

Flexible Classes User Guide for NSW DoE

January, 2025

Contents

Getting started	3
Overview	3
Role-based permissions	3
Access	3
Sentral's YouTube channel	3
About rollmarking	4
Mark a roll – Flexible Classes	5
Adjust the attendance roll	7
Overview	7
Steps	7
Create an interactive roll	8
Overview	8
Steps	8
Hide sensitive data	10
Overview	10
Steps	10
Print a roll for classes assigned to you	11

Getting started

Overview

Schools are required to keep a record of attendance for all students, including preschool students. Preschool classes do not always run every day, making attendance requirements difficult to manage. The Flexible Classes module will simplify preschool operations, streamline attendance recording, and ensure compliance with the Federal Government's early learning funding requirements records. This module is integrated with the School Attendance module so that all rolls submitted via Flexible Classes will update student attendance records in the School Attendance module.


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 Flexible Classes module.

Administrators and overall managers of Preschool Attendance have a different view to general teaching staff and perform various tasks that differ to class teachers.

Access



To access Flexible Classes from the Sentral home screen, select the menu icon  and choose Flexible Classes.

Sentral's YouTube channel



Video: Visit our YouTube channel to view the [Roll Marking in Flexible Classes](#) video.

About rollmarking

Use the information in these topics to:

- mark rolls in attendance – for teachers
- mark interactive rolls
- make adjustment to rolls – for teachers.

Mark a roll – Flexible Classes



1. Select the menu icon and choose Flexible Classes.

The Flexible Classes home screen displays.

Flexible Classes

Search Flexible Classes

Weekly Rolls

Term 1 - Week 4

Print Schedule

Class Name	Mon 20/1	Tue 21/1	Wed 22/1	Thu 23/1	Fri 24/1
Preschool Class A			✓	✓	✓

My Unsubmitted Rolls

Preschool Class A Term 1 Week 4

Thu Fri

Paper Rolls

Preschool Class A

Print This Week's Roll

Term 1

Print Term Roll

Print Photo Roll

2. Select the required class.

The Daily Roll screen displays.

Daily Roll Preschool Class A

Term 1 - Week 4

Print Roll

Class Preschool Class A	Mon 20/1	Tue 21/1	Wed 22/1	Thu 23/1	Fri 24/1
APPLEROTH Mike			✓ (S)		
SMITH SAM John			(M)		

Roll Submitted

Unsubmit Roll

Submit Roll



Submit Roll

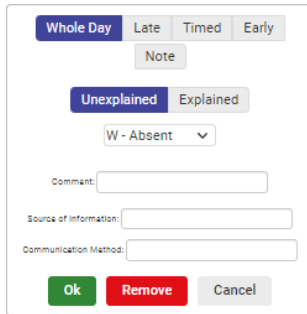
Tally	Mon 20/1	Tue 21/1	Wed 22/1	Thu 23/1	Fri 24/1
Present (All Day / Partially)	2	2	0	1	2
Whole Day Absences (Unexplained)	0	0	0	0	0
Whole Day Absences (Explained)	0	0	1	0	0
Whole Day Absences (Not Counted)	0	0	1	0	0
Total	2	2	2	1	2



Tip: If a student has flags, they display next to student's name. Medical flags display a cross sign.

3. Do one of the following:


- a. To mark a student **absent for the whole day as 'Unexplained'**, double click the square icon  next to their name.
- b. To mark a student **absent for a day**, select the square icon  next to their name.



The form contains the following elements:


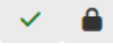
- Buttons: Whole Day (selected), Late, Timed, Early
- Text input: Note
- Buttons: Unexplained (selected), Explained
- Dropdown menu: W - Absent
- Text input: Comment
- Text input: Source of information
- Text input: Communication Method
- Buttons: Ok, Remove, Cancel

In the pop-up that displays, complete details for the absence.

- i. Specify whether the absence is Whole Day, Late, Timed, or Early.
- ii. Specify whether it is explained or unexplained and select a reason from the list.
- iii. Enter a comment, source of information and communication method.
- iv. Select .

4. Once you've marked the roll, select .

5. Select OK to confirm.

The cross  at the top of the day's roll changes to a tick, and a padlock  indicates that the roll is locked from editing.

6. Use the icons next to Print Roll to toggle between the condensed or expanded view of absences.



Adjust the attendance roll

Overview

For many schools, after the roll is submitted, further changes (such as late students, or early leavers) are processed by the front office administration staff. If, however, the teachers at your school need to adjust the roll once they have submitted, they should follow the steps below.

Steps



1. Select the menu icon and choose Flexible Classes.

The Flexible Classes home screen displays.

The screenshot shows the 'Flexible Classes' interface. On the left is a sidebar with 'Daily Attendance' selected, containing options for 'Home', 'Preschool Class A', 'Absence Reasons', and 'Enrolment Patterns'. The main area has a search bar and a 'Weekly Rolls' section for 'Term 1 - Week 4'. It displays a table for 'Preschool Class A' with columns for days of the week and status icons (checkmarks and a padlock). Below this is a 'My Unsubmitted Rolls' section showing 'Preschool Class A' for 'Term 1 Week 4' with 'Thu' and 'Fri' buttons. To the right is a 'Paper Rolls' section with a dropdown for 'Preschool Class A' and buttons for 'Print This Week's Roll', 'Print Term Roll', and 'Print Photo Roll'.

2. Select the class that requires an adjustment.

The Daily Roll screen displays.

The screenshot shows the 'Daily Roll Preschool Class A' interface for 'Term 1 - Week 4'. It features a table with columns for days (Mon 20/1, Tue 21/1, Wed 22/1, Thu 23/1, Fri 24/1) and rows for students: 'APPLEROTH Mike' (00A) and 'SMITH SAM John' (00A). The 'Wed 22/1' column is locked (padlock icon), while others are unlocked (checkmark icon). Below the table is a 'Roll Submitted' section with 'Unsubmit Roll', 'Submit Roll', and 'Submit Roll' buttons. At the bottom is a summary table:

	Mon 20/1	Tue 21/1	Wed 22/1	Thu 23/1	Fri 24/1
Present (All Day / Partially)	2	2	0	1	2
Whole Day Absences (Unexplained)	0	0	0	0	0
Whole Day Absences (Explained)	0	0	1	0	0
Whole Day Absences (Not Counted)	0	0	1	0	0
Total	2	2	2	1	2

The main roll marking area shows a view of the week's rolls.

3. On the weekly roll screen, above the column for the day's roll that requires an adjustment, select the locked

Padlock icon . It changes to the Edit icon .

4. Make any changes required the same way you initially marked the roll, and then select the Edit icon



The locked Padlock icon displays.

Create an interactive roll

Overview

Use the information in this topic to create an interactive roll where a student can select their name from the whiteboard.

Steps



1. Select the menu icon and choose Flexible Classes.

The Flexible Classes home screen displays.

Flexible Classes

Search Flexible Classes

Daily Attendance

Home

Preschool Class A

Absence Reasons

Enrolment Patterns

Weekly Rolls

Term 1 - Week 4

Print Schedule

Class Name

Mon 20/1 Tue 21/1 Wed 22/1 Thu 23/1 Fri 24/1

Preschool Class A

My Unsubmitted Rolls

Preschool Class A Term 1 Week 4

Thu Fri

Paper Rolls

Preschool Class A

Print This Week's Roll

Term 1

Print Term Roll

Print Photo Roll

2. Select the required class.

The Daily Roll screen displays.

The main roll marking area shows a view of the week's rolls.

Daily Roll Preschool Class A

Term 1 - Week 4

Print Roll

Class Preschool Class A

Mon 20/1 Tue 21/1 Wed 22/1 Thu 23/1 Fri 24/1

APPLEROTH Mike 00A 1

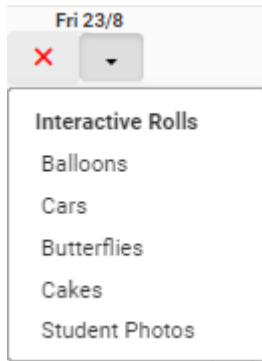
SMITH SAM John 00A

Roll Submitted

Unsubmit Roll Submit Roll Submit Roll

	Mon 20/1	Tue 21/1	Wed 22/1	Thu 23/1	Fri 24/1
Present (All Day / Partially)	2	2	0	1	2
Whole Day Absences (Unexplained)	0	0	0	0	0
Whole Day Absences (Explained)	0	0	1	0	0
Whole Day Absences (Not Counted)	0	0	1	0	0
Total	2	2	2	1	2

- At the top of today's roll, select the arrow next to the cross and choose one of the options listed under Interactive rolls.



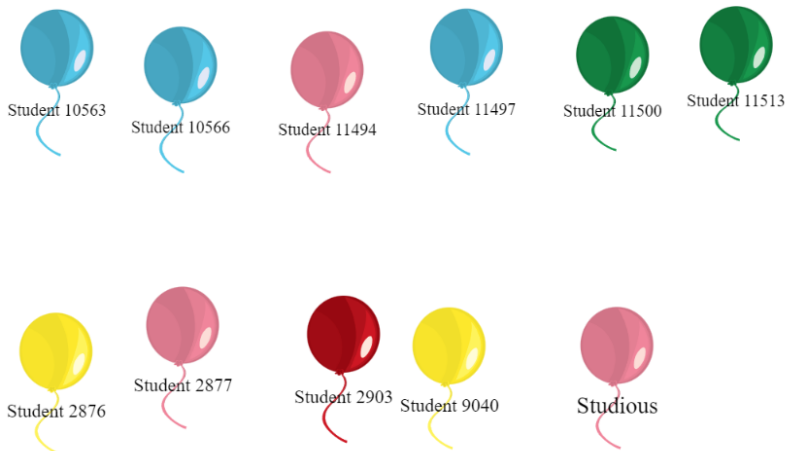
A message displays.

Good morning AL01

Let's see who's here this Friday!



- Select .



Students can come out and touch their name on the whiteboard.

- You can Undo and Reset your roll using the buttons at the top right of the screen.

- Select .

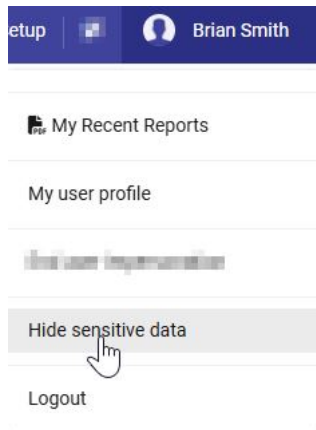
Hide sensitive data

Overview

Use the information in this topic to protect the privacy of students you may have sensitive information or flags against their name by sensitive data when you're using interactive rolls.

Steps

1. Log in to Sentral.
2. Select your profile name on the menu bar and choose **Hide sensitive data**.

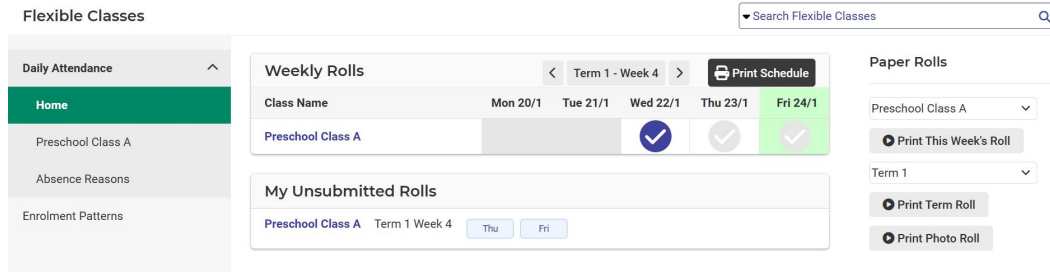


Print a roll for classes assigned to you



1. Select the menu icon  and choose Flexible Classes.

The Flexible Classes home screen displays.



Flexible Classes

Search Flexible Classes

Daily Attendance ^

Home

Preschool Class A

Absence Reasons

Enrolment Patterns

Weekly Rolls

Term 1 - Week 4

Print Schedule

Class Name	Mon 20/1	Tue 21/1	Wed 22/1	Thu 23/1	Fri 24/1
Preschool Class A			✓	✓	✓

My Unsubmitted Rolls

Preschool Class A Term 1 Week 4

Thu Fri

Paper Rolls

Preschool Class A

Print This Week's Roll

Term 1

Print Term Roll

Print Photo Roll

2. Under Paper Rolls, select a class from the list.
3. Select whether to print this week's roll, term roll or photo roll.
The class list and attendance details are generated as a PDF.
4. Choose whether to save or download the roll.