

# Training Course Agenda.

Vision



# Introduction

## Target Audience

The Vision training is recommended for delivery to the following people from your Trust:

- ✓ Member(s) from your Trust or LA **MIS or Data Administration Team**
- ✓ **Senior Leaders** of from the Trust or LA who want to use the outputs from Vision

## 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: Logging into Vision

- ✓ Initial Login
- ✓ Linking Single Sign-On Account
- ✓ Homepage
  - Schools Synced with Vision

## Part Two: Analysis

- ✓ Dashboard
  - Overview
  - Attendance
  - Students
- ✓ Breakdown
  - Attendance
  - Behaviour
  - Student
  - Staff
  - Staff Absence
  - 
  - Exclusion
  - Grade Distribution
- ✓ Grid Data
  - Student Absences
  - Student Exclusions
  - Staff Absences
- ✓ School Performance
- ✓ Census
  - School Census
  - SWF Census

## Part Three: List

- ✓ School Details
- ✓ Student Details
- ✓ Staff Details

## **Part Four: Admin**

- ✓ Roles/Users
- ✓ Schools
- ✓ Transfer Settings/Logs
- ✓ Custom Content/School Sets
- ✓ Ratings & Performance

## **Part Five: Central (Non Vision-X Customers)**

- ✓ Data Lock
- ✓ Adhoc Reports
- ✓ Base Pay Structures
- ✓ Lookup Tables
- ✓ Roles/Users
- ✓ Staff Absence Codes
- ✓ User Defined Fields/Flags
- ✓ HR & Performance Management
- ✓ Assessment

## **Part Six: Reporting**

- ✓ Power BI Configuration
- ✓ Power BI Viewer
- ✓ OData Integration

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