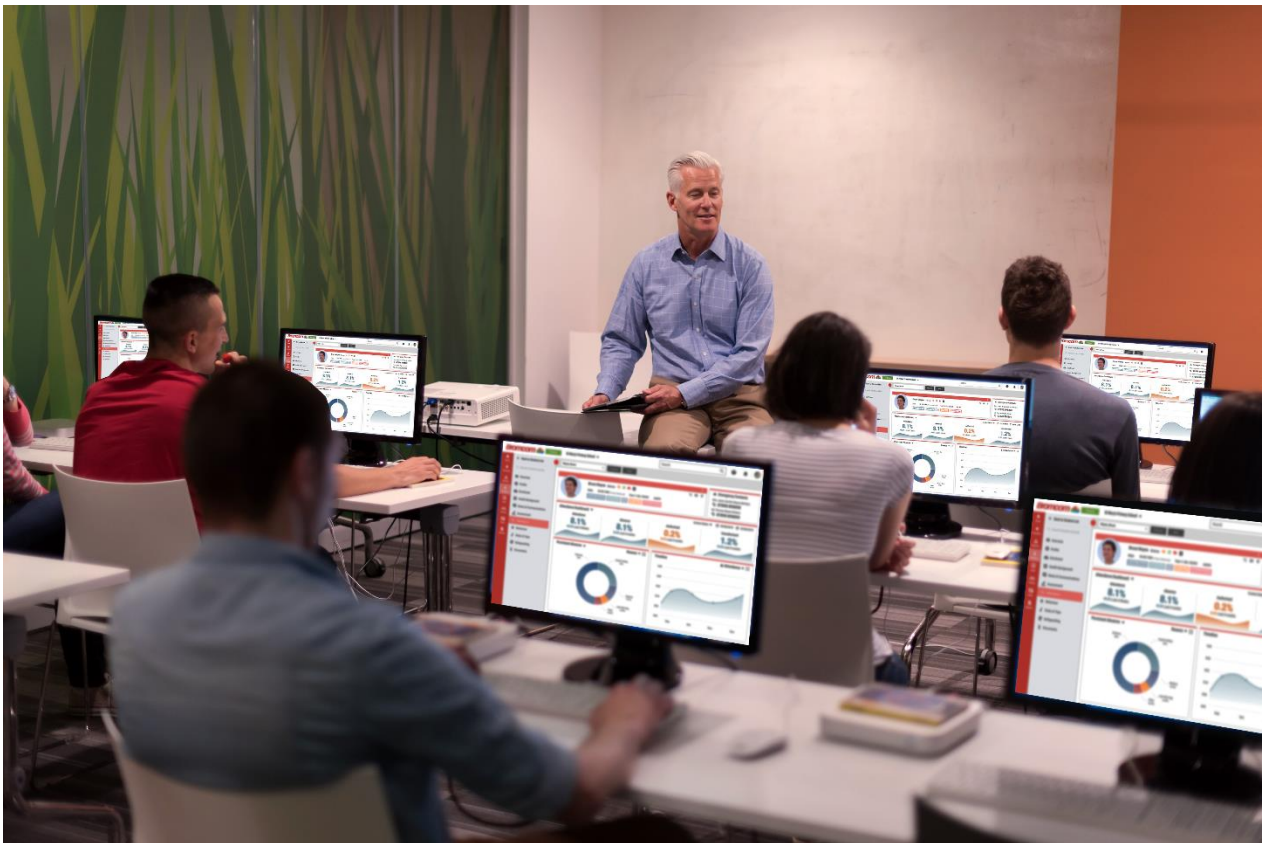


Training Course Agenda

System Basics Primary Schools



Introduction

Target Audience

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

- ✓ Members from your Administration Team
- ✓ Members from your Pastoral Team
- ✓ 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: System Navigation

- ✓ **Dashboard**
 - Switch to New Bromcom
 - Settings
 - Overview
 - Collapsed/Expanded view
- ✓ **Toolbar Navigation**
 - Menu
 - Modules/Reports/Configuration

Part One: User Tools

- ✓ **My Account**
 - Settings
 - My Reports and My Documents
 - Documentation Centre
- ✓ **Favourites**
- ✓ **Global Search Tool**
- ✓ **Notification and System Messages**

Part One: Roles and Permissions

- ✓ **Adding/Editing Roles and Permissions**
- ✓ **Third Party Permissions**
- ✓ **Adding/Editing System Users**
 - Login Details
 - Roles
- ✓ **Allocating Roles**

Part Two: Admission Basics

- ✓ **Admission Settings**
- ✓ **Admission Defaults**

Part Two: Look up Staff and Student

- ✓ **Using the Search Window**
- ✓ **Using the Staff Details Page**
- ✓ **Using the Student Details Page**

Part Two: Viewing/Accessing a Student Record

- ✓ **Accessing a Student Record**
- ✓ **Viewing a Student Record**
 - Contacts & Communication Log
 - Key Data



Part Two: Amending Attendance

- ✓ Using Amend Daily Attendance
- ✓ Using Amend Class/Group Attendance

Part Three: Reports

- ✓ **Student Reports**
 - Emergency Information
 - Photo Report
 - Data Check
 - Parent/Guardian Labels
- ✓ **Repository Quick Reports**
 - Importing from the Repository
 - Running a Report
 - Editing a Report

Part Three: Attendance Analysis

- ✓ Creating a New Template
- ✓ Using Breakdown By and other Filters

Part Three: Student Breakdown Analysis

- ✓ Student Breakdown for Whole School

Part One: System Navigation

- ✓ **Dashboard**
 - Switch to New Bromcom
 - Settings
 - Overview
 - Collapsed/Expanded view
- ✓ **Toolbar Navigation**
 - Menu
 - Module Navigation – Module/Report/Configuration

Notes:

Part One: User Tools

- ✓ **My Account**
 - Settings
 - My Reports and My Documents
 - Documentation Centre
- ✓ **Favourites**
- ✓ **Global Search Tool**
- ✓ **Notification and System Messages**

Notes:

Part One: Roles and Permissions

- ✓ **Adding/Editing Roles and Permissions**
- ✓ **Third Party Permissions**
- ✓ **Adding/Editing System Users**
 - Login Details
 - Roles
- ✓ **Allocating Roles**

Notes:

Part Two: Admission Basics

- ✓ Admission Settings
- ✓ Admission Defaults

Notes:

Part Two: Look up Staff and Student

- ✓ Using the Search Window
- ✓ Using the Staff Details Page
- ✓ Using the Student Details Page

Notes:

Part Two: Viewing/Accessing a Student Record

- ✓ **Accessing a Student Record**
- ✓ **Viewing a Student Record**
 - Contacts & Communication Log
 - Key Data
 - Attendance

Notes:

Part Two: Amending Attendance

- ✓ Using Amend Daily Attendance
- ✓ Using Amend Class/Group Attendance

Notes:

Part Three: Reports

- ✓ **Student Reports**
 - Emergency Information
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 - Importing from the Repository
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Notes:

Part Three: Attendance Analysis

- ✓ Creating a New Template
- ✓ Using Breakdown By and Other Filters

Notes:

Part Three: Student Breakdown Analysis

- ✓ Student Breakdown for Whole School

Notes: