Training Course

Communications
Target Audience |

The Communication 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 |

The training will be delivered on a training database with representative data from a fictitious secondary school.

If you are bringing your own device to connect to the training data then you will need to ensure that your internet connection is fast and reliable and can access the https://cloud.bromcom.com web site.

A projector will be in use to guide delegates through the session so ensure that you can seat yourself comfortably and have a clear view of the projector screen.

Objectives of the Session & Timings |

The attendees will work with together with their trainer to learn about the host of features which pertain to key administrative routines and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS system on a day-to-day basis.
Introduction

✓ A brief overview of the session and breakdown of how the day will run.

The session is divided into two parts.
Each section is accompanied by a short practical task that you will be expected to complete. There is an appendix of additional optional tasks for delegates who wish to challenge themselves.

Space for note taking is provided on each page.

The first actions to take before the training begins are:

✓ Open up your web browser
✓ Enter the following URL into the address bar of the browser

URL: https://cloud.bromcom.com/

Enter the school ID.
The school ID for the training database is:

Enter your login ID
Your login for the training database is:

Enter your password
Your password for the training database is:
Agenda Overview

This is a list of the agenda items in sequence

Part One

Communication Home Page/Overview
- Communication Home Page /Overview
- Maintenance and Routines

Maintenance/Routines
- Configurations
- Watch Lists
- Processing Watch List’s
- Message Composer
- Process Log

Short break for Refreshments (10 minutes)

Part Two

Communication
- Sending New Messages (SMS and Email)
- Received Messages **(Note: Only covered if area has been purchased)**
- Sent Messages
- Invalid Numbers

Reports
- SMS History Report
- E-Mail History Report
Part One

Communication Home Page/Overview

- Understanding the Communication Overview page
- Understanding how Communication links with Attendance and Behavior

Notes:
Part One

Maintenance/Routines

- Configurations
- Watch Lists
- Processing Watch List’s
- Message Composer
- Process Log

Notes:
Exercise

Once you have reviewed the task details, complete the task
You have **10 minutes**

**Complete the following task**

Create an SMS message template for student(s) who are absent from school.

If you find that you complete the task quickly then please refer to Appendix A: Additional Exercises and select more exercises from the Part One section.

If you really get stuck, turn the page for the solution
In order to create a Message Template, you can follow these steps.

- Open the Modules menu and click on the Communication icon.
- Click on the “Message Templates” button in the Maintenance area.
- Click “New”.
- Give the Message Template a name.
- Select “Language” (Default is English).
- In the Message box type in the message you wish to use. You may use the Dynamic Fields by selecting from the drop down list.
- Click “Save”.

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**Exercise Walk through**

Only refer to this section if you REALLY get stuck!
Part Two

Communication

- Sending New Messages (SMS and Email)
- Received Messages **(Note: Only covered if area has been purchased)**
- Sent Messages
- Invalid Numbers

Notes:
Part Two

Reports

- SMS History Report
- E-Mail History Report

Notes:
Exercise

Once you have reviewed the task details, complete the task
You have 10 minutes

Complete the following task

Send a new SMS message to a priority 1 contact with Parental Responsibility informing them their child is absent from school.

If you find that you complete the task quickly then please refer to Appendix A: Additional Exercises and select more exercises from the Part Two section.

If you really get stuck, turn the page for the solution
Exercise Walk through
Only refer to this section if you REALLY get stuck!

In order to send the new message, you can follow these steps.

- Open the Modules menu and click on the Communication icon.
- Click on the “Send New Messages” button in the Communication area.
- Recipient should be left as default i.e. “Contact”
- Message Type should be left as default i.e. “SMS”
- In the Message box type in the message you wish to send. You may use the Dynamic Fields by selecting from the drop down list.
- Find the student who is absent.
- Check the box for “Send Parental Responsibility contacts only”
- Uncheck “All Priorities” and ensure Priority 1 is checked.
- Check “Notify by Mobile”
- Click “Send”.

- Note you will be asked for confirmation to send.
Appendix A – Additional Exercises

If you find yourself in need of additional training challenges, then attempt one or more of the tasks below. You are not required to complete these as part of the training and the trainer will expect you to cease work on these tasks when the training needs to continue to the next section.

Part One
- Create a Watchlist so that the system will “watch” for any Year 7 student who has been marked with a N or A in the registers. Notifications should be made to Parents with Parental responsibility and Contact priority 1 only. Delivery should be by mobile.
- Process a Watchlist
- You no longer wish to use the school number as the sender for SMS message. Enter a different number.

Part Two
- Show how you can find invalid numbers in the system.
- Run a report to show SMS sent for a particular student over a date range.
- Run a report to show Emails sent for a particular student over a date range.