

# Academic Reports User Guide High School

September 2023



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# Contents

Introduction .....	4
Product versions .....	4
Role-based permissions .....	4
Access .....	5
To access a reporting period .....	5
To find classes assigned to you and view information .....	5
Enter data .....	6
Overview .....	6
To enter course results .....	6
To enter outcome results – fast class data entry .....	7
To enter outcome results per student .....	8
To enter outcome results when the schema has two assessment scales .....	8
To enter all results on a student-by-student basis .....	9
To enter attitudes and attributes .....	9
To enter comments for the whole class and/or individual students .....	10
To enter comments per subject/student .....	11
To enter a comment per student .....	12
To view class status and sign off .....	12
To view your assigned supervisor classes .....	12
To view your year advisor classes .....	13
Review and print reports .....	13
Overview .....	13
To review reports .....	13
To view and print summary reports .....	15
To print final reports .....	15
Grade distributions .....	16
Overview .....	16
To print grade distributions reports .....	17
Export data .....	18
To export reporting data .....	18
My Comments .....	18
To create your own comments and export them .....	18
To create a comment .....	18
To export your comments .....	19
To import comments .....	19
To filter comments by stages and subjects .....	19
Publish reports .....	19
Overview .....	19
To publish reports .....	20
Assign templates to students .....	20
Select schema layouts .....	20

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Select reporting class cohort layouts .....	20
Generate PDFs .....	20
Complete proofing and approval .....	21
Manage published reports.....	21
To unpublish reports .....	22
Bulk publish reports via email .....	22
View email history .....	22

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# Introduction

The Academic Reports module supports your school's reporting processes and workflows. It is designed to help you gather evidence about student achievement in relation to syllabus outcomes to assess skills and define future learning.

Your leadership team and Sentral Administrator have made decisions around the way Academic Reporting is configured at your school to manage each stage involved in creating the formal reports that you provide to students and parents. Some functions that you may see include:

- Direct access to curriculum statements for rich assessment and reporting
- Automated Markbook integration to eliminate double data entry
- Automated continuum integration to report on achievement standards
- Report wizard that checks and cleans common errors like gender, full stops, capitals and spelling
- Integration to the Continuum Tracker, Attendance, Portal, PXP, and Activities module once assessment criteria are defined
- Reporting data to provide insights and support improved decision making and individualised instruction
- Ability to publish and distribute reports digitally to parents.

## Product versions

The version of Sentral at your school may have a different user interface to the one shown in our YouTube videos and this guide. The features available are generally the same, although you may see differences because of the way Academic Reports is configured at your school.

## Role-based permissions

Your access is assigned to you by the Sentral Administrator (Administrator) at your school. They can set permissions at a granular level, and this determines the type of access you have and the functions you can access in the Academic Reports module.

- 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.

# Access

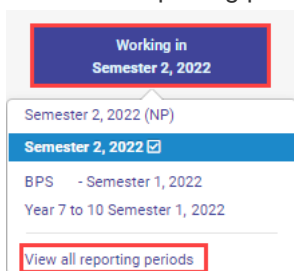


**Video:** Watch this video on our YouTube video for a quick intro to accessing your reports.

[Academic Reports | Accessing your reports...a quick intro](#)

## To access a reporting period

1. Select the Sentral menu icon (⋮) and then under Assessment, select Academic Reports. The Academic Reports home screen displays the most recent reporting period you opened.
2. Check the reporting period.



**Figure 1: Academic Reports – accessing a reporting period**

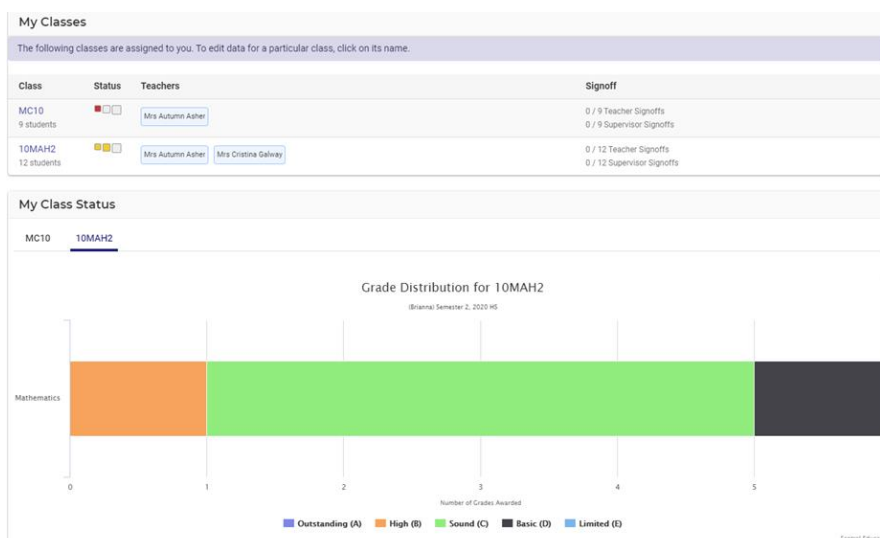
3. To open a different reporting period, in the left menu, select Working in, and then do one of the following:
  - a. Select a reporting period from the list that displays.
  - b. Select View all reporting periods to see a complete list. In Change Reporting Period, select Go next to the reporting period you want to work in.

## To find classes assigned to you and view information

1. Open the reporting period. See [To access a reporting period](#)

The Academic Reports home screen displays.

  - The My Classes section lists classes assigned to you. You'll see teacher details if you're a roll class teacher, class teacher, assisting teacher, or supervisor teacher.
  - The My Class Status section displays grade distribution graph if data has been entered.



**Figure 2: Academic Reports home screen**

2. In the My Classes section:
  - a. Check the Status column to view your data entry progress for a class.
    - **Green** = complete
    - **Yellow** = partially complete
    - **Red** = Incomplete/Yet to start.
  - b. Check the Signoff column to view the Signoff status for your reports.
  - c. Select a class name to go to the data entry screen for that class.
3. In the My Class Status section:
  - a. Select a class tab to view the grade distribution graph for that class.
  - b. Either view all or select a scale/colour to filter the display.

The grades display the scale set up by your school's Sentral Administrator.

# Enter data

## Overview

Your school's configuration determines how you're required to enter results. Your school will most likely use course results, grades, and comments. It may or may not use attitudes and attributes. It may or may not have configured schemas for two assessment scales.



**Note:** You can automatically sync grades and marks from various places, but you need to manually enter attitudes, attributes, and comments.



**Video:** Watch this video on our YouTube video on the different ways you can enter grades.  
[Academic Reports | Entering grades into your reports](#)

## To enter course results

Your Faculty Head may have created course results in relation to achievements. These can be student or cohort focused results such as rankings, averages, or marks.


1. Open the reporting period. See [To access a reporting period](#)
2. Do one of the following to select a class:
  - a. Select My Classes in the left menu, and then select a class.
  - b. In the Academic Reports home screen, select a class link under My Classes.

The Course Results screen displays.

This screen shows any reportable elements set up in the reporting period for you to assess. This may include course results, grades, attitudes, and comments. What you see is determined by your school's configuration of this module.



**Note:** If you're also assigned as supervisor, you'll see those classes listed as well.

3. View the reportable elements for the class.
  - If a schema is linked to a Markbook, course results display. You can override the marks.
  - If a schema is not linked to a Markbook, course results are blank. You can enter the marks.
4. Do one of the following:
  - a. Enter course results, and then select Save.
  - b. Review results synced from the Markbook.
    - i. Manually override results where required.
    - ii. Select the  Lock icon to prevent further changes through resyncing.
    - iii. Select Save.





7 English WC: Assessment - Course Result					
Teacher: Mrs Autumn Asher					
Status	Student Name	Mark		Rank	
		Task 1 Mark	Task 2 Rank	Task 1 Mark	Task 2 Rank
Markbook Syncing »					
		x / 0		x / 0	
<input type="checkbox"/>	ANGELA Mabel	25			
<input type="button" value="Save"/>					

Figure 3: Data Entry screen example

## To enter outcome results – fast class data entry

Follow these steps to enter results using the fast data entry.

1. Open the reporting period and select the class. See [To access a reporting period](#)
1. Select outcomes in the left menu.
2. Select an outcome column heading.

Year 7 English 1: Effort - English Life Skills						
Teachers: Mrs Lori Dinca, Miss Autumn Owen						
Assistant: Mrs Willia Andersen						
Status	Student	Effort	Overall			
<input type="checkbox"/>	DANGAR Vonnie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DELPRAT Kaley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ELDER Arlyne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	FERRY Booker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 4: Outcome column headers

3. Use the arrow below a grade to 'fill down' for the column, and then adjust grades for each student as necessary.

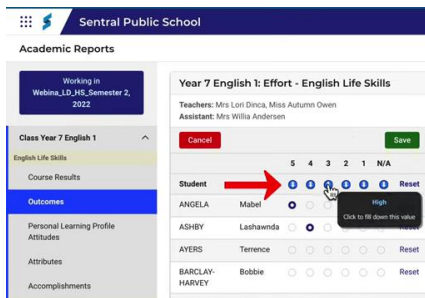


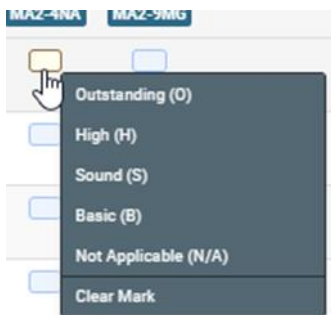
Figure 5: Fast data entry using column headers

4. Click Save.
5. Repeat for the next outcome.

## To enter outcome results per student

Follow these steps to enter results for each outcome per student.

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Enter the result in each box to the right of the student.  
Select the cell and choose a grade from the list. The student's status updates.



By default, the Overall Achievement grade is calculated as the average of all marks. This may be overridden manually or be linked to a Markbook.

## To enter outcome results when the schema has two assessment scales

Follow these steps to enter outcome results for the class if the schema has been set up for two assessment scales.



**Note:** For the two assessment scales to be visible, a user with access to Academic Reports Setup must first configure two settings:

1. Allow Secondary Achievement Scale – set this to Yes for the reporting period.
2. Assessment Schema Properties – specify both the default achievement scale and the secondary achievement scale.

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. For each student, select a cell to display the available options, and choose the appropriate grade.
  - a. Do this for the Overall Achievement grade – this uses the main scale.
  - b. Do this for the strands and outcomes – these use the secondary scale.

The status bar updates to green as marks are completed for each student.




Status	Student	Overall	ENGENGFY_1LANG	ENGENGFY_2LIT	ENGENGFY_3LITCY
■■■	1 Student	A	H	H	H
■■■	11 Student	B	L	H	H
■■■	14 Student	C	H	L	H
■■■	18 Student	D	L	L	H

- Repeat for each student.
- Select Save.
- To print the assessment report, select the Print Assessment Report button at the top of the screen. This generates a PDF of the assessment data on your current screen.

## To enter all results on a student-by-student basis

Use this option to enter course results by Strand, Outcome, Attitude and Attributes on a student-by-student basis.

- Open the reporting period and select the class. See [To access a reporting period](#)
- Select outcomes in the left menu.
- Select a student's name. The overall marking screen that allows you to enter course results, outcomes, attitudes to learning and comments for the student displays.
- Enter course results, outcomes, attitudes to learning and comments.
- Select Save.
- Do one of the following to move to the next student:
  - Use the Next Student icon  on the right.
  - Select a student name on the right.



## To enter attitudes and attributes

If your school is configured for Attitudes and Attributes, use this option to enter results per Attitude and Attribute for a class.

- Open the reporting period and select the class. See [To access a reporting period](#)
- Select Attitudes and the Attitude sub-group in the left menu.

Academic Reports

Working in

Class 08MA3

Mathematics

Course Results

Outcomes

Attitudes

Approach to Learning

Social Development

08MA3: Attitudes - Approach to Learning

Teacher: Mrs Autumn Asher

Status	Student	1	2	3	4	5	6
<input type="checkbox"/>	COMINO Matthew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DARTNELL Katelynn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	GILMORE Reynaldo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	GRAHAM Marta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	HASSELL Gaston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	IBBOTT Fredric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 6: Attitudes results entry – example

3. Do one of the following:
  - a. Enter results per student.
    - i. Work across the Attribute columns and enter a result for each attribute per student.
    - ii. Repeat for each student.
  - b. Enter results using fast data 'fill down'.
    - i. Select the first Attitude column header.
    - ii. Use the arrow below the most common result to 'fill down' the value, and then adjust results for students with a different result.
    - iii. Select Save & Next to move to the next Attitude.
    - iv. Repeat for each Attitude and then select Save.

08MA3: Attitudes - Committed to achieving personal best

Teacher: Mrs Autumn Asher

Cancel Save Save & Next

Student	C	F	S	R	N/A	Reset
COMINO Matthew	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reset
DARTNELL Katelynn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reset
ROMINO Reynaldo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reset
GAMBAGE Marta	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reset

Attitudes — Approach to Learning

Committed to achieving personal best

Communicates effectively and appropriately

Completes homework and assessment tasks on time

Motivated and interested in learning

Works effectively in groups and teams

Works independently with minimum supervision

- c. Enter results per student. See [To enter all results on a student-by-student basis](#)

## To enter comments for the whole class and/or individual students



**Video:** What this video on our YouTube channel to learn about entering teacher comments.

[Academic Reports | Entering Teacher Comments](#)



**Tip:** Some teachers like to add a generic comment as starter for all students.

Use these steps to enter a comment for the whole class and/or individual students.

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Select All Classes in the left menu, select the Year, and choose the class.
3. Select Overall Comments in the left menu.

4. Use the text box and merge fields at the top of the screen to prepare a comment.
  - a. Select Comment Wizard to use the repository of comments.
5. Either select all students or select the required students.
6. Choose the options to apply:
  - b. Whether to Replace or Append
  - c. Whether to use comment cleaning
  - d. Whether to save to My Comments to save the comments to a personal or shared comment bank.
7. Select Fill Down.  
The comment is applied to selected students.
8. Edit comments for students where required. Select Save.

## To enter comments per subject/student

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Select All Classes in the left menu, select the Year, and choose the class.
3. Select Overall Comments in the left menu.

4. Click the text box next to a student and enter subject comments.
5. Do any of the following:
  - a. Choose the First Name merge field to ensure correct spelling. Full Name uses the format displayed (e.g. SURNAME, First name).
  - b. Select Open Wizard to apply comments from the repository.
    - Browse the comments available in the Wizard tabs: Starters, My Comments, Shared Comments, Continuums, and History.
    - Select a comment bank from the dropdown list on the right to view more options.
  - c. Highlight text and select Literal to disable merge field processing and comment cleaning for the selected text. For example, to prevent the word 'will' being recognised as the name 'Will'.

6. Select Save.
7. Repeat for each student.

## To enter a comment per student

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Select the student's name in your class list.
3. Select the Comment box and enter text.
4. Do any of the following:
  - a. Choose the First Name merge field to ensure correct spelling. Full Name uses the format displayed (e.g. SURNAME, First name).
  - b. Select Open Wizard to apply comments from the repository.
    - Browse the comments available in the Wizard tabs: Starters, My Comments, Shared Comments, Continuums, and History.
    - Select a comment bank from the dropdown list on the right to view more options.
  - c. Highlight text and select Literal to disable merge field processing and comment cleaning for the selected text. For example, to prevent the word 'will' being recognised as the name 'Will'.
5. Select Save.
6. Select the checkbox for one of more completed comments and then set the status to completed.

## To view class status and sign off

These screens exist at both teacher and supervisor level.



**Video:** Watch this information on our YouTube channel about Class Status and Sign Off.  
[Academic Reports | Class Status and Sign Off](#)

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Select Class Status in the left menu.
3. Check the status of the configured reporting elements.  
Red – Not yet assessed; Yellow – Partially complete; Green – Complete.
4. If configured for your school, you'll see the Signoff as Teacher button at the top right.
  - a. Check the Teacher Signoff column – 'Yes' displays once it has been selected.
  - b. Hover over the 'Yes' to view the timestamp.  
You'll also see this button on the My Classes screen.
5. Select Signoff as Teacher and then select OK to confirm.



**Note:** When a supervising teacher accesses Class Status the same feature appears – but with the option to sign off as Teacher or Supervisor.

## To view your assigned supervisor classes

Use these steps if you've been assigned supervisor or year level access to review the status of reports, as well as class details and student details.

1. Open the reporting period and select the class you want to assess. See [To access a reporting period](#)
2. In the Academic Reports home screen, select the class that you want to assess.
3. View and access like a teacher. See the topics under [Enter data](#)
4. View the status of the configured reporting elements.
5. If configured for your school, you'll see the Signoff as Supervisor button at the top right.
  - a. Check the Supervisor Signoff column – Yes displays once it has been selected.
  - b. Hover over the Yes to view the timestamp.
 You'll also see this button on the My Classes screen.
6. Do one of the following:
  - a. Select a class. Select Signoff as Supervisor and select OK to confirm.
  - b. Select a student. Select a signoff option, enter a comment, and then select Save.  
The status is visible to the teacher. They can hover over the status to view comments about required amendments.

## To view your year advisor classes

Use these steps if you've been assigned year level access to review the status of reports, as well as class details and student details.

1. Open the reporting period. See [To access a reporting period](#)
2. In the Academic Reports home screen, select the class that you want to assess.
3. View and access like a teacher.
4. View the status of the configured reporting elements. Information is organised by student year level.
5. If configured for your school, you'll see the Signoff as Year Advisor button at the top right.
  - a. Check the Year Advisor Signoff column – Yes displays when you make a selection.
  - b. Hover over the Yes to view the timestamp.
 You'll also see this button on the My Classes screen.
6. Do one of the following:
  - a. Select a class. Select Signoff as Year Advisor and select OK to confirm.
  - b. Select a student. Select a signoff option, enter a comment, and then select Save.  
The status is visible to the teacher. They can hover over the status to view comments about required amendments.

# Review and print reports

## Overview

Use the information in this section to:

- review and print final reports for parents and students
- print summary reports for signoff
- view grade distribution.

Access to these functions is role based. You'll have access to these functions if you have been assigned teacher or administration roles.

## To review reports

### Feature availability

Feature availability	Central Classic (ST)	Central Cloud (ST)	Central Enterprise (MT)
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1. Open the reporting period. See [To access a reporting period](#)
2. In the Academic Reports home screen, under My Supervising Classes, view the classes you have been assigned to as a supervisor.
3. Under Review in the left menu, select Completion Status and then select either Teachers, Years, or Faculties.

The Year view displays classes, teachers, cohorts, status and percentage (%) completion bar.

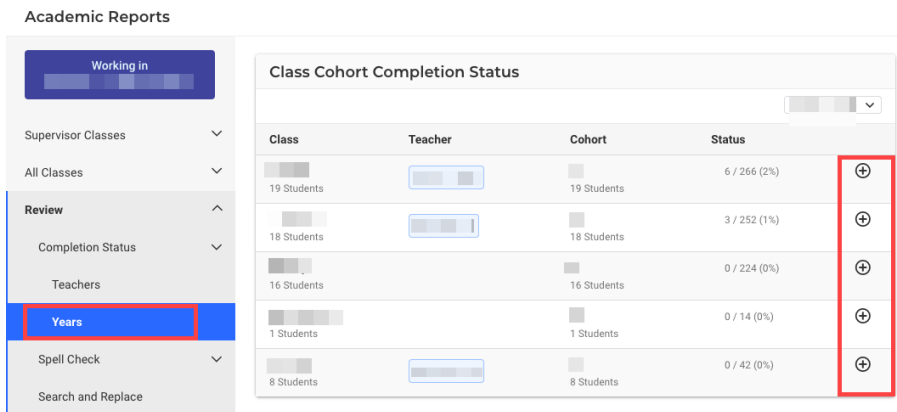


Figure 7: Completion Status screen filtered for Years

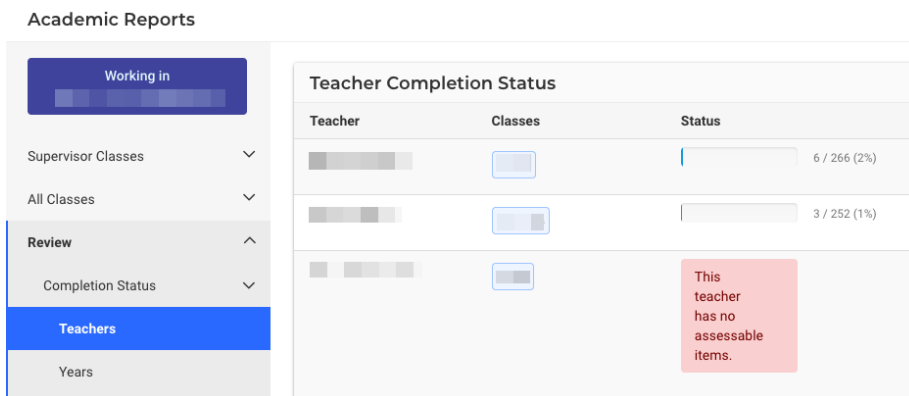


Figure 8: Completion Status screen filtered for Teachers

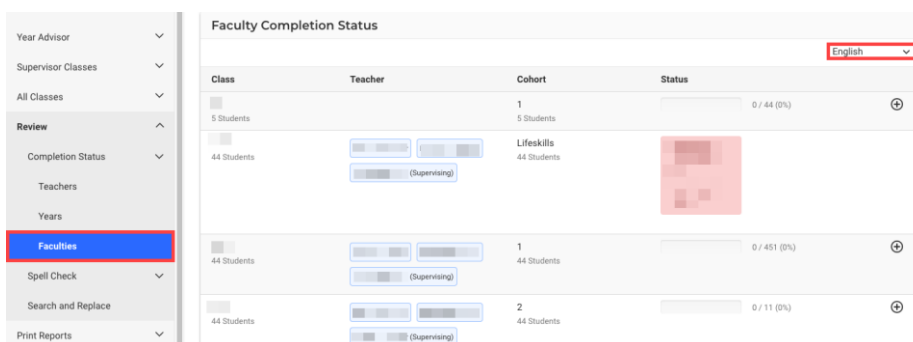
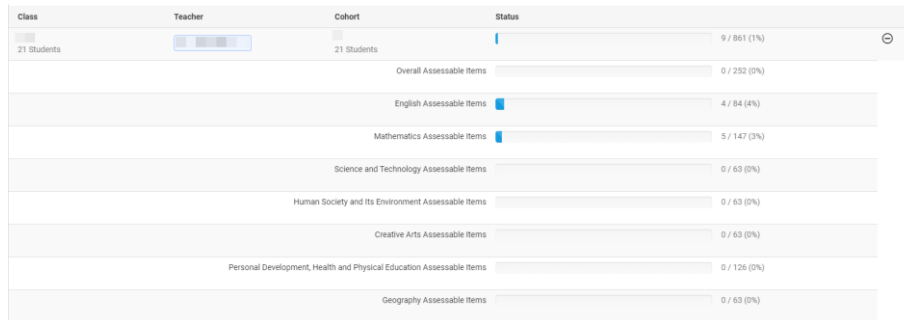


Figure 9: Completion Status screen filtered for Faculty

4. Select (Plus icon) next to a class to expand the view.

A list of assessable items displays – showing the bar graph completion.



**Figure 10: Expanded view of assessable items**

- Under Review in the left menu, select Spell Check, and then select either Overall Comments or Student Comments.  
Spell check results for the reporting period display.
- Under Review in the left menu, select Search and Replace.
  - Enter text and select Search. Results matching your search display. Searched text is highlighted.
  - Select comments, enter replacement text, and select Replace Selected Matches.

## To view and print summary reports



**Video:** Watch this information on our YouTube channel about printing summary reports.

[Academic Reports | Printing Summary Reports](#)

Use the information in this section to view an extract from a class summary report. This condensed form of the report shows the assessment criteria and comments.

- Open the reporting period. See [To access a reporting period](#)
- Do one of the following:
  - In the Academic Reports home screen, under My Supervising Classes, view the classes you have been assigned to as a supervisor.
  - In the left menu, under Supervisor Classes, view the classes you have been assigned to as a supervisor.
- Under Print Reports in the left menu, select Summary Reports.
- Under Select Summary Report Options:
  - Select whether to show or hide unmarked items.
  - Specify the font size for comments and data in the summary report.
- Under Select students to run the report against:
  - Select a print option and students.
  - Select Generate Reports.A summary of the assessment data displays.

## To print final reports

Use the information in this section to generate the actual layout for the reports sent to parents.



**Tip:** Once you've completed all the data entry for your class, we recommend that you generate a final report to view (on screen or printed) the actual appearance of your class reports before they go to Supervisors for review.



**Video:** Watch this video on our YouTube channel to learn about printing final reports.

[Academic Reports | Printing Final Reports – ensure a schema is assigned](#)

You might also want to review [Academic Reports Setup – Overall schema for high school](#)



**Warning:** You won't be able to print final reports if a schema is not assigned.

Assigning an assessment schema is a setup task, so you may need to follow-up with your school's Sentral Administrator.

1. Open the reporting period. See [To access a reporting period](#)
2. Under Print Reports in the left menu, select Final Reports.
3. Under Select template layout:
  - a. Select a template if more than one is displayed.
  - b. Specify whether to generate duplicate reports.
  - c. Specify collation options.

Collating as a ZIP file gives you a folder containing a pdf for each student in your chosen group. This then allows you to use printer options such as stapling and whether you want a different paper tray for the front page, for example.
4. Under Select students to run the report against:
  - a. Select an option.

The options range from By School Year to By Student. Teachers often select 'By Class' because they can generate a pdf and print 2 pages to 1 and back-to-back to form a compact print for proofreading.
  - b. Select Generate Reports.



**Tip:** This is where you print ALL reports if you're sending a hard copy to parents and students. We recommend generating reports in batches.

# Grade distributions

## Overview

Use the information in this section to generate grade distribution tables on a per year, class, or class cohort basis to show:

- Overall achievement grades
- Outcome grades
- Overall effort grades



- 
- Course outlines.



**Video:** Watch this video on our YouTube channel to learn about generating grade distributions tables.

[Academic Reports | Printing Grade Distributions Reports](#)

## To print grade distributions reports

1. Open the reporting period. See [To access a reporting period](#)
2. Under Print Reports in the left menu, select Grade Distributions.
3. Specify options relevant to your report under Select grade distribution options.
4. Under Select students to run the report against, select student and class options.  
You don't have the option to select By Student or By House when printing grade distributions.
5. Select Generate Reports. The generated report is specific to the class not an individual student. It shows the grade distribution for the selected class or classes.
6. Choose whether to view the generated reports in a browser or download them.

---

# Export data

You have a range of reporting data available for export. This includes:

- Overall assessment
- Attitudes to learning
- Attributes
- WACE
- Student monitoring
- Subject attitudes
- Outcomes
- Self-assessments
- Student grade distributions
- Grade results
- Overall grades
- Grade point averages.

## To export reporting data

1. Open the reporting period. See [To access a reporting period](#)
2. Select Export Data in the left menu.
3. Select a data group to export.

An Excel file is generated.

For Attributes, you also have the option to specify additional settings for a custom export.



**Note:** Some options are customised for systems.

# My Comments

## To create your own comments and export them

Use the information in this section to:

- create your own comments
- import and export comments
- filter comments by stages and subjects.

## To create a comment

Teachers can create comments for themselves or to share with staff.

Comments can be assigned to a Stage, subject and reporting period.

1. Open the reporting period. See [To access a reporting period](#)
2. Select My Comments in the left menu.
3. Select New Comment.
4. In Create New Comment:
  - a. Select a merge field option.
  - b. Enter a comment.
  - c. Select options for the stage, Subject, Reporting Period.

- 
- d. Select whether to share the comment
  - e. Select Save.

## To export your comments

1. Open the reporting period. See [To access a reporting period](#)
2. Select My Comments in the left menu.
3. View your saved comments in the My Comments section.
4. Select Export Comments.
5. In Export Comments, enter a file name, and select Save.  
The file is saved as a CSV file.

## To import comments

1. Open the reporting period. See [To access a reporting period](#)
2. Select My Comments in the left menu.
3. Select Import Comments.
4. Select a file to import.
5. Specify whether to include: Initial Stages, Subjects, Reporting Periods, Privacy.
6. Select Save. The comments are imported - associated with your user account.

## To filter comments by stages and subjects

1. Open the reporting period. See [To access a reporting period](#)
2. Select My Comments in the left menu.
3. Under Filtering Options:
4. Select options for the Stage, Subject and Reporting Period.
5. Select Filter and view results.

# Publish reports

## Overview

Use the information in this section to publish final reports:

- Assign a template to students
- Generate PDFs
- Complete proofing and approval steps
- Manage published reports
- Email reports to parents
- View report email history.



**Video:** Watch this information on our YouTube channel about *Class Status and Sign Off*.  
[Academic Reports | Class Status and Sign Off](#)

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## To publish reports

### Assign templates to students

1. Open the reporting period. See [To access a reporting period](#)
2. Select Publish Reports in the left menu, select Assign Templates to Students, and then choose Default Template.
3. Select the default template layout.  
The default template allows you to assign one template for all school reports. You should be able to use the layout your school created. If you don't select one, the system default template is used. You can adjust this in the next step.
4. Select Save.

### Select schema layouts



**Note:** This is optional. You only **need** the default template. You make extra selections for the schemas and class cohorts if you don't want to use the default for some groups.

1. First, assign templates to students. See [To publish reports](#)
2. [Assign templates](#) to students
3. Select Publish Reports in the left menu, select Assign Templates to Students, and then choose Schemas.
4. Select schema layouts. Either use the default or select a different template option for the schema.
5. Select Save.

### Select reporting class cohort layouts



**Note:** This is optional. You only **need** the default template. You make extra selections for the schemas and class cohorts if you don't want to use the default for some groups.

1. First, assign templates to students and select schema layouts. See [To publish reports](#)
2. [Assign templates](#) to students and [Select schema layouts](#)
3. For each cohort, either accept the default or select a different template option. You can override the template for each cohort if you wish.
4. Select Save.

### Generate PDFs

Use these steps to generate reports for publishing to the parent portal and to email to parents.



**Note:** Depending on your school's version of Sentral, you may see this menu labelled as 'Generate' or 'Generate PDF'.

1. First, [Assign templates to students](#), [Select schema layouts](#), and [Select reporting class cohort layouts](#).
2. Under Publish reports, select Generate.

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Depending on your school's version of Sentral, you may see this called Generate PDFs.

3. Do one of the following:
  - a. Choose filter options, and then select Set Filter.  
Depending on your version of Sentral, you may have an additional filter called 'Cohort'.
  - b. Search for and select a single student.
4. Select Generate Reports.  
Progress information displays as the reports are generated, followed by a confirmation message once the generation process is complete.

### Complete proofing and approval

Individual PDF Proof allows you to visually check the reports one at a time. You can approve or reject it and move onto the next one.

1. First, [Assign templates to students](#), [Select schema layouts](#), [Select reporting class cohort layouts](#) and [Generate PDFs](#).
2. Under Publish reports in the left menu, select Proofing & Approval.
3. Do one of the following:
  - a. Select Individual PDF Proof.  
Depending on your school's version of Sentral, you may see this called Proof.
    - i. Visually check the report.
    - ii. Select either Approve Report or Reject Report.
    - iii. Move on to the next one. Students matching your search filters are listed on the right.
  - b. Select Bulk Approval.  
Depending on your school's version of Sentral, you may see this called Bulk Proof.
    - i. Select checkboxes for reports you want to publish and select Approve Reports.
    - ii. Select checkboxes for reports that need amendments and select Reject Reports.

### Manage published reports

1. First, [Assign templates to students](#), [Select schema layouts](#), [Select reporting class cohort layouts](#) and [Generate PDFs](#) and [Complete proofing and approval](#).
2. Under Publish Reports in the left menu, select Manage Published Reports.  
Depending on your school's version of Sentral, you may see this called Publish.
3. Select Overview in the left menu.
4. In Publish Reports Overview:
  - a. View the details for the class years published.
  - b. Choose whether to enable the reporting period in the portal.
  - c. Select Save.
  - d. Select the year group to view the list of students who have published and unpublished reports.
    - i. On the Published tab, for selected students, choose whether to Publish to Parent Portal Feed, Reject, Reprint, Unpublish Reports.
    - ii. On the Unpublished tab, select to publish reports.
5. Select Publish in the left in the left menu
6. In Publish Reports:
  - a. Choose filter options and select Set Filter.
  - b. Select students.
  - c. Select Publish Reports.  
Once a report is published, it automatically goes into the student's profile regardless of whether it has been emailed to the portal and the settings in Overview.
  - d. Select the Published tab to view details of students whose reports were published.

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- e. Select students and then select Publish to Parent Portal Feed.

## To unpublish reports

Use the information in this section to unpublish reports and make corrections if you discover errors in one or more reports. For example, you might notice a wrong template used or that the template requires corrections.


1. Under Publish Reports in the left menu, select Manage Published Reports.  
Depending on your school's version of Sentral, you may see this called Publish.
2. Select Publish in the left menu.
3. In Publish Reports, select the Published tab.
  - a. Select students.
  - b. Select Unpublish Reports.

When you unpublish a report, two things happen:

- The report that was populated into the student profile and sent to the Portal is withdrawn from their locations.
- The report moves from the Published to the Unpublished tab rather than being deleted from the system.

## Bulk publish reports via email

Use the information in this section to bulk publish student reports to parents via their preferred email address.

1. Under Publish Reports in the left menu, select Email to Parents.  
Depending on your school's version of Sentral, you may see this called 'Email'.
2. View the Summary details on the right. Action contacts without email addresses.  
 The Reports module shows what is missing but you can't action missing addresses within this module. One option is to fix the data in CASES21 and sync it back into Sentral. Another option is to manually enter addresses in the Messaging module.
3. In Email Reports:
  - a. Enter subject details and choose whether to add student names.
  - b. Choose a Template.
  - c. Choose whether to resend reports.
  - d. Enter content for the body of the email. Use the available merge fields and editing tools.
4. Do one of the following:
  - Select Save as New Template.
  - Select Update Current Template.
5. Select Email Published Reports.  
The process of attaching reports and emailing them to parents' email addresses is initiated. Outgoing emails have student reports attached in PDF format while subject and body of the email is common to every parent.

## View email history

1. Under Publish Reports in the left menu, select Email History.
2. In Email Reports, view details such as date and time of reports sent to parents.

