



ICT Solutions
Tel: 0845 3033003

PHOENIX GOLD TRAINING

******* NEW COURSE FOR 2002/2003 *******

USING STANDARD PUPIL REPORTS AND SPECIAL INTEREST GROUPS

This course will provide training on how to write Letters, set up Grid Reports and produce Labels within Phoenix Gold. It will also show how to create and use the Special Interest Group (SIG) option to group pupils for other than Classes, yeargroups or teaching groups. SIG's can be used for grouping Nursery Children, extra-curricula sessions as well as after school Clubs

Who should Attend ? – The course is aimed at those staff who will be required to produce lists of pupil data and record pupils in groupings other than classes or year groupings. Prior knowledge of the Phoenix Database would be useful but not essential.

Aim of Course To make delegates aware of the possibilities available by using existing reporting options that they may have not previously used and to be able to set up and use Special Interest Groups within Phoenix Gold.

Venues and Dates Science and Technology Centre, Norwich - 6th November 2002
West Norfolk PDC, Kings Lynn - 31st (pm only) October 2002

Duration 3 Hours

Session Times 9.15 – 12.15 1.30 – 4.30

Materials Required None

Fee £55 per person per session

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Phoenix - STANDARD PUPIL REPORTS AND SPECIAL INTEREST GROUPS

Name _____ School _____

First Choice : venue,date,time

Second Choice : venue,date,time

Please make cheques payable to **Norfolk County Council** and return this form to **Mrs A Knowles, ICT Solutions, c/o EFS Room 063 , County Hall, Norwich** or **book on-line via the ICT Solutions Web Site**