

# INTEGRIS Administration FOUNDATION COURSE OUTLINE

## Helping To Make Life Easier

**Gone are the days where the School Office was a room full of filing cabinets containing volumes of paper-based pupil records. Now, with School Management Solutions' powerful Integrus classic system, a wealth of pupil-related information can be recorded electronically and stored in one place.**

**At School Management Solutions we recognise the important role played by administrative staff in the smooth running of the school office and most crucially in the upkeep of the MIS database. With ever increasing amounts of pupil data being stored solely on the MIS software, there is an ever greater reliance upon the availability and accuracy of this data. To ensure you get the most from our Integrus system, we have developed a comprehensive two-day course designed to give new and inexperienced users the best possible start or seasoned Integrus users the chance to refresh and finely hone their existing knowledge.**

### What's Covered?

- Initial System Set-up
- Every Day Tasks
- An Introduction to Year End
- Statutory Procedures
- Useful Utilities & time Saving Options
- Exploring the range of Standard Reports
- Creating Simple Ad-Hoc Reports

### Course Benefits

We start with the basics and progressively bring together all the pieces of the MIS jigsaw.

The course will have a workflow structure, ascribing the procedures followed by the school onto the operation of the Integrus software, thus giving attendees early confidence and familiarity.

Will give delegates an excellent grounding in all areas of Integrus Administration, enabling them to carry out a wide range of daily tasks from the moment they return to the school office.

Various scenarios, exercises and worked examples are used to assist learning, giving an easy-to-understand perspective on the Integrus functions and features.

It raises user confidence and awareness in readiness for significant events in the school MIS calendar and also promotes good data management from the outset.

### Who Should Attend ?

With the drive to make pupil-centric data ever more transparent to a wider group of school staff, the course is aimed at everyone who will have responsibility for recording and maintaining pupil data on the Integrus system. As a minimum requirement, the main office staff and those who provide regular cover should attend.

Similarly, the course is applicable to local support and training teams who will be offering services to schools on this product.

All delegates registering for the course should possess both relevant computer experience and a working knowledge of the Microsoft Office suite.

## Course Outline

### Initial System Set-Up

With any software investment, and most poignantly school MIS, it is crucial to get the foundations right from the start -

- School Details - Entering and editing school-wide information
- Parameters - Creating and maintaining pupil-centric parameters, including special considerations for the treatment of statutory values.
- System Preferences - Tailoring the software to closely match your working practices
- Adding new users to the system and assigning access privileges

### Every Day Tasks

Bringing together the collection of tasks that will be performed on a frequent basis -

- Maintaining the School Diary
- Entering/amending pupil information
- Making pupils leave/reinstating pupils
- Sending letters to individual pupils and groups
- Exploring Student Search facilities
- Creating and maintaining Groups

### An introduction to Year End

This section provides a dry-run of the Year End procedures -

- Establishing the right sequence of events
- Dealing with Leavers
- Promoting the Current Roll
- Entering new Admissions pupils

### Statutory Procedures

Helping you to exchange data with other schools and submit DFES returns -

- Creating CTF files for leavers
- Importing CTF files provided by feeder schools
- Data housekeeping techniques for School Census Return

### Useful Utilities & Time Saving Options

Understanding the toolkit available to you for efficient data management -

- Copying existing pupil details into a new sibling record to minimise duplication of data entry
- Address Rippling - ensuring that a change of pupil address is applied to all linked addresses
- Speed Edit - En-bloc editing for multiple records
- Creating and working with Student Browse Sets

### Exploring the range of Standard Reports

Know just where to locate the most commonly used reports and be able to produce them confidently -

- A look at the cross-section of Standard Reports available to Integris users
- How to apply Filtering, Sorting & Totalling options
- Saving your favourite reporting options to create Custom Reports

### Creating Simple Ad-Hoc Reports

An introduction to creating your own set of bespoke reports, selecting from the wide range of data fields that are available -

- A look at the key features of this powerful Ad-Hoc Reporting tool
- Choosing the desired data fields when devising reports
- Creating and managing Ad-Hoc Reports

## Related Courses

For those users who will be working with other areas of Integris, we offer module-specific 1 and 2 day courses. In addition, we have recently launched our Essential Integris course, aimed at new starters and those staff members who may be required to provide temporary cover for absent colleagues.

We are also happy to discuss the feasibility of delivering bespoke training courses /consultation services upon request.

Whatever your training requirements we are here to help.

## 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).