can be imported or added to the comment bank.

## To view comment banks



1. Do one of the following:
  - a. If the reporting period is already open, select Comment Banks in the left menu and then select Manage Comment Banks.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.

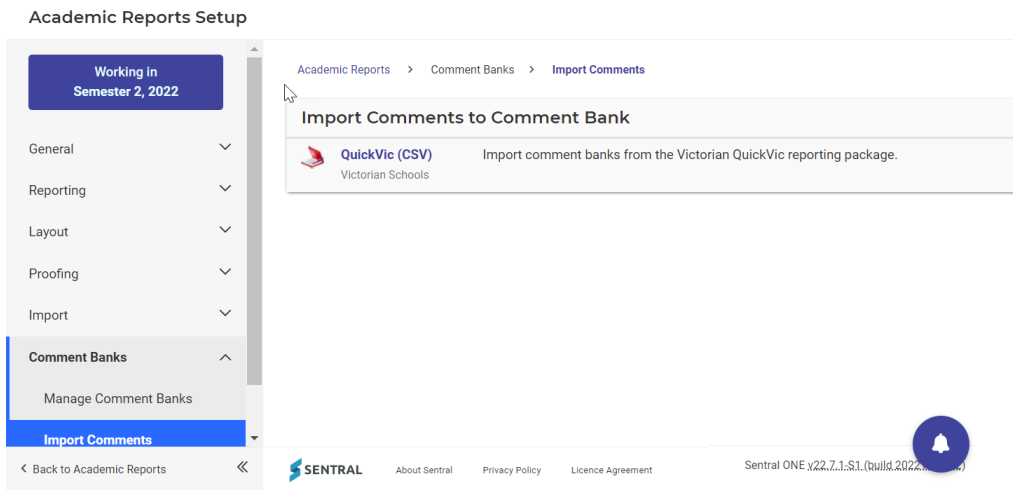
- 
- iii. Select Comment Banks in the left menu and then select Manage Comment Banks.  
For more, see [Navigate reporting periods](#)
  2. View the list of custom created comment banks – along with the number of Starters and Comments in each bank.

## To work with comment banks

1. Do one of the following:
  - a. If the reporting period is already open, select Comment Banks in the left menu and then select Manage Comment Banks.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Comment Banks in the left menu and then select Manage Comment Banks.  
For more, see [Navigate reporting periods](#)
2. Select Add New Comment Bank.
3. In Create New Comment Bank, enter a name for the comment bank, and then select Save.
4. Select Manage next to a comment bank.
5. Do any of the following:
  - a. Select Edit Name, enter a new name, and then select Save.
  - b. Select Export Comments to export comments as a CSV file.
  - c. Select Import, choose a file, and then select Save.  
Once you've imported the comments, select Edit to make changes.
  - d. Select Add New Comment, enter details for the comment, and then select Save.
  - e. Select Delete  next to a comment to remove it.

## To import comments to Comment Bank

1. Do one of the following:
  - a. If the reporting period is already open, select Comment Banks in the left menu and then select Import Comments.
  - b. Select the menu icon () and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Comment Banks in the left menu and then select Import Comments.  
For more, see [Navigate reporting periods](#)
2. Select the comment bank to import.



**Figure 14: Example comment bank link**

3. Select Save.

# Diagnostics

## Overview

Use the information in Diagnostics to view the repository of curriculum data. The read only information in the repository is based on.

1. Do one of the following:
  - a. If the reporting period is already open, select Diagnostics in the left menu.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select ⚙ Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Diagnostics in the left menu.
 For more, see [Navigate reporting periods](#)
2. Select options in the left menu to view curriculum data on subjects, comments and indicators.



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# Glossary

## Comment types

There are two types of comment types you can create – Overall and Subject:

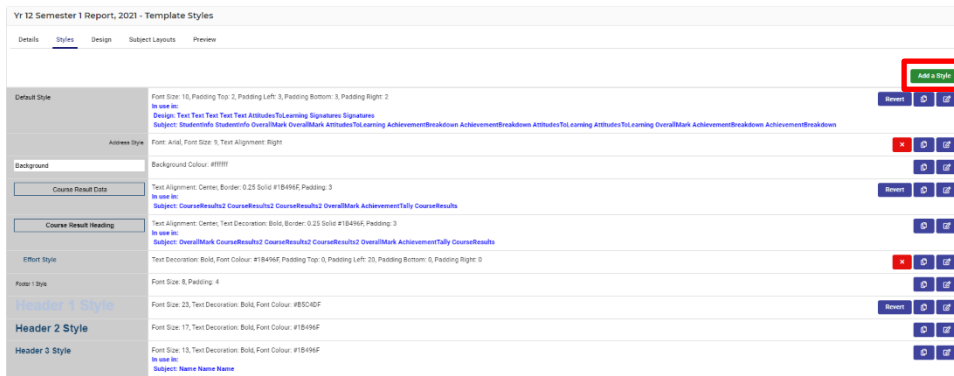
- Overall comment types are for non-subject based information.  
These comments cover the student – their school attendance, overall attitudes or behaviour. By default, there are three types available: General, Supervisor and Year Advisor. You can add more if this is not enough. For example, you could choose to add Principal. Teachers can use each type once for each student.
- Subject comment types are used within a subject for teachers to write comments.  
By default, there is one type available, but you can add more if this is not enough.  
Teachers can use each type once per subject, which means you don't need to create a separate type for every subject. You must have at least one of these types, but you can add more. For example, you may choose to have one comment for strengths and another for areas of concern. It is helpful to define only the types needed; it will be simpler when setting up assessment schema.

# Appendices

## Creating a new style in Report Layouts

If you're new to Sentral and you want to customise a style for your report templates, check out some of the tips below.

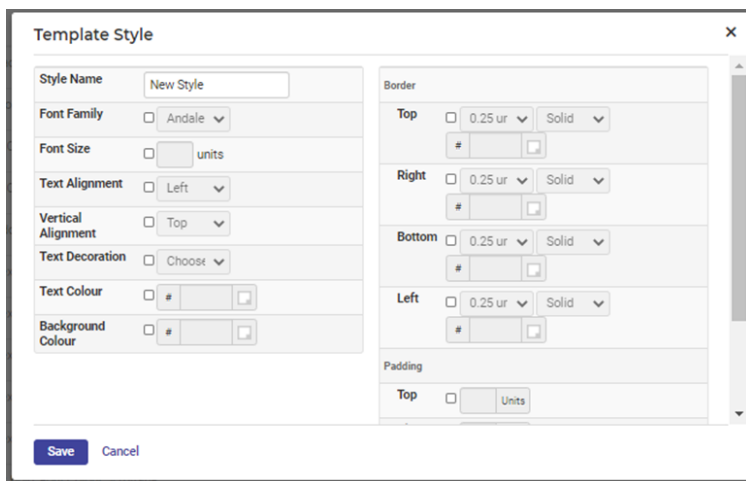
1. In the Style tab, select Add a Style.



2. Specify text settings, including borders and padding for your style.



**Warning:** The dialog box closes automatically if you go to another tab in your browser or click another application while building the style. Save your work to avoid having to start again or create the template style from start to finish without any interruptions.



3. Enter a style name – for example Awards Heading, Suspension Data, Perfect Attendance.
4. Select checkboxes for settings that you want to use and then select parameters from the options displayed.
5. Specify Border settings.



Padding is the white space between the text and the border for the component.

6. Select Save.

---

## General components

Use the Design tab to check how the components will appear in the final reports. Use the Preview option to view a sample only.



**Tips:** For the best results, enter data against one student and print a report to check the template. You only see generic sample via the preview.

There's a placeholder for subjects. You still need to go to Subject Layouts to create specific subject layouts.

The Design page is really about the entire look and feel and, the result. Editing here is about defining the details and styling of that component.

## Subject components – examples

### Banner component

In the Details section, decide the position of the component in relation to others.

- Student photos size – how big the image is on the front page of report
- Display Student photo – show/hide the photo
- Hide Blank Student photos – whether to remove blank space for student with no photo so all elements of the banner are justified.
- No Student photo – what image to show in place of a photo.
- Additional text – any extra information to add to the banner. For example, school motto.
- Include School Logo – whether to include the school logo
- Logo Position and Size – whether the image appears on the report and the display size.
- Show information – what else to display on the front page.
- Teacher Names on New line – place teacher name below report information.

### Styling

Default styling that you can alter to include different background, school name, etc.

### Attitudes to Learning

The Details section is where you decide the position of the component in relation to others.

- Heading – the name to be used for Attitudes to Learning.
- Show Attitudes Headings – whether to display the group name of attitudes.
- Scale Display – whether to show all the marks with a check mark or display just achieved marks.
- Mark Display – what to list the marks as.
- Column sizing – specifies how the column width is set for the mark display column(s). Dynamic varies each column based on the text; the fixed options make each column the same width.
- NA Marks – controls what should happen with marks of N/A. Do Not Show removes these items from the Report, while other options specify how the N/A grade should be displayed.
- Include Attitude Scale – include a brief overview of the attitude scale.
- Split Attitudes Across Two Columns – enabling this setting controls how the attitude groups display. When there is more than one, the two groups display next to each other. When there is only one, the attitudes are split into two columns of equal size. When disabled, the attitudes display underneath each other.

- Place Attitude Group Headings with Scale Headings – shows the attitude group headings in place of the Area Heading Text
- Show Description – shows the description of the attitude group in place of the Area Heading Text
- Area Heading Text – area heading label displays if both Place Attitude Group Headings with Scale Headings and Show Description are set to No.
- Rotate Headings – whether to rotate the scales headings.
- Pad Columns – whether to include spacing between columns.
- Add space between groups – whether to add space between subgroups
- Tick Type – whether to use an image or text-based ticks.

## Subject component in Design

A subject placeholder gets added to the Design page of the report. The subject's component is a container that displays the subject layouts for all subjects that the student is assigned to. Once you place a subject component into a report, use the Subject Layouts tab to determine the look and feel of the individual subjects.

In the Details section, specify the position of the component.

- Per Page and Multiple Page Subjects – when set to Yes, each subject gets its own page. This also allows for subjects with multiple pages (using the page break component) to display properly. With the run-on option, each new subject appears directly under the previous subject but allows for multiple page splitting of subjects.
- Default Assignments – when set to Yes, this component displays all the subjects that are not specifically assigned to a subject component.
- Assigned Subjects – if this component is not set to default assignments, the subjects listed here are included in this component.
- Print when Data Present – whether to only print subjects where data of the nominated types is present. Subjects without this data are filtered from the layout.

## Subject components

Before you set up your subject-based templates, make sure you have the Subjects component in the Design tab.

Select Subject Layouts. If you're new to Sentral, you won't see templates or subjects assigned. Edit the template to view default components, edit and add components. At this stage, you can't view what you've built. You need to assign the subjects to preview.

### Examples – Achievement tally component

In the Details section, decide the position of the component in relation to others.

- Column Sizing – specifies column width
- Heading text – the name of this component to appear on the report
- Mark Display – how to list the marks
- Show N/A – Yes/No – controls what should happen with marks of N/A.
- Tally Display – how to display tallies
- Tally on – how to limit the group of students/marks included in the tally.
- Grade Type – how to calculate the grade type.
- Styling – default styling that you can edit.

### Achievement breakdown component

In the Component section, select the style of the component.

- Split Across Pages – whether to allow the component to split across multiple pages.

In the Details section, decide the position of the component in relation to others.

- Scale Display – whether to display all the marks with a check mark next to the achieved mark, or just display the mark achieved.

- Rotate Headings – rotate the scale headings.
- Heading Height – set the height of the scales heading.
- Mark Display – what to list the marks as – name, shortname or grade.
- Column Sizing – specifies how the column width is set for the mark display column(s). Dynamic varies each column based on the text; the fixed options make each column the same width.
- NA Marks – controls what should happen with marks of N/A. Do Not Show removes these items from the Report, while other options specify how the N/A grade displays.
- Assessments without Marks – specifies whether to show or hide items without marks.
- Show Marks – what marks to display as a maximum. Subjects that don't have a given mark type don't display so this setting only affects the most verbose subjects.
- Show Strands as Headings – Show strands without marks. Useful for splitting outcomes.
- Show Substrands – Show the substrands for any outcomes displayed. Useful to include in printed reports.
- Show Outcome Codes – Show the outcome codes for any outcomes displayed.
- Include Scale – whether to include a brief overview of the scale.
- Scale Type – determines what text is used when generating the scale overview.
- Show Strand Effort – whether to show a separate column for strand-based effort grades.
- Show Headings – whether to show a header row above the achieved grade (only works when Scale Display is set to Achieved Mark).
- Show Subject in Table – whether to show the subject name in the breakdown table instead of 'Areas of Learning'.
- Heading – defines the table heading when Show Subject in Table is set to No.
- Achievement Heading – defines the table heading of the mark column when only displaying the achieved mark.
- Include Course Outline in Heading – whether to include the course outline in the heading section below the specified heading.
- Comment Type – include the specified comment below the specified heading.
- Tick Type – whether to use image or text-based ticks.
- Show Secondary Assessable – whether to show the main subject assessment or its secondary assessment.

## Components descriptions

Components are the building blocks of your report template They can be general or subject based components.



**Note:** The style of the component is usually selected when a reports template is created, but enhancements have been made within certain components that go beyond Modern, Basic, and enhanced.

Component	Description	Genera/Subject	Area
Achievement Breakdown	Shows the individual results for a student in this subject. The results shown will depend on the schema reporting on. For example, a schema that has a gradebook will show the gradebook results while a schema that has a checklist will show the checklist results.	Subject	Grades Descriptions Subject Detail
Achievement Distribution	Shows the distribution of a grade with the student's grade	Subject	Grades

Component	Description	Genera/Subject	Area
	and the class average overlaid on top.		Marks
<b>Achievement Graph</b>	Displays an achievement graph in Manhattan format.	Subject	Grades
<b>Achievement Tally</b>	Tallies the overall achievement mark for all students in the class cohort or over the entire schema. Displayable as a straight tally or a percentage.	Subject	Grades Effort
<b>Assessment Fuel Gauge</b>	Displays a student assessment with a fuel gauge diagram.	Subject	
<b>Assessment Overview</b>	Describes the scales used in the student's report. The overview can be used to describe the achievement, effort or attitude scales. The descriptions for the overview are set in the Scale Descriptions section of the layout setup.	General	Description Scales
<b>Assessment Scale Overview</b>	Describes the scales used in the student's report. The overview can be used to describe the achievement, effort or attitude scales. The descriptions for the overview are set in the Scale Descriptions section of the layout setup.	General	Description Scales
<b>Attendance</b>	Shows a breakdown of absences for a student. Depending on the reporting period setup absences can be broken down into whole day and partial absences, as well as explained and unexplained tallies	General	Attendance
<b>Attendance Overview</b>	Takes a student's absences and displays either Satisfactory or Unsatisfactory depending on whether their total absences are above or below a specified cut-off.	General	Attendance
<b>Attendance Statement</b>	Displays a predefined statement depending on the number of absences recorded for a student.	General	Attendance
<b>Attitude Average</b>	Displays the overall average attitude mark for a student based individual subject averages	General	Attitude
<b>Attitude Average</b>	Displays the average attitude mark for a student based on the scale you assign to your attitudes to learning	Subject	Attitude


Component	Description	General/Subject	Area
<b>Attitudes Subject Table</b>	Shows a student's attitudes to learning in a tabular format grouped by subject name.	General	Attitude
<b>Attitudes to Learning</b>	Shows a student's attitudes to learning in a tabular format.	General	Attitude
<b>Attitudes to Learning</b>	Shows a student's attitudes to learning for the current subject. This is only relevant when using Faculty based reporting.	Subject	Attitude
<b>Attitudes To Learning Graph</b>	Displays an attitude to learning graph in Manhattan format.	General/Subject	Attitude
<b>Attitudes To Learning Progression (AusVELS)</b>	Displays an attitude to learning group in a graphical format required for AusVELS reporting.	General/Subject	Attitude
<b>Attribute Checklist</b>	Displays a tick for any attributes where the student has a mark.	General	Attributes
<b>Attribute Table</b>	Lists all the subject attributes for a subject a student is studying. All schemas must share a common attribute group to display correctly.	General	Attributes Subject Details
<b>Attributes</b>	Displays up to two attributes as defined in the schema setup. If an attribute has not been set, it is left blank.	General/Subject	Attributes
<b>Banner</b>	Lists the details of the report including the school's name as well as student, class and teacher information. The school logo can also be added to this component.	General/Subject	School Details Staff Details Students Details Images Styling
<b>Class Attendance</b>	Allows you to display different aspects of a student's class attendance including out of uniform. This data is imported from WebPXP in the attendance setup	Subject	Attendance
<b>Class Attendance Percentage</b>	Shows a student's overall attendance for a class as a percentage	Subject	Attendance
<b>Comment</b>	Displays a student's subject comment.	Subject	Comments
<b>Component Block</b>	Allows you to nest template components inside it for creating a more custom layout. (Advanced users only)	General/Subject	Styling
<b>Continuum Data</b>	Shows markers for the student's current cluster when syncing data from continuums	Subject	Continuums

Component	Description	General/Subject	Area
Continuum Detail	Gives a breakdown of a student's progress in the continuum	General	Continuums
Continuum Overview	Shows an analysis graph of a student's current progress in each continuum	General	Continuums
Course Description	The course description is set when creating the schema and is displayed by this component.	Subject	Subject Details
Course Result List	Provides a list of course results in either a list or table style view	Subject	Marks
Course Results	Displays up to four course results as defined in the schema setup. If a given subject does not have that course result, it is left blank.	Subject	Marks
Course Results (Deprecated)	Displays up to three course results as defined in the schema setup. If a given subject does not have that course result, it is left blank.	Subject	Marks
Course Results Overview	Displays the name and description of class results.	General	Marks Descriptions
Effort Breakdown	Shows the per-strand effort results for a student in this subject.	Subject	Effort
Grade Point Average	Averages the overall achievement grades for all selected subjects based off the weighting of the achieved grades.	General	Grades
Head of House	Displays a head of house name as a text block on the report.	General	Staff Details
Horizontal Line	Draws a line across the page.	General/Subject	Styling
Image	Inserts an image from the Reports Image Bank into the report.	General/Subject	Image Styling
International Baccalaureate Scale Overview	Shows the different values in the International Baccalaureate Scale and how they translate to numerical grades.	General	Description Scales
Mark Distribution	Shows the distribution of a mark with the student's mark and the course average overlaid on top.	Subject	Mark
Overall Grade and Effort	Displays one or more overall marks for a subject. This can	Subject	Grades Effort



Component	Description	Genera/Subject	Area
	be set to the achievement or effort mark.		
<b>Overall Grade and Effort Table</b>	Displays one or more overall marks for a subject. This can be set to the achievement or effort mark.	Subject	Grade Effort
<b>Overall Grade, Effort and Comments</b>	Displays the overall marks and comments in one component to achieve a more compact subject display.	Subject	Grades Comments
<b>Overall Mark Overview</b>	Shows an overall mark for all subjects in a compact table.	General	Grades Effort
<b>Page Break</b>	Makes the report run onto a new page after the previous component.	General/Subject	Styling
<b>Progression Example (AusVELS or VC)</b>	Displays a sample progression graphic with an explanation of its features.	General	Description Progression Points
<b>Progression Explanation (AusVELS)</b>	Displays an explanation of the grades and graphics used in the Progression Points component.	General	Description Progression Points
<b>Progression Point Breakdown</b>	Displays the learning areas that the student is studying as well as the rating and progression point progress for that learning area	Subject	Description Progression Points
<b>Progression Point Graph (AusVELS)</b>		Subject	Description Progression Points
<b>Progression Point Rating</b>	Displays the calculated overall rating for a subject marked using the AusVELS progression point	Subject	Description Progression Points
<b>Progression Points</b>	Displays the learning areas that the student is studying as well as the rating and progression point progress for that learning area.	General	Description Progression Points
<b>School Activities</b>	Shows a student's school activities in a tabular format.	General	Activities
<b>School Activity Points</b>	Displays student activities and point values in a tabular format	General	Activities Student Details
<b>School Logo</b>	Inserts the School Logo image as defined in Sentral Management.	General/Subject	Image Styling
<b>School Name</b>	Displays the school's name as configured in the global Sentral settings area.	General	School Details

Component	Description	General/Subject	Area
<b>Self-Assessment</b>	Displays a student's self-assessment comment entered through the portal.	General	Comments
<b>Signatures</b>	Provides a space for the Teacher, Assistant Principal or Principal to place their signature.	General/Subject	Staff Details
<b>Staff Signature Image</b>	Displays an uploaded staff signature image.	General	Staff Details Images
<b>Student Comment</b>	Displays a student's overall comment. This comment can be defined as any other comment types set for this reporting period.	General	Comments
<b>Student Comment 2 Columns</b>	Displays a student's overall comments. This component is useful to show 2 overall comments side by side	General	Comments
<b>Student Information</b>	Displays relevant details about the student. This component can display the student's name, class, reporting year, school year, attendance or teacher.	General	Student Details Staff Details
<b>Student Photo</b>	Inserts a student's photo into the report.	General/Subject	Images Styling
<b>Sub Template</b>	Places the content of another template into this report.	General	Styling
<b>Sub Template (large)</b>	Places the content of another template into this report without keeping the contents together on a page. Use this variant when the sub template content is expected to stretch over a page	General	Styling
<b>Subject Comparison chart (NEW)</b>	Shows a comparative line chart for all subjects that the student is studying. The chart tallies the number of students achieving each grade within the subject.	General	Subject Details
<b>Subject Information</b>	Gives a space to place some free form information on a subject outside the normal flow of the subjects. This information will only be shown for students that are studying that subject.	General	Subject Details
<b>Subject Layout (Legacy)</b>	Displays the subject results in a variety of predefined ways. Check the different styles associated with this component	Subject	DO NOT use

Component	Description	Genera/Subject	Area
	<p>to see the ways that this component can show its data.</p>  <p>Don't use this without good reason. Instead, use the individual subject layout components.</p> <p>This Layout also only supports a single student comment.</p>		
<b>Subject List</b>	Lists all the subjects that the student is studying. It can also optionally display the number of units that the subject is allocated.	General	Subject Details Staff Details Grades Marks Comments
<b>Subject Name</b>	Displays the name of the current subject.	Subject	Subject Details
<b>Subject Table</b>	Allows you create a tabular display of subject based data.	General/Subject	Subject Details Staff Details Grades Marks Comments Attributes Attitudes
<b>Subjects</b>	A container that displays the subject layouts for all subjects that the student is assigned to. Once a subject component is placed into a report the subject layouts tab is used to determine the look and feel of the individual subjects	General	Subject Details
<b>Text</b>	Places freeform text into the report. By using the component styling, this text can either be regular text or report headings.	General/Subject	School Details Staff Details Student Details Attendance Images
<b>Text - 2 or 3 Column</b>	Places freeform text into the report. By using the component styling, this text can either be regular text or report headings.	General/Subject	School Details Staff Details Student Details Attendance Image
<b>Vertical Line</b>	Draws a line down the page.	General	Styling
<b>Welfare Incidents</b>	Shows a table of incidents for a student within a set date range	General	Wellbeing
<b>Welfare Level</b>	Shows a student's level from Sentral Welfare as of a specific date and time.	General	Wellbeing

Component	Description	Genera/Subject	Area
Welfare Summary	Shows satisfactory/unsatisfactory status of a student depending on criteria chosen.	General	Wellbeing

## Sample of Caulfield Style

Assessment Criteria	Achievement Level
<b>A: Knowing and understanding</b> How well the student has selected and applied mathematics to solve problems in both familiar and unfamiliar situations in a variety of contexts.	6
<b>B: Investigating patterns</b> How well the student has used problem-solving techniques to investigate complex patterns and prove general rules.	7
<b>C: Communicating</b> How well the student has used appropriate mathematical language and different forms of representation to communicate mathematical ideas, reasoning and findings.	6
<b>D: Applying mathematics in real life contexts</b> How well the student has transferred theoretical mathematical knowledge into real-world situations and applied appropriate problem-solving strategies, drawn valid conclusions and reflected upon their results.	4

Learning Behaviours	Rarely	Sometimes	Often	Consistently
Ownership of learning				✓
Collaboration for learning			✓	
Organisational skills			✓	
Completion of learning tasks			✓	

Figure 15: Sample of Caulfield Style in Breakdown component

## Setup checklist

This table gives you a road map in concise, easy to read steps of how to get your Academic Reports module up and running in no time.

### Academic reports setup checklist

Module	Checklist	Review frequency
School Settings	<ul style="list-style-type: none"> <li>Are you using Admissions module?</li> <li>School Details</li> <li>Set student &amp; staff generation code</li> </ul>	Once
Reporting Periods	<ul style="list-style-type: none"> <li>Have you set up your Reporting periods?</li> <li>Will you be rolling over a previous reporting period?</li> <li>What year groups are you reporting on?</li> </ul>	Two times per year on average
General Config	<ul style="list-style-type: none"> <li>Have you configured the general settings for all your reporting?</li> </ul>	Once
Curriculum Groups	<ul style="list-style-type: none"> <li>Have you set the curriculum groups?</li> </ul>	Once
Comments Types	<ul style="list-style-type: none"> <li>Have you defined general and subject specific comment types?</li> </ul>	Once
Subjects	<ul style="list-style-type: none"> <li>Have you added subjects from the repository?</li> <li>Do you need to create a manual subject?</li> <li>Have you ordered the subjects for display on the reports?</li> <li>Have you edited the subjects for – GPA, secondary assessable?</li> </ul>	Once
Classes	<ul style="list-style-type: none"> <li>Have you Imported from roll classes and classes Data Layer Source?</li> <li>Do you need to add a life skills cohort?</li> </ul>	Ongoing

	<ul style="list-style-type: none"> <li>On completion of Schemas have you reviewed this page to check all classes have schemas assigned?</li> </ul>	
<b>Staff Roles</b>	<ul style="list-style-type: none"> <li>Have you assigned assisting, teaching supervisor and year staff?</li> </ul>	Ongoing
<b>Scales</b>	<ul style="list-style-type: none"> <li>Have you set up achievement, effort and attitudes scales?</li> </ul>	Ongoing
<b>Attitudes</b>	<ul style="list-style-type: none"> <li>Have you defined the attitudes to learning for general and subject?</li> </ul>	Once
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Will you be setting up attributes?</li> </ul>	Once
<b>Activities</b>	<ul style="list-style-type: none"> <li>Will the school include activities?</li> <li>Will you sync from Sentral or manually enter?</li> <li>Will activities be school based, or cohort based?</li> <li>Remember to sync activities before printing.</li> </ul>	Once
<b>Assessment Schemas</b>	<ul style="list-style-type: none"> <li>Have you completed the summary of the schema?</li> <li>Have you completed the Assessment Criteria for each subject?</li> <li>Have you assigned classes?</li> <li>Have you added the tasks?</li> <li>Will you link Markbook to sync into reports?</li> </ul>	Once
<b>Attendance</b>	<ul style="list-style-type: none"> <li>Will school sync from Sentral or manual attendance?</li> <li>What absences will be shown?</li> </ul>	Twice
<b>Student Data Clean-up</b>	<ul style="list-style-type: none"> <li>Only use this once reports have been reviewed to clean up areas in reports.</li> </ul>	Proceed with caution
<b>Overview</b>	<ul style="list-style-type: none"> <li>Check all faculties, schema and subjects are assigned</li> </ul>	Often
<b>Report Templates</b>	<ul style="list-style-type: none"> <li>Will you create a template from scratch, use a template or copy?</li> <li>Have you reviewed the details of this template?</li> <li>Have you looked at the styles or will you use default styles?</li> <li>In the Design section, have you reviewed, added or modified the general components?</li> <li>Have you reviewed, added or modified the subject components?</li> <li>Have you run a preview of the template?</li> <li>Do you need to add a sub template for any variations between years, stages or cohorts?</li> </ul>	Once but review
<b>Scale Descriptions</b>	<ul style="list-style-type: none"> <li>Have you defined the descriptors for your scales?</li> </ul>	Once
<b>Image Bank</b>	<ul style="list-style-type: none"> <li>Do you need to upload additional images apart from the School Logo?</li> </ul>	Once
<b>Proofing</b>	<ul style="list-style-type: none"> <li>Have you reviewed your schema assessments?</li> <li>Have you reviewed your schema outlines?</li> </ul>	Ongoing
<b>Import</b>	<ul style="list-style-type: none"> <li>Do you need to upload any checklist items?</li> </ul>	Once
<b>Comment Banks</b>	<ul style="list-style-type: none"> <li>Have you imported any comment banks?</li> <li>Do you need to add any comment banks for staff?</li> </ul>	Once

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## Awards Importer


### Feature availability

	Sentral Cloud (ST)	Sentral Enterprise (MT)
Academic reports module		■

### Overview

Use this function to import an awards file and then display the data when printing a report template for your students.

### To import an CSV file

1. Do one of the following:
  - a. If the reporting period is already open, select Reporting in the left menu, and then choose Awards Importer.
  - b. Select the menu icon (⋮) and choose Academic Reports.
    - i. Select  Setup and choose Academic Reports Setup.
    - ii. Select Edit next to the reporting period.
    - iii. Select Reporting and then choose Awards Importer.For more, see [Navigate reporting periods](#)
2. Choose a file – locate the file you exported from the Wellbeing module.
3. Select whether to deactivate existing student award records for the reporting period.
4. Select Import.