

Training Course Agenda.

Curriculum Management



Introduction

Target Audience

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

- ✓ Member(s) from your Curriculum Administration 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: Curriculum Groups

- ✓ Year Groups
- ✓ Subjects/Departments/Faculties
- ✓ Classes
- ✓ Tutor Groups (inc. managing groups split between multiple staff)
- ✓ Houses
- ✓ Withdrawal Groups
- ✓ Courses (Post-16)

Part Two: Student Curriculum

- ✓ Creating/Amending Individual Student Timetables
 - Student List Action - Class Assignment (inc. copying a timetable)
 - Student Record Enrolment Tab
- ✓ Creating/Amending Student Timetables in Bulk
 - Bulk Group Assignment (inc. Export/Import Routine)
- ✓ Curriculum Reports
 - Timetable – printing student timetables (individual/bulk)
 - Student Group Timetable
 - Class/Group Lists
 - Student Clash Report
 - Analysis Exports – Empty Timetable Entries

Part Three: Staff Curriculum

- ✓ Staff Timetabling
 - Transferring classes
 - Managing Non-Timetabled Time (inc. Staff Non-Contact & Duty Codes)
- ✓ Curriculum Reports
 - Staff/Room Group Timetable (reference Timetable report for individual)
 - Free Staff/Rooms
 - Teacher Clash Report

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