

# Life Skills GO + Sentral

## Getting Started Guide

*Your school has chosen to integrate Life Skills GO and Sentral, allowing you to mark the roll using the Life Skills GO check-in and gain insights into your students' emotional wellbeing. This guide will show you how to use the check-in to mark attendance and where you can view all the check-in data collected.*

*We look forward to working with you to support the emotional wellbeing of your students.*

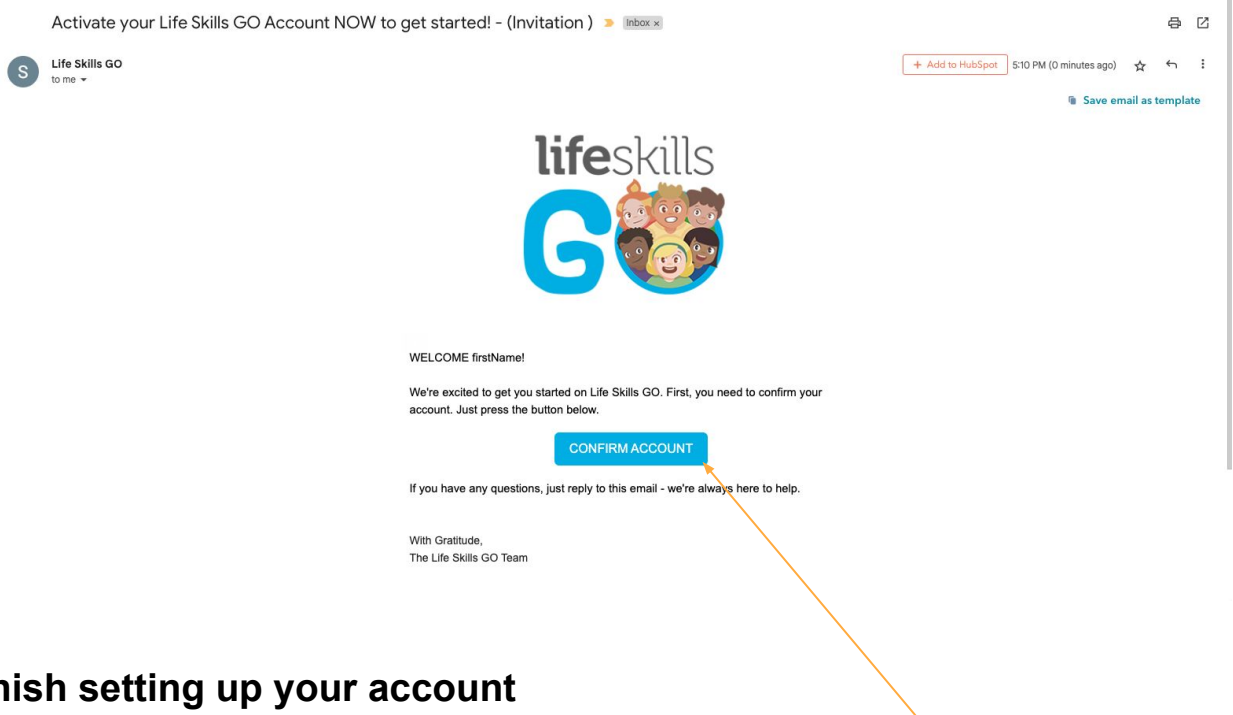
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As a Sentral / Life Skills GO user, your teacher account, classes and student information are already set up for you. To start using the check-in tool and reviewing the data through Sentral, you will need to finish setting up your Life Skills GO account.

You will have received an email from support@lifeskillsgo.com subject: **Activate your Life Skills GO Account** which will contain a link to create a password to log into Life Skills GO.



## Finish setting up your account

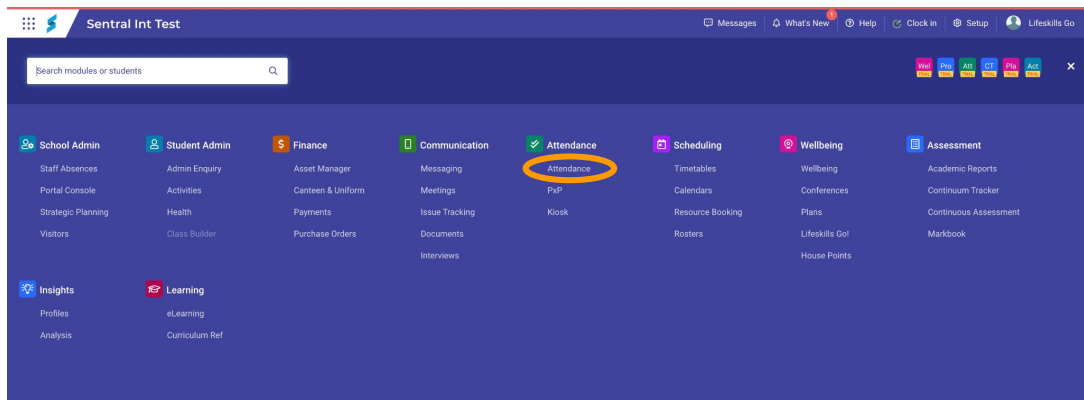
1. Click the button in the email that says: **CONFIRM ACCOUNT**.
2. If you have not received an email inviting you to the platform, you will need to request a new one from your school administrator.
3. Once your account has been set up, visit <https://teacher.lifeskillsgo.com/>.
4. Enter your school email address and the password you used when you created your account.
  - a. If you have forgotten your password, click **Forgot password?** and a password reset link will be sent to your email address.
2. Click **Login**.

# Running a Daily Attendance Check-in

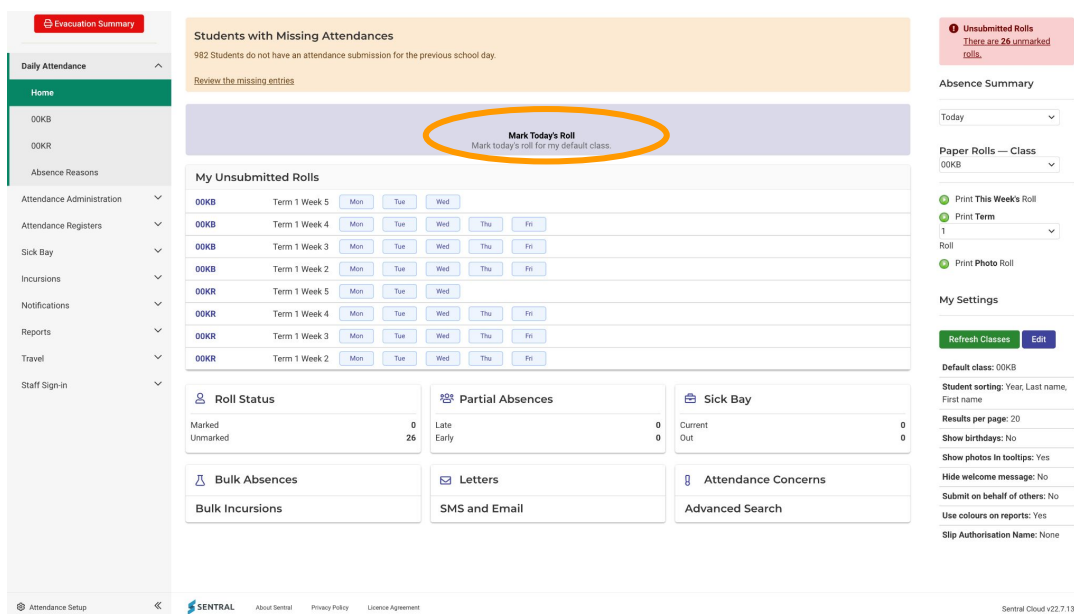
Using the Life Skills GO check-in to mark the roll on Sentral, you can simultaneously record students' emotional response and attendance. No additional workload is required to collect real-time attendance, learner readiness and emotional state data. The Emotion Check-in can be run via a Smartboard, shared classroom device or on one-to-one devices.

To mark the roll using the Life Skills GO Emotion Check-in on an interactive whiteboard or shared classroom device:

1. Sign into Sentral on the interactive whiteboard or shared classroom device
2. Select the **Main menu** (the 9 dots at the top of the screen)
3. Select **Attendance**

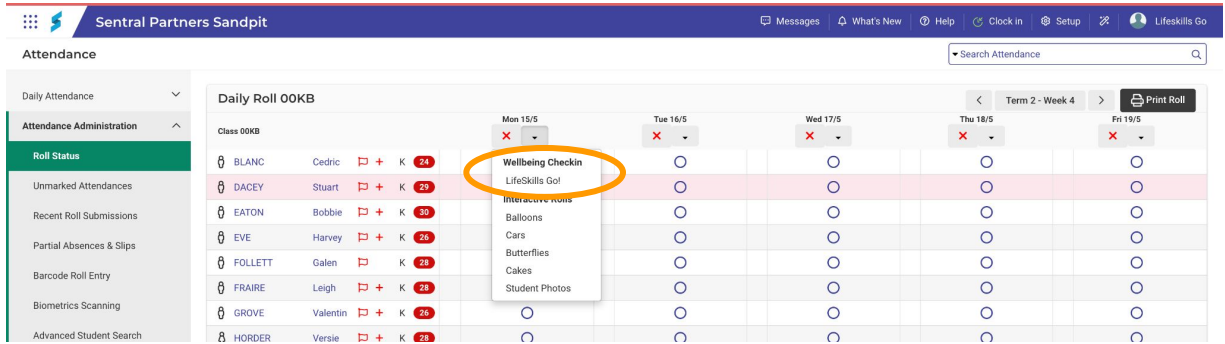


4. Click **Mark today's roll**

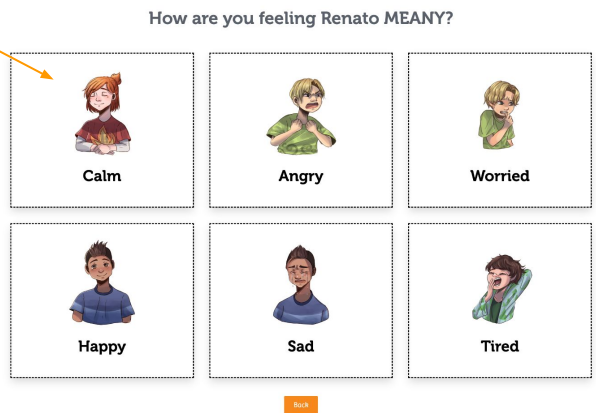
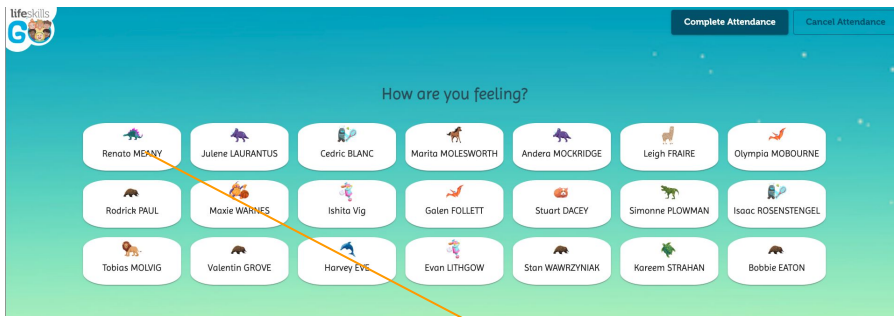


# Running a Daily Attendance Check-in

- Using the dropdown under today's date, select **LifeSkills GO!** at the top of the Interactive Rolls menu to start the check-in

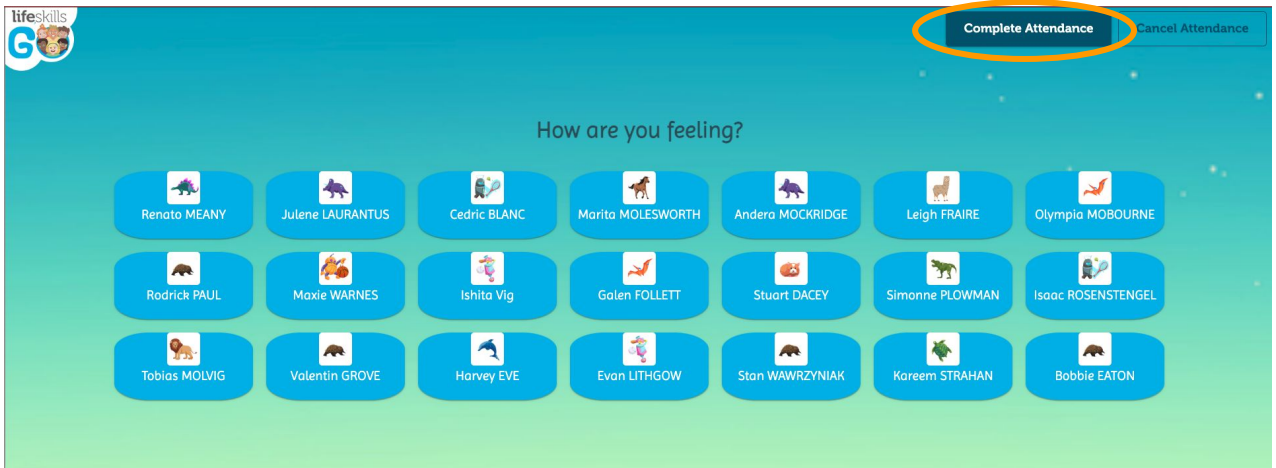


- Call students up to the device to complete their check-in
- Students will select their name and how they are feeling.



# Running a Daily Attendance Check-in

9. The check-in counts as the student being present for attendance purposes.
10. When all students present have checked in, click **Complete Attendance** and then **Complete** on the confirmation page. This is the same confirmation page you would normally use to verify the attendance records are correct.



11. The check-ins are then captured on the Sentral attendance page

If students have access to individual devices, and they prefer not to check-in on an Interactive Whiteboard, you may provide them access to the check-in whilst marking the roll as a teacher. All check-ins completed by students whether that be through the attendance check-in on Sentral or through Life Skills GO, can be reviewed in Sentral.

**Before students can complete a check-in on their devices, they will need their login information.**

## In Sentral

1. Navigate to **Attendance** and then select your class from the side menu
2. Scroll down to the Life Skills GO card
3. In the card, click **Download Class Logins** next to the class name

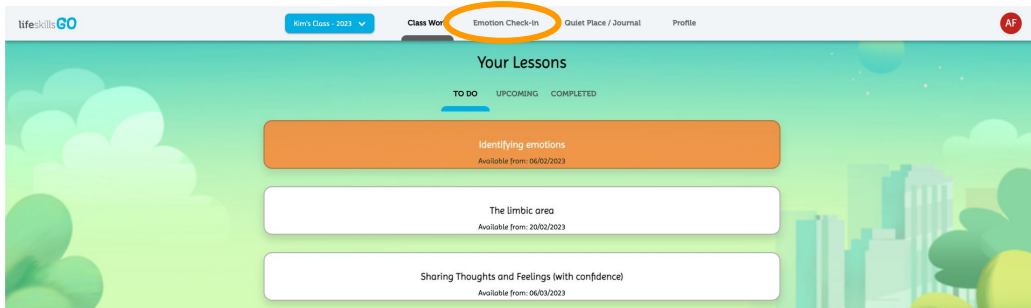
## 4. This will download file with 6 QR codes to a page

We recommend cutting and laminating the printouts, putting them on a key ring and storing them in an easily accessible place for your students to be able to quickly log in.

# Checking in Through Student Devices

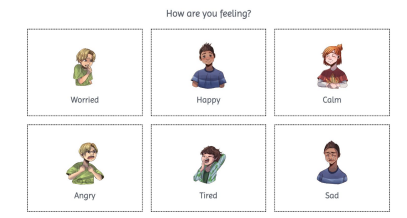
To run a check in on individual student devices:

1. Distribute the logins to students (please see the previous page to learn how this can be done). The QR code can be read by their device to take them to the student platform
2. Alternatively, students log in to [student.lifeskillsgo.com](http://student.lifeskillsgo.com)
3. Once they are logged in, students click **Emotion Check-in** from the top navigation bar

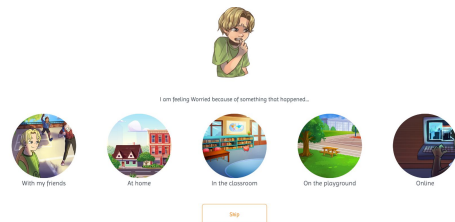


4. To complete an individual check-in, students:

1. Click on how they are feeling



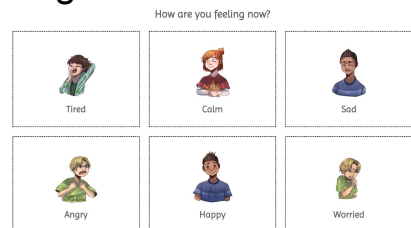
2. Select the context behind their response



3. Watch or listen to the targeted mindfulness activity



4. Select an emotion that best represents how they are feeling now



Get students to complete the Check-in activity as you call their names. In Sentral, you can also use any of the Interactive Roll options you normally use.



Once the attendance has been completed, you can review check-in data students have submitted on Sentral. The data provides clear visual feedback on your class responses, contexts and learner readiness.

To see a summary of the check-in activity on Sentral:

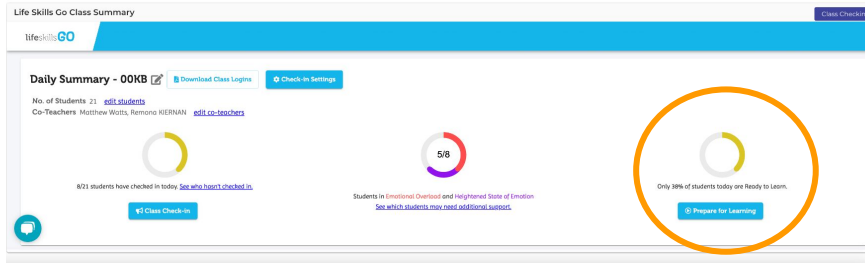
1. From within Attendance under the Mark Today's Roll page, scroll below the roll summary table.

Tally	Submit Roll	Submit Roll	Submit Roll	Submit Roll	Roll Submitted
Present (All Day / Partially)	0	0	8	5	5
Whole Day Absences (Unexplained)	21	21	13	16	16
Whole Day Absences (Explained)	0	0	0	0	0
Whole Day Absences (Not Counted)	0	0	0	0	0
Total	21	21	21	21	21

2. Here you will see the Life Skills GO card. At the top of the card you are able to filter the check-in results based on a number of parameters including date range, grade, emotion category, emotion, student context and pinned students allowing you to pull out data relevant to your needs.
3. Once you have defined the parameters of your search, click Apply.
4. Below the filters, you will find the class summary rings
5. These rings provide a quick summary on who has checked-in today and which students have selected an emotion in **Emotional Overload** (such as angry) or **Heightened State of Emotion** (such as worried)
6. To view more information about these identified students click on **See which students may need additional support**.

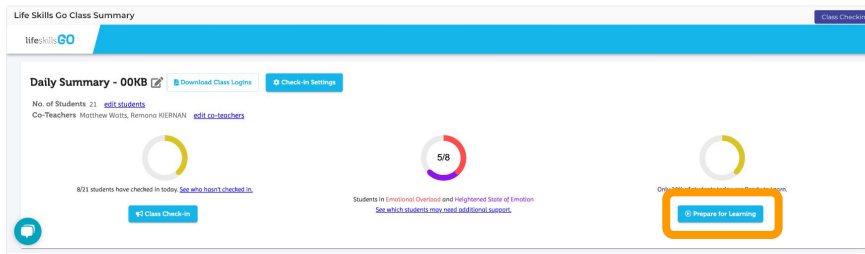
# Reviewing the Daily Summary

- The last ring gives you an indication of what percentage of the students that have checked in, are in a state where they are ready to learn.



- If your class is not ready to learn, you can run a responsive prepare for learning activity on the interactive whiteboard.
- To run a prepare for learning activity:

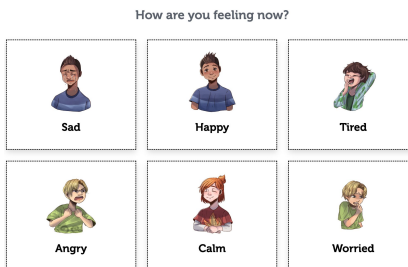
1. Click the **Prepare for Learning** button



2. Watch or listen to the targeted activity



3. Select an emotion that best represents how the class is feeling now



8. Return to your dashboard by clicking back to dashboard

9. The **(Not) ready to learn comparison bar** provides a comparison point to the average daily number of students in each category. You are able to view students in each by clicking **“View Students”**.

The screenshot displays the 'Sentral Partners Sandpit' interface. On the left is a navigation menu with categories like 'Attendance Administration', 'Roll Status', and 'Attendance Registers'. The main content area is divided into two sections:

**Attendance:** A table with columns for 'Tally' and four 'Submit Roll' buttons. The table shows counts for 'Present (All Day / Partially)', 'Whole Day Absences (Unexplained)', 'Whole Day Absences (Explained)', 'Whole Day Absences (Not Counted)', and 'Total'.

**Life Skills Go Class Summary:** A summary card with three donut charts and a comparison bar. The comparison bar shows student counts for 'Today' and 'Average' across five categories: 3 students (Today) vs 0.2 students (Average), 1 student (Today) vs 0.3 students (Average), 4 students (Today) vs 0.3 students (Average), 0 students (Today) vs 0 students (Average), and 4 students (Today) vs 0.5 students (Average).

10. **Student insights** draw from all the emotion check-ins that have been completed by all the students in the class. They surface insights that consider the historic entries of the student and recognise patterns and trends that would otherwise require deeper analysis.

## Student Insights

The most common emotion for **Olympia MOBOURNE** to check-in with is Calm, today they checked-in with Angry

**Versie HORDER** is on a 28 day Ready to Learn streak

**Isaac ROSENSTENGEL** did not check-in yesterday, today they checked in in a Heightened State of Emotion

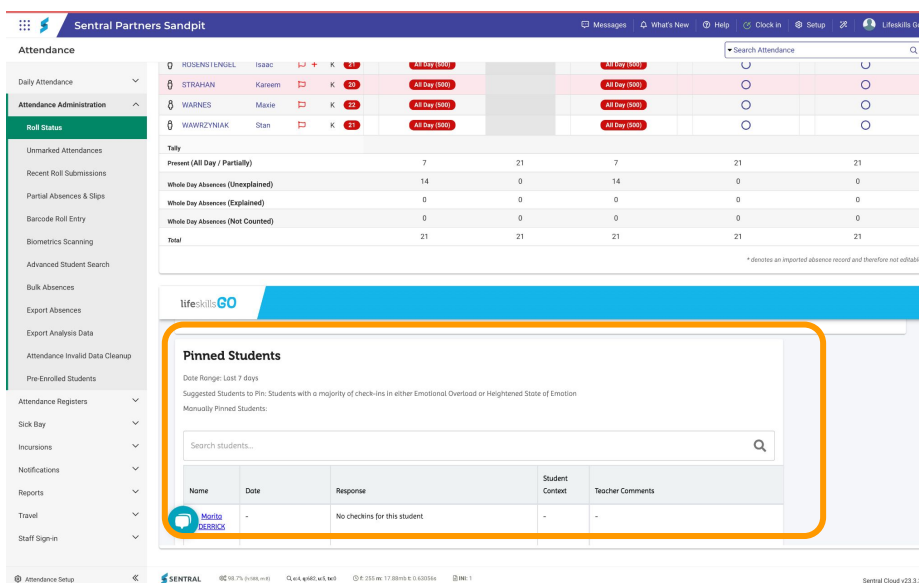
**Marita MOLESWORTH** is in Emotional Overload this is unusual

**Simonne PLOWMAN** has indicated 'playground' as a context for the first time

Underneath your daily summary rings you will find your **pinned students** that provides teachers with greater visibility over patterns and trends in students' check-ins. Teachers can also use the pinned students feature to keep an eye on the responses of identified students.

To manage your pinned students:

1. From your attendance section in Sentral, scroll to **Pinned Students** in the Life Skills GO card



2. Students you have manually pinned will appear at the top of the list
3. Suggested students to pin will appear in the list if they have selected emotions in emotional overload or heightened state of emotion for more than 50% of their check-ins for the date range selected
4. You can **manually pin and unpin student records** to your dashboard as needed by searching for them in the search bar and then clicking on the pin next to the student record.

<a href="#">Valentin GROVE</a>	28/03/2023 09:16:36	Angry	Emotional overload	At home	1. had fight dad	<a href="#">Add a comment</a>	📌
	24/03/2023 15:25:59	Calm	Ready to learn	At home		<a href="#">Add a comment</a>	

5. To access an **individual student's profile**, click on their name in the list of pinned student.

9. Scrolling within the Life Skills GO card on your attendance dashboard you will also see:
  - a. The **Activity Feed** that provides a breakdown of every student response over the date range selected, as well as any journal entries completed by your students
  - b. The **Student Context Summary** that shows which contextual areas students are selecting in their check-in

**Attendance**

	0	0	0	0	0
Whole Day Absences (Explained)	0	0	0	0	0
Whole Day Absences (Not Counted)	0	0	0	0	0
<b>Total</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>

\* denotes an imported absence record and therefore not editable

**Life Skills Go Class Summary** Class Checkin

**Activity Feed**  
Date Range: Last 7 days

**Bobbie EATON**  
Happy - Ready to learn - In the classroom  
19/07/2023 @ 08:33am  
[Add Comment](#)

**Kareem STRAHAN**  
Tired - Not quite ready to learn - In the classroom  
19/07/2023 @ 08:33am

**Student Context Summary**  
Date Range: Last 7 days

Legend: Emotional overload (red), Not quite ready to learn (orange), In a state of processing (yellow), Heightened state of emotion (purple), Ready to learn (green)

Context	Emotional overload	Not quite ready to learn	In a state of processing	Heightened state of emotion	Ready to learn
With my friends	0	0	0	0	0
At home	0	0	0	0	0
In the classroom	0	0	0	0	0
On the playground	0	0	0	0	0
Online	0	0	0	0	0

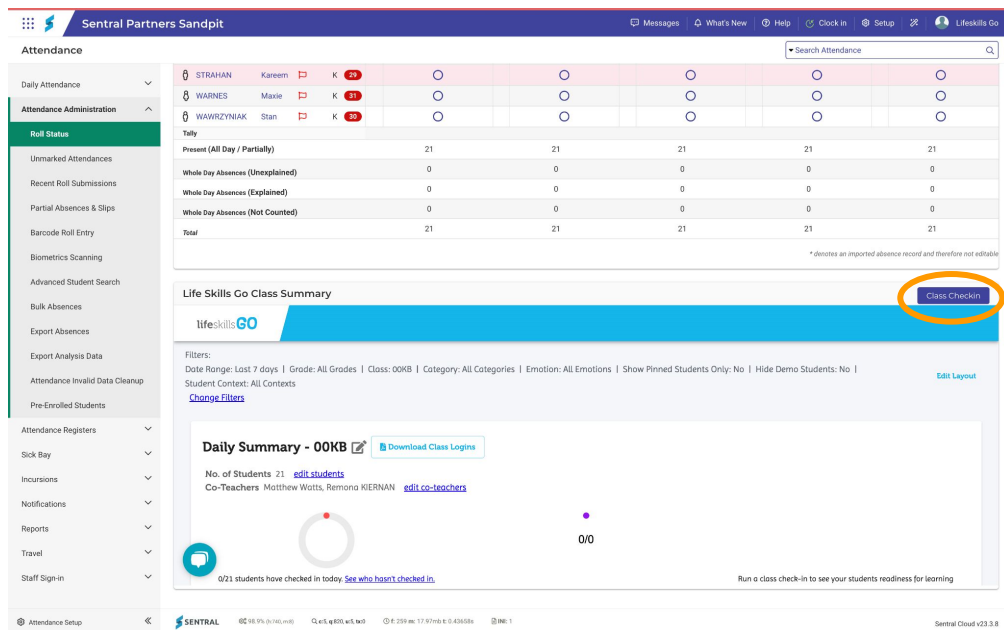
- c. The **Class Check-in Summary** that gives an overview of the class' responses for the date range selected
- d. The **Class Responses Table** that provides details on every student response to the check-in
- e. The **Individual Student Responses** graph that allows teachers to review patterns and trends in the responses of specific students.
- f. The **Number of students ready to learn** comparison which gives you a class readiness to learn compared to the yearly average and average weekday (e.g average Wednesday).

# Running a Class Check-in During the Day

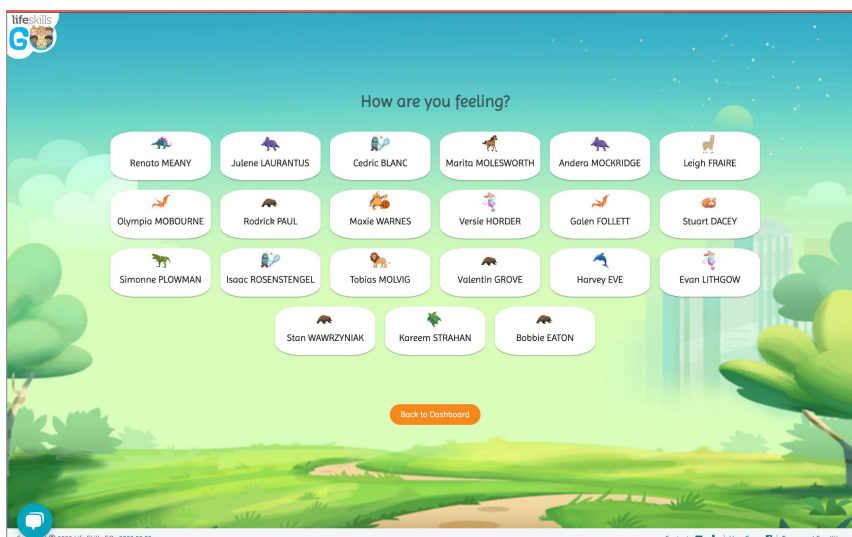
We recommend that you complete at least one check-in during the day (eg from the attendance check-in) Yet, you are able to do additional check-ins throughout the day on Life Skills GO. If you would like to run another check-in during the day outside of the roll call, you can do this from Sentral.

To run additional check-ins:

1. Navigate to the bottom of your class attendance dashboard
2. Click **Class Check-in** at the top of the Life Skills GO summary card



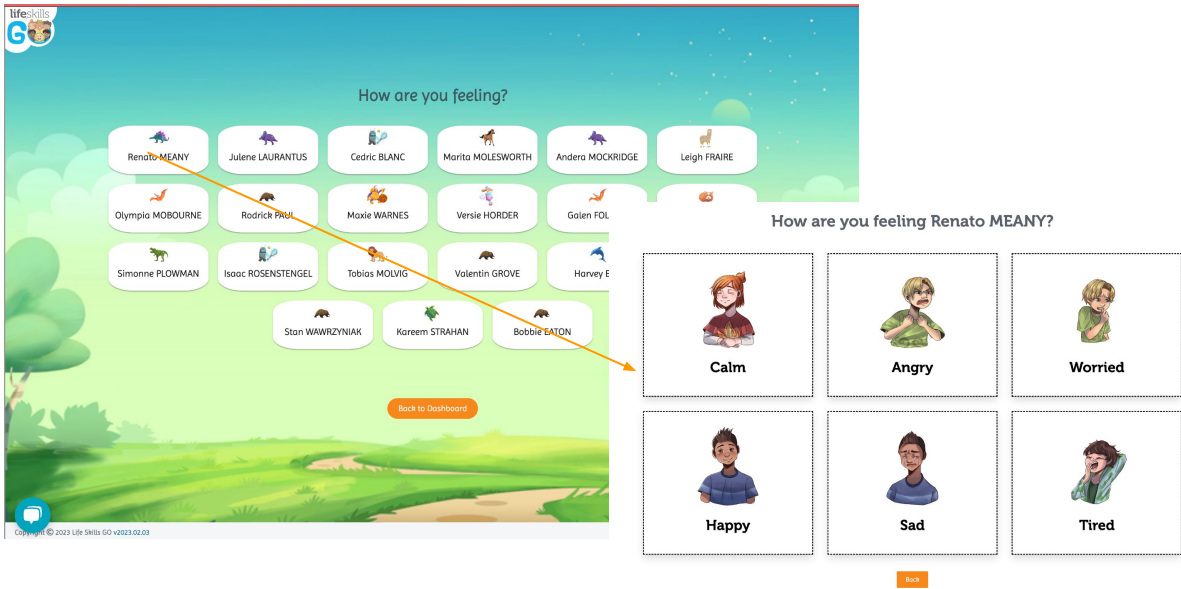
3. Call students up to the board or send them to a free device to start their check-in



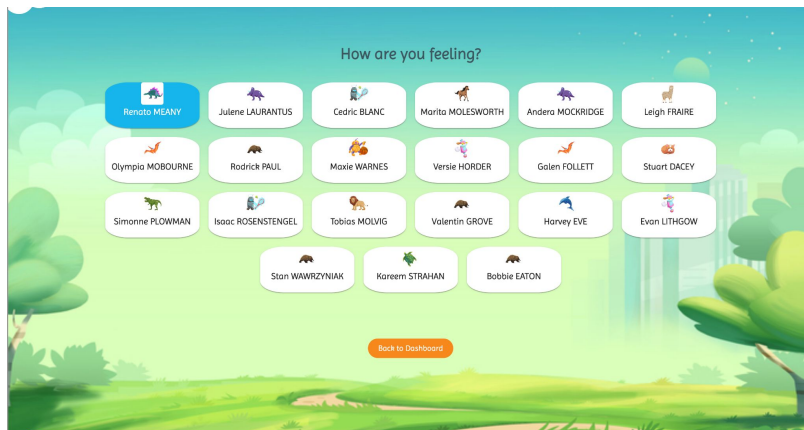


# Running a Class Check-in During the Day

1. Students **click on their name** and then select how they are feeling



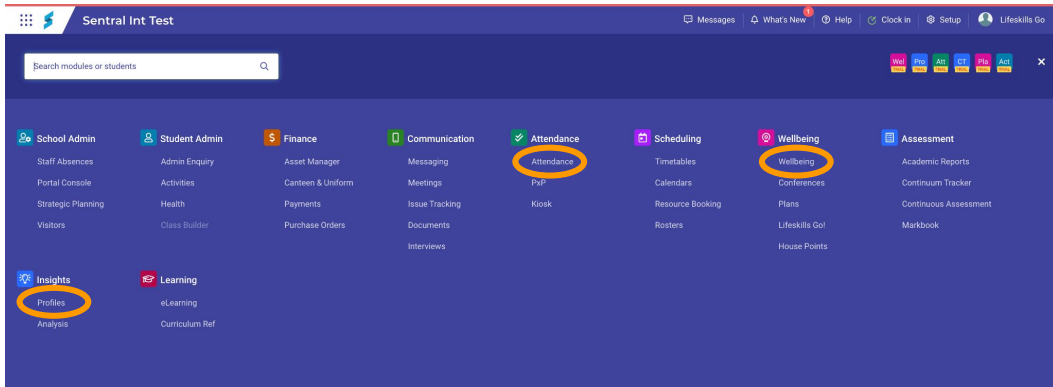
2. After a student has completed their check-in, their tile will turn blue



3. Once the check-in has been completed by all students in the class, click **Back to Dashboard** to finish

You can do as many check-ins as needed through the class check-in or by getting students to complete check-ins on their individual devices.

Student readiness to learn combines with Sentral data on attendance and incidents to offer a full holistic learning profile. Student emotion responses are fed back into the Attendance, Insights and Wellbeing Student Profile.



To view Life Skills GO data for an individual student in **Attendance**:

1. From anywhere in Sentral click into the Main Menu
2. Select **Attendance**
3. Click **Roll Status** and select your current class
4. Click on any student's name in your roll to enter their profile
5. Scroll to the bottom of the page to view the Life Skills GO overview

Profiles: Cedric BLANC

Whole Day (Unexplained) 3 days ago

Attendance

Whole Day (Unexplained)

Attendance 4 days ago

Whole Day (Unexplained)

Attendance 10 days ago

Whole Day (Unexplained)

Attendance 1 month, 29 days ago

Whole Day (Unexplained)

Attendance 2 months, 3 days ago

Whole Day (Unexplained)

Attendance 2 months, 5 days ago

Whole Day (Unexplained)

Attendance 2 months, 10 days ago

Whole Day (Unexplained)

Attendance 2 months, 11 days ago

Whole Day (Unexplained)

Attendance 2 months, 13 days ago

Whole Day (Unexplained)

Attendance 2 months, 16 days ago

Whole Day (Unexplained)

Attendance

LifeSkills Go! Overview

**Cedric BLANC is Not quite ready to learn**

In Classes OOKB  
Grade Kindergarten  
Last Login Has not logged in

Last Check-in  
Emotion Shy

Student Responses 7 responses

Download Responses

Last 10 responses

General Comment — Sem 1, 2016

View Published Report

Logan is a cheerful, polite and co-operative student who has settled well into Kindergarten. He happily follows our Essential Agreements. He is a valued member of the class who always contributes to class discussions with insight

Application Form No value set

New Enrolment No value set

Application Form No value set

Entrance Test Completed No value set

Scholarship Exemption No value set

Wellbeing Incidents

Homework Not Completed 0

Negative Incident 0

Positive Incident 3

Uniform 0

N-Award or non-compliance 0

Parent Contact 0

Student Portfolio 0

Neutral 0

Positive Classroom Behavior 0

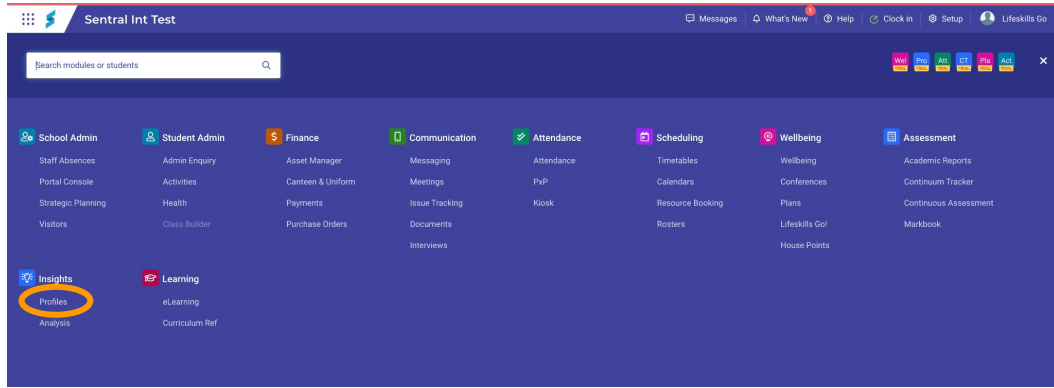
Loredana's misbehaviours 0

6. Update the date range at the top of the card to pull out the relevant data

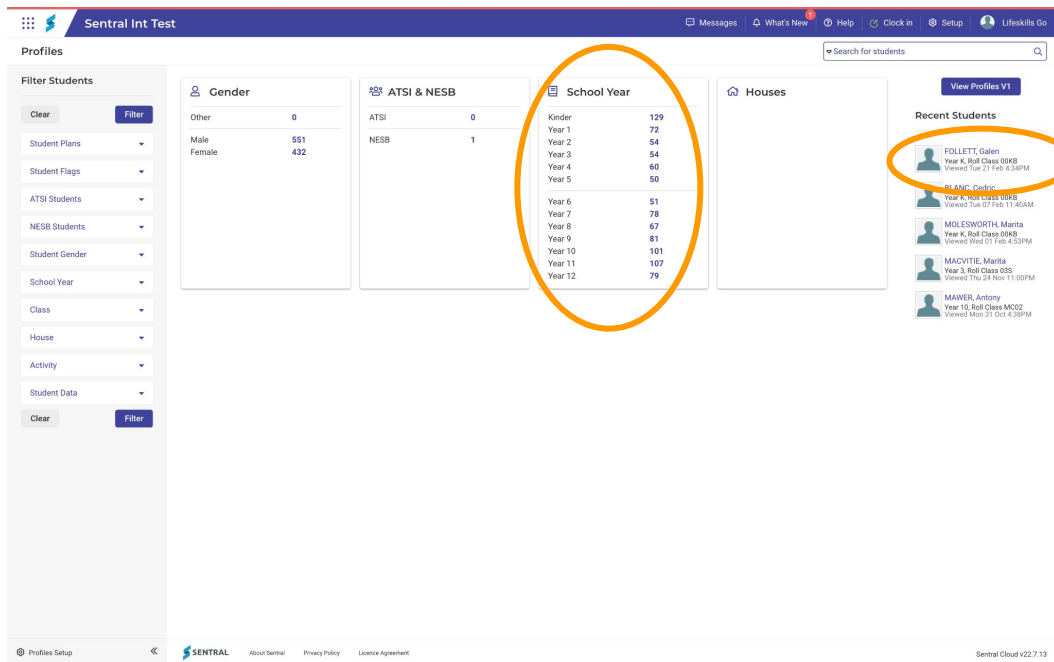


To view Life Skills GO data for an individual student under **Insights**:

1. From anywhere in Sentral click into the Main Menu
2. Select **Profiles** under Insights



3. Select either a year group from the School Year card or select a student from the Recent Students list on the right hand side



4. If selecting a year group above, select a student now

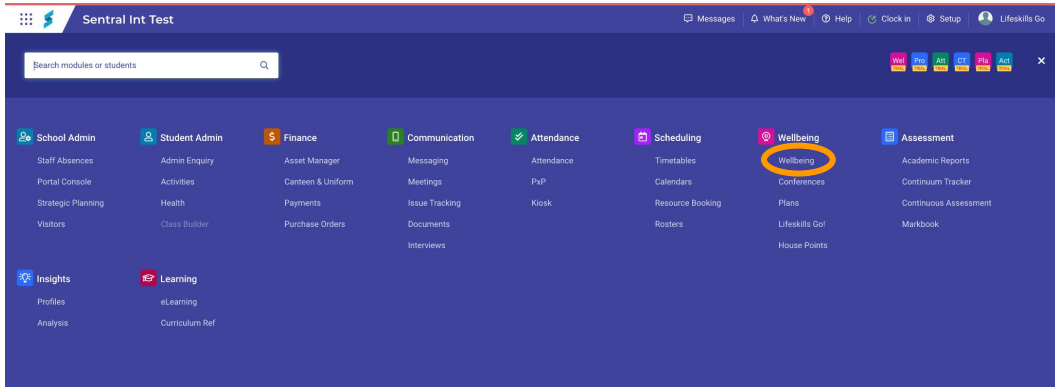
5. Once a student has been selected, their student summary graph appears under the Attendance Summary in a box named 'Life Skills GO Wellbeing Overview'

1. *If you can't see the Life Skills GO Student Profile, you may need to switch the version of the Sentral Profile you are viewing, from the student's profile page on Sentral, click the button at the top right that says **View Profiles V1**.*

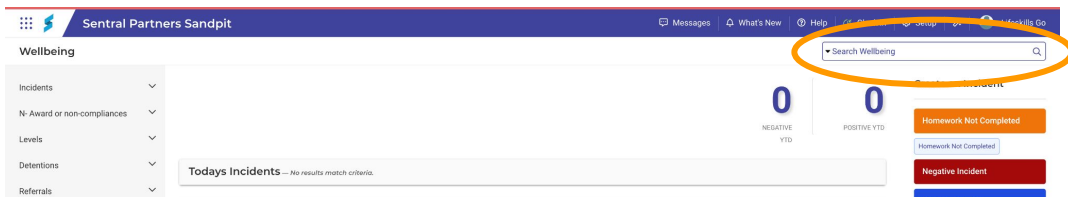
6. Scroll past the attendance summary to see the Life Skills GO wellbeing overview

To view Life Skills GO data for an individual student under **Wellbeing**:

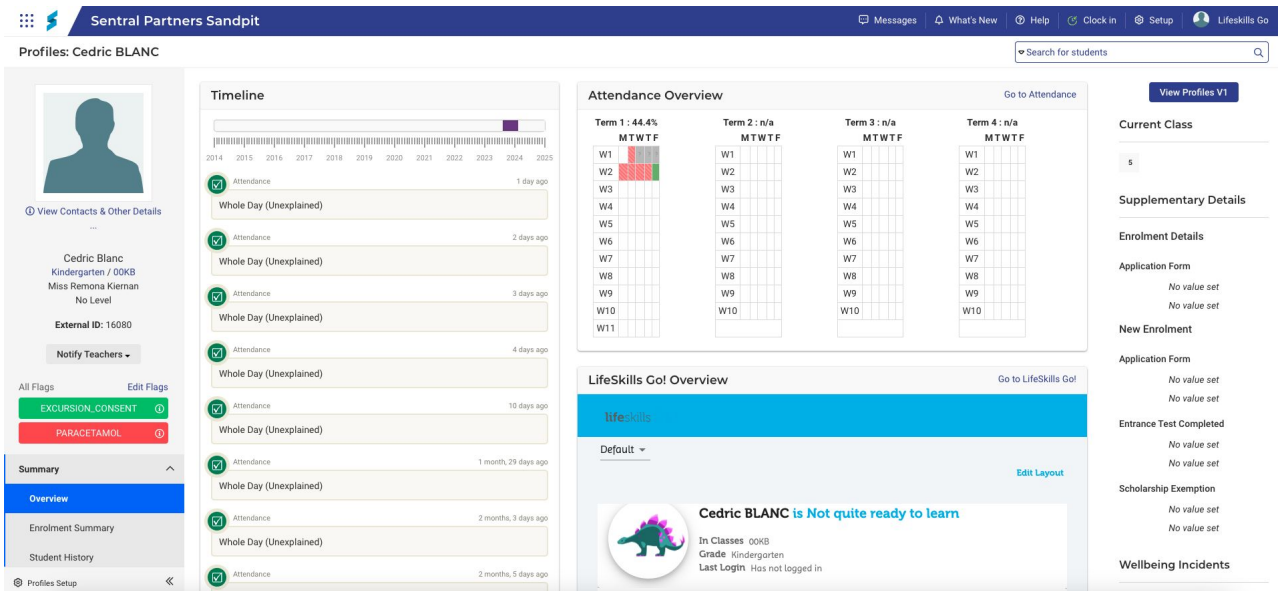
1. From anywhere in Sentral click into the Main Menu
2. Select **Wellbeing** under Wellbeing



3. Use the Search bar to find a student record



4. Scroll to the bottom of the page to view the Life Skills GO overview
5. Update the date range at the top of the card to pull out historical data

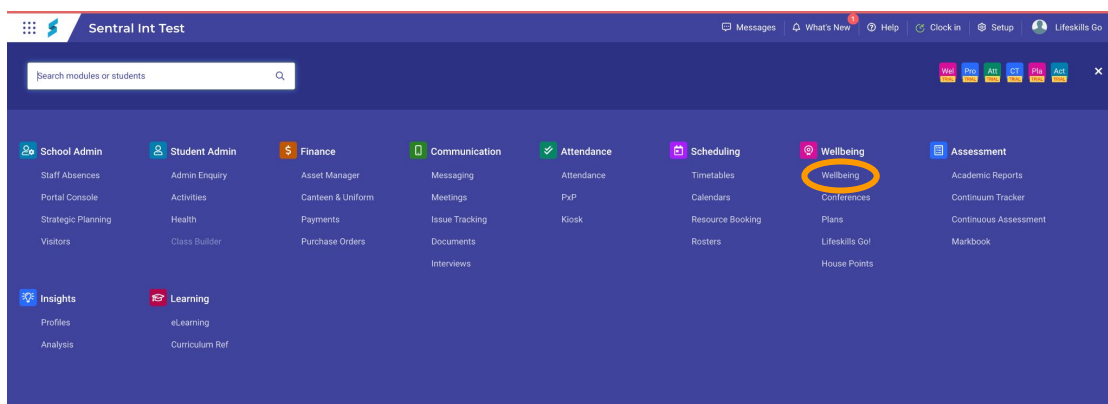


# Viewing Whole School Summary as an Executive or Administrator

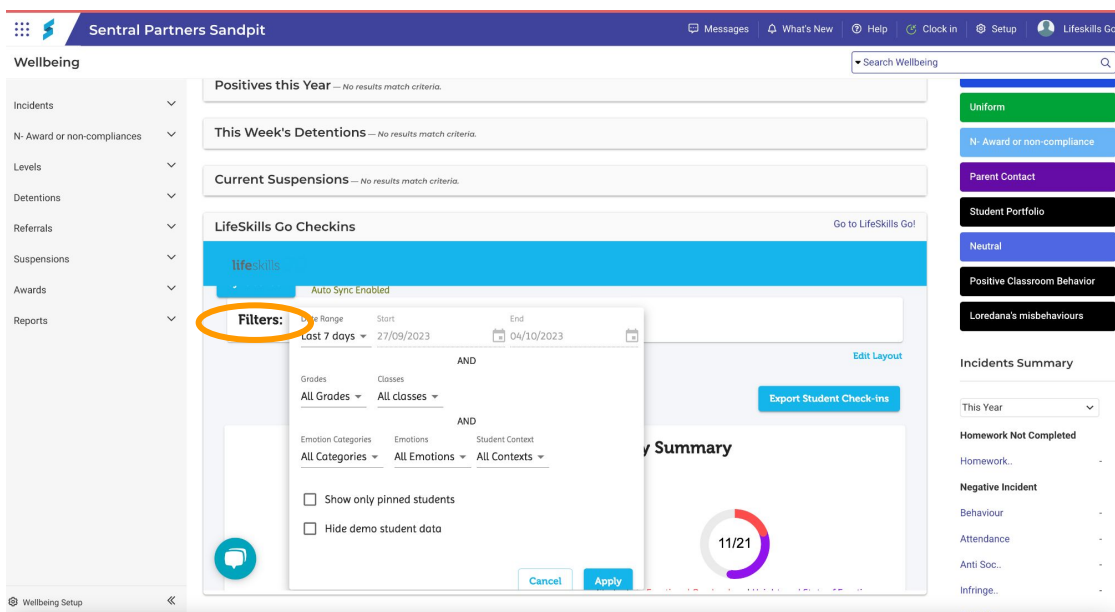
If you are an Executive or Administrator on Sentral, you are able to view a summary of your school's check-in data in your Wellbeing section.

To view school check-in data in Sentral:

1. From anywhere in Sentral, click into the Main Menu
2. Select Wellbeing under the Wellbeing Menu



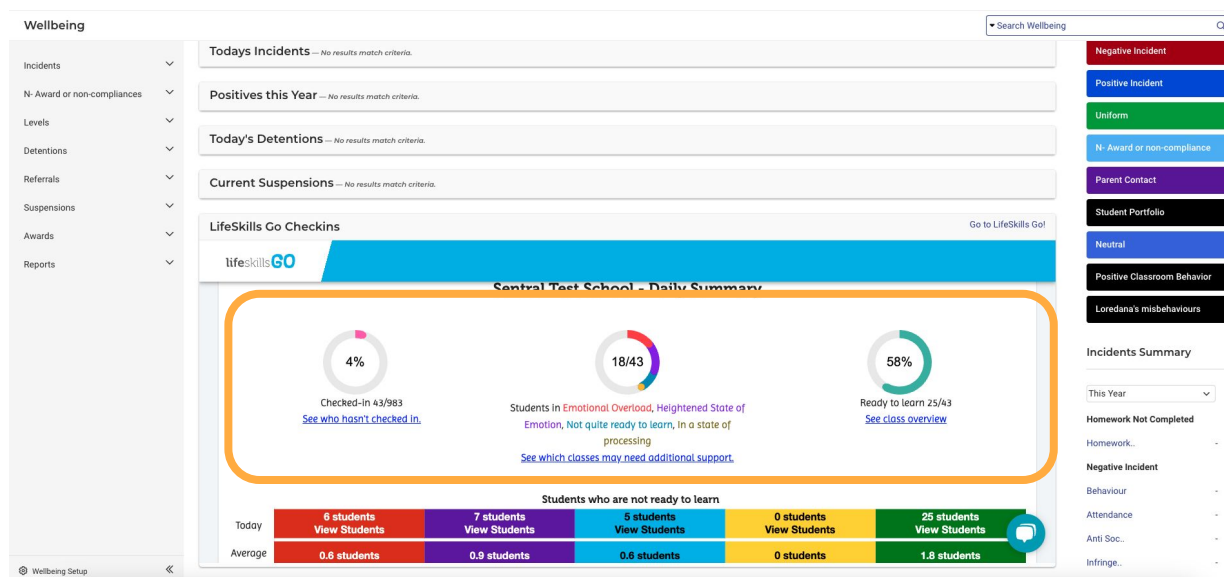
3. Under all Incident tabs, you will see a Life Skills GO Check-ins card
4. You are able to filter the results based on a number of parameters including date range, grade, class, emotion category, emotion and pinned students allowing you to pull out data relevant to your needs.



5. Once you have defined the parameters of your search, click Apply.

# Viewing Whole School Summary as an Executive or Administrator

- The first card will show the school daily summary rings, detailing the **number of students who have completed a check-in today**, which classes may need additional support due to the number of students in **Emotional Overload** or **Heightened State of Emotion** and the **percentage of the school that is ready to learn**



- Underneath the Daily Summary you will find the **School Insights** and **Student Insights**.

**School insights** aggregate student emotion data into school years and classes, they draw emotion check-in data of all students in the school and surface insights based on an analysis of historic patterns and trends.

**Student insights** draw from all the emotion check-ins that have been completed by all the students in the school. They surface insights that consider the historic entries of the student and recognise patterns and trends that would otherwise require deeper analysis.

# Viewing Whole School Summary as an Executive or Administrator

7. Scrolling down, you will also see the **School Context Summary**, the **Emotion Check-in Summary** and the **School Classes Activity Summary** for the date range selected, giving you feedback on the context and learner readiness at a whole school level

**School Check-in Summary**

Number of Emotion Check-ins completed: 144

Date	Emotional overload	Heightened state of emotion	Not quite ready to learn	In a state of processing	Ready to learn
15/02/2023	15	15	45	0	25
16/02/2023	2	2	45	0	25
17/02/2023	1	1	2	0	1
18/02/2023	0	0	0	0	0
19/02/2023	0	0	0	0	0
20/02/2023	4	4	4	0	8
21/02/2023	2	2	2	0	2
22/02/2023	4	4	4	0	4

**School Student Context Summary**

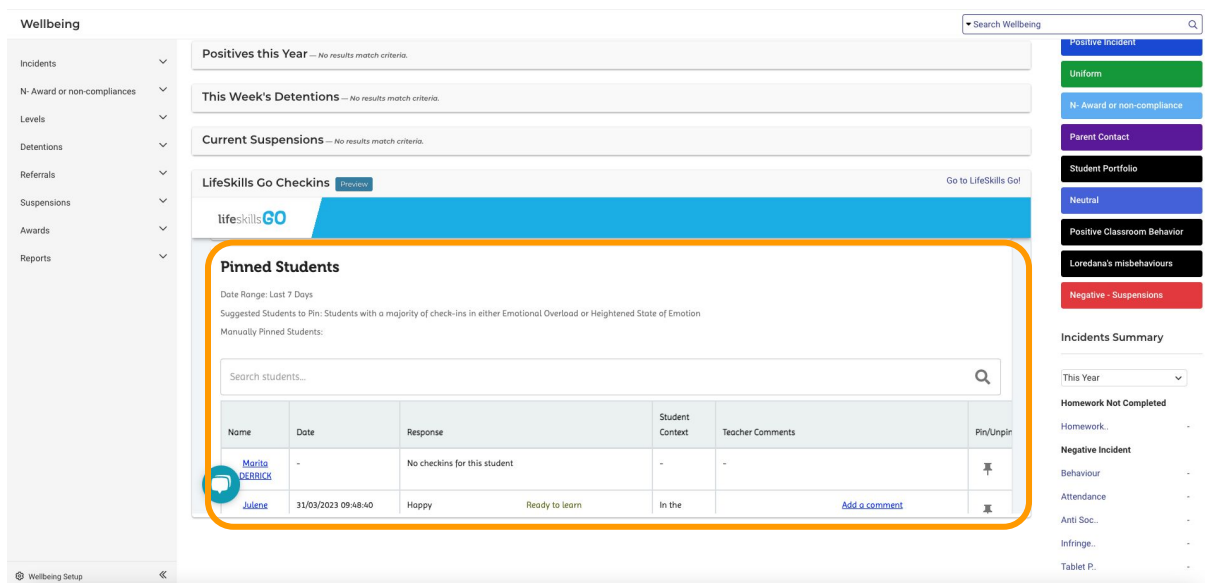
Context	Emotional overload	Heightened state of emotion	Not quite ready to learn	In a state of processing	Ready to learn
With my friends	1	1	1	0	0
At home	3	3	3	0	6
In the classroom	3	3	3	0	7
On the playground	2	2	2	0	4
Online	1	1	1	0	1

# Managing Your Pinned Students

The pinned student card provides executives, stage leaders and wellbeing coordinators greater visibility over patterns and trends in students' check-ins. School administrators can also use the pinned student feature to keep an eye on the responses of identified students.

To manage your pinned students:

1. From your wellbeing section in Sentral, scroll to the **Pinned Student Card** in the Life Skills GO check-ins section



2. Students you have manually pinned will appear at the top of the list
3. Suggested students to pin will appear in the list if they have selected emotions in emotional overload or heightened state of emotion for more than 50% of their check-ins for the date range selected
4. You can **manually pin and unpin student records** to your dashboard as needed by searching for them in the search bar and then clicking on the pin next to the student record.

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	24/03/2023 15:25:59	Calm	Ready to learn	At home		<a href="#">Add a comment</a>	

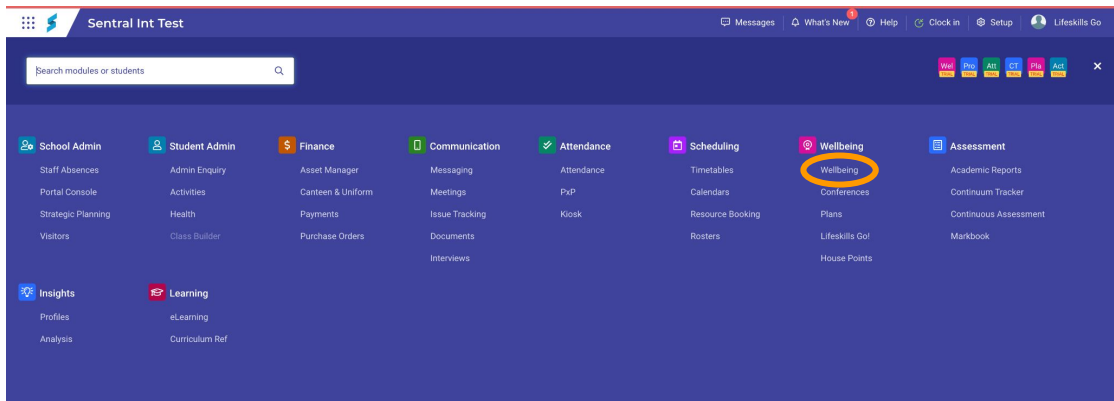
5. To access an **individual student's profile**, click on their name in the list of pinned student.



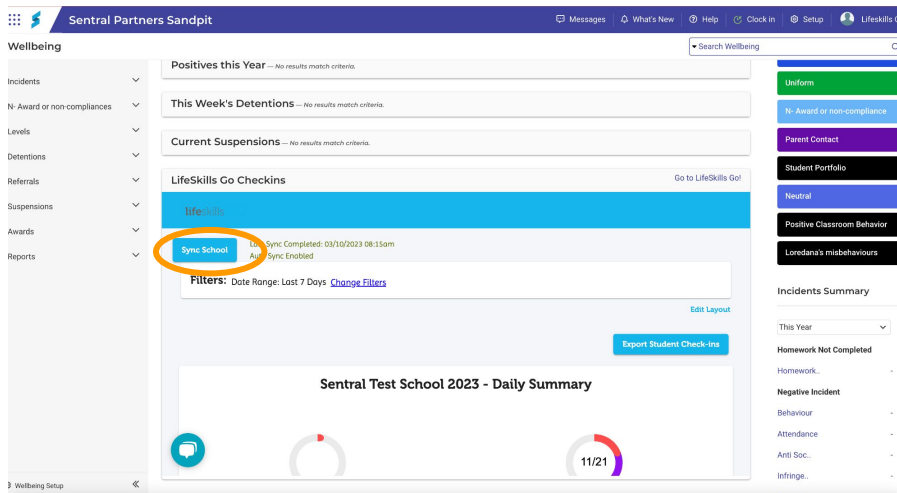
If you are an Administrator on Sentral, you are able to sync your new enrolments, staff changes and class associations from Sentral to Life Skills GO.

To sync your students and teachers:

1. From anywhere in Sentral, click into the Main Menu
2. Select **Wellbeing** under the Wellbeing Menu



3. Underneath the all Incident tabs, you will see the Life Skills GO Check-ins card
4. Click the **Sync School** button in this card to transfer new data across



5. New students and teachers will now be able to access Life Skills GO in Sentral

**We are looking forward to working with your team. If you need any support please contact us: [support@lifeskillsgroup.com.au](mailto:support@lifeskillsgroup.com.au).**