Training Course Agenda.

e-Timetable

Introduction

Target Audience

The **e-Timetable** training is recommended for delivery to the following people from your school:

- ✓ Timetable Team (members of staff responsible for the Timetable)
- ✓ [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: Bromcom MIS Data Checks

- ✓ Check/Update data
  - o Subjects
  - o Staff
  - o Rooms
- ✓ Versions
  - o How to download software inc. Crystal Reports

Part One: Preparing & Maintaining a Timetable Model

- ✓ Connection Settings
- ✓ Creating a Project
  - o Importing Data from Bromcom MIS
- ✓ Creating a Timetable File
  - o Setting up A Timetable Cycle
  - o Importing an Existing Structure
  - o Specify a Timetable Cycle Style
  - o Setup a Default Day for the Cycle
  - o Tools
    - ▪ General Settings

Part One: Main Screen Structure

- ✓ Toolbar Icons
- ✓ Viewing the Panels
  - o Blocks
  - o Subjects
  - o Information
  - o Staff
  - o Rooms
  - o Conflicts
- ✓ Right Click Functionality
  - o Staff
  - o Rooms
  - o Subjects

Part Two: Curriculum Planning Tool

- ✓ Setup Bands
- ✓ Setup Blocks
  - o Linear
  - o Option
  - o Complex
  - o Carousel
- ✓ Applying Year Group to Curriculum Plan
- ✓ Editing the Curriculum Plan
  - o Adding/deleting bands and blocks
  - o Completion of Option/Complex Blocks (inc. different uses)
  - o Adding/deleting periods and classes
- ✓ Staffing/Rooming the Curriculum
  - o Adding Staff/Rooms to classes
  - o Staffing Linear Blocks
  - o Adding Additional Staff to a class
- ✓ Editing Class Names
- ✓ Managing Out of Block Classes/Periods

Part Two: Constructing the Timetable

- ✓ Manual Timetabling via Construct Timetable
  - o Display options/Right click functionality
  - o Using the Blocks tab to schedule individual periods
  - o Traffic Light system for scheduling
  - o How to schedule different block types
- ✓ Timetable Specifications and Basic Automation
  - o Scheduling lessons within a block on different days
  - o Subject Relationships
  - o Subjects on Days
  - o Using Basic Automation to schedule
- ✓ How to amend Teachers and Rooms in the Timetable
- ✓ Identity Conflicts

Part Three: Reporting

- ✓ Conflicts
- ✓ Curriculum Analysis Reports
- ✓ Timetable Reports
  - o Teacher
  - o Student
  - o Room Timetables

Part Three: Exporting a Timetable Model to the MIS

- ✓ How to export file out of e-Timetable
- ✓ How to import file into Bromcom

- ✓ Check/Update data
  - o Subjects
  - o Staff
  - o Rooms
- ✓ Versions
  - o How to download software inc. Crystal Reports

Notes:

Part One: Preparing & Maintaining a Timetable Model

- ✓ Connection Settings
- ✓ Creating a Project
  - o Importing Data from Bromcom MIS
- ✓ Creating a Timetable File
  - o Setting up A Timetable Cycle
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  - o Conflicts
- ✓ Right Click Functionality
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Notes:

Part Two: Curriculum Planning Tool

- ✓ Setup Bands
- ✓ Setup Blocks
    - o Linear
    - o Option
    - o Complex
    - o Carousel
- ✓ Applying Year Group to Curriculum Plan

Notes:

Part Two: Curriculum Planning Tool

- ✓ Editing the Curriculum Plan
  - o Adding/deleting bands and blocks
  - o Completion of Option/Complex Blocks (inc. different uses)
  - o Adding/deleting periods and classes
- ✓ Staffing/Rooming the Curriculum
  - o Adding Staff/Rooms to classes
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Part Two: Constructing the Timetable

- ✓ **Manual Timetabling via Construct Timetable**
  - o Display options/Right click functionality
  - o Using the Blocks tab to schedule individual periods
  - o Traffic Light system for scheduling
  - o How to schedule different block types
- ✓ **Timetable Specifications and Basic Automation**
  - o Scheduling lessons within a block on different days
  - o Subject Relationships
  - o Subjects on Days
  - o Using Basic Automation to schedule
- ✓ **How to amend Teachers and Rooms in the Timetable**
- ✓ **Identity Conflicts**

Notes:

Part Three: Reporting

- ✓ Conflicts
- ✓ Curriculum Analysis Reports
- ✓ Timetable Reports
  - o Teacher
  - o Student
  - o Room Timetables

Notes:

Part Three: Exporting a Timetable Model to the MIS

- ✓ How to export file out of e-Timetable
- ✓ How to import file into Bromcom

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