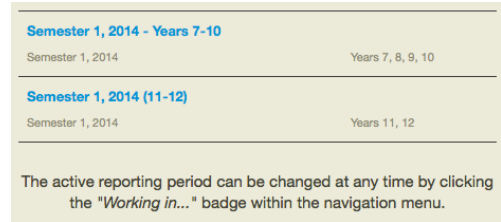


Guidelines for completing 11-12 Reports

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).

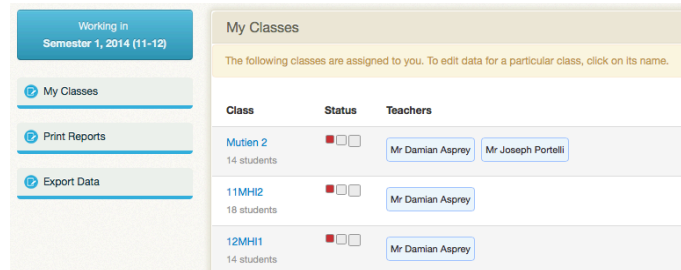
2. If more than one reporting period is active, you will be required to select the one you want.

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.

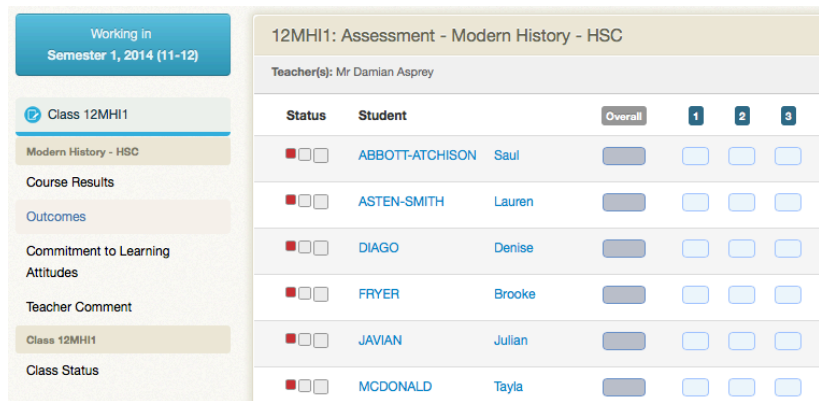
KLA Coordinators will also see a list of classes for which they are responsible at the bottom of this screen.



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.

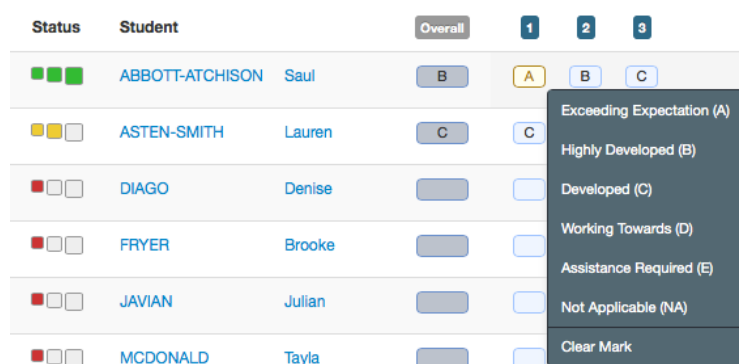
It is most likely that Course Results will be filled in automatically by being synced to a Markbook.



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.

12LSMH1: locate, select and organise relevant information from a variety of sources and communicate their own knowledge of WWI in a written format

The screenshot shows a table with columns A, B, C, D, E, and NA. The first row is for student SAUL ABBOTT-ATCHISON, with a blue downward arrow icon under column B. A tooltip over this icon says "Exceeding Expectation" and "Click to fill down this value". To the right, an "Outcomes" sidebar lists two outcomes: "12LSMH1: locate, select and organise relevant information from a variety of sources and communicate their own knowledge of WWI in a written format" (highlighted in yellow) and "12LSMH2: analyse and evaluate sources for their usefulness and reliability and to communicate using...".

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.

The screenshot shows the "Academic Reporting" interface for student SAUL ABBOTT-ATCHISON. It features a left sidebar with navigation options like "Working in Semester 1, 2014 (11-12)", "Saul ABBOTT-ATCHISON", "My Classes", "Print Reports", and "Export Data". The main area is divided into sections: "Course Results" (Exam Mark and Course Rank), "Assessment" (with a table of KLA outcomes and their achievement levels: A, B, C), and "Attitudes - Commitment to Learning" (with a checkbox for "Actively engages in course work"). A right sidebar shows the student's profile and a list of "Class Students".

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.

The screenshot shows the "Teacher Comment" wizard for SAUL ABBOTT-ATCHISON. It includes a left sidebar with "Teacher Comment" selected. The main area has a status bar, a "Fill mode" dropdown (set to "Replace"), and a "Select all students" checkbox. Below is a form for the student's name and a "Close Wizard" button. A "Shared Comments" tab is active, showing a list of comments. One comment is highlighted: "I am concerned with the level of application demonstrated by (first_name) in their senior studies. I would encourage (he_she) making significant changes in the manner they work in class independently, and collaboratively, as well as at home." The interface also shows a "Self Assessment" section with a "None" option selected.