SENTRAL

Academic Reports – Interim User Guide

2022

# Contents

Home Screen

Target Audience

- Classroom Teachers

Content

- Within this course, staff will learn what the home screen displays.

Overview

- Staff will learn what displays on their home screen.
- Staff will be able to access the reporting period by selecting Go.
- The following screen (or something similar) will display.
- A grade distribution graph will only display if data has been entered.
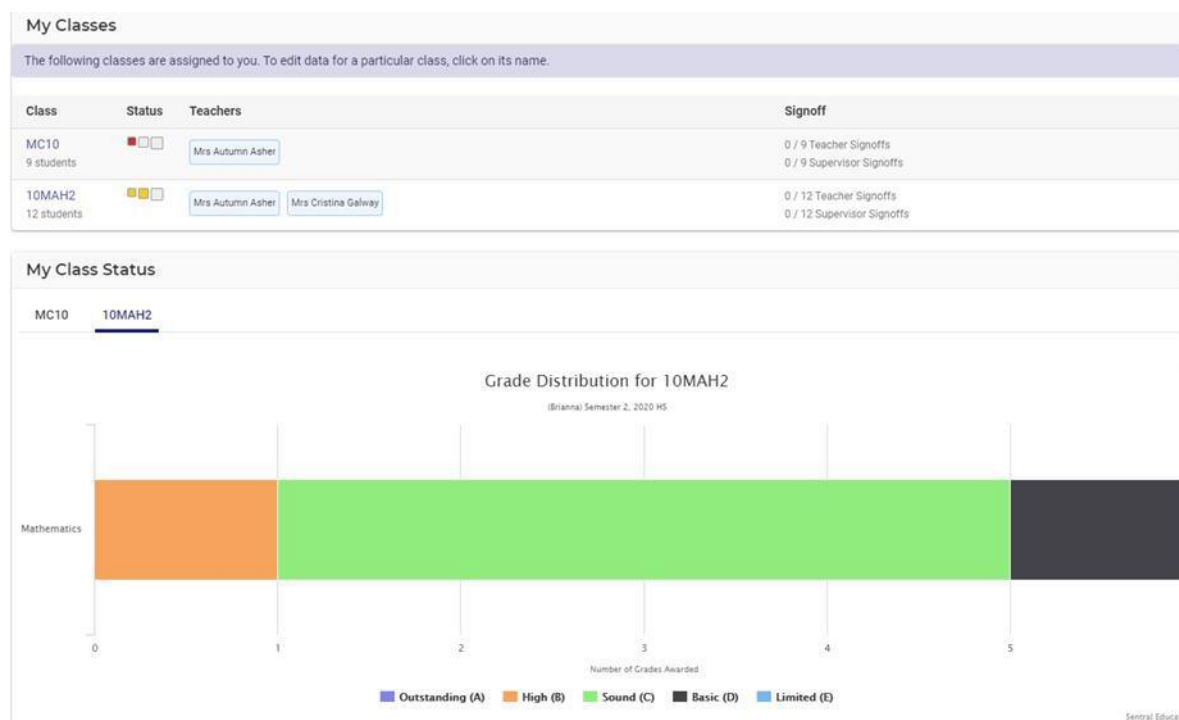
As a teacher, you can see the classes you have assigned to you and can click on the Class name to go to data entry screen.

- **Green** = complete
- **Yellow** = partial completion
- **Red** = Incomplete/yet to start

The status bar indicates how far along you are with the completion of data entry.

Teachers can be roll class or class teacher as well as any assisting, supervisor teachers.

Signoff displays the status of relevant signoffs for your reports.

Grade Distribution displays achievement grades according to the school scale. You can either display all or click on one of the scales/colours to filter your display.

Data Entry

Target Audience

- Classroom Teachers

Content

Within this course staff will learn how to:

- Enter Attitudes and Attributes
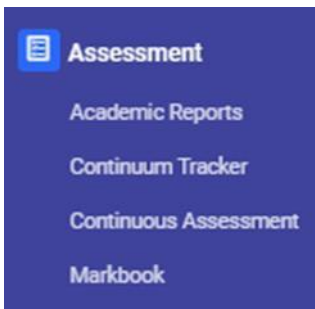- Comments (if applicable)
- Class Status
- Print

Overview

Staff will learn how to manually enter Attitudes, Attributes and Comments to an Interim Academic report.

Enter Attitudes and Attributes

The following procedure is to show users how to enter grades into Academic Reports.

1. Select the **Academic Reports** from within the **Assessment** group.

The Academic Reports home screen displays.

2. Select **My Classes** on left-hand menu or click on classes in the middle of your screen. Select one of your classes.

3. If you are also assigned as supervisor, those will appear on your screen.
4. The Assessment Data Entry screen displays. This will vary for each school. All data entry or reportable items that relate to a teacher will be display under that class.

Enter by Class, Attitude and Attributes

1. The Subject/Attitude is displayed and highlighted yellow.

2. Click each cell next to student name and select the appropriate grade.
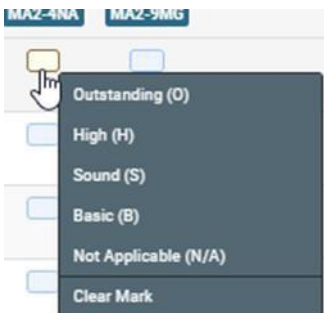
3. By default, the Overall Achievement grade is calculated as the average of all marks. This may be overridden manually or be linked to a Markbook.
4. The status bar will go green once completed for each student.

5. The **(?)** icon displays a legend explaining this.

Information

Click on the column heading for fast class data entry or click on an individual cell to mark/edit by student.

Legend

A	= Calculated Grade
B (A)	= Overridden Grade
C	= Grade
D	= Invalid Grade

Enter by Strand, Outcome, Attitude and Attributes

1. The Outcome/strand is displayed and highlighted yellow.

2. Click the number/letter at the top of a column. Select the arrow icon below the 'most common' result to fill down.
3. Click the appropriate button for any students who have a different result. Click the green Save & Next to move to the next Outcome/Attitude.
4. Outcome (or Attitude) or Save.
5. Click the number/letter at the top of a column. Select the arrow icon below the 'most common' result to fill down.

Printing an Assessment Report

1. From any data entry screen there is a **Print** icon [Print Assessment Report] in the coloured menu bar at the top of the screen. This will generate a pdf of assessment data on that screen.

00KB: Assessment - English

Mandy - Semester 1, 2020

Student	Effort	KLA	Reading and Viewing	Speaking and Listening	Writing and Representing
DACEY Stuart		**B**	B	B	B
EATON Bobbie		**B**	C	C	A
EVE Harvey		**B**	B	B	C
FOLLETT Galen		**B**	C	A	B
PLOWMAN Simonne		**B**	B	C	B
ROSENSTENGEL Isaac		**B**	B	C	B
STRAHAN Kareem		**B**	B	C	B
WARNES Maxie		**B**	B	C	B
WAWRZYNIAK Stan		**B**	B	C	B

Total Students: 20

Marking Scale: A = Working Beyond, B = Achieving, C = Working Towards

Effort Scale: Exc = Excellent, VG = Very Good, Con = Consistent, Imp = Improvement Required

Reading and Viewing = Reading and Viewing, Speaking and Listening = Speaking and Listening, Writing and Representing = Writing and Representing

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Enter by Student

1. Click on the Student's name.
2. This allows you to complete all Assessment indicators for a student in one screen. Use the arrows or student list at the right to move between students.

Attitudes for Year 7								
							Save	Cancel
■□□ Social Development		C	U	S	R	N	N/A	
		⬇	⬇	⬇	⬇	⬇	⬇	Reset
Accepts responsibility		○	○	○	○	○	○	Reset
Follows school behaviour expectations in the classroom		○	○	○	○	○	○	Reset
Follows school behaviour expectations in the playground		○	○	○	○	○	○	Reset
Is cooperative and reliable		○	○	○	○	○	○	Reset
Shows tolerance and respect towards others		○	○	○	○	○	○	Reset

Comments

Teachers can enter a comment for the whole class and/or the individual student.

Enter a generic comment to multiple students

7A Maths: Comment - Teacher
Teachers: No teacher assigned to this class!

First Name | Full Name | He / She | His / Her | Him / Her | Himself / Herself | Literal   Too Short (0/450)

A A B *I* U   Save to My Comments Comment Wizard Fill Down Undo Fill Down Clear

1. Use the text box and merge fields at the top of the screen.
2. Before clicking **Fill Down**, either click the checkbox to select all students or tick the checkbox beside the required students.
3. Take care to decide between **Replace** or **Append**.
4. Select **Comment Wizard** to use repository of comments.
5. Save to **My Comments** allows staff to save to personal or shared comment bank.

Enter comment per subject/student.

1. Click as prompted in the white space below a student's name.

■□□ GUNACHANDRAN, Ben   Select ☐

First Name | Full Name | Literal | B | *I* | U   Too Short (0/450)
English   Sound
Effort   No Mark
Open Wizard Save to My Comments   Revert Cancel Save
A A   Self Assessment: None
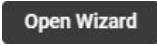
2. Choose the **First Name** merge field to ensure correct spelling. **Full Name** will use the student name as it appears above.
3. **Literal** is used in situations where you do not want a word to be recognised as a name. e.g. 'will' not 'Will'. In such a case, highlight the word, then select Literal.

4. The font increase and decrease icons ONLY affect the viewing size of the font whilst entering a comment.

5. **Open Wizard** to Open Wizard apply comments from the repository.

6. Staff can select starters, my comments (comments I have saved), shared comments, outcomes, content, continuums, and history.

7. The **History** tab displays comments for that subject from previous years.

8. Use the name, He/She or Insert function to prepend before the comment.
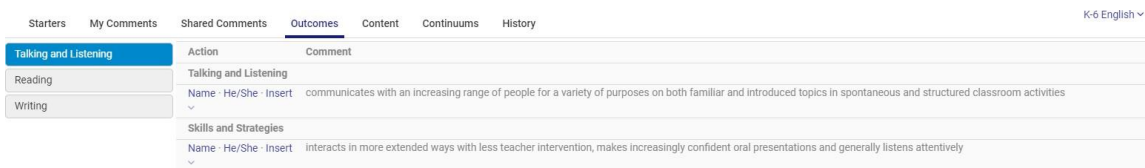
9. On the right-hand side, select more **comment banks**.
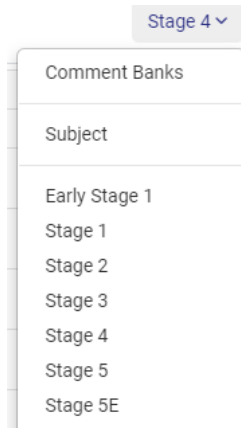
Class Status

These screens exist at both teacher and supervisor level. They use the 'traffic light' indicators to show the status of the various reporting aspects.

1. If configured, note the **Signoff as Teacher** button at the top right; once selected a **Yes** will appear in the Teacher Signoff column. A timestamp appears on hover. This also shows on the My Classes screen.

2. Click on **No** for each student to modify the signoff and switch to Yes and add comment for the Supervisor.

3. To sign off in bulk click on **Signoff As Teacher**.
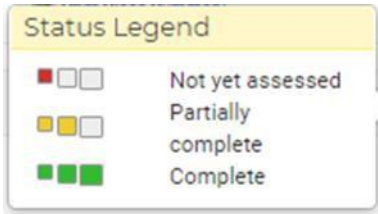
4. When a supervising teacher accesses Class Status the same feature appears but with the option to sign off as Teacher or Supervisor.

Print Reports

Target Audience
- Teaching Staff
- Administration Staff

Content
Within this course staff will learn how to:
- Review Reports
- Print Final Reports
- Summary Reports
- Grade Distribution

Overview
Staff will learn how to print summary reports for signoff and review, print final reports for parent and students.

Review

1. Select **Completion Status** and then a filter option of teachers or years.

2. This Year view displays classes, teachers, cohorts, status and % completion bar.

3. Click on the to expand the view.

4. A list of assessable items displays with bar graph completion.

5. Filter by year groups if required.
6. Select Spell Check and perform for overall or student base comments.

7. You may have no spelling errors.

Spell Check

Overall Comments

Great news! It looks like there were no spelling errors detected in your overall comments for this reporting period.

8. Select student comments and if there are errors, they will be visible and editable.

Spell Check

Student Comments

Taj PROUT Mathematics Year 8 Edit Comment »	He TajTaj PROUT is a good student. JjHe can answer yes/no questions to collect information. He can identify outcomes of familiar events involving chance and describe them using everyday language such as 'will happen', 'won't happen' or 'might happen'. Taj can represent data with objects and drawings where one object or drawing represents one data value. Can describe the. Displays. He is and TajTaj PROUT is a good student and Blah blah blah. Save this student comment.
Lucy SADLER Mathematics Year 8 Edit Comment »	She can represent practical situations to model addition and sharing. She can subitise small collections of objects. She recognises and interpret common uses of halves, quarters and eighths of shapes and collections, however, can count and order small collections of australian coins and notes according to their value. Lucy LucyLucy SADLER is a bad student.

9. Replace and Search allows for bulk word replacement.
10. Enter the search text below to perform a bulk search of your reporting period comments. After clicking Search, a list of matching comments will be displayed, and you can enter a replacement string to substitute.

Search and Replace

Select All   Deselect All

☐ **Vonnie DANGAR** Year 1 - Rollclass 01A English Edit Comment »	Vonnie communicates with an **increasing** range of people for a variety of purposes on both familiar and introduced topics in spontaneous and structured classroom activities. She interacts in more extended ways with less teacher intervention, makes **increasing**ly confident oral presentations and generally listens attentively, however, recognises a range of purposes and audiences for spoken language and considers how own talking and listening are adjusted in different situations.
☐ **Vonnie DANGAR** Year 1 - Rollclass 01A Mathematics Edit Comment »	Vonnie can count, order, read and write numbers up to 10 000. She can describe patterns **increasing** or decreasing by threes, fours, sixes, sevens, eights and nines and applies place value to order, read and represent numbers of up to five digits.
☐ **Kaley DELPRAT** Year 1 - Rollclass 01A English Edit Comment »	Kaley communicates with an **increasing** range of people for a variety of purposes on both familiar and introduced topics in spontaneous and structured classroom activities. She interacts in more extended ways with less teacher intervention, makes **increasing**ly confident oral presentations and generally listens attentively, however, recognises a range of purposes and audiences for spoken language and considers how own talking and listening are adjusted in different situations.

11. The word you searched is highlighted.
12. Tick the comments that need to be searched and then enter the replacement word.

☑ **Daniel WHEATON** Year 2 - Rollclass 02G English Edit Comment »	Daniel has worked well this term, he works well with his class members. Daniel communicates with an **increasing** range of people for a variety of purposes on both familiar and introduced topics in spontaneous and structured classroom activities.
☑ **Collen WHITTA** Year 2 - Rollclass 02G English Edit Comment »	Collen has worked well this term, she works well with her class members. Collen communicates with an **increasing** range of people for a variety of purposes on both familiar and introduced topics in spontaneous and structured classroom activities.

With the selected comments, replace the word/phrase **increasing** with: `increase`   **Replace Selected Matches**

13. A green banner will display to indicate the replacement has occurred and comment updated.

Summary Reports

This presents data in a condensed form. An extract from a class summary report appears below. It will display all the Assessment Criteria, Comments, and may be useful for identifying any incomplete data as well as providing a condensed overall summation.

1. Select whether to show or hide unmarked items.

2. Select students to run the report for.

Select Summary Report options		
Hide Unmarked Items	Yes No	
	When this item is checked any items that are unmarked will be left off the report.	
Font Size	8 ▼	
	Specify a font size for comments and data in the summary report.	

Select students to run the report against

By School Year Print final reports for all students in a selected school year.	**Select a Year**
	● Year 10
	○ Year 1
By Class Cohort Print final reports for all students in a selected class.	○ Year 2
	○ Year 3
	○ Year 4
By Class Print final reports for all students in a selected class.	○ Year 5
	○ Year 6
	○ Year 7
By House Print final reports for students in a selected house group.	○ Year 8
	○ Year 9
	○ Year B
By Student Print the specified students final report.	○ Kindergarten
	○ Year P

Print Options

● Group by Student ○ Group by Class

Generate Reports	
	[Generate Reports]

Final Reports

This will generate the actual layout that will be sent out to parents.

Once you have completed all the data entry for your class it is strongly recommended that you generate a final report so that you may view (on screen or printed) the actual appearance of your class reports before they go to Supervisors for review.

1. Select the right template if more than one is displayed.
2. Collating as a **ZIP file** will give 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 being able to select a different paper tray for, say, the front page.
3. It is common practice for a teacher to select **By Class**. (The pdf generated can be printed 2 pages to 1, back to back to form a compact print for proofreading).
4. However, this is where **ALL** reports will be printed if they are be sent to parents and students as a hard copy.

Grade Distribution

These tables can be generated on a per year, class or class cohort basis. They can display Overall Achievement grades, Outcome grades and/or Overall Effort grades, course outlines.

Select grade distribution report options

Show School Header	Yes	**No**
	Whether to show a header which shows the school name, logo and details about the reporting period.	
Show Course Outline	Yes	**No**
	Include the course outline of the subject if it is available.	
Achievement Distribution	**Yes**	No
	When this item is checked the grade distributions will also be generated for achievement.	
Achievement Breakdown Distribution	**Yes**	No
	When this item is checked the grade distributions will also be generated for all achievement items assessed.	
Effort in Learning Area Distribution	Yes	**No**
	When this item is checked the grade distributions will also be generated for effort in learning area.	
Page Orientation	**Portrait**	Landscape
	Whether the page is taller or wider.	

Select students to run the report against

	Select a Year
By School Year Print final reports for all students in a selected school year.	● Year 10
	○ Year 1
	○ Year 2
By Class Cohort Print final reports for all students in a selected class.	○ Year 3
	○ Year 4
	○ Year 5
By Class Print final reports for all students in a selected class.	○ Year 6
	○ Year 7
	○ Year 8
	○ Year 9
	○ Year B

Export Data and My Comments

Target Audience

- Teachers
- Administration Staff

Content

Within this course staff will learn how to

- Export various pieces of reporting data
- Use My Comments

Overview

Export Data

Staff will learn how to generate various exports based on options here for groupings of report data, mostly in Excel format. Some options are customised for systems.

- Overall Assessment
- Attitudes to Learning
- Attributes
- WACE
- Student Monitoring
- Subject Attitudes
- Outcomes
- Self-Assessments
- Student Grade Distribution
- Grade Results
- Overall Grades
- Grade Point Averages

My Comments

You can create your own Comments, Import and Export them. Your comments can then be filtered by Stages and Subjects.

Filtering Options						
Stage	-- All --	Subject	-- All --	Reporting Period	-- All --	Filter

My Comments				Export Comments	Import Comments	New Comment
Stage	**Subject**	**Reporting Period**	**Comment**			**Controls**
Early Stage 1	English	Cade - Semester 1, 2019	{he_she} communicates with peers and known adults in informal situations and structured activities dealing briefly with familiar topics. {he_she} demonstrates basic skills of classroom and group interaction, makes brief oral presentations and listens with reasonable attentiveness. {he_she} recognises that there are different kinds of spoken texts and shows emerging awareness of school purposes and expectations for using spoken language.			Edit Delete

New Comment

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

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

Create New Comment ✕

Comment:

First Name	Full Name

Stage: -- None --

Subject: --None--

Reporting Period: Semester 2, 2021

Shared Comment: Yes No

Save Cancel

Publish Reports

Target Audience
- Administration Staff

Content
Within this course staff will learn how to:
- Assign a Template to Students
- Generate PDF's
- Proofing and Approval
- Manage Published Reports
- Email to Parents
- Email History

Overview
Staff will learn how to Publish Reports to the Portal or via email.

Assign Templates to Students.
This displays the actual layout the parents will receive. This is the actual layout created by the school.

Step 1. Default Template

The purpose of a default template is to allow the user to assign one template for the 'all school' reports. (This can be adjusted in the next step).

Select the Template and **Save**.

Step 2. Schemas

The purpose of schema layouts is to enable you to assign a different template to Schema Name, if you wish to.

Step 3. Reporting Class Cohort

The purpose of Reporting Class Cohorts is to enable you to assign a unique template to a class or classes, if you wish to.

Generate PDF's

The Generate Reports section allows you to generate reports for publishing to the parent portal and to email to parents. Once you click on the generate reports button below you will see the progress of your reports as they are printed.

School can generate by Roll class, Class, or School Year.

Generate Reports

The **Generate Reports** section allows you to generate reports for publishing to the parent portal and to email to parents. Once you click on the generate reports button below you will see the progress of your reports as they are printed.

Filter By	
Rollclass:	Select...
Class:	Select...
Cohort:	Select...
School Year:	Select...

Set Filter   Generate Reports

1. Click on Set Filter and then Generate Reports.
   When the reports have been generated the screen will change slightly and a green message bar will appear.
2. A dialog box will appear to indicate the number of repots being generated.

Generate Reports   Cancel Generation

5 reports pending.

Agnew, Zac	Buddicom, Elijah	Goll, Lola
Moses, Mason	Trouton, Zane	

3. A message will display indicating the generation process has finished.
4. Staff can also cancel generation.

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.

Proof Report

Broadway College

2020 - Semester 2

Report for:
Alice CARDELL-OLIVER
Year 10

Subject	Teacher	

Attendance

Whole Days Absent	1	Partial Days Absent	0
Explained Whole Days Absent	1	Explained Partial Days Absent	0
Unexplained Whole Days Absent	0	Unexplained Partial Days Absent	0

Understanding This Report

Approve Report   Reject Report

Search By

Student Search:

Rollclass: Select...
Class: Select...
School Year: Select...

Set Filter

Report List

Year 10 - Cardell-Oliver, Alice
Year 10 - Cockburn, Amelie
Year 10 - Curley, Jade
Year 10 - Doolan, Samuel
Year 10 - Frewer, Marcus
Year 10 - Frewer, Amelie
Year 10 - Goninan, Bailey
Year 10 - Jorgensen, Angelina
Year 10 - Leadbeater, Eden
Year 10 - Lillico, Ruby
Year 10 - Lyttle, Anna
Year 10 - McCallum, Blake

Bulk Approval does not have a viewing feature but allows you to tick multiple reports for approval or rejection. It has a tally that changes as you work through the list.

Select to **Approve** or **Reject Reports**.

The **Reports List** will populate this work.

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Manage Published Reports
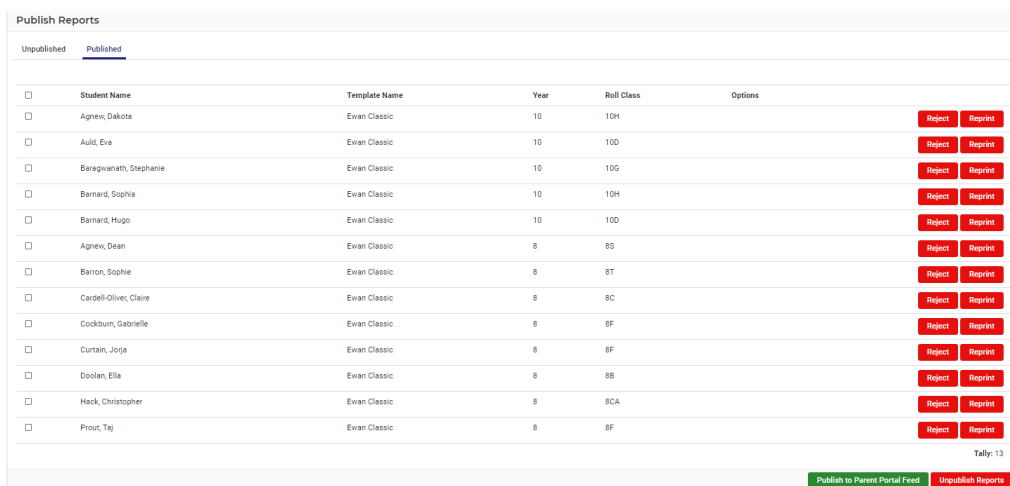
The **Overview** screen is very brief and essentially read only. You can see which class year has been published and how many reports were too.

It also enables the reports to be shown in Portal.

1. Click on the **Year Group** and this displays a list of the students who have published and unpublished reports.

2. Staff can reject, reprint and Publish to Parent Portal Feed.
3. If you go to Unpublished tab, staff can publish these reports.

Publish Screen

1. To complete the publishing process, go to the left-hand menu and click **Publish**. A submenu opens.

   NOTE: Once a report is published, it automatically goes into the student's profile regardless of whether (a) it has been emailed to the portal and (b) the settings in Overview.

2. Tick the reports you intend to publish.
3. Click Publish Reports.

   You can check whether the process worked by clicking the **Published** tab on the top right-hand side. The screen refreshes and you can see the details of whose reports were published.

4. Tick student/s name and **Publish** to **Parent Portal Feed**.

   If you discover an error in a single report (or multiple) reports, you can unpublish it in order to make corrections. (e.g. wrong template used, or template requires corrections).

When you **Unpublish a Report**, two things will happen:

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

Email to Parents

This enables a school to publish Reports via email. This screen is to bulk publish student reports to parents via their preferred email address.

Once you click on **Email Reports** it will initiate the process of attaching relevant student reports and will be sent to parent's email address.

Outgoing emails will have student reports attached in PDF format while subject and body of the email will be common to every parent.

1. Create your email a template and **Save** or **Update Current Template**.

   Once you have created a New Template, these will save and can be used in the future.

2. A legend provides information on the status.

Email History: displays the date/time of the email sent to parents.

Glossary of Terms

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

Item	Description	Type
Comment Automatic Cleaning	When set to off certain comment formatting will be disabled.	On/Off
Comment Fill Down	Enables the comment fill down feature.	On/Off
Student Names	How student Names will appear on Reports.	Drop Down
Student Print Format	The way the student's name will be printed on final reports.	Drop Down
Zip Collation Format	The way the student's name will be formatted for Zip collated PDFs.	Drop Down
Print Order	Determines the order in which printed student reports will appear.	Drop Down
Teacher Names	Specifies the format to be used for teacher names when printing reports.	Drop Down
No scale grade display	What to show for assessments that have yet to be assigned a scale grade.	Drop Down
Enable Reports Publishing	If this is turned on the reports publishing section will be displayed.	On/Off
Curriculum Groups	Set the curriculum groups to be used by your school here.	On/Off
Label	Name of comment type.	Text
Reports Style	The report style depends on how you report – primary, interim, high.	drop down
Filter By Start Date	Filters students to only those enrolled after the reporting period start date.	Yes/No
Staff Signoff	Include support for Teacher, Supervisor and Year Advisor sign offs.	Yes/No
Student Portal: Enabled	Whether or not self-assessment for this reporting period is enabled in the student portal.	Yes/No
Student Portal: Overall Self-Assessment	Whether or not students can enter an overall self-assessment.	Yes/No
Student Portal: Subject Self-Assessment	Whether or not students can enter self-assessment for each subject.	Yes/No
Hard Limit	Truncate comments to maximum comment length.	Radio button
Soft Limit	Allow comments to go over the maximum limit with a warning.	Radio button
Reporting Period Naming Defaults	Default Names to be displayed on reports.	Text
Reporting Period: Initial Setup	Select a reporting period to copy the setup information from. Use common defaults or start from scratch.	Radio button

Item	Description	Type
Subjects: Name	The name of the subject as used throughout Sentral Reports.	Text
Subjects: Print name	The name of this subject to appear on the printed report. If left blank, it will use the Name field.	Text
Subjects: Short name	The name of the subject when space is limited.	Text
Subjects: Is assessable as a secondary subject	A subject that is assigned as a secondary subject can be added to a schema as an additional assessment along with the main subject.	Yes/No
Subjects: Show in subjects list	Whether this subject should show on the subjects list component in a report layout.	Yes/No
Subjects: Include GPA	Whether this subject's overall achievement grade should be included in Grade Point Average calculations.	Yes/No
Subjects: Comment bank	Whether to link a specific comment bank to this subject.	Drop Down
Classes: Assign a teacher	assign teachers to classes as assisting, teacher, supervising.	Drop Down
Students: Add	Pinning this student will keep them enabled in this class cohort regardless of their syncing status. Or disable this class linking.	Pin/Disable
Students: Pin	Add student to another class.	Drop down
Scales: Sort direction	The preferred sort order for scale grades achievement scale.	Radio button
Scales: Average Student Grades From Zero	When this option is turned on, averaging a student grade using this scale will treat the lowest grade in the scale as having a weight of 0 rather than 1.	Yes/No
Course Results: Course based	These results are the same for all students in a course — e.g. an average exam mark for a course.	Add
Course Results: Mark Type	Type of mark.	Drop down
Course Results: Class based	These results are the same for all students in a class — e.g. an average exam mark for a class.	Add
Course Results: Student based	These results are different for each student — e.g. a student mark or student rank.	Add
Attitudes: Subgroup name	The name of the subgroup that will be used throughout Sentral Reports.	Text
Attitudes: Description	Description of this subgroup of attitudes that can be displayed on the final report.	Text
Attitudes: Attitude Tags	Attitude Tags are an optional way of having an additional grouping for attitudes when printing.	Text
Activities: Source	The name of the group that will be used throughout Sentral Reports.	Text

Item	Description	Type
Activities: Group name	You can manually enter activities in Reports, or sync from the Activities module.	Selection
Activities: Select the student lists (cycle instances) to import	Select the activity cycles.	Drop down
Overall Schemas: Schema Name	A unique name for the schema, e.g. Stage 2 Classes.	Text
Overall Schemas: Achievement Scale (Default)	The default achievement scale to use for achievement grades. This is only used in assessment overview components in final reports.	Drop down
Overall Schemas: Attitudes to Learning	The Attitudes to Learning list to use.	Drop down
Overall Schemas: Attitudes to Learning Scale	The Attitudes to Learning list to use.	Drop down
Overall Schemas: School Activities	The School Activities list to use.	Drop down
Overall Schemas: Attributes	The Attributes to use.	Drop down
Overall Schemas: Include a General Comment	Include general comment in report.	Yes/No
Overall Schemas: Include a Supervisor Comment	Include supervisor comment in report.	Yes/No
Overall Schemas: Include a Year Advisor Comment	Include year advisor comment in report.	Yes/No
Overall Schemas: Include a Principal Comment	Include principal comment in report.	Yes/No
Attendance: Import Type	Where Sentral Reports will retrieve attendance information data from.	Selection
Attendance: Date range	The time period over which to count attendance information.	Calendar entry
Attendance: Vary Dates By Year	Allows you to set start and end dates for attendance imports per year group.	Yes/No
Attendance: Tally Types	Specify the type of attendance figures you would like to record on the report.	Drop down
Attendance: Group Partial Absences	Combines all partial absences from the same grouping option into one partial absence.	Drop down
Attendance: Total Absences	Shows an overall total of unexplained and explained absences combined.	Yes/No
Attendance: Explained Absences	Shows the number of explained absences (whole/partial).	Yes/No
Attendance: Unexplained Absences	Shows the number of unexplained absences (whole/partial).	Yes/No

Item	Description	Type
Attendance: Exempt Absences	Shows the number of days where a student was exempted from attending school.	Yes/No
Student Data Clean-up	Use this page to remove any student data that has been entered incorrectly.	Drop Down
Schemas: Name	The name of the schema.	Text
Schemas: Subject	The subject that the schema relates to and the number of units the subject has.	Drop Down
Schemas: Default Stage	The stage to default to when displaying information that can stretch across multiple stages.	Drop Down
Schemas: Outline	A description of the subject for the classes assigned to this schema.	Text
Schemas: Print Using	Whether to print the subject using the subject name or the schema name.	Selection
Schemas: Continuum	The continuum to sync assessment data from.	Drop-Down
Schemas: Overall Subject Assessment	When this option is set to Off, the subject assessment will be hidden in the interface. The grade will still exist, but users will be unable to see or edit this mark. This is used for scenarios where a breakdown of a subject is necessary, but an overall mark is not required.	On/Off
Schemas: Assess By	How to assess this schema. Once modified, save this schema to access the Assessment tab for setting the items to assess.	Drop Down
Schemas: Grade Boundaries	When this option is set to On, the subject assessment will display grade boundaries as defined in the Grade Boundaries section of the schema setup. Grade boundaries take the total of any numeric grade scale and display a value depending on the range that total sits in.	On/Off
Schemas: Additional Grade	Whether to also assess an additional grade separate to the main assessment.	Drop Down
Schemas: Additional Grade Assessment	What assessment items to assess the additional grade against.	Drop Down
Schemas: Attitudes To Learning	Which group of attitudes to learning to assess against.	Drop Down
Schemas: Attributes	Which group of attributes to assess against.	Drop Down
Schemas: Comments	Select comment types for this schema.	Yes/No
Schemas: Add secondary assessment		Drop Down
Schema: Markbook Linking	Link Markbooks by category and Markbook.	Yes/No
Report Template: Details – Default Style	The default style for components in the report. Individual components can be assigned a different style.	Drop Down

Item	Description	Type
Report Template: Details – Print Layout	The way this report will be printed. Booklet printing implies 2 to a page, back to back printing style and will reorder the pages to allow for mass printing of this style of report.	Selection
Report Template: Details – Page Borders	Whether the report should have a border.	Selection
Report Template: Details – Page Border Style	Page border style to use for your report.	Selection
Report Template: Details – Semester and School Year	Whether to show the semester and school year as numbers or words.	Selection
Report Template: Details – Watermark	Watermarks can add a classy touch to your published report documents. Upload the image to the Image Bank first.	Selection
Report Template: Details – Headers Style	Which header type to use.	Drop Down
Report Template: Details – Footer Style	Which footer type to use.	Drop Down
Report Template: Details – Headers and Footers	Which pages to show headers and footers on.	Selection
Report Template: Style – Name	Name of the style.	Text
Report Template: Style – Font Family	Font type.	Drop Down
Report Template: Style – Font Size	Font size.	Text
Report Template: Style – Text alignment	Text Alignment.	Drop Down
Report Template: Style – Vertical alignment	Vertical Alignment.	Drop Down
Report Template: Style – Text decoration	Font style.	Drop Down
Report Template: Style – Colour	Colour Selection for font.	Selection
Report Template: Style – Border	Border types.	Drop Down
Report Template: Style – Background colour	Colour Selection for background.	Selection
Report Template: Components – Style	The style of the component.	Drop Down
Report Template: Components – Position	Where in the report this component will appear.	Drop Down

Item	Description	Type
Report Template: Components – Image Size	The size of the image, 100% is the width of the page.	Text
Report Template: Components – Alignment	The horizontal alignment of the image.	Drop Down
Report Template: Components – Text Transformation	The transformation to apply to the Text content.	Selection
Report Template: Components – Text Rotation	The rotation for the Text.	Selection
Report Template: Components – Show Headings	Whether to show the headings on the table.	Yes/No
Report Template: Components – Show Teachers	Whether to show the teachers for each subject.	Yes/No
Report Template: Components – Columns	How many columns of subjects should be displayed.	Selection
Report Template: Components – Result	Achievement result to display.	Drop Down
Report Template: Components – N/A On No Result	Report Template Components.	Yes/No
Report Template: Components – Comment Type	The type of comment this component will get its information from.	Drop Down
Report Template: Components – Comment Name	Include the teachers name below the comment.	Drop Down
Report Template: Components – Include Comment Name	Include the teachers name below the comment.	Yes/No
Report Template: Components – Per Page and Multiple Page Subjects	When set to Yes, each subject will be on 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 will still appear directly under the previous subject but will allow for multiple page splitting of subjects.	Yes/No
Report Template: Components – Default Assignments	When set to Yes, this component will display all the subjects that are not specifically assigned to a subject component.	Yes/No
Report Template: Components – Assigned Subjects	This component is not set to default assignments, the subjects listed here will be included in this component.	Drop Down
Report Template: Components – Print When Data Present	Only print subjects where data of the nominated types is present. Subjects without this data will be filtered from the layout.	Selection
Report Template: Components – Show Label	Include a label next to the student information detail.	Yes/No

Item	Description	Type
Report Template: Components – Left Side Information	The information to display on the left side.	Drop Down
Report Template: Components – Right Side Information	The information to display on the right side. If you select Do not show, then the left side information will stretch across the entire component.	Drop Down
Report Template: Components – Centre Text On Single Value	When there is only one option showing (i.e., the Right-Side information is set to Do Not Show) then the label should stretch to the left half of the page and the Text to the right half of the page.	Yes/No
Report Template: Components – Treat Text and Data as One Cell	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 Heading style below.	Yes/No
Report Template: Components – Overwrite Alignment	Overwrite the alignment of the info depending on where the info is located. For e.g. The left info will always be left aligned.	Yes/No
Report Template: Components – Include School Logo	Include a school logo in the banner.	Yes/No
Report Template: Components – Heading – Activity Column	Heading to display on activity column.	Drop Down
Report Template: Components – Heading – Result Column	Heading to display on result column.	Drop Down
Report Template: Components – Columns	How many columns should be displayed. One column will stretch across the entire page.	Drop Down
Report Template: Components – Pad Columns	Include spacing between columns.	Yes/No
Report Template: Components – Show Involved Check	If "only involved activities" is selected above, display a tick on all involved activities.	Yes/No
Report Template: Components – Show Not Involved Cross	Display a cross if not involved in listed activity.	Yes/No
Report Template: Components – Column Layout	How to order the columns when there are more than one.	Selection
Report Template: Components – Show Area Heading	Whether to show the table headings.	Yes/No
Report Template: Components – Tick Type	Use image or Text based ticks.	Selection
Report Template: Components – Cross Type	Use image or Text based crosses.	Selection
Report Template: Components – Display Type	The way that the grades will be listed.	Selection

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Item	Description	Type
Report Template: Components – Display Grade	Whether the grade value (e.g. A) will appear.	Yes/No
Report Template: Components – Assessment Type	Which type of assessment mark is being described.	Drop down
Report Template: Components – Assessment Target	Where should this overview get its information from. Default will give the default assessment scale for the schema.	Drop down
Report Template: Components – Assessment Sorting	The order in which the assessment grades will be shown.	Selection
Report Template: Components – Hide Blank	Whether grades with blank descriptions should be hidden.	Yes/No
Report Template: Components – Signatory Location	Where the signatory name should be located.	Drop down
Report Template: Components – Stretch Signature	Stretch the signature across the page when only one signature is used.	Yes/No
Report Template: Components – Overwrite Alignment	Overwrite the alignment of the signatures depending on where the signature is located. For e.g. The left signature will always be left aligned.	Yes/No
Report Template: Components – Display Line	Display a line to put the signature on.	Yes/No
Report Template: Components – Show Average	Whether to show the class average as a black line on the distribution graph.	Yes/No
Report Template: Components – Mark Display	What to list the marks as.	Selection
Report Template: Components – Show N/A	Whether to display the N/A mark.	Yes/No
Report Template: Components – Tally Display	How to display the tallies.	Selection
Report Template: Components – Tally On	How to limit the group of students/marks which are included in the tally.	Selection
Report Template: Components – Grade Type	The grade type this field is calculated on.	Selection
Report Template: Components – Column Results	The Components – Column Results	Drop down
Report Template: Components – Convert To International Baccalaureate Grades	When set to Yes, any course results shown will be displayed as an International Baccalaureate Grade which is on a scale of 1 (E) to 7 (A+).	Yes/No
Report Template: Components – Hide Max On Zero	If this option is selected, any result that has a max mark of zero will not show the max mark and will just show the achieved mark.	Yes/No

Item	Description	Type
Report Template: Components – Prefix Equal Ranks	If this option is selected, any rank that is shared by multiple students will be prefixed with an equal (=) sign.	Yes/No
Report Template: Components – Label Above Result	Set label to be above results on its own separate row.	Yes/No
Report Template: Components – Add Space Between Results	Set to "Yes" to add some space between each result.	Yes/No
Report Template: Components – NA Marks	Controls what should happen with marks of N/A. Do Not Show will remove these items from the Report, while other options specify how the N/A grade should be displayed.	Selection
Report Template: Components – Assessments Without Marks	Specifies whether to show or hide items without marks.	Drop down
Report Template: Components – Show Strands as Headings	Show strands without marks. Useful for splitting outcomes.	Yes/No
Report Template: Components – Show Outcome Codes	Show the outcome codes for any outcomes displayed.	Yes/No
Report Template: Components – Include Scale	Include a brief overview of the scale.	Yes/No
Report Template: Components – Scale Type	Determines what text is used when generating the scale overview.	Selection
Report Template: Components – Show Strand Effort	Show a separate column for strand-based effort grades.	Yes/No
Report Template: Components – Show Headings	Show a header row above the achieved grade (only works when Scale Display is set to Achieved Mark).	Yes/No
Report Template: Components – Show Subject in Table	Show the subject name in the breakdown table instead of Areas of Learning.	Yes/No
Report Template: Components – Show Secondary Assessment	Whether to show the main subject assessment or it is secondary assessment.	Yes/No
Report Template: Components – Show Comment Header	Show a heading for the comment.	Yes/No
Report Template: Components – Show Comment Label	Whether or not to add Comment to the end of the heading.	Yes/No
Print: Generate Duplicate Reports	For students who have this option checked in your school administration system.	Yes/No
Print: Collation Style	Whether to combine the reports as a single PDF document or to keep them separate and store them in a ZIP file.	Selection
Print: Include Student Name for Zip Collation	Whether the files names contained within the ZIP file should contain the student's name.	Yes/No