



Sentral for Parents App User Guide

App User Guide

**School Name:
Torquay College**

Sign in with your Sentral Account.
If you do not know your Sentral Email and Password, Please contact the school to reset your account.

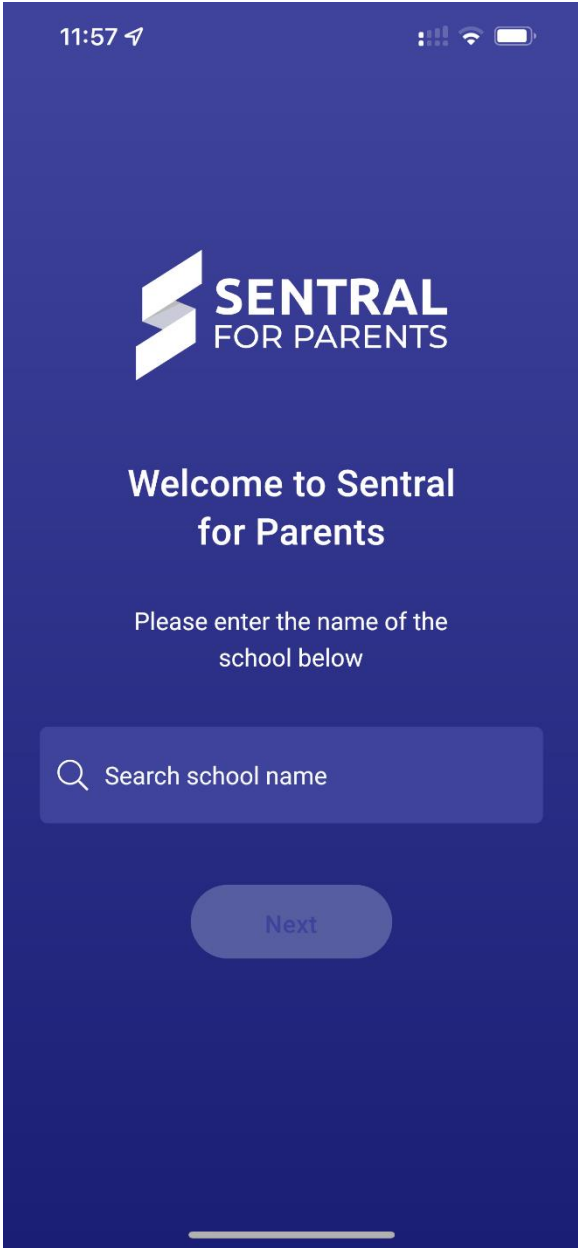
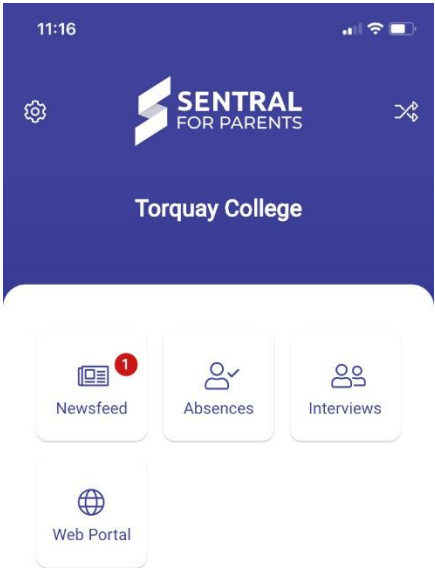


Figure 1. Home Screen for the Sentral App

Home Screen



App Features

This section provides information on features available in the app. Where functionality is not provided within the app.

Newsfeed

The **Newsfeed** will contain news items from the school relating to your child. Some items may require you to take a specific action. Others will be informational only.

The **All** column displays news items for the school and the **Requires Action** column displays news items that require action. These can be specific to the school or the student and will depend on the current filter you have applied.

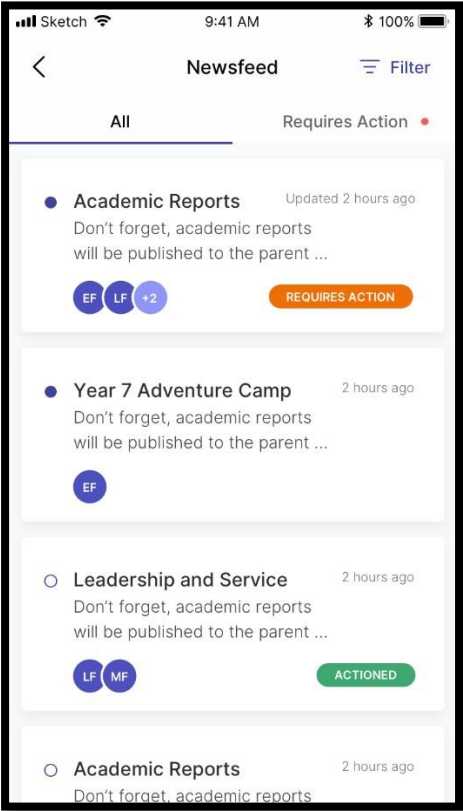



Figure 2. View of the Newsfeed

You can filter by clicking on the **All** button () located in the top right corner of the screen. This will filter to a specific student(s) and will allow you to action specific items related to that student.

- Mark as Read - When opening a news item there will be a **Mark as Read** button. This will appear only if item has this functionality.

The **Newsfeed** items can also contain **Attachments** that you can download.

- Activities / Excursions
- Reports
- Interviews

Absences

Absences allows the parent to communicate absence information to the school. This includes past absences that require explanation and ‘future’ absences. A ‘future’ absence occurs when a parent is aware a child will be away from school (e.g. Illness or Holidays).

To submit Follow Figure 3

- The **Reason** for the absence
- The **Start** and **End** date for the absence
- Any additional comments or supporting information
- Please complete all fields and click the “Submit” button.

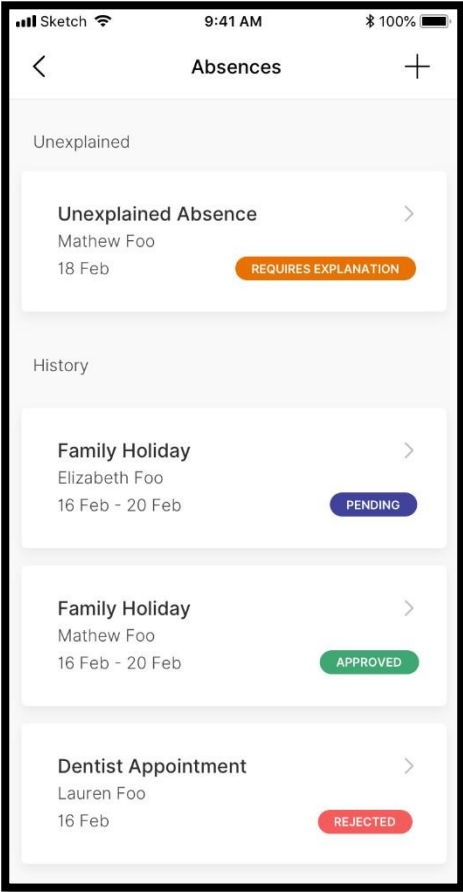
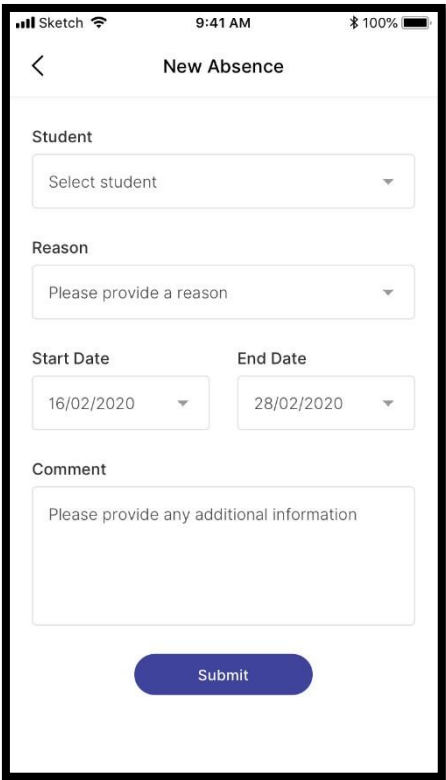


Figure 3. View of the Absences feed

Settings

Figure 4 illustrates the functions that are available in settings. They include;

- **Account Details** – Update your email and password
- **Notifications** – **Enable/Disable Push Notifications** here if you wish to have notifications appear on your device without having to access the app
- **Manage Access Keys** – Allows you to add or manage your current Access Key
- **Switch School** – Identifies the currently logged in School and allows you to **Switch School** to any others which have been associated to the account
- **FAQ** – This links you to the **Frequently Asked Questions**
- **App Version** – Provides details on the current **App Version** and **Device Information**

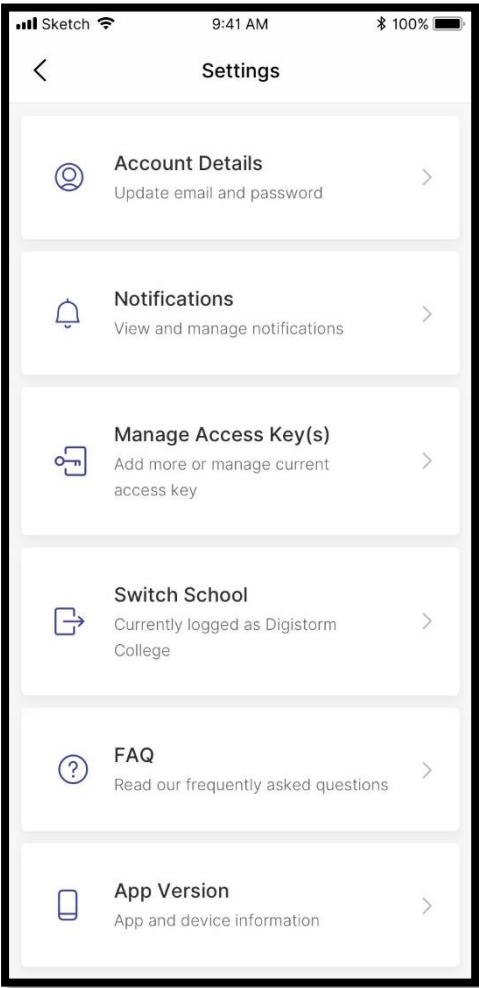


Figure 4. View of the In-App Settings