Training Course Agenda.

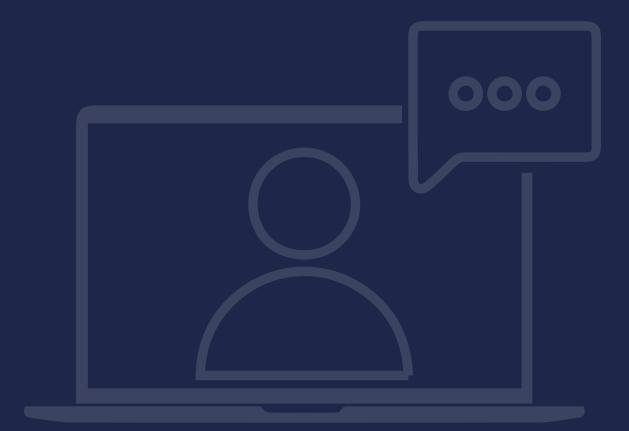Options

Introduction

Target Audience

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

- ✓ Member(s) from your **Curriculum Administration Team**
- ✓ Member(s) from your **Timetable Team**
- ✓ **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

Part One: Setup

- ✓ Configurations
  - o MCAS
  - o Student Portal

- ✓ Options Setup

- ✓ Forms
  - o Customizing Description
  - o Viewing Form
  - o Sending Form / Reminder

Part Two: Choices

- ✓ Form Submission
  - o Email Link

- ✓ MCAS/Student Portal Submission

- ✓ Import Pupil Choices
  - o Downloading/Completing Template
  - o Importing Choices
  - o Validating Choices (Review Pupil Choices)

- ✓ Review Pupil Choices
  - o Review/Change/Make Choices
  - o View Summary

Part Three: Reporting

- ✓ Clash Table
  - o Subject Parameters
  - o Viewing the Clash Table

- ✓ Timetable Patterns
  - o Settings
  - o Viewing Timetable Patterns

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Notes:

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