

Training Course Agenda.

Attendance Secondary Schools



Introduction

Target Audience

The **Attendance** training is recommended for delivery to the following people from your school:

- ✓ Attendance Team (member of staff responsible for Attendance)
- ✓ 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

Help Centre and Online Community Area

- ✓ How to find useful/relevant guides for Attendance within the Help Centre
- ✓ How to view the Online Community area for Attendance

Part One: Attendance Configuration

- ✓ **Routine Activities**
 - Taking a Register (Teacher Routine via Lesson Dashboard)
 - User Timetable
 - Today's Missing Registers (TMR) and its Right Click Functionality
 - Take/Amend a Register etc.
 - Manage Attendance
 - Bulk Attendance Update
- ✓ **Configuration Options**
 - Update Register Parameters
 - Bulk Entry Routine
 - Last Available Settings
 - Update Parameter Settings
 - Attendance Codes Maintenance
 - Registration Options

Part Two: Communication

- ✓ **Setup**
 - Configuration
 - Message Composer
 - Overview
- ✓ **Using Watchlists**
 - Creating a Watchlist
 - Processing a Watchlist
 - Process Log
 - SMS & Email History Reports
- ✓ **Sending a New Message**
 - SMS
 - Email

Part Three: Reports

- ✓ **Built-in Reports**
 - 12 Must Try Attendance Reports (Help Centre)
 - Attendance Certificate
 - Attendance History
 - Analysis Exports (Missing Marks/Subcodes)
 - Fire Drill
 - School Summary Report

- ✓ **Producing a Webmerge Report**
 - Using the Quick Report Webmerge to produce letters
 - How to email letters home to parents

Part Four: Analysis

- ✓ **Attendance Dashboard**

- ✓ **Quick Reports**
 - Using Advanced Mode to create a week by week summary/comparison of Attendance

Part One: Attendance Routines

- ✓ **Routine Activities**
 - Taking a Register (Teacher Routine via Lesson Dashboard)
 - User Timetable
 - Today's Missing Registers (TMR) and its Right Click Functionality
 - Take/Amend a Register etc.
 - Manage Attendance
 - Bulk Attendance Update

Notes:

Part One: Attendance Configuration

- ✓ Update Register Parameters
 - Bulk Entry Routine
 - Last Available Settings
 - Update parameter Settings
- ✓ Attendance Codes Maintenance
- ✓ Registration Options

Notes:

Part Two: Communication

Setup

- ✓ Configuration
- ✓ Message Composer
- ✓ Overview

Notes:

Part Two: Communication

Using Watchlists

- ✓ Creating a Watchlist
- ✓ Processing a Watchlist
- ✓ Process Log
- ✓ SMS & Email history Reports

Notes:

Part Two: Communication

Sending a New Message

- ✓ SMS
- ✓ Email

Notes:

Part Three: Reports

Built-in Reports

- ✓ Attendance Certificate
- ✓ Attendance History
- ✓ Analysis Exports (Missing Marks/Subcodes)
- ✓ Fire Drill
- ✓ School Summary Report
- ✓ Punctuality and Attendance by Code

Notes:

Part Three: Reports

Producing a Webmerge Report

- ✓ Using the Quick Report Webmerge to produce letters
- ✓ How to email letters home to parents

Notes:

Part Four: Analysis

Attendance Analysis

- ✓ Attendance Dashboard
- ✓ Quick Reports
 - Using Advanced Mode to create a week by week summary/comparison of Attendance

Notes: