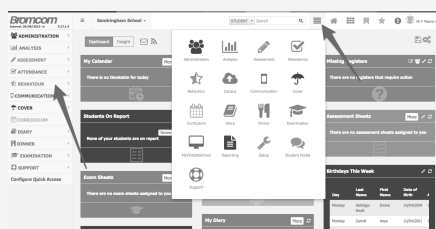


### Logging in

<https://cloud.bromcom.com>

Use your usual username and password. School ID is 11419.

### Dashboard



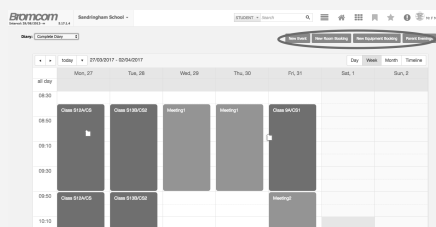
Navigate around the system using the menu on the left or the icons in the toolbar on the top of the page.

### Searching



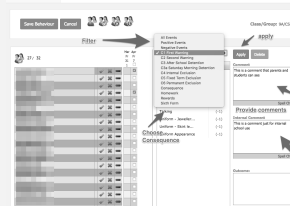
Use the quick search box at the top to search quickly for students, staff, teaching groups etc.

### My Diary



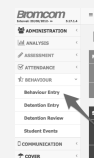
Your diary will show your timetable and other events. The buttons on the top right of the screen will allow you to book meeting rooms, a spare classroom for an event or equipment such as the school minibus or iPads.

### Rewards & Consequences (from reg)



Select one or more students from the register. Use the filter to choose the appropriate reward or consequence. Enter a comment - bear in mind that this can be seen by parents and students. Any information that should stay within school should be put in the Internal Comments field. Don't forget to hit Apply to save the reward or consequence for the selected students.

### Rewards & Consequences (individual)



If you want to enter a reward or consequence for an individual student outside of a normal class register, choose Behaviour->Behaviour Entry and then search for the student. Then enter reward or consequence as above

### Entering a report comment



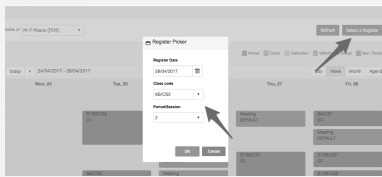
Enter a textual comment for the selected student. Choose 'Next' to move on to the next student. You may find it more convenient to upload comments in bulk via the Excel Import. Bromcom also supports comment banks: we will discuss setting this up with DoLs in due course.

### KS4/5 reports

Report	Grade	Acceptable
GCSE	9-1	Yes
GCSE	2-8	No
GCSE	1-7	No
GCSE	1-6	No
GCSE	1-5	No
GCSE	1-4	No
GCSE	1-3	No
GCSE	1-2	No
GCSE	1	No
GCSE	0	No
GCSE	U	No
GCSE	W	No
GCSE	EW	No
GCSE	EX	No
GCSE	FX	No
GCSE	0	No
GCSE	1	No
GCSE	2	No
GCSE	3	No
GCSE	4	No
GCSE	5	No
GCSE	6	No
GCSE	7	No
GCSE	8	No
GCSE	9	No
GCSE	10	No
GCSE	11	No
GCSE	12	No
GCSE	13	No
GCSE	14	No
GCSE	15	No
GCSE	16	No
GCSE	17	No
GCSE	18	No
GCSE	19	No
GCSE	20	No
GCSE	21	No
GCSE	22	No
GCSE	23	No
GCSE	24	No
GCSE	25	No
GCSE	26	No
GCSE	27	No
GCSE	28	No
GCSE	29	No
GCSE	30	No
GCSE	31	No
GCSE	32	No
GCSE	33	No
GCSE	34	No
GCSE	35	No
GCSE	36	No
GCSE	37	No
GCSE	38	No
GCSE	39	No
GCSE	40	No
GCSE	41	No
GCSE	42	No
GCSE	43	No
GCSE	44	No
GCSE	45	No
GCSE	46	No
GCSE	47	No
GCSE	48	No
GCSE	49	No
GCSE	50	No

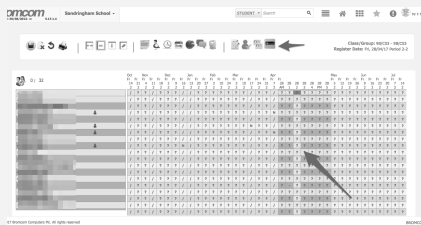
For KS4 and 5 reports, the acceptable grades are as above. Please make sure that you are using 9-1 for those GCSEs on the new specifications.

### Finding a register



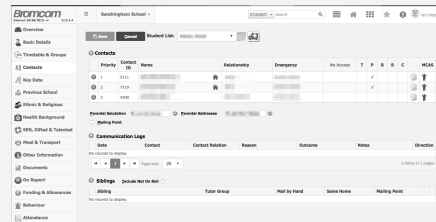
Your 'My Calendar' on your Dashboard will show your own registers to take for that day. You can also search for other registers via My Calendar, click on 'More' and then select the day, class group and session that you want to view

### Taking a class register



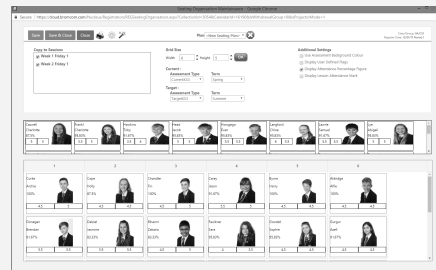
The Class Register shows the previous attendance for your lesson in previous weeks, and the attendance of each student for that day. In the highlighted column, use 'I' for present and 'N' for absent. The register will start in 'Projector mode' where SEN and other information is hidden - click the Projector icon and enter your password to show this information

### Student Data



Once you have used a selector to find a student, use the menus on the left to find contact details, attendance, timetable and other key data for an individual student

### Seating Plans



Configure your seating plan by dragging and dropping students into the grid. Use the cog icon to change settings and to display the appropriate current attainment and target for each student. You can also change the grid size to reflect the layout of your room.

### Entering Assessment Data



Data Entry and Reports are via 'Assessment Sheets'. These will be available in the widget. Click 'More' to see the full list for those assessments you have access to. You will also get a 'nag' reminder about due assessments two days before the due date.

### Completing Student Reports

The screenshot shows a web-based interface for managing student reports. It features a grid with columns for 'CA', 'Effort', 'Homework', and 'Comment'. The grid contains multiple rows of student data. At the top of the grid, there are buttons for 'Print & Print', 'Export', and 'Import'. A dropdown menu is open, showing options for 'Export' and 'Import'. The 'Export' option is selected, and a sub-menu is visible with 'CSV' as the chosen format. The 'Import' option is also visible in the sub-menu.

The reporting assessment sheet shows data for each student in Autumn, Spring and Summer including CA, Effort, Homework, Comment etc. Note that you can now complete a full assessment sheet in Excel. Choose 'Export' and then 'CSV' format and complete gradings and comments etc in the spreadsheet. Then choose Import and load it back into the system. Be careful - this will overwrite all prior data with this copy!

### KS3 reports



Note that KS3 reports include the Learning Journey and target for each student and the grade that needs to be entered is the threshold number e.g. 2.0 is Developing in Spring for year 7, 4.0 is Mastering in Autumn for Year 8. The 'On Track' column will be calculated for you based upon their expected progress for their learning journey.