

# Training Course Agenda.

Student Management



# Introduction

## Target Audience

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

- ✓ Member(s) from your Administration Team
- ✓ Member(s) from your Pastoral Team
- ✓ 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: Configurations

- ✓ Admission Settings
- ✓ Administration Defaults
- ✓ Schools
- ✓ Lookup Tables
- ✓ User Defined Fields, Flags and Panels

## Part Two: Student Admissions

- ✓ Creating a Pre-Admission Group
- ✓ Adding Students via CTF/ATF
  - Finalise Admissions
- ✓ Adding Students On Roll Manually
  - Adding Siblings

## Part Three: Student Record

- ✓ Profile
  - Adding Contacts
  - Basic Details
    - Quick Reference Icons
  - Ethnicity & Language
  - Funding & Allowances
  - Free School Meals
  - Parental Consents
  - Emergency Contacts
  - Attendance Highlights
  - Notes
  - Timetable
  - Communication Log
  - Data Quality Panel
- ✓ Enrolment
  - Enrolment Status
  - Class/Year/Tutor Group Memberships
  - Alternative Provision Details
  - Key Data
- ✓ Health Background
  - Medical Conditions
  - Medical Events

# Agenda Overview

- ✓ Special Educational Needs
  - SEN Details
  - SEN Reviews
  - SEN Events
  - Support Documents
  - Interventions
- ✓ Communication
- ✓ Behaviour
  - Exclusions
- ✓ Documents

## Part Four: Student Actions

- ✓ Student Leavers Process
  - Processing a Leaver
  - CTF Export options
- ✓ Re-admitting a Student
- ✓ Deleting Students
- ✓ Sending SMS/Email
- ✓ Quick Edit
- ✓ Manual Data Import/Export

## Part Five: Data Quality

- ✓ Student Data Quality Dashboard

# Part One: Configurations

- ✓ Admission Settings
- ✓ Administration Defaults
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- ✓ User Defined Fields, Flags and Panels

Notes:

## Part Two: Student Admissions

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## Part Three: Student Record

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    - Quick Reference Icons
  - Ethnicity & Language
  - Funding & Allowances
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  - Timetable
  - Communication Log
  - Data Quality Panel

Notes:

## Part Three: Student Record

- ✓ **Enrolment**
  - Enrolment Status
  - Class/Year/Tutor Group Memberships
  - Alternative Provision Details
  - Key Data
- ✓ **Health Background**
  - Medical Conditions
  - Medical Events

Notes:

## Part Three: Student Record

- ✓ **Special Educational Needs**
  - SEN Details
  - SEN Reviews
  - SEN Events
  - Support Documents
  - Interventions

Notes:

## Part Three: Student Record

- ✓ Communication
- ✓ Behaviour
  - Exclusions
- ✓ Documents

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## Part Four: Student Actions

- ✓ Student Leavers Process
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## Part Four: Student Actions

- ✓ Sending SMS/Email
- ✓ Quick Edit
- ✓ Manual Data Import/Export

Notes:

# Part Five: Data Quality Dashboard

- ✓ Student Data Quality Dashboard

Notes: