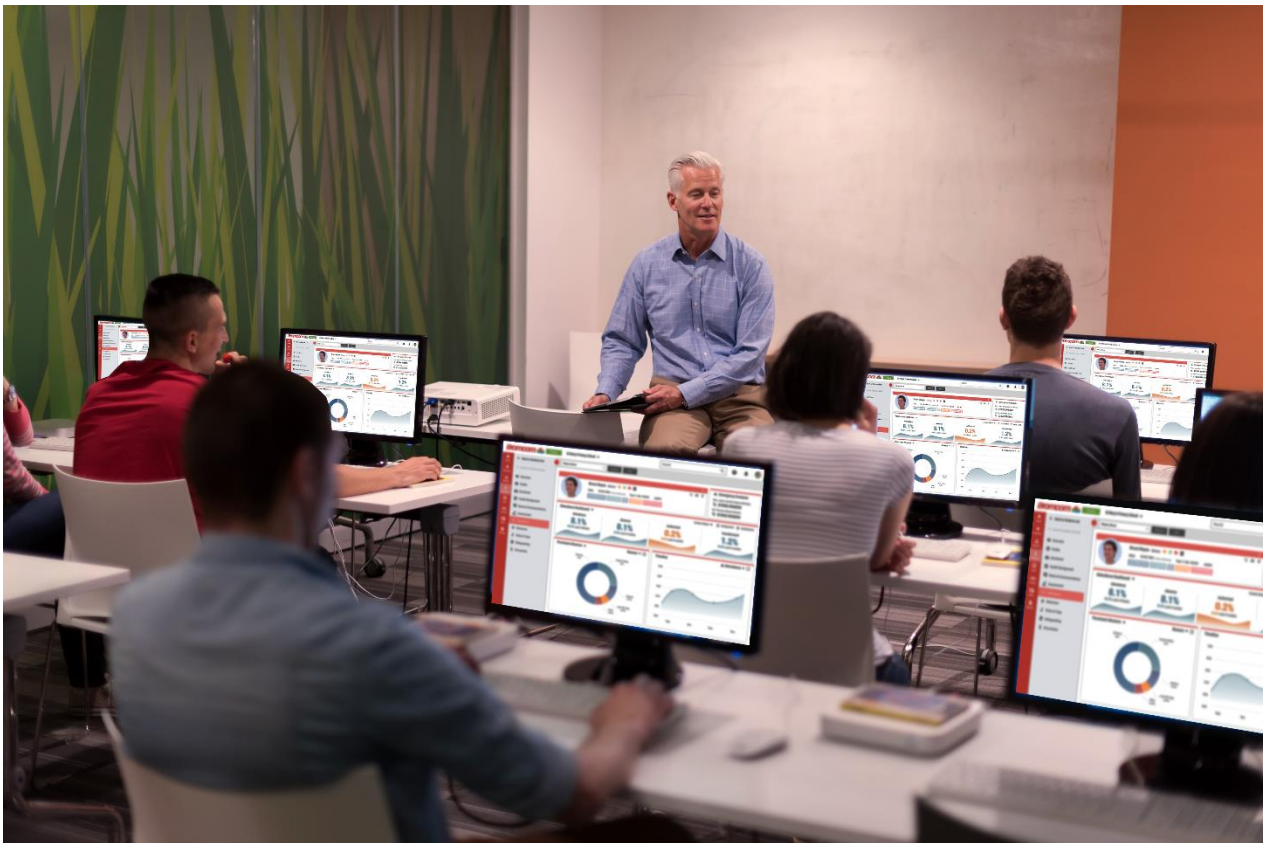# Bromcom

No.1 Choice for Cloud MIS & Finance

Training Course Agenda

Introduction for Teachers
Primary Schools

Target Audience

The **Introduction for Teachers** training is recommended for delivery to the following people from your school:

- ✓ Member(s) from your Teaching Team
- ✓ Deputy Headteacher/Senior Teacher

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

- ✓ **Landing Dashboards**
- ✓ **Taking a Register**
  - o Opening Saving and Closing
  - o Adding Comments
- ✓ **Dinner Registers**
- ✓ **Entering Behaviour (also entering vis Student List > Actions)**
- ✓ **Entering Assessment (also entering via Assessment Widget on Overview Dashboard)**
- ✓ **Looking up Student Information**
  - o Global Search
  - o Navigating Student Records
- ✓ **Where to find help about the teacher app and online guides (docs.bromcom.com)**

Notes: