



**SENTRAL
EDUCATION**

**Continuous Assessment User
Guide**

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Continuous Assessment

Target Audience

- Teachers

Content

Within this course staff will learn how to:

- Manage online teaching and assessment with your students via the portal.

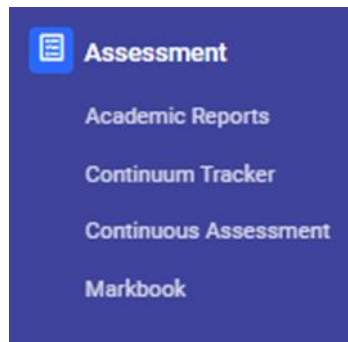
Overview

The following procedures will teach staff how to set work for students to access via the Student Portal. Teachers can create tasks, upload attachments and publish these once ready for students. Students are then able to receive the task and attachments, and upload work for the teachers to see and assess.

Create an Activity

The following procedure shows users how to work through Continuous Assessment.

1. Select **Continuous Assessment** under the **Assessment** group.

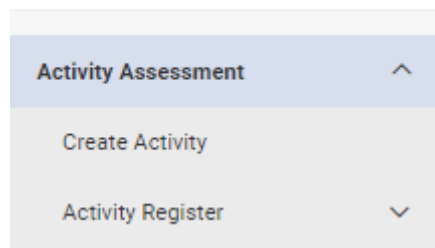


The Home page for **Continuous Assessment** displays. Some teachers will only have one class.



2. Click on **Activity Assessment > Create Activity**.

Continuous Assessment



3. The **Create Assessment** profile page displays to enable staff to create the activity, task or assessment.
4. Several actions need to be completed. It is important to title the work, so it is meaningful and ensure a category is selected to classify the work.
5. Schools may wish to add a **Curriculum Source**. This then links your activity nicely by curriculum once saved,
6. Schools can add KLA, Stage, Strand and Outcomes(s)

Create Assessment Profile

To define new scales or edit existing scales please visit [Sentral Setup > Data Sources > Academic Settings > Grading Scales](#) or [click here](#).

Date added 25/01/2021

Title

Description

Category Assessment

Can Student Upload Yes No

Curriculum Source Choose a value...

Key Learning Area (Subject)

Register Location

Achievement Scale

Personal Progression Scale

Outcomes Scale

7. Ensure **Register Location** is set to the year level for this task and then you can apply a roll class or classes.

8. If you wish to set a new scale to measure your student's assessments, you will need to ask an administrator in your school to do this in the Sentral setup.
9. Create feed item upon publishing to portal enables parents to receive a notification.
10. **Save** your new task.

Activity Register

On completion of saving a task, teachers are taken to the **Activity Register** page. This indicates that your activity is now visible to all staff and is registered.

This allows for sharing across multiple year levels and classes. Editing any activity will allow teachers to add extra year levels and roll classes.

Assessments Register						
Cross Curricular						
Date	Category	Title	Description	Classes Allocated	Status	Attachments
19/04/2018	Assessment	Maths - Fractions	A fractions wall was created by each student.	Add View Edit	Published	No Attachments Assign Classes Edit Delete
The Humanities						
Date	Category	Title	Description	Classes Allocated	Status	Attachments
12/04/2019	Project	Our World assignment	Students learn about the world.	Add	Published	Our World assignment.docx Assign Classes Edit Delete

Publish To Portal

To publish your activity/task, go to **My Classes** and select your class. Here you will find a summary by learning area of all the activities shared/created or this class.

Subject	Category	In Progress	Completed	Total	Ready to Publish	Total Published
Mathematics	Assessment	1	0	1	1	0

1. Click on the **Subject** area, to see all the assigned tasks.

Date	Category	Outcomes	Title	Status	Student Upload	Review Status	Options	Publish
2016-08-15	Assessment	L7 1772 L8 1763	Maths CAT	In Progress	No	Not Submitted	X GF Assess	Publish

2. Schools can **Filter** on this page by category and status which may be relevant once the school embraces this and more assessment/tasks are published.

3. Click on **Assess**.

7A - Class Assessment

[Back](#) [Set as Complete](#) [Publish for Review](#) [Edit](#) [Save](#)


Title: Maths CAT
 Description: Create linear graphs using a cartesian plane to represent: $y = x$, $y = x+2$, $y = -x$. Extension: $y = 3x+4$
 Due Date 07/09/2016

Category: Assessment
 Status: In Progress
 Review Status: Not Submitted
 Publish Date 15/08/2016

Show or Hide Data when published to portal for this class?
 Teacher Comments: [Show](#) [Hide](#)
 Achievement: [Show](#) [Hide](#)

Tyesha BARNES - Teacher Comment

[Achievement Menu](#) [Exclude](#)

 Prof Name First Name Surname Full Name

[View Self Evaluation](#) [Clear](#)

Achievement
 A
 B
 C
 D
 E

Drop files here or click to upload.

4. Teachers decide at this stage if they Show/Hide data published to the portal for this class. This includes teacher comment, achievement or personal progression.

5. **Set as Complete** changes the status so you are ready to publish.

6. **Set as Published** – This publishes the activity to the student Portal.

7. Students will now be able to write a self-evaluation, download, complete and upload work. Students can be excluded from an assignment simply by clicking on the red X next to their name.

8. Teachers can also **Unpublish**.

56B								Select Assessment	Create Assessment
		Filter by: Category		Filter by: Status		Filter			
Date	Category	Outcomes	Title	Status	Student Upload	Review Status	Options		Publish
2019-08-28	Assessment	VCMMG1192 VCMMG1196	Area and Perimeter	Published	Yes	Ready to Publish	✕ GF Assess	Unpublish	
2020-03-16	Task	L3u 1668	Mathletics	Published	No	Ready to Publish	✕ GF Assess	Unpublish	

Registers

This allows staff to view and filter the different status in the school.

Menu Options available:

- In Progress
- Completed
- Published

Filter Options available:

- Categories
- Subjects
- Year Levels
- Roll Classes
- Classes

Filters						
Filter by Categories	Choose a value... ▼					
Filter by Subjects	Choose a value... ▼					
Filter by Year Levels	Choose a value... ▼					
Filter by Roll Classes	Choose a value... ▼					
Filter by Classes	Choose a value... ▼					
Filter						

Register - Completed						
Date	Title	Category	Subject	Classes Allocated	Status	
2018-04-18	Reading Task	Task	English	56B 56B	Completed	Edit
2019-05-27	English News Reading Challenge	Task	English	5C10ENM02A 5C10ENM02D 5C10ENM02B 5C10ENM02C	Completed	Edit
2020-03-16	Narrative Writing Piece	Task	English	56B	Completed	Edit

Student View

Staff can drill down to a student view not just a roll class.

Simply click on **View by Student > Activities** once in the **Class Assessment** screen.

Matthew ARNOLD: Conference Comments

English

Date	Category	Title	Description	Pub	Sample
2017-03-02	Assessment	Writing - Narrative	Moderated piece of narrative writing	Y	Matrix Edit

Comments:

2019-02-22 **Assessment** Recount Writing Students write a holiday recount highlighting their understanding of the punctuation pyramid. Y [Matrix](#) [Edit](#)

Comments:

Mathematics

Date	Category	Title	Description	Pub	Sample
2019-08-28	Assessment	Area and Perimeter	Show understanding of Area and Perimeter by creating a robot using the exact dimensions provided OR a scaled bedroom outline as per attached project guide. Upload your final result using the portal.	Y	Matrix Edit


Comments:

Dance

Date	Category	Title	Description	Pub	Sample
2020-02-12	Assessment	test	test	Y	Matrix Edit

Comments:

Matthew ARNOLD



Class Students

- Matthew ARNOLD
- Tequila BARNEY
- Kelley BEIT
- Kareem BOLDEN
- Carey BRACY
- Nikki BUXTON
- Marybeth CLARKE
- Alexis COGHLIN
- Elouise DE VIS
- Stefan EDWARD
- Margurite FREEZ
- Nikki GILCHRIST
- Liza GLYDE

This will display all assessment with the ability to view the **Assessment Matrix** and **Edit**.

Staff can then continue to view all students within this class.

The other option is to simply run a search for a student.

Activities

Shows all the grades and the comments entered for the activities the student is currently involved in.

[Activities](#)

Click on Activities to get information on grades and the comments entered for activities the student is or has been involved in. This function is to be considered as read-only. This has no access to the matrix or the **Edit** function.

Student Portal Guide

The student portal can be used by students to send and receive messages to/from teachers, view homework, access links, download school reports, and view activities and tasks set by teachers.

To login to the student portal, students must visit your school's Sentral website:
<https://schoolname.sentral.com.au/portal2>

Students can be set to use their school computer login or the DET portal login.

Once logged in students will see the following:

— Continuous Assessments [View all assessments](#)

Geography Assessment 05S

Created 20th April 2020

Please remember that what students see will depend upon your Sentral settings. It is advised that schools visit the Portal Console setup (**Access Controls > Students**) and revise these settings before instructing students to start using the Student Portal.

Go to **Continuous Assessment > Students** and you will be shown all activities that students need to complete. Students can download attachments and write a self-evaluation. Students also have the chance to read Teacher comments and grades.

Glossary of Terms

Sentral software contains many drop-down lists and areas to add detail relevant to data entry for Continuous Assessment. 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 glossary of terms.

Item	Description	Type
Description	Detail for the Item	text field
Category	classification of activities	Text
Default Curriculum Repository Sources	select curriculum	Drop Down
Use review process for publishing activities?	do you require a review process	Yes/No
Notify portal parents when an activity comment gets published to portal?	do you wish to notify parents	Yes/No
Title	name of assessment	text
Can Student Upload	can student upload work?	Yes/No
Curriculum Source	select the applicable curriculum	Drop down
Key Learning Area (Subject)	select the applicable subject	Drop down
Stages	select the applicable stage	Drop down
Strands	select the applicable strand	Drop down
Outcomes	select the applicable outcome	Drop down
Register Location	Year group	Drop down
Achievement scale	scale of achievement for this activity	Drop down
Personal Progression Scale	scale of progression for this activity	Drop down
Outcomes Scale	scale of outcome for this activity	Drop down