Training Course Agenda.

Web Timetable Part 1 – Pre-Planning

Bromcom
No.1 Choice for Cloud MIS & Finance

Introduction

Target Audience

The **Web Timetable Part One** training is recommended for delivery to the following people from your school:

- ✔ Timetable Team (members of staff responsible for the Timetable)
- ✔ 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.

Pre-Requisites

Please ensure you have completed the **Curriculum Managers** training course and also have an idea about your timetable build inc. period structure.
Prior to joining the session, please also ensure that your MIS has been licensed with the new **Web Timetable** module. If you have used our previous timetable software (E-Timetable) then you should already have access. If not, you will need to raise a support case to make this request.

Agenda Overview

Part One: Bromcom MIS Data Checks

- ✓ Check/Update data
    - o Subjects
    - o Staff
    - o Rooms

Part Two: Project & Timetable File Creation

- ✓ Creating a Project
    - o Importing Data from Bromcom MIS
    - o Selecting/Excluding Year Groups, Subjects, Rooms, Staff and Non-Contact Codes
- ✓ Creating a Timetable File
    - o Choosing a Period Structure

Part Three: Pre-Planning

- ✓ Relationships
    - o Subjects
    - o Staff
    - o Rooms

- ✓ Subject Information
    - o Setting Pupil/Class Number Defaults
    - o Adding Subjects (inc. updating number of classes and period counts)
    - o Creating Linear/Option Groups
    - o Importing Options
    - o Reviewing Period Totals per Subject

- ✓ Staffing
    - o Check/Update Contact Times
    - o Checking Resourcing

- ✓ Review
    - o Adding/Renaming Bands
    - o Editing Class Distribution between bands
    - o Generating Blocks

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