Minnesota Department of Education

Minnesota Common Course Catalogue (MCCC) K-8 Implementation Sessions

Notice: These WebEx sessions repeat the K-8 implementation sessions offered late winter and spring of 2013. If you attended those sessions, you may not wish to attend these sessions. No new information has been added.

The five sessions are offered twice for your scheduling convenience, but please attend the sessions in sequential order as each session builds on the previous one.

The visual portion of the WebEx session is accessed online using an Internet link provided in your registration confirmation email. *Each session has a unique link. One session's link will not work to access a different session.* The audio portion is accessed by telephone using a call-in number. The telephone number is provided online after you complete the registration process, in your registration confirmation email and again as you log into the Internet session.

Registration is required. You must register for each individual session separately.

MCCC WebEx Information Sessions Schedule for K-8		
DATE	**TIME**	**SESSION NAME**
Tuesday, October 8	1:00 PM	Session 1: Overview
Thursday, October 10	1:00 PM	Session 2: Local Course Index
Wednesday, October 16	1:00 PM	Session 3: User Interface
Thursday, October 17	1:00 PM	Session 4: Calendar Information
Tuesday, October 22	1:00 PM	Session 5: Staff and Student Records
Wednesday, October 23	10:00 AM	Session 1: Overview
Friday, October 25	10:00 AM	Session 2: Local Course Index
Tuesday, October 29	10:00 AM	Session 3: User Interface
Wednesday, October 30	10:00 AM	Session 4: Calendar Information
Friday, November 1	10:00 AM	Session 5: Staff and Student Records

Presentation materials will be emailed to registered participants prior to the session.

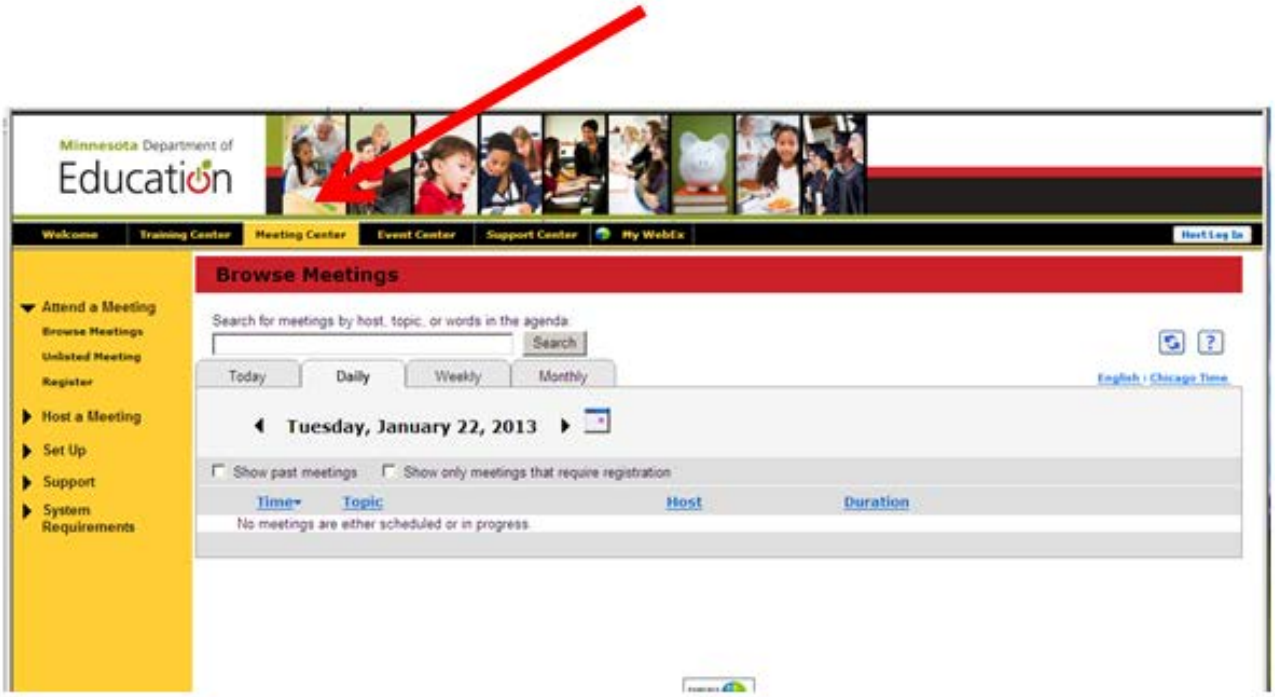
If these date and time options do not fit your schedule, please contact the MCCC staff, mde.mccc@state.mn.us, to inquire about setting up more convenient sessions.

HOW TO REGISTER

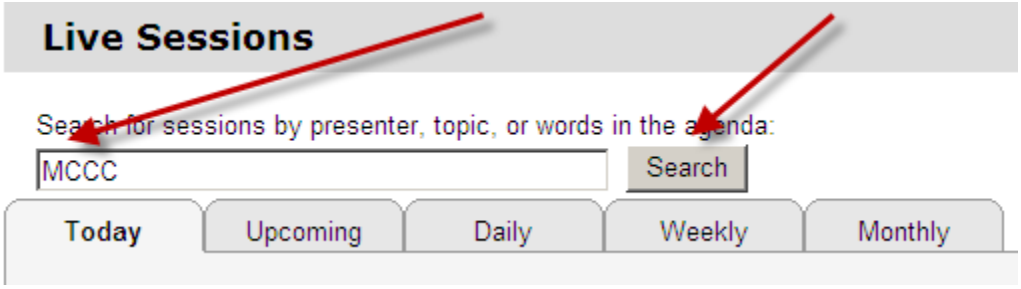
The following is intended to help you through the registration process:

1. Access the WebEx website to register. [Visit the Minnesota Department of Education WebEx website.](https://mde.webex.com/mw0306ld/mywebex/default.do?siteurl=mde&service=1) (https://mde.webex.com/mw0306ld/mywebex/default.do?siteurl=mde&service=1)

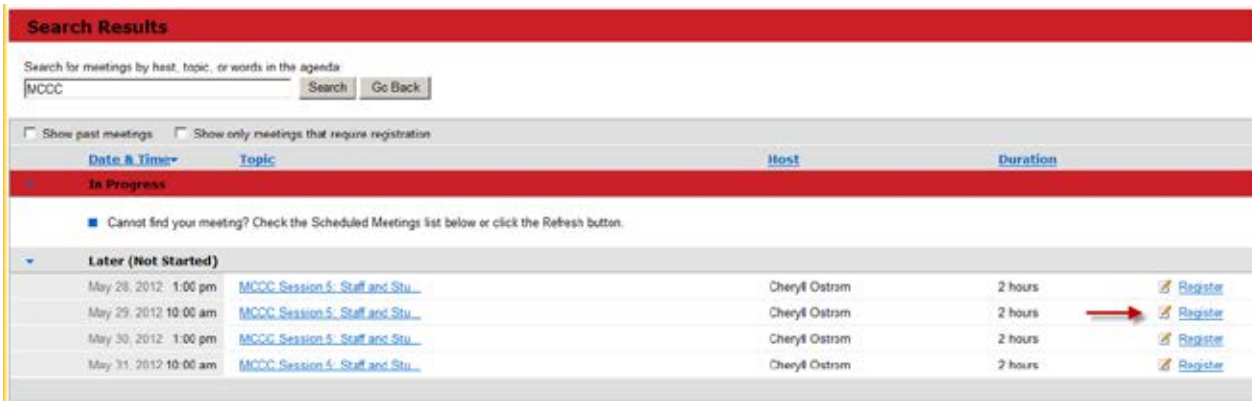
2. This screen should display with the current date. **Be sure you are in the Meeting Center**.



3. To find the MCCC K-8 session schedule, type **MCCC** in the search box and select the ***Search*** button.

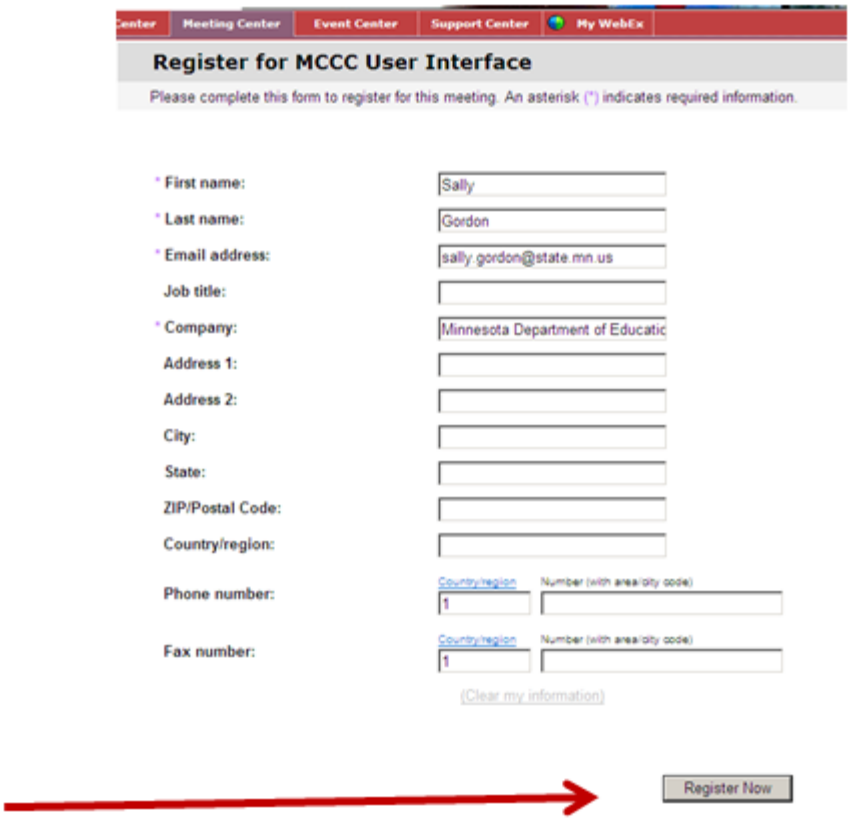


4. The list of MCCC K-8 information sessions will display after the MCCC K-12 Fall 2013 Update sessions.



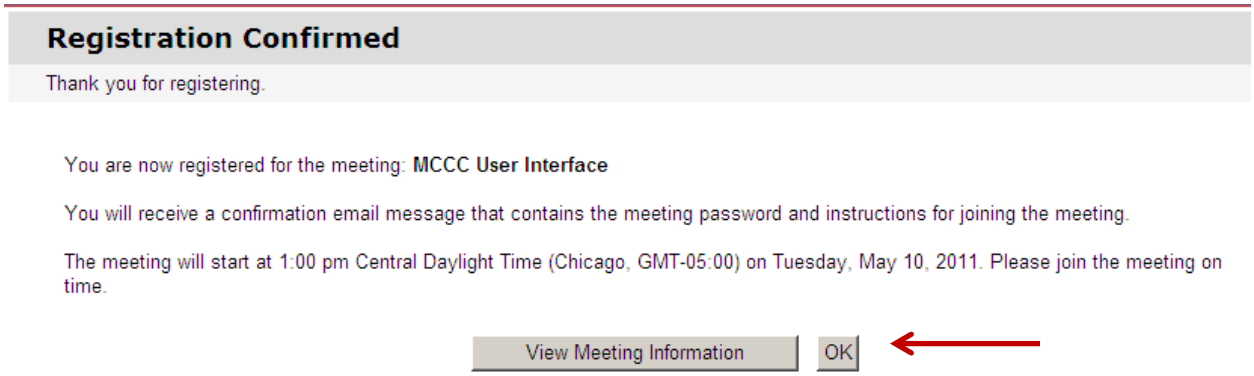
5. Select the **register** link on the far right of the session you wish to attend. **You will need to repeat the registration process for each session you wish to attend.**

6. Complete the required registration information with your contact information.



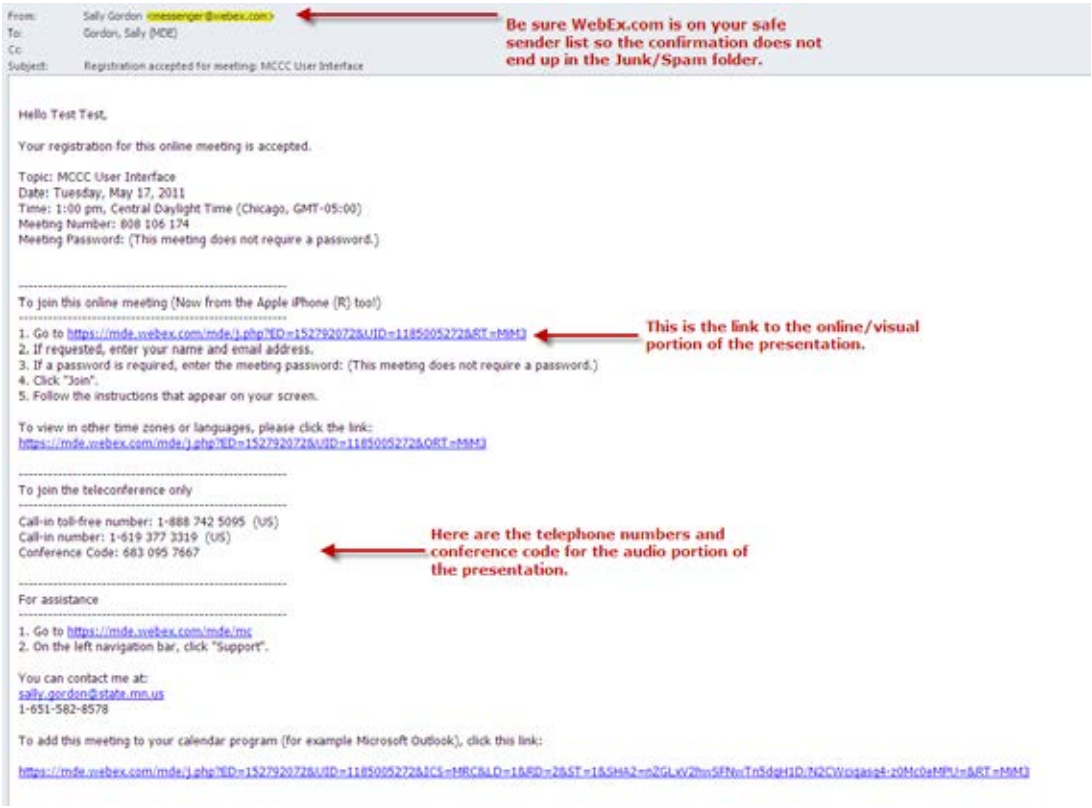
7. Select the **Register Now** button.

8. The **Registration Confirmed** page will display.



9. Select **OK** to complete your registration. **A registration confirmation email is sent for each session for which you register**. **If you do not receive these emails, you have not successfully completed your registrations.** Be sure to look in junk mail for these emails if you do not receive them. You will need the specific information in each one of these emails to sign onto the visual portion and call in for the audio portion for the different sessions. **The information is unique for each session.**

10. Your registration confirmation emails will look like this:



NOTE: You will need to complete the registration process for each session you wish to attend. **The registration confirmation link is unique for each session**.