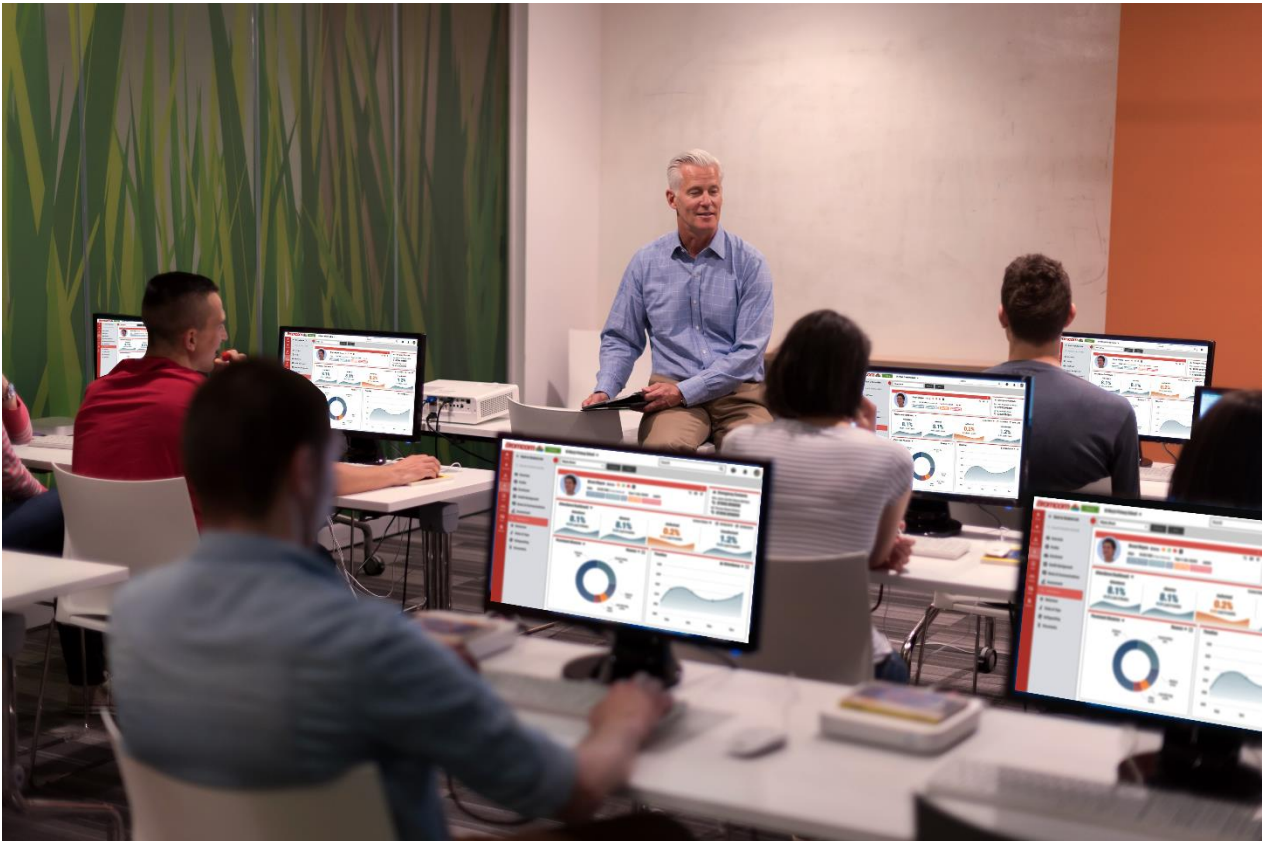


Training Course Agenda

Assessment Managers Secondary Schools



Introduction

Target Audience

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

- ✓ Assessment Team (Members of staff responsible for Assessment)
- ✓ 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

Setting Up Assessment

- ✓ **User Defined Assessment Management**
 - Definition, Creation and Maintenance of Basic Components
 - Grade Sets and Marksets
 - Assessment Types
 - Terms
- ✓ **Template Creation, Maintenance and Management**
 - Assessment Tracking Templates
 - View/Amend Assessment Data
 - Manage Data - Inc. Importing Assessment Data

Assessment Data Entry (Teachers)

- ✓ **Accessing Teachers' Assessment Sheets**
 - Entering Assessment Tracking Data
 - Useful Functions and Options
 - Saving and Closing Sheets

Reporting

- ✓ **Built-in Reports**
 - View Grades by Student Report
 - View Grades by Class/Tutor Report
 - View Grades by Subject Report
- ✓ **Webmerge Assessment Reporting**
 - Assessment Reports via Webmerge
 - User Defined Reports
 - How to Create User defined reports for parents e.g. Interim Report

Setting Up Assessment

User Defined Assessment Management

- ✓ Definition, Creation and Maintenance of basic Components
 - Grade Sets & Marksets
 - Assessment Types
 - Associations

Notes:

Setting Up Assessment

Template Creation, Maintenance and Management

- ✓ Assessment Tracking Templates
- ✓ Importing Data from Spreadsheets
- ✓ Manage Data

Notes:

Assessment Data Entry (Teachers)

Accessing Teachers' Assessment Sheets

- ✓ Entering Assessment Tracking Data
- ✓ Useful Functions and Options
- ✓ Saving and Closing Sheets

Notes:

Reporting

Built-in Reports

- ✓ View Grades by Student Report
- ✓ View Grades by Class/Tutor Report
- ✓ View Grades by Subject Report

Notes:

Reporting

Webmerge Assessment Reporting

- ✓ Assessment Reports via Webmerge
 - User Defined Reports
 - How to create User defined reports for parents e.g., Interim Report

Notes: