Training Course Agenda.

Blank System Training

Bromcom

Introduction

Target Audience

The **Blank System** training is recommended for delivery to the following people from your school:

- ✔ MIS Managers
- ✔ Member(s) from your Administration/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 set up the relevant areas of their blank MIS system to ensure it is functional prior to going live with Bromcom.

Agenda Overview

Part One: Academic Setup

- ✓ Setting Timetable Defaults
- ✓ Creating a Period Structure
- ✓ Creating an Academic Year
    - o Start with the **Oldest** Academic Year to be added
- ✓ Edit/Maintain Academic Days

Part Two: Communications Setup

- ✓ System Settings (SMTP Settings)
- ✓ Communication Configurations (School Email Address)

Part Three: Staff Setup

- ✓ Manually adding a staff record (inc. User Account creation)
- ✓ Adding Staff Contracts and Roles
- ✓ Importing staff/information via Manual Data Export/Import

Part Four: Curriculum Setup

- ✓ Creating Year Groups
- ✓ Creating Subjects
- ✓ Creating Rooms
- ✓ Creating Tutor Groups

Part Five: Administration Setup

- ✓ Core Details
- ✓ Characteristics
- ✓ Admission Settings

Part Six: Student Setup

- ✓ Manually adding a student record
- ✓ Importing students/information via Manual Data Export/Import

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