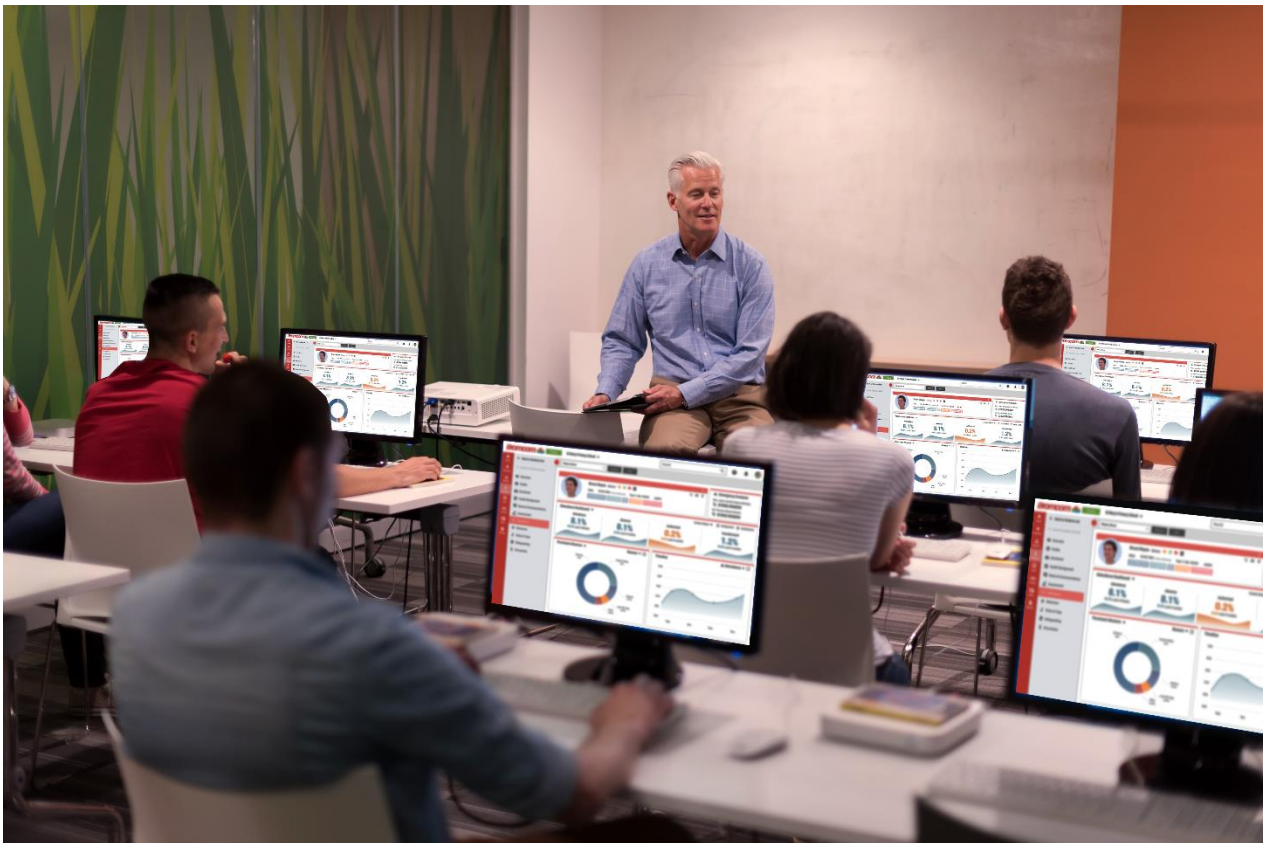


Training Course Agenda

Quick Start MAT Vision



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Introduction

Target Audience

The Multi-Academy (MAT) Vision training is recommended for delivery to the following people responsible for managing your trust:

- ✓ Member(s) from your MAT Administration Team
- ✓ Senior Leaders of the Multi-Academy Trust

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:

- ✓ Introduction/Data consistency
- ✓ Setup
 - Adding/Editing Schools
 - Adding/Editing Roles
 - Adding/Editing Users
- ✓ Linking Schools
- ✓ Transfer Logs

Part Two:

- ✓ Reporting
 - Power BI Integration
 - Linking
 - Custom Content & Others

Part Three:

- ✓ Using MAT Vision - Analysis
 - Breakdown
 - Grid Data
 - Pivot Data

Part One: Setup

- ✓ **Initial Setup**
- ✓ **Flow of Data**

Notes:

Part One: Setup – Adding Editing Schools

- ✓ Adding a School
- ✓ Generating a Vision Data Key

Notes:

Part One: Setup – Adding/Editing Roles

- ✓ **Adding a New Role**
 - **Accessible Areas**
- ✓ **The Role of the Data Transfer Agent**

Notes:

Part One: Setup – Adding/Editing Users

- ✓ **Data Transfer Agent**
 - **Adding/Editing a New Agent**

Notes:

Part One: Linking Schools

- ✓ **Vision Agent Configuration**
 - **Selecting the Data**
 - **Setting the Schedule**
 - **Vision Agent Authentication Settings**

Notes:

Part One: Transfer Logs

- ✓ **Transfer Logs**
- ✓ **Turning off Transfer**

Notes:

Part Two: Reporting – Power BI Integration

- ✓ **Linking to Power BI**
 - **Uses**
 - **Create the live link**
 - **Using Power BI (Bromcom Analytics)**

Notes:

Part Three: Using MAT Vision – Analysis (Breakdown)

✓ Attendance

Notes:

Part Three: Using MAT Vision – Analysis (Breakdown)

✓ **Behaviour**

Notes:

Part Three: Using MAT Vision – ANALYSIS (Breakdown)

✓ Staff

Notes:

Part Three: Using MAT Vision – Analysis (Breakdown)

✓ **Student**

Notes:

Part Three: Using MAT Vision – Analysis (Grid Data)

- ✓ **Students**
 - **Absence**
 - **Details**
 - **Exclusions**

Notes:

Part Three: Using MAT Vision – Analysis (Grid Data)

- ✓ **Staff**
 - **Absence**
 - **Details**

Notes:

Part Three: Using MAT Vision – Analysis (Pivot Data)

✓ Attendance

Notes:

Part Three: Using MAT Vision – Analysis (Pivot Data)

✓ Behaviour

Notes: