

Training Course Agenda.

Assessment Managers Part One -
Data Entry and Setup



Introduction

Target Audience

The **Assessment Managers Part One** training is recommended for delivery to the following people from your school:

- ✓ Assessment Team (members of staff responsible for Assessment)
- ✓ 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.

After the session – Book Assessment Part Two – School Assessment Reports and Data Analysis

This course is followed by the **Assessment Part Two – School Assessment Reports and Data Analysis** training session, which covers Assessment Webmerge, Assessment Analysis and setting up the Key Stage 4 dashboard.

To book onto the **Assessment Part Two** training session, please use the following link to the Book Training page within the Help Centre. If you have any issues booking onto this **Part Two** session, please email training@bromcom.com.

Agenda Overview

Part One: Assessment Data Entry (Teachers)

- ✓ **Assessing Teachers' Assessment Sheets**
 - Entering Assessment Tracking Data
 - Useful Functions and Options
 - Saving and Closing Sheets

Part Two: Configurations

- ✓ **Assessment Configurations**
- ✓ **Comment Banks**
- ✓ **My Account**
 - Autosave Marksheets
- ✓ **Groups**
 - Setting up Heads of Subject/Department/Year

Part Three: Setting Up Assessment

- ✓ **User Defined Assessment Management**
 - Definition, Creation and Maintenance of Basic Components
 - Grade Sets and Marksets
 - Terms
 - Assessment Types
- ✓ **Template Creation and Maintenance**
 - Creating/Editing Tracking Templates (inc. Assessment Overview Template)
 - Adding different column types
 - Assigning groups and distributing marksheets
- ✓ **Data Management**
 - View/Amend Assessment Data
 - Bulk Delete
 - Transfer Results
 - Import Assessment Data
- ✓ **Fine Assessment**
 - Calculation Types and Setup
 - How to use Fine Assessment within a marksheet

Part One: Assessment Data Entry (Teachers)

- ✓ **Accessing Teachers' Assessment Sheets**
 - Entering Assessment Tracking Data
 - Useful Functions and Options
 - Saving and Closing Sheets

Notes:

Part Two: Configurations

- ✓ Assessment Configurations
- ✓ Comment Banks
- ✓ My Account
 - Autosave Marksheets
- ✓ Groups
 - Setting up Heads of Subject/Department/Year

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Part Three: Setting up Assessment

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