

User

Course Duration:

1 day of classroom based hands on instructor-led training.

Course Summary:

This course shows users how to easily monitor their learners' progress from within ProMonitor via the web application.

Who should attend:

This course is aimed at anyone within the organisation who wants to use the ProMonitor web application.

Level:

This course can be tailored to cater for all levels of user, from novice to advanced.

Pre-requisites:

Delegates should:

- Have a basic knowledge of using computers and a web browser

Course Content:

The course focuses on:

- Tutorial Groups
- ILP Pages
- Student Groups
- Reporting

Specific topics covered within the course:

- Creating a Tutorial Group
- Maintaining a Tutorial Group
- Completing ILP Pages
- Creating Comments/ Actions
- Progress Reviews
- Reports to Parents/ Guardians
- Managing Student Groups
- Setting up the Markbook
- Using the Markbook
- Tutorial Group Reports
- Student Group Reports

This course can be split into two main sections which are the ILP and Markbook.

Administrator

Course Duration:

1 day of classroom based hands on instructor-led training.

Course Summary:

This course shows system administrators how to set up and configure ProMonitor for use within their college.

Who should attend:

Users who are responsible for the management and administration of ProMonitor and its related SQL databases.

Level:

This course can be tailored to cater for all levels of user, from novice to advanced. A prior knowledge of Microsoft SQL Server is not necessary however, as this will be covered briefly in the course.

Pre-requisites:

Delegates should:

- Have a basic understanding of databases
- Have a basic understanding of networks

Course Content:

The course focuses on:

- Installation & configuration
- Setting up users
- Data import
- Student & tutorial groups
- Data maintenance

Specific topics covered within the course:

- ProGeneral Configuration
- ProMonitor installation
- Managing users, passwords and permissions
- Data import
- Data manipulation
- Managing lookup lists
- Setting up student groups
- Setting up tutor groups
- Examining learner progress
- Learner information
- Data maintenance
- Document templates