
Log into Sentral

On the right hand side of the page – write the name of the student in your homeroom in the Student Profile Search box. For the purpose of this guide – I am using Jordan Smith as my example.
This will take you to the student’s **Profile Page**. On the left hand side of the page – click on **Academic Profile** Link. A drop down menu will appear. Click on **Academic History** link

This will allow to your view all the information from the student’s most recent report. Work your way down the menu links to review your student’s performance in the most recent reporting period.

When you’re ready to write your Pastoral teacher comment – you can either:

a) **SWITCH** between screens **within** Sentral (i.e. go now to REPORTS link and then open your homeroom and then enter teacher comments. When you’re finished you would start the process over with the new student)

OR

b) Open a second Sentral internet tab – then **SWITCH between** the two Sentral sites.
I highly recommend option b. This means you should be able to work more effectively and quickly.

Good Luck!