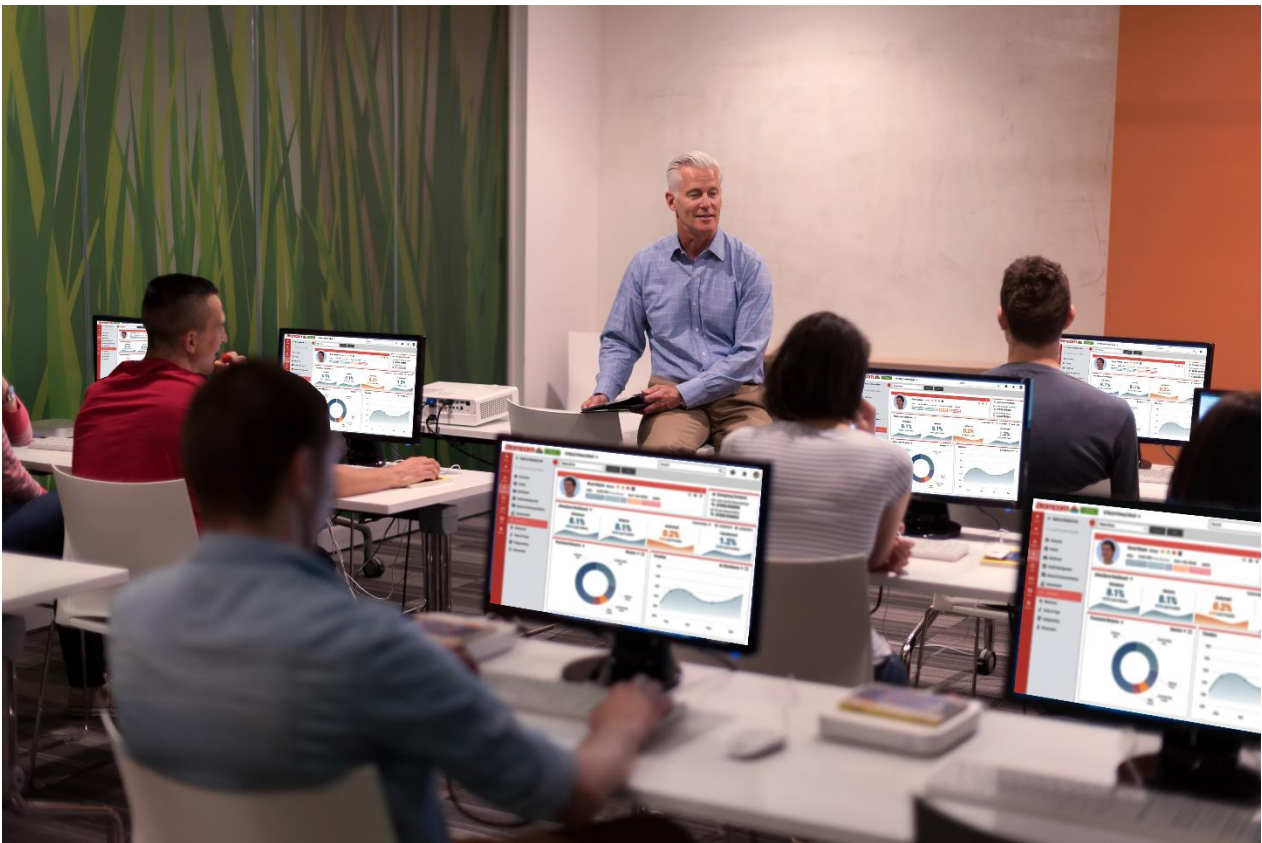


Training Course Agenda

MIS Managers Secondary Schools



Introduction

Target Audience

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

- ✓ MIS Managers
- ✓ MIS Administrators
- ✓ Deputy Headteacher/Senior Teacher

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: Dashboard & User Account

- ✓ Switch to New Bromcom
- ✓ My Account
- ✓ Documentation Centre
- ✓ Versions
 - ✓ Alerts
- ✓ Dashboard Options
- ✓ Insight
- ✓ My Messages and Announcements
- ✓ Favourites
- ✓ Global Search Tool

Part One: System Administration - Security

- ✓ Adding/Editing Roles and Permissions
- ✓ Third Party Permissions
- ✓ Adding/Editing | System users
 - ✓ Login Details
 - ✓ Roles etc
- ✓ Allocating Roles
- ✓ Security Settings
- ✓ Configuring Data Boundaries

Part One: System Administration - Maintenance

- ✓ SMTP System Settings
- ✓ User Name & Formats

Part One: System Administration - Reports

- ✓ Creating User Defined Reports
 - School
 - Roles
 - Domains
- ✓ Online Repository
 - Roles and Permissions Reports

Part One: School Details and Settings

- ✓ School Core Details
- ✓ School Characteristics
- ✓ Administration Defaults
- ✓ Administration Settings
- ✓ Adding Staff Roles & Contracts
- ✓ Lookup Tables

Part Two: Reporting Groups

- ✓ **Creation**
 - Dynamic
 - Static
- ✓ **Filter Conditions**
- ✓ **Assigning Staff**
- ✓ **Typical Uses**
 - Communication
 - Behaviour & Attendance Watchlists
 - Attendance Status
 - Letter and Reports
 - Assessment Marksheets
 - Analysis

Part Two: Introduction to Custom Reporting – Repository Reports

- ✓ **Importing Reports from the Repository**
- ✓ **Editing an Existing Imported Report**
- ✓ **Adding a Report to a Module Homepage**
- ✓ **Running a Report**
- ✓ **Exporting a Report into Excel for Analysis**

Part Two: Scheduling and Saving Reports

- ✓ **Scheduling Reports**
- ✓ **My Reports**
- ✓ **My Documents**
- ✓ **My Scheduled Reports**

Part One: Dashboard & User Account

Dashboard & User Account

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Notes:

Part One: System Administration - Security

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- ✓ **Third Party Permissions**
- ✓ **Adding/Editing System Users**
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Notes:

Part One: System Administration - Maintenance

- ✓ SMTP System Settings
- ✓ User Name & Formats

Notes:

Part One: System Administration - Reports

Reports

- ✓ **Creating User – Defined Reports**
 - School
 - Roles
 - Domains
- ✓ **Online Repository**
 - Roles and Permissions Reports

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