

# Online Training - Autumn 2020

| Date            | Course                                                             |
|-----------------|--------------------------------------------------------------------|
| Mon 14th Sept   | Course Manager                                                     |
| Tues 15th Sept  | An Administrators Guide to Maintaining the Timetable - Half Day AM |
| Weds 16th Sept  | Post 16 Census                                                     |
| Thurs 17th Sept | Exams Organiser - Day 1                                            |
| Fri 18th Sept   | Exams Organiser - Day 2                                            |
| Mon 21st Sept   | Post 16 Census                                                     |
| Tues 22nd Sept  | Cover                                                              |
| Weds 23rd Sept  | Census (Primary) Beginner - Half Day AM                            |
| Thurs 24th Sept | Primary New Office User                                            |
| Fri 25th Sept   | Secondary New Office User                                          |
| Mon 28th Sept   | Course Manager                                                     |
| Tues 29th Sept  | Census (Secondary) Non Post 16 Beginner - Half Day AM              |
| Weds 30th Sept  | Post 16 Census                                                     |
| Tues 6th Oct    | SEN User                                                           |
| Weds 7th Oct    | Standard Reporting                                                 |
| Thurs 8th Oct   | Assessment Essential Skills - Day 1                                |
| Fri 9th Oct     | Assessment Essential Skills - Day 2                                |
| Mon 12th Oct    | Attendance                                                         |
| Tues 13th Oct   | Personnel - Half Day AM                                            |
| Tues 13th Oct   | Personnel - Half Day PM                                            |
| Weds 14th Oct   | InTouch - introducing InTouch to your school                       |
| Fri 16th Oct    | FMS Basics                                                         |
| Tues 20th Oct   | School Workforce Census - Half Day AM                              |
| Tues 20th Oct   | School Workforce Census - Half Day PM                              |
| Weds 21st Oct   | Extended Reporting                                                 |
| Tues 3rd Nov    | Secondary New Office User                                          |
| Fri 6th Nov     | Dinner Money 7                                                     |
| Weds 11th Nov   | Options Online                                                     |
| Mon 16th Nov    | Exams Organiser - Day 1                                            |
| Tues 17th Nov   | Exams Organiser - Day 2                                            |
| Weds 18th       | Advanced Reporting with Excel                                      |
| Fri 27th Nov    | Equipment Register                                                 |

**For further information or to book a place please visit: -**

**<https://www.schoolicts.co.uk/online-training/>**

**Please ensure when booking that you use the e-mail address and phone number that you will be using for the training.**

**Should you have any queries please call the School ICT Helpdesk on: 0345 222 6802.**