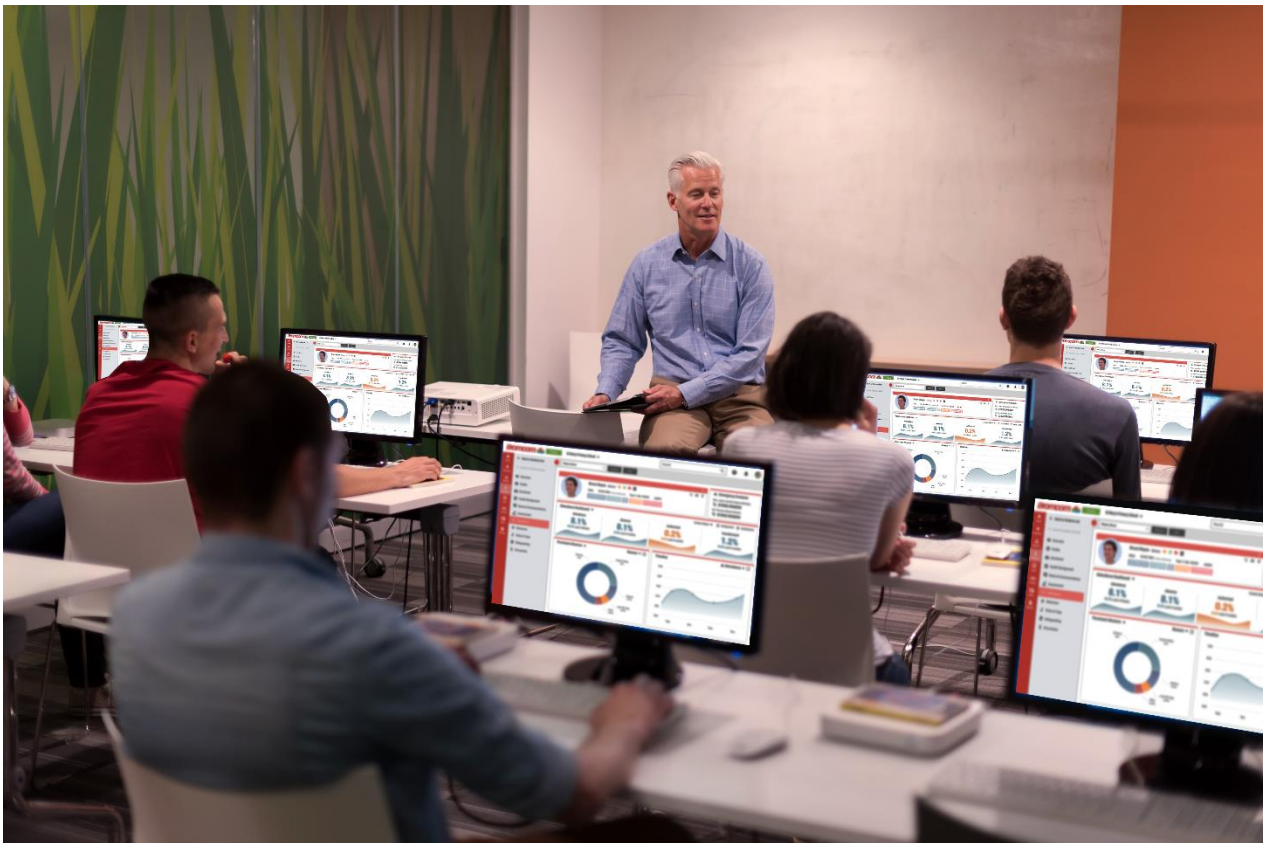


Training Course Agenda

Introduction for Teachers Secondary Schools



Introduction

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

Agenda

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

- ✓ **Landing Dashboards**
- ✓ **Taking a Register**
 - Opening Saving and Closing
 - Adding Comments
- ✓ **Checking Class Attendance Percentages**
- ✓ **Entering Behaviour (also entering vis Student List > Actions)**
- ✓ **Entering Assessment (also entering via Assessment Widget on Overview Dashboard)**
- ✓ **Looking up Student Information**
 - Global Search
 - Navigating Student Records
- ✓ **Seating Plans**

Your Notes

Notes: