Guidelines for completing 11-12 Reports

1. From the Dashboard (Sentral login screen), click the blue icon to the left of the school name and select Reports (middle column at the bottom).

2. If more than one reporting period is active, you will be required to select the one you want.

   You can switch between active reports via the blue rectangular button at the top left of a reporting period.

3. If you are a classroom teacher, the next screen will show the class(es) you teach.

   KLA Coordinators will also see a list of classes for which they are responsible at the bottom of this screen.

4. Click the class code to see the data entry screen.

   The links in the left side menu under the class name give you access to the various data entry screens.

   It is most likely that Course Results will be filled in automatically by being synced to a Markbook.

You have a choice of methods to enter data for outcomes and ‘Commitment to Learning’ attitudes.

**Option 1:** Click in each cell to the right of a student name and select the appropriate scale.

You will need to hover over the column number to see the outcome or attitude.

Note the 3 squares that appear beside a student name; they change as data is entered.
- **red** = no data entered; **amber** = some data; **green** = data complete
Option 2: Click the number at the top of a column. This shows all outcomes/attributes at the right, as well as showing the current one at the top of the screen.

Select the blue icon under the ‘most common’ result to fill down. Then click the appropriate button for students who have a different result. Click the green Save & Next to move to the next characteristic.

Option 3: Click a student’s name. This opens a screen to complete all assessment data for that student. Use the right side menu to move to another student. To return to the class, use the breadcrumb link at top left.

Entering a Comment from the Provided List
Select Teacher Comment from the left side menu. For each student, click in the space where prompted. In the window that opens, click the black ‘Open Wizard’ button. Under the ‘Shared Comments’ tab will be the list of comments from which you can select.