

WE HELP SCHOOLS **WORK SMART**



Sentral Academic Reports

NSW Primary School Reporting to Parents
in Semester 1, 2020

Reflecting Changes to Reports based on COVID-19 modifications

V1.0

29 May 2020



DOCUMENT CONTROL INFORMATION

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VERSION HISTORY

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INTRODUCTION

The exceptional circumstances that have impacted schools during the first half of the 2020 school year present a unique challenge for how schools report to parents.

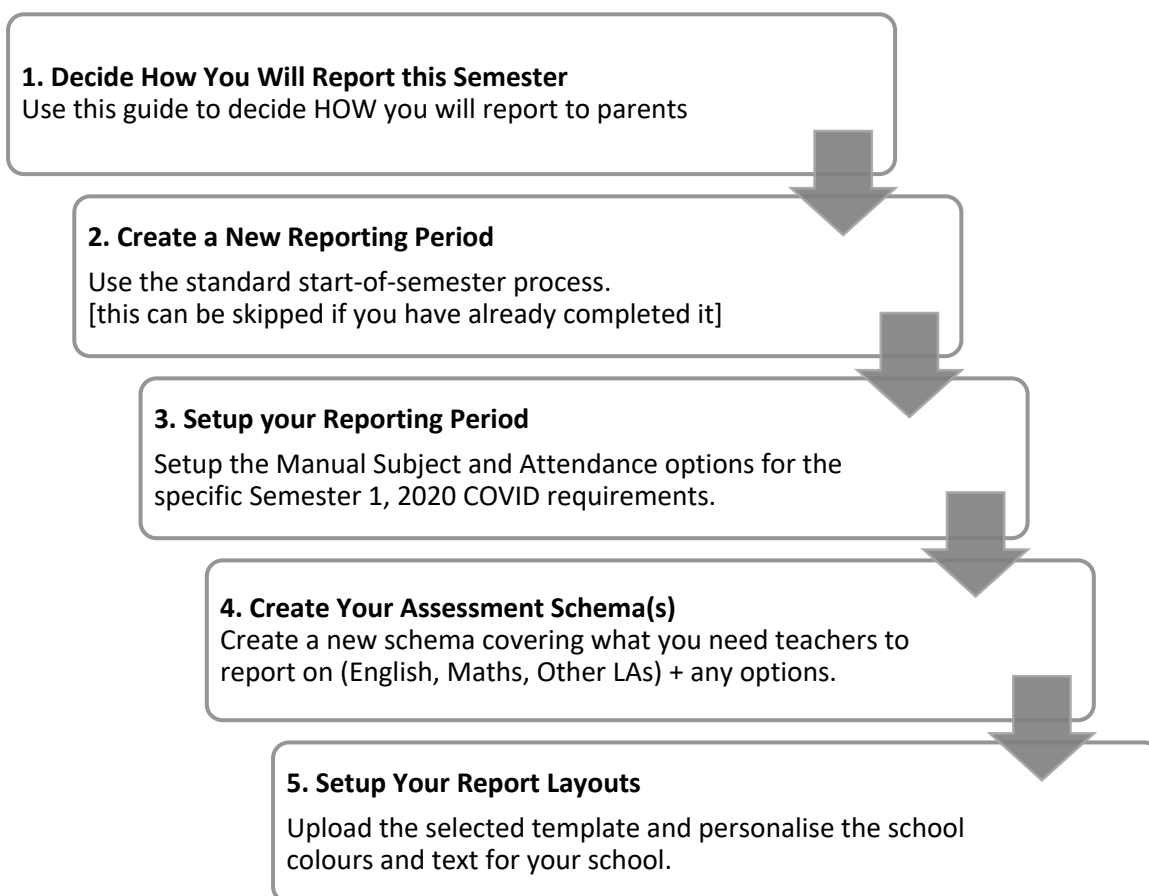
Currently, many students are undertaking a modified curriculum and in many cases being taught remotely and/or home schooled. **The NSW Department of Education has indicated that schools are not required to report using A-E grading and has provided guidance on how schools should report.**

Sentral has worked with the NSW Primary Principal's Association to develop this guide and accompanying templates, based on those NSW Department of Education guidelines and input from the PPA representatives.

The templates that are referenced by this guide provide a selection of pre-defined layouts that cater for the most commonly desired reporting styles for primary schools in NSW public schools for this semester. Schools who have the time and capability to design their own report layouts are entirely welcome to do so; for those who do not, these templates and instructions in this guide will provide a streamlined process that can be used by any school to get up and running in under 30 minutes.

NOTE: This guide assumes you have some familiarity with setting up Academic Reports. First time users should review the *Help Centre* materials in conjunction with this guide.

5 Step Process for Implementing a New COVID-19 Reporting Template



SUMMARY AND CHECKLIST

REQUIREMENTS	SUMMARY	COMPLETED
Design Decisions	Here you will choose a series of design criteria for your reports. Design decisions are based on intentions and the size of your reports by page.	Yes <input type="checkbox"/>
Creating Your Reporting Period	Here you will create a new reporting period. Use this section ONLY if you have not begun setting up your reports this semester.	Yes <input type="checkbox"/>
Setting Up Your Reporting Period	Here you will setup your reporting period. You will use this section to create other learning areas, set attendance preferences and further setup dependencies for the next stage.	Yes <input type="checkbox"/>
Create Your Assessment Schemas	Here you will create your assessment schemas. We have created a workflow for your use to determine how many assessment schemas are required.	Yes <input type="checkbox"/>
Setup Your Report Layouts	Here you will setup your report layouts. Pre-defined layouts are provided for your use. Ensure you have downloaded the required XML files and imported them to Sentral Academic Reports.	Yes <input type="checkbox"/>
Personalising Your Layout	Here you can personalise your layout. You will be able to apply your school colours, edit the report introduction and other text and insert digital signatures.	Yes <input type="checkbox"/>

1. EXECUTIVE TEAM DECIDE HOW YOU WILL REPORT THIS SEMESTER

1.1. Design Decisions

Before starting with the setup, your schools Executive Team should convene to review & consider the following questions which will help decide the template that will be most appropriate for your school.

Decision Criteria	Choices		
Is there a preference for how many pages the report spans (e.g. for print reasons)?	Single page	Double sided (2 pages)	3+ pages
How do you intend to report on English & Maths?	Comments only (C)	Assessment Grade (A)	
Do you intend to include Attitudes to Learning / Commitment to Learning?	Yes	No	
Do you wish to include a General Comment?	Yes	No	
Do you need to report on learning areas other than English and Maths?	Yes	No	
Do you wish to report on school activities/participation?	Yes	No	

1.2. Template Feature Matrix

Sentral have created 7 different Templates. The Templates cater for most common requirements used by our customers. Based on the decisions above, you can use the matrix below to decide which template would be most appropriate for your school reporting needs.

Template #	1	2	3	4	5	6	7
Number of Pages	1	2	3	2	2	1	2
Reporting on English and Maths	C	C	C	C	A	C	C
Attitudes/Commitment to Learning	No	Yes	Yes	No	Yes	No	Yes
Includes General Comment?	No	Yes	Yes	Yes	Yes	Yes	Yes
Includes Other KLAs Comment?	No	No	No	Yes	No	Yes	Yes
Includes School Activities?	No	No	No	Yes	Yes	No	Yes

C= Comment A = Assessment Grades

Once you have chosen your desired layout, you are ready to proceed to the next section.

2. CREATING A NEW REPORTING PERIOD

2.1. Creating Your Reporting Period

NOTE: This step is only required if you have not begun setting up your reports this semester. If you have already created a Semester 1, 2020 reporting period, **you may skip this step.**

This step is the standard setup process most schools and no special steps are required. It is included here for completeness however most reports administrators should be familiar with this process.

If you are setting up Academic Reports for the first time, you will need to refer to the online help materials to get setup for the first time.

1. Login to Sentral as an administrator user
2. Open the *Academic Reports* module from the Sentral drop down
3. If there is no active reporting period, the reporting period selector will appear. Choose the most recent reporting period.
4. Click **Setup Academic Reports**
5. On the left-hand menu, navigate to **General > Reporting Periods**
6. Click **Create Reporting Period**
7. Select Semester 1 and 2020 from the *Semester/Year* drop downs
8. Complete the settings on the initial setup as for a normal setup
9. Under *Initial Setup*, choose the previous period to roll over from
10. Click **Save**

This will create your new reporting period ready to start setting up.

2.2. Importing Your Classes

Once your reporting period is created, as this will be the first reporting cycle for 2020, you will most likely need to import your classes and students. To do this:

1. On the left-hand menu, navigate to General > Classes
2. Click **Import from Sentral Data Layer**
3. All classes will be selected by default – leave them selected – and click **Import**

3. SETUP YOUR REPORTING PERIOD

3.1. Creating an “Other Learning Areas” subject

After creating your new reporting period, you need to create the “Other Learning Areas” subject as a *manual subject* so that you have the option of including it on your report:

1. On the left-hand menu, navigate to **Reporting > Subjects**
2. Click the **Add Manual Subject** button
3. In the **Subject Name** field enter **Other Learning Areas**
4. In the **Short Name** field enter **Other LAs**
5. In the **Code** field enter **OTHER**
6. You may leave all other settings as their defaults
7. Click **Save**

Subjects K - 6

[Add Manual Subject](#) [Add Subject from Repository](#)

Add Custom Subject

Subject Name: The name of the subject as used throughout Sentral Reports.

Print Name: The name of this subject to appear on the printed report. If left blank, it will use the Name field.

Short Name: The name of the subject when space is limited.

Code: The internal code used to keep track of the subject across reporting periods. Subjects with the same

3.2. Setting Attendance Preferences

The Department guidelines indicate that only whole day absences are required to be reported on for this reporting period. This requires changing the Attendance settings for the reporting cycle:

1. On the left-hand menu, navigate to **Reporting > Attendance**
2. For most schools, set *Import Type* to **Attendance** to import this from Sentral Attendance
3. Adjust the date range to reflect the attendance period you will report on in this report
4. Change the **Tally Types** drop down to **Whole**
5. Click **Save & Import**

The screenshot shows the 'Attendance' settings page. At the top, it says 'Attendance' and 'Last imported: 24/05/2020 at 18:41 from WebAttend'. There is a 'Save & Import' button. Below this are four sections:

- Import Type:** Two buttons, 'Manual' and 'Attendance'. 'Attendance' is selected. A note says: 'Where Sentral Reports will retrieve attendance information data from.'
- Vary Dates By Year:** Two buttons, 'No' and 'Yes'. 'No' is selected. A note says: 'Allows you to set start and end dates for attendance imports per year group.'
- Date Range:** Two date pickers showing '29/01/2020' and '03/07/2020'. Below them is the text 'Currently: Term 1 Week 1 — Term 2 Week 10'. A note says: 'The time period over which to count attendance information.'
- Tally Types:** A dropdown menu showing 'Whole'. A note says: 'Specify the type of attendance figures you would like to record on the report.'

3.3. Further Setup Dependencies for the Next Stage

Before moving to the next stage, if you are intending to setup any of the following, you will need to refer to the online materials for assistance with setting these up before creating your schema:

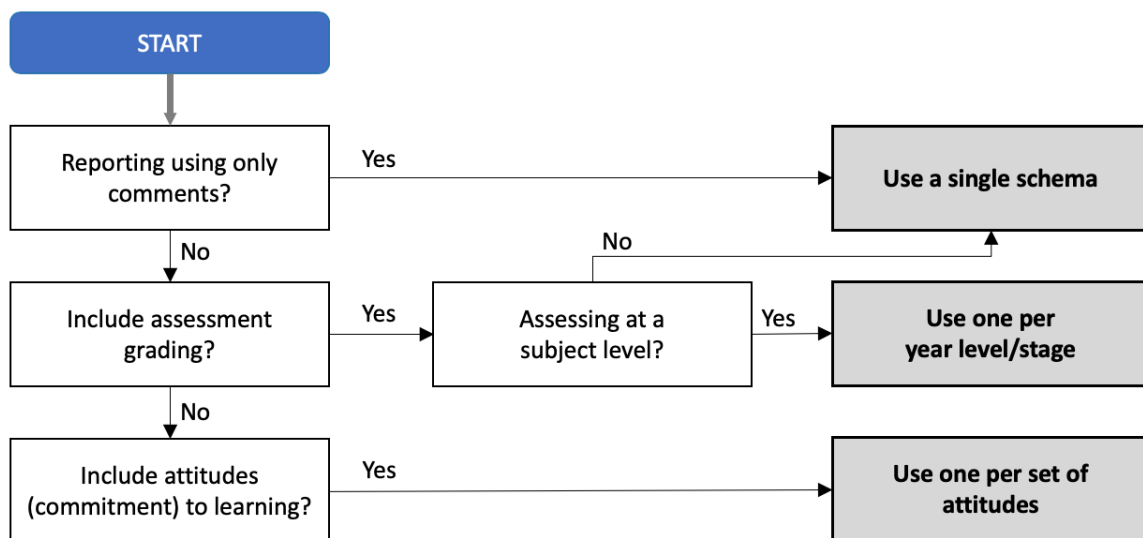
- **Assessment & Attitudes to Learning:** Create your grading scale under *Scales*
- **Attitudes to Learning:** Create or update your attitude groups. We recommend considering adding a new Attitude item that describes the student's participation in home learning as part of this semester's reporting criteria.
- **Activities:** Setup and/or update your list of school participation activities for this semester. This may involve removing some items that are not applicable due to the changes in school operating environment.

4. CREATE YOUR ASSESSMENT SCHEMA(S)

4.1. Deciding How Many Schemas You Require

The *Assessment Schema* in Reports determines what data needs to be entered by teachers. Schools typically create per-stage or per-year-level schemas to allow for adjusting the content – however with the simplified report formats you should be able to use a single schema for the whole school.

Here's some questions to help decide how many schemas you need.



Once you have worked that out, you're ready to move to the next stage.

4.2. Creating an Assessment Schema

Follow the steps below – they assume you are in the Academic Reports setup area:

1. On the left-hand menu, navigate to **Reporting > Assessment Schema**
2. Click **Create a New Schema**
3. Enter the schema name – e.g. **Semester 1 2020 COVID-19**
4. Under *Assessment Summary*, if you intend to include an assessment grade or attitudes to learning, select the appropriate scale to use. Otherwise, you can ignore these.
5. Under *Selections*:
 - a. Unless including outcomes, leave *Default Stage* as *(not using outcomes)*. We envisage most schools will not report on outcomes this semester.
 - b. If including *Attitudes to Learning*, select the attitude group from the drop down.
 - c. If including *School Activities*, select the activity group from the drop down.
6. Under *Overall Comments*:
 - a. Adjust your overall comment limits if required. The comment limits affect the amount of space a comment can take up in the report layout; it is important to set the upper boundary such that it does not cause the pages to spill over.
 - b. Enable *General Comment* if you are including this.
7. Click **Save and Continue**

Create A New Assessment Schema

i An assessment schema defines what data you want to record, and the grading scales used to record it. You can capture as much information as you want – not everything has to appear on the final printed report.

Schema Name: A unique name for the schema, e.g. Stage 2 Classes.

Curriculum Group: Select which board-supplied courses/subjects list is used.

Assessment Summary

Achievement Scale (Default): The default achievement scale to use for achievement grades. This can be overridden on individual subjects if desired.

Effort Scale: The scales you would like to record the effort grades against.

Attitudes to Learning: The attitude to learning scale to use.

Selections

Default Stage: The default stage to use when adding outcomes.

Attitudes to Learning : The Attitudes to Learning list that to use.

School Activities: The School Activities list to use.

Attributes: The Attributes to use.

Overrides

Effort Name: ☒ Use default reporting period effort name 'Effort'.
☐ Override the default reporting period effort name 'Effort' with The effort name to be displayed on reports.

Overall Comments

i The default reporting period comment size is: Minimum **150** to maximum **450** characters

Default Comment Length ☒ Use reporting period default comment limits for this schema
☐ Limit comment length to between and characters
 Comment lengths help guide the length of staff comments. Can be changed on a per-subject basis if required.

Include a General Comment ☒ Yes ☐ No
☒ Use reporting period default comment limits for General Comment
☐ Limit General Comment to between and characters

Include a Principal Comment ☐ Yes ☒ No

Include a Stage Supervisor Comment ☐ Yes ☒ No

4.3. Configuring the Assessment Criteria

1. For most schools – tick *English* and *Mathematics* to enable reporting on these areas.
2. If you intend to include *Other Learning Areas*, tick the manual subject you created earlier.
3. Click on the **Achievement** column heading, then select **No Achievement** to fill down.
 - a. If you are including assessment grades, you should now click on these individually by clicking where *No Achievement* appears and select the appropriate option.
4. Turn on the **Comment** field for *English*, *Mathematics* and *Other learning areas* (if appropriate) as desired.
5. Click **Save Assessment Criteria**

Assessment Criteria					Save Assessment Criteria
<input type="checkbox"/> Subject	Achievement ▾	Tasks ▾	Effort ▾	Comment	
<input checked="" type="checkbox"/> English <small>Edit »</small> NSW AC K-6	No Achievement	–	No Effort	Comment	
<input type="checkbox"/> English LS	–	–	–	–	
<input checked="" type="checkbox"/> Maths <small>Edit »</small>	No Achievement	–	No Effort	Comment	
<input type="checkbox"/> Maths LS	–	–	–	–	
<input type="checkbox"/> Science & Tech	–	–	–	–	
<input type="checkbox"/> Lifeskills	–	–	–	–	
<input type="checkbox"/> HSIE	–	–	–	–	
<input type="checkbox"/> PDHPE	–	–	–	–	
<input type="checkbox"/> Creative Arts	–	–	–	–	
<input type="checkbox"/> PDHPE LS	–	–	–	–	
<input type="checkbox"/> CAPA	–	–	–	–	
<input type="checkbox"/> Sci and Tech	–	–	–	–	
<input type="checkbox"/> ICT	–	–	–	–	
<input checked="" type="checkbox"/> Other Learning Areas <small>Edit »</small>	No Achievement	–	No Effort	Comment	

Save Assessment Criteria

4.4. Assigning the Classes

Once you have the assessment schema created, all that remains is to assign it to some classes.

1. Next to your new *COVID-19* schema, click **Assign Classes**
2. Click **Select All** to assign this for all classes; if you are using stage or year level-based schemas, click the section headings to toggle these on as appropriate.
3. Click **Save**

If you are using more than 1 schema, repeat this process for other schemas.

COVID-19 - Assign Classes

Select All Select None

K

ZLEC

1

01A 01C 01G 01W

2

02G 02R 02T

3

03K 03M 03S

4

04C 04EN 04K

5

ZLEC 05G 05M 05S

6

ZLEC 06C 06R 06SR

Save Cancel

That's it! You are now ready to review your class data entry screens and for staff to commence data entry.

The next section will cover how to upload your selected template to match with the schema. This can happen in parallel with the data entry by staff if required.

5. SETUP YOUR REPORT LAYOUTS

5.1. Downloading the XML Template File(s)

The pre-defined layouts created for reporting to parents this semester are provided as an .XML file, and contains the visual layout information used to produce the final report PDF document. These XML files can be imported into Sentral Academic Reports.

Ensure you have downloaded the appropriate XML template and saved it on your computer before proceeding with this step.

5.2. Creating a New Layout Template

**This step can be safely done while data entry is under way with no risks.
A layout will not change your data entry setup or affect any user data.**

Working on the same computer you have downloaded the XML file to, follow the steps below. These instructions assume you are already in Sentral in the Academic Reports module.

1. Click **Setup Academic Reports** (if not already in that area)
2. On the left-hand menu, navigate to **Layout > Report Templates**
3. Click **New Report Template**
4. Enter the name for the template (e.g. *Semester 1 2020 COVID-19 Template*). You may wish to include the template number in case you choose to upload several versions for testing.
5. Click on the **Import Template** button
6. Under *Import Template*, click the *Choose File* button and browse for the XML file
7. Click **Create Layout**

At this stage the layout is now loaded into your school's Sentral application.

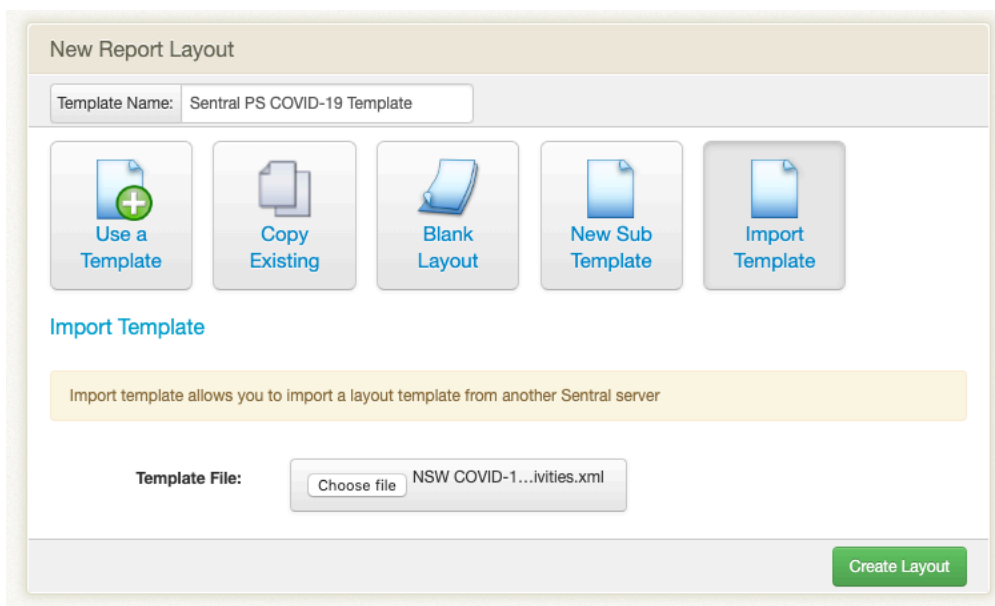
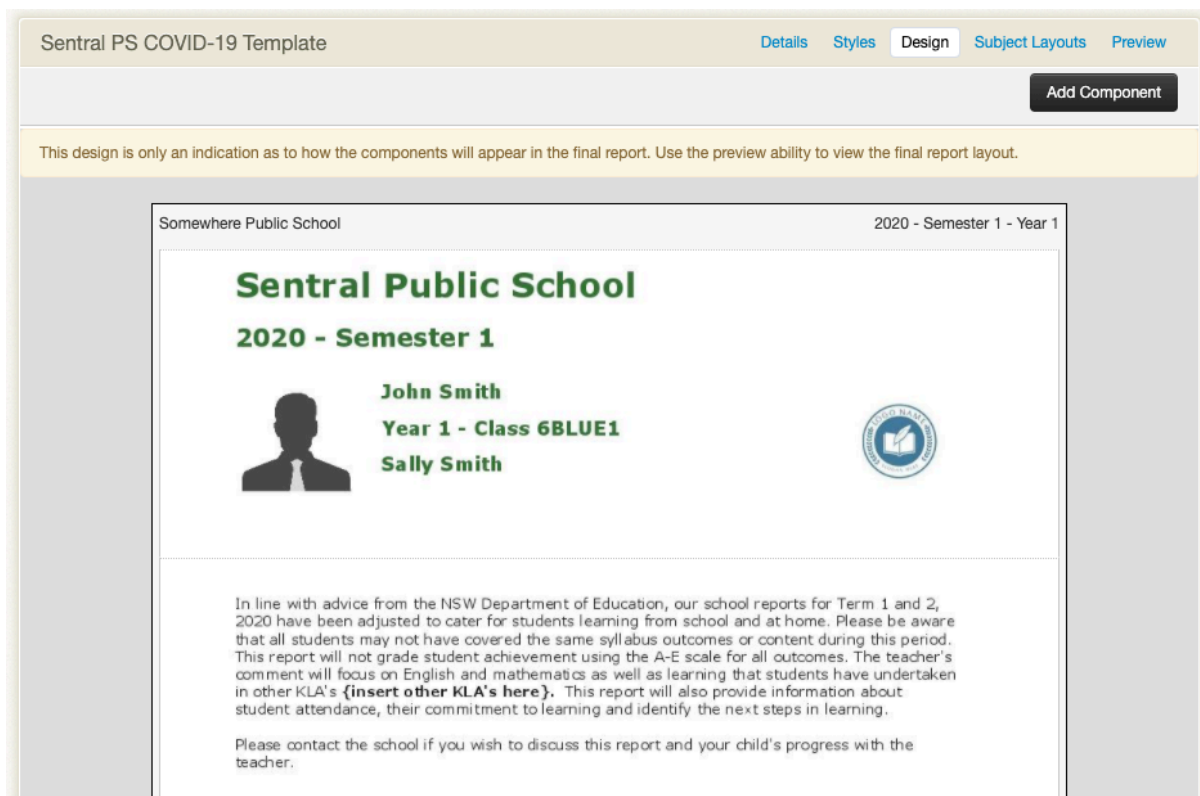


Figure 1 - The New Report Layout screen showing the Import Template data entry screen

Once imported, you should see an initial preview of the report layout:



You can generate a live preview of the report by clicking the **Preview** link on the top-right, selecting your assessment schema in the pop-up, then clicking the **Preview** button.

5.3. Personalising Your Layout

Once the layout is created, you will likely want to add some finishing touches to the layout.

5.3.1 Applying Your School Colours

Many of the templates use a colour accents for headings and table colours. These can be updated within the *Styles* tab of the reports layout. Review the styles and edit them to adjust the colours by clicking the Edit icon next to each style, then adjusting them to suit.

Once you know the RGB code for the colour you want (you can use the colour picker built in, or paste it in from another program/website), it is easiest if you just paste the RRGGBB code into the relevant colour field. **Do not include the leading # in front of the colour.**

The main fields to focus on are *Text Colour*, *Background Colour*, and the *Border* options.

The 'Template Style' dialog box is shown with the following settings:

- Style Name:** Header 1 Style
- Font Family:** Andale Mor
- Font Size:** 24 units
- Text Alignment:** Centre
- Vertical Alignment:** Top
- Text Decoration:** Choose a v (Bold is selected)
- Text Colour:** # B5C4DF
- Background Colour:** #
- Border:**
 - Top:** 0.25 units, Solid, #
 - Right:** 0.25 units, Solid, #
 - Bottom:** 0.25 units, Solid, #
 - Left:** 0.25 units, Solid, #
- Padding:**
 - Top:** 0 Units
 - Right:** Units
 - Bottom:** 0 Units

5.3.2 Editing the Report Introduction and Other Text

Most report templates will include one or more *Text components* which contain text content that will be included on every report. You may wish to edit some of this content to tailor it for your school requirements.

To do this:

1. Click on the **Design** tab
2. Hover over the relevant component you wish to edit, then click the **Edit** icon (pencil)
3. Edit the wording as required, then click **Save**

The screenshot shows a report template with the following text components:

- Header:** In line with advice from the NSW Department of Education, our school reports for Term 1 and 2, 2020 have been adjusted to cater for students learning from school and at home. Please be aware that all students may not have covered the same syllabus outcomes or content during this period.
- Body:** This report will not grade student achievement using the A-E scale for all outcomes. The teacher's comments will focus on English and mathematics as well as learning that students have undertaken in other areas. This report will also provide information about student attendance, their commitment to learning and identify the next steps in learning.
- Footer:** Please contact the school if you wish to discuss this report and your child's progress with the teacher.

The 'Default Style' tab is selected, and the 'Text' component is highlighted.

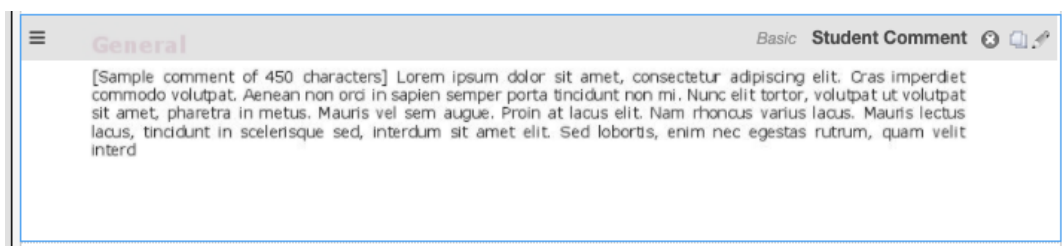
5.3.3 Updating Your General Comment Selection

Depending on how your school has used General Comments in the past, you may find that you need to edit the layout to select the correct Comment Type that matches your General Comment type that was selected in the Assessment Schema.

A tell-tale sign that this is occurring is when your teachers have been able to enter the comment, but it fails to display on the printed report.

To do this:

1. Click on the **Design** tab
2. Hover over the relevant components until you find the **Student Comment** component, then click the **Edit** icon (pencil)
3. In the **Comment Type** drop down, select the correct comment type (e.g. General, Principal, etc) that matches what you enabled on the schema. It may be already selected by default.
4. Click **Save**. If all goes well it should appear in the preview whereas before it was blank.



Details	
Component Position:	After 9 - Subjects <small>Where in the report this component will appear. This can also be changed</small>
Heading:	General <small>The heading to attach to the comment. Leave blank to not show a heading</small>
Comment Type	General <small>The type of comment this component will get its information from</small>

5.3.4 Inserting Digital Signatures

If your school normally uses digital signatures on your reports, you may choose to adjust the pre-defined template to include those.

The correct setup and use of digital signatures is an advanced topic, so unless you are already familiar with this and comfortable doing so on your own, we would discourage trying to introduce this feature for this specific reporting cycle.