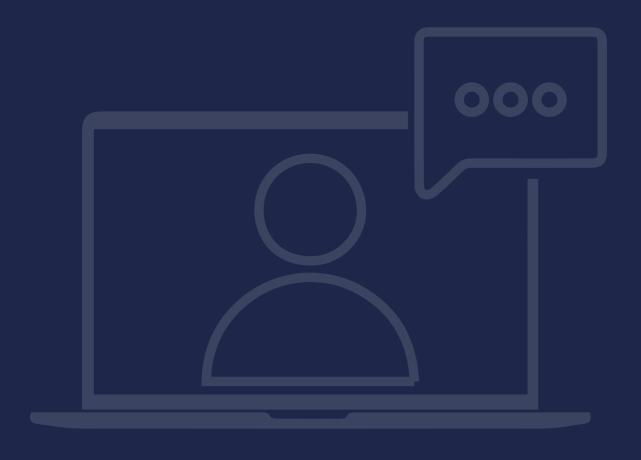# Training Course Agenda.

Web Timetable Part 2 – Build & Schedule

Introduction

Target Audience

The **Web Timetable Part Two** 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 Web Timetable Part 1 – Pre-Planning training course prior to joining this training course.

After the Session

New for 2025 – Once you have completed the Web Timetable training you will be able to book a 45 minute one to one follow up session with one of our knowledgeable trainers. This can be used to ask further questions you may have or look over your setup. Your trainer will provide you with the details of this at the end of the session.

Agenda Overview

Part One: Main Screen Settings

- ✓ Settings
    - o Class Name Definition
    - o Logs
    - o Backups

Part Two: Curriculum Plan

- ✓ Year Groups/Actions/Notes
- ✓ Left Hand Panel
    - o Subjects (inc. editing details)
    - o Staff and Rooms (inc. editing details, viewing timetables, adding NCC's)
    - o Blocks (inc. band filter, View Details, functionality on individual blocks)
- ✓ Bands
    - o Adding
    - o Renaming
    - o Copying
- ✓ Blocks
    - o Creating different block types (Simple, Linear, Option, Complex)
    - o Editing (inc. additional periods/classes, editing class codes)
    - o Staffing/Rooming (inc. adding additional staff)

Part Three: Scheduling

- ✓ Manual Scheduling
    - o Display/View Options
    - o Using Blocks tab to schedule periods
    - o Scheduling different block types
- ✓ Auto Scheduling
    - o Timetable Specifications
    - o Auto Schedule
- ✓ Conflicts
    - o Identifying Conflicts
    - o Resolving/Accepting Conflicts
- ✓ Actions
    - o Check for Missing Staff/Rooms
    - o Non-Contact Codes
    - o Print Timetable Overview

Part Four: Processing/Applying Timetable

- ✓ Processing Timetable
- ✓ Applying Timetable

Part Five: How to book the 45 minute one to one follow up session

Part One: Main Screen Settings

✓ Settings
- o Class Name Definition
- o Logs
- o Backups

Notes:

Part Two: Curriculum Plan

✓ Year Groups/Actions/Notes
✓ Left Hand Panel
  o Subjects (inc. editing details)
  o Staff and Rooms (inc. editing details, viewing timetables, adding NCC's)
  o Blocks (inc. band filter, View Details, functionality on individual blocks)

Notes:

Part Two: Curriculum Plan

- ✓ Bands
  - o Adding
  - o Renaming
  - o Copying
- ✓ Blocks
  - o Creating different block types (Simple, Linear, Option, Complex)
  - o Editing (inc. additional periods/classes, editing class codes)
  - o Staffing/Rooming (inc. adding additional staff)

Notes:

Part Three: Scheduling

- ✓ Manual Scheduling
  - o Display/View Options
  - o Using Blocks tab to schedule periods
  - o Scheduling different block types
- ✓ Auto Scheduling
  - o Timetable Specifications
  - o Auto Schedule

Notes:

Part Three: Scheduling

✓ Conflicts
  o Identifying Conflicts
  o Resolving/Accepting Conflicts
✓ Actions
  o Check for Missing Staff/Rooms
  o Non-Contact Codes
  o Print Timetable Overview

Notes:

Part Four: Processing/Applying Timetable

- ✓ Processing Timetable
- ✓ Applying Timetable

Notes: