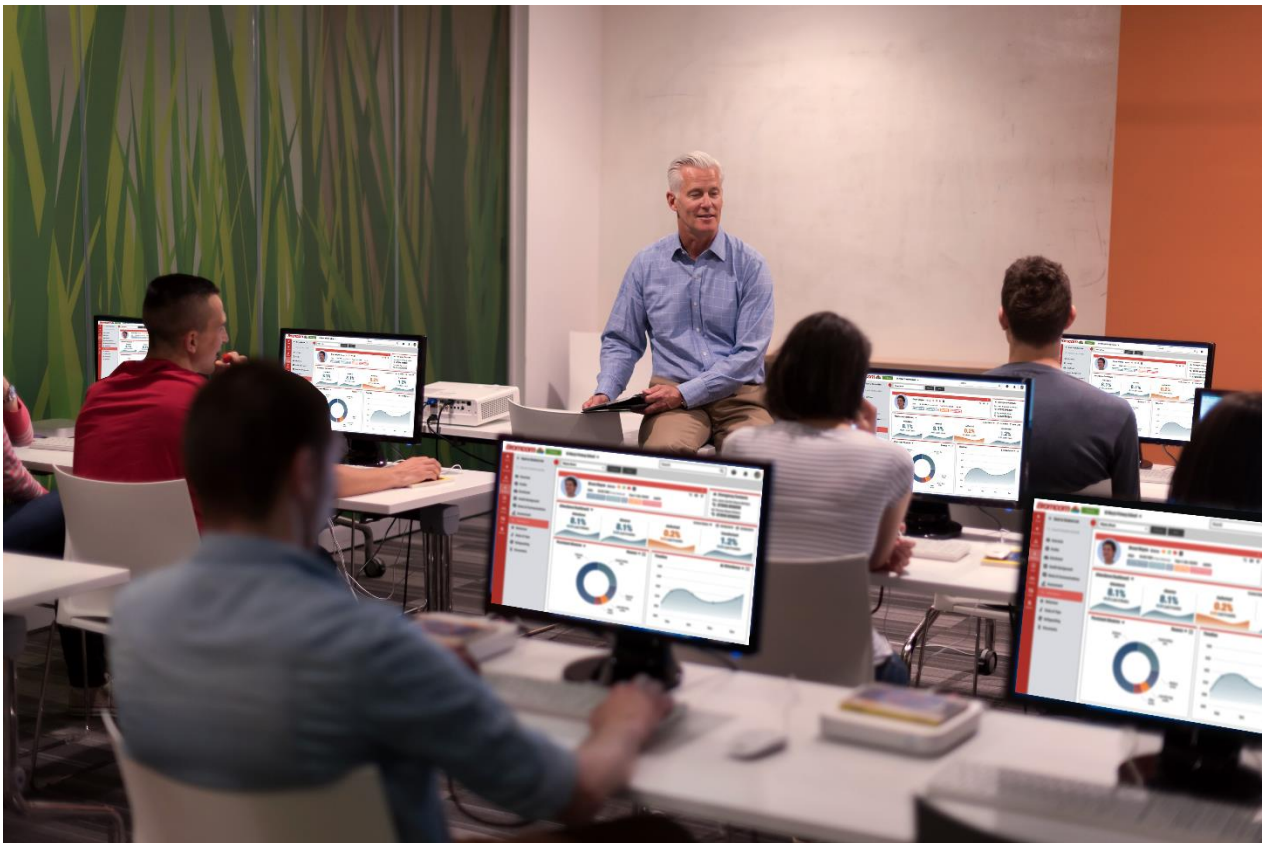


Training Course Agenda

**Attendance
Secondary Schools**



Introduction

Target Audience

The **Attendance** training is recommended for delivery to the following people from your school.

- ✓ Attendance Team (Members of Staff responsible for Attendance)
- ✓ Deputy Headteacher/Senior Teacher
- ✓ Staff Member who runs your School Census

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

This is a list of the **Agenda** items in sequence.

Part One: Attendance

- ✓ **Routine Activities**
 - Today's Missing Registers (TMR) and its Right Click Functionality
 - Take/Amend a Register etc.
 - Taking a Register
 - User Timetable
 - Managing Attendance
 - Student Attendance Status
 - Bulk Attendance Update
- ✓ **Register Maintenance**
 - Update Register Parameters
 - Bulk Entry Routine
 - Last Available Settings
 - Update Parameter Settings
 - Attendance Codes Maintenance
 - Registration Options

Part Two: Communication

- ✓ **Setup**
 - Configuration
 - Message Composer
 - Overview
- ✓ **Using Watchlists**
 - Creating a Watchlist
 - Processing a Watchlist
 - Process Log
 - SMS & Email History Reports
- ✓ **Sending a New Message**
 - SMS
 - Email

Agenda Overview

Part Three: Reports

- ✓ **Built-in Reports**
 - Attendance Certificate
 - Attendance history
 - Attendance Summaries
 - Analysis Exports
 - Fire Drill
 - Audit Reports
 - Punctuality and Attendance by Code
- ✓ **Producing a Webmerge Report**
 - What is the Bromcom Webmerge
 - Using the Bromcom Webmerge to Produce letters

Part Four: Analysis

- ✓ **Attendance Analysis**
 - Creating a New Template
 - Using Breakdown By and Other Filters
 - Student Analysis Summary for Class Attendance

Part One: Attendance

Routine Activities

- ✓ Today's Missing Register (TMR) and its Right Click Functionality
 - Take/Amend a Register etc.
- ✓ Taking a Register
 - User Timetable
- ✓ Manage Attendance
- ✓ Student Attendance Status
- ✓ Bulk Attendance Update

Notes:

Part One: Attendance

Register Maintenance

- ✓ Update Register Parameters
 - Bulk Entry Routine
 - Last Available Settings
 - Update parameter Settings
- ✓ Attendance Codes Maintenance
- ✓ Registration options

Notes:

Part Two: Communication

Setup

- ✓ Configuration
- ✓ Message Composer
- ✓ Overview

Notes:

Part Two: Communication

Using Watchlists

- ✓ Creating a Watchlist
- ✓ Processing a Watchlist
- ✓ Process Log
- ✓ SMS & Email history Reports

Notes:

Part Two: Communication

Sending a New Message

- ✓ SMS
- ✓ Email

Notes:

Part Three: Reports

Built-in Reports

- ✓ Attendance Certificate
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Part Three: Reports

Producing a Webmerge Report

- ✓ What is the Bromcom Webmerge
- ✓ Using the Bromcom Webmerge to Produce letters

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Part Four: Analysis

Attendance Analysis

- ✓ Creating a New Template
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