Recommended MIS training courses by role

Overview

Course name	Essential or recommended before Go-live	Office Admin	Business Manager	Finance staff	SLT	SENCo	Teacher	Attendance staff	Assessment staff	Support staff	Cover Manager
Arbor: Attendance For Administrators	Essential	✓			✓			✓			
Arbor: Business Roles and Permissions	Essential		✓	✓	✓						
Arbor: Enrolments and Admissions **OR** Arbor: Enrolments and Admissions for Schools with Nurseries	Essential	✓									
Arbor: Overview for New Administrators	Essential	✓	✓	✓				✓			
Arbor: Pupil Profiles	Essential	✓	✓								
Arbor: Reporting Overview	Essential	✓	✓		✓						
Arbor: Teacher Essentials	Essential				✓	✓	✓				
Arbor: Staff Contracts	Essential BHCC - Optional		✓								
Arbor: Staff Absence and Cover	Essential BHCC - Optional	✓	✓								✓
Arbor: Staff Profiles	Essential BHCC - Recommended		✓	✓	✓						
Arbor: Staff - Recording Professional Development, Training and Checks	Essential BHCC - Recommended	✓	✓								
Arbor: Communications	Recommended	✓	✓		✓						
Arbor: SEN	Recommended				✓	✓	✓				
Arbor: Attendance Reporting	Recommended	✓			✓			✓			
Arbor: Assessment - Summative Analysis for Primary Schools	Optional				✓				✓		
Arbor: Assessment - Formative Analysis for Primary Schools	Optional				✓				✓		
Arbor: Behaviour	Optional				✓						
Arbor: Clubs and Trips	Optional	✓	✓	✓							
Arbor: Wraparound Clubs	Optional	✓	✓	✓							
Arbor: Parent Payments and Purchases	Optional	✓	✓	✓							
Arbor: Guardian Consultation/Parents Evenings	Optional	✓	✓								
Arbor: Interventions	Optional				✓	✓	✓			✓	
Arbor: Meals Setup and Management	Optional	✓	✓	✓							
Arbor: Parent Portal and Permissions	Optional	✓	✓								
Arbor: Recording Medical Information and Reporting Medical Events	Optional	✓	✓				✓			✓	
Arbor: School Calendar and Events	Optional	✓	✓								

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The above training recommendations are guidance only; please book training in accordance with responsibilities and job titles at your school. Below is an overview of what each course covers, if you have any further questions, please email us; mis-team@schoolsict.services.

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Course Name	Description
Arbor: Attendance For Administrators	During this session, we will look at how to carry out the day-to-day actions of managing attendance. We will cover the following: • Statutory marks and register settings • Reviewing registers and following up on absent students • Locating incomplete registers and chasing for their completion • Recording planned absences • Bulk changing marks • Auditing marks and identifying attendance trends
Arbor: Business Roles and Permissions	An overview of Business Roles and Permissions within Arbor. During the course we will explore: • What Business Roles and Permissions are and how they impact an individual user • How to assign a business role to a new and existing member of staff • How to view Business Roles and Permissions for your staff body as a whole • Communication permissions • Other elements of security and data management
Arbor: Enrolments and Admissions/Arbor: Enrolments and Admissions for Schools with Nurseries	A look at the process of adding and recording pupils' school enrolments in Arbor: • Overview of the Pastoral and Academic setup in Arbor • Adding a pupil to Arbor manually • Enrolling pupils into their form, class and house • Importing and exporting CTFs • Setting up new intake seasons and applicant groups
Arbor: Overview for New Administrators	An introduction to Arbor for brand new school administrators who have not used the system before. This course covers: • Logging into Arbor • Introduction to Business Roles and Permissions • A guide to the Arbor home page • Key attendance setup • Finding the student profile • Setting up linked institutions e.g. destination schools • Creating and printing class lists • The data quality dashboard
Arbor: Pupil Profiles	In this session we will explore pupil profiles within Arbor. We will cover the following: • Locating pupil profiles • Adding a new pupil to the system • Adding, amending and deleting information • A tour of the pupil profile and information that can be held • Linking pupils and solving duplicates • Using the data quality dashboard for keeping student and guardian data accurate
Arbor: Reporting Overview	Overview of the built-in reporting areas in Arbor along with a basic introduction to Custom Report Writer. We will look at: Built in reporting • Enrolment • Demographics • Medical • Attendance

	Customer Report Writer • Create a report • Sharing reports • Schedule report • Using reports within a mail merge There is fuller, 2-hour, course for a more in depth look at how reports are built with formatting and formula
Arbor: Teacher Essentials	This is an essential session for teachers new to Arbor. We will be focusing on getting started with the system, and looking at the areas most used by teaching staff: • Arbor home page • Student profiles • Calendar • Lesson dashboard/registers • Assessment area • My Classroom/seating plans
Arbor: Staff Contracts	This course provides a comprehensive overview of the HR Admin module within Arbor. During the session we will cover: • how to create and update an allowance • how to maintain your pay scales including annual increases • Set up a new position • Maintain superannuation figures • how to set up a new contract and make changes to contracts • introduction to the Contracts overview screen
Arbor: Staff Absence and Cover	This course provides an overview of the Absence module within Arbor. During the session we will cover: • how to view staff absences in Arbor • how to add a new staff absence • how to report on staff absences • how to allocate and edit cover for staff absence • how to view cover for staff
Arbor: Staff Profiles	In this session we will explore staff profiles within Arbor. We will cover the following: • Locating staff profiles • Adding a new member of staff • Adding, amending and deleting information • A tour of the staff profile and information that can be held • The positions page • Ending a staff member's employment • Using the data quality dashboard for keeping staff data accurate
Arbor: Staff - Recording Professional Development, Training and Checks	This course concentrates on using the staff development and checks areas in Arbor to record and monitor training courses and checks. We cover the following: • How to record training in Arbor • How to set and monitor objectives • How to set up observation templates and record an observation • How to record and complete an appraisal
Arbor: Communications	This course provides a comprehensive overview of the communications module within Arbor. During the session we will cover: • Setup including who is able to send communications • How to send communications; emails, SMS, in-app messages. • Viewing sent and received communications

	• Logging calls occurring outside of Arbor • In-app message and SMS settings • Communication templates • An introduction to mail merges using the Custom Report Writer
Arbor: SEN	In this session we will explore the SEN area of Arbor. We will cover the following: • Setup • Lists and statistics of students with SEN • Adding a status for a student • Adding a need for a student • Editing a Status • Adding an event • Student Funding • Adding a student as part of the SEN Unit or Resourced Provision • Adding dietary requirements
Arbor: Attendance Reporting	This session follows on from the Attendance for Administrators session. During this hour we will be focusing on attendance reporting using the built-in tools. We will cover: • Key Performance Indicators • Latecomers • Statistics • Attendance Overtime • Attendance Certificates • Statutory Marks Report • Printable Registers • Week by Week Marks Report
Arbor: Assessment - Summative Analysis for Primary Schools	There are several built in analysis grids available in Arbor for both summative and formative assessments. The session will start with a brief overview of summative assessment (full training is offered on a consultancy basis). We will then look at the following summative analysis areas: • Overview Dashboard • Attainment Over Time - Chart View and the Table View • Attainment Expectations • Expectation Over Time • Grade Distribution - Chart View and the Table View • Transition Matrix • Analysing Assessment using the Statistics Page
Arbor: Assessment - Formative Analysis for Primary Schools	There are several built in analysis grids available in Arbor for both summative and formative assessments. The session will start with a brief overview of formative assessment (full training is offered on a consultancy basis). We will then look at the following formative analysis areas: • Overview Dashboard • Progress over Time • Attainment by Area • Average Marks • Adding Evidence • Reporting • Comparisons • Mark Distribution • On Track Students • Statistics

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Arbor: Behaviour	An overview of the behaviour management features in Arbor. This course will look at: • Setting up a Behaviour points/rewards system • Setting up positive and negative behaviour incidents for staff to log • Setting behaviour workflows which, for example, will auto-email parents when an incident occurs • Recording Internal exclusions, suspensions and Permanent exclusions • Reporting on behaviour
Arbor: Clubs and Trips	This course provides a comprehensive overview of the Activities module within Arbor. During the session we will cover: • Setting up a free club • Setting up a paid for club • Setting up a paid for trip • how to add a manual booking, refund a booking • how a parent can book on a club or trip via the parent portal
Arbor: Wraparound Clubs	This course provides a comprehensive overview of how to effectively set up, manage, and optimise Wraparound Care Clubs using Arbor. Aimed at school administrators and club coordinators, it covers key features such as: • Session scheduling • Pupil registration • Billing • Reporting Participants will gain practical skills to streamline operations and enhance parental engagement. Ideal for those looking to maximize the efficiency and impact of their before and after-school care programs.
Arbor: Parent Payments and Purchases	This course provides an overview of the Payments module within Arbor. During the session we will cover: • how to set-up your card payments in Arbor • how to set up initial balances from previous system • how to link additional bank accounts and customer account types • how to view account balances, generate invoices and credit notes • how to view and contact those owing money
Arbor: Guardian Consultation/Parents Evenings	In this session we will demonstrate How to fully set up a guardian consultation evening in Arbor. The session will cover the following steps: • Create the Parents' Evening Event • Schedule meetings with form tutors and other staff • Set staff availability • Allow parents to book via the portal • Book meetings manually • Print timetables for teachers, SLT and admin
Arbor: Interventions	In this session we will look at how to set up and manage an intervention in Arbor. We will explore: • Accessing interventions from the dashboard • Setting up a new intervention • Editing an intervention • Setting measurable outcomes • Reviewing an intervention • Provision mapping • Intervention Costs • Deleting an intervention
Arbor: Meals Setup and Management	This course equips school staff with the knowledge and skills to efficiently set up and manage School Meals using Arbor. Participants will learn how to: • Configure meal options • Manage dietary requirements

	• Track pupil choices • Handle payments and reporting. Designed for administrators, the course ensures a smooth, accurate, and compliant approach to school meal provision.
Arbor: Parent Portal and Permissions	A look at the Arbor Parent Portal/Parent App. This session will give an overview of the functionality offered as well as looking at how the setup process: • Required data checks before use • Switching features on or off • Inviting parents to use the portal • Troubleshooting
Arbor: Recording Medical Information and Reporting Medical Events	This course focuses on adding and recording a wide variety of medical information in Arbor for pupils and staff. • Medical conditions/dietary requirements • Medical events such as accidents, appointments and procedures • Linked medical institutions such as doctors' surgeries • Using Custom Report Writer and email templates to notify parents of any accidents/first aid events at the end of the school day
Arbor: School Calendar and Events	This course provides an overview of how the calendar works in Arbor as well as looking at setting up recurring events and publishing a public calendar on a school website. The session will cover: • Overview of Calendar and Events • School Events/Timetabled events pages • Creating an event and adding staff • Viewing events in users' calendars • Linking Arbor Calendar to an external calendar/website • Other types of events (SEN, Medical)