ebs Decommission Project – Sentral Enhancements

NSW Department of Education Schools – Term 1 2024
Version 1.6

Contents

Introduction 3
Permissions 3
Data source decision 3
SIS vendor 3
Sentral selected as ‘master source’ 3
Sentral not selected as ‘master source’ 3
What happens 4
Transition 4
NSW DoE instructions 4
Sentral recommendation 5
Check default notification settings 5
Check user profile settings 5
Sentral as master source of data 6
Overview 6
Roll classes 7
NSW DoE requirement 7
Manage a current roll class 7
Houses 11
NSW DoE requirement 11
Manage a school house 11
Staff (DoE) 13
Staff (non-DoE) 13
NSW DoE requirement 13
Manage non-DoE staff 13
Rooms 16
NSW DoE requirement 16
Rooms that existed in ebs 16
View existing rooms 17
Manage rooms created in Sentral 18
Timetable subjects and academic classes 21
NSW DoE requirement 21
Manage timetable subject data 21
Subject Teaching Groups (KLA/Subject/Course) 21
NSW DoE requirement 21
Manage subject teaching groups 21
Other activity-based teaching groups 24
NSW DoE requirement 24
Managing other activity-based groups 24
Import teaching groups into Activities where they pre-existed in ebs 30
Health 32
NSW DoE requirement 32
SAIS data sync 32
Reminder – how to manage flag visibility 32
ebs decommission tasks 33
Medication administration records 34
Manage a student’s medical conditions 34

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.

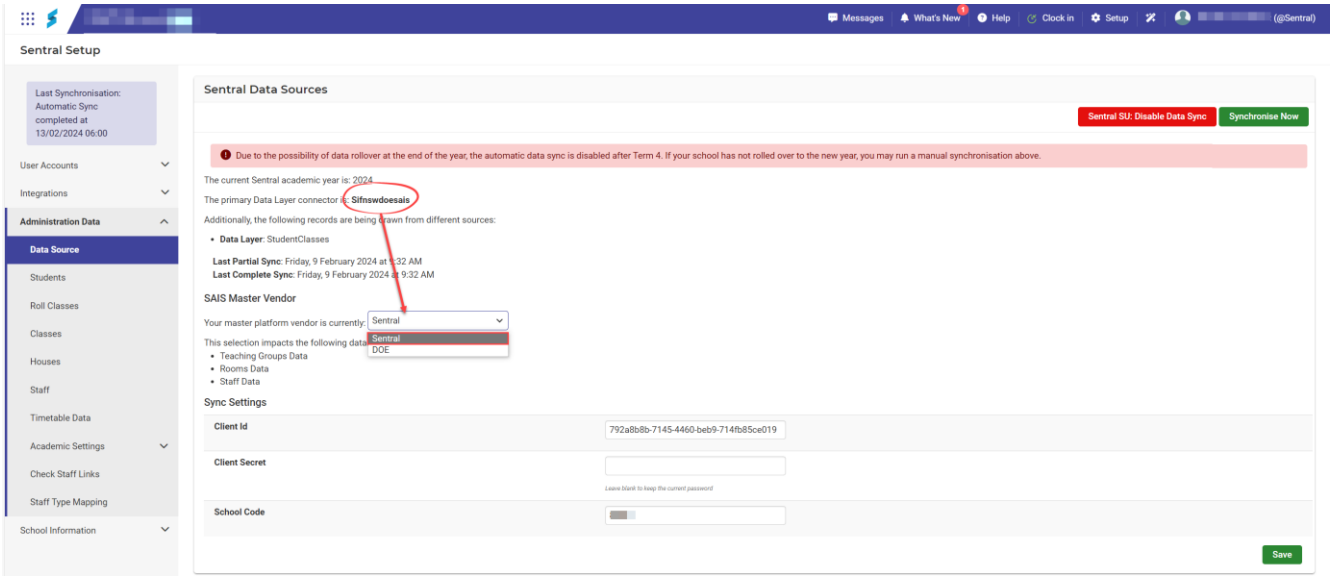
Sentral not selected as 'master source'

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.*

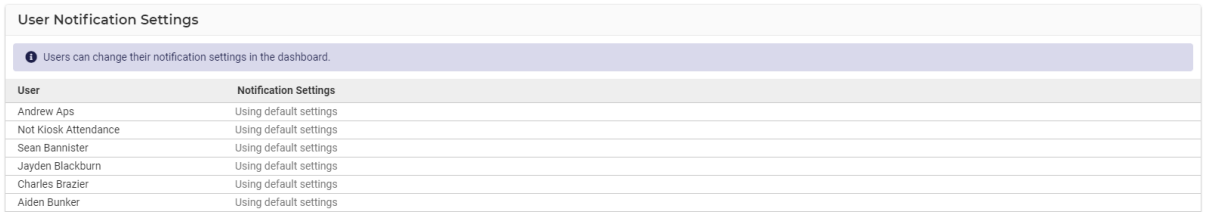
Sentral recommendation

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.

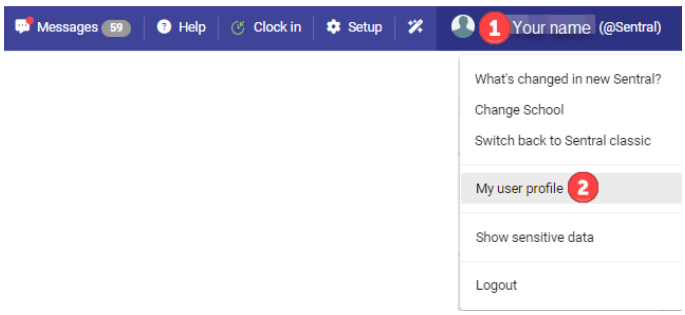
Check default notification settings

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.

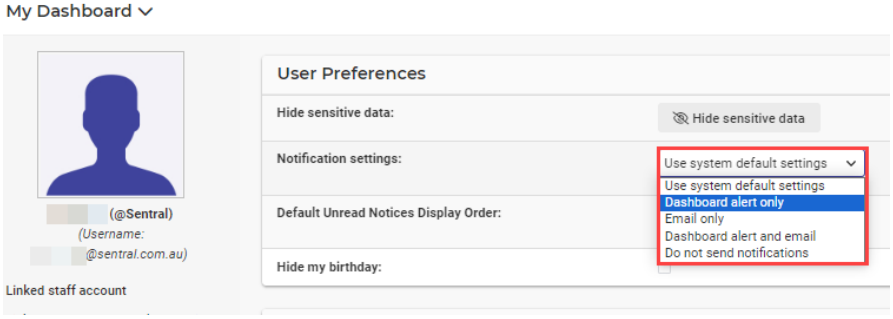


Check user profile settings

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.



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	• Sync up Roll Class Teaching Group data to the department's system.	• Syncing down Roll Class Teaching Group data from the department's system is already possible. See Roll classes
Houses	• Sync up House Teaching Group data to the department's system. • Introduced options that allow you to manage house assignment for students.	• Syncing down House Teaching Group data from the department's system is already possible. See Houses
Staff	• Sync up non-DoE staff data to the department's system. • Updated options that allow you to manage non-DoE staff within Sentral.	• Sentral already syncs down official DoE staff members from department systems. • See Staff (DoE) and Staff (non-DoE).
Rooms	Introduced options to: • create new rooms in Sentral and have the rooms pushed up to the department's system. • view and manage department rooms.	See Rooms
Activities	• Sync up Activities Teaching Group data to the department's system. • Introduced a Group Type field to Activities to support Teaching Group Types.	See Other activity-based teaching groups For subject teaching groups, see Subject Teaching Groups (KLA/Subject/Course).
Timetable subjects and academic classes	• Sync up and down subject-related Teaching Groups with the department's system.	See Timetable subjects and academic classes
Classes	• Sync up subject teaching groups data to the department's system. • Introduced a menu option called Classes to support Subject Teaching Groups	Available to all schools but mainly intended for schools that don't use a timetable package. See Subject Teaching Groups (KLA/Subject/Course)
Health		See What's changing? 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.*

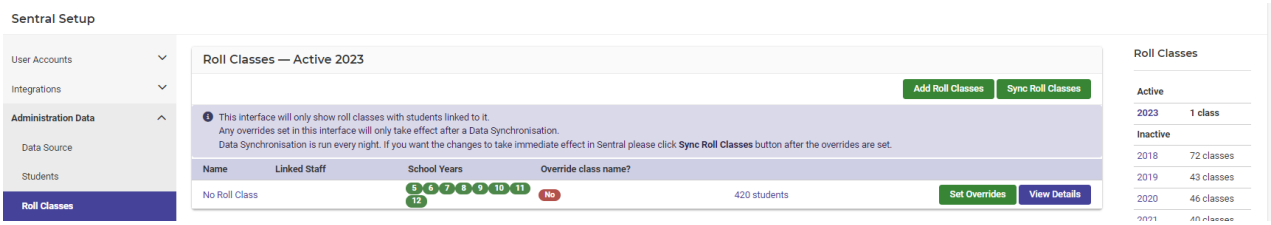
Manage a current roll class

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.

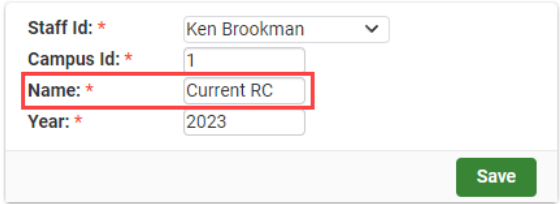
1. Select Setup | Administration Data from the menu bar.
2. Select Roll Classes from the left menu.

   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.



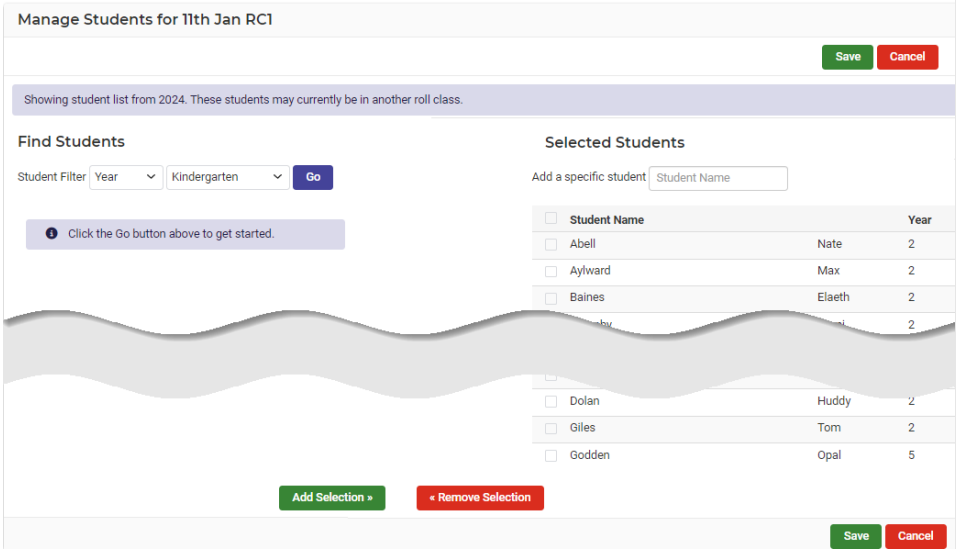
3. **To edit the name of the roll class**:
   a. Select the class hyperlink in the Name column.
   b. Update the Name field.



   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.



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.

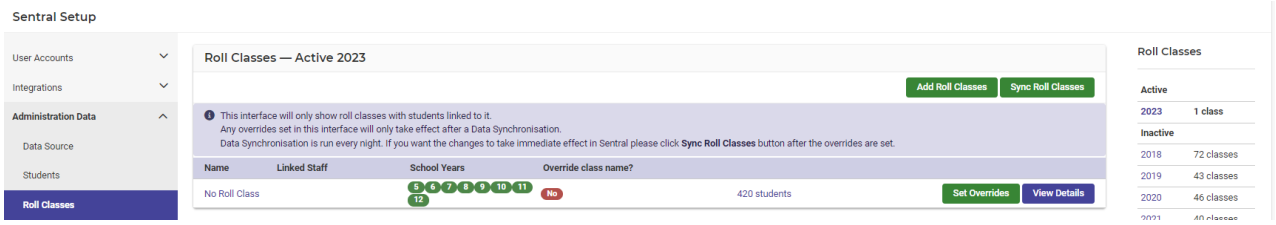
iii. Review the list of selected students.

If you need to remove any, select the checkbox next to the student and then select Remove Selection.

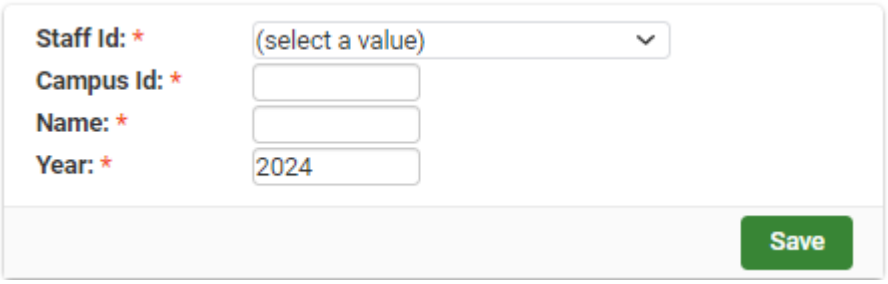
iv. Select Save.

5. To add a future roll class:

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



b. Enter information for the new roll class:



i. Staff ID – select an option.

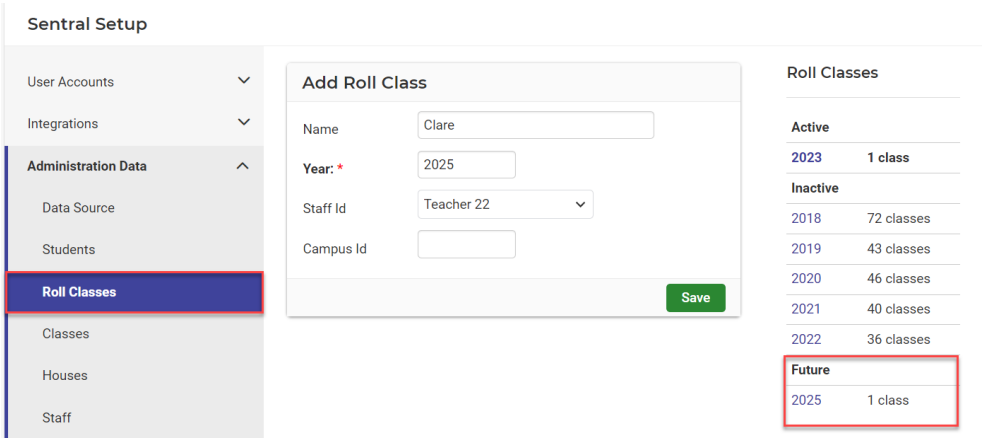
ii. Campus ID – (optional) enter a campus ID.

iii. Name – enter a name for the new class.

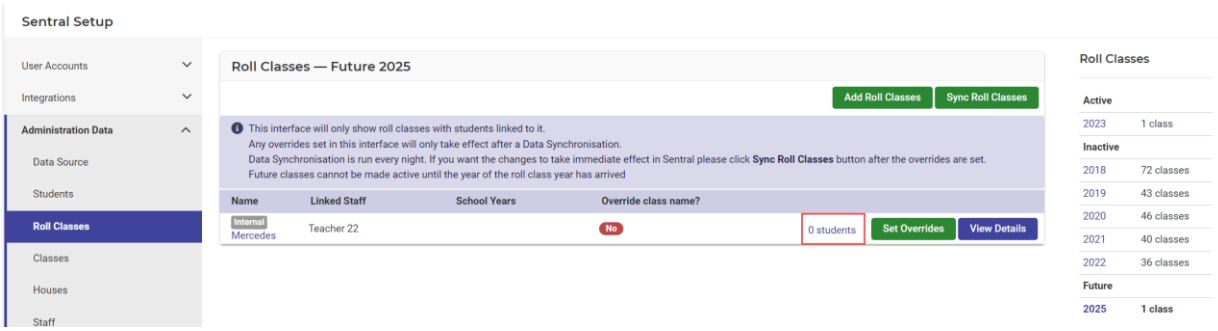
iv. Year – defaults to the current year. If you enter a future year, select OK to proceed.

v. Select Save.

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

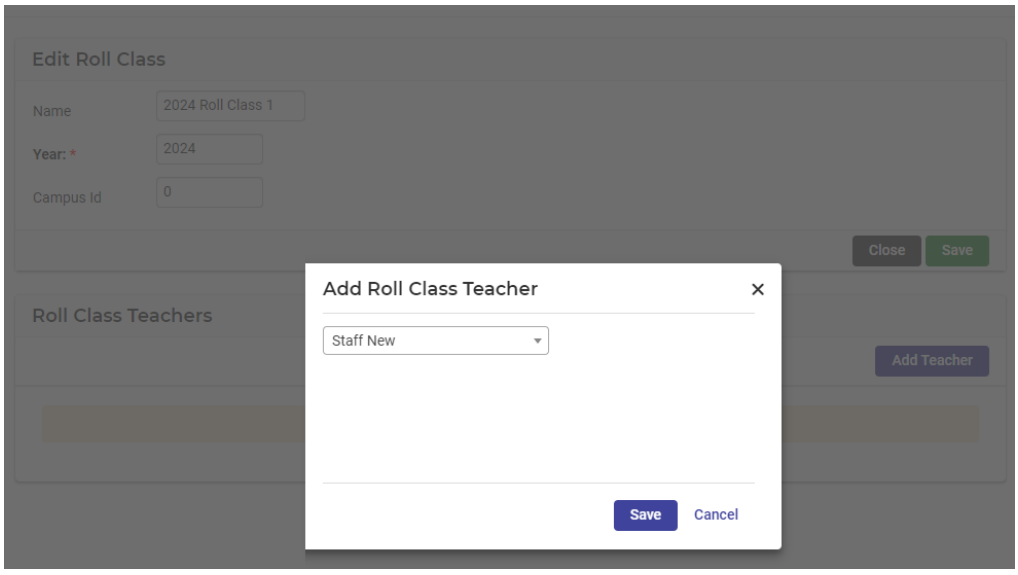


6. **To assign students to a future roll class:**
   a. In the Roll Classes screen, under the Roll Classes | Future heading in the right pane, select the year link. The Roll Classes – Future [Year] screen displays a list of roll classes for the selected year.



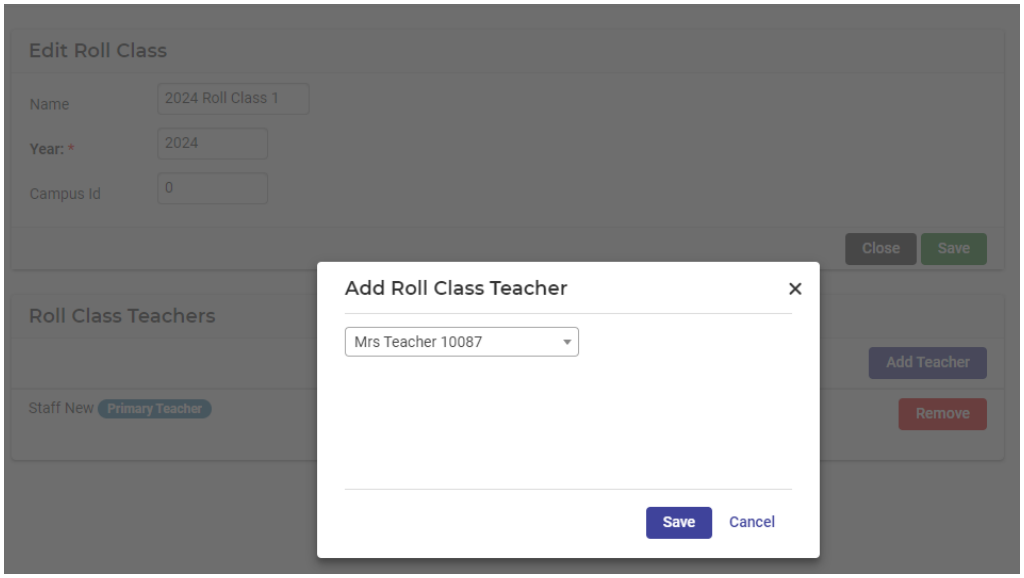
   b. Select the students link next to the class.
   c. Do any of the following:
      i. Under Find Students, use the filters to search for and then select one or more students.
      ii. Under Selected Students use the search box to add a specific student to the list of selected students.
      iii. Review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

7. **To assign one or more teachers to a roll class:**
   a. In the Roll Classes screen, under the Roll Classes, select a class.



b. Under Roll Class Teachers, select Add Teacher.
   The Add Roll Class Teacher dialog displays.
c. Select a teacher from the dropdown list.
d. Select Save.
e. Repeat to add more than one teacher.

> ***Note:*** *By default, the first teacher you add is the* ***primary*** *teacher.*



f. To assign a different primary teacher, select Assign as Primary Teacher next to the teacher.

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.*

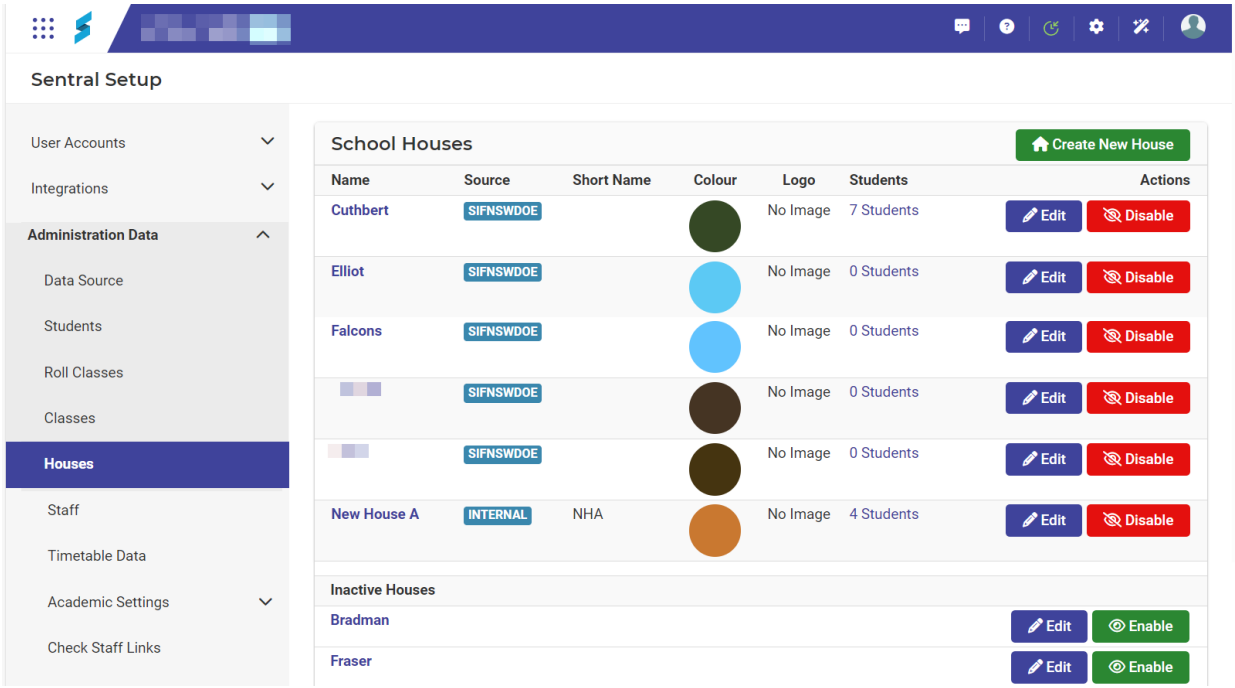
.

Manage a school house

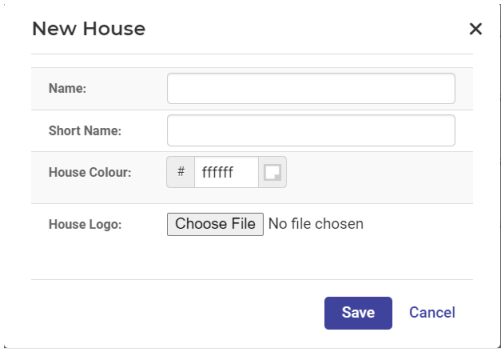
Use the information in this section to manage school houses in Sentral.

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.

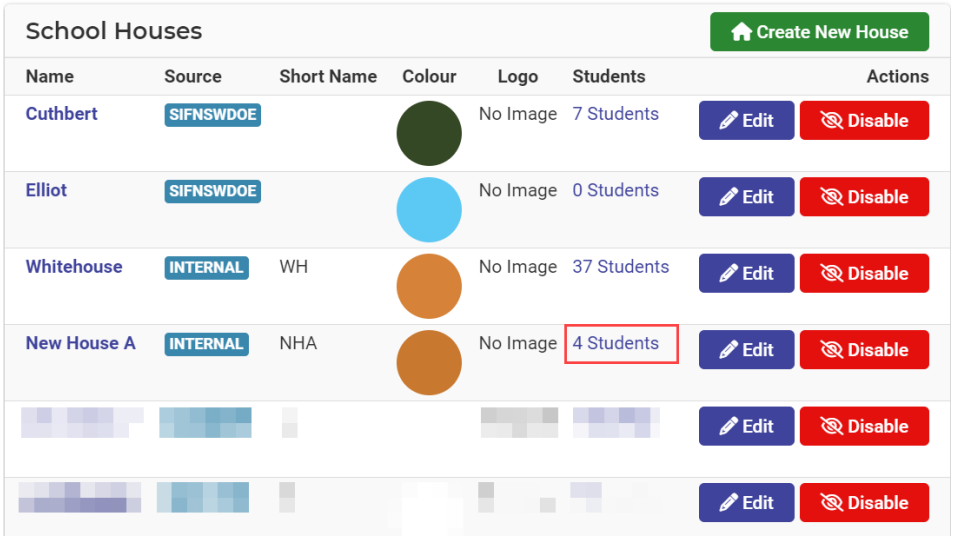


3. **To add a new house**:
   a. Select Create a New House.
   b. Enter information for the new house:



   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.



   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)

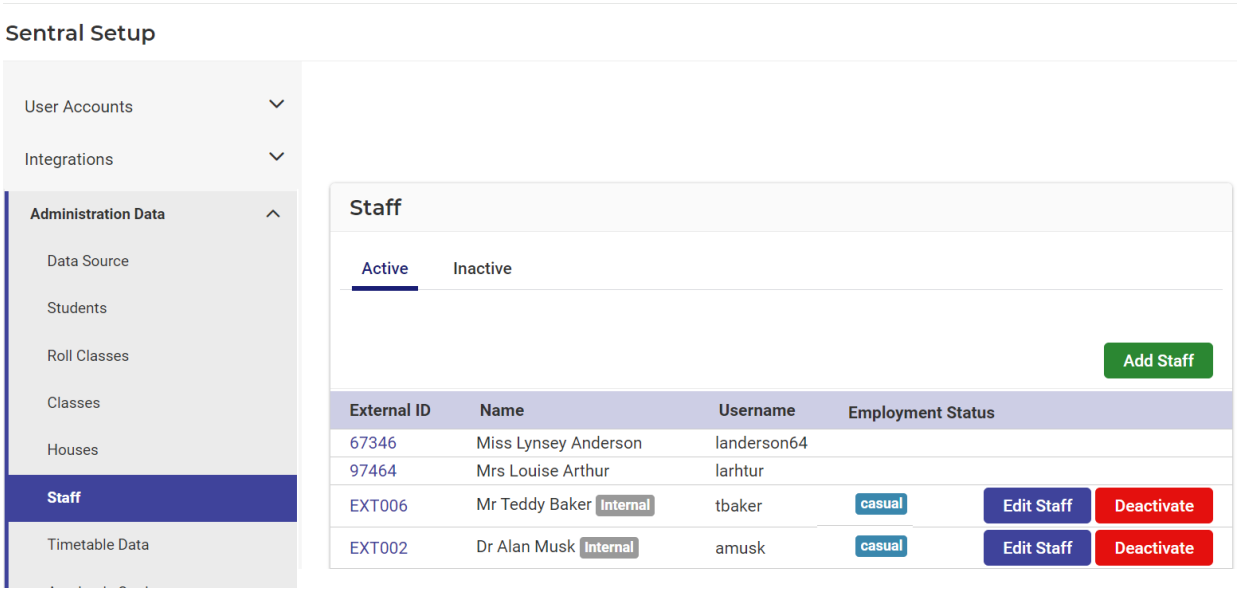
NSW DoE requirement

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

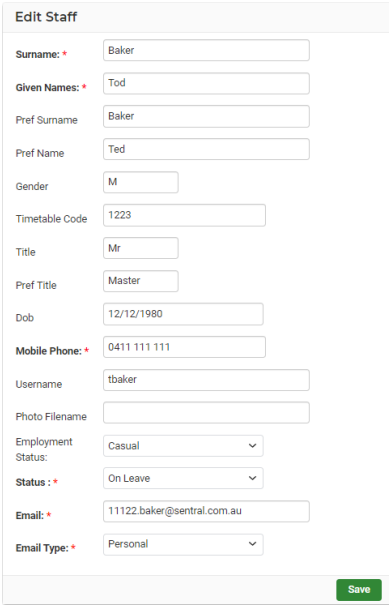
Manage non-DoE staff

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.

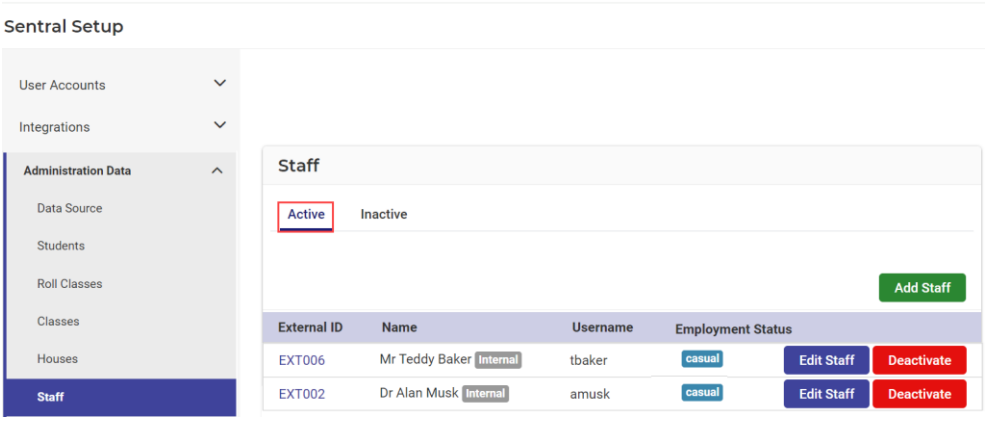


3. **To create a new non-DoE staff member**:
   a. In the Staff screen, select Add Staff.



   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. Username – Either leave blank or enter a user name in your school's preferred format.
      xi. Photo Filename – Either leave blank or enter the filename.
      xii. Employment Status – (optional) Select from the list.
      xiii. Status – (mandatory) Select from the list.
         This is set to Active by default.
      xiv. Email – (mandatory) Enter an email address.
      xv. Email Type – (mandatory) Select from the list.
      xvi. Phone – Enter the phone number with spaces included.
         For example, 0401 234 567.
      xvii. Phone Number Type – select an option.
   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.



   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

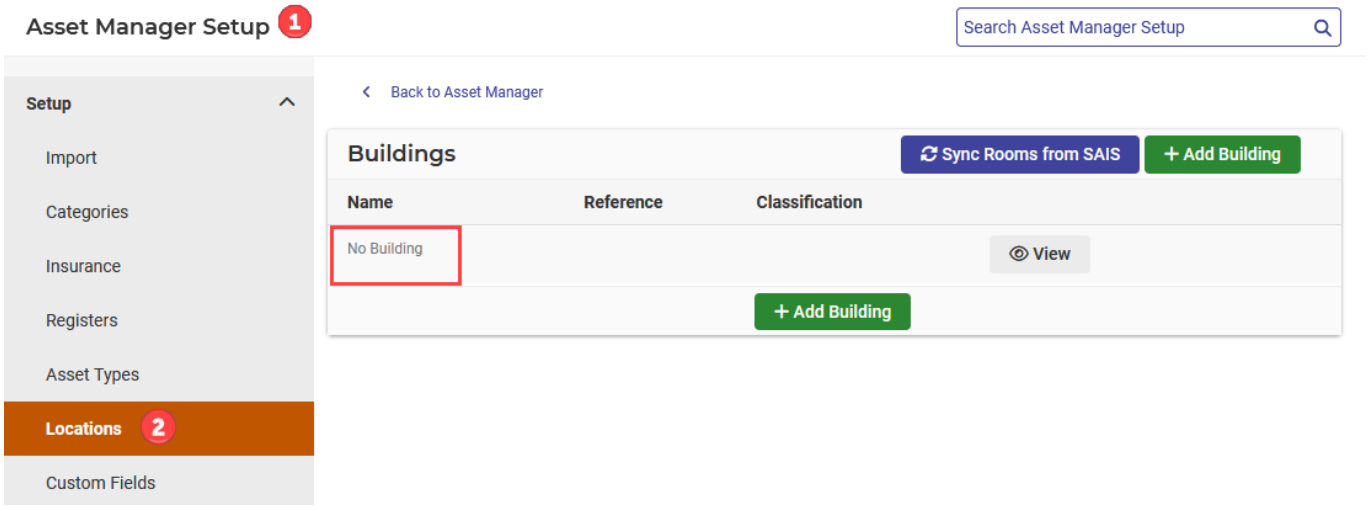
NSW DoE requirement

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.



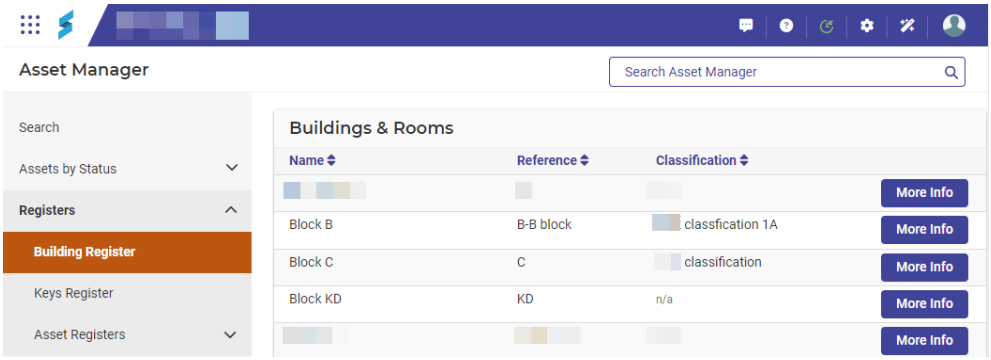
View existing rooms

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.

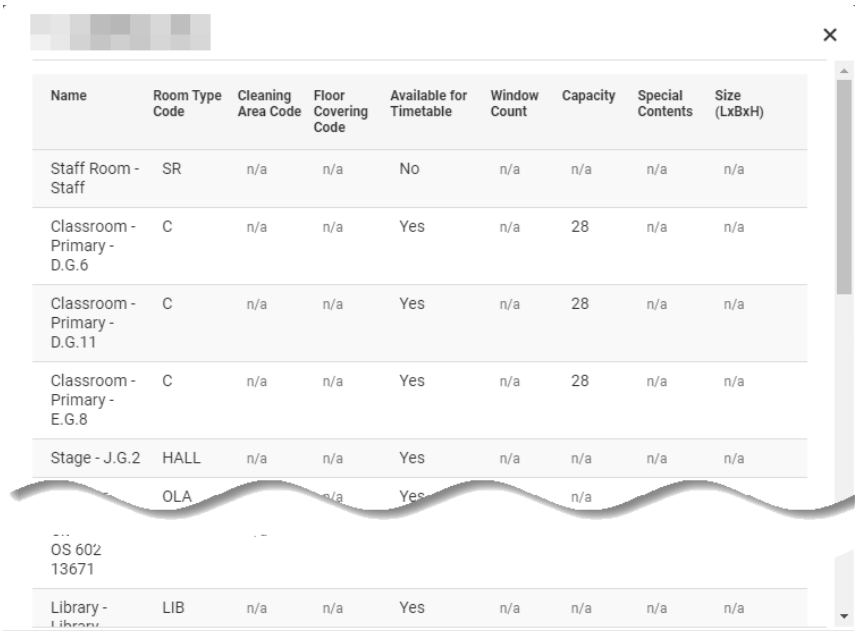
1. Select the menu icon ( ) and choose Asset Manager in the Finance group.
2. Select Registers in the left menu and choose Building Registers.

   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.



3. Select More Info next to a Building to see rooms assigned to the building.

   Room information for the building displays.



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

Manage rooms created in Sentral

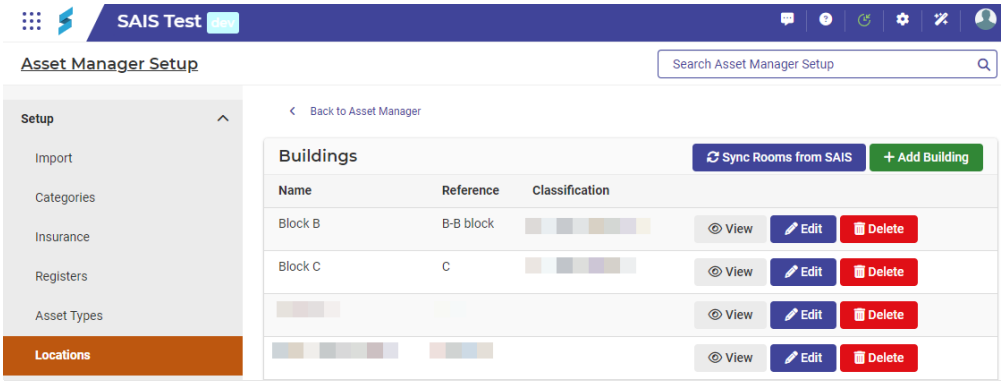
Use the information in this section to perform a range of tasks for rooms created in Sentral:

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

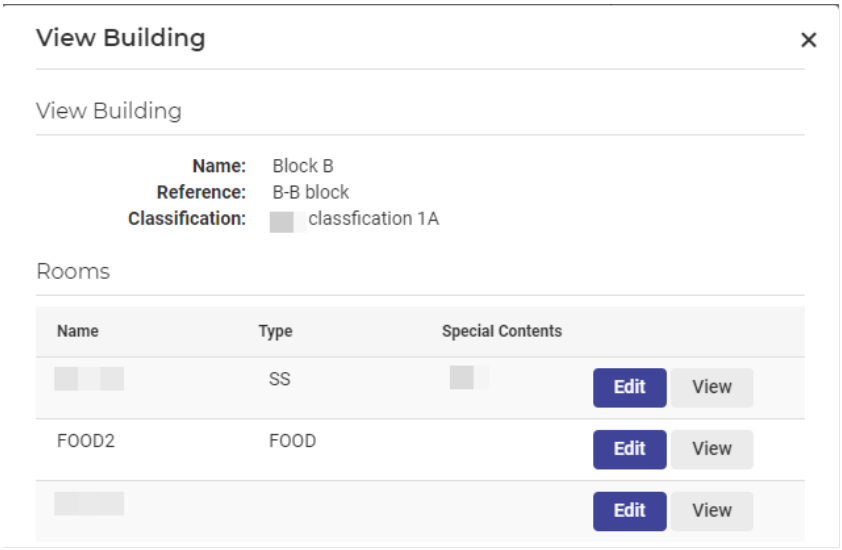
> ***Note:*** *If you are unable to access the Asset Manager module, you may need to contact your Sentral administrator to be provided the permission for accessing the module. You need access to Asset Manager Setup to perform tasks such as adding buildings and rooms.*

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.

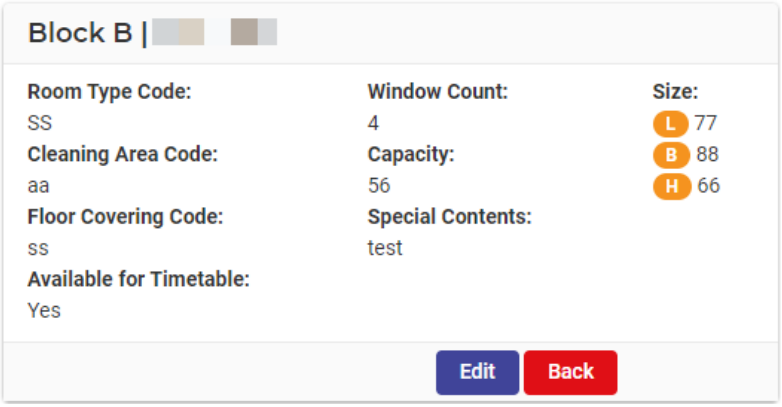


4. Select View next to a building.
   The View Building screen for the selected building displays.



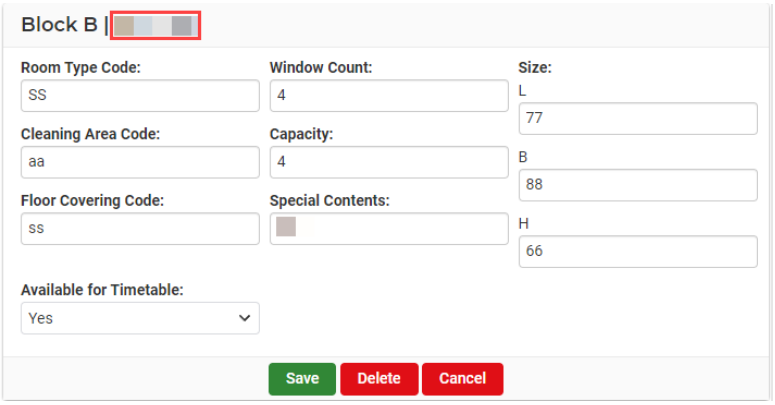
Edit or delete a room

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.



      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.

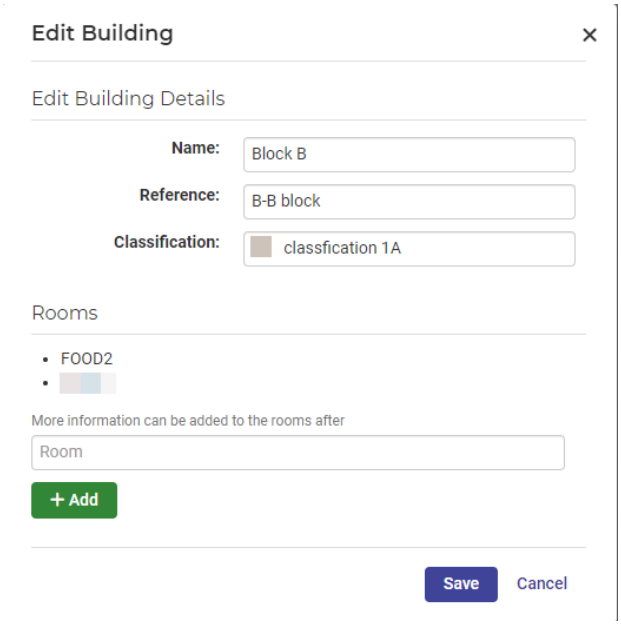
   b. Under Rooms, select Edit next to a room.
      i. (Optional) Select Edit to update room details, and then select Save.
      ii. (Optional) Select Delete to remove the room's association with the building, and then select Confirm.



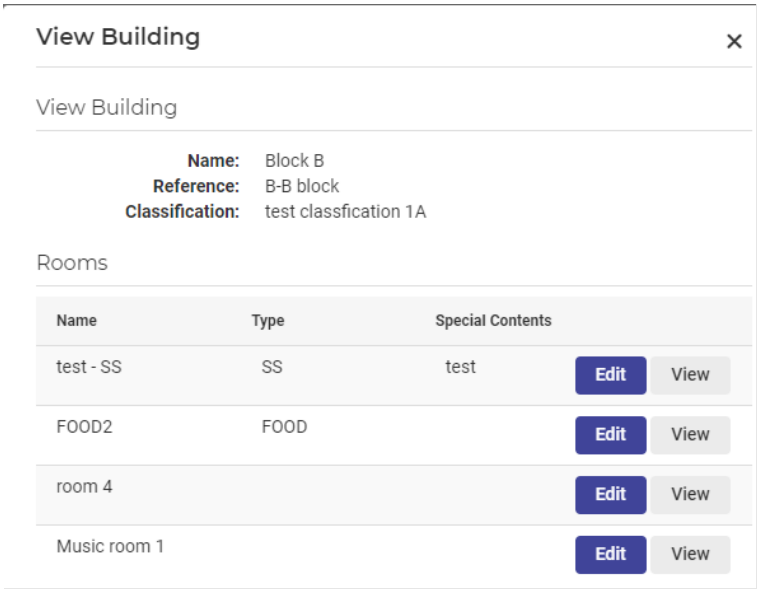
Although you won't see the deleted room anymore, Sentral's database keeps a record for audit purposes.

Add a new room

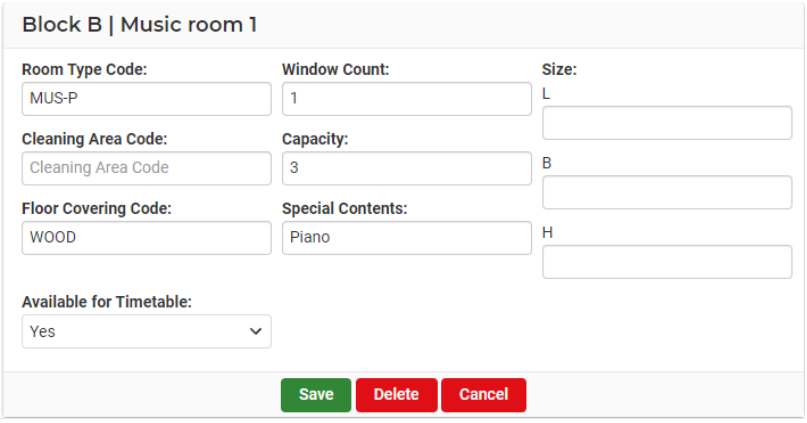
1. Select the menu icon ( ) and choose Asset Manager in the Finance group.
2. Select Setup and choose Asset Manager Setup.
3. Select Setup in the left menu and choose Locations.
   The Buildings screen displays.
4. Select Edit next to a building.
   The Edit Building screen for the selected building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



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 next to the building containing the newly created room.
   The View Building screen displays a list of rooms for the building.



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



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

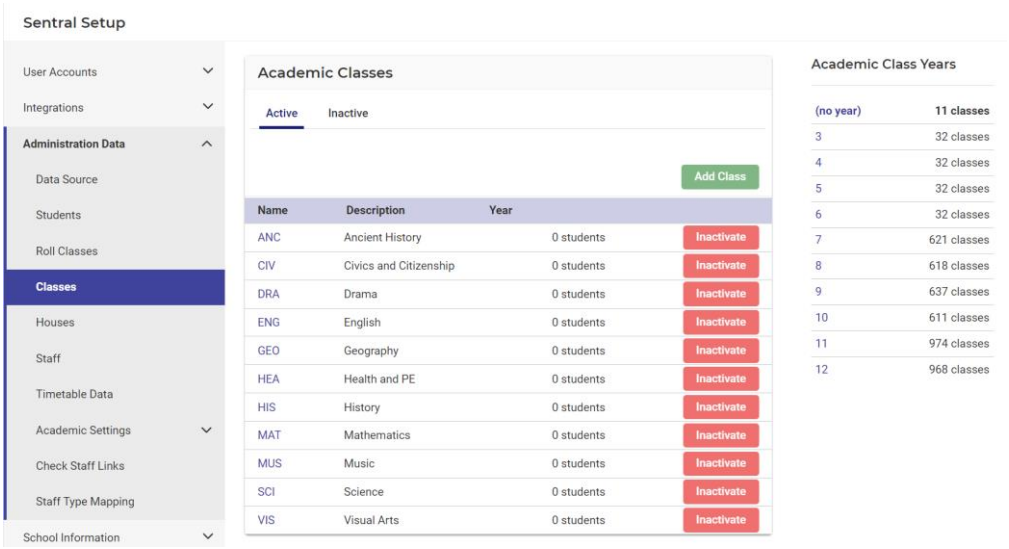
If your school doesn't have a timetable package, and Sentral is selected as your school's master data source, Sentral can provide your school's subject teaching groups data to NSW DoE.

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

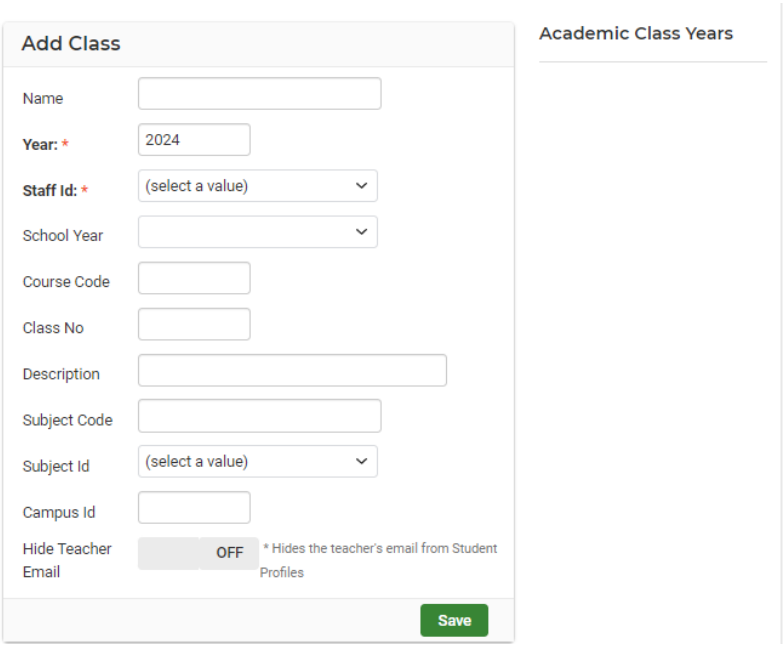
Manage subject teaching groups

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.

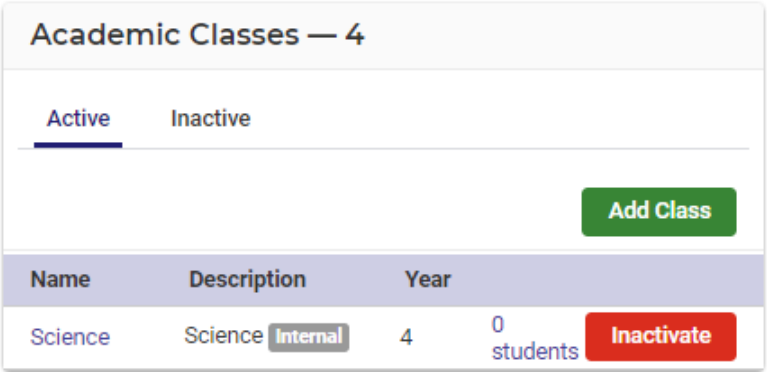


3. Select Add Class.

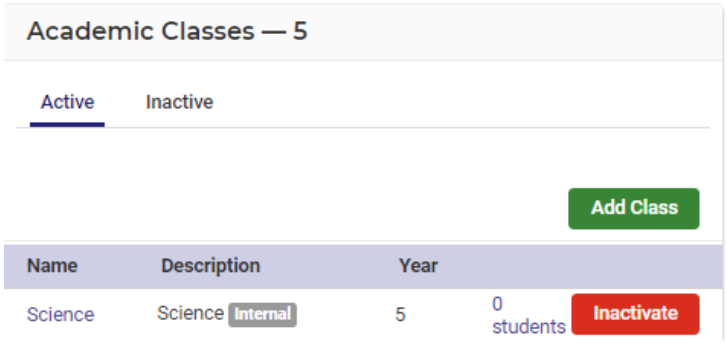


4. In Add Class, enter details for the class:
   a. Name – enter a name for the class.
   b. Year
   c. Teacher – select a teacher from the list.
   d. Course Code
   e. Class No
   f. Description
   g. Subject Code
   h. Subject ID
   i. Campus ID
   j. Hide Teacher Email
   k. Select Save.

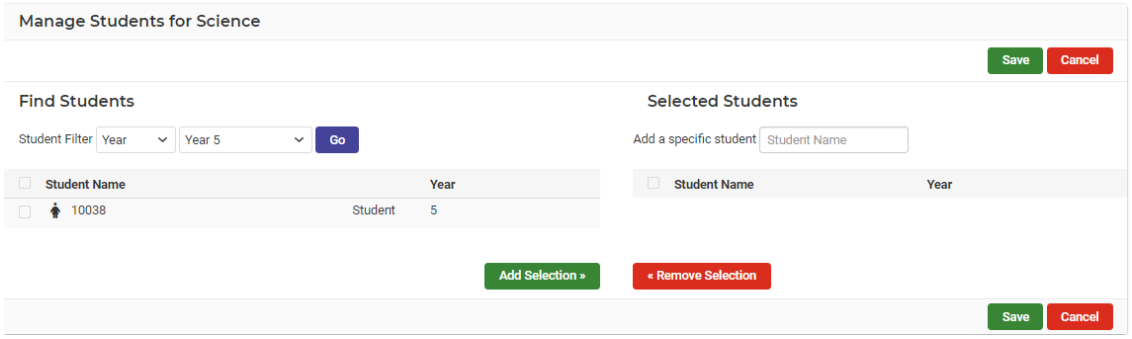
   The subject is added to the list of active classes. Subject data will be synced to NSW DoE's system.



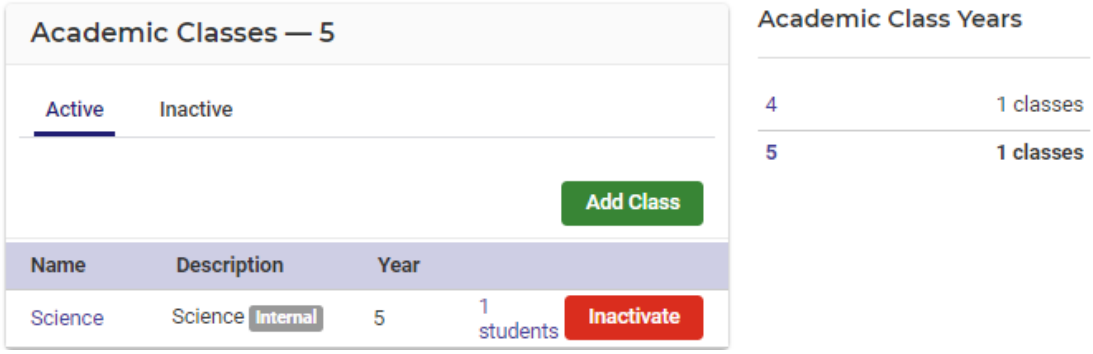
5. To add students to the class:
   a. Select the Students link next to the class.
      The Manage Students screen for the selected class displays.



   b. Select filters and then select Go.



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



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.

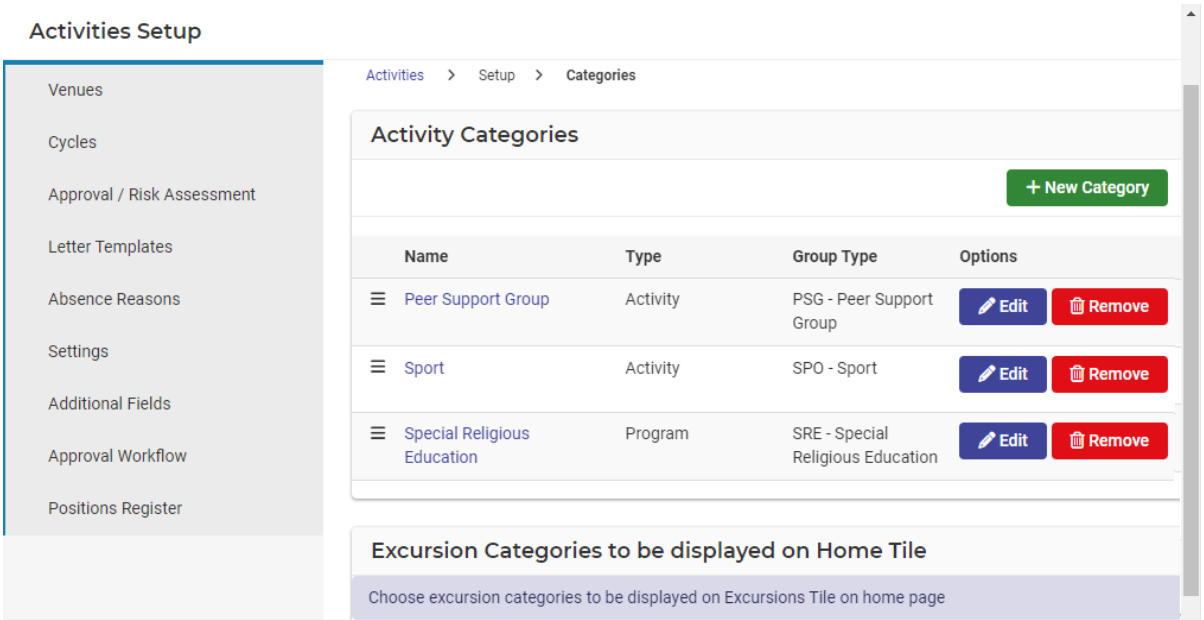
Sentral would sync up this new activity to NSW DoE's system as part of the PSG teaching group type.

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

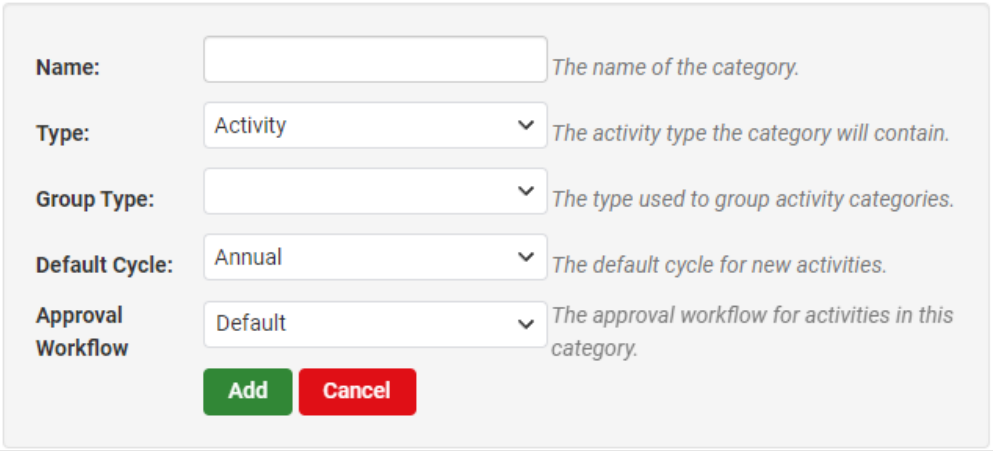
Create a new category

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.



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

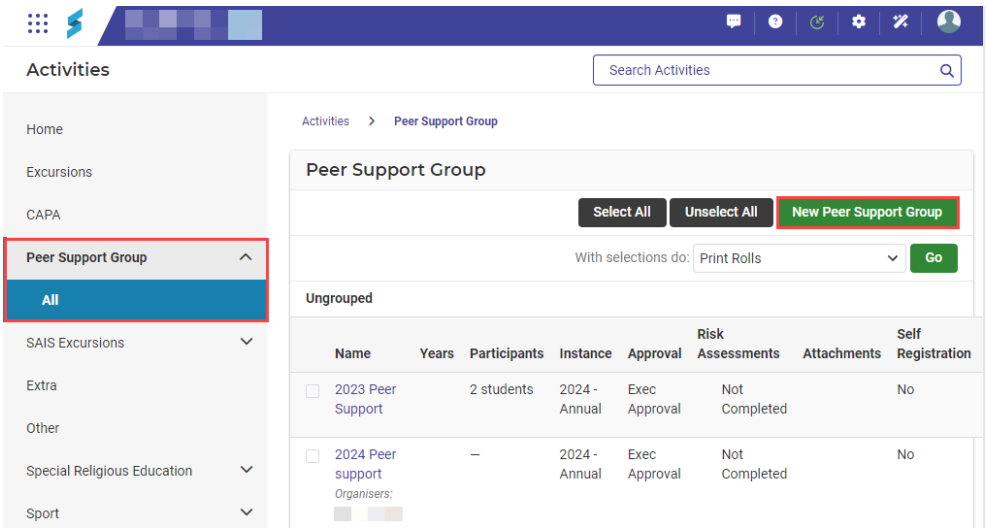


6. Enter a name for the category.
   For example, Peer Support Group.
7. Select the type of activity.
8. Select the group type that is appropriate for the category.
   For example, PSG for Peer Support Group.
9. Select a default cycle for the activity category.
10. Select an approval workflow to specify 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.

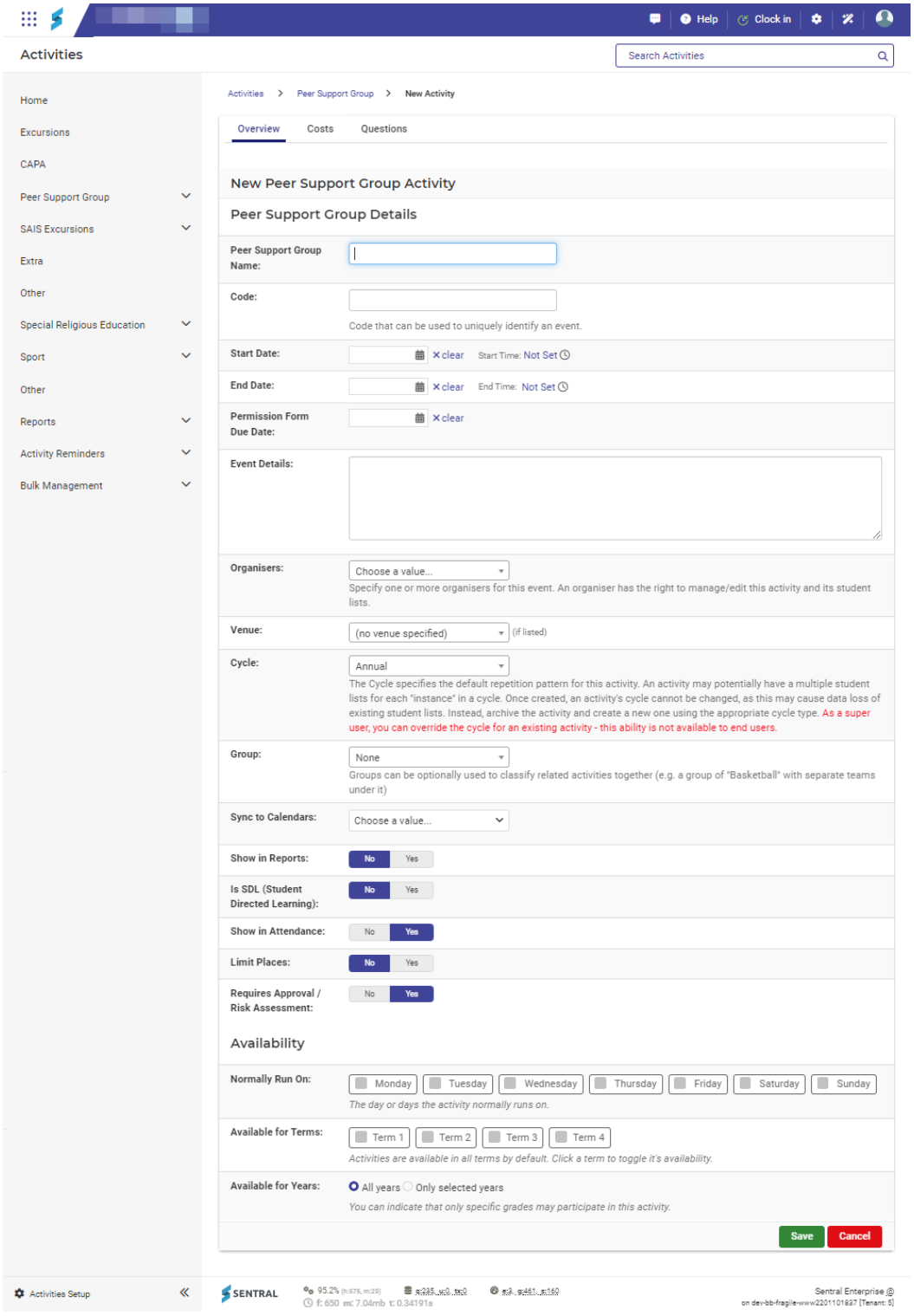
Create a new activity for the group

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.



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



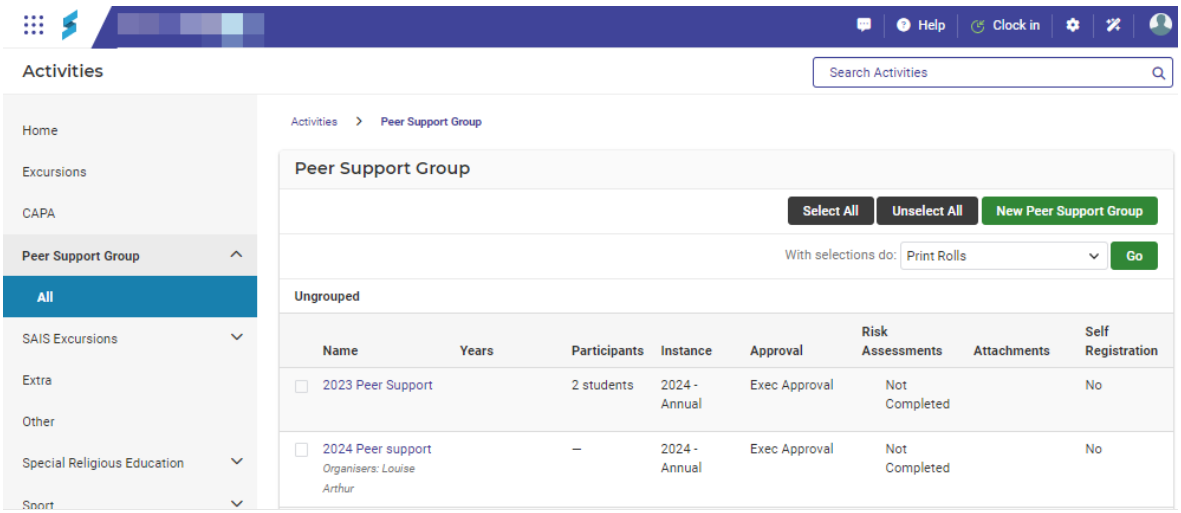
4. Enter information for the activity and then select Save.

Assign students and a staff member to the new activity

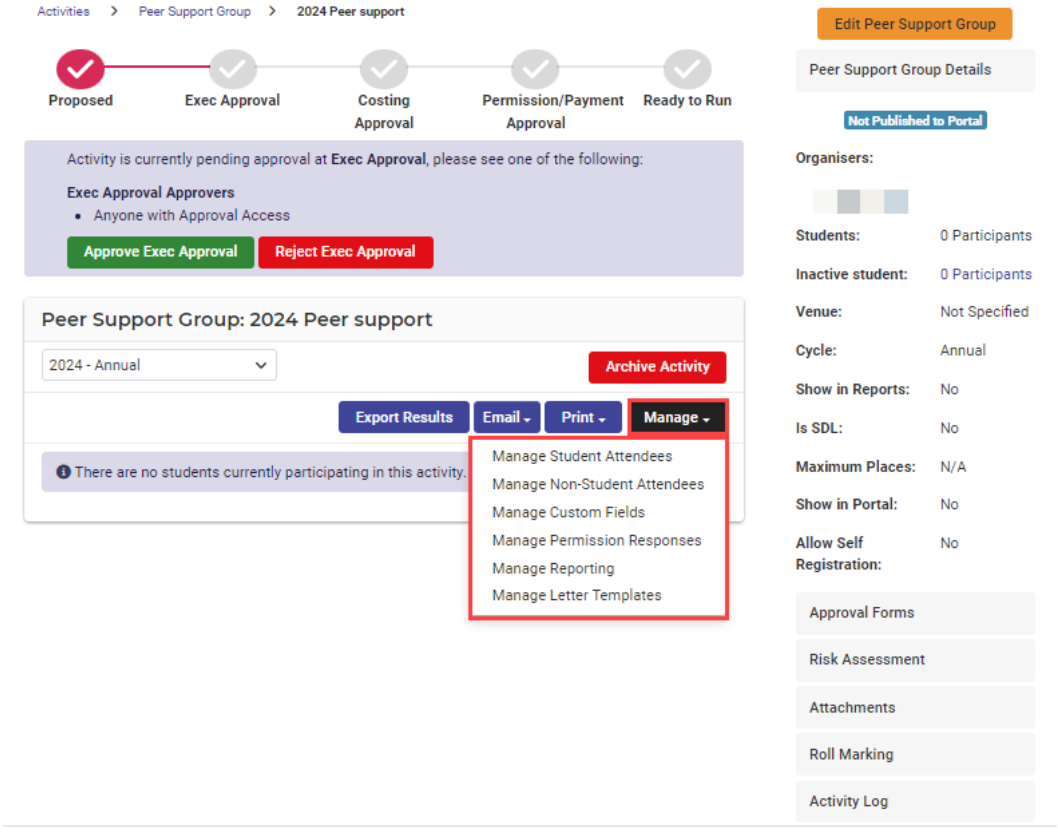
Use the information in this section to:

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

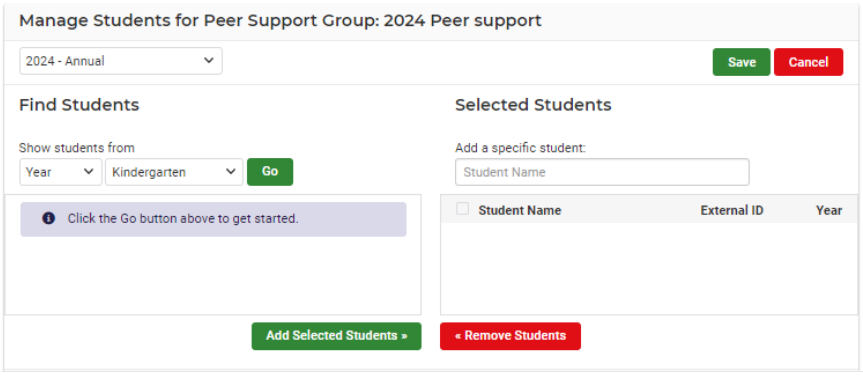
1. Select the Sentral menu icon ( ) and then under Student Admin, select Activities.
   The Activities home screen displays.
2. In the left menu, select the category and choose All.
   The activities for the category are listed. In the example below, activities for the Peer Support Group category are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



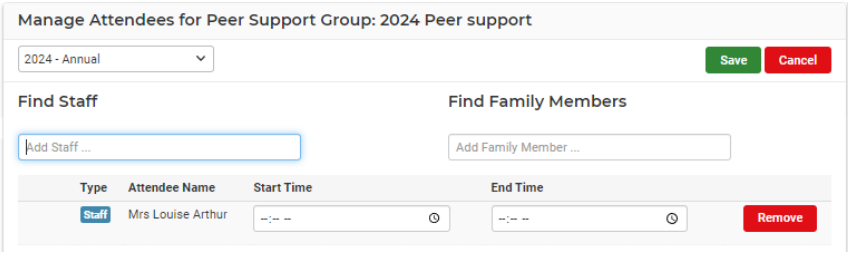
3. Select the activity link in the Name column.
   The workflow screen for the selected activity displays.



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



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



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

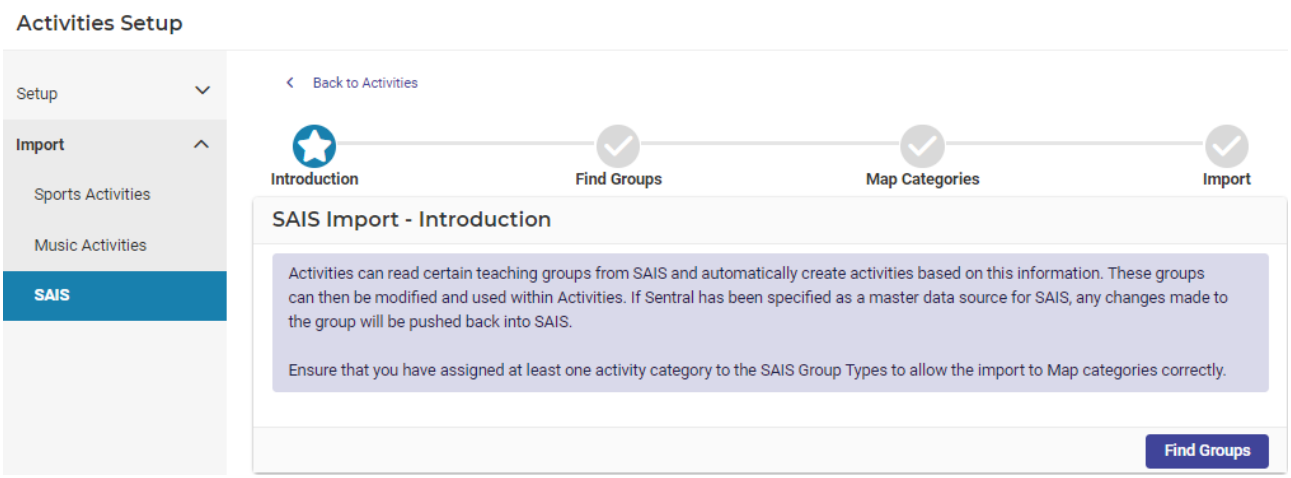
In this scenario, Sentral will continue updating the pre-existing ebs teaching groups after they are imported into Sentral instead of creating new ones to push up to the department's system.

Import teaching groups

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

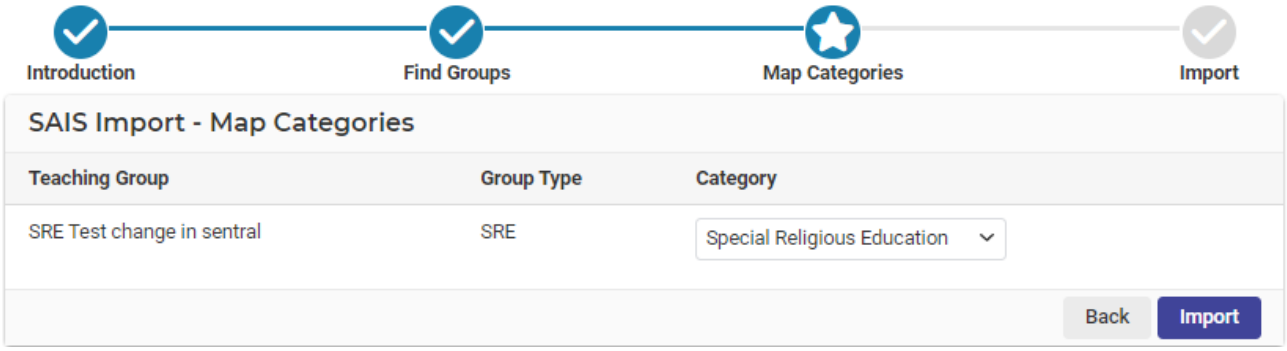
1. Select the menu icon and choose Activities.
2. Select Setup | Activities Setup from the menu bar.
3. Select Import from the left menu and choose SAIS.
   This menu option only displays for schools using SAIS. This means that the data source is 'nswdoesais'.
   The SAIS Import – Introduction screen 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.*

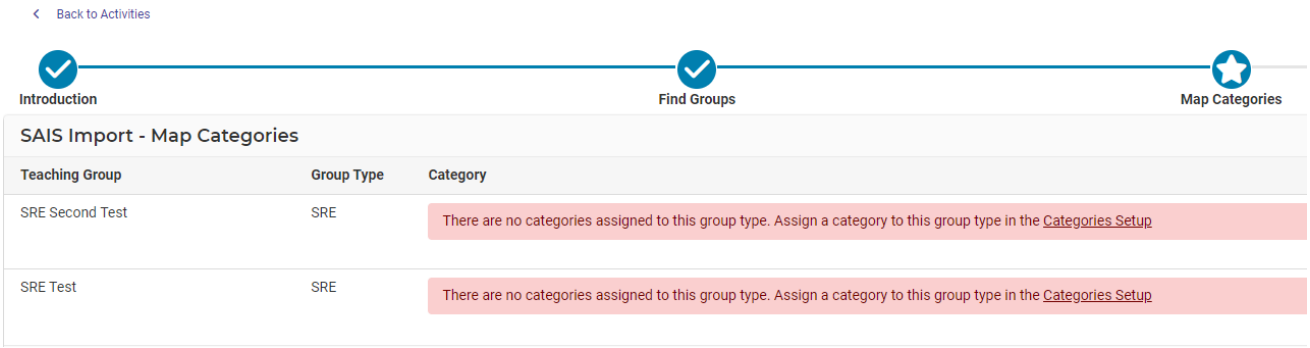


4. Select **Find Groups**.
5. Next to Filter, select a Group Type option.

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



7. 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.
8. 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.



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:

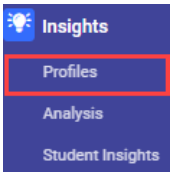
- Process doctors' data and store this in Sentral.
  Doctors' information will show against students in the following section of the Sentral Health module:
  Medical Records screen | Medical Practice.
- Import and store health conditions as individual records in Sentral.
  Medical conditions will display 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

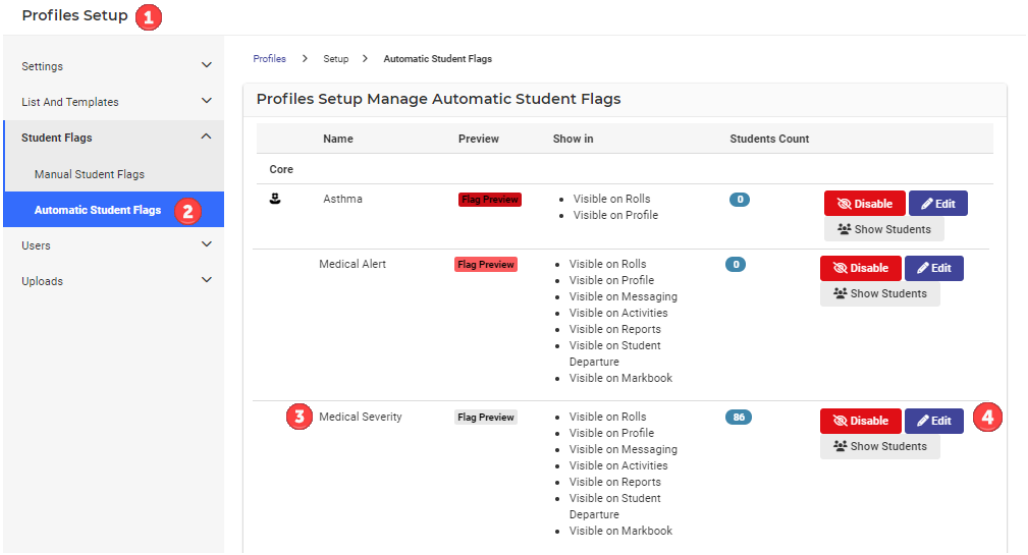
Use the information in this section to manage flag visibility in other Sentral modules such as Attendance (rolls).

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

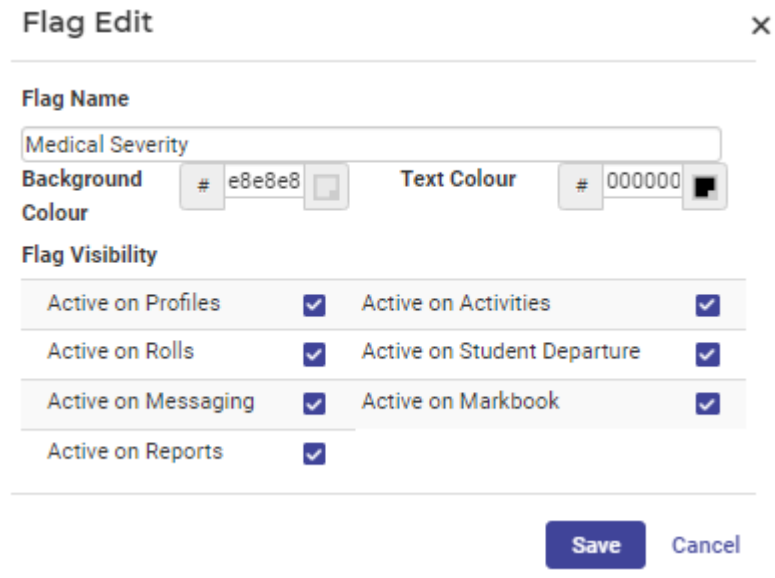


2. Select Setup and choose Profiles Setup.
3. Select Student Flags in the left menu and choose Automatic Student Flags.
   The Profiles Setup Manage Automatic Student Flags screen displays.

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



5. 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.



6. 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.