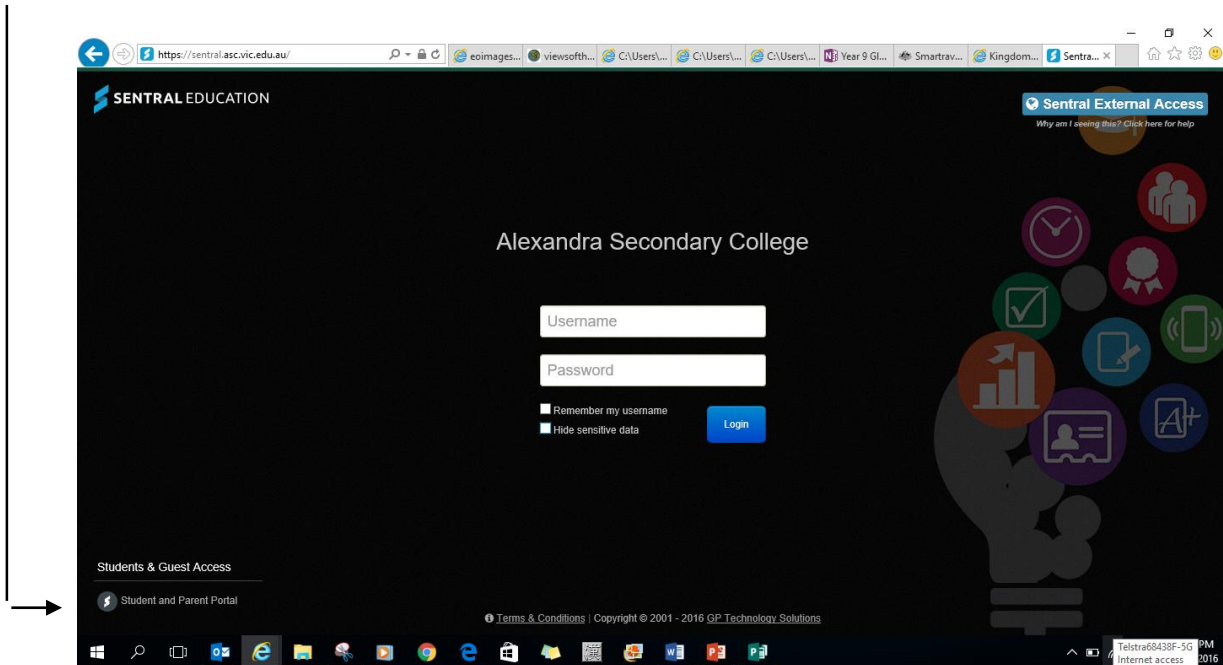


# A Parents' Guide to Sentral

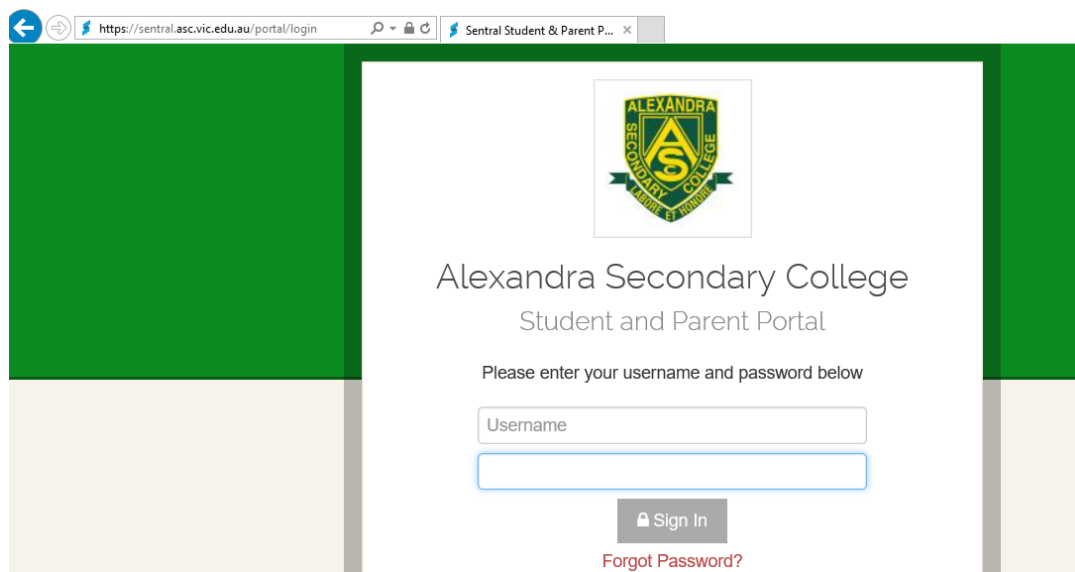
The instructions below provide guidance as to how you can access information about your child(ren) on Sentral.

## Logging in to Sentral

The Sentral URL is <https://sentral.asc.vic.edu.au/portal/login> Click on the 'Student and Parent portal' link at the bottom left of screen.



You will be directed to the screen below. Log in using the username and password previously provided to you. Please note that there is a 'Forgot password' link on the opening screen.



## The Parent Portal

Once you have logged in you will be directed to the Parent Portal. This is your home screen. Newsletters and other documents, including an excursions permission form can be viewed from the menu at the right of screen.

The screenshot shows the top navigation bar of the Parent Portal. It includes the school logo, the name 'Alexandra Secondary College Parent Portal', a user name field 'Your name appears here', and a 'Logout' button. Below the navigation bar are icons for 'Dashboard', 'Applications', 'Absences', 'Messages', 'Family Details', and 'Medical Information'. The main content area is divided into three columns. The left column contains a 'Welcome' message and instructions on how to select a student. A central box contains the text: 'Your child(ren)s images and names appear here. Select one child at a time.' The right column features a 'School Newsletter' section with links to download newsletters for different terms, a 'Student/Family Access Key' section with an 'Add Key' button, and a 'Parent Bulletin' section with a welcome message.

### Applications

This screenshot shows the 'Applications' menu open in the Parent Portal. The menu items are 'Britannica', 'School Library', and 'Clickview online'. An arrow points from the 'Applications' menu icon in the top navigation bar to the open menu.

The Applications menu provides access to the school library catalogue, Encyclopaedia Britannica and Clickview. Clickview is an extensive video library, which enables students to view programs they may have missed in class or alternatively would like to view a second time for revision purposes.

### Absences

This screenshot shows the 'Absences' tab selected in the Parent Portal. The 'Absences' icon in the top navigation bar is highlighted, and an arrow points to it. Below the navigation bar, there is a button labeled 'Explain Absences'.

The 'Absences' tab enable parents to explain a child's absence. Please note that you cannot record the reason for a future absence.

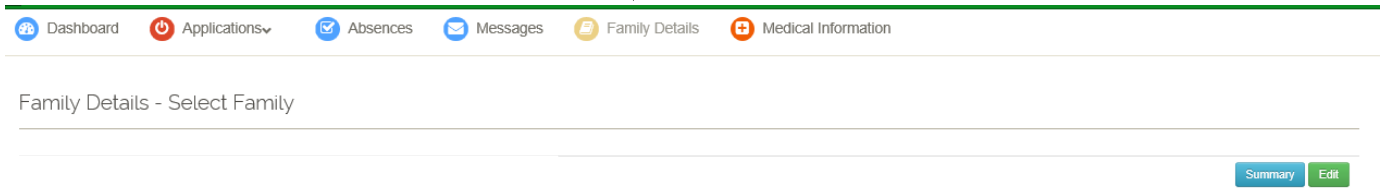
### Messages

The 'Messages' tab enables you to access messages from members of staff.

This screenshot shows the 'Messages' tab selected in the Parent Portal. The 'Messages' icon in the top navigation bar is highlighted, and an arrow points to it. Below the navigation bar, the text 'Messages - UNREAD' is displayed.

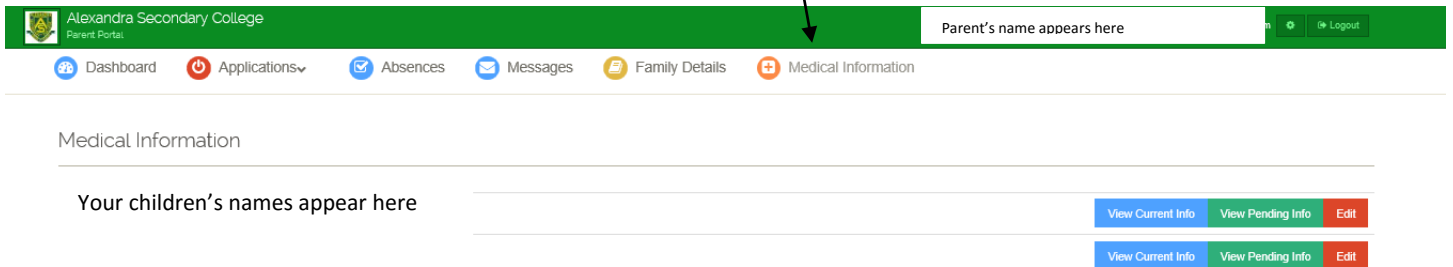
## Family Details

The 'Family Details' tab enables you to edit information about your family including contact details.

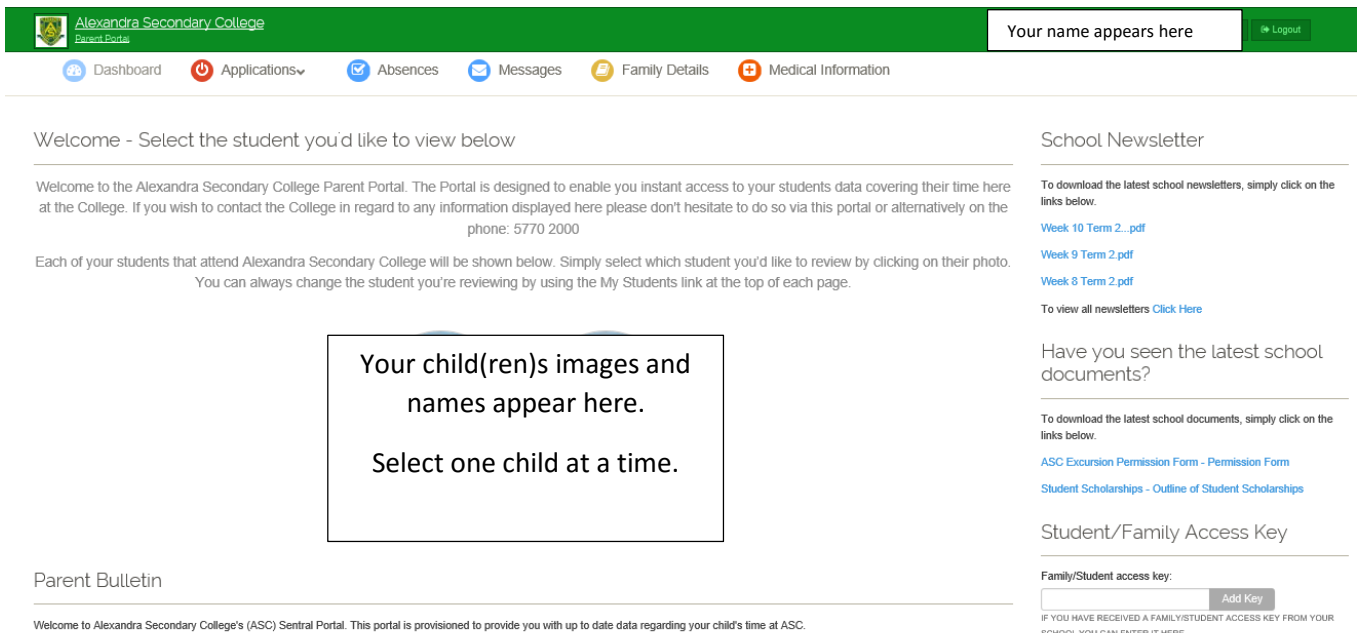


## Medical Information

The 'Medical Information' tab enables you to update your child(ren)s medical details



To return to the home screen click on Alexandra Secondary College at the top left of screen.



## About your child

Click on your child as shown on the graphic above. This will direct you to a screen similar to the one below. Here you can access your child's daily timetable, messages from teachers, homework, resources including the school library catalogue, Clickview (a video library) and Encyclopaedia Britannica. Daily notices also appear providing information about upcoming activities.

The dashboard interface includes a top navigation bar with 'Dashboard' and a placeholder for the child's name and photo. Below this are several menu items: Dashboard, Bulletins, Daily Notices, Teacher Messages, Classes, and Homework. The main content area is divided into sections: School Applications (with links for JacPlus, Office 365 & Student Email, Reset eduPass Password, OnDemand, OnGuard Training, School Library, Clickview online, Student/College Calendar, and Solarsets), Daily Notices (featuring 'Monitors' and 'ASC GRAND MUSIC CONCERT'), and Today's Timetable (a table showing lessons from 8:00 am to 6:00 pm, including B1 Assem, Maths 10 Sem 2, Lifeskills 10 Sem 2, and Physical Education 10 Sem 2). A School Newsletters section at the bottom lists recent newsletters from 2016.

## The Dashboard

The 'Dashboard' is where you can find information about your child. Click the down arrow to the right of 'Dashboard' at the top left of screen. 'Attendance' will identify any absences from classes including both explained and unexplained absences. 'Wellbeing' is where you can find a variety of information including behaviour reports and data records. Interim and end of semester reports can be found under 'Reports'.

This screenshot shows the dashboard with the 'Dashboard' menu expanded on the left side. The menu items include Dashboard, My Profile, My Timetable, Resources, Activities, Attendance, Wellbeing, Reporting, Assessments, and School Records. The main content area shows the same navigation bar and school applications as the previous image. A yellow notification banner is visible, stating 'to view. Click here to view the new published reports for Mackenzie INGRAM-SMITH'. The 'Today's Timetable' section shows lessons for 8:00 am to 6:00 pm, including B2 Assem (8\_B2), Information Technology 8 (8B\_IT8), and Humanities 8 (8B\_HUM8).