

Vision.

Training Agenda



Target Audience

The **Vision** training is recommended for delivery to the following people:

- ✓ Member(s) from your Trust or LA **MIS or Data Administration Team**
- ✓ **Senior Leaders** from the Trust or LA who want to use the outputs from Vision

Objectives of Session

By the end of this session, attendees will be able to:

- ✓ Analyse school data across key areas, including Attendance and Behaviour
- ✓ Create and manage user accounts with different roles and permissions
- ✓ Distribute central configurations across school MIS systems

Agenda Overview

- ✓ **Vision Access**
 - Login
 - User Account Creation (inc. Roles)
 - Linking Single Sign-On Account
- ✓ **Homepage**
 - Synced Schools in Vision
- ✓ **Analysis**
 - Dashboard
 - Overview
 - Attendance
 - Students
 - Breakdown
 - Attendance
 - Behaviour
 - Student
 - Staff
 - Staff Absence
 - Exclusion
 - Grid Data
 - Student Absences
 - Student Exclusions
 - Staff Absences
 - School Performance
 - Ratings & Performance

- Census
 - School Census
 - SWF Census
- Exams
 - A2C Centre Status

- ✓ **List Pages**
 - Schools List
 - Student List
 - Staff List

- ✓ **Comms**
 - Communications Overview

- ✓ **Admin**
 - Schools
 - Transfer Settings/Logs
 - School Sets
 - Request Audit Data
 - Master Data Management

- ✓ **Central Management**
 - Access to Central MIS
 - Data Areas and Distribution Process
 - Data Lock

- ✓ **Power Bi (if applicable)**
 - Power BI Viewer
 - OData Integration

Next Steps

Once you have completed the **Vision** training, you will be able to book a 45-minute one-to-one follow-up session with one of our knowledgeable trainers. This session can be used to ask any further questions you may have. Your trainer will provide full booking details at the end of the session.