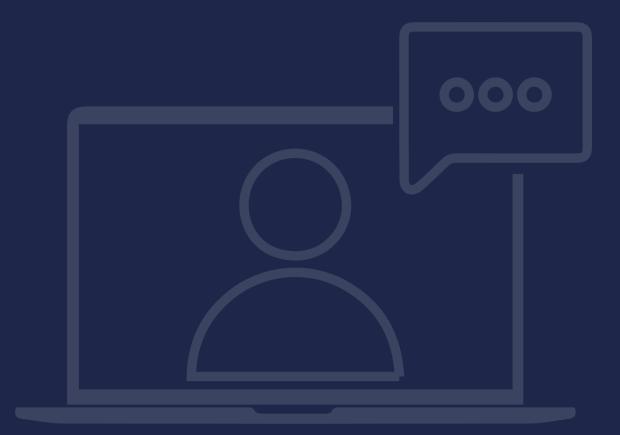# Training Course Agenda.

Student Management

Introduction

Target Audience

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

- ✓ Member(s) from your Administration Team
- ✓ Member(s) from your Pastoral 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: Configurations

- ✔ Admission Settings
- ✔ Administration Defaults
- ✔ Schools

Part Two: Student Admissions

- ✔ Enrolling a Student manually
- ✔ Navigating/Updating Student Record Information
  - o Adding Contacts/Siblings
  - o Adding/Amending Student Details (inc. Pupil Premium, FSM, Ethnicity, SEN..)
  - o Key Data
  - o Exclusions
- ✔ Quick Reference Icons/Notes

Part Three: Student Maintenance

- ✔ Sending SMS/Email
- ✔ Quick Edit
- ✔ Manual Data Import/Export
- ✔ Student CTF/ATF Imports
- ✔ Student Leavers Process
  - o Creating Leavers
  - o CTF Export options
- ✔ Re-admitting a Student
- ✔ Deleting Students
- ✔ Lookup Tables
- ✔ User Defined Fields, Flags and Panels

Part Four: Pre-Admissions

- ✔ Creating a Pre-Admission Group
- ✔ Adding/Managing Pre-Admission Students
- ✔ Finalise Admissions

Part One: Configurations

- ✓ Admission Settings
- ✓ Administration Defaults
- ✓ Schools

Notes:

Part Two: Student Admissions

✓ Navigating/Updating Student Record Information
- o Adding Contacts/Siblings
- o Adding/Amending Student Details (inc. Pupil Premium, FSM, Ethnicity, SEN..)
- o Key Data
- o Exclusions

✓ Quick Reference Icons/Notes

Notes:

Part Three: Student Maintenance

- ✓ Sending SMS/Email
- ✓ Quick Edit
- ✓ Manual Data Import/Export
- ✓ Student CTF/ATF Imports
- ✓ Student Leavers Process
  - o Creating Leavers
  - o CTF Export Options
- ✓ Re-admitting a Student
- ✓ Deleting Students

Notes:

Part Three: Student Maintenance

- ✓ Lookup Tables
- ✓ User Defined Fields, Flags and Panels

Notes:

Part Four: Pre-Admissions

- ✓ Creating a Pre-Admission Group
- ✓ Adding/Managing Pre-Admission Students
- ✓ Finalise Admissions

Notes: