

Training Course Agenda.

Assessment Managers Part One -
Data Entry and Setup



Introduction

Target Audience

The **Assessment Managers Part One** training is recommended for delivery to the following people from your school:

- ✓ Assessment Team (members of staff responsible for Assessment)
- ✓ 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.

After the session

- Book **Assessment Part Two – School Assessment Reports and Data Analysis** - This course is followed by the **Assessment Part Two – School Assessment Reports and Data Analysis** training session, which covers Assessment Webmerge, Assessment Analysis and setting up the Key Stage 4 Dashboard. Please visit our training website to book onto this course.
- **New for 2025** – Once you have completed the Assessment training you will be able to book a 45 minute one to one follow up session with one of our knowledgeable trainers. This can be used to ask further questions you may have or look over your setup. Your trainer will provide you with the details of this at the end of the session.

Agenda Overview

Part One: Assessment Data Entry (Teachers)

- ✓ Accessing Teachers' Assessment Sheets
 - Entering Assessment Tracking Data
 - Useful Functions and Options
 - Saving and Closing Sheets

Part Two: Configurations

- ✓ Assessment Configurations
- ✓ Comment Banks
- ✓ My Account
 - Autosave Marksheets
- ✓ Groups
 - Setting up Heads of Subject/Department/Year

Part Three: Setting Up Assessment

- ✓ User Defined Assessment Management
 - Definition, Creation and Maintenance of Basic Components
 - Grade Sets and Marksets
 - Terms
 - Assessment Types
- ✓ Template Creation and Maintenance
 - Creating/Editing Tracking Templates (inc. Assessment Overview Template)
 - Adding different column types
 - Assigning groups and distributing marksheets
- ✓ Data Management
 - View/Amend Assessment Data
 - Bulk Delete (inc. use of filters)
 - Import Assessment Data

Part Four: How to book the 45 minute one to one follow up session

Part One: Assessment Data Entry (Teachers)

- Entering Assessment Tracking Data
- Useful Functions and Options
- Saving and Closing Sheets

Notes:

Part Two: Configurations

- ✓ Assessment Configurations
- ✓ Comment Banks
- ✓ My Account
 - Autosave Marksheets
- ✓ Groups
 - Setting up Heads of Subject/Department/Year

Notes:

Part Three: Setting up Assessment

- ✓ **User Defined Assessment Management**
 - Definition, Creation and Maintenance of Basic Components
 - Grade Sets and Marksets
 - Terms
 - Assessment Types

Notes:

Part Three: Setting up Assessment

- ✓ **Template Creation and Maintenance**
 - Creating/Editing Tracking Templates (inc. Assessment Overview Template)
 - Adding different column types
 - Assigning groups and distributing marksheets

Notes:

Part Three: Setting up Assessment

- ✓ Data Management
 - View/Amend Assessment Data
 - Bulk Delete (inc. use of filters)
 - Import Assessment Data

Notes: