

## End and Start of Academic Year: combined full day course

This course covers the essentials for your end of year routines in GO 4 Schools to ensure you are set up ready for exam results. We then progress to the start of a new academic year to support you in a confident and effective set up.



### COURSE DETAILS

If you are in your first academic year of using GO 4 Schools as a **School manager** this course is ideal to ensure you are equipped with the skills and understanding of the processes for a smooth transition with the academic year changeover.

Key aspects covered:

- Preparing for exam analysis
- Uploading exam results
- Checking subjects and qualifications
- Locked subjects and group management tool
- Student attributes and focus groups for data analysis
- Using the school dashboard
- Creating and using snapshots
- Key tasks for the start of year process
- Uploading target and baseline grades
- Copying markbooks

A system health check is completed for all attending schools with advice on your set up. Time will be given for delegates to discuss and share ideas of how they are using GO 4 Schools.

### DATES AND TIMES

We are running courses as online sessions using Microsoft Teams until January 2021.

In-house courses will be reviewed to comply to the most current guidance regarding COVID-19.

- **9 June 2021**      **9.30 - 16.30 (7 hours training based in Cambridge—Wednesday)**
  - **1 July 2021**      **9.30 - 16.30 (7 hours training based in Cambridge—Thursday)**
  - **7 July 2021**      **9.30 - 16.30 (7 hours training based in Cambridge—Wednesday)**
- Refreshment breaks and lunch is provided for the sessions based in Cambridge

The course is also available to book exclusively for your school as a 1:1 session with your Data manager.

## COSTS AND BOOKING DETAILS

£250 per delegate. All prices are subject to VAT.

Places are limited to a maximum of one delegates per school.

Please complete the booking form to secure your place.

Email: [events@go4schools.com](mailto:events@go4schools.com) or Tel: **01223 967556**

## EQUIPMENT

- For online training we use Microsoft Teams, we suggest delegates have access to a laptop with a camera and microphone to be fully engaged in the sessions.
- For in-house courses please bring your own laptop as there will be practical time to view and amend your own school set up. Proxy settings need to be checked in advance so that we can provide you with access to our guest wi-fi.

Full details will be sent to delegates at the point of booking.

## GO 4 SCHOOLS TRAINING EVENTS

Our training events are developed with the ethos of 'Working together' — sharing knowledge and confidence in school data to ensure a 'best practice' approach and maximum value.

### Current training offers include:

- Start and end of academic year set up for Data managers
- Induction for new Data managers or those new to managing GO 4 Schools.
- Set up and use of markbooks
- Analysing data for Data manager, senior leadership and data teams
- Effective use of Behaviour and attendance modules
- Post-16 data analysis

See our website for more details: [www.go4schools/CPD](http://www.go4schools/CPD)

## FURTHER INFORMATION

For additional information about your GO 4 Schools training or consultancy please contact the Customer services team.

Face to face training is based at our Cambridge office:

Hyperspheric solutions Ltd  
Compass House, Vision Park,  
Chivers Way, Histon,  
Cambridge CB24 9AD

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