

Week 1

Primary
 Secondary
 All

	9:00		10:00		11:00		12:00		13:00		14:00		15:00		16:00	
Mon	Staff Absence & Cover				Primary Attendance						Exam Setup & Entries				Exam Timetabling & Coursework Marks	
	Staff Contracts & Pay Scales				Secondary Attendance						Staff Profiles				Staff Absence & Cover	
Tue	Timetable Management				Staff Profiles				Staff Contracts & Pay Scales				Secondary Attendance			
	Guardian Profiles				Communications				Business Roles & Permissions				Primary Attendance		Teacher Essentials	
Wed	Adding further information to Student Profiles				Custom Report Writer				Student Profiles & Enrolments				Interventions			
	Business Roles & Permissions				Parental Engagement				Custom Report Writer				Adding further information to Student Profiles			
Thurs	Meals Setup & Management						In-House Exams				Communications				Guardian Profiles	
	Student Profiles & Enrolments				Interventions						Payments Setup & Management				Course Enrolments	
Fri	No sessions															

Week 2

■ Primary
 ■ Secondary
 ■ All

	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	
Mon	Guardian Profiles		Primary Attendance			Student Profiles & Enrolments		Business Roles & Permissions	
	Business Roles & Permissions		Secondary Attendance			Meals Setup & Management		In-House Exams	
Tue	Custom Report Writer		Adding further information to Student Profiles			Staff Contracts & Pay Scales		Parental Engagement	
	Staff Profiles		Communications			Interventions		Timetable Management	
Wed	Interventions		Staff Contracts & Pay Scales			Guardian Profiles		Communications	
	Staff Absence & Cover		Payments Setup & Management			Custom Report Writer		Adding further information to Student Profiles	
Thurs		Exam Setup & Entries		Exam Timetabling & Coursework Marks		Primary Attendance		Staff Absence & Cover	
	Student Profiles & Enrolments		Payments Plus		Course Enrolments		Secondary Attendance		Staff Profiles
Fri	No sessions								