# Training Course Agenda.

## Basic System Navigation

# Bromcom

## Introduction

### Target Audience

The **Basic System Navigation** training is recommended for delivery to the following people from your school:

- ✔ MIS/Office Managers
- ✔ Office/Pastoral Administration Teams
- ✔ Deputy Headteacher/Senior Teachers

### 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

- ✓ Help & Resources Icon in the MIS
- ✓ How to find useful/relevant guides within the Help Centre
- ✓ How to view the Online Community area

## Part One: System Navigation

- ✓ Logging In
  - o Bromcom URL
  - o Login Credentials

- ✓ Toolbar Navigation
  - o Top Tool Bar (inc. Global Search Tool, Notifications and System Messages)
  - o Bromcom AI (inc. giving users access and how to use, i.e. How can I handle disruptive behaviour in the classroom?)

- ✓ Left Hand Menu
  - o Config/Modules/Reports
  - o Framework
  - o Favourites

- ✓ Dashboards (inc Teacher, Overview, Insight)
  - o Settings
  - o Dashboard Overview

- ✓ User Profile Menu
  - o My Profile
  - o My Account
  - o My Documents
  - o Send Alerts/Alert Configuration

## Part Two: Reporting Groups

- ✓ Creation
  - o Dynamic
  - o Static
- ✓ Typical Uses

## Part Three: Reports

- ✓ Using Built-in Reports
  - o Parameters/Preview/Basic Export Options inc. My Reports
  - o Scheduling inc. how to access saved scheduled reports
  - o Saving as a favourite

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