

## **Minnesota Common Course Catalogue**

## **Registration Instructions for Grades K-8 Implementation**

These sessions provide information for implementing the K-8 portion of the Minnesota Common Course Catalogue (MCCC). Sessions are held online using the WebEx teleconference system. Instructions for registering for the information sessions follow.

The visual portion of the presentation is accessed online using an Internet link provided in your registration confirmation email. 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.

The session dates and times are listed below. The content for each of the five sessions is the same. Multiple dates and times are offered for each session for your scheduling convenience.

MCCC WebEx Information Sessions Schedule for K-8		
DATE	TIME	SESSION NAME
Monday, February 18	1:00 PM	MCCC K-8 Session 1: Overview
Wednesday, February 20	10:00 AM	MCCC K-8 Session 1: Overview
Monday, February 25	1:00 PM	MCCC K-8 Session 2: Local Course Indexing
Wednesday, February 27	10:00 AM	MCCC K-8 Session 2: Local Course Indexing
Thursday, February 28	1:00 PM	MCCC K-8 Session 1: Overview
Friday, March 1	10:00 AM	MCCC K-8 Session 2: Local Course Indexing
Monday, March 4	1:00 PM	MCCC K-8 Session 3: User Interface
Wednesday, March 6	10:00 AM	MCCC K-8 Session 4: Calendar Information
Tuesday, March 12	10:00 AM	MCCC K-8 Session 3: User Interface
Thursday, March 14	1:00 PM	MCCC K-8 Session 4: Calendar Information
Friday, March 15	10:00 AM	MCCC K-8 Session 3: User Interface
Wednesday, March 20	1:00 PM	MCCC K-8 Session 4: Calendar Information
Wednesday, March 27	1:00 PM	MCCC K-8 Session 5: Staff and Student Records
Tuesday, April 2	10:00 AM	MCCC K-8 Session 5: Staff and Student Records
Thursday, April 4	1:00 PM	MCCC K-8 Session 5: Staff and Student Records
Thursday, April 11	10:00 AM	MCCC K-8 Session 1: Overview
Monday, April 15	1:00 PM	MCCC K-8 Session 2: Local Course Indexing
Wednesday, April 17	1:00 PM	MCCC K-8 Session 3: User Interface
Friday, April 19	10:00 AM	MCCC K-8 Session 4: Calendar Information
Tuesday, April 23	10:00 AM	MCCC K-8 Session 5: Staff and Student Records

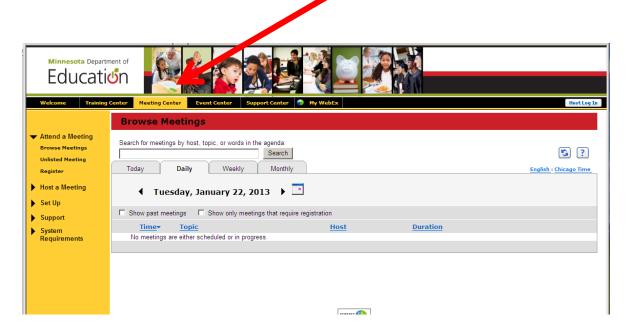
Presentation materials will be emailed to registered participants prior to the session.

Individuals may attend as many sessions as needed. If none of these date and time options fit your schedule, please contact the MCCC staff, <a href="mailto:mde.mccc@state.mn.us">mde.mccc@state.mn.us</a>, to inquire about setting up more convenient sessions.

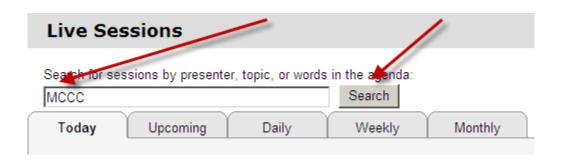
## **HOW TO REGISTER**

**Registration is required.** The following is intended to help you through the registration process:

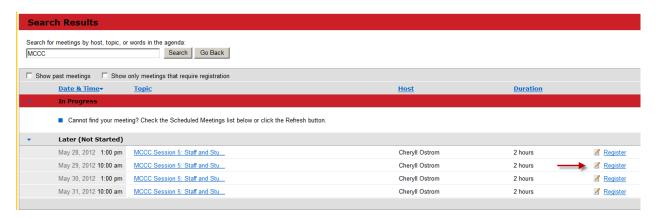
- Access the WebEx website to register. <u>Visit the Minnesota Department of Education WebEx website</u>. (https://mde.webex.com/mw0306ld/mywebex/default.do?siteurl=mde&service=1)
- 2. This screen should display with the current date. **Be sure you are in the Meeting Center**.



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

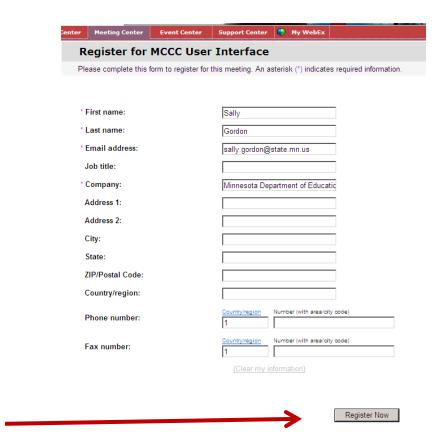


4. The list of MCCC information sessions will display.



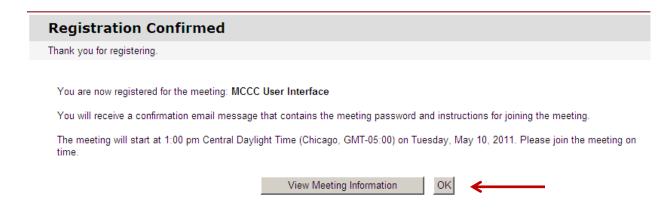
5. Select the **register** link on the far right of the session you wish to attend. **You will need** to repeat the registration process for each session you wish to attend.

6. Complete the required registration information with your information.

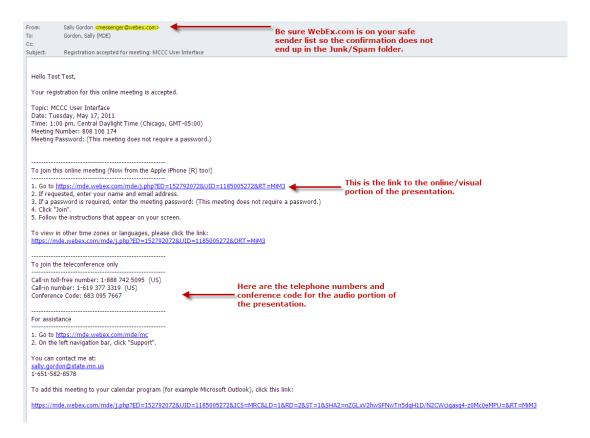


7. Select the **Register Now** button.

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



- 9. Select OK to complete your registration. You will receive a registration confirmation email. If you do not receive this email, you have not successfully completed your registration. Be sure to look in junk mail for this email if you do not receive it. You will need the information in this email to sign onto the visual portion and call in for the audio portion of the WebEx session.
- 10. Your registration confirmation email will look like this:



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