

Activities User Guide

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Introduction

Schools are busy places with a diverse range of activities taking place on any one day. Learning is no longer restricted to the classroom and may take place in a variety of contexts. Together with the mix of co-curricular activities offered in most schools, this presents the need for an efficient system to manage the complex nature of today's daily routines.

Sentral's Activities module offers a highly configurable structure for planning, managing, and implementing the events and activities relevant for your school. You'll find:

- Activities approval and risk management workflows
- Permissions, payments, student registration, and attendance tracking
- Centralised venue management
- Ability to define categories and types of activities relevant for your school
- Ability to add customised questions to activities
- Integration between other Sentral modules and visibility over student participation in extracurricular activities
- Reporting functionality that provides information about activities or excursions
- Logical search and filtering functionality with options to monitor students and run reports.
- Ability to award students points for participation or completion of extra curricula requirements.


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 Activities 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 Activities module.

Access

- To access the Activities module, select the Sentral menu icon () and then under Student Admin, select Activities. The Activities home screen displays.

Activities home screen



Video: Watch this video on our YouTube channel for an intro to the Activities home screen.

[Activities | Intro to the home screen](#)

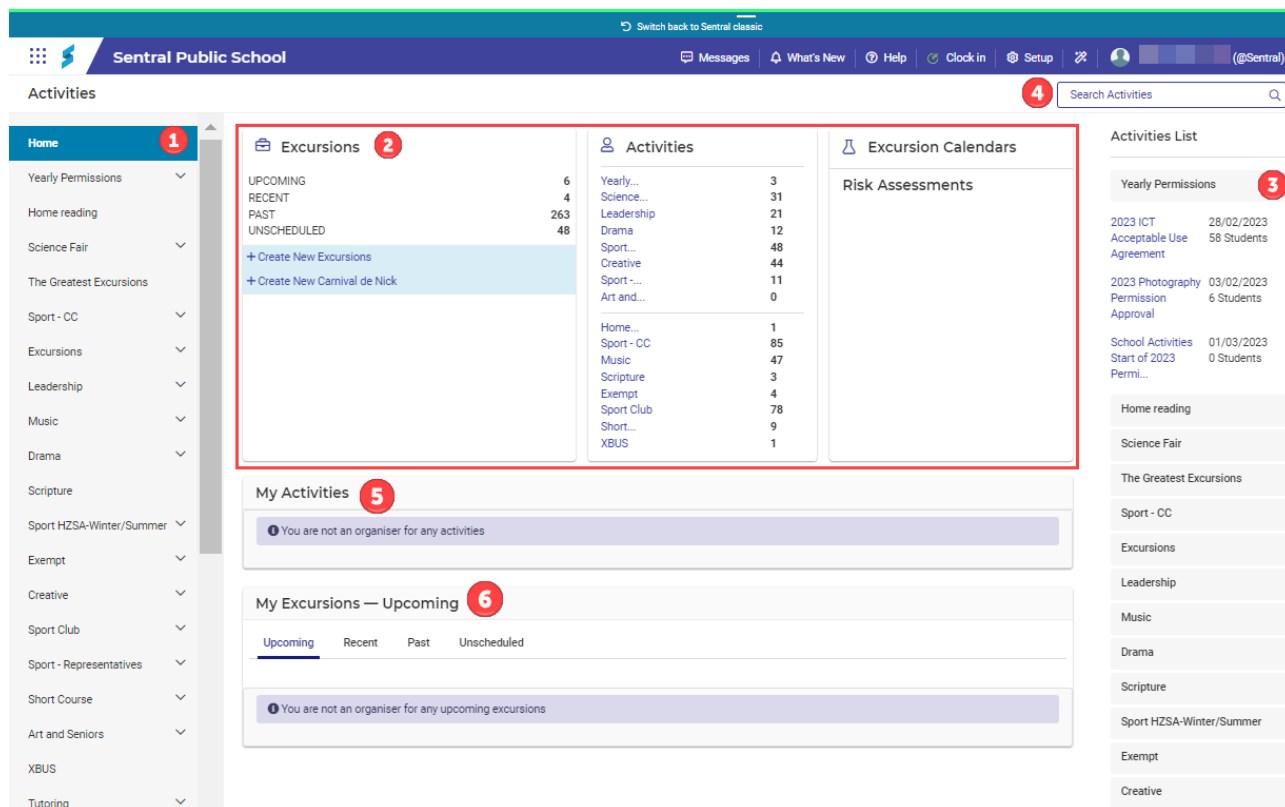


Figure 1 - Activities home screen

Refer to the table below for a description of information on the Activities home screen.

Information on the Activities home screen

Reference number	Description	Examples
1	Lists the activity categories and groups created by your Sentral Administrator. Lists menu options for Reports, Activity Reminders, and Bulk Management.	MT version Category Section = Campus A Category = Community Service Activity = Red Shield Appeal Category section = Excursions Category = Camps Activity = Year 7 sports camp
2	Displays a tally of activity categories with shortcuts to current events organised via this module and other information configured by your Sentral Administrator.	Link to risk assessment templates Link to excursion calendar for a calendar view of the upcoming excursions by month.
3	Categories with scheduled activities listed underneath.	Category = Yearly permissions Activity = 2023 ICT Acceptable Use Agreement

Reference number	Description	Examples
4	Search function enables you to search students and activities.	
5	Lists activities that you are responsible for or assigned to. Provides access to activity details where you'll be able to manage the activities you're assigned to or responsible for. Activities listed will usually be set up by your head teacher or administrator.	
6	Lists excursions by upcoming, recent, past and unscheduled.	


Create a school activity or excursion

Overview

There are several ways to create an activity or excursion:

- From the left menu
- From the Activities section of the Activities home screen
- From the Excursion section of the Activities home screen – for excursion categories selected by your Sentral Administrator to display on your Activities home screen.

Stage 1: Create an activity or excursion

1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Do one of the following:
 - a. In the left menu, select the category and choose All. Select New [activity/excursion name].
The New [category] Activity screen displays.
 - b. In the Activities section, select a Category link. Select New [activity/excursion name].
The New [category] Activity screen displays.
 - c. In the Excursion section, select Create New [excursion category name].
The New [excursion category name] screen displays.

The Overview tab is selected by default. Other tabs include Costs, Academic Reports, Student Portal, Questions.
3. Review the on-screen explanations for fields on the Overview tab.



Note: *The fields that you see on this screen may differ between schools. This is because your Sentral Administrator has the permissions to turn settings on and off, add customised fields, and mark certain fields as mandatory.*

4. Complete the following sections of the Overview tab:
 - Activity Details
 - Availability.



Tip: You must enter at least the Excursion Name, Start Date and End Date. You won't be able to select Save until you complete the mandatory fields on the Overview tab.



Note: Some information you add in this section gets reflected in permission forms or notes published via the Parent Portal if your Sentral Administrator has configured the Portal Console to enable permission forms to be available in the Parent Portal.

5. Select Save.

You can update the permission form due date after the activity has been published to the Portal.

You have the option to complete other tabs at different stages of the approval workflow.

Stage 2: Enter cost information

Use the Costs tab to record the financial details for the excursion you are creating. It helps the organiser to estimate the activity financial budget as well as assess the excursion fee per attendee at different occupancy or capacity levels.

There are two sections to complete:

- Fixed Costs: an amount that does not change with number of participants
- Variable Costs: costs that relate to each participant (meals and hotels).



Note: Your school's policy and workflows determine whether you must complete this tab. From a system perspective, this tab is optional.

1. First, create the activity or excursion.

See [Stage 1: Create an activity or excursion](#)

2. Enter the total number of students.

3. Do any of the following:

- a. Select Add Fixed Cost Item and complete supplier details.
- b. Select Add Variable Cost Item, and complete supplier details.
- c. To remove any costs, select Remove next to the cost item.

Summary costs and projected summary costs display at the bottom of the screen.

4. Select Save.

The cost summary reflects accurate information once students are added. You may need to come back to this tab.

Stage 3: Enter Excursion information

Use the Excursion tab to view the cost for the excursion and add checklist items/tasks required for the excursion.



Note: This tab only displays for excursion-based activities. Calculations are based on details entered on the Costs tab.

1. First, create the excursion and enter cost information.

See [Stage 1: Create an activity or excursion](#) and [Stage 2: Enter cost information](#)

2. Select the Excursion tab.
3. Enter the cost value per student for the entire excursion.
4. Select the type of excursion from the list.
5. Enter information to track the progress of various tasks within the activity.
6. Select Save.

Stage 4: Enter Academic Reports information

Integration with Academic Reports

There are settings in both the Activities and Academic Reports modules that need to be enabled for the activity to display and allow automatic synchronisation with Academic Reports:

- Activities module – Show in Reports option needs to be set to Yes
- Academic Reports – Additional settings to allow synchronisation of student participation.

Use the information in this section to record information for your students' academic reports.

1. First, create the excursion and enter cost and excursion information.
See [Stage 1: Create an activity or excursion](#), [Stage 2: Enter cost information](#) and [Stage 3: Enter Excursion information](#)
2. Select the Academic Reports tab.
3. Specify whether to show excursion details in Academic Reports.
4. Enter the report name to be used in Academic Reports.
5. Do one of the following:
 - a. Enter the description to use in Academic Reports.
 - b. Leave the field blank to use the description from the Overview tab.
6. Do one of the following:
 - a. Enter outcomes to include on a co-curricular section of the academic report.
 - b. Leave the field blank.
7. Select Save.
The saved activity or excursion displays in the appropriate category tally on the Activities home screen.

Stage 5: Enter student portal information

Use the information in this section to complete student portal details if your school has Sentral ST and is configured to use the student portal.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Student Portal tab	■	■	

1. First, create the activity or excursion.
See [Stage 1: Create an activity or excursion](#), [Stage 2: Enter cost information](#), [Stage 3: Enter Excursion information](#) and [Stage 4: Enter Academic Reports information](#)
2. Select the Student Portal tab.
3. Specify whether to show the activity or excursion in the student portal.
4. Enter details.
5. Specify whether to allow self registration.

6. Select Save.

Stage 6: Create customised questions

Use the information in this section to add customised questions to an activity that you would like parents or guardians to answer using the Portal.

7. First, create the activity or excursion.
See [Stage 1: Create an activity or excursion](#), [Stage 2: Enter cost information](#), [Stage 3: Enter Excursion information](#) and [Stage 4: Enter Academic Reports information](#)
8. Select the Questions tab.
9. Enter text in the Question box.
10. Select the question type to suit the response options you want to make available.
For Single Choice and Multiple Choice, select Add Answer and define the response options.
11. Specify whether the question must be answered.
12. (Optional) Select Add New Question and repeat these steps for up to 20 questions.
13. Do any of the following:
 - To remove answers to questions, select X next to the answer.
 - To remove questions, select Remove below a question.
 - To remove all questions, select Remove at the bottom of the screen.
14. Select Save.
The questions display in the Portal when the activity or excursion is published. Portal users can answer the questions as part of submitting their activity response.

Manage school activities

Overview

Use the information in this section to add information to an activity or excursion that was initially created as a 'shell' with minimum details.




Tip: You can add relevant information to any saved activity for each step of the approval workflow. You may need to complete or review some information prior to the go live for or post go live



Video: Watch this video on our YouTube channel to learn about editing activities or excursions.
[Activities | How to edit an activity](#)

To edit a school activity

1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Use one of the following options to open the activity:
 - a. Under My Activities, open the activity from the list.
 - b. Under Activities List on the right, open the activity.
 - c. Enter the activity name in the Search box and select from the options displayed.

- d. In the Activities section, select a Category link. Open the activity from the list.
- a. In the left menu, select the category and choose All. Open the activity from the list.
- b. Under Activities list on the right, select a Category link, and then open the activity from the list. Overview information for the activity is displayed.

3. View information about the activity.
 - workflow approval status at the top of the screen
 - activity details on the right
 - students information.

If you're an organiser you can also see additional items that were not part of the original creation of the activity.



Note: What you see is determined by your Sentral Administrator – what they've enabled and any customisations they've configured to align to your school policies.

4. Select Edit Activity
5. Update activity information on any of the following tabs:
 - Overview
 - Costs
 - Academic Reports
 - Excursion
 - Student Portal
 - Customised Questions.
6. Select Save.

To action an activity checklist

Use these steps when the Activity Type is Excursion.

1. Open the activity.
2. Select Activity Checklist on the right.
3. Update one or more tasks or checklist items and select Save.

To create an approval form (if applicable)

1. Open the activity.
2. Select Approval Forms on the right.
3. Select Create and choose an option from the list.
4. Complete details for the online form
5. Select Save.

To create a risk assessment

Use these steps to if you need to create risk assessment for the activity.

1. Open the activity.
2. Select Risk Assessment on the right.
3. Select Create and choose an option from the list – whether to create a new risk assessment or copy an existing one.
4. Complete details for the online form.
5. Select Save.

To add attachments

Use these steps if you need to add attachments to an activity.

1. Open the activity.
2. Select Attachments on the right.
3. Select Attach File.
4. In Upload File:
 - a. Enter a name for the attachment.
 - b. Specify whether it is visible to staff, organiser only or parents and students via the Portal.
 - c. Choose the file and select Upload.

To view excursion details (if applicable):

1. Open the activity.
2. Select Excursion Details on the right.
3. View Departure and Return details – limited to departure and return date and time.


To view the activity log


1. Open the activity.
2. Select Activity Log on the right.
3. View the log of actions made to excursion and who performed them activity.
The log is read only.

To create a roll for attendance tracking

1. Open the activity.
2. Select Roll Marking on the right.
3. In Create Roll, choose whether to make the roll recurring or one off.
 - For a one-off roll, enter a name, check the date, and select Save.
 - For a recurring roll, specify the recurrence type, the start and end dates, and select Save.The saved roll is available to be selected and viewed.
When you submit the activity roll, relevant attendance absences are automatically created.
The Roll screen displays flags, notes, uniform, and you can mark all as present or absent.

To mark a roll

1. Open the activity.
2. Select Roll Marking on the right.
3. Select the [activity] roll link.
4. Select  and choose an option from the list:
 - Mark all selected as absent
 - Mark all select as present.
5. Complete absence details for selected students and select OK.
The Attendance roll is updated for the students who are absent.

The status  column is the import from the Attendance module.
6. (Optional) Select Print Roll to print the activity roll.

To troubleshoot roll marking

Integration with Attendance: If absences were not created when you submitted the activity roll, check with your Sentral Administrator. There are two settings that they can check:

- **Activities Setup | Absence Reasons**
Activity absence reasons should be mapped to attendance absence reasons via Activities Setup | Absence Reasons.
- **Activities Setup | Settings**
An appropriate default absence reason should be selected for when marking students as present in the activity roll.

Manage activities and excursions

Overview

Use the information in this section to manage attendees and complete other action items related to the activity or excursion.



Note: *Creating an excursion or activity is just the first step. You still have to assign students and complete more workflow steps before you're ready to publish to the Portal, collect responses, and run the activity.*


To manage attendees, student and non-student

To manage student attendees



Video: Watch this video on our YouTube channel to learn about managing attendees.

[Activities | Manage attendees, student and non-student](#)

1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.
 For more, see [To edit a school activity](#)
3. Confirm that you're viewing the appropriate instance for the activity. If not, use the dropdown list to select another option. For example, Year or Term.
4. Select Manage and choose Manage Student Attendees from the list.
5. Select the students who are attending the excursion/activity.
 - a. Under Find Students:
 - i. Choose options to filter the cohort group and cohort type, and then select Go.
 - ii. Select one or more students and then select Add Selected Students.
Selected students are listed on the right.
 - b. Under Selected Students:
 - i. Start typing a specific student's name and select them from the list that displays.
 - ii. The student is added to the list of selected students.
 - c. Repeat this step to add more students from different cohorts.
6. To remove any students from the list, select the student and then select Remove Students.
7. Select Save.
The activity or excursion shows the list of students. Student participant numbers display in Excursion/Activity Detail.




Tip: Use the arrows at the top of each column to reorder the list.

To manage non-student attendees

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Start Time and End Time			■

Follow these steps to manage staff and family members who are attending the excursion or activity.


1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.
 For more, see [To edit a school activity](#)
3. Confirm that you're viewing the appropriate instance for the activity. If not, use the dropdown list to select another option. For example, Year or Term.
4. Select Manage and choose Manage Non-Student Attendees from the list.
5. To add a staff member:
 - Under Find Staff, start typing the staff member's name and select them from the list that displays.
 - (ENT, S1 versions) Use the time pickers to set start and end times.
6. To add a student's family member:
 - Under Find Family Members, start typing the family name, look for the correct given name and relationship, and select them from the list that displays.
 - (ENT, S1 versions) Use the time pickers to set start and end times.
7. To delete attendees, select Remove next to the attendee.
8. Select Save.
They will display on the activity screen along with student attendees.

To manage student points



Tip: Default point values are automatically filled out the first time you specify points for an activity/instance.

Follow these steps to specify how many points a student should get for an activity and instance (if any).

1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.

For more, see [To edit a school activity](#)

3. Confirm that you're viewing the appropriate instance for the activity. If not, use the dropdown list to select another option.
4. Select Manage and choose Manage Student Points from the list.
If the activity was set up with points by your Sentral Administrator, the default amount is displayed.
5. Consider if the category was set to enforce maximum points.



Examples


Each activity is worth 2 points. The cap is 10 points for the category. The student does 6 activities in the category. They receive 10 points for the category in total – not 12.

Each activity is worth 1 point. The cap is 10 points for the category. The student does 8 activities in the category. They receive the full 8 points because they are below the cap.

6. Enter the values and select Save.

To manage custom fields

Follow these steps to specify custom fields for a student for that activity and instance (if any).

1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Confirm that you're viewing the appropriate instance for the activity. If not, use the dropdown list to select another option.
4. Select Manage and choose Manage Custom Fields from the list.
5. Complete fields for one or more students and select Save.

To manage permission responses

Follow these steps to manage permission responses that you may be required to collect from attendees for an activity.



Tip: *The best time to review this area is once the activity has gone live.*


By default, the flag is set to No or Unknown as not all activities need to use flags.

- If the Paid Amount is left empty and the Paid Option is set as Yes, then the system assumes this activity is fully paid.
- If the Paid Amount has been set and Paid Option is set as Yes, then the system assumes this activity is partially paid.



Video: Watch this video on our YouTube channel to learn about managing permission responses.

[Activities | Manage permission responses](#)

1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Confirm that you're viewing the appropriate instance for the activity. If not, use the dropdown list to select another option.
4. Select Manage and choose Manage Permission Responses from the list.
The flags are built-in, meaning that they're always there rather than being configured by your Sentral Administrator. However, you won't always need to use them for an activity or excursion, which is why the default settings are No or Unknown.
5. Select filter options and select OK.



Tip: Viewing permission and payment statuses is useful when you need to find the list of students who have yet to pay.

6. Do any of the following:
 - a. Select the appropriate option for Attending.
 - b. If the activity required payment:
 - i. Select Yes or No for Paid.
 - ii. Either leave the paid amount empty or enter an amount.




Warning: If this activity has been published to the Portal and permissions and payments made, you can't alter the options.

7. Select Save.

To view parent responses for an activity


Use these steps to view responses to Activity questions published via the Portal.

1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. View the list of attendees.
4. Check the Responses column.
5. Select Export Results.

Results are exported to an Excel file.

To export parent responses for an activity

Use these steps to view responses to Activity questions published via the Portal.


1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Select Export Results.
Results exported to an Excel file include parent responses to questions.

To export a list of students from an activity



Video: Watch this demo on our YouTube channel.

[Activities | How to export a list of students from an activity](#)

1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Select Print and choose Export Students.
The list of students is exported to an Excel file.

To manage the display of activities on reports

Use the information in this section to show or hide activity participation on a student's report.




Note: You can also use the Edit Activity function to not show an activity in reports.

See [Stage 4: Enter Academic Reports information](#)



Video: Watch this demo on our YouTube channel.

[Activities | How to export a list of students from an activity](#)

1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.

b. Search for the activity.

For more, see [To edit a school activity](#)

3. Select Manage and choose Manage reports.
Activity participants are listed with the Show checkboxes selected.
4. Use the checkboxes next to participants to show or hide activity participation on their reports.
5. Select Save.

To manage letter templates

Use the information in this section to print activity information and permission note letters to send to parents. If a template exists, you can preview and edit a letter.




Warning: The activity organiser may need to complete the approval steps before letters are sent.



Video: Watch this demo on our YouTube channel.

[Activities | How to export a list of students from an activity](#)

1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.
For more, see [To edit a school activity](#)
3. Select Manage and choose Manage Letter Templates.
4. In Manage Letter Templates, select New Template.
5. Enter a name for the template and select the template type.
The Base template's content pre-populates this activity template. Base templates are defined in Activity setup to be shared across all the activities.



Warning: If you select none, the letter template is blank and you have to build it from scratch.

6. Complete the Top Content (first half of page) and Bottom Content (second half of page) sections.
 - a. Use the menu options within each section to select merge fields for the letter.
 - b. Select Preview to check the layout.
7. Select Save.

To manage printing


Use the information in this section to manage printing within the activity/excursion once it is approved and live.

To print rolls



Video: Watch this demo on our YouTube channel.

[Activities | Print rolls for an activity](#)


1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Do one of the following:
 - a. Select Print and choose Print Roll.
 - b. Select Print and choose Print Today's Roll.
4. In Print Roll options:
 - a. Select the additional items to be included on the roll.
 - b. Specify the student list order.
 - c. Select the flags to show.
 - d. Select filtering options.
 - e. Select Generate roll.The roll is generated.
5. Do any of the following:
 - a. Select whether to view the roll in the browser window or download the report.
 - b. Download, save or print the roll.

To print medical information



Video: Watch this demo on our YouTube channel.

[Activities | Print medical information](#)

1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Check that the correct instance is selected. If not, select another option from the list.
4. Select students for whom you want to print medical information.


5. Select Print and choose Medical Information.
A summary of medical information for the selected students is generated in a new browser window.
6. Do any of the following:
 - a. Print a hard copy.
 - b. Save to PDF.

To print letters



Video: Watch this demo on our YouTube channel.

[Activities | Print letters for activities](#)


1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Check that the correct instance is selected. If not, select another option from the list.
4. Select Print and choose Print Letters.
Active students display with a tick next to their names. This means they will get a letter generated for them.
5. Use the checkboxes to deselect students if you do not want to print a letter for them.
6. Select an option from the Letter Template list.
7. Select Print.
8. Do any of the following:
 - a. Select whether to view the roll in the browser window or download the report.
 - b. Download, save or print the roll.

To export a list of students from an activity




Video: Watch this demo on our YouTube channel.

[Activities | How to export a list of students from an activity](#)

1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Check that the correct instance is selected. If not, select another option from the list.
4. Select Print and choose Export Students.
The list of students in the activity is downloaded to your computer as a CSV file.

To email students and parents

1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Check that the correct instance is selected. If not, select another option from the list.
4. Select Email and choose one of the following options:
 - All Students
 - All Parents
 - All Students and Parents.Your default email provider opens.
5. Prepare and send the email.

Manage approval workflows

Overview

Approval workflows for activities and excursions get created in Activities Setup by your Sentral Administrator.

Your Sentral Administrator:

- structures approval workflows to ensure all aspects of activities get completed before they're run
- assigns authorised staff members as approvers. Each stage may require a different staff member to approve.




Note: Your school may have approval workflows that differ by activity category.

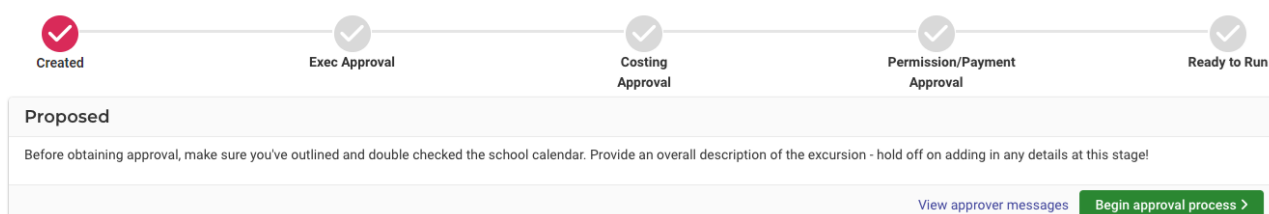
Permissions

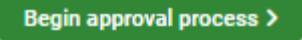
Your permissions determine what you can see:

- If you're an Approver/Executive level user assigned to authorise the activity at various stages, your view of the workflow screen includes buttons that allow you to approve or reject a step in the workflow.
- If you're an organiser or teacher, you'll only see the workflow status.

To view approval workflow status and begin approval process

1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Check that the correct instance is selected. If not, select another option from the list.
4. Check the workflow status at the top of the screen.



5. Select  to initiate the approval process. This allows users to create an activity and add necessary details over the time before submitting for approval.

To approve an activity workflow

If you have permissions, follow these steps to approve or reject an approval workflow stage, or request more information.



Note: Creating and saving an activity does not automatically trigger the approval process.

1. First, open the activity, view the approval workflow status and begin the approval process.
For more, see [To view approval workflow status and begin approval process](#)
2. Check the workflow status at the top of the screen.

3. Review information about the activity workflow stage, and then select one of the following options:

Confirm Approval >

Once you approve the current stage, the next stage becomes available and the status indicator  shows the current stage as complete.

Assigned approvers receive a notification via the dashboard to action an approval or acknowledge a stage was approved.

Reject Activity

If you reject a stage, a text box displays for you to add a comment for the organiser. Once rejected with a note, the activity moves back to the first stage, and the organiser needs to trigger the approval process from the beginning.

The organiser receives a notification with the comment visible so that they can discuss or complete the steps required to get approval.

Request Information

If you request more information, a text box displays for you to add a comment for the organiser. Once more information is requested with a note, the activity stays at the current approval stage, and the system allows organisers to make necessary changes (as requested) and send the activity back to the approver(s) for approval.

The organiser receives a notification with the comment visible so that they can discuss or complete the steps required to get approval.



Note: Once all stages are approved, the organiser communicates to parents and students using Print Letters, Email, or the portal.

To send workflow messages

Editors/organisers

Activity editors/organisers can send messages to the next approvers while they are:

- beginning an approval process
- responding to the requested information by an approver
- reinitiating an approval process after an activity has been rejected.

Approvers

Approvers can send messages to editors/organisers while:

- rejecting an activity
- requesting more information.

Request information from creator

Add a message detailing what information you need to see: *

KHAN (@SENTRAL), Salekin

Comment

⚠ By sending this message, you are allowing the activity creator to make changes to the activity.

Requesting information from the activity creator will not result in moving forward in the approval process.

Do you still wish to send this message?

Cancel Send message

Activity approval warning

Feel free to include a message to the approver of this step (Optional):

Approvers
Salekin Khan (@Sentral) farhana hasnat

Message

⚠ This activity cannot be edited until an approver requests information from the activity creator(s).
If any changes made are saved, this will result in the approval process starting again.

Do you still wish to send for approval for Excursions: Year 10 soccer event - May 2024?

Cancel Send for approval >

Rejecting activity

Add a message detailing why this activity is being rejected: *

KHAN (@SENTRAL), Salekin

Comment

⚠ By rejecting the activity, the approval process will restart at the very beginning. **This action cannot be undone.**

Cancel Confirm rejection

Editors, organisers and approvers

Editors, organisers and approvers can view all messages from the Activity dashboard by selecting the View messages link.

Exec Approval (Awaiting Approval)

TEACHER, Tamara requested more information. Sent at 1:16pm, 30/04/2024
Please correct costing details

Changes can be made to this activity without triggering an approval reset.

[View approver messages](#) [Send to approver](#)

Approver messages

Activity approved

This activity has been approved by **TEACHER, Tamara**. Sent at 2:31pm, 30/04/2024

Request for information

Requested by **TEACHER, Tamara**:
Sent at 1:16pm, 30/04/2024

Please correct costing details

Activity rejected

Activity rejected by **TEACHER, Tamara**:
Sent at 11:55am, 30/04/2024

OK

Editing an activity

Edit during approval enabled

You can edit an activity at any time before publishing if the 'Editing during approval' setting in the approval workflow was selected when the activity was created, and you have permissions.

Workflow name:

Workflow description:

Editing during approval Allow users to edit the activity without affecting the approval workflow.
By checking this on, users can make changes to an activity without affecting the approval workflow. Any changes to an activity (while the activity is awaiting approval) will not force user to start approval process again from the beginning.

Approval Steps Add Approval Workflow Step

Approval Step	Visible	Approvers	Options
Proposed <small>This is a default initial step with the status: "Created". This step does not require an approval.</small>	✓	Not applicable	Edit Name
☰ Exec Approval <small>Check activity details Check venue details</small>	✓	✓ Anyone	Edit Manage Approvers
☰ Costing Approval	✓	✓ Anyone	Edit Manage Approvers
☰ Permission/Payment Approval <small>Check permission details Check payment details</small>	✓	👤 Salekin Khan (@Sentral) 👤 farhana hasnat	Edit Manage Approvers
Ready to Run <small>This is a default final step confirming that the activity is ready to publish. This step does not require an approval.</small>	✓	Not applicable	Edit Name

[Save](#) [Back](#)

Editing during approval disabled

If the above setting is deselected – meaning there is no tick in the checkbox, then editing is restricted.

You cannot edit some sections of the activity unless:


- approval process hasn't started
- approver requested more information
- approver rejected an activity.



Note: This option restricts users from making any major changes while the activity is awaiting approval. If a change is made, the system will automatically force the activity approval workflow to start from the beginning.

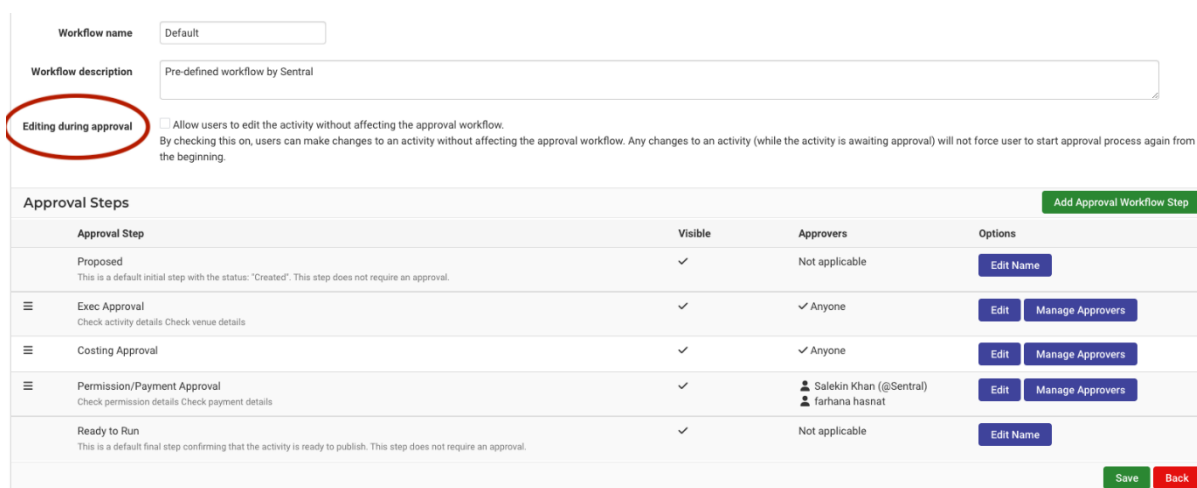
To edit an activity during approval workflow

Use the information in this section to edit an activity. You need permissions to perform this task in Sentral.

1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Check that the correct instance is selected. If not, select another option from the list.
4. At the top-right, about the activity or excursion details, select the Edit button.
The button label differs depending on your school's configuration. For example, the button label may be Edit Activity, Edit Excursion, Edit CAPA.



Note: Any changes affecting the activity permission slip may require the activity workflow to start from the beginning, unless the Edit during approval checkbox was selected when the Approval Workflow used for the activity was set up. This setting is found via Activities Setup | Setup | Approval Workflow.



Workflow name: Default

Workflow description: Pre-defined workflow by Sentral

Editing during approval Allow users to edit the activity without affecting the approval workflow.
By checking this on, users can make changes to an activity without affecting the approval workflow. Any changes to an activity (while the activity is awaiting approval) will not force user to start approval process again from the beginning.

Approval Step	Visible	Approvers	Options
Proposed <small>This is a default initial step with the status: "Created". This step does not require an approval.</small>	✓	Not applicable	Edit Name
Exec Approval <small>Check activity details Check venue details</small>	✓	✓ Anyone	Edit Manage Approvers
Costing Approval	✓	✓ Anyone	Edit Manage Approvers
Permission/Payment Approval <small>Check permission details Check payment details</small>	✓	Salekin Khan (@Sentral) Farhana hasnat	Edit Manage Approvers
Ready to Run <small>This is a default final step confirming that the activity is ready to publish. This step does not require an approval.</small>	✓	Not applicable	Edit Name

Save Back

5. If the 'Editing during approval' setting in the approval workflow was selected when the activity was created, you can edit the activity at any time before publishing.
6. If Editing during approval is disabled, meaning there is no tick in the checkbox, then editing is restricted. You cannot edit some sections of the activity unless:
 - approval process hasn't started
 - approver requested more information
 - approver rejected an activity.



Note: Once all stages are approved, the organiser communicates to parents and students using Print Letters, Email, or the portal.

The screen capture below shows a list of activity data fields that can be modified anytime during the approval process without impacting the approval workflow – meaning that the activity approval workflow will not start from the beginning.



Note: These data fields can also be modified after publishing an activity to the Parent Portal.

Max Points:	<input type="text" value="1"/> (Max Value: None)
<i>If this field is left blank then the number of points that can be awarded for this activity will be unrestricted.</i>	
Default Points:	<input type="text"/> (Default: None)
<i>If this field is left blank then the category default points will be automatically awarded to the students for this activity.</i>	
Sync to Calendars Setup:	Choose a value... <input type="button" value="Parent Calendar x"/>
Show in Reports:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Is SDL (Student Directed Learning):	<input checked="" type="radio"/> No <input type="radio"/> Yes
Show in Attendance:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Limit Places:	<input type="radio"/> No <input checked="" type="radio"/> Yes Maximum Places: <input type="text" value="3"/>
Requires Approval / Risk Assessment:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Show in Portal:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Allow Self Registration:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Registration Type:	<input checked="" type="radio"/> Activity <input type="radio"/> Group
<small>Activity based registrations link the registration to only this activity. Group based registrations are linked to *All Activities* within the above group, *regardless of other activities' Registration Status*. This is useful for registrations for sporting teams where the destination team is not yet known.</small>	
Approval Required:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Allow Waiting List:	<input checked="" type="radio"/> No <input type="radio"/> Yes

Overview Costs Excursion **Academic Reports** Questions

Editing Excursions: Test student limit - salekin

Academic Reports Details

Show in Reports: No Yes

Report Name:

Reports Description:

An optional description for the activity for inclusion on the report. If not specified, the description from the overall activity will be used instead.

Outcomes:

Outcomes are optional additional information that can be included on a co-curricular section of an academic report. Enter outcomes one per line. They will be printed in the order listed.

7. Once you've updated activity details, select Save.

To publish a form to portal


Your Sentral Administrator may have set up an activity category designed around form completion. This allows you to make forms the activity, with students assigned to the 'activity' as attendees, which you can then publish to the portal.

Use the information in this section if your school uses the Parent Portal and you want to publish to the portal.



Video: Watch this demo on our YouTube channel to learn about publishing a form to the Portal.

[How to publish a form to portal](#)

1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Check that the correct instance is selected. If not, select another option from the list.
4. Select Publish to Portal.
The Publish to Portal screen displays.
5. Complete information required for publishing:
 - a. Specify whether to show start and end times.
 - b. Specify whether to ask parents for permission, payment, permission and payment, or publish as information only.
 - c. If relevant for the activity/excursion, complete cost details.
 - d. If relevant for the activity/excursion, complete due date details for permission and payment.
 - e. If relevant for the activity/excursion, select a venue option.
 - f. (Optional) Enter event details.
6. Select Publish.

Once published, the Unpublish from Portal button displays. If you're an organiser, this allows you to make amendments and republish.

Parents receive a newsfeed item with a Requires Action prompt to complete permission or payment. This updates the Manage Permission Responses for that activity. Parents view details and complete.



If you unpublish an activity, the following changes apply:

1. *The activity will no longer be able to accept parent responses or payments from parents.*
2. *Existing permission responses will be removed.*
3. *Parents who paid for this activity will be notified via email.*
4. *Existing answers to the customised questions will be removed.*
5. *If a refund is required, this needs to be manually processed.*

Archive activities

Use the information in this section to archive activities that are no longer required.




Note: This does not delete the activity. You can still access all archived activities.


There are two ways to archive an activity:

- Bulk archive
- Individual activity archive.


To bulk archive an activity

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 activity category, and choose All. The activities/excursions in the category are listed.
3. Select checkboxes next to the activities/excursions to be archived.
4. Select Archive Activities from the dropdown list and select Go.

To archive an individual activity

1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.For more, see [To edit a school activity](#)
3. Check that the correct instance is selected. If not, select another option from the list.
4. Select Archive Activity.

To access archived activities

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 activity category, and choose Archived. Archived activities/excursions for the selected category are listed.

Use the student view


Overview

Use the information in this section to view activity information about just one student.


The screenshot displays the 'Activities' interface for a student named Melvin Argyle (ID: 13032). On the left, there is a navigation menu with options like 'Summary', 'Home', 'Science Fair', 'Sport - CC', 'Excursions', 'Leadership', and 'Drama'. The main content area shows the student's profile with a photo and personal details. Below this, there is a table for 'Activity Points' and a list of activities under the 'Science Fair' category. Each activity has a checkbox for selection. On the right, there are sections for 'Current Activities' and 'Historic Activities'.

Student screen


To search for a student and add them to an activity

1. Within the Activities module, Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Start typing a student's name in the search box and select from the options displayed.
The Activities screen for the selected student displays.
3. View current activities and historic activities in the right pane.
4. View activities listed by category.
5. To add the student to an activity:
 - a. Select the checkbox next to the activity.
 - b. Select Save.The Current Activity list on the right is updated.
Organisers can view Portal Activity responses for the selected student.
The student's selections and approval status display under Current Selections on the right.

To approve a student's activity selection


1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the student and then select the activity.
 - c. Search for the activity.For more, see [To edit a school activity](#) or [To search for a student and add them to an activity](#)
3. Check that the correct instance is selected. If not, select another option from the list.
4. Within the activity, select Manage and choose Manage Selections.

To view activity points for a student

1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the activity.
 - c. Search for the student and then select the activity.For more, see [To edit a school activity](#) or [To search for a student and add them to an activity](#)
3. Check that the correct instance is selected. If not, select another option from the list.
4. View information in the Activity Points section. This displays Total Points earned as well as those earned by category.
If a point cap has been set, the calculation should enforce that for:
 - categories
 - total.If no point cap has been set, the points can accumulate indefinitely.

View portal activity responses

Use the information in this section to view responses from the Parent Portal related to published activities.

1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Do one of the following:
 - a. Open the activity.
 - b. Search for the student and then select the activity.
 - c. Search for the activity.For more, see [To edit a school activity](#) or [To search for a student and add them to an activity](#)
3. Check that the correct instance is selected. If not, select another option from the list.
4. View information in the Responses column.
5. Select View Response next to a student.
6. View information for the selected student in the Provided responses section.

Risk assessment

Overview

Use the information in this section to complete a risk assessment report for an activity. The risk assessment report gives you the opportunity to identify potential hazards, evaluate risks and implement controls.

There are two ways you can add a risk assessment report to an activity:

- **New risk assessment report**


This option is an out-of-the-box pre-configured template that allows you to add some optional components when you construct a risk assessment report.

This easy-to-use template is available for NSW DoE and other states.

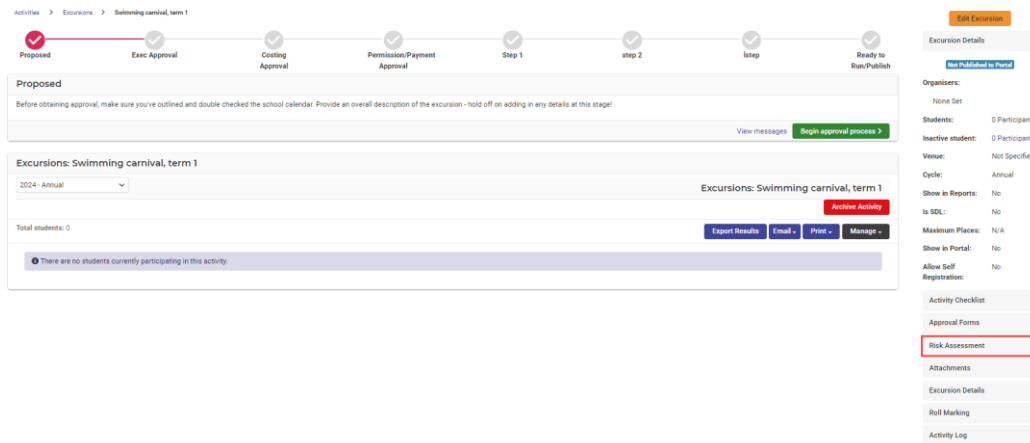
- **Create new with custom template**

This option is completely customisable. Use this template if you need additional component options for the risk assessment.

To create a report

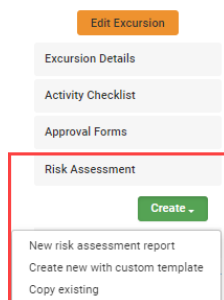
1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.

2. Open the activity.



3. Under Edit Excursion on the right side:

- a. Select Risk Assessment.
- b. Select Create and choose **New risk assessment report** from the menu options.



4. In New Risk Assessment Report, enter a name for the report and select Save.

The Risk assessment report screen displays, and you can start adding hazards/risks.

5. Select Create Hazard to add a new hazard/risk.

6. Complete the necessary details, including the risk rating, and then and save your changes.

The hazard/risk displays in the risk assessment screen.

[← Back to Activity](#)

Swimming carnival, term 1 [Print](#) [Delete](#)

Hazard	Risks	Risk rating	Controls taken to reduce the risk	Date to implement controls	Risk rating after controls	Who is responsible for this hazard	Controls implemented	Date implemented
Drowning	All students, especially for those that have low swimming skill.	Extreme (20)	Ask parents to gauge swimming ability. Ensure CPR training and compliance. Pool life guard on duty. Provide education prior to event.	30/08/2024	Low (6)	Alana Anton	Yes	28/08/2024

[Create Hazard](#)




Note: Take advantage of our out-of-the-box pre-configured risk matrix to add a risk rating. Use the Print button to generate a report in PDF format.

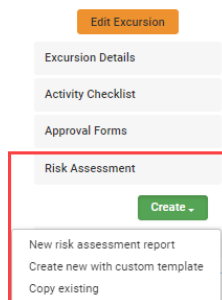
Selecting rating from risk matrix

Likelihood (Probability)	Consequence (Severity)				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	MEDIUM (5)	HIGH (10)	EXTREME (15)	EXTREME (20)	EXTREME (25)
Likely	MEDIUM (4)	MEDIUM (8)	HIGH (12)	EXTREME (16)	EXTREME (20)
Possible	LOW (3)	MEDIUM (6)	MEDIUM (9)	HIGH (12)	EXTREME (15)
Unlikely	LOW (2)	LOW (4)	MEDIUM (6)	MEDIUM (8)	HIGH (10)
Rare	LOW (1)	LOW (2)	LOW (3)	MEDIUM (4)	MEDIUM (5)

[Cancel](#)


To create with custom template

- Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
- Open the activity.
- Under Edit Excursion on the right side:
 - Select Risk Assessment.
 - Select Create and choose **Create new with custom template** from the menu options.

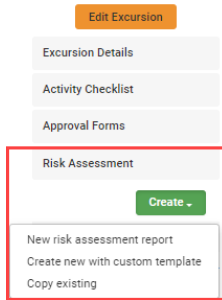


- In New Risk Assessment:
 - Enter a name.
 - Select one of the templates from the dropdown list.
 - Select Save.
- Complete the necessary details, and then save your changes.

To copy an existing report

- Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
- Open the activity.

3. Under Edit Excursion on the right side:
 - a. Select Risk Assessment.
 - b. Select Create and choose **Copy existing** from the menu options.



4. In Copy Risk Assessment:
 - a. Enter a name for the risk assessment.
 - b. Select one of the existing risk assessment reports or custom templates from the list.
 - c. Select Save.

Create reports


Overview

The Reports function gives you the option to search and export information related to activity categories, types, year groups, student sections etc.

The report types include:

- Activity – run a report on an activity type. Filter by other criteria to run a search on specific parameters down to the student level
- Activity Outcomes – search and export outcomes associated with the activities that have been created
- Student Selections – display student selections by a cycle
- Student Points – view total points each student obtained during a School Year
- Activity Attendance – view the attendance for a student against their activities
- Custom – create a report that does not match the above report types.

To run a report


1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Select Reports in the left menu and choose a report type.
3. Select options to run the report against.
4. Select Run Search. Search results display.
5. Select Export to export results to a CSV file.

To view approval forms by status


Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Approval menu	■	■	

Use the information in this section to view approval forms and their status.

1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Select Approval in the left menu and choose an approval status to filter your search.
3. In Approval Forms, filter the list.

To view activity risk assessments

1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Select Risk Assessments in the left menu.
3. View the list of risk assessments.
4. Select an activity link to view the risk assessment.

To manage activity reminders


Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Activity reminders			



Note: Access is restricted to the users who created it or for the relevant group or administrator.

Use the information in this section when you need to send reminder notifications to parents for payments or permissions requests.


1. Select the Sentral menu icon  and then under Student Admin, select Activities.
The Activities home screen displays.
2. Select Activity Reminders in the left menu and choose Excursions.
3. View the list of upcoming activities and summary information about permission and payments received.
4. Select one or more activities and then select one of the parent reminder buttons – for permission or payment.
A confirmation screen displays.
5. Select one or more students to receive the reminder.
6. Specify whether to send the reminder via email and/or Portal.
 - a. If email, select a template and then select Send.
 - b. If Portal, complete the feed notification message and select Yes to send a push notification to the App.

To change venues using bulk management

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Bulk Management Change venue			■

Use the information in this section to change venues for an activity.

1. Select the Sentral menu icon  and then under Student Admin, select Activities. The Activities home screen displays.
2. Select Bulk Management in the left menu and choose Change Venue.
3. Select the date range (start date and end date).
4. Select venue to change (venues should be sourced from the Venues Register in the Activities Setup).
5. Select the replacement venue (venues should be sourced from Venues Register in the Activities Setup).
6. Select Proceed to confirm the change request.