

Activity Rollover for Teaching Groups - NSW DoE Schools

December, 2024

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Introduction

As the year comes to an end, your school will be considering teaching groups for next year. The Sentral Activities module is used to manage teaching groups for SRE, Peer Support Group, Excursions, Incursions, Extra Curricular, Sports and other Activity Groups. Sentral will sync activities that are created against a category with a nominated Group Type back to NSW Department of Education's system.

This guide describes how to copy an activity in order to roll over a teaching group for the new year.

Copy activities

Overview

Sentral provides 'Copy' functionality that allows schools to copy existing activities. This functionality copies all activity details, including customized questions. Schools also have the option to copy student and staff attendee information. Please note that any additional documents (e.g., attachments, academic reports, risk assessments, and approval forms) will not be copied and must be added separately.

Steps

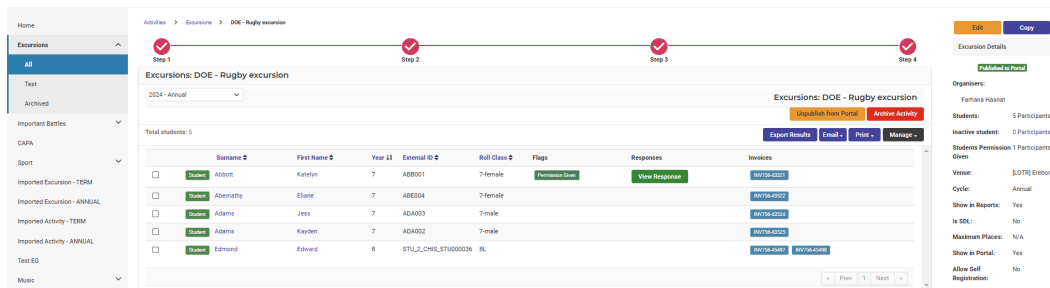
1. Select the Sentral menu icon  and then under Insights, select Activities.

The Activities home screen displays.

2. From the search box located in the top-right corner, type and select an activity name that is linked to a teaching group.

Alternatively, you can select a specific category from the left menu, view all activities within the selected category, and then select an activity.

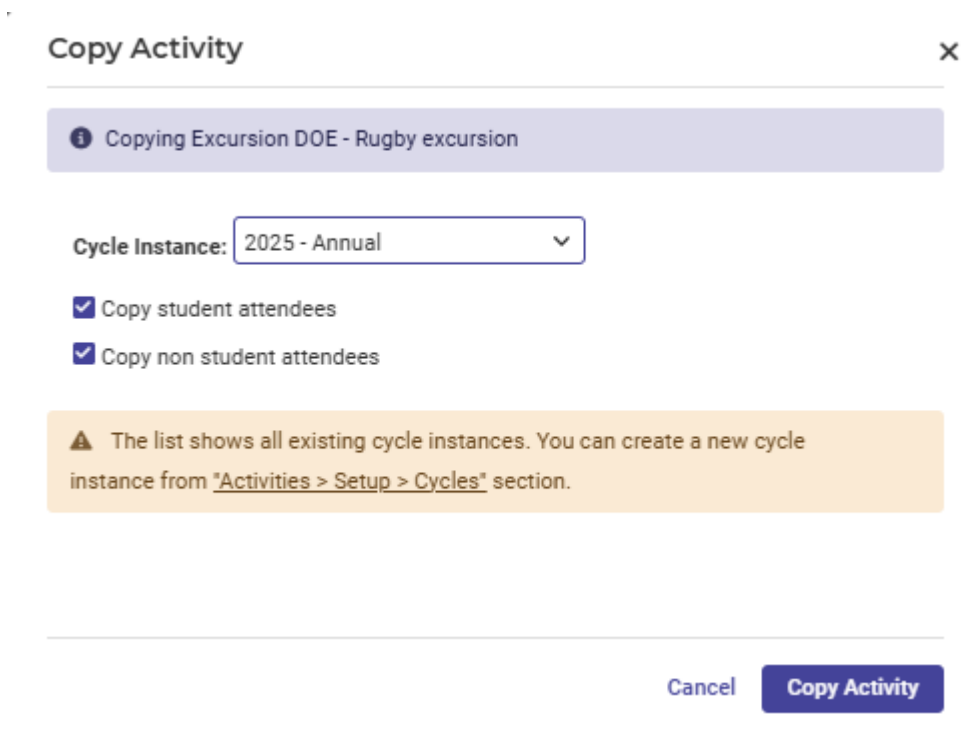
3. Select Copy from the activity dashboard.



Surname	First Name	Year 11	External ID	Roll Class	Flags	Responses	Invoices
Abdon	Kathryn	7	AD0001	7-female	Unfinalised	View Response	INV08-0202
Abernathy	Eliane	7	ABE004	7-female			INV08-0202
Adams	Jess	7	ADA003	7-male			INV08-0202
Adams	Keyden	7	ADA002	7-male			INV08-0202
Edmond	Edward	8	STU2_CHRS_STU000036	8L			INV08-0202

4. Select a future cycle instance from the dropdown.

The dropdown list shows all existing cycle instances. You can create a new cycle instance from Activity Setup | Cycles section.



Copy Activity

Copying Excursion DOE - Rugby excursion

Cycle Instance: 2025 - Annual

Copy student attendees

Copy non student attendees

⚠ The list shows all existing cycle instances. You can create a new cycle instance from "Activities > Setup > Cycles" section.

Cancel Copy Activity

5. Select Copy Activity.

The Activity Edit screen displays.

6. Select a Start and End Date. Also make necessary changes to information in other fields if required.

Search Activities

Activities > Excursions > Copy DOE - Rugby excursion

Overview Costs Excursion Academic Reports Questions

Copy Excursions: DOE - Rugby excursion

Excursion Details

Excursion Name: DOE - Rugby excursion

Code:
Code that can be used to uniquely identify an event.

Start Date: X clear Start Time: Not Set

End Date: X clear End Time: Not Set

Permission Form X clear

Due Date: X clear

Event Details:

Date/s of event/activity

Location/s of event/activity

Transport arrangements

Availability

Available for Years: All years Only selected years
You can indicate that only specific grades may participate in this activity.

Copy Cancel

7. Select Copy.

Sentral will sync activities that are created against a category with a nominated Group Type back to NSW DoE's system.