

# Training Course Agenda.

Attendance – Communication &  
Reporting



# Introduction

## Target Audience

The **Attendance – Communication & Reporting** training is recommended for delivery to the following people from your school:

- ✓ Attendance Team (member of staff responsible for Attendance)
- ✓ 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.

## Before the Session

Please make sure you complete the **Attendance Routines** training session **before** this **Attendance – Communication & Reporting** session, as it will provide you with the fundamental knowledge of how to manage Attendance in Bromcom, which is essential before learning how to report on your Attendance data.

# Agenda Overview

## Part One: Communication

- ✓ How to send SMS/Email
- ✓ Watchlists
  - Creation (inc. creating message template using additional dynamic fields)
  - Manual Processing
  - Process Log

## Part Two: Reporting

- ✓ Report Groups
  - Below 'X'% Attendance
  - 10 in 10 Unauthorised Absences
- ✓ Built-in Reports
  - Must Try Attendance Reports (Help Centre)
  - Attendance Certificate
  - Attendance History
  - Analysis Exports (Missing Marks)
  - Fire Drill
  - School Summary Report
- ✓ Attendance Letters
  - Using Quick Report Webmerge to produce letters
  - How to email letters home to parents
- ✓ Week by Week Attendance Comparison (RAG)
  - Using Quick Report Advanced Mode

## Part Three: Analysis

- ✓ Attendance Dashboard
- ✓ Student Record
  - Attendance Highlights
  - Attendance Tab

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