Sentral for Parents App User Guide

App User Guide

Disclaimer: The App will appear differently between users depending on the functionality of Sentral that is active within specific schools. You may not be able to;

- Access specific functions, or they may not appear.
- Should you have children in different schools, you will need to **Switch Schools** and login to the other school. This functionality is available in **Settings**.

Sentral has made a concerted effort to improve the accessibility and usability of our app. This guide will give you an overview of the new features and functionality of the app.

Once you have logged in to the app you will land on the **Home Screen**, from which you can access all features available at your school. This is shown in Figure 1 below. The steps to login to the App can be found here - https://info.sentral.com.au/new-app-getting-started-2
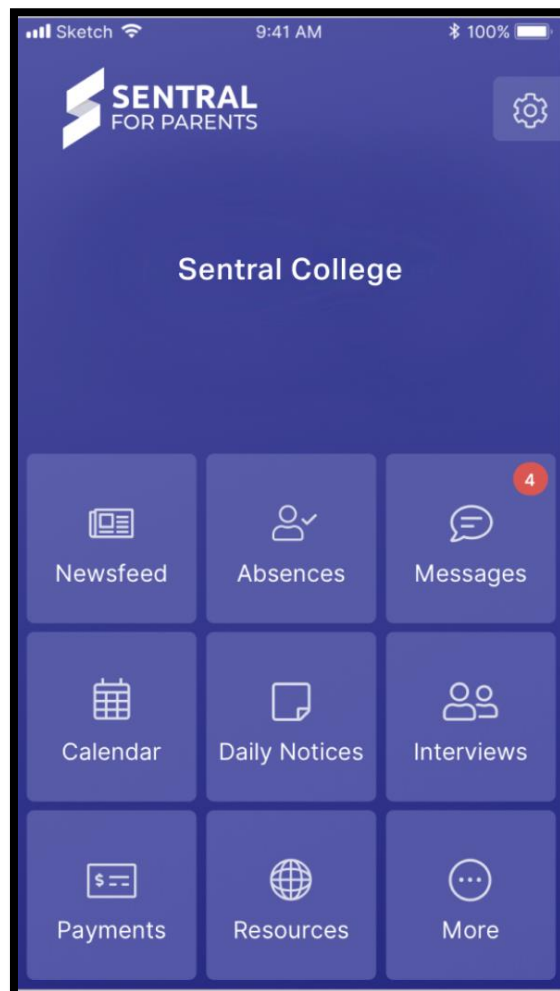

Figure 1. Home Screen for the Sentral App

App Features

This section provides information on features available in the app. Where functionality is not provided within the app.

Newsfeed

The **Newsfeed** will contain news items from the school relating to your child. Some items may require you to take a specific action. Others will be informational only. The items you see here will be the same as those available in the Portal. (see Glossary of Terms for more information on **Portal**).

The **Newsfeed** is shown in Fig. 2 below. It displays items in 2 columns; **All** and **Requires Action**.

The **All** column displays news items for the school and the **Requires Action** column displays news items that require action. These can be specific to the school or the student and will depend on the current filter you have applied.
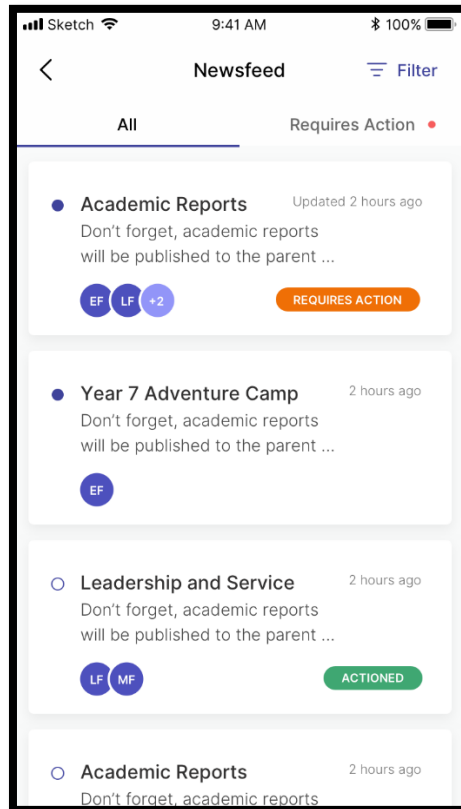

Figure 2. View of the Newsfeed

You can filter by clicking on the **All** button ( ) located in the top right corner of the screen. This will filter to a specific student(s) and will allow you to action specific items related to that student.

- Mark as Read - When opening a news item there will be a **Mark as Read** button. This will appear only if item has this functionality.

The **Newsfeed** items can also contain **Attachments** that you can download. The app will require access to your device to enable downloads. When a **Newsfeed** item requires you to take an action (e.g. grant approval), clicking on the item will take you to a screen that will allow you to perform that action. These actions include;

- Activities
- Reports
- Interviews
- Invoices

- Payments

Absences

Absences allows the parent to communicate absence information to the school. This includes past absences that require explanation and 'future' absences. A 'future' absence occurs when a parent is aware a child will be away from school (e.g. Holidays).

The first screen displays a list of **Absences** and their status (Pending, Approved, Rejected).

You will ONLY see the current history of absences for all students within the currently logged in school. Should you wish to see details from other schools, you will need to login with those credentials or **Switch Schools**.
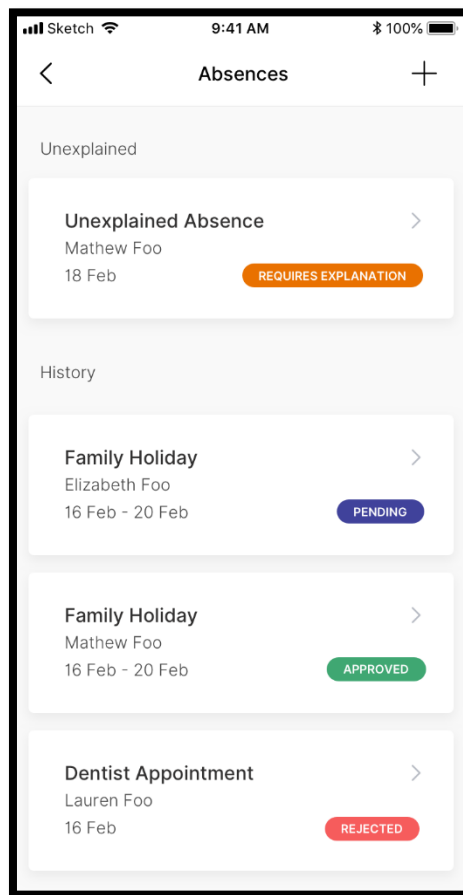

Figure 3. View of the Absences feed

In **Absences**, you can submit **Reasons** for **Future** absences by clicking on the (✛) icon in the top right corner of the screen. You will need to select the **Unexplained Absence – Requires Explanation** item to confirm an existing absence.

The next screen will allow you to select;

- o The absent **Student**
- o The **Reason** for the absence
- o The **Start** and **End** date for the absence
- o Any additional comments or supporting information
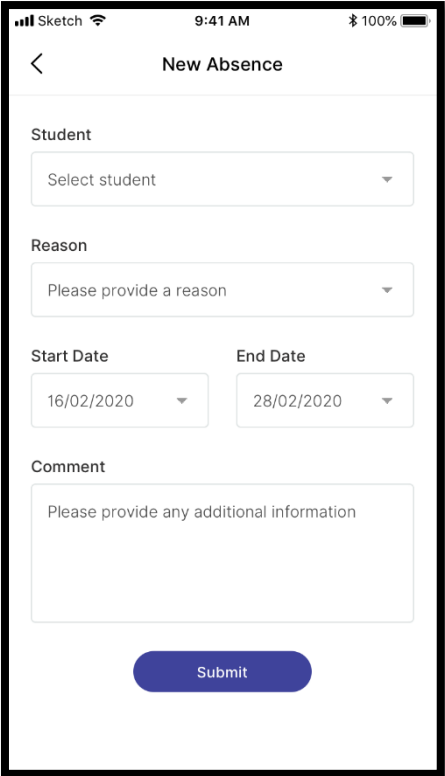- o Please complete all fields and click the "Submit" button.

Figure 4. View of the New Absence screen

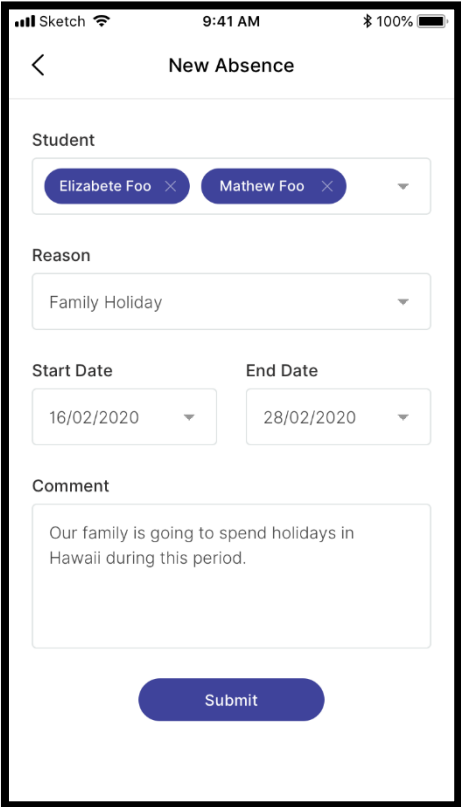Figure 5 displays a sample of a completed New Absence.

Figure 5. Example of completed New Absence

Messages

Messages acts as a direct line of contact between staff and parents. Parents will only be able to message the staff designated as 'Teachers' of their children's classes. It is important to understand the **Messages** service regarding when you can expect responses from Teachers. This should be discussed with Teachers to have realistic expectations of communications and to know how long you can expect to wait between correspondences.

From the home screen, you can also see if you have any new **Messages** waiting for you, this will be shown through a red circle and number, indicating how many messages you have. The following image is an example of this.
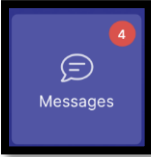
Messages allows you to;

- Receive **Messages** from staff and respond.
- **Search** for specific **Messages** using keywords
- View **Messages** that are read, or unread. A filled-in circle indicates an unread message.

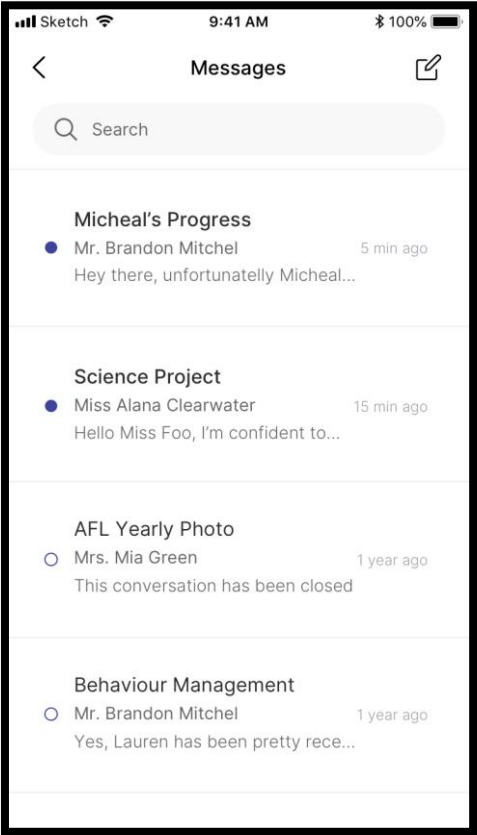Figure 6 provides a view of what **Messages** looks like.

Figure 6. View of Messages

- Send **Messages** to Teachers associated with a Child. Using the **Compose** icon (⬚) in the top right corner of the screen, you can compose a message to a teacher. Figure 7 shows a **New Conversation** which allows you to;
  - o Specify the **Subject**
  - o Select the **Teacher** you wish to communicate with
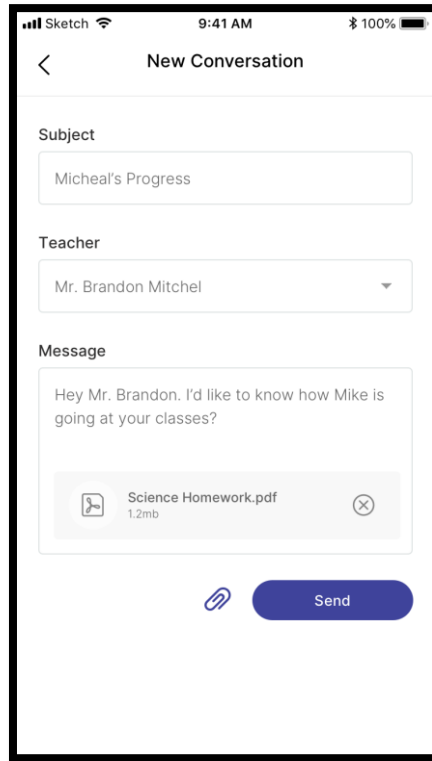 - o Write the **Message**

Figure 7. View of New Conversation

- You can **Upload** attachments using the Paper Clip Icon ⬚ .

- Click ⬚ to complete and **Send** the message.

Daily Notices

Daily Notices appear under the **Daily Notices** button on the **Home Screen**. **Daily Notices** are written up by the school for the day, as opposed to the **Newsfeed**, which is a live feed of things relating to a child.

Interviews

Interviews relate to Parent and Teacher interviews. These are generally in relation to student achievement and success. Interview bookings enable one-on-one sessions between staff and parents. Parents can book available time slots or request a specific time.

- Allows the user to book times for Parent/Teacher **Interviews**

Payments

Payments may be sent by the school, either through Fees and Billing, or attached to items like activities that incur a cost. Parents can enter payment information and pay for these items via this link.

Resources

Resources allow Parents to;

- Download files
- Open folders to view files stored within

This section can house numerous Documents that Teachers may deem appropriate for Parents.

Newsletters

Parents can open and download **Newsletters** from this area.

Invoices

Parents can view invoices for school fees and other items, such as **Activities**. Invoices can be viewed in the App.

Links

Schools may set up sites of interest for Parents, and you will see links to these sites here.

Calendars

In **Calendars**, Parents can view **Schedules** by;

- Today
- Week
- Month

By clicking on the respective sections at the top of the screen. Figure 8 shows a **Weekly Calendar View**.
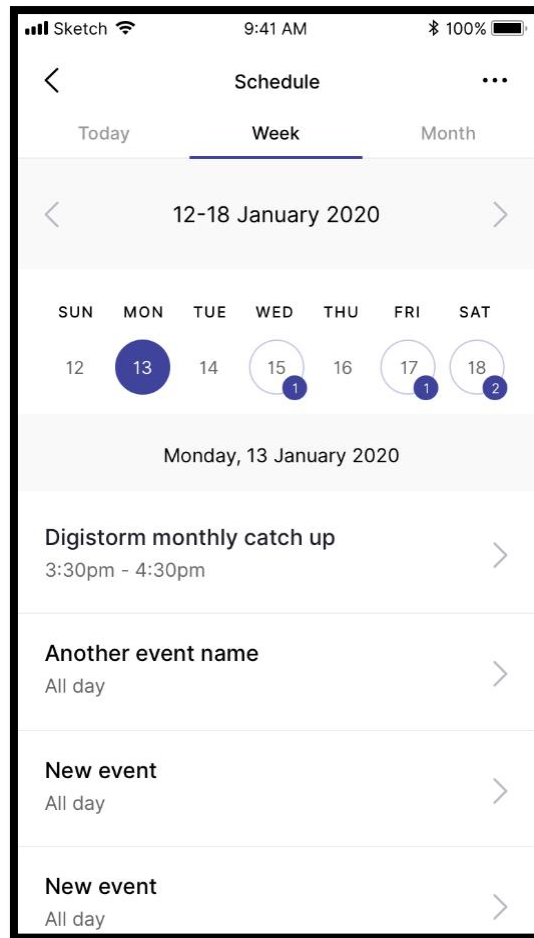
Figure 8. Weekly Calendar View

Parents can then drill down into each specific **Event** in the **Calendar** by clicking on the arrow (**>**). You will then be given details about the event which will include;

- The **Event Name**
- The **Date** of the **Event**
- The **Time** of the **Event**
- A **Description** of the **Event**
- **Contact Details** of the Event Organiser
- **Address** the **Event** will be taking place
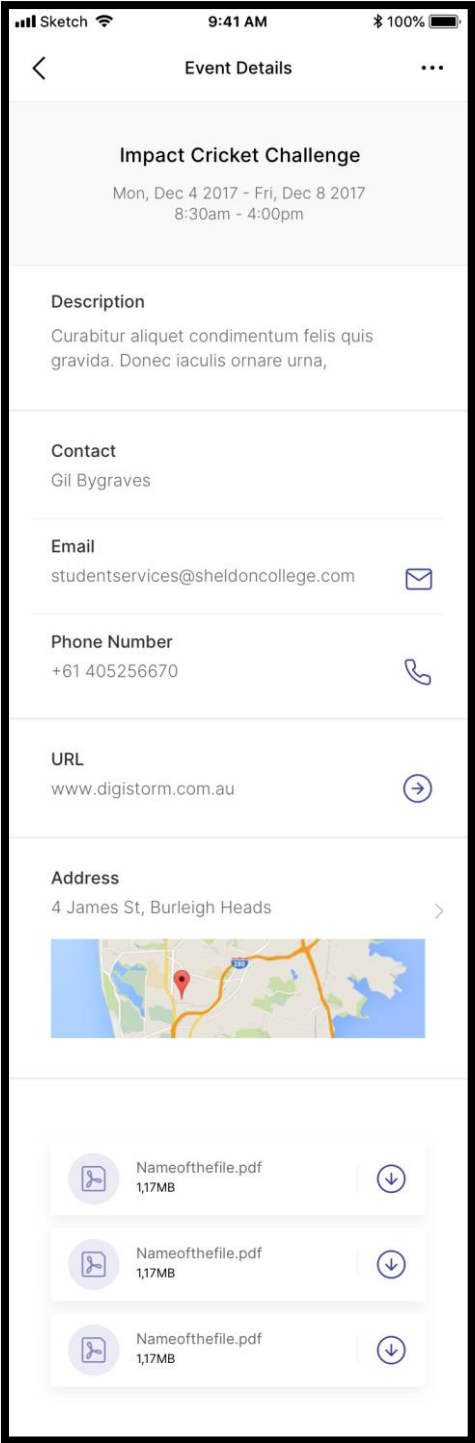
Figure 9 shows what Event Details will look like.

Figure 9. View of Event Details in Calendar

If there are any attachments to the Event, you will also be able to download them by clicking on the

icon.

Settings

Figure 10 illustrates the functions that are available in settings. They include;

- **Account Details** – Update your email and password
- **Notifications** – **Enable/Disable Push Notifications** here if you wish to have notifications appear on your device without having to access the app
- **Manage Access Keys** – Allows you to add or manage your current Access Key
- **Switch School** – Identifies the currently logged in School and allows you to **Switch School** to any others which have been associated to the account
- **FAQ** – This links you to the **Frequently Asked Questions**
- **App Version** – Provides details on the current **App Version** and **Device Information**
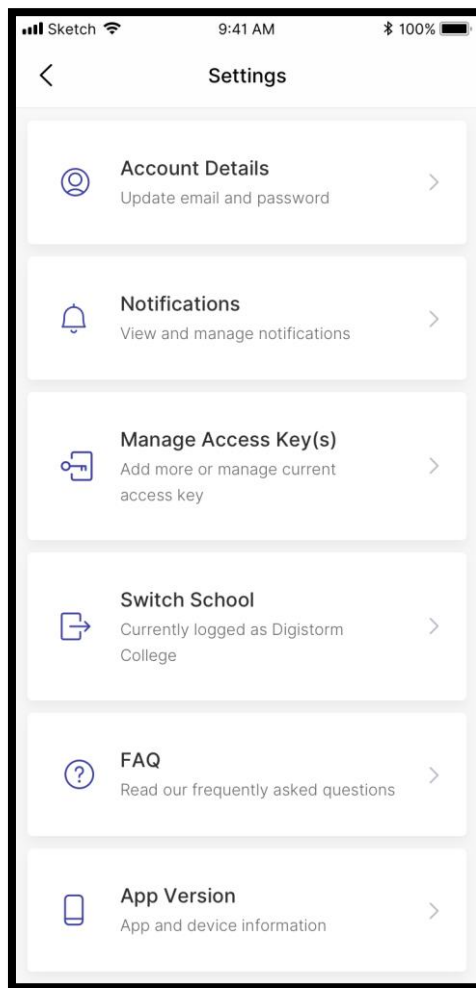

Figure 10. View of the In-App Settings

Glossary of Terms

Sentral software contains a domain of knowledge, and this Glossary of Terms will provide these with the definitions for those terms.

Access Key	The unique key associated to a child. This is provided by Schools. FAMILY KEY provides access to multiple students. STUDENT KEY provides access to individual students.
Portal	This is the web portal used to access the Portal functionality of Sentral
Sentral	Sentral is a web-based software solution that manages school administration and student data