Webinar Catalog

Whether you have used MMS Generations for some time or are just starting, these Webinars are a great way to expand your knowledge and increase your skill level. All Webinars run 60-90 minutes. Check the description for times. Webinars generally are offered during the months indicated.

Courses are offered in the following areas:
Administrative
Custom Reporting with Precision Report Writer
Electronic Data Reporting for States
Fee Tracking
General MMS
Grading
Health
Open Forums
Scheduling
Standards/Skills Grade Reporting
Testing and Assessment
Web Portals

Administrative

Getting Ready for the New Year   Aug, Sep, Jan, Feb, Mar, Apr, May, Jun

Now is the time to get the new year off and running. Streamline the process by copying much of the current year information into next year. Add returning students and those coming from other schools in your district. New student registrations can then be entered directly into the database. Update the information specific to the new school year and get going. Configure dates for terms, calendars and the Web Portal.
Intended Audience: *Registrars and Administrators*
Topics Covered:
* Roll returning students and supporting data to the new school year
* Merge incoming students from another school or database
* Promote students to the next grade
* Term and Section Tracking dates
* Create a calendar and associate students with it
* Web Portal Dates and Configuration

Keeping the Database Healthy   Sep, Oct, Dec, Jan, Feb, Mar, Apr, May, Jul

Performing periodic maintenance on the database will help it run smoothly and efficiently. Knowing the backup and restore procedures will give you peace of mind. Learn how to use administrative utilities to solve problems.
Intended Audience: *Administrators and IT*
Topics Covered:
* Duplicate, Backup and Restore a Database
* Ways to make the database faster and more efficient
* Ways to setup a maintenance plan
* Ways to troubleshoot problems

Webinar Catalog

Custom Reporting with Precision Report Writer

Custom Reporting w/PRW 1: The Basics   Sep, Nov, Feb, Apr

You will appreciate our easy-to-use custom report writer Precision Report Writer. This sophisticated reporting and query tool sorts, groups, and filters information the way you want it. Results are automatically formulated and displayed as reports, labels, graphs, and spreadsheets. This webinar starts you on your way with the basics.

Intended Audience: *Everyone*

Topics Covered:

* What Precision Report Writer can do
* Use the Detail Request Wizard
* Advantages of not using the Wizard

Custom Reporting w/PRW 2: Summaries, Cross-Tabs and Labels
Sep, Nov, Feb, Apr

This class is a continuation of Precision Report Writer. In this session, you will explore the Summary, Cross-Tab and Label requests. Also build upon your knowledge to modify a detailed request by using sorting and grouping functions and modify a request layout to create your own look.

Intended Audience: *Everyone*

Topics Covered:

* Labels, Summary and Cross-Tab requests
* Sorting and Grouping functions
* Filtering

Custom Reporting w/PRW 3: Deeper into the Details   Sep, Nov, Feb, Apr

This is a continuation of Precision Report Writer 1 and 2. Get deeper into the nitty-gritty of the requests. This class will work with variables and calculations.

Intended Audience: *Everyone*

Topics Covered:

* Variables
* Calculations

Webinar Catalog

Electronic Data Reporting

Connecticut

CT PSIS   Oct, Jan, Feb, Jun

Generate and send the PSIS Data Export, Student Dropout Export, Register/Unregister Exports, Intra-District Change Export and Summer Rollup Export to the CTDOE. Additionally, you may produce the end-of-year Connecticut State Department of Education ED166 Disciplinary Offense Report in the format required by the state.
Intended Audience: Administrators, Registrars and Secretaries
Topics Covered:
* Setup for exports
* PSIS exports
* ED166 export

Illinois

IL ISBE SIS   Aug, Sep, Apr, May

Whether it is Demographics, Enrollment, Discipline or Early Childhood, this webinar will cover how to setup your codes, and export your data in preparation for the data collections.
Intended Audience: Administrators, Registrars and Secretaries
Topics Covered:
* Setup for exports
* Assessment Pre-ID, Discipline, ELL and Homeless exports

Indiana

IN ISTEP+   Aug, Nov, May

This webinar will cover the various DOE exports. Learn how to setup your codes, and export your data in preparation for the data collection for everything from Textbook Reimbursement through Expulsions and Suspensions. Course and Staff information will be covered.
Intended Audience: Administrators, Registrars and Secretaries
Topics Covered:
* Setup for exports
* Student and staff exports

Maine

ME MEDMS   Sep, Mar, Jun

Get ready for the Student, School Enrollment and Special Education Exports. Match your data with the required State information. Make sure race and ethnicity will export properly. Handle Residency and Special Enrollment changes
Intended Audience: Administrators, Registrars and Secretaries
Topics Covered:
* Setup for required Student data
* Import State ID numbers

Webinar Catalog

Electronic Data Reporting

Massachusetts

MA EPIMS   Dec, Jul

Get ready for the EPIMS exports in December and July. Gather the needed information for Highly Qualified, Subject Matter Competency and Work Assignments. Match your Course offerings with the required State information. Make sure student grades will export properly.

Intended Audience: *Administrators, Registrars and Secretaries*

Topics Covered:

* Understanding EPIMS changes and updates
* Setup for Student Course Schedules

MA SIMS   Sep, Oct, Mar, Jun

Do you have all 52 DOE category 1 elements for the exports in October, March and June? Understand what data is needed and where to enter it. Get ready for the Student Course Schedules Export. Match your Course offerings with the required State information. Make sure student grades will export properly.

Intended Audience: *Administrators, Registrars and Secretaries*

Topics Covered:

* Understanding SIMS changes and updates
* Setup for required Student data
* Setup for Student Course Schedules

MA SIMS Discipline Export   May, Jun, Jul

This webinar will cover the Incident Report for (SSDR), and Student Discipline Report exports required by the state of Massachusetts. Learn how to setup your action, infraction, and incident codes, and export your data in preparation for the data collection.

Intended Audience: *Administrators, Registrars and Secretaries*

Topics Covered:

* Setup for School Safety and Discipline Report exports
* Disciplinary Incidents
* Infractions and Actions with extended details

New Hampshire

NH i.4.see   Aug, Oct, Feb, Apr, Jun, Jul

Find out how MMS works with your reporting needs for New Hampshire i.4.See Reports. Learn what preparations will make reporting easier. BOY and Free & Reduced are due in Oct, NECAP in Feb, Apr and August. CATE exports in Oct, Feb and June. EOY is due in July.

Intended Audience: *Administrators, Registrars and Secretaries*

Topics Covered:

* Setup of attendance requirements
* Ways to enter demographics and attendance
* Exporting information

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Electronic Data Reporting

New Jersey

NJ SMART and ASSA   Sep, Oct, Nov, Jun
Find out the reporting requirements for New Jersey SMART and ASSA. What codes need to be set up and where they impact.
Intended Audience: *Administrators, Registrars and Secretaries*
Topics Covered:
* Setup of attendance requirements
* Ways to enter demographics and attendance
* Exporting information

Pennsylvania

PA PIMS Course Submissions   Feb, Jun
Are you new to MMS and unsure about the PIMS Course Templates? The Course, Course Instructor and Course Enrollment exports are due in February and June. They involve your secondary AND elementary grade levels. We will also cover any questions about the changes in the Student, Staff, or Enrollment Templates registrants may have in preparing the exports for these reporting windows.
Intended Audience: *Administrators, Registrars and Secretaries*
Topics Covered:
* PIMS Course catalog
* Elementary Courses, sections and teachers
* Teacher Long ID (PPID)

PA PIMS Safe Schools Exports   Sep, May, Jun
Get ready for the Discipline Domain Templates due in June. Find out what you need for the Incident, Person, Incident Offender, Incident Offender Infraction, Incident Offender Disciplinary Action, Incident Offender Parent Involve and Incident Victim exports.
Intended Audience: *Administrators, Registrars and Secretaries*
Topics Covered:
* Code Setup for Exports
* Incident and Person Exports
* Incident Offender Exports
* District Fact

PA PIMS Special Education Export   Dec, Jul
This Webinar will step users through the menus, screens, data input, and exports for the Special Education templates due in December and July. This includes code setup in various places for Special Education information, services and events.
Intended Audience: *Administrators, Registrars and Secretaries*
Topics Covered:
* Code set up
* Special Education Snapshot, Services and Events

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Electronic Data Reporting

PA PIMS Staff File Reporting Jan, Jun

Learn how to submit the Staff, Staff Snapshot, and Staff Assignments Exports due in January and June. This webinar will cover these exports, importing your staff PPID numbers, entry screens and fields, securing staff information, enhancements and a Q & A period.

Intended Audience: *Administrators, Registrars and Secretaries*

Topics Covered:

* Staff Exports
* Limiting access to critical information

PA PIMS Student and Program Facts Oct, Dec, Feb, Mar, Apr, Sep

Get the information needed for the most submitted set of Templates to the state. Find out what you are missing for the Student, Student Snapshot, School Enrollment and Program Fact exports. Included is the PSSA Assessment Precode file.

Intended Audience: *Administrators, Registrars and Secretaries*

Topics Covered:

* New options requested this year
* School Enrollment, Program Fact and Student Export

PA PIMS Summer and Child Accounting Jun, Jul, Aug, Sep

Don't let PIMS reporting ruin your summer vacation! Make sure you have the information needed for the Student Calendar Fact and School Calendar exports. We'll review the CTE Student Fact and CTE Student Industry Credential Exports.

Intended Audience: *Administrators, Registrars and Secretaries*

Topics Covered:

* Child Accounting Exports
* CTE Exports

Rhode Island

RI eRIDE Sep, Nov, Jun

Are you prepared for the Enrollment Census exports? Learn how to organize your information and selections for the Roster, Address, Daily Attendance, Discipline, Program Status, Class Roster and others. Decide how you will export to the state and what is needed to do so.

Intended Audience: *Administrators, Registrars and Secretaries*

Topics Covered:

* Setup for exports
* Export options
* Various Enrollment Census exports

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Fee Tracking

Follow the Money in Fee Tracking Aug, Sep, Jan, Jun

Follow the money from tuition to lost book fees. Set up the foundation by defining fees and payments, comments to clarify them and commonly occurring billings scenarios. Mass edit the registration fee to multiple students. Enter a single payment to a specific student and print a receipt. Import electronic payments from a text file. Post billing transactions based on a date range. Print transaction registers and aging reports. Email or print monthly statements.

Intended Audience: *Business Manager*

Topics Covered:

* Define debit/credit codes, comments and messages
* Billing schedules and templates
* Ways to add transactions
* Billing schedules and templates
* Print receipts, statements and transaction registers

Webinar Catalog

General MMS

Discipline Reporting and School Safety   Sep, Nov, Feb

School Safety is important. Track offences for either individual students or incidences involving multiple people. School personnel can easily enter Infractions and associate multiple consequences to the same infraction or offence. Print detention lists.

Intended Audience: Administrators and Secretaries

Topics Covered:
* Ways to standardize codes and selections
* The difference between incidents and infractions
* Ways to enter incidents
* Ways to enter offences and associate incidents with them
* Report Options

End of Year Reporting   May, Jun, Jul

This webinar is for the person who generates the summary and statistical reports at the end of the school year. Just a few of the available reports include how Attendance relates to No Child Left Behind reporting and Discipline to Safe School reporting.

Intended Audience: Administrators and Secretaries

Topics Covered:
* Run summary and statistical reports
* Archive year-end information
* Produce NCLB reports

Getting Around MMS   Sep to May

Ever wonder what all the buttons in the menus do? Where can you find the student information you need? What's the difference between the Jobs menu and the Edit menu? What's a filter anyway? This webinar will get you from one end of MMS to the other.

Intended Audience: Everyone

Topics Covered:
* Menus and Toolbars
* How to use your Favorites
* Basic editors
* Student Record Listings

Importing and Exporting   Nov, Jan, Mar

Transfer data from several different file formats into MMS. Extract data into spreadsheets, text files and graphs. 60 minutes.

Intended Audience: Guidance and Secretaries

Topics Covered:
* Import data from different formats
* Export data via PRW

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General MMS

Mail Merge: Communicating with Parents

Letters and email are an efficient way to communicate with parents. Notify them about excessive absences, discipline actions, failing grades or non-compliance with immunization requirements involving their children. The general setup of mail merges will be covered – building a table, creating and editing the letter body, formatting letters using a master report form and the merging, printing and tracking of letters and labels.

Intended Audience: *Administrators and Secretaries*

Topics Covered:
* Understand the components for producing a letter
* Customize an attendance letter
* Create a discipline letter

Ramp Up Student Information

This webinar explores how to manage contacts, mass edit demographics, and update records in multiple school years. Register a student after the school year has started by entering their demographics, and then continue with attendance, schedules and health. Learn how to get a returning student's information into the current year.

Intended Audience: *Registrars, Guidance and Secretaries*

Topics Covered:
* Family groups
* Mass editing
* Add new student
* Find a returning student
* Adding attendance entry
* Schedule the student into classes

Students Filters

The concepts of Filters may at first seem confusing. A Filter shapes your MMS Generations experience by allowing you to work with a specific subset of students. You can create filters to allow you to work with just students with IEPs, students with 10 or more absences, students with missing schedules, etc. There are thousands of possible ways to customize student criteria and sort order. 60 minutes.

Intended Audience: *Everyone*

Topics Covered:
* Limiting students by different criteria
* Sorting students for reports

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Grading

Are You Ready for Report Cards?   Oct, Nov, Dec, Jan
Join us for an overview of the steps needed to prepare for term grades based Report Cards. This will include getting attendance totals, finding missing grades, calculating honor rolls and more.
Intended Audience: *Guidance*
Topics Covered:
* Ways to enter grades and find missing ones
* Summarizing Attendance
* Overview of Honor Roll, GPA, Class Rank and Credits
* Printing report cards

Calculating Grade Averages   Jan, May
Grade Averaging allows you to weight various grades into an average based on the numeric grades or grade points. Decide what to do if a grade is missing in the calculation. Set additional rules for exclusion. Set up a minimum grade. Implement the Current Final Averages for the Web Portals
Intended Audience: *Guidance*
Topics Covered:
* Difference between grade averaging and GPA calculations
* Ways to include or exclude information
* Web Portal setup for Current Final Average

Grade Point Averages and Class Rank   Oct, Dec, Jan, May
Calculating GPAs and Class Rank are essential functions of Grade Reporting. In this Webinar you will learn how to set up, calculate and store as many different GPAs as you need. They can cover a single term or multiple years, weighted by course credits and/or course level. When GPAs go bad, narrow down where the issue is and how to fix it.
Intended Audience: *Guidance*
Topics Covered:
* GPA Concepts
* Computation options
* Diagnosing problems
* Class Rank computations

Graduation Requirements   Feb, Mar, May
Track how the student is progressing towards graduation based on credits earned by department. Requirements are limited by year of graduation so as the needs change it can be reflected in future years. 60 minutes.
Intended Audience: *Guidance*
Topics Covered:
* Requirements by department and year of graduation
* Understand report options

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Grading

Historical Transfer and Summer School Grades Aug, Sep, Apr

A new student enters school and you need to get their prior history into your system. Discover ways to enter this and summer school grades.

Intended Audience: *Guidance*

Topics Covered:

* Two ways to enter transfer courses
* Three ways to enter summer school courses

Honor Roll Explained Oct, Dec

Reward students for their efforts. Set up any number of honor rolls with limits by GPA range or minimum and maximum grade counts. Even set up a rule for ineligible students with too many failures. 60 minutes.

Intended Audience: *Guidance*

Topics Covered:

* Define Honor Roll Rules
* Computing Honor Rolls

Setting up Transcripts Dec, Jan, Feb, May, Jun

Generate a multi-year transcript with demographics, school information, academic standing, activities and more. Opt to include final averages for prior years and ongoing term grades for the current year. Determine how to include standardized testing.

Intended Audience: *Guidance*

Topics Covered:

* Transcript layout selection
* Student and school information
* Class Records for current and prior years
* Academic standing, test records, activities and miscellaneous blocks
* Assessment testing
* Single year Transcript Labels

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Health

Health 101: Getting Started
Sep, Oct, Apr, Jun

Get familiar with the Health System. We start with what information can be tracked and where it is. Learn how to streamline your codes for efficient information entry. Customize these codes to simplify producing reports and tallies needed on a monthly, quarterly or yearly basis.

Intended Audience: *Nurses*

Topics Covered:
* Overview of the Health System
* Review information needed for reports
* Streamline Codes
* Produce Health Tallies

Health History
Sep, Dec

Ever wanted to be alerted when a student has a medical condition? Find out how to enter a student's health history and see how it can impact the state immunizations.

Intended Audience: *Nurses*

Topics Covered:
* Edit health conditions
* Track communicable diseases
* Alert options

Health Office Visits
Oct, Jan

The office visit log gives you the ability to record every time the student comes to the health office. It allows you to give a reason for the visit such as illness or injury. Continue with the assessment of why they are there such as a headache; the intervention such as an icepack and where they were discharged to. Get the most from how you organize this information to facilitate generating reports.

Intended Audience: *Nurses*

Topics Covered:
* Define codes based on reports needed
* Reasons for Visit versus Assessment, Intervention and Discharge

Health Screenings
Sep, Feb

Screenings from Hearing to Lead Toxicity can be tracked and recorded. Enter growth information and print BMI charts. Quickly add hearing screenings for a group of students and then go back and change the few that failed.

Intended Audience: *Nurses*

Topics Covered:
* General setup for different screenings
* Ways to enter screenings
* Reporting BMI and other information

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Health

Immunizations and State Requirements **Sep, Nov, Mar, May**

Quickly and easily track immunizations given to students. Add new ones as they are required. See how both can impact state immunization compliancy rules. These rules can go from the number of doses the student has received, to looking at the intervals between doses.

Intended Audience: *Nurses*

Topics Covered:

* Updating immunization list
* Ways to enter immunizations
* Exemptions
* State immunization compliancy rules

Medications and the Log **Sep, Nov, Jan**

Start with a list of prescription and over the counter medications grouping by type. List orders for medications the student is taking at school or at home. Track when medications are brought to school and by whom. Log when medications are given.

Intended Audience: *Nurses*

Topics Covered:

* Medication Types for reports
* Medication Orders
* Medication Tracking
* Medication Logs

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Open Forums

Friday Forum Aug to Jul

Expand your knowledge! Have an area you would like to explore? Want more detail about how something runs? Whether it's building a better filter or adding a new user, this webinar will handle it. Bring your questions and issues. We will go over any and all areas of the software. If possible, please send your questions to training@cri-mms.com prior to the session.

Intended Audience: *Everyone*

Topics Covered:

* Better understanding of issues raised

Friday Forum – Custom Reporting w/PRW Sep to Jun

Every school has unique requirements for reports and requests. This open forum is tailored to your specific needs. Bring your questions and formatting needs so we can help you produce the results you want. If possible, please send your questions to training@cri-mms.com prior to the session.

Intended Audience: *Everyone*

Topics Covered:

* How to modify Precision Report Writer requests for specific needs.

Friday Forum – New Users Jun to Jul

New Users! Have an area you would like to explore? Want more detail about how something runs? Whether it's building a better filter or adding a new user, this webinar will handle it. Bring your questions and issues. We will go over any and all areas of the software. If possible, please send your questions to training@cri-mms.com prior to the session.

Intended Audience: *Everyone*

Topics Covered:

* Basics of MMS

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Scheduling

ASB 1: Section Patterns, the building blocks of the Master Schedule

Automated Schedule Builder (ASB) will build the Master Schedule based on information you set up. Start by creating sample section definitions that are organized into Section Pattern groups. These Section Pattern groups are then associated with specific courses. Understanding how the ASB works with these Section Patterns to speed up the scheduling process.

Intended Audience: *Registrars and Schedulers*

Topics Covered:
* What are section patterns?
* Create patterns and pattern groups
* Link pattern groups with specific courses

ASB 2: Constraints, guidelines to Automated Schedule Builder   Jan, Mar, May, Jul

Users will gain an understanding of how the Automated Schedule Builder creates course sections based on guidelines that they set. Topics covered include the basics of defining course codes and descriptions, how to determine the number of sections needed per course, maximum enrollment figures per section and how to effectively allocate resources such as meeting rooms and teacher assignments.

Intended Audience: *Registrars and Schedulers*

Topics Covered:
* Setting Course Constraints
* Setting Teacher Constraints
* Setting Room Constraints

ASB 3: Running the Automated Schedule Builder   Jan, Mar, May, Jul

Automated Schedule Builder (ASB) will build the Master Schedule based on Course, Teacher and Room Constraints you set up. Topics include Semester balancing, schedule sequence, overloads, student order, course priority, student versus teacher schedules. Additionally, attendees will learn which MMS reports can be used to get an accurate picture of the scheduling process and monitor it going forward.

Intended Audience: *Registrars and Schedulers*

Topics Covered:
* Checkpoints
* Review constraints
* Building sections
* Test and refine

Webinar Catalog

Scheduling

Middle School Team Scheduling Apr, May, Aug

The fine art of scheduling is applied to the specific needs of middle schools using a 'team' approach to student grouping. Along with detailing methods for assigning students to teams, an easy to understand technique for course code naming is presented. Scheduling 'Specials' or 'Unified Arts' courses, in addition to core academic courses, are also discussed, as well as tips for scheduling non-standard or variable-length term rotations.

Intended Audience: *Administrators, Registrars and Schedulers*

Topics Covered:
* Splitting students into teams
* Ways to get students into core classes
* Specials, Unified Arts, Exploratory or other groupings
* Different Schedulers

Scheduling Students After School Starts Sep, Jan, Mar

Create schedules for the student walking in on the second day of school. Track course adds, drops, and replacements and notify your staff of changes.

Intended Audience: *Guidance*

Topics Covered:
* Individual Schedules
* Tracking Entry/Exit Dates
* Audit Trail and Schedule Email Notification

Study Halls and Free Time Aug, Sep, Jan, Apr

Fill in the gaps in the student schedules. Discover how many sections of Study Hall are required per Term and Period. Create the Sections and Schedule the Students.

Intended Audience: *Registrars and Schedulers*

Topics Covered:
* Free Time Calculations
* Study hall requirements and creation
* Scheduling study hall options

Webinar Catalog

Standards/Skills Grade Reporting

Standards/Skills 1: Setup and Schedules   Sep, Oct, Jan, Mar, Apr, May

Standards. Competencies. Skills. Whatever you call them, MMS can track and report them. Use your own grade scale to measure progress to mastery. Do the set up for the district in one school and copy to others. Learn how to schedule your elementary school in preparation for generating standards/skills based report cards by focusing on how to create courses/subjects, associate teachers with their classes, and assign students to classes.

Intended Audience: *Registrar and Guidance*

Topics Covered:
* Report card format and limitations
* Marking Periods and Grade Groups
* Skill Groups and Skills
* Course Catalog and Sections
* Transfer data between schools
* Assigning Students to classes
* Schedule changes

Standards/Skills 2: Report Cards   Sep, Oct, Jan, Mar, Apr, May

Learn how to design report cards with your standards and skills so that they are compatible with your district needs. Print the appropriate report cards for students at all grade levels.

Intended Audience: *Registrar and Guidance*

Topics Covered:
* Word document shell
* Report Card Project with Word merge document
* Setup report card mail merge data source
* Setup Word Merge Document
* Generate Report Cards

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Testing and Assessment

Recording Standardized Testing and Assessment Dec, Feb

The Assessment Reporting System allows for an unlimited number of tests for students in all grades. We include a number of pre-defined assessment test imports and an import utility. Find out how to setup Assessment Reporting to store national, state and local test scores up to three levels deep.

Intended Audience: *Administrators and Guidance*

Topics Covered:

* Two ways to enter test definitions
* Two ways to enter scores
* Test achievement reports

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Web Portals

Teacher Portal

Just Released! Sign up for this FREE webinar! Learn how to set up the new Current Final Average calculation. Compute and store semester and final averages. New Login Validation via your LDAP-compliant Directory Server. See the other new options we've added.

Intended Audience: *Teachers, Staff and Administrators.*

Topics Covered:
* Administrative Portal
* Current Final Average setup
* Semester and Final Average computation setup
* Final Grade Entry review

Web Based Course Registration
Dec, Jan, Feb, Mar

Learn how to set up course catalog information for the upcoming year and limit which courses students may select. See how students can input course requests in the Parent or Student Portal on your website. Once finalized, import these requests back into your database and continue with the scheduling process.

Intended Audience: *Schedulers and Registrar*

Topics Covered:
* Parent/Student Portal setup
* Catalog Limitations
* Finalization and import of course requests