

Guide to help Pastoral Teachers write Teacher Comments – Using Student Academic Profiles in Sentral.

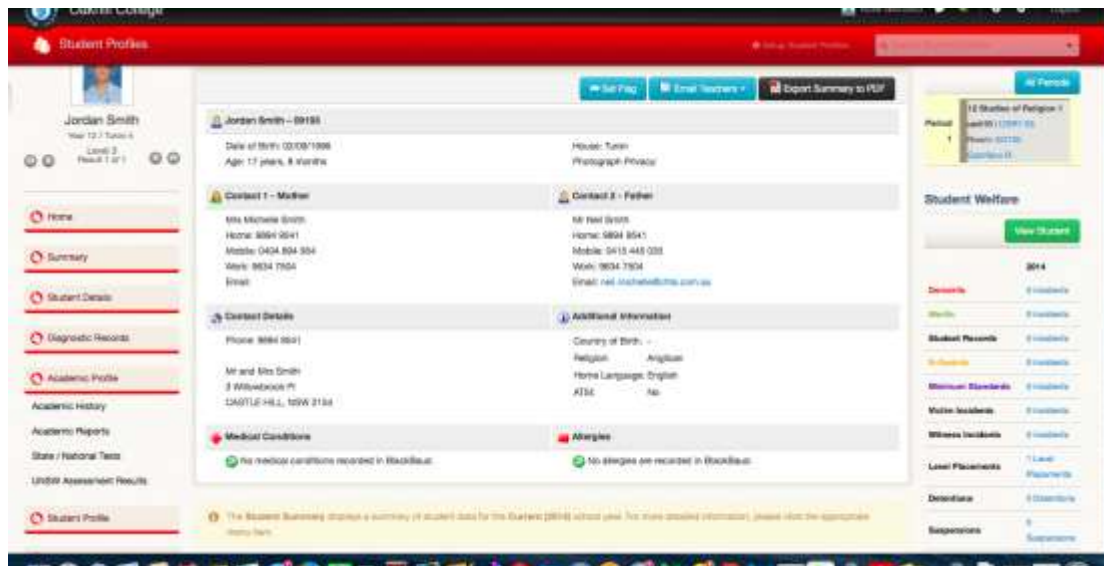
Log into Sentral

The screenshot shows the Oakhill College Sentral dashboard. On the right side, there is a 'Student Profile Search' section with a search box. Below it is a 'Google Search' box. Further down is a 'What's Happening Today' section with a 'Birthdays' list. The main dashboard area includes a large '42 Days until end of term' counter, 'Daily Notices', 'Portal Messages', 'Unread Notices', and a 'Calendar - Assessment Calendar' for Term 2, 2014.

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 screenshot is identical to the previous one, but with the name 'Jordan Smith' entered into the 'Student Profile Search' box. The search results show 'Jordan SMITH' with a red 'x' icon next to it. The rest of the dashboard content remains the same.

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.

KLA	Results	Assessment
Studies of Religion - HSC	Half Yearly Examination: 58/60 Course Rank: 22/292 Task 1 Mark: 2/5 Task 1 Average: 1/5	Highly Developed / Highly Developed (B/B)
English Standard - HSC	Half Yearly Examination: 34/45 Course Rank: 18/775 Exam Average: 27/45 Task 1 Mark: 15/20 Task 1 Average: 13/25	Highly Developed / Highly Developed (B/B)
General Mathematics - HSC	Half Yearly Examination: 75/85 Course Rank: 4/196 Exam Average: 62/85 Task 1 Mark: 40/45 Task 1 Average: 32/45	Exceeding Expectation / Highly Developed (A/B)
Biology - HSC	Half Yearly Examination: 64/100 Course Rank: 20/102 Exam Average: 51/100 Task 1 Mark: 92/100 Task 1 Average: 76/100	Highly Developed / Developed (B/C)
Geography - HSC	Half Yearly Examination: 53/75 Course Rank: 16/85 Exam Average: 46/75 Task 1 Mark: 13/20 Task 1 Average: 13/25	Highly Developed (B)
Personal Development, Health and Physical Education - HSC	Half Yearly Examination: 68/80 Course Rank: 5/121 Exam Average: 52/80 Task 1 Mark: 28/34 Task 1 Average: 24/34	Exceeding Expectation (A)
Studies of Religion - HSC		

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

- 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
- 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!