

ESSENTIAL INTEGRIS COURSE OUTLINE

Preparing for the Unexpected

Essential Integriss is a survival guide designed for staff members who, for whatever reason, find themselves ‘thrown in at the deep end’.

It ensures staff members acquire the key competencies and skills necessary to perform daily tasks within Integriss and fulfil statutory reporting requirements.

What’s Covered?

- Searching and navigating confidently through the Student Records
- Making changes to Student Records — individually and enbloc
- Managing Pupil Intakes and Movements between Rolls
- Attendance for beginners
- Reporting Facilities

Course Benefits

Essential Integriss offers a clear and concise explanation of exactly what functions to perform, when to perform them and, most importantly how.

It raises user confidence and awareness in readiness for significant events in the school MIS calendar and also promotes good data management in preparation for a ‘clean’ staff handover.

It brings together the core components of both Integriss Administration and Attendance into a single day, thus focusing on timely functional requirements and frequent MIS activities.

Our established team of training professionals have many years experience of empowering customers to get the very best from our MIS software, and because they have already encountered the queries you are likely to raise, they are equipped to share their experience and practical solutions.

Who Should Attend?

Primarily, the course has two focus groups:

New Starters – helping staff members get up to speed with Integriss functions quickly, with a view to offering extended, more in-depth courses once they have had sufficient time to consolidate their knowledge in the school environment

Covering Staff Members – giving them knowledge of the essential Integriss functions, thus enabling the school to accurately maintain their MIS database in the interim period of staff absence.

A mixture of New Starters and Cover Staff can be accommodated on the course as the areas covered will be common to both. All delegates considering the course should possess both relevant computer experience and a working knowledge of the Microsoft Office suite.

Course Outline

Navigating the Student Records

In this section we will examine different parts of the student record, understand the function of each and learn how to locate information using search tools –

- Browsing student details
- Using the comprehensive search tool
- Creating Browse Sets
- Creating and using Saved Queries

Making changes to Student Records

Inserting, editing and in some cases deleting student records is an integral part of managing the school database. This section shows you how to perform these tasks -

- Entering new pupils
- Editing data for existing records
- Deleting unwanted records
- Speed Edit – applying en bloc changes

Using the Correct Roll

Integris offers much more than just the opportunity to manage students currently in the school. This section helps you to understand how the three rolls (Current, Former and Admissions) interact and how to move pupils successfully between them -

- Admitting pupils
- Managing leavers
- Creating/Receiving CTF files

Attendance for beginners

This section covers all the likely scenarios you will face when recording and managing pupil absences -

- Maintenance of School Calendar - Recording Closed/ Inset days and Holidays
- Creation of new attendance weeks
- Using Entry By Week/Entry By Day
- Optical Mark Readers (if appropriate)

Reporting

Know just where to locate specific reports and be able to produce them confidently, even the statutory returns –

- Class Lists
- Year Lists
- Registers
- Absences/Lateness
- Attendance Summaries

Related Courses

Integris Administration Foundation Course:

A 2-day course that covers all areas of the Integris Core and Admin modules, including System Administrator functions.

Integris Attendance:

A 1-day course covering the set-up, maintenance and in-depth usage of the Integris Attendance module.

Both these courses consolidate and further extend the knowledge of Integris for those staff members who wish to use the product more extensively.

Contact Us

Should you require further clarification on the course content, or would like to register your interest, please contact our Training Administrator, Susan Marsh, on (01235) 401842 or via e-mail (see address below).