



Timetables

Course Duration:

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

Course Summary:

This course shows users how to easily create and maintain timetables from within ProSolution, and how this information is linked to all other areas of the system.

Who should attend:

This course is aimed at anyone within the organisation who wants to use the timetables aspect of the system.

Management, MIS, Department/Faculty heads, Team/Course leaders, Teaching staff.

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.

Course Content:

The course focuses on:

- Familiarisation with sorting & filtering data
- Reporting/exporting data
- Viewing timetables
- Creating timetables for offerings, activities and resources
- Manipulating occurrences
- Clashes
- Creating registers from timetables

Specific topics covered within the course:

- Familiarisation with sorting & filtering data
- Reporting/exporting data
- Viewing existing timetable data
- Holiday groups
- Activity slots
- Timeslot groups
- Creating new activities
- Adding resources
- Copying, moving & deleting occurrences
- Examining and changing occurrence details
- Changing occurrence duration
- Recognising & resolving clashes
- Utilisation
- Creating registers from timetables
- Maintenance

Registers

Course Duration:

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

Course Summary:

This course shows you how to create and take registers within ProSolution. You will be able to add students and lecturers to a register, as well as using the web-based interface (eProSolution) to carry out many of the common tasks associated with taking registers.

Who should attend:

This course is aimed at anyone within the organisation who wants to use the registers aspect of ProSolution.

Management, MIS, Department/Faculty heads, Team/Course leaders, Teaching staff.

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.

Course Content:

The course focuses on:

- Familiarisation with sorting & filtering data
- Reporting/exporting data
- Introduction into registers
- Marking a register
- Adding students/lecturers to register
- Provisional students
- Use of registers within eProSolution

Specific topics covered within the course:

- Familiarisation with sorting & filtering data
- Reporting/exporting data
- Register type marks
- Marking a register
- Adding students to a register
- Adding lecturers to a register
- Replacing provisional students
- Marking a register in eProSolution
- Adding students to a register via eProSolution
- Adding lecturers to a register via eProSolution



Applications & Enquiries

Course Duration:

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

Course Summary:

This course shows you how to quickly and easily log enquiries and applications in the system, and how to report on the data collected.

Who should attend:

This course is suitable for anyone who wishes to use the applications and enquiries section of ProSolution.

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.

Course Content:

The course focuses on:

- Familiarisation with sorting & filtering data
- Reporting/exporting data
- Applications & Enquiries wizard
- Enquiries
- Applications
- Reporting
- Letters

Specific topics covered within the course:

- Familiarisation with sorting & filtering data
- Reporting/exporting data
- Applications & Enquiries wizard
- Requests for information
- Advice
- Referrals
- Guidance
- School liaison
- Applications
- Interviews
- Qualifications on entry
- Enquiry requests
- Merging potential students
- Maintenance
- Producing letters

Students, Courses & Enrolments

Course Duration:

2 days of classroom based hands on instructor-led training.

Course Summary:

This course enables you to easily enrol students within the system. You will be able to access almost everything about a student and carry out tasks such as changing personal details, taking qualifications on entry, managing payments, managing waiting lists, managing examinations, examining registers and generating a variety of reports.

Who should attend:

This course is suitable for anyone who wishes to use the students and courses aspect of ProSolution.

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.

Course Content:

The course focuses on:

- Familiarisation with sorting & filtering data
- Reporting/exporting data
- Enrolment, Student and Payment wizards
- Curriculum
- Marketing information
- Letters & Reporting
- eProSolution

Specific topics covered within the course:

- Familiarisation with sorting & filtering data
- Reporting/exporting data
- Enrolments
- Students
- Payments
- Enquiry requests
- Student change requests
- Additional support
- Merging students
- Courses
- Course change requests
- College structure
- Maintenance
- Letters
- Data update actions



Exams

Course Duration:

2 days of classroom based hands on instructor-led training.

Course Summary:

This course shows you how to maintain base data, enter students for exams, manage submissions to awarding bodies and manage examination seating plans within the exams area of ProSolution.

Who should attend:

This course is suitable for anyone who wishes to use the exams section of ProSolution.

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.

Course Content:

The course focuses on:

- Familiarisation with sorting & filtering data
- Reporting/exporting data
- Exam entries
- Submissions
- Seating plans
- Exam results
- Exams explorer

Specific topics covered within the course:

- Familiarisation with sorting & filtering data
- Reporting/exporting data
- Configuring ProSolution for exams
- Base data
- Exam series
- Making exam entries
- Submissions
- Examination seating plans
- Entering exam results
- Exams explorer
- Student details examination information
- Producing exam reports
- Exams in eProSolution

Systems

Course Duration:

1 and a half days of classroom based hands on instructor-led training.

Course Summary:

This course provides detailed information on how to set up and administer the ProSolution system within a college.

Who should attend:

This course is suitable for users who are responsible for the management of ProSolution and its related databases. For example ProSolution system administrators, MIS, IT.

Level:

This course is aimed at more experienced ProSolution users. A prior knowledge of Microsoft SQL Server and databases is required.

Pre-requisites:

Delegates should:

- Have a good understanding of databases
- Have a good working knowledge of the SQL language and Microsoft SQL Server 2005/08

Course Content:

The course focuses on:

- Familiarisation with sorting & filtering data
- Reporting
- ILR Workshop
- User Permissions
- Customisable validation Rules
- Customisable Default Values
- System Configuration settings
- Reference data maintenance
- Miscellaneous administrative tasks
- VLE (Virtual Learning Environment) Interface
- Client installation

Specific topics covered within the course:

- Familiarisation with sorting & filtering data
- Report Builder
- Data source manager
- ILR Workshop
- Data update actions
- Users and permissions
- Customisable validation Rules
- Customisable Default Values
- System Configuration settings
- Reference data maintenance
- Miscellaneous administrative tasks
- VLE (Virtual Learning Environment) Interface
- Managing the SQL Server database
- Client installation

SQL Query Writing

Course Duration:

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

Course Summary:

The aim of this training course is to provide an introduction to writing SQL queries to assist users in creating their own datasources in the ProSolution Reports database. The content covers various aspects of the SQL SELECT statement and how to create and save SQL views that show useful and accurate reporting data from the ProSolution database.

Who should attend:

This course is aimed at anyone within the organisation who wants to write SQL to query the ProSolution database.

Level:

This course is aimed at more experienced ProSolution users.

Pre-requisites:

Delegates should:

- Have a good understanding of databases
- Have a good working knowledge of the SQL language and Microsoft SQL Server 2005/08

Course Content:

The course focuses on:

- Introduction to SQL
- Introduction to the ProSolution Reports database
- Data query language
- Using operators
- Summarising data
- Joining tables in queries
- Using subqueries
- Compound queries
- Improving performance

Specific topics covered within the course:

- Introduction into SQL
- Microsoft Query Analyser
- Microsoft Management Studio
- Creating views and stored procedures
- SELECT; FROM; WHERE; ORDER BY
- Comparison Operators
- Logical Operators
- Conjunctive Operators
- Negating Conditions
- Arithmetic Operators
- The Case Statement
- Concatenating Results
- Aggregate Functions
- THE GROUP BY Clause
- THE HAVING Clause
- Types of Joins
- Table Aliases
- Subqueries
- Nested Subqueries
- Correlated Subqueries
- Types of Compound Queries
- The UNION Operator
- The UNION ALL Operator