

## **Academic Records for CE On-Going Training**

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<b>Date:</b>	February 9-10, 2012
<b>Time:</b>	9:00 AM – 3:00 PM – <b>Login 30 minutes before class start time</b>
<b>Location:</b>	via Webinar
<b>Instructors:</b>	Wayne Madry/SME - West – Continuing Education and Basic Skills Rosallene Massey/Internal SME – East - Continuing Education, Basic Skills, and Student Records
<b>Target Audience:</b>	Staff members responsible for the Academic Records set up and processing in Colleague for the Continuing Education academic level.

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**Course Description:** This workshop will offer training in the area of academic records set up and processing. As time permits, schools will log into their local test accounts and setup/verify the Academic Records module.

**Course Objectives:**

- Enter and monitor existing and new student demographics in Colleague
- Identify and populate the forms needed to capture additional student information for state and local reporting
- Identify and maintain the forms needed for grading sections students have completed
- Monitor student academic records and produce transcripts for those

**Advanced Preparation:**

- Print and bring the documentation indicated for the class that is located on the CIS Training Materials web page.

**Directions for Joining Webinar Session:**

- Join the Webinar session by using the meeting link and phone bridge provided to you via e-mail.
- This Webinar session can be joined 30 minutes prior to the actual start time of the session.
- If more than one person from your college is participating, please have everyone in one location, with one computer with LCD projector for all to see the screen. Contact your system administrator if you need help with this.

- A limited number of phone lines are available for the call, therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access and a projection unit to display the presentation.