



Academic Reports (Primary School - Victoria) User Guide

September 2023



Contents

Introduction	4
Product versions	4
Role-based permissions	4
Access	5
To access a reporting period	5
To find classes assigned to you and view information	5
Enter data	7
Overview	7
To view reportable elements	7
To enter grades for the class	7
To enter outcome results when the schema has two assessment scales	9
To enter strand/outcome results – fast class data entry	9
To enter attitudes and attributes	10
To enter all results on a student-by-student basis	11
To view and manage student achievement scores by subject	12
To view and manage student scores by mode/strands	12
To enter comments for the whole class and/or individual students	13
To enter comments per subject/student	14
To enter a comment per student	14
To view class status and sign off	15
Overall status	15
Assessment status	16
Comment Status	16
Activity Status	16
To view your assigned supervisor classes	16
To view your year advisor classes	17
Review and print reports	18
Overview	18
To review analysis of grades	18
To review reports	18
To view and print summary reports	20
To print final reports	20
Grade distributions	21
Overview	21
To print grade distributions reports	21
Export data	22
To export reporting data	22
To perform export to CASES21	22
My Comments	23
To create your own comments and export them	23
To create a comment	23

To export your comments	23
To import comments	23
To filter comments by stages and subjects	23
Publish reports	24
Overview	24
To publish reports	24
Assign templates to students	24
Select schema layouts	24
Select reporting class cohort layouts	24
Generate PDFs	25
Complete proofing and approval	25
Manage published reports.....	25
To unpublish reports	26
Bulk publish reports via email	26
View email history	27
Appendices	28
Curriculum area – example	28
Modes/Strands example	29

Introduction

The Academic Reports module supports your school's reporting processes and workflows. It is designed to help you gather evidence about student achievement in relation to syllabus outcomes to assess skills and define future learning.

Your leadership team and Sentral Administrator have made decisions around the way Academic Reporting is configured at your school to manage each stage involved in creating the formal reports that you provide to students and parents. Some functions that you may see include:

- Direct access to curriculum statements for rich assessment and reporting
- Automated Markbook integration to eliminate double data entry
- Automated continuum integration to report on achievement standards
- Report wizard that checks and cleans common errors like gender, full stops, capitals and spelling
- Integration to the Continuum Tracker, Attendance, Portal, PXP, and Activities module once assessment criteria are defined
- Reporting data to provide insights and support improved decision making and individualised instruction
- Ability to publish and distribute reports digitally to parents.

Product versions

The version of Sentral at your school may have a different user interface to the one shown in our YouTube videos and this guide. The features available are generally the same, although you may see differences because of the way Academic Reports is configured at your school.

Role-based permissions

Your access is assigned to you by the Sentral Administrator (Administrator) at your school. They can set permissions at a granular level, and this determines the type of access you have and the functions you can access in the Academic Reports module.

- Teaching
Has edit access and appears on the printed report by default anywhere Teacher is specified.
- Assisting
Has edit access and can optionally be added to the printed report using the 'Assisting Teacher' merge field. Teachers assigned this role see classes listed on the My classes screen.
- Supervising
Can review the class data and change reviewing status.
- Year Advisor (or Stage Coordinator)
Has access to all classes in a year to review data and can enter a comment if required.

Access



Video: Watch this video on our YouTube video for a quick intro to accessing your reports.

[Academic Reports | Accessing your reports...a quick intro](#)



Note: Your Administrators or Executive Level Access staff can see and access all classes.

To access a reporting period

1. Select the Sentral menu icon (⋮) and then under Assessment, select Academic Reports. The Academic Reports home screen displays the most recent reporting period you opened.
2. Check the reporting period.

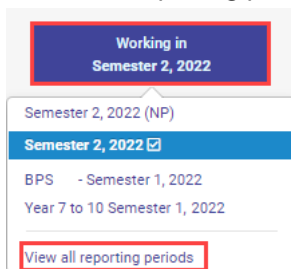


Figure 1: Academic Reports – accessing a reporting period

3. To open a different reporting period, in the left menu, select Working in, and then do one of the following:
 - a. Select a reporting period from the list that displays.
 - b. Select View all reporting periods to see a complete list. In Change Reporting Period, select Go next to the reporting period you want to work in.

To find classes assigned to you and view information

1. Open the reporting period. See [To access a reporting period](#). The Academic Reports home screen displays.
 - The My Classes section lists classes assigned to you. You'll see teacher details if you're a roll class teacher, class teacher, assisting teacher, or supervisor teacher.
 - The My Class Status section displays grade distribution graph if data has been entered.

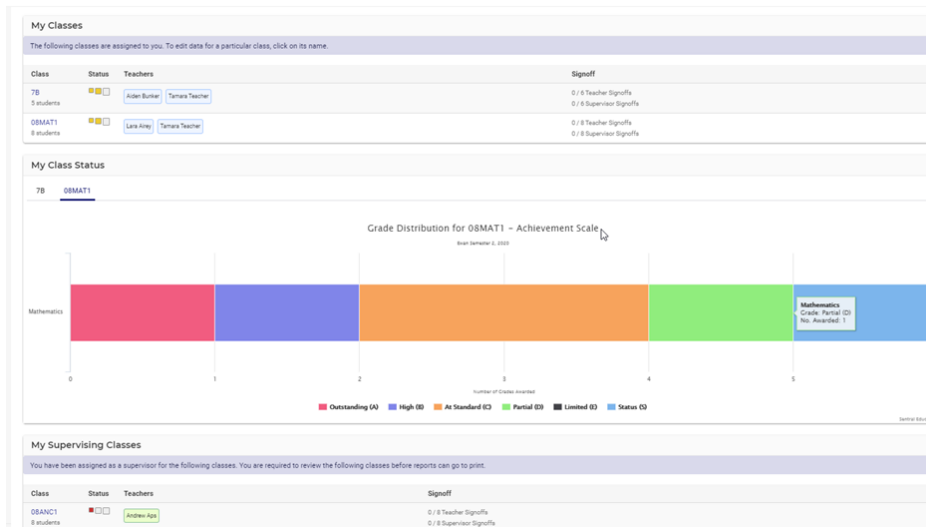


Figure 2: Academic Reports home screen

2. In the My Classes section:
 - a. Check the Status bar next to a class to view your data entry progress for that class.
 - Green = complete
 - Yellow = partially complete
 - Red = Incomplete/Yet to start.
 - b. Check the Signoff column to view the Signoff status for your reports.
 - c. Select a class name to go to the data entry screen for that class.
3. In the My Class Status section:
 - a. Select a class tab to view the grade distribution graph for that class.
 - b. Either view all or select a scale/colour to filter the display.
The grades display the scale set up by your school's Sentral Administrator.
4. (Supervisors) In the My Supervising Classes section:
 - a. View the list of classes assigned to you.
 - b. Check the Status bar next to a class to view data entry progress for that class.
 - Green = complete
 - Yellow = partially complete
 - Red = Incomplete/Yet to start.
 - c. Check the Signoff column to view the Signoff status.
 - d. Select a class name to go to the data entry screen for that class.

Enter data

Overview

Your school's configuration determines how you're required to enter results. Your school will most likely use course results, grades, and comments. It may or may not use attitudes and attributes.



Note: You can automatically sync grades and marks from various places, but you need to manually enter attitudes, attributes, and comments.



Caution: You can sync from either Continuum Tracker or Markbook. For Victoria specifically, it should be Continuum Tracker. This is because while you can sync an A-E grade from Markbook, only Continuum Tracker does progression points.

To view reportable elements

1. Open the reporting period. See [To access a reporting period](#)
2. Do one of the following to select a class:
 - a. Select My Classes in the left menu, and then select a class.
 - b. In the Academic Reports home screen, select a class link under My Classes.
The Assessment Data Entry screen for the selected subject displays.
3. View the reportable elements for the class.
This is what has been set up in the reporting period for you to assess, which may include grades, attitudes, and comments. What you see is determined by your school's configuration of this module.



Note: If the Sentral Administrator at your independent school has disabled the setting to show the Domains and Dimensions menu, you won't see Domains and Dimensions in the left menu.

To enter grades for the class



Video: Watch this video on our YouTube video on the different ways you can enter grades.
[Academic Reports | Entering grades into your reports](#)



Note: You have several options to enter grades. The class screen displays by default.

Follow these steps to enter grades against strand/outcomes and attitudes for the class.

1. First, open the reporting period, select the class, and view the reportable elements.
See [To access a reporting period](#), [To find classes assigned to you and view information](#), [To view reportable elements](#)
2. Select the Achievement Standards link to review details about the expected levels of achievement for levels. For example, A-D, F-2.

AJB: Assessment - English			Achievement Standards						
Teachers: Ms Jess Hennell, Mr Chris Pantlin Assistant: Mrs Delta Horder									
Status	Student	Prev ▾	Overall	Prev ▾	VCERV (6)	Prev ▾	VCEW (0)	Prev ▾	VCESL (0)
<input type="checkbox"/>	FONG Matthew						F		
<input type="checkbox"/>	GOWING Deneen						F.5		

Figure 3: Data Entry screen example

3. Select Prev and then choose the source of the data to reference for previous scores.
4. For each student, select a cell to display the available options, and choose the appropriate progression grade and rating.



Figure 4: Progress grade and rating example

5. Repeat for each strand and attitude.

By default, the Overall Achievement grade is calculated as the average of all marks. You can override this manually or link to Continuums. If your school is linked to Continuums to generate strand/subject results, then most of the configuration is done in Continuum Tracker. All you do in Reports is pick which Continuum and sync.

The status bar updates to green as you complete marks for each student.

Status	Student	Prev ▾	Overall	Rating
<input checked="" type="checkbox"/>	BELMORE Katia		A2.2	<input type="checkbox"/>
<input type="checkbox"/>	BODY Lillia		A1.2	<input type="checkbox"/>
<input type="checkbox"/>	BOLAND Alla			<input type="checkbox"/>

Figure 5: Status bar

6. Repeat for each student.
7. Select Save.
8. To print the assessment report, select the Print Assessment Report button at the top of the screen. This generates a PDF of the assessment data on your current screen.

To enter outcome results when the schema has two assessment scales

Follow these steps to enter outcome results for the class if the schema has been set up for two assessment scales.



Note: For the two assessment scales to be visible, a user with access to Academic Reports Setup must first configure two settings:

1. Allow Secondary Achievement Scale – set this to Yes for the reporting period.
2. Assessment Schema Properties – specify both the default achievement scale and the secondary achievement scale.

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. For each student, select a cell to display the available options, and choose the appropriate grade.
 - a. Do this for the Overall Achievement grade – this uses the main scale.
 - b. Do this for the strands and outcomes – these use the secondary scale.The status bar updates to green as marks are completed for each student.

Status	Student	Overall	ENGNGFY_1LANG	ENGNGFY_2LIT	ENGNGFY_3LITCY
■■■	1 Student	A	H	H	H
■■■	11 Student	B	L	H	H
■■■	14 Student	C	H	L	H
■■■	18 Student	D	L	L	H

3. Repeat for each student.
4. Select Save.
5. To print the assessment report, select the Print Assessment Report button at the top of the screen. This generates a PDF of the assessment data on your current screen.

To enter strand/outcome results – fast class data entry

Follow these steps to enter results using the fast data entry.

1. First, open the reporting period, select the class, and view the reportable elements.

The Assessment Data Entry screen displays.

This varies between schools. All related data entry or reportable items display for the class. The first subject that displays also varies between schools. English may be the default subject.

See [To access a reporting period](#), [To find classes assigned to you and view information](#), [To view reportable elements](#)

2. Select a Strand/Outcome column heading.

Status	Student	Effort	Overall	MA2-1WM	MA2-4NA	MA2-9MG
■■■	DANGAR Vonnie	VG	H	O	H	S

Figure 6: Column headers

The Strand/Outcome is displayed and highlighted yellow.

Figure 7: Fast data entry using column headers

3. Use the arrow below a grade to 'fill down' for the column, and then adjust grades for each student as necessary.
4. Select Save.
5. Repeat for the next Stand/Outcome (or Attitude).
6. To print the assessment report, select the Print Assessment Report button at the top of the screen. This generates a PDF of the assessment data on your current screen.

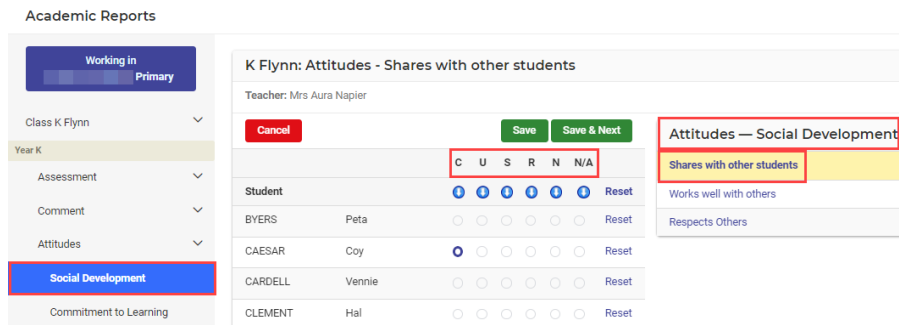
To enter attitudes and attributes

If your school is configured for Attitudes and Attributes, use this option to enter results per Attitude and Attribute for a class.

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Select Attitudes and the Attitude sub-group in the left menu.

Figure 8: Attitudes results entry – example

3. Do one of the following:
 - a. Enter results per student. See [To enter all results on a student-by-student basis](#)
 - i. Work across the Attribute columns and enter a result for each attribute per student.
 - ii. Repeat for each student.
 - b. Enter results using fast data 'fill down'.
 - i. Select the first Attitude column header.
 - ii. Use the arrow below the most common result to 'fill down' the value, and then adjust results for students with a different result.
 - iii. Select Save & Next to move to the next Attitude.
 - iv. Repeat for each Attitude and then select Save.



- To print the assessment report, select the Print Assessment Report button at the top of the screen. This generates a PDF of the assessment data on your current screen.

To enter all results on a student-by-student basis

Use this option to enter course results by Strand/Outcome, Attitude and Attributes on a student-by-student basis.

- Open the reporting period and select the class. See [To access a reporting period](#)
- Select Assessment and the first subject in the left menu.
- Select a student's name. The overall marking screen that allows you to enter course results, outcomes, attitudes to learning and comments for the student displays.

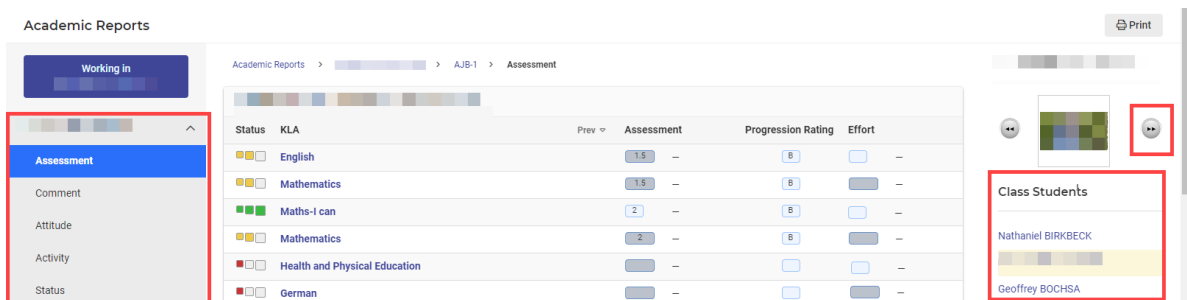



Figure 9: Student's assessment screen

- Complete all assessment indicators for the student. Information is auto-saves as you enter the results.
- Select Comment under the student's name in the left menu.
 - Enter comments in a subject area.
 - Select Save.
 - Tick the Select checkbox for the subject.
 - Select the Set Completed icon. The status bar updates to green.
 - Repeat for each subject.
- If configured for your school, select Attitudes under the student's name in the left menu.
 - Complete each of the assessment indicators for the student.
- If configured for your school, select Activity under the student's name in the left menu.
 - Select checkboxes next to activities relevant for the student.
 - Select Save.
- Select Status under the student's name in the left menu.
 - View the assessment and comment status for reportable elements.

9. Do one of the following to move to the next student:
 - a. Use the Next Student icon  on the right.
 - b. Select a student name on the right.
10. To print the assessment report, select the Print Assessment Report button at the top of the screen. This generates a PDF of the assessment data on your current screen.

To view and manage student achievement scores by subject

Use these steps to get a consolidated view of all marks for a student associated with a curriculum area.

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Select Learning Area Overview in the left menu, and then select the curriculum area.
3. View the subject information:
 - Consolidated view of all the marks for the student associated with that curriculum area
 - Overall column indicating the averaged value that will be exported to CASES21.

56A: Domains - Music					
Teachers: Mrs Violet Akehurst, Ms Patience Angela, Mrs Marta Bonython					
Assistants: Mrs Violet Akehurst, Ms Patience Angela					
Student		Overall	Music	Guitar	Flute
BOAN	Arlyne	<input type="text" value="6"/> <input type="text" value="6"/>	5	6	6.5

4. (Optional) To override a mark that you consider inappropriate for the student, select the cell next to a student in the Overall column, and then enter the mark.
The overridden mark displays with pink shading. This the score that gets included in the CASES21 PRS212 export.

56A: Domains - Music					
Teachers: Mrs Violet Akehurst, Ms Patience Angela, Mrs Marta Bonython					
Assistants: Mrs Violet Akehurst, Ms Patience Angela					
Student		Overall	Music	Guitar	Flute
BOAN	Arlyne	<input type="text" value="6.5"/> <input type="text" value="6"/>	5	6	6.5

To view and manage student scores by mode/strands

Use these steps to get a consolidated view of all marks for a student associated with a curriculum area.

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Select Strands Overview in the left menu, and then select the mode/strands.
3. View information for the selected item:
 - Consolidated view of all the marks for the student associated with that mode
 - Overall column indicating the averaged value that will be exported to CASES21.

56A: Dimensions - Reading and Viewing					
Teacher: Mrs Marta Bonython					
Student		Overall	Novel Study	Poetry Study	Film Study
BUTTERS	Rickie	6	7.5	5.5	8

- (Optional) To override a mark that you consider inappropriate for the student, select the cell in the Overall column, and enter the mark.
The overridden mark displays with pink shading. This is the score that gets included in the CASES21 PRS212 export.

To enter comments for the whole class and/or individual students

Use these steps to enter a comment for the whole class and/or individual students.



Video: What this video on our YouTube channel to learn about entering teacher comments.
[Academic Reports | Entering Teacher Comments](#)



Tip: Some teachers like to add a generic comment as starter for all students.

7A Maths: Comment - Teacher

Teachers: No teacher assigned to this class!

First Name Full Name He / She His / Her Him / Her Himself / Herself Literal

Too Short (0/450)

A A B I U

Save to My Comments Comment Wizard Fill Down Undo Fill Down Clear

- Open the reporting period and select the class. See [To access a reporting period](#)
- Select All Classes in the left menu, select the Year, and choose the class.
- Select Overall Comments in the left menu.

Teacher: Mrs Florentina Handcock

First Name Full Name He / She His / Her Him / Her Himself / Herself Literal

Too Short (0/450)

A A B I U

Save to My Comments Comment Wizard Fill Down Undo Fill Down Clear

Status: Set completed Reset A A

Fill mode: Replace Append Use comment cleaning Select all students

- Use the text box and merge fields at the top of the screen to prepare a comment.
 - Select Comment Wizard to use the repository of comments.
- Either select all students or select the required students.
- Choose the options to apply:
 - Whether to Replace or Append
 - Whether to use comment cleaning.
Comment cleaning does merge field processing, updates pronouns to match the gender of the student (according to the data layer) and adds punctuation.

- c. Whether to save to My Comments to save the comments to a personal or shared comment bank.
7. Select Fill Down.
The comment is applied to selected students.
 8. Edit comments for students where required. Select Save.

To enter comments per subject/student

1. Open the reporting period and select the class. See [To access a reporting period](#)
1. Under the class in the left menu, select Comments, and then select the subject.

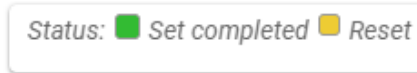
2. Click the text box next to a student and enter subject comments.
3. Do any of the following:
 - a. Choose the First Name merge field to ensure correct spelling. Full Name uses the format displayed (e.g. SURNAME, First name).
 - b. Select Open Wizard to apply comments from the repository.
 - Browse the comments available in the Wizard tabs: Starters, My Comments, Shared Comments, Continuums, and History.
 - Select a comment bank from the dropdown list on the right to view more options.
 - c. Highlight text and select Literal to disable merge field processing and comment cleaning for the selected text. For example, to prevent the word 'will' being recognised as the name 'Will'.
4. Select Save.
5. Repeat for each student.

To enter a comment per student

1. Open the reporting period and select the class. See [To access a reporting period](#)
2. Select the student's name in your class list.
3. Select the subject.

4. Select the Comment box and enter text.
5. Do any of the following:
 - a. Choose the First Name merge field to ensure correct spelling. Full Name uses the format displayed (e.g. SURNAME, First name).

- b. Select Open Wizard to apply comments from the repository.
 - Browse the comments available in the Wizard tabs: Starters, My Comments, Shared Comments, Continuums, and History.
 - Select a comment bank from the dropdown list on the right to view more options.
 - c. Highlight text and select Literal to disable merge field processing and comment cleaning for the selected text. For example, to prevent the word 'will' being recognised as the name 'Will'.
6. Select Save.
 7. Select the checkbox for one of more completed comments and then set the status to completed.



To view class status and sign off

Overall status

Use the Overall Status screen with its 'traffic light' indicators to view the status of the various reporting aspects at either teacher or supervisor level. The way this screen looks differs between schools. How it looks at your school is determined by the areas being assessed and the sign-offs required.



Video: Watch this information on our YouTube channel about Class Status and Sign-off.
[Academic Reports | Class Status and Sign Off](#)

1. Open the reporting period. See [To access a reporting period](#)
2. Select the class in the left menu, select Class Overview, and then select Overall Status.

O1C							Signoff As Teacher
Teacher: Mrs Kaley Schramm							
Name	Assessment	Comments	Attitudes to Learning	School Activities	Teacher Signoff	Deputy Principal Signoff	
BOYER Isaac	■	■	■	0/3	No	No	
DERBYSHIRE Willa	■	■	■	0/3	No	No	
ELDER Theo	■	■	■	0/3	No	No	

Figure 10: Overall Status screen for a selected class

3. Check the status of the configured reporting elements.
 Red – Not yet assessed; Yellow – Partially complete; Green – Complete.
4. If configured for your school, you'll see the Signoff as Teacher button at the top right.
 - a. Check the Teacher Signoff column – 'Yes' displays once it has been selected.
 - b. Hover over the 'Yes' to view the timestamp.
 You'll also see this button on the My Classes screen.
5. Select Signoff as Teacher and then select OK to confirm.



Note: When a supervising teacher accesses Class Status the same feature appears – but with the option to sign off as Teacher or Supervisor.

Assessment status

Use the Assessment Status screen to get an overview of all subjects that require assessment marks/grades.

1. Open the reporting period. See [To access a reporting period](#)
2. Select the class in the left menu, Select Class Overview, and then select Assessment Status.

OTC: Assessment Status						
Teacher: Mrs Kaley Schramm						
Name	English	Mathematics	Science	Creative Arts	HSIE	PDHPE
BOYER Isaac						
DERBYSHIRE Willie						

Figure 11: Assessment Status screen for a selected class

Comment Status

Use the Comment Status screen to get an overview of subjects that require a comment, and also where a general comment is required.

1. Open the reporting period. See [To access a reporting period](#)
2. Select the class in the left menu, select Class Overview, and then select Comment Status.

Name	English - Learning Goal	English - Entry Skills	English - Evidence of Learning	English - Teacher Comment	English - What the student has achieved	English - Recommendations for future learning	Mathematics - Learning Goal	Mathematics - Entry Skills	Mathematics -
BOAN Arlene									
BODY Ena									
CORBOULD Franklin									
DUGDALE Hal									

Activity Status

Use the Activities Status screen to get an overview of the activities in which students have participated.

1. Open the reporting period. See [To access a reporting period](#)
2. Select the class in the left menu, select Class Overview, and then select Activity Status.

56A: School Activities Status								
Teachers: Mrs Violet Akhurst, Ms Patience Angela, Mrs Maria Bonython Assistants: Mrs Violet Akhurst, Ms Patience Angela								
Name	Basket...	Board...	Cooking	Gardening	Lego...	Loom Bands	Mindful...	Sport
BOAN Arlene		-	-		-	-		
BODY Ena	-		-		-	-	-	
CORBOULD Franklin		-	-		-	-	-	
DUGDALE Hal		-			-	-	-	

To view your assigned supervisor classes

Use these steps if you've been assigned supervisor access to review the status of reports, as well as class details and student details.

1. Open the reporting period. See [To access a reporting period](#)
2. In the Academic Reports home screen, select the class that you want to assess.
3. View and access like a teacher.
4. View the status of the configured reporting elements.
5. If configured for your school, you'll see the Signoff as Supervisor button at the top right.
 - a. Check the Supervisor Signoff column – Yes displays when you make a selection.
 - b. Hover over the Yes to view the timestamp.

You'll also see this button on the My Classes screen.

-
6. Do one of the following:
 - a. Select a class. Select Signoff as Supervisor and select OK to confirm.
 - b. Select a student. Select a signoff option, enter a comment, and then select Save.
The status is visible to the teacher. They can hover over the status to view comments about required amendments.

To view your year advisor classes

Use these steps if you've been assigned year level access to review the status of reports, as well as class details and student details.

1. Open the reporting period. See [To access a reporting period](#)
2. In the Academic Reports home screen, select the class that you want to assess.
3. View and access like a teacher.
4. View the status of the configured reporting elements. Information is organised by student year level.
5. If configured for your school, you'll see the Signoff as Year Advisor button at the top right.
 - a. Check the Year Advisor Signoff column – Yes displays when you make a selection.
 - b. Hover over the Yes to view the timestamp.You'll also see this button on the My Classes screen.
6. Do one of the following:
 - a. Select a class. Select Signoff as Year Advisor and select OK to confirm.
 - b. Select a student. Select a signoff option, enter a comment, and then select Save.
The status is visible to the teacher. They can hover over the status to view comments about required amendments.

Review and print reports

Overview

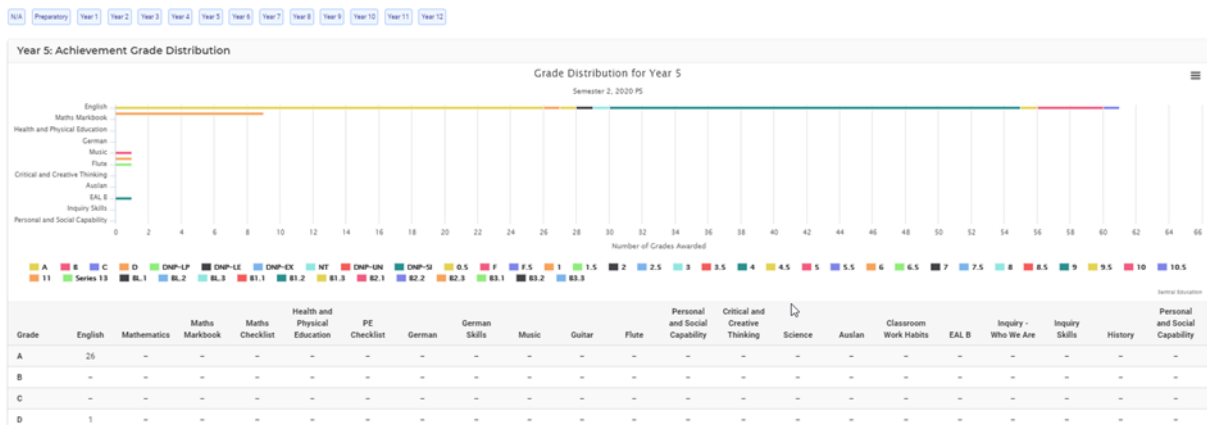
Use the information in this section to:

- review analysis of grades
- review and print final reports for parents and students
- print summary reports for sign-off
- view grade distribution.

Your Sentral administrator will have access to these functions for all students. If you're a teacher, you'll typically have access only for the classes to which you've been assigned.

To review analysis of grades

1. Open the reporting period. See [To access a reporting period](#)
2. Select Analysis in the left menu, and then choose one of the following menu options:
 - a. By Class – and then select a class.
 - b. By Year – and then select the year.
 - c. By Stage – and then select the stage.
3. Review grade distribution by class, year or stage. Data displays as a graph and table.



4. Select any colour icon below the graph to remove a progression scale and narrow your filter options.
5. Select the menu icon to print the data.

To review reports

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Academic reports module – Completion status			

1. Open the reporting period. See [To access a reporting period](#)

- In the Academic Reports home screen, under My Supervising Classes, view the classes you have been assigned to as a supervisor.
- Under Review in the left menu, select Completion Status and then select either Teachers or Years. The Year view displays classes, teachers, cohorts, status and percentage (%) completion bar.

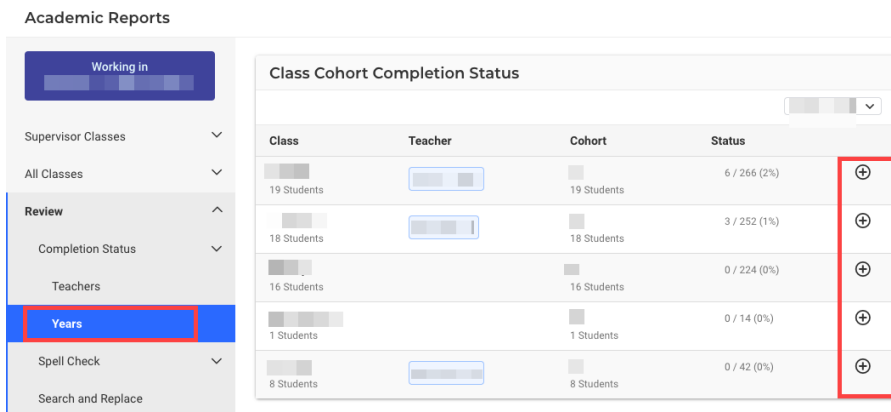


Figure 12: Completion Status screen filtered for Years

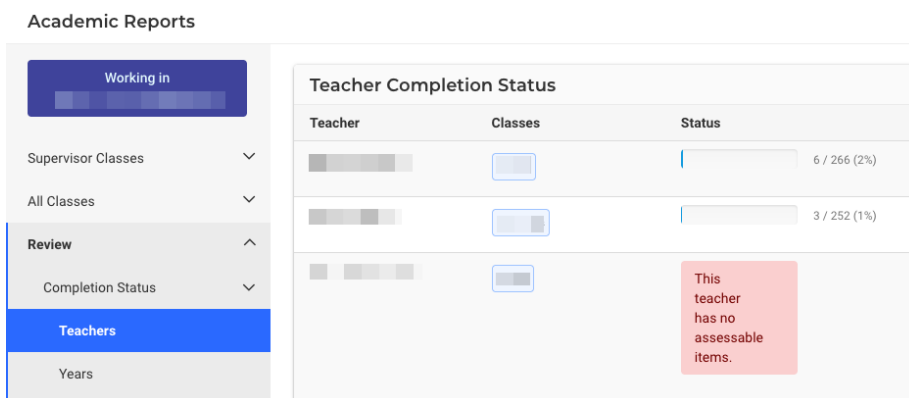


Figure 13: Completion Status screen filtered for Teachers

- Select (Plus icon) next to a class to expand the view. A list of assessable items displays – showing the bar graph completion.

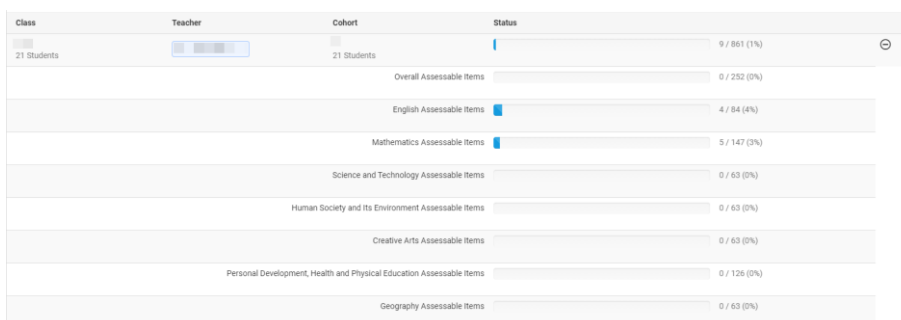


Figure 14: Expanded view of assessable items

- Under Review in the left menu, select Spell Check, and then select either Overall Comments or Student Comments. Spell check results for the reporting period display.
- Under Review in the left menu, select Search and Replace.
 - Enter text and select Search. Results matching your search display. Searched text is highlighted.
 - Select comments, enter replacement text, and select Replace Selected Matches.

To view and print summary reports



Video: Watch this information on our YouTube channel about printing summary reports.

[Academic Reports | Printing Summary Reports](#)

Use the information in this section to view an extract from a class summary report. This condensed form of the report shows the assessment criteria and comments.

1. Open the reporting period. See [To access a reporting period](#)
2. Do one of the following:
 - a. In the Academic Reports home screen, under My Supervising Classes, view the classes you have been assigned to as a supervisor.
 - b. In the left menu, under Supervisor Classes, view the classes you have been assigned to as a supervisor.
3. Under Print Reports in the left menu, select Summary Reports.
4. Under Select Summary Report Options:
 - a. Select whether to show or hide unmarked items.
 - b. Specify the font size for comments and data in the summary report.
5. Under Select students to run the report against:
 - a. Select a print option and students.
 - b. Select Generate Reports.A summary of the assessment data displays.

To print final reports

Use the information in this section to generate the actual layout for the reports sent to parents.



Tip: Once you've completed all the data entry for your class, we recommend that you generate a final report to view (on screen or printed) the actual appearance of your class reports before they go to Supervisors for review.



Video: Watch this video on our YouTube channel to learn about printing final reports.

[Academic Reports | Printing Final Reports – ensure a schema is assigned](#)

You might also want to review [Academic Reports Setup – Overall Schema for Primary – essential for reports to work](#)



Warning: You won't be able to print final reports if a schema is not assigned.

Assigning an assessment schema is a setup task, so you may need to follow-up with your school's Sentral Administrator.

1. Open the reporting period. See [To access a reporting period](#)
2. Under Print Reports in the left menu, select Final Reports.
3. Under Select template layout:
 - a. Select a template if more than one is displayed.

- b. Specify whether to generate duplicate reports.
- c. Specify collation options.

Collating as a ZIP file gives you a folder containing a pdf for each student in your chosen group. This then allows you to use printer options such as stapling and whether you want a different paper tray for the front page, for example.

4. Under Select students to run the report against:

- a. Select an option.

The options range from By School Year to By Student. Teachers often select 'By Class' because they can generate a pdf and print 2 pages to 1 and back-to-back to form a compact print for proofreading.

- b. Select Generate Reports.



Tip: This is where you print ALL reports if you're sending a hard copy to parents and students. We recommend generating reports in batches.

Grade distributions

Overview

Use the information in this section to generate grade distribution tables on a per year, class, or class cohort basis to show:

- Overall achievement grades
- Outcome grades
- Overall effort grades
- Course outlines.



Video: Watch this video on our YouTube channel to learn about generating grade distributions tables.

[Academic Reports | Printing Grade Distributions Reports](#)

To print grade distributions reports

1. Open the reporting period. See [To access a reporting period](#)
2. Under Print Reports in the left menu, select Grade Distributions.
3. Specify options relevant to your report under Select grade distribution options.
4. Under Select students to run the report against, select student and class options.
You don't have the option to select By Student or By House when printing grade distributions.
5. Select Generate Reports. The generated report is specific to the class not an individual student. It shows the grade distribution for the selected class or classes.
6. Choose whether to view the generated reports in a browser or download them.

Export data

You have a range of reporting data available for export. This includes:

- Overall assessment
- CASES21 PRS21 Export
- Attitudes to learning
- Attributes
- WACE
- Student monitoring
- Subject attitudes
- Outcomes
- Self-assessments
- Student grade distributions
- Grade results
- Overall grades
- Grade point averages.

To export reporting data

1. Open the reporting period. See [To access a reporting period](#)
2. Select Export Data in the left menu.
3. Select a data group to export.
An Excel file is generated.
For Attributes, you also have the option to specify additional settings for a custom export.



Note: Some options are customised for systems.

To perform export to CASES21



Warning: It is a requirement that all Victorian Curriculum reporting data be placed back into CASES21.

Use these steps to generate the export format of reporting data.

1. Open the reporting period. See [To access a reporting period](#)
2. Select Export Data in the left menu.
3. Select CASES21 PRS212 Export.
4. Ensure that all required Reports subjects and strands are linked to the correct Victorian Curriculum domain and dimensions.
5. Select export options.
6. Select Export CASES21 Data.

My Comments

To create your own comments and export them

Use the information in this section to:

- create your own comments
- import and export comments
- filter comments by stages and subjects.

To create a comment

Teachers can create comments for themselves or to share with staff.

Comments can be assigned to a Stage, Subject and Reporting period.

1. Open the reporting period. See [To access a reporting period](#)
2. Select My Comments in the left menu.
3. Select New Comment.
4. In Create New Comment:
 - a. Select a merge field option.
 - b. Enter a comment.
 - c. Select options for the stage, Subject, Reporting Period.
 - d. Select whether to share the comment
 - e. Select Save.

To export your comments

1. Open the reporting period. See [To access a reporting period](#)
2. Select My Comments in the left menu.
3. View your saved comments in the My Comments section.
4. Select Export Comments.
5. In Export Comments, enter a file name, and select Save.
The file is saved as a CSV file.

To import comments

1. Open the reporting period. See [To access a reporting period](#)
2. Select My Comments in the left menu.
3. Select Import Comments.
4. Select a file to import.
5. Specify whether to include: Initial Stages, Subjects, Reporting Periods, Privacy.
6. Select Save. The comments are imported - associated with your user account.

To filter comments by stages and subjects

1. Open the reporting period. See [To access a reporting period](#)
2. Select My Comments in the left menu.
3. Under Filtering Options:
4. Select options for the Stage, Subject and Reporting Period.
5. Select Filter and view results.

Publish reports

Overview

Use the information in this section to publish final reports:

- Assign a template to students
- Generate PDFs
- Complete proofing and approval steps
- Manage published reports
- Email reports to parents
- View report email history.



Video: Watch this information on our YouTube channel about Class Status and Sign Off.

[Academic Reports | Class Status and Sign Off](#)

To publish reports

Assign templates to students

1. Open the reporting period. See [To access a reporting period](#)
2. Select Publish Reports in the left menu, select Assign Templates to Students, and then choose Default Template.
3. Select the default template layout.
The default template allows you to assign one template for all school reports. You should be able to use the layout your school created. If you don't select one, the system default template is used. You can adjust this in the next step.
4. Select Save.

Select schema layouts



Note: This is optional. You only **need** the default template. You make extra selections for the schemas and class cohorts if you don't want to use the default for some groups.

1. First, assign templates to students. See [To publish reports](#)
2. [Assign templates to students](#)
3. Select Publish Reports in the left menu, select Assign Templates to Students, and then choose Schemas.
4. Select schema layouts. Either use the default or select a different template option for the schema.
5. Select Save.

Select reporting class cohort layouts



Note: This is optional. You only **need** the default template. You make extra selections for the schemas and class cohorts if you don't want to use the default for some groups.

-
1. First, assign templates to students and select schema layouts.
See [To publish reports](#)
[Assign templates to students](#) and [Select schema layouts](#)
 2. For each cohort, either accept the default or select a different template option. You can override the template for each cohort if you wish.
 3. Select Save.

Generate PDFs

Use these steps to generate reports for publishing to the parent portal and to email to parents.



Note: Depending on your school's version of Sentral, you may see this menu labelled as 'Generate' or 'Generate PDF'.

1. First, [Assign templates to students](#), [Select schema layouts](#), and [Select reporting class cohort layouts](#).
2. Under Publish reports, select Generate.
Depending on your school's version of Sentral, you may see this called Generate PDFs.
3. Do one of the following:
 - a. Choose filter options, and then select Set Filter.
Depending on your version of Sentral, you may have an additional filter called 'Cohort'.
 - b. Search for and select a single student.
4. Select Generate Reports.
5. Progress information is displayed as the reports are generated, followed by a confirmation message once the generation process is complete.

Complete proofing and approval

Individual PDF Proof allows you to visually check the reports one at a time. You can approve or reject it and move onto the next one.

1. First, [Assign templates to students](#), [Select schema layouts](#), [Select reporting class cohort layouts](#) and [Generate PDFs](#).
2. Under Publish reports in the left menu, select Proofing & Approval.
3. Do one of the following:
 - a. Select Individual PDF Proof.
Depending on your school's version of Sentral, you may see this called Proof.
 - i. Visually check the report.
 - ii. Select either Approve Report or Reject Report.
 - iii. Move on to the next one. Students matching your search filters are listed on the right.
 - b. Select Bulk Approval.
Depending on your school's version of Sentral, you may see this called Bulk Proof.
 - i. Select checkboxes for reports you want to publish and select Approve Reports.
 - ii. Select checkboxes for reports that need amendments and select Reject Reports.

Manage published reports

1. First, [Assign templates to students](#), [Select schema layouts](#), [Select reporting class cohort layouts](#), [Generate PDFs](#) and [Complete proofing and approval](#).
2. Under Publish Reports in the left menu, select Manage Published Reports.
Depending on your school's version of Sentral, you may see this called Publish.
3. Select Overview in the left menu.

-
4. In Publish Reports Overview:
 - a. View the details for the class years published.
 - b. Choose whether to enable the reporting period in the portal.
 - c. Select Save.
 - d. Select the year group to view the list of students who have published and unpublished reports.
 - i. On the Published tab, for selected students, choose whether to Publish to Parent Portal Feed, Reject, Reprint, Unpublish Reports.
 - ii. On the Unpublished tab, select to publish reports.
 5. Select Publish in the left in the left menu.
 6. In Publish Reports:
 - a. Choose filter options and select Set Filter.
 - b. Select students.
 - c. Select Publish Reports.

Once a report is published, it automatically goes into the student's profile regardless of whether it has been emailed to the portal and the settings in Overview.
 - d. Select the Published tab to view details of students whose reports were published.
 - e. Select students and then select Publish to Parent Portal Feed.

To unpublish reports

Use the information in this section to unpublish reports and make corrections if you discover errors in one or more reports. For example, you might notice a wrong template used or that the template requires corrections.

1. Under Publish Reports in the left menu, select Manage Published Reports.

Depending on your school's version of Sentral, you may see this called Publish.
2. Select Publish in the left menu.
3. In Publish Reports, select the Published tab.
 - a. Select students.
 - b. Select Unpublish Reports.

When you unpublish a report, two things happen:


 - The report that was populated into the student profile and sent to the Portal is withdrawn from their locations.
 - The report moves from the Published to the Unpublished tab rather than being deleted from the system.

Bulk publish reports via email

Use the information in this section to bulk publish student reports to parents via their preferred email address.

1. Under Publish Reports in the left menu, select Email to Parents.

Depending on your school's version of Sentral, you may see this called 'Email'.
2. View the Summary details on the right. Action contacts without email addresses.

 The Reports module shows what's missing but you can't action missing addresses within this module. One option is to fix the data in CASES21 and sync it back into Sentral. Another option is to manually enter addresses in the Messaging module.
3. In Email Reports:
 - a. Enter subject details and choose whether to add student names.
 - b. Choose a Template.
 - c. Choose whether to resend reports.
 - d. Enter content for the body of the email. Use the available merge fields and editing tools.

-
4. Do one of the following:
 - Select Save as New Template.
 - Select Update Current Template.

5. Select Email Published Reports.

The process of attaching reports and emailing them to parents' email addresses is initiated. Outgoing emails have student reports attached in PDF format while subject and body of the email is common to every parent.

[View email history](#)

1. Under Publish Reports in the left menu, select Email History.
2. In Email Reports, view details such as date and time of reports sent to parents.


Appendices


Curriculum area – example


Three subjects are associated with the Music curriculum area:

- Flute
- Guitar
- Piano.

The student has received a different achievement score for each of these subjects.

56A: Assessment - Music					
Teachers: Mrs Violet Akehurst, Ms Patience Angela, Mrs Marta Bonython					
Assistants: Mrs Violet Akehurst, Ms Patience Angela					
Status	Student		Prev ▾	Overall	Rating
	BOAN	Arlyne	5	5	C

56A: Assessment - Guitar					
Teachers: Mrs Violet Akehurst, Ms Patience Angela, Mrs Marta Bonython					
Assistants: Mrs Violet Akehurst, Ms Patience Angela					
Status	Student		Prev ▾	Overall	Rating
	BOAN	Arlyne	5	6	B

56A: Assessment - Flute					
Teachers: Mrs Violet Akehurst, Ms Patience Angela, Mrs Marta Bonython					
Assistants: Mrs Violet Akehurst, Ms Patience Angela					
Status	Student		Prev ▾	Overall	Rating
	BOAN	Arlyne	5	6.5	A

The Learning Area Overview menu listed against each class cohort lists all the curriculum areas, rather than the subjects associated with the reporting period.

Year 6	
Assessment	▾
Learning Area Overview	▾
Strands Overview	▾
Comment	▾
Attitudes	▾
Activities	

In this scenario, the Music item shows a consolidated view of all the marks for the student associated with that curriculum area, as well as the Overall column, indicating the averaged value that will be exported to CASES21.

56A: Domains - Music					
Teachers: Mrs Violet Akehurst, Ms Patience Angela, Mrs Marta Bonython					
Assistants: Mrs Violet Akehurst, Ms Patience Angela					
Student		Overall	Music	Guitar	Flute
BOAN	Arlyne	6 6	5	6	6.5

If the teacher deems that mark to be inappropriate for the student, they can click Overall column to enter an override:

Student		Overall	Music	Guitar	Flute
BOAN	Arlyne	6 6	5	6	6.5
BODY	Ena	<< < 3.5 4 4.5 5 5.5 6 6.5 > >>			

Clear Mark

Any overridden mark is shaded pink:

56A: Domains - Music					
Teachers: Mrs Violet Akehurst, Ms Patience Angela, Mrs Marta Bonython					
Assistants: Mrs Violet Akehurst, Ms Patience Angela					
Student		Overall	Music	Guitar	Flute
BOAN	Arlyne	6.5 6	5	6	6.5

And the overridden score is the one included in the CASES21 PRS212 export.

Modes/Strands example

In the example case, three custom modes are associated with Reading and Viewing:

- Novel Study
- Poetry Study
- Film Study

The student has received a different score for each mode.

56A: Assessment - English																			
Teacher: Mrs Marta Bonython																			
Status	Student	Prev	Overall	Rating	Prev	NS	Rating	Prev	PS	Rating	Prev	FS	Rating	Prev	VCEW	Rating	Prev	VCESL	Rating
■	BOAN Arlyne		5.5	B		5.5	B		5	C		5	C		5.5	B		6	B

The Strand Overview (old Dimension) area listed against each class cohort will be list the modes and strands for English, EALD, Mathematics, and Health & Physical Education.

Year 6	
Assessment	▼
Learning Area Overview	▼
Strands Overview	▼
Comment	▼
Attitudes	▼
Activities	

In this scenario, the Reading and Viewing item shows a consolidated view of all the marks for the student associated with that mode, as well as the Overall column, indicating the averaged value that will be exported to CASES21:

56A: Dimensions - Reading and Viewing					
Teacher: Mrs Marta Bonython					
Student		Overall	Novel Study	Poetry Study	Film Study
BOAN	Arlyne	5.5	5.5	5	5

If the teacher deems that mark to be inappropriate for the student, they can click on the Overall column to enter an override:

56A: Dimensions - Reading and Viewing					
Teacher: Mrs Marta Bonython					
Student		Overall	Novel Study	Poetry Study	Film Study
BUTTERS	Rickie	6	7.5	5.5	8
BYLES	Randolph		4.5	5	5.5

Navigation controls: << < 4.5 5 5.5 6 6.5 7 7.5 > >> Clear Mark

An overridden mark is shaded pink:

56A: Dimensions - Reading and Viewing					
Teacher: Mrs Marta Bonython					
Student		Overall	Novel Study	Poetry Study	Film Study
BUTTERS	Rickie	6	7.5	5.5	8

And the overridden score is the one included in the Cases21 PRS212 export.

