

Code Green Training Courses Arbor

Dashboard, Top Tips and Profiles

What the course covers:

- Arbor Overview
- Dashboard
- Top Tips
- Student Profiles
- Staff Profiles

Attendance

What the Course covers:

- Taking Attendance
- Daily Attendance and Incomplete Registers
- Absentees – Persistent
- Planned Absences
- Absentees – By Date
- Attendance Reports
- Attendance Statistics
- Absences – Correlated
- Bulk Edit Marks

Business Roles and Permissions

What the course covers:

- An Introduction to Business Roles
- Assigning a Business Role
- Managing Permissions on a Business Role
- Managing Permissions for Users

Communications, Notices & Parental Engagement

What the course covers:

- School Contact Details and Sending Profiles
- Creating Templates and Sending Letters/Emails
- Sending/receiving SMS and SMS Billing
- Notices and Labels
- Communications from Student Profile and CRW
- Parent Portal

School Meals and Payments

What the Course Covers:

- How to set up a new school meal
- Creating Provision
- Setting Prices
- Adding a Meal Sitting
- Student Meal Choices
- Parent & Guardian Account Balances
- Top-up Accounts and Refund Accounts
- Creating a Credit

Clubs and Trips

What the Course Covers:

- Creating a Club
- Adding Club Sessions
- Adding Membership Prices and Participants
- Creating New Trips
- Adding Trip Prices
- Adding Trip Participants
- Recording Parental Response
- Overview of Consents

Custom Report Writer

What the Course Covers:

- Creating a report in Custom Report Writer
- Custom Report Writer Permissions and Superusers
- Viewing, Editing or Deleting a Report
- Using Unique Identifiers in Custom Reports
- Importing Templates
- Scheduling and Sharing Reports

Behaviour & Interventions

What the course covers:

- Managing Behaviour Setup
- Administering Behaviour
- Behaviour Analysis
- Intervention Initial Setup
- Managing Students in Intervention Groups
- Taking Attendance for Intervention Groups
- Tracking Intervention Costs
- Analysing Provision Mapping

Assessments

What the course covers:

- Getting Started with Assessments
- Setting up Summative Assessments
- Marking Summative Assessments
- Summative Assessment Analysis
- Formative Assessment
- Statutory / DfE Assessment

Exams

What the course covers:

- Examination Setup
- Entering Candidates
- Timetabling
- Adding Results
- Results Export

Staff Profiles and HR

What the course covers:

- HR, Contracts and Salaries
- Staff
- Staff Development
- Staff Cover

School Structure, Courses and Timetables

What the course covers:

- Changing School Details
- Editing your Timetable
- Quick Tips for September - Editing your timetabled lessons, dates and rooms
- Quick Tips for September - Teachers, Pastoral Leads and Registers
- Amending the Academic Calendar
- How to set up Courses, Classes and Lessons

School Census

What the course covers:

- Pre-Census Preparation
- Generating a Dry Run
- Viewing and Fixing Errors
- Checking the Summary
- Submitting the Census

School Workforce Census

What the course covers:

- Pre-Census Preparation
- Generating a Dry Run
- Viewing and Fixing Errors
- Checking the Summary
- Submitting the Census

New School Year Setup

What the course covers:

- Preparing for the Setup
- Creating the next year
- Off - Rolling Leavers and generating CTFs
- Copying Year Groups and Registration Forms
- Applicants - Adding, Enrolling and Sending Communications
- Setting up the Intake Season to Accept Applicants
- Adding Applicants (New and Existing Students) - via ATF/Manual Import
- Downloading an Applicant Student List report
- Permissions Required to Edit Enrolments
- Adding a New Student and Enrol them in your school
- Deleting a Student
- Editing a Student's Enrolment Dates
- Moving a Student Between Classes/Registration Group/Year Group
- Enrolling Applicants
- Copying Custom Groups and Houses
- Scheduling Registration Sessions
- Copying Meals and Interventions
- Reviewing the Setup
- Other Things to Copy (Assessments and behaviour)