

# Training Course Agenda.

Attendance Primary Schools



# Introduction

## Target Audience

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

- ✓ Attendance Team (member of staff responsible for Attendance)
- ✓ 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.

# Agenda Overview

## Part One: Attendance Routines/Configuration

- ✓ Routine Activities
  - Taking a Register (Teacher Routine via Lesson Dashboard)
    - User Timetable
  - Today's Missing Registers (TMR) and its Right Click Functionality
    - Take/Amend a Register etc.
  - Manage Attendance
  - Bulk Attendance Update
- ✓ Configuration Options
  - Attendance Codes Maintenance

## Part Two: Communication

- ✓ How to send SMS/Email
- ✓ Watchlists
  - Creation (inc. creating message template using additional dynamic fields)
  - Manual Processing
  - Process Log
- ✓ Absence Reporting
  - MCAS Absence Notifications

## Part Three: Reports

- ✓ Built-in Reports
  - 12 Must try Attendance Reports (Help Centre)
  - Attendance Certificate
  - Fire Drill
  - School Summary Report
- ✓ Producing a Webmerge Report
  - Using the Quick Report Webmerge to produce letters
  - How to email letters home to parents

## Part Four: Analysis

- ✓ Attendance Dashboard

## Part One: Attendance Routines

- ✓ **Routine Activities**
  - Taking a Register (Teacher Routine via Lesson Dashboard)
    - User Timetable
  - Today's Missing Registers (TMR) and its Right Click Functionality
    - Take/Amend a Register etc.
  - Manage Attendance
  - Bulk Attendance Update

Notes:

# Part One: Attendance Configuration

- ✓ Attendance Codes Maintenance

Notes:

## Part Two: Communication

- ✓ How to send SMS/Email

Notes:

## Part Two: Communication

- ✓ **Watchlists**
  - Creation (inc. creating message template using additional dynamic fields)
  - Manual Processing
  - Process Log
- ✓ **Absence Reporting**
  - MCAS Absence Notifications

Notes:

## Part Three: Reports

- ✓ **Built-In Reports**
  - 12 Must try Attendance Reports (Help Centre)
  - Attendance Certificate
  - Fire Drill
  - School Summary Report

Notes:

## Part Three: Reports

- ✓ Producing a Webmerge Report
  - Using the Quick Report Webmerge to produce letters
  - How to email letters home to parents

Notes:

# Part Four: Analysis

- ✓ Attendance Dashboard

Notes: