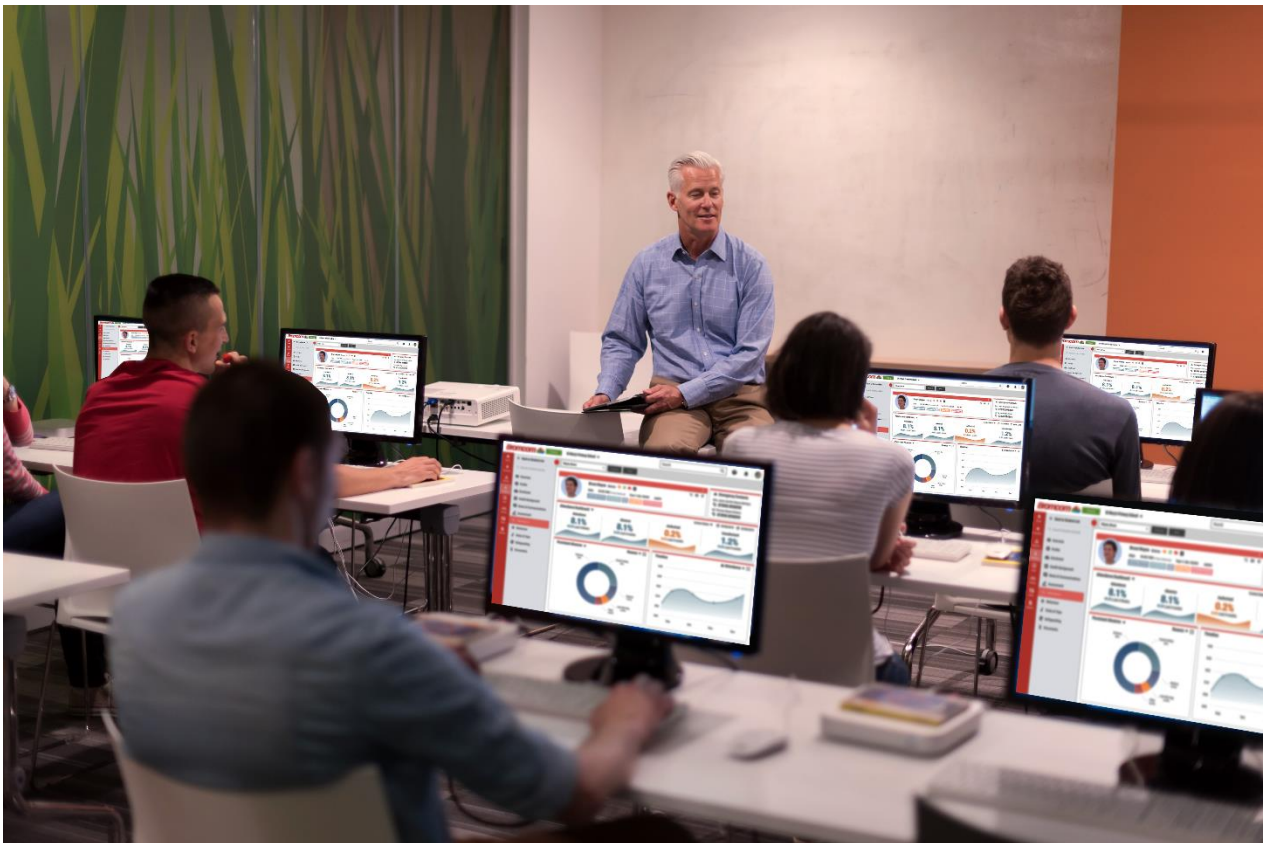


Training Course Agenda

Quick Start Agenda Curriculum Secondary Schools



Introduction

Target Audience

The **Curriculum** training is recommended for delivery to the following people from your school.

- ✓ Members from your Curriculum Administration Team
- ✓ Deputy Headteacher/Senior Teacher
- ✓ Staff member who runs your School Census

Facilities/Requirements

For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

Agenda Overview

This is a list of the **Agenda** items in sequence.

Part One: Academic Setup/Maintenance

- ✓ Set Timetable Defaults & Create a Period Structure
- ✓ Create New Academic Year & Apply Period Structure
- ✓ Maintain Academic Days
 - How to Apply a Timetable Model

Part One: Pastoral Elements

- ✓ Review Hierarchical Structure
 - Subjects
 - Departments
 - Faculties
- ✓ Classes
- ✓ Tutor Groups and Houses

Part One: Staff Timetables

- ✓ Non-Contact & Duty Codes
- ✓ Timetable Changes
- ✓ Timetable Report – Staff, Department etc
- ✓ Staff Groups & Staff Timetable Clash Reports

Part Two: Student Timetables

- ✓ Individual Student
- ✓ Via Bulk Group Assignment also referring to Import/Export Routine
- ✓ Via Bulk Curriculum Assignment (Classes)
- ✓ Via Year Group and Year Group Assignment Options
- ✓ Student Timetables and Timetable Clash Reports

Part Two: Reporting Groups and How to Use

- ✓ Creation Dynamic and Static
- ✓ Filter Conditions
- ✓ Assigning Staff
- ✓ Typical Issues
 - Communications
 - Behaviour & Attendance Watchlist
 - Attendance Status
 - Letters and Reports
 - Assessment Marksheets
 - Analysis

Part Two: Withdrawal Groups

- ✓ **Creating and Managing Withdrawal Groups**

Part Three: Further Reporting

- ✓ **Built-in Reports**
 - Timetable report – Year, Department etc
 - Room Timetable Reports
 - Class/Group Reports
 - Free Staff/Room Reports

Part Three: Introduction to Reporting

- ✓ **Matrix Report**
 - Using the Bromcom Matrix to Create Broadsheets

Part One: Academic Setup/Maintenance

- ✓ Set Timetable Defaults & Create a Period Structure
- ✓ Create New Academic Year & Apply a Period Structure
- ✓ Maintain Academic Days
- ✓ How to Apply a Timetable Model

Notes:

Part One: Pastoral Elements

- ✓ Review Hierarchical Structure
 - Subjects
 - Departments
 - Faculties
- ✓ Classes
- ✓ Tutor Groups & Houses

Notes:

Part One: Staff Timetables

- ✓ Staff Timetables
 - Non-Contact & Duty Codes
 - Timetable Changes
 - Timetable Report – Staff, Department etc
 - Staff Group & Staff Timetable Clash Reports

Notes:

Part Two: Student Timetables

Assigning/Changing Student Class/Year Group Membership

- ✓ Individual Student
- ✓ Via Bulk Group Assignment also referring to Import/Export Routine
- ✓ Via Bulk Curriculum Assignment (Classes)
- ✓ Via Year Group and Year Group Assignment options
- ✓ Student Timetables and Timetable Clash Reports

Notes:

Part Two: Reporting Groups and How to Use

- ✓ Creation – Dynamic or Static
- ✓ Filter Conditions
- ✓ Assigning Staff
- ✓ Typical Issues
 - Communications
 - Behaviour & Attendance Watchlist
 - Attendance Status
 - Letters and Reports
 - Assessment Marksheets
 - Analysis

Notes:

Part Two: Withdrawal Groups

- ✓ Creating and managing Withdrawal Groups

Notes:

Part Three: Further Reporting

- ✓ Built in Reports
 - Timetable report – Year, Department etc
 - Room Timetable Reports
 - Class/group Reports
 - Free Staff/Room Reports

Notes:

Part Three: Introduction to Reporting

Matrix Report]

- ✓ Using the Bromcom Matrix to Create Broadsheets

Notes: