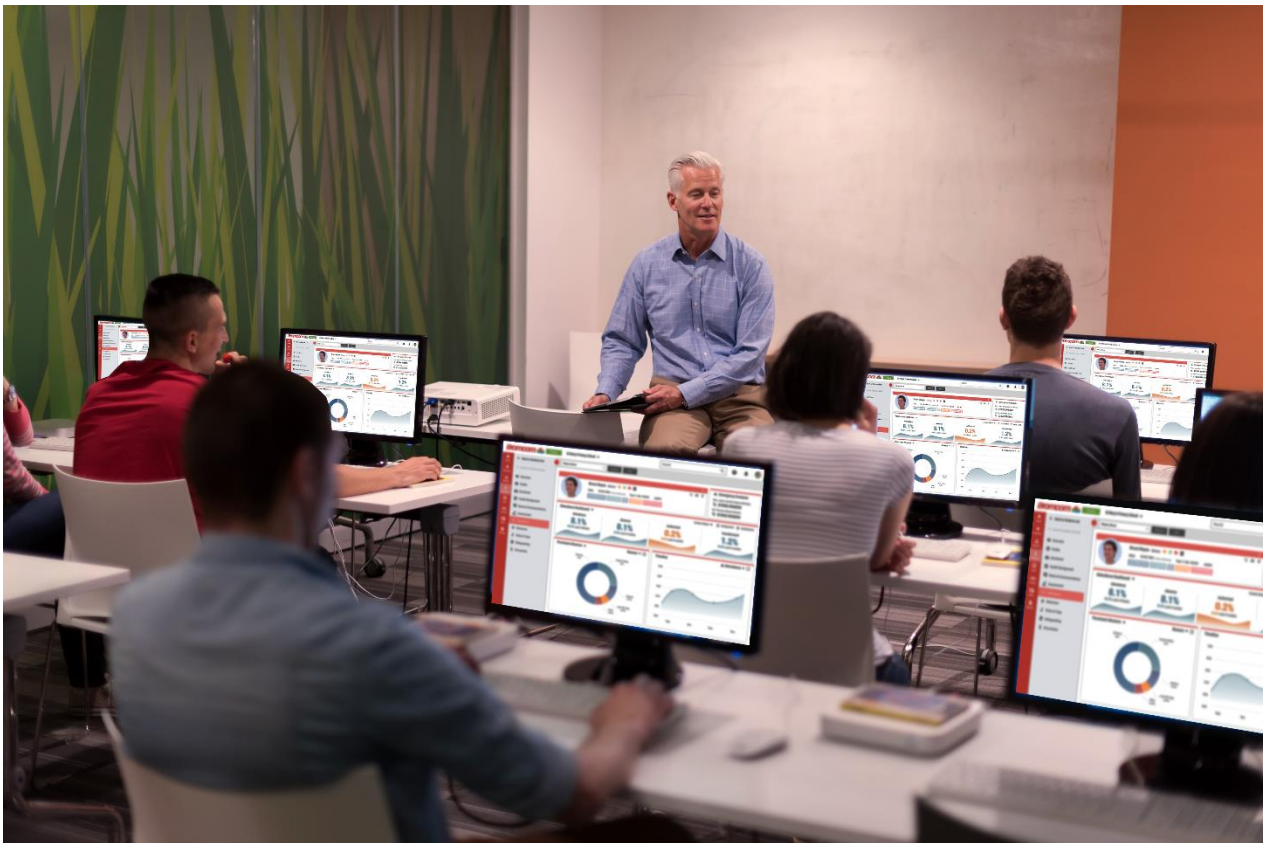


Training Course Agenda

Timetable
Secondary Schools



Introduction

Target Audience

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

- ✓ Timetable Team (Members of Staff responsible for the Timetable0
- ✓ 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: Preparing & Maintaining a Timetable Model

- ✓ **Setting up A Timetable Cycle**
 - Importing an Existing Structure
 - Specify a Timetable Cycle Style
 - Setup a Default Day for the Cycle
 - Adjust Period Times Individually in a Day
 - Tools
 - General Settings

Part One: Main Screen Structure

- ✓ **Toolbar Icons**
- ✓ **Viewing the Panels**
 - Blocks
 - Subjects
 - Information
 - Staff
 - Rooms
 - Conflicts
- ✓ **Right Click Functionality**
 - Staff
 - Rooms
 - Subjects

Part Two: Curriculum Planning Tool

- ✓ **Using the Curriculum Planning Tool to setup Bands**
- ✓ **Setup Blocks**
 - Linear
 - Option
 - Complex
 - Carousel
- ✓ **Applying Bands and Block to Curriculum Plan (Timetable)**

Part Two: Constructing the Timetable

- ✓ **Timetable Specifics**
 - Scheduling Certain Subjects on Certain Days
 - Subject Relationships
- ✓ **Setup Room Availability**
- ✓ **How to enter Subjects, Teachers and Rooms into the Timetable**
- ✓ **Identity Conflicts**

Part Three: Reporting

- ✓ Conflicts
- ✓ Curriculum Analysis Reports
- ✓ Timetable Reports
 - Teacher
 - Student
 - Room Timetables

Part Three: Exporting a Timetable Model to the MIS

Part Three: Assigning Students

- ✓ Student Band Assignment
- ✓ Student Class Assignment using the Bulk Curriculum Tool

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Notes:

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