

# ebs Decommission Project – Sentral Enhancements

NSW Department of Education Schools – Term 1 2024  
Version 1.5



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# Introduction

The NSW Department of Education (DoE) is decommissioning the Education Business System (ebs). As a result, some tasks that you previously completed in ebs will now be completed in Sentral or an alternative School Information System (SIS).

This document contains an overview of the changes.

## Permissions

You will most likely be a Sentral Administrator at your school. If you find that you do not have permissions to perform tasks described in this document, please contact your school's Sentral Administrator and ask them to update your permissions.

## Data source decision

### SIS vendor

As part of the decommissioning process, your school was asked to nominate a SIS vendor to be the master source of data. Information we received from NSW DoE indicates that your school has chosen Sentral to be your SIS vendor. This means that certain sets of data once managed in ebs will now be managed in Sentral.

Examples of data sets affected include management of:

- roll classes
- KLA groups
- non-DoE staff
- rooms
- houses
- other teaching groups.

### Sentral selected as 'master source'

Selecting Sentral as the master source of data means that Sentral is considered as the source of truth. Data managed in Sentral will be pushed to DoE systems and override whatever is currently stored in the DoE system.

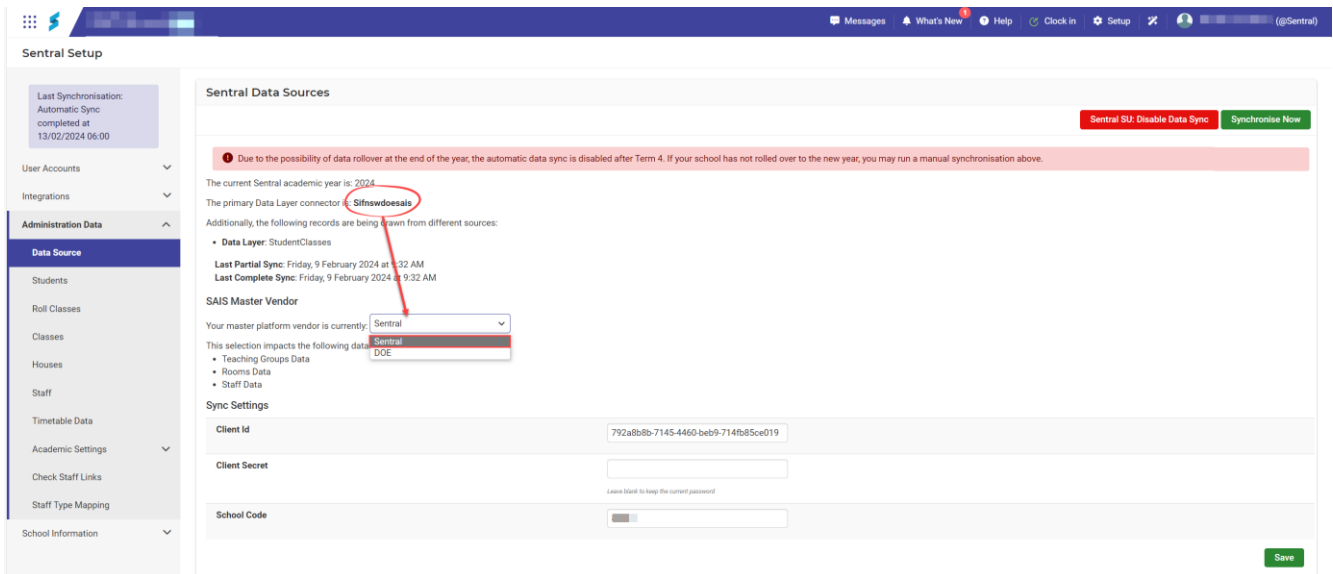
### Sentral not selected as 'master source'

For schools that did not select Sentral as the master source, Sentral will continue to operate based upon the data provided by the DoE system (via Student Administration Integration Services [SAIS] interface) with their nominated SIS becoming the source of truth.

## What happens

Based on information received from NSW DoE, prior to go-live for each school, Sentral will configure the following setting to 'Sentral'.

- Sentral – we set the SAIS Master Vendor option to Sentral if you nominated Sentral.



**Note:** The following sections in this document cover maintaining information in Sentral.

## Transition

### NSW DoE instructions

Refer to the following two documents provided by the NSW DoE to support your transition off ebs:

- EBS Decommission Checklist
- EBS Decommission Checklist Instructions.




**Tip:** Instead of 'auto injector', Sentral uses the terms *EpiPen Junior* and *EpiPen Standard*. Instead of 'inhaler', Sentral uses the term *Asthma Inhaler*.

## Sentral recommendation

Some Sentral functionality uses notifications – including notifications (alerts) around EpiPens.

To ensure your staff members receive notifications, first check your school's default notification settings, and then also ask staff members to check their notification preferences set in My User Profiles.

### Check default notification settings

1. From the Sentral home screen, select  Setup and choose Manage User Accounts.
2. Under User Accounts in the left menu, select User Accounts and choose Notification Settings.
3. Update any of the settings.
4. Select Save.

#### Default Notification Settings

**i** These settings will be applied for any users that have not specifically set any sending methods.

Dashboard Alerts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Whether alerts should be sent to the dashboard	
Email Alerts	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Whether alerts should be sent to email	
Notices Default Public Reply	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Whether Notice replies are public or private by default (this is a global setting)	

**Save**

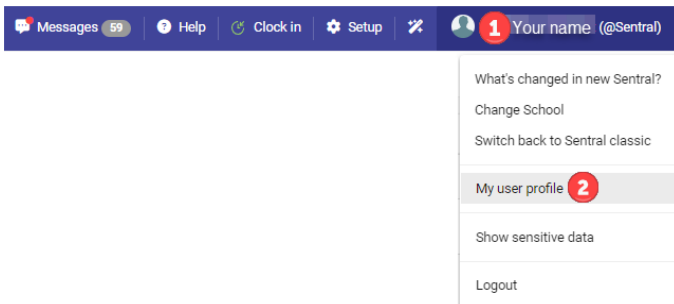
#### User Notification Settings

**i** Users can change their notification settings in the dashboard.


User	Notification Settings
Andrew Aps	Using default settings
Not Kiosk Attendance	Using default settings
Sean Bannister	Using default settings
Jayden Blackburn	Using default settings
Charles Brazier	Using default settings
Aiden Bunker	Using default settings

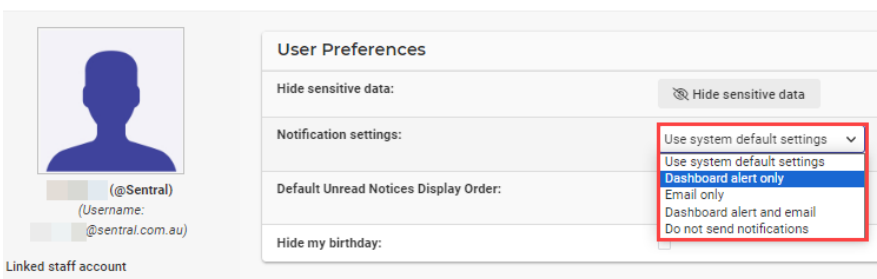
### Check user profile settings

1. Select your name on the menu bar and choose My user profile.



2. Under User Preference, check the option displayed next to Notification settings.
3. Update the setting if necessary – preferably to 'Use system default settings' so that they don't miss notifications.

My Dashboard 



# Sentral as master source of data

## Overview

The topics in this section assume that Sentral is set as the master source. This means Sentral can push data back to the NSW DoE system.



**Note:** If not set as master, Sentral would never push data back to the NSW DoE system because we wouldn't be considered a master source.

Use the table below to understand the types of functionality initially supported by ebs that Sentral now supports.



**Tip:** With the ebs Decommission Project, 3PI will be replaced by a SAIS solution. In the table below, we simply refer to this as 'the department's system'.

Function	What's new?	Notes
Roll classes	<ul style="list-style-type: none"><li>● Sync up Roll Class Teaching Group data to the department's system.</li></ul>	<ul style="list-style-type: none"><li>● Syncing down Roll Class Teaching Group data from the department's system is already possible. See <a href="#">Roll classes</a></li></ul>
Houses	<ul style="list-style-type: none"><li>● Sync up House Teaching Group data to the department's system.</li><li>● Introduced options that allow you to manage house assignment for students.</li></ul>	<ul style="list-style-type: none"><li>● Syncing down House Teaching Group data from the department's system is already possible. See <a href="#">Houses</a></li></ul>
Staff	<ul style="list-style-type: none"><li>● Sync up non-DoE staff data to the department's system.</li><li>● Updated options that allow you to manage non-DoE staff within Sentral.</li></ul>	<ul style="list-style-type: none"><li>● Sentral already syncs down official DoE staff members from department systems.</li><li>● See <a href="#">Staff (DoE)</a> and <a href="#">Staff (non-DoE)</a>.</li></ul>
Rooms	Introduced options to: <ul style="list-style-type: none"><li>● create new rooms in Sentral and have the rooms pushed up to the department's system.</li><li>● view and manage department rooms.</li></ul>	See <a href="#">Rooms</a>
Activities	<ul style="list-style-type: none"><li>● Sync up Activities Teaching Group data to the department's system.</li><li>● Introduced a Group Type field to Activities to support Teaching Group Types.</li></ul>	See <a href="#">Other activity-based teaching groups</a> For subject teaching groups, see <a href="#">Subject Teaching Groups (KLA/Subject/Course)</a> .
Timetable subjects and academic classes	<ul style="list-style-type: none"><li>● Sync up and down subject-related Teaching Groups with the department's system.</li></ul>	See <a href="#">Timetable subjects and academic classes</a>
Classes	<ul style="list-style-type: none"><li>● Sync up subject teaching groups data to the department's system.</li><li>● Introduced a menu option called Classes to support Subject Teaching Groups</li></ul>	Available to all schools but mainly intended for schools that don't use a timetable package. See <a href="#">Subject Teaching Groups (KLA/Subject/Course)</a>
Health		See <a href="#">What's changing?</a> in the Health section of this guide. Sentral already allows you to set Notifications preferences in your user profile.

# Roll classes

## NSW DoE requirement

Your school is expected to create current and future roll classes within Sentral. This also includes completing roll class assignments for students.



**Note:** NSW DoE defines Roll Call Groups as a Teaching Group Type.

## Manage a current roll class

Use the information in this section to manage your roll classes in Sentral. Instantly update the roll class as new students are enrolled in your school or make amendments to existing classes – no more waiting around for ERN, ebs and 3PI to sync.

1. Select Setup | Administration Data from the menu bar.
2. Select Roll Classes from the left menu.

The Roll Classes screen displays.

Active roll classes for the current year are listed in the centre pane. Roll classes – both active and inactive are listed by year in the right pane. If you see any classes with an 'Internal' label next to their name, this indicates that the class is managed in Sentral.

Name	Linked Staff	School Years	Override class name?
No Roll Class		5 6 7 8 9 10 11 12	No

Year	Classes
2023	1 class
Inactive	
2018	72 classes
2019	43 classes
2020	46 classes

3. **To edit the name of the roll class:**
  - a. Select the class hyperlink in the Name column.
  - b. Update the Name field.

Staff Id: \* Ken Brookman  
Campus Id: \* 1  
**Name: \* Current RC**  
Year: \* 2023  
Save

- c. Select Save.
4. **To edit the student assignment to a current roll class:**
    - a. Select the students hyperlink next to a class.  
The Manage Students for [class name] screen displays.

Manage Students for 11th Jan RC1

Showing student list from 2024. These students may currently be in another roll class.

**Find Students**

Student Filter Year Kindergarten Go

Click the Go button above to get started.

**Selected Students**

Add a specific student Student Name

Student Name	Year
<input type="checkbox"/> Abell	Nate 2
<input type="checkbox"/> Aylward	Max 2
<input type="checkbox"/> Baines	Elaeth 2
<input type="checkbox"/> Dolan	Huddy 2
<input type="checkbox"/> Giles	Tom 2
<input type="checkbox"/> Godden	Opal 5

Add Selection Remove Selection

Save Cancel

- b. Do any of the following:
  - i. Under Find Students, use the filters to search for and then select one or more students.
  - ii. Under Selected Students, use the search box to add a specific student to the list of selected students.
  - iii. Review the list of selected students.  
If you need to remove any, select the checkbox next to the student and then select Remove Selection.
  - iv. Select Save.

**5. To add a future roll class:**

- a. In the Roll Classes screen, select Add Roll Classes.

Central Setup

User Accounts Integrations Administration Data Data Source Students Roll Classes

**Roll Classes — Active 2023**

Add Roll Classes Sync Roll Classes

This interface will only show roll classes with students linked to it. Any overrides set in this interface will only take effect after a Data Synchronisation. Data Synchronisation is run every night. If you want the changes to take immediate effect in Sentral please click Sync Roll Classes button after the overrides are set.

Name	Linked Staff	School Years	Override class name?	Students	Buttons
No Roll Class		5 6 7 8 9 10 11 12	No	420 students	Set Overrides View Details

Roll Classes

Active 2023 1 class

Inactive 2018 72 classes 2019 43 classes 2020 46 classes 2021 45 classes

- b. Enter information for the new roll class:

Staff Id: \* (select a value)

Campus Id: \*

Name: \*

Year: \* 2024

Save

- i. Staff ID – select an option.
- ii. Campus ID – (optional) enter a campus ID.
- iii. Name – enter a name for the new class.
- iv. Year – defaults to the current year. If you enter a future year, select OK to proceed.
- v. Select Save.

The class displays under the Roll Classes | Future heading in the right pane.



**Sentral Setup**

User Accounts  
Integrations  
**Administration Data**  
Data Source  
Students  
**Roll Classes**  
Classes  
Houses  
Staff

**Add Roll Class**

Name:

Year: \*

Staff Id:

Campus Id:

**Roll Classes**

**Active**

2023	1 class
------	---------

**Inactive**

2018	72 classes
2019	43 classes
2020	46 classes
2021	40 classes
2022	36 classes

**Future**

2025	1 class
------	---------

6. To assign students to a future roll class:

- a. In the Roll Classes screen, under the Roll Classes | Future heading in the right pane, select the year link. The Roll Classes – Future [Year] screen displays a list of roll classes for the selected year.

**Sentral Setup**

User Accounts  
Integrations  
**Administration Data**  
Data Source  
Students  
**Roll Classes**  
Classes  
Houses  
Staff

**Roll Classes — Future 2025**

**0** This interface will only show roll classes with students linked to it.  
Any overrides set in this interface will only take effect after a Data Synchronisation.  
Data Synchronisation is run every night. If you want the changes to take immediate effect in Sentral please click **Sync Roll Classes** button after the overrides are set.  
Future classes cannot be made active until the year of the roll class year has arrived

Name	Linked Staff	School Years	Override class name?	
<input type="checkbox"/> Mercedes	Teacher 22		No	0 students <input type="button" value="Set Overrides"/> <input type="button" value="View Details"/>

**Roll Classes**

**Active**

2023	1 class
------	---------

**Inactive**

2018	72 classes
2019	43 classes
2020	46 classes
2021	40 classes
2022	36 classes

**Future**

2025	1 class
------	---------

- b. Select the students link next to the class.
- c. Do any of the following:
  - i. Under Find Students, use the filters to search for and then select one or more students.
  - ii. Under Selected Students use the search box to add a specific student to the list of selected students.
  - iii. Review the list of selected students.  
If you need to remove any, select the checkbox next to the student and then select Remove Selection.
  - iv. Select Save.

# Houses

## NSW DoE requirement

If Sentral is chosen as the master data source for your school, you can manage the creation of houses and the assignment of students in Sentral.



**Note:** NSW DoE defines House Groups as a Teaching Group Type.

## Manage a school house

Use the information in this section to manage school houses in Sentral.



**Note:** House assignment is always current. You cannot future assign a student to a different house.

1. Select Setup | Administration Data from the menu bar.
2. Select Houses from the left menu.  
The School House screen displays.

The screenshot shows the 'Sentral Setup' interface. On the left is a sidebar menu with 'Houses' highlighted. The main content area is titled 'School Houses' and features a 'Create New House' button. Below this is a table of active houses with columns for Name, Source, Short Name, Colour, Logo, Students, and Actions. There are also 'Inactive Houses' listed below.

Name	Source	Short Name	Colour	Logo	Students	Actions
Cuthbert	SIFNSWDOE		Dark Green	No Image	7 Students	Edit Disable
Elliot	SIFNSWDOE		Light Blue	No Image	0 Students	Edit Disable
Falcons	SIFNSWDOE		Blue	No Image	0 Students	Edit Disable
	SIFNSWDOE		Dark Brown	No Image	0 Students	Edit Disable
	SIFNSWDOE		Dark Green	No Image	0 Students	Edit Disable
New House A	INTERNAL	NHA	Orange	No Image	4 Students	Edit Disable

**Inactive Houses**

Bradman						Edit Enable
Fraser						Edit Enable

3. To add a new house:

- a. Select Create a New House.
- b. Enter information for the new house:

New House x

Name:

Short Name:

House Colour: # ffffff

House Logo:  No file chosen

- i. Name – enter a name for the new house.
- ii. Short Name – (Optional) enter an abbreviation for the house name.
- iii. House Colour – enter a valid colour number.
- iv. House Logo – select an image file.
- v. Select Save.

4. To assign students to a house:

- a. In the School Houses screen, select the students link next to the school house.

Name	Source	Short Name	Colour	Logo	Students	Actions
Cuthbert	SIFNSWDOE			No Image	7 Students	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
Elliot	SIFNSWDOE			No Image	0 Students	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
Whitehouse	INTERNAL	WH		No Image	37 Students	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
New House A	INTERNAL	NHA		No Image	4 Students	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
						<input type="button" value="Edit"/> <input type="button" value="Disable"/>
						<input type="button" value="Edit"/> <input type="button" value="Disable"/>

- b. Do any of the following:
  - i. Under Find Students, use the filters to search for and then select one or more students.
  - ii. Under Selected Students use the search box to add a specific student to the list of selected students.
  - iii. Review the list of selected students.  
If you need to remove any, select the checkbox next to the student and then select Remove Selection.
  - iv. Select Save.

## 5. To move students between houses:

- a. In the School Houses screen, select the students link next to the school house to which student(s) will be moved.
  - i. Under Find Students, use the filters to search for and then select one or more students.
  - ii. Under Selected Students use the search box to add one or more specific students to the list of selected students.
  - iii. Review the list of selected students.  
If you need to remove any, select the checkbox next to the student and then select Remove Selection.
  - iv. Select Save. Students are moved from one house to another.



**Note:** Sentral supports moving students between houses in one step. You do not need to delete students from one house and then add them to another house.

## Staff (DoE)

Sentral will continue to sync down official DoE staff members from department systems.

If Sentral is nominated as your school's master data source, the only field you can edit is the Status field.


## Staff (non-DoE)

### NSW DoE requirement

If Sentral is nominated as your school's master data source, you can manage non-DoE staff within Sentral. You can edit all fields.

### Manage non-DoE staff

Use the information in this section to record staff members that aren't official DoE staff, such as gardeners or casual assistants in Sentral. Sentral will push this information to the department system.

1. Select  Setup | Administration Data from the menu bar.
2. Select Staff from the left menu.

The Staff screen displays with the Active tab selected. The 'Internal' label refers to non-DoE staff records created in Sentral. Staff records without the label are sourced from DoE systems.

**Sentral Setup**

- User Accounts
- Integrations
- Administration Data**
  - Data Source
  - Students
  - Roll Classes
  - Classes
  - Houses
  - Staff**
  - Timetable Data

**Staff**

Active Inactive

[Add Staff](#)

External ID	Name	Username	Employment Status		
67346	Miss Lynsey Anderson	landerson64			
97464	Mrs Louise Arthur	larhtur			
EXT006	Mr Teddy Baker <span>Internal</span>	tbaker	casual	<a href="#">Edit Staff</a>	<a href="#">Deactivate</a>
EXT002	Dr Alan Musk <span>Internal</span>	amusk	casual	<a href="#">Edit Staff</a>	<a href="#">Deactivate</a>

### 3. To create a new non-DoE staff member:

- a. In the Staff screen, select Add Staff.

**Edit Staff**

Surname: \* Baker

Given Names: \* Tod

Pref Surname Baker

Pref Name Ted

Gender M

Timetable Code 1223

Title Mr

Pref Title Master

Dob 12/12/1980

Mobile Phone: \* 0411 111 111

Username tbaker

Photo Filename

Employment Status: Casual

Status: \* On Leave

Email: \* 11122.baker@sentral.com.au

Email Type: \* Personal

Save

- b. Enter information for the non-DoE staff member.
  - i. Surname – (mandatory) Enter the surname in Title Case.  
For example, Smith rather than SMITH.
  - ii. Given Names – (mandatory) Enter given name(s).  
For example, John, Sarah-Jane
  - iii. Pref Surname – Either leave blank or enter a preferred surname.
  - iv. Pref Name – Either leave blank or enter a preferred name.
  - v. Gender – Either leave blank or enter gender as M or F.
  - vi. Timetable Code – Either leave blank or enter a code for the staff member.
  - vii. Title – Either leave blank or enter an abbreviated title to be used.  
For example, Miss, Ms, Mrs, Mr, Dr, Prof.
  - viii. Pref Title – Either leave blank or enter a preferred title.
  - ix. Dob – Either leave blank or enter date of birth in the format DD/MM/YYYY.
  - x. Mobile Phone – (mandatory) Enter the mobile phone number with spaces included.  
For example, 0401 234 567.
  - xi. Username – Either leave blank or enter a user name in your school's preferred format.
  - xii. Photo Filename – Either leave blank or enter the filename.
  - xiii. Employment Status – (optional) Select from the list.
  - xiv. Status – (mandatory) Select from the list.  
This is set to Active by default.
  - xv. Email – (mandatory) Enter an email address.
  - xvi. Email Type – (mandatory) Select from the list.
- c. Select Save.

### 4. To edit non-DoE staff details:

- a. In the Staff screen, find the staff member on either the Active tab or the Inactive tab.  
Non-DoE staff members have an 'Internal' flag next to their names.
- b. Select Edit Staff next to their name.
- c. In the Edit staff screen, update details as required.  
For example, use the Status field to set the staff member as Available, Unavailable, On Leave.
- d. Select Save.

5. To deactivate a non-DoE staff member:

- a. In the Staff screen, find the staff member listed in the Active tab. Non-DoE staff members have an 'Internal' flag next to their names.

Sentral Setup

- User Accounts
- Integrations
- Administration Data
  - Data Source
  - Students
  - Roll Classes
  - Classes
  - Houses
  - Staff


Staff

Active Inactive

Add Staff

External ID	Name	Internal	Username	Employment Status	Edit Staff	Deactivate
EXT006	Mr Teddy Baker	Internal	tbaker	casual	Edit Staff	Deactivate
EXT002	Dr Alan Musk	Internal	amusk	casual	Edit Staff	Deactivate

- b. Select Deactivate next to their name. The non-DoE staff member is moved to the Inactive tab. This information will sync back to the NSW DoE's system.

 **Note:** The Status field on the Edit Staff screen is automatically updated when you deactivate the staff member.

# Rooms

## NSW DoE requirement

If Sentral is selected as your school's master data source, you can create new rooms in Sentral and have the rooms pushed up to department's system. You can also view and manage department rooms.

## Rooms that existed in ebs

ebs supported room information but not buildings. Sentral supports both. Rooms that existed in the department's system and were synced down to Asset Manager during the transition will initially show against 'No Building'.

- View building and associated rooms information via Asset Manager | Registers | Building Register  
See [View existing rooms](#)
- View and edit information via Asset Manager Setup | Locations.  
See [Manage rooms created in Sentral](#).

**Asset Manager Setup** 1 Search Asset Manager Setup

[Back to Asset Manager](#)

**Setup** ^

- Import
- Categories
- Insurance
- Registers
- Asset Types
- Locations** 2
- Custom Fields

### Buildings

[Sync Rooms from SAIS](#) [+ Add Building](#)


Name	Reference	Classification
No Building		<a href="#">View</a>

[+ Add Building](#)

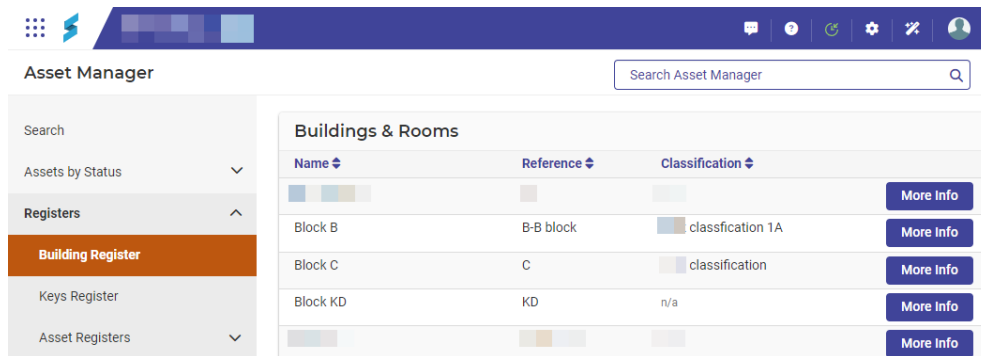
## View existing rooms

Use the information in this section to perform a range of tasks for active (existing) rooms in Sentral:

- view existing rooms
- edit details for existing rooms
- use the Timetable availability flag.

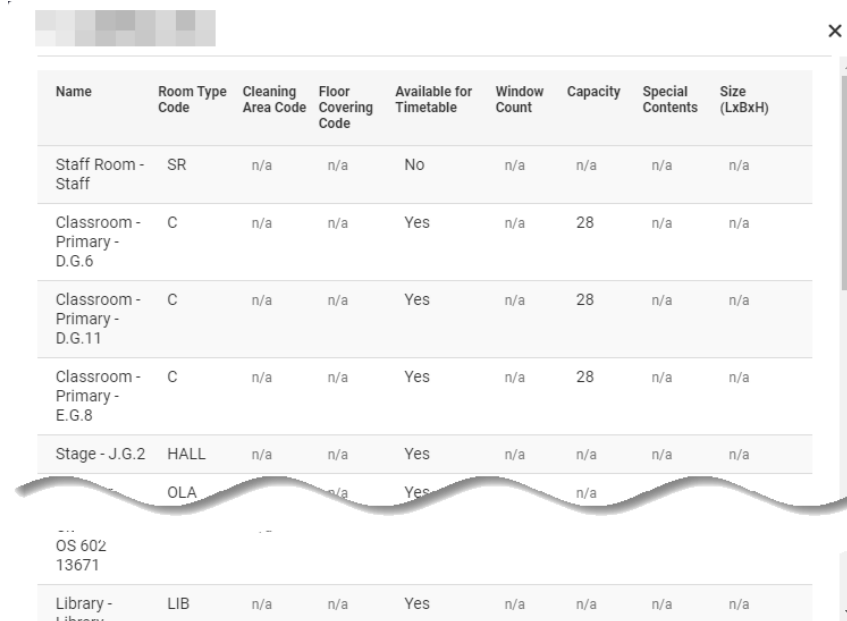
1. Select the menu icon (  ) and choose Asset Manager in the Finance group.
2. Select Registers in the left menu and choose Building Registers.

The Buildings & Rooms screen lists any active rooms. If your school has not set up buildings and rooms, you'll need to do that first via Asset Manager Setup.



Name	Reference	Classification	More Info
Block B	B-B block	classification 1A	More Info
Block C	C	classification	More Info
Block KD	KD	n/a	More Info

3. Select More Info next to a Building to see rooms assigned to the building. Room information for the building displays.



Name	Room Type Code	Cleaning Area Code	Floor Covering Code	Available for Timetable	Window Count	Capacity	Special Contents	Size (LxBxH)
Staff Room - Staff	SR	n/a	n/a	No	n/a	n/a	n/a	n/a
Classroom - Primary - D.G.6	C	n/a	n/a	Yes	n/a	28	n/a	n/a
Classroom - Primary - D.G.11	C	n/a	n/a	Yes	n/a	28	n/a	n/a
Classroom - Primary - E.G.8	C	n/a	n/a	Yes	n/a	28	n/a	n/a
Stage - J.G.2	HALL	n/a	n/a	Yes	n/a	n/a	n/a	n/a
OLA		n/a	n/a	Yes	n/a	n/a	n/a	n/a
OS 602 13671								
Library - Library	LIB	n/a	n/a	Yes	n/a	n/a	n/a	n/a

4. View details such as whether the room is available for timetable.



## Manage rooms created in Sentral


Use the information in this section to perform a range of tasks for rooms created in Sentral:

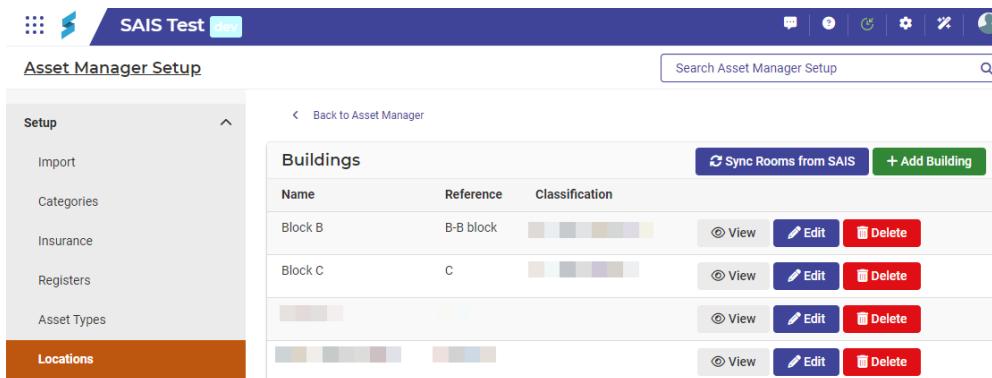
- create new rooms locally
- use the timetable availability flag
- discontinue using any room by changing its status to Inactive.



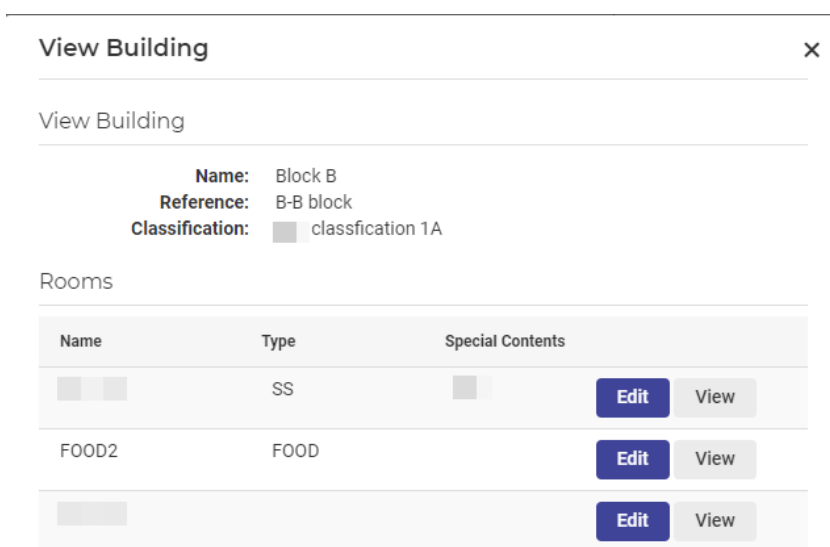
**Note:** If you are unable to access the Asset Manager module, you may need to contact your Sentral administrator to be provided the permission for accessing the module. You need access to Asset Manager Setup to perform tasks such as adding buildings and rooms.

### View a room



1. Select the menu icon (⋮) and choose Asset Manager in the Finance group.
2. Select  Setup and choose Asset Manager Setup.
3. Select Setup in the left menu and choose Locations.  
The Buildings screen displays.

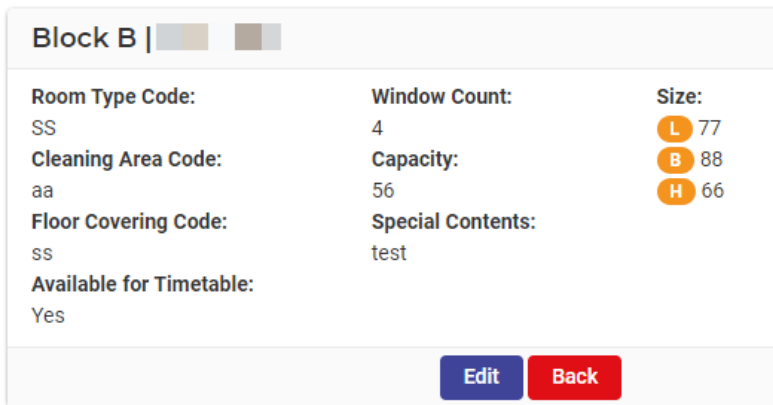



4. Select View next to a building.  
The View Building screen for the selected building displays.






## Edit or delete a room

1. Select the menu icon (  ) and choose Asset Manager in the Finance group.
2. Select  Setup and choose Asset Manager Setup.
3. Select Setup in the left menu and choose Locations.  
The Buildings screen displays.
4. Select View next to a building.  
The View Building screen for the selected building displays.
5. Do any of the following:
  - a. Under Rooms, select View next to a room.  
Details for the selected room display.

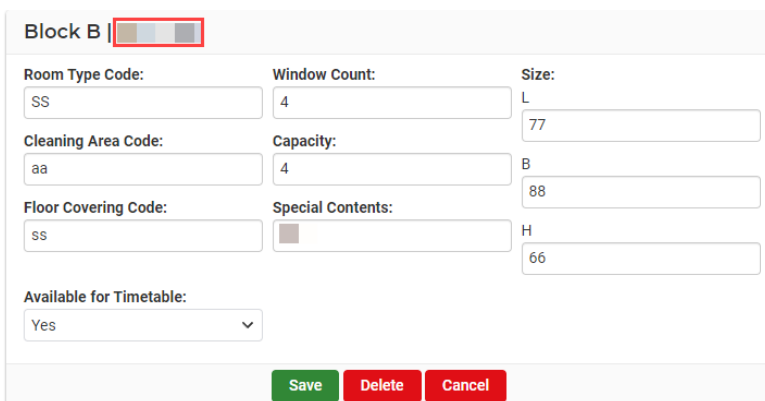



Block B | 

<b>Room Type Code:</b> SS	<b>Window Count:</b> 4	<b>Size:</b>  77
<b>Cleaning Area Code:</b> aa	<b>Capacity:</b> 56	 88
<b>Floor Covering Code:</b> ss	<b>Special Contents:</b> test	 66
<b>Available for Timetable:</b> Yes		

[Edit](#) [Back](#)

- i. View room details. Select Back to return to the Buildings screen.
  - ii. (Optional) Select Edit to update room details, and then select Save.
  - iii. (Optional) Select Delete to remove the room its association with the building, and then select Confirm.
- b. Under Rooms, select Edit next to a room.
- i. (Optional) Select Edit to update room details, and then select Save.
  - ii. (Optional) Select Delete to remove the room's association with the building, and then select Confirm.





Block B | 

<b>Room Type Code:</b> <input type="text" value="SS"/>	<b>Window Count:</b> <input type="text" value="4"/>	<b>Size:</b> <input type="text" value="L"/>
<b>Cleaning Area Code:</b> <input type="text" value="aa"/>	<b>Capacity:</b> <input type="text" value="4"/>	<input type="text" value="77"/>
<b>Floor Covering Code:</b> <input type="text" value="ss"/>	<b>Special Contents:</b> <input type="text" value="test"/>	<input type="text" value="B"/>
<b>Available for Timetable:</b> <input type="text" value="Yes"/>		<input type="text" value="88"/>
		<input type="text" value="H"/>
		<input type="text" value="66"/>

[Save](#) [Delete](#) [Cancel](#)

Although you won't see the deleted room anymore, Sentral's database keeps a record for audit purposes.

## Add a new room

1. Select the menu icon (  ) and choose Asset Manager in the Finance group.
2. Select  Setup and choose Asset Manager Setup.
3. Select Setup in the left menu and choose Locations.  
The Buildings screen displays.
4. Select Edit next to a building.  
The Edit Building screen for the selected building displays.

### Edit Building ×


Edit Building Details

**Name:**

**Reference:**

**Classification:**


Rooms

- FOOD2
- 

More information can be added to the rooms after

[+ Add](#)

[Save](#) [Cancel](#)

5. Under Rooms:
  - a. Enter a name for the new room, and then select Add.
  - b. Select Save.The Buildings screen displays.
6. Select View  View next to the building containing the newly created room.  
The View Building screen displays a list of rooms for the building.

### View Building ×

View Building

**Name:** Block B  
**Reference:** B-B block  
**Classification:** test classification 1A

Rooms

Name	Type	Special Contents		
test - SS	SS	test	<a href="#">Edit</a>	<a href="#">View</a>
FOOD2	FOOD		<a href="#">Edit</a>	<a href="#">View</a>
room 4			<a href="#">Edit</a>	<a href="#">View</a>
Music room 1			<a href="#">Edit</a>	<a href="#">View</a>

7. Select Edit next to the room you just created.

**Block B | Music room 1**

<b>Room Type Code:</b> <input type="text" value="MUS-P"/>	<b>Window Count:</b> <input type="text" value="1"/>	<b>Size:</b> L <input type="text"/>
<b>Cleaning Area Code:</b> <input type="text" value="Cleaning Area Code"/>	<b>Capacity:</b> <input type="text" value="3"/>	B <input type="text"/>
<b>Floor Covering Code:</b> <input type="text" value="WOOD"/>	<b>Special Contents:</b> <input type="text" value="Piano"/>	H <input type="text"/>

**Available for Timetable:**

8. Enter room details, specify whether the room is available for Timetable, and then select Save.

## Timetable subjects and academic classes

### NSW DoE requirement

If Sentral is selected as your school's master data source, Sentral can provide your school's timetable subjects and academic classes data to the NSW DoE.

### Manage timetable subject data

There is a dependency on a successful sync between your school's timetable package and Sentral.

Your school will need to ensure timetable data managed in your school's timetable package:

- has subjects and classes
- syncs successfully with Sentral.

Sentral will sync the timetable subjects and academic classes data to NSW DoE.

## Subject Teaching Groups (KLA/Subject/Course)

### NSW DoE requirement

If your school doesn't have a timetable package, and Sentral is selected as your school's master data source, Sentral can provide your school's subject teaching groups data to NSW DoE.



**Note:** NSW DoE defines KLA/Subjects/Courses as a Teaching Group Type.

### Manage subject teaching groups

Use the information in this section to assign a group type of SUB – KLA/Subject/Course as defined by NSW DoE.

1. Select Setup | Administration Data from the menu bar.
2. Select Classes from the left menu.

The Academic Classes screen displays with the Active tab selected.

**Sentral Setup**

- User Accounts
- Integrations
- Administration Data**
  - Data Source
  - Students
  - Roll Classes
  - Classes**
  - Houses
  - Staff
  - Timetable Data
  - Academic Settings
  - Check Staff Links
  - Staff Type Mapping
- School Information

**Academic Classes**

Active Inactive

[Add Class](#)

Name	Description	Year	
ANC	Ancient History	0 students	Inactivate
CIV	Civics and Citizenship	0 students	Inactivate
DRA	Drama	0 students	Inactivate
ENG	English	0 students	Inactivate
GEO	Geography	0 students	Inactivate
HEA	Health and PE	0 students	Inactivate
HIS	History	0 students	Inactivate
MAT	Mathematics	0 students	Inactivate
MUS	Music	0 students	Inactivate
SCI	Science	0 students	Inactivate
VIS	Visual Arts	0 students	Inactivate

**Academic Class Years**

(no year)	11 classes
3	32 classes
4	32 classes
5	32 classes
6	32 classes
7	621 classes
8	618 classes
9	637 classes
10	611 classes
11	974 classes
12	968 classes

3. Select Add Class.

**Add Class**

Name

Year: \*

Staff id: \*

School Year

Course Code

Class No

Description

Subject Code

Subject Id

Campus Id

Hide Teacher Email  OFF \* Hides the teacher's email from Student Profiles

[Save](#)

**Academic Class Years**

4. In Add Class, enter details for the class:
- Name – enter a name for the class.
  - Year
  - Teacher – select a teacher from the list.
  - Course Code
  - Class No
  - Description
  - Subject Code
  - Subject ID
  - Campus ID
  - Hide Teacher Email
  - Select Save.

The subject is added to the list of active classes. Subject data will be synced to NSW DoE's system.

**Academic Classes — 4**

Active Inactive

**Add Class**

Name	Description	Year		
Science	Science <b>Internal</b>	4	0 students	<b>Inactivate</b>

5. To add students to the class:
  - a. Select the Students link next to the class.  
The Manage Students screen for the selected class displays.

**Academic Classes — 5**

Active Inactive

**Add Class**

Name	Description	Year		
Science	Science <b>Internal</b>	5	0 students	<b>Inactivate</b>

- b. Select filters and then select Go.

Manage Students for Science **Save** **Cancel**

**Find Students** **Selected Students**

Student Filter: Year  **Go** Add a specific student

<input type="checkbox"/>	Student Name	Year	<input type="checkbox"/>	Student Name	Year
<input type="checkbox"/>	10038	Student 5	<input type="checkbox"/>		

**Add Selection** **Remove Selection**

**Save** **Cancel**

- c. Select students and choose Add Selection.
    - d. Select Save.  
Students are added to the class.

**Academic Classes — 5**

Active Inactive

**Add Class**

Name	Description	Year		
Science	Science <b>Internal</b>	5	1 students	<b>Inactivate</b>

**Academic Class Years**

4	1 classes
5	1 classes

- 
6. To remove students from the class:
    - a. Select Filters and then select Go.
    - b. Select students and choose Remove Selection.
    - c. Select Save.  
Students are removed from the class.
  7. To edit the subject:
    - a. Select the class in the Name column.
    - b. Update details.
    - c. Select Save.
  8. To inactivate a class:
    - a. In the Academic Classes – [class] screen:
    - b. Select Inactivate next to the class.  
The class is moved to the Inactive tab.
    - c. To reactivate the class, select the Inactive tab and then select Activate.

## Other activity-based teaching groups

### NSW DoE requirement

There are other groups of students and staff that you need to create and sync up to the NSW DoE's system. These may be your Peer Support groups or Excursion/Incursion groups.



**Note:** Sentral is aware that some schools may have created teaching groups in ebs that are not part of the group types mentioned in the Group types list below. Our recommendation is to create those teaching groups again – either in the Activities module or via the Classes functionality in Sentral Setup

### Managing other activity-based groups

In Sentral, these sorts of groups are managed in the Activities module.

Use the information in this section to assign a group type, as defined by NSW DoE, to a category in the Activities module.

#### Group types

NSW DoE group types are:

- EXC – Excursion/Incursions
- EC – Extra-Curricular
- OTHER – Other Activity Group
- PSG – Peer Support Group
- SRE – Special Religious Education
- SPO – Sport.

#### Group types synced

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

## Example

Let's assume that you need to create a Peer Support Group. Here's a high-level overview of how you would do this in Sentral's Activities module.

- Create a category called Peer Support Group.
- Assign the Group Type of – PSG to the category – Peer Support Group
- Create a new activity in relation to the group such as Peer Support 2024 under the Peer Support Group category.
- Assign students and a staff member to the new activity.



Sentral would sync up this new activity to NSW DoE's system as part of the PSG teaching group type.

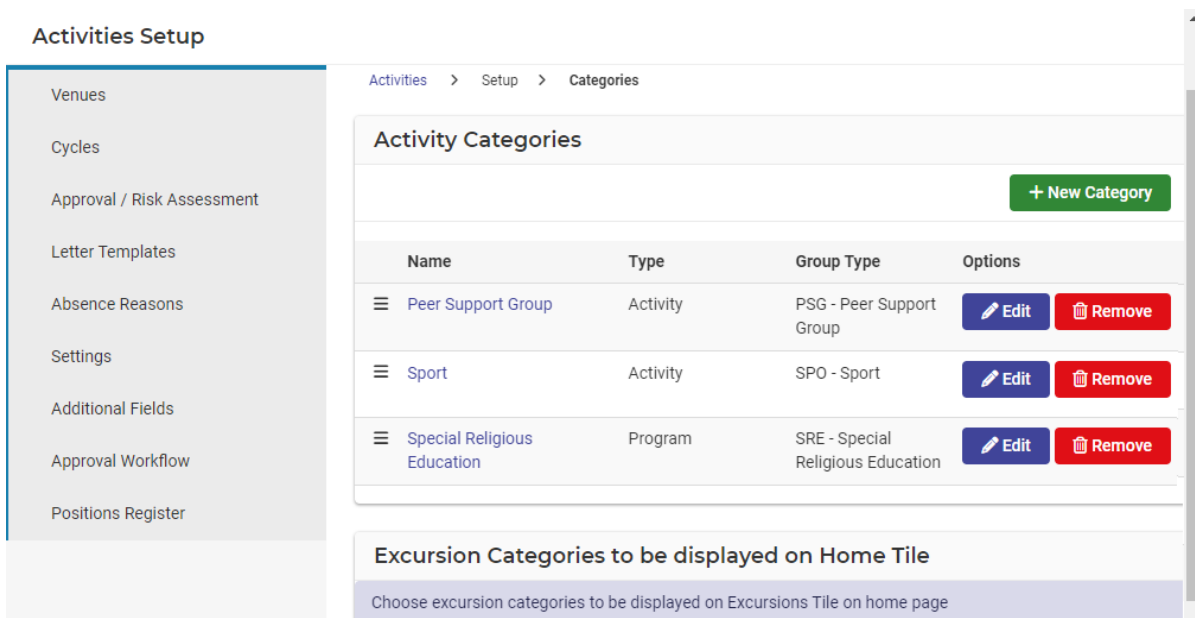


**Note:** Houses, Roll Call, Timetable Subjects, and Academic Classes are supported elsewhere in Sentral as mentioned in the previous sections of this guide.

## Create a new category

Use the information in this section to create a new category if you don't have an existing category that supports a NSW DoE defined group type. For example, SRE – Special Religious Education.

1. Select the menu icon (  ) and choose Activities.
2. Select  Setup and choose Activities Setup.
3. Select Setup in the left menu and choose Categories.  
The Activity Categories screen displays.






**Activities Setup**

Activities > Setup > Categories

### Activity Categories

[+ New Category](#)

Name	Type	Group Type	Options
 Peer Support Group	Activity	PSG - Peer Support Group	<a href="#">Edit</a> <a href="#">Remove</a>
 Sport	Activity	SPO - Sport	<a href="#">Edit</a> <a href="#">Remove</a>
 Special Religious Education	Program	SRE - Special Religious Education	<a href="#">Edit</a> <a href="#">Remove</a>

### Excursion Categories to be displayed on Home Tile

Choose excursion categories to be displayed on Excursions Tile on home page

4. Select New Category.
5. Additional fields display.



**Name:**  *The name of the category.*

**Type:**  *The activity type the category will contain.*

**Group Type:**  *The type used to group activity categories.*

**Default Cycle:**  *The default cycle for new activities.*

**Approval Workflow:**  *The approval workflow for activities in this category.*

6. Enter a name for the category.  
For example, Peer Support Group.
7. Select the type of activity.
8. Select the group type that is appropriate for the category.  
For example, PSG for Peer Support Group.
9. Select a default cycle for the activity category.
10. Select an approval workflow to specify how the activity will get approved.  
You are limited to assigning one approval process to each activity category.
11. Select Add.  
Additional fields display for you to add more information. Completing the additional fields is optional.
12. Select Save.

### Create a new activity for the group

Use the information in this section to create a new activity in relation to the group. For example, Peer Support 2024.

1. Select the Sentral menu icon (⋮) and then under Student Admin, select Activities.  
The Activities home screen displays.
2. In the left menu, select the category and choose All.

The screenshot shows the Sentral Activities interface. On the left, a navigation menu is visible with 'Peer Support Group' selected and 'All' highlighted. The main content area displays the 'Peer Support Group' page with a search bar and a table of activities. The 'New Peer Support Group' button is highlighted in red.

Peer Support Group							
<input type="button" value="Select All"/> <input type="button" value="Unselect All"/> <input type="button" value="New Peer Support Group"/>							
With selections do: <input type="text" value="Print Rolls"/> <input type="button" value="Go"/>							
Ungrouped							
	Name	Years	Participants	Instance	Approval	Risk Assessments	Self Registration
<input type="checkbox"/>	2023 Peer Support		2 students	2024 - Annual	Exec Approval	Not Completed	No
<input type="checkbox"/>	2024 Peer support		–	2024 - Annual	Exec Approval	Not Completed	No

- Select New [activity/excursion name]. For example, New Peer Support Group. The New [category] Activity screen displays. For example, New Peer Support Group Activity.

The screenshot shows the 'New Peer Support Group Activity' form in the SENTRAL system. The form is divided into several sections:


- Overview** (selected tab): Contains the main form fields.
- Costs** and **Questions** (unselected tabs): Located at the top of the form area.
- Peer Support Group Details**: Includes fields for Peer Support Group Name, Code, Start Date, End Date, and Permission Form Due Date.
- Event Details**: A large text area for entering event details.
- Organisers**: A dropdown menu to select one or more organisers.
- Venue**: A dropdown menu to select a venue.
- Cycle**: A dropdown menu to select a cycle type (e.g., Annual).
- Group**: A dropdown menu to select a group.
- Sync to Calendars**: A dropdown menu to select a calendar.
- Show in Reports**, **Is SDL (Student Directed Learning)**, **Show in Attendance**, **Limit Places**, and **Requires Approval / Risk Assessment**: Each has a 'No' and 'Yes' toggle button.
- Availability**: Includes a 'Normally Run On' section with checkboxes for days of the week (Monday through Sunday) and an 'Available for Terms' section with checkboxes for Term 1 through Term 4.
- Available for Years**: Includes a radio button for 'All years' and a checkbox for 'Only selected years'.
- Buttons**: 'Save' (green) and 'Cancel' (red) buttons are located at the bottom right of the form.

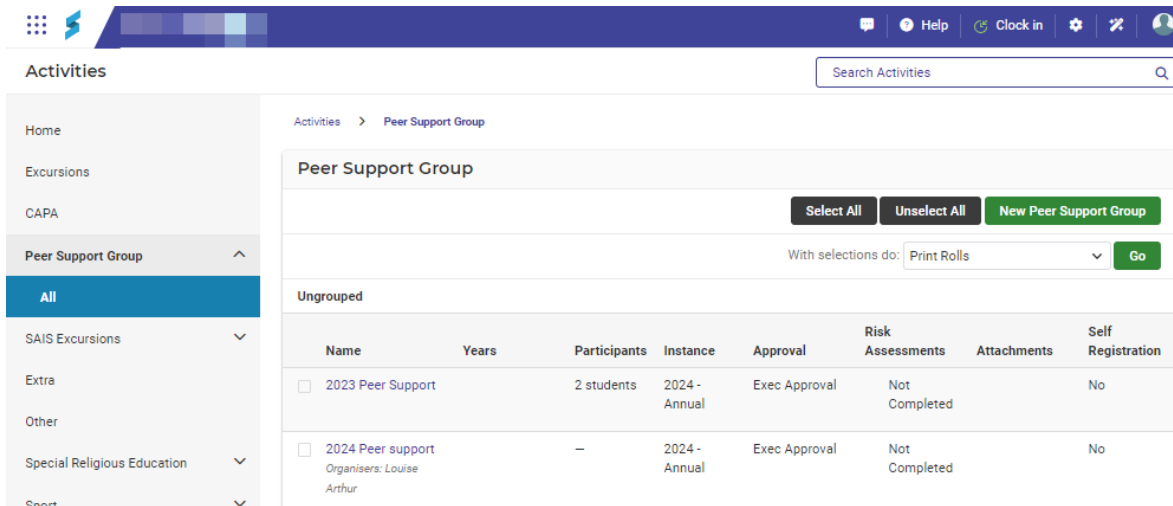
- Enter information for the activity and then select Save.

## Assign students and a staff member to the new activity

Use the information in this section to:

- place students that are part of the group into an activity
- assign staff members responsible for the group.

1. Select the Sentral menu icon (  ) and then under Student Admin, select Activities. The Activities home screen displays.
2. In the left menu, select the category and choose All. The activities for the category are listed. In the example below, activities for the Peer Support Group category are listed.



**Activities** Search Activities

Home  
Excursions  
CAPA  
Peer Support Group ^  
**All**  
SAIS Excursions ∨  
Extra  
Other  
Special Religious Education ∨  
Sport ∨

Activities > Peer Support Group

**Peer Support Group**

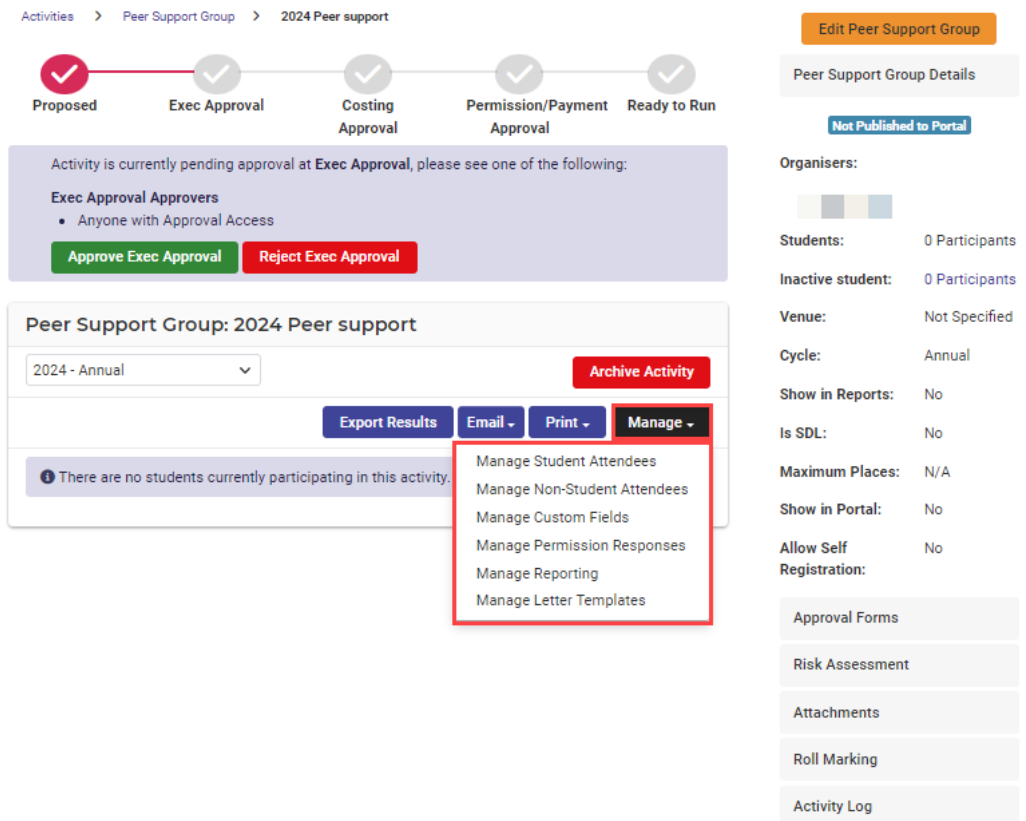
Select All Unselect All **New Peer Support Group**

With selections do:  **Go**

Ungrouped

Name	Years	Participants	Instance	Approval	Risk Assessments	Attachments	Self Registration
<input type="checkbox"/> 2023 Peer Support		2 students	2024 - Annual	Exec Approval	Not Completed		No
<input type="checkbox"/> 2024 Peer support <i>Organisers: Louise Arthur</i>		–	2024 - Annual	Exec Approval	Not Completed		No

3. Select the activity link in the Name column. The workflow screen for the selected activity displays.



Activities > Peer Support Group > 2024 Peer support

Proposed  Exec Approval  Costing Approval  Permission/Payment Approval  Ready to Run

Activity is currently pending approval at **Exec Approval**, please see one of the following:

**Exec Approval Approvers**

- Anyone with Approval Access

**Approve Exec Approval** **Reject Exec Approval**

**Peer Support Group: 2024 Peer support**

2024 - Annual ∨ **Archive Activity**

**Export Results** **Email** **Print** **Manage**

**Manage**

- Manage Student Attendees
- Manage Non-Student Attendees
- Manage Custom Fields
- Manage Permission Responses
- Manage Reporting
- Manage Letter Templates

**Peer Support Group Details**

**Not Published to Portal**

**Organisers:**

**Students:** 0 Participants

**Inactive student:** 0 Participants

**Venue:** Not Specified

**Cycle:** Annual

**Show in Reports:** No

**Is SDL:** No

**Maximum Places:** N/A

**Show in Portal:** No

**Allow Self Registration:** No

**Approval Forms**

**Risk Assessment**

**Attachments**

**Roll Marking**

**Activity Log**

- Select Manage and choose Manage Student Attendees from the dropdown menu.
- Find and select students for the activity, and then select Save.

Manage Students for Peer Support Group: 2024 Peer support

2024 - Annual Save Cancel

**Find Students**

Show students from

Year  Kindergarten  Go

*Click the Go button above to get started.*

Add Selected Students > < Remove Students

**Selected Students**

Add a specific student:

Student Name

<input type="checkbox"/> Student Name	External ID	Year

- Select Manage and choose Manage Non-Student Attendees from the dropdown menu.
- Find and select staff for the activity, and then select Save.

Manage Attendees for Peer Support Group: 2024 Peer support

2024 - Annual Save Cancel

**Find Staff**

Add Staff ...

**Find Family Members**

Add Family Member ...

Type	Attendee Name	Start Time	End Time	
Staff	Mrs Louise Arthur	--:-- <input type="text"/>	--:-- <input type="text"/>	<span style="background-color: red; color: white; padding: 2px 5px;">Remove</span>

## Import teaching groups into Activities where they pre-existed in ebs

### NSW DoE requirement

If Sentral is selected as your school's master data source, you can import activity related teaching groups that were originally created in ebs. Do this sort of import one time only. Once a teaching group is imported into Activities, do all future updates in Activities.

### Group types

NSW DoE group types are:

- EXC – Excursion/Incursions
- EC – Extra-Curricular
- OTHER – Other Activity Group
- PSG – Peer Support Group
- SRE – Special Religious Education
- SPO – Sport.

### Syncing

In this scenario, Sentral will continue updating the pre-existing ebs teaching groups after they are imported into Sentral instead of creating new ones to push up to the department's system.

### Import teaching groups

Use the information in this section to choose which category the teaching groups should be imported against.

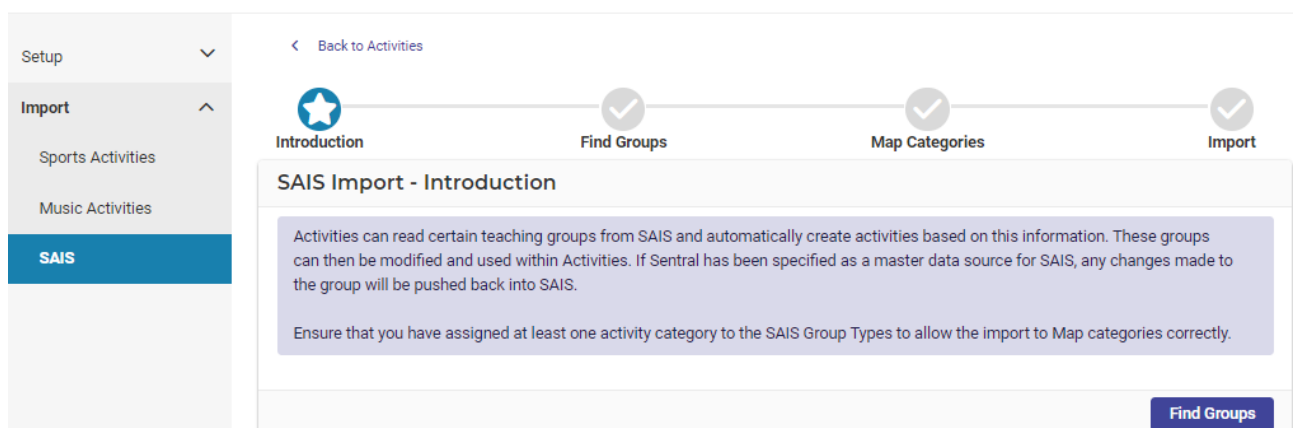
1. Select the menu icon  and choose Activities.
2. Select  Setup | Activities Setup from the menu bar.
3. Select Import from the left menu and choose SAIS.

This menu option only displays for schools using SAIS. This means that the data source is 'nswdoesais'. The SAIS Import – Introduction screen displays.



**Note:** Ensure that you have assigned at least one activity category to the SAIS Group Types to allow the import to map categories correctly.

#### Activities Setup



Setup ▾

Import ▲

Sports Activities

Music Activities

**SAIS**

[Back to Activities](#)


Introduction Find Groups Map Categories Import

#### SAIS Import - Introduction

Activities can read certain teaching groups from SAIS and automatically create activities based on this information. These groups can then be modified and used within Activities. If Sentral has been specified as a master data source for SAIS, any changes made to the group will be pushed back into SAIS.

Ensure that you have assigned at least one activity category to the SAIS Group Types to allow the import to Map categories correctly.

[Find Groups](#)

4. Select .
5. Next to Filter, select a Group Type option.

- Select one or more groups, and then select **Map Categories**.  
The selected teaching groups are listed.

Introduction Find Groups **Map Categories** Import

### SAIS Import - Map Categories

Teaching Group	Group Type	Category
SRE Test change in sentral	SRE	Special Religious Education

Back Import

- Next to the teaching group, choose the category the teaching groups should be imported against. The category defaults to an existing category if it is already configured with the correct group type.
- Select **Import**, and then select OK.  
The import is initiated. If Sentral is your school's master data source, teaching groups will sync as normal as per existing SAIS sync functionality.

< Back to Activities

Introduction Find Groups **Map Categories**

### SAIS Import - Map Categories

Teaching Group	Group Type	Category
SRE Second Test	SRE	There are no categories assigned to this group type. Assign a category to this group type in the <a href="#">Categories Setup</a>
SRE Test	SRE	There are no categories assigned to this group type. Assign a category to this group type in the <a href="#">Categories Setup</a>

---

## Health

### NSW DoE requirement

If Sentral is nominated as your school's master data source, Health functionality supported by ebs will be supported in Sentral.

### SAIS data sync

The SAIS sync is a sync with NSW DoE's system. The sync will:

- Process doctors' data and store this in Sentral.  
Doctors' information will show against students in the following section of the Sentral Health module:  
Medical Records screen | Medical Practice.
- Import and store health conditions as individual records in Sentral.  
Medical conditions will display against students in the following section of the Sentral Health module:  
Medical Record screen | Medical Conditions.
- Flag students if they have a medical condition.
  - A Medical Alert automatic flag will be created in the following section of the Profiles module:  
Setup Profiles | Automatic Flags.
  - A Medical Severity flag will be automatically applied to a student that has a medical condition either sourced from the NSW DoE's system (or created internally in the Health module). The flag will be removed if a student has no medical conditions (external source or internal from the Health module).
  - A Medical Alert automatic flag will display 'onhover' will show a student's medical conditions and the severity.
- Flag students if they have a medical condition that is Anaphylaxis, and no ASCIA plan has been assigned.
  - A Medical Alert automatic flag will be created in the following section of the Profiles module:  
Setup Profiles | Automatic Flags.
  - The flag will show against the student on the student's medical record screen.
  - It will be removed upon data sync if the student no longer meets the criteria.

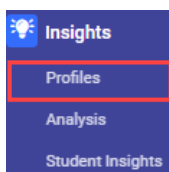



**Tip:** Instead of 'auto injector', Sentral uses the terms *EpiPen Junior* and *EpiPen Standard*.  
Instead of 'inhaler', Sentral uses the term *Asthma Inhaler*.


### Reminder – how to manage flag visibility

Use the information in this section to manage flag visibility in other Sentral modules such as Attendance (rolls).

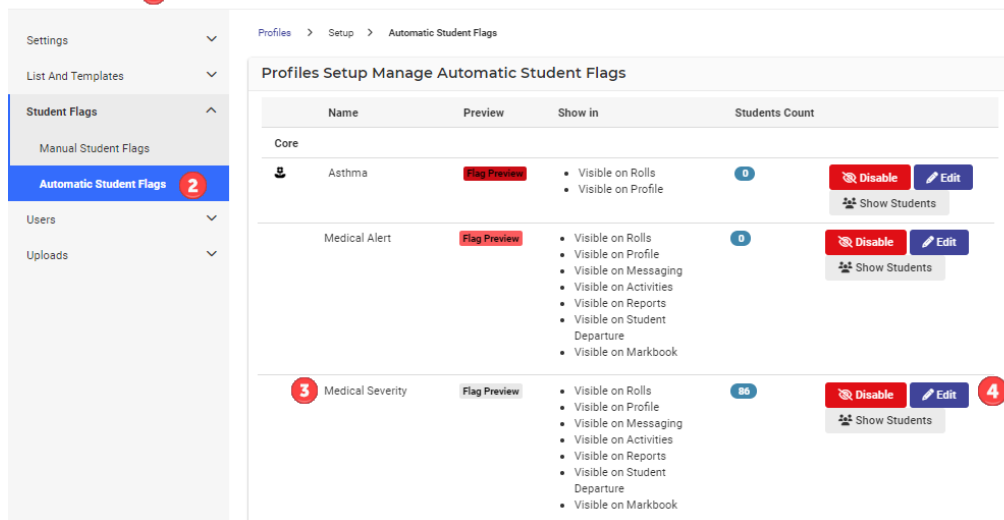
1. Select the menu icon () and choose Profiles.



2. Select  Setup and choose Profiles Setup.
3. Select Student Flags in the left menu and choose Automatic Student Flags.  
The Profiles Setup Manage Automatic Student Flags screen displays.

- Select Edit  next to the flag – for example, Medical Severity. The Flag Edit screen displays.

Profiles Setup **1**



Name	Preview	Show in	Students Count
Asthma		<ul style="list-style-type: none"> <li>Visible on Rolls</li> <li>Visible on Profile</li> </ul>	0
Medical Alert		<ul style="list-style-type: none"> <li>Visible on Rolls</li> <li>Visible on Profile</li> <li>Visible on Messaging</li> <li>Visible on Activities</li> <li>Visible on Reports</li> <li>Visible on Student Departure</li> <li>Visible on Markbook</li> </ul>	0
<b>3</b> Medical Severity		<ul style="list-style-type: none"> <li>Visible on Rolls</li> <li>Visible on Profile</li> <li>Visible on Messaging</li> <li>Visible on Activities</li> <li>Visible on Reports</li> <li>Visible on Student Departure</li> <li>Visible on Markbook</li> </ul>	86

- Under Flag Visibility, select where you want the flag to be visible. For example, to make the flag visible in Attendance, select Active on Rolls.

**Flag Edit** ✕

---

**Flag Name**

Medical Severity

**Background Colour** # e8e8e8 **Text Colour** # 000000

**Flag Visibility**

Active on Profiles	<input checked="" type="checkbox"/>	Active on Activities	<input checked="" type="checkbox"/>
Active on Rolls	<input checked="" type="checkbox"/>	Active on Student Departure	<input checked="" type="checkbox"/>
Active on Messaging	<input checked="" type="checkbox"/>	Active on Markbook	<input checked="" type="checkbox"/>
Active on Reports	<input checked="" type="checkbox"/>		

**Save** **Cancel**

- Select Save.

### ebs decommission tasks

Not all information from ebs will synchronise with Sentral. There are some tasks that you will need to do manually to ensure all current ebs student administration information gets set up in Sentral prior to ebs being decommissioned. For details, see the following two documents prepared by the NSW DoE:

- EBS Decommission Checklist
- EBS Decommission Checklist Instructions.



---

## Medication administration records

### What's changing?

We've provided two new options for you to select when administering any of the three inbuilt medications:

- Administered via
  - Administered by authorised staff
  - Administered with supervision
  - Emergency Medication
  - Self-Administered
  - To be determined.
- Administered by
  - Staff – with a selection list
  - Student – with a selection list
  - Other – with a text field.

We've updated the Administered Medication report to show Staff, Student, Other for the 'Administered By' column data. We've also updated the export for the report to include the new Administered By and Administered Via data.

### Manage a student's medical conditions

For information on viewing existing imported medical conditions and managing any school created medical condition in Sentral, see the Health Module Guides in the Help Centre:

- [Health Admin Guide](#)
- [Health User Guide](#)



**Tip:** Long term health conditions that you record in NSW DoE's system (ERN) are synced down to Sentral. Whilst you can record medication and care plans in ERN, this information is not synced down to Sentral.

*The recommendation from NSW DoE is to record this information in your AMPS supplier product.*