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1 Introduction

This document describes key steps for successfully setting up Sentral House Points and describes the default settings and configuration for all staff.

A detailed description for the setup of House Points has been provided as well as a **checklist of pre-requisites, decisions** and recurring tasks that need to be reviewed on a periodic basis.

2 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral House Points module.

2.1 First Time Setup

If staff are setting up House Points for the first time, there will be an option to **Get Started** where you will need to define the following:

- Define the **Scoring Periods** so house points know what time period to tally.
- Then **Configure your Houses**. The section is for selecting colours that represent each House.
- **Tell House Points what to count** -house points need to know what wellbeing awards and activities to include when calculating house points.
- **Finish Setting Up House Points** – you are done and now need to start using house points.

3 Setup House Points

The following is a description of the setup for each area in the House Points setup. These details will guide you through the critical configurations you need to setup for House Points. The configurations can be found via **House Points module > Setup House Points**.

3.1 Scoring Periods

Scoring periods define the time period that points can be earned for houses.

3.2 Awards

Manage the awards that will count towards house points.

3.3 Activities

Manage the activities that will count towards house points.

3.4 Rollover

Rollover of valid activities and awards from a previous scoring period.

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5 Appendix A: Summary Checklist

So, you’ve scanned the detailed document and are wondering what’s next? This table gives you a road map in concise, easy to read steps of how to get your House Points module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>Scoring Periods</i>	Review House Scoring Periods	On an annual basis
<i>Awards</i>	Review Awards	On a regular basis
<i>Activities</i>	Review Activities	On an annual basis
<i>Rollover</i>	Review Rollover	On an annual basis