

FormWorks®

eLearning Course in DMAC

OVERVIEW

Session Description

Participants will receive training in DMAC's FormWorks application to create custom forms for their school such as custom data walks for T-TESS or appraisals, Rtl forms, accommodation forms, HR forms, student forms – the possibilities are endless. All forms created produce data in multiple report formats.

FormWorks: COURSE STRUCTURE

What will participants learn?

Welcome & Intro

- Establish norms, expectations and how to get help, if needed
- Show where to access resources and discuss how the breakout rooms will work

SECTION 1: FormWorks

- Objective 1.1 -- Ways to utilize FormWorks
- Objective 1.2 -- Settings
- Objective 1.3 -- Templates
- Objective 1.4 -- Forms
- Objective 1.5 -- Reports

Closing

- How to get support going forward
- Where to find additional resources
- Feedback Form
- How to access quiz to receive certificate for completing course

TRAINING ROADMAP (Use with PARTICIPANT SLIDES > [Click here](#))

NOTE: Examples shown below were taken from our DMAC ISD demo environment. Our demo environment changes frequently; therefore, prior to your training, you may need to highlight different examples. This includes sample teachers, students and reports.

Welcome & Intro

Establish Norms, Expectations and show Resources

NAME IT

SLIDE 1: Welcome!! We have planned an interactive DMAC training for today. My name is _____ and we also have _____ and _____ here to help answer your questions via chat.

Today's training will cover how to create custom forms in FormWorks; how to generate reports in

lead4ward and how to export state and local data with DMAC's free Data Export application.

SLIDE 2: The training will be fast-paced with instruction and interactive activities built in along the way. We'll ask you to answer questions in the chat window, in breakout rooms and we'll even cold call a few of you!

We'd like you to stay engaged and have your **video on with your mic muted** until we call on participants for answers. We hope the next few hours will fly by in a flash, but don't worry, we also have a 10-minute break scheduled about halfway through.

Let's take a few minutes to set-up your screens and talk about your training materials. We will alternate between showing you how to use the software in DMAC and discussing key points or activities on your NOTES PAGES.

1. First, in your Zoom window, please type your **NAME: School Name** in the CHAT feature (ex: Jane Doe: DMAC ISD)
2. Next, Open your internet browser (we prefer Google Chrome) with a tab to your [NOTES >> FW-L4-Exports](#) - [facilitator: copy link in chat]
3. Then, open your internet browser with a separate tab to <https://apps.dmac-solutions.net/user/> and enter
 - Username: dmacisd
 - Password: dmac2020
 - [facilitator: copy link in chat]

SLIDE 3: SCREEN SETUP--- Here's a tip to get the most out of this presentation. Hopefully, you've joined with a larger device as specified on our registration form. If you do not have multiple screens, **you can split your screen (as seen here)** and arrange your windows half and half to see the Zoom window/session on one side and your browser window with the two tabs the other.

****We are going to take a few minutes to PRACTICE OUR BREAKOUT ROOMS****
Introduce yourself, and get the feel for being directed to a room (we'll send you automatically) and returning. We'll have a few breakout rooms during this course and we want you to be comfortable using this format. Please note that you will get a 60 second notification before the room closes. -- Any chats that you share during a Breakout room will not transfer over to the main room.

SLIDE 4:

Additional Reminders:

- High speed internet needed; Zoom installed and working on a device larger than a tablet (desktop or laptop preferred)
- Webcam needed; please keep it on to stay active and engaged in the presentation -- Please silence other devices move your cell phone away from your computer
- Microphone/Audio will be needed for group discussions and breakout room activities - we will even cold call participants at times through the training. - please mute your microphone otherwise.
- This training will be interactive and in-depth. If you are not a current DMAC User, this may not be the best format. We can always set up personalized webinars for your school to demo new applications or provide additional training.
- Let's remember to be considerate of one another when using the CHAT feature throughout today
- If you experience any technical difficulty during the session, you can leave the meeting and try

	<p>joining again once your connection improves. [facilitator: Copy and Paste Meeting link in Chat]</p> <ul style="list-style-type: none"> • Don't check out early! At the end of the training, we'll provide you with a link to take a short quiz and receive a Certificate of Completion for 2.5 hours of Professional Development credit. Make sure to take and save a screenshot of your certificate at the end. <p>SLIDE 5: Now, let's get started! Here is a brief outline of what we'll cover.</p>
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SECTION 1: FormWorks

Objective 1.1 -- Ways to utilize FormWorks

NAME IT	<p>SLIDE 6 :Key Points:</p> <ul style="list-style-type: none"> → Create forms for clerical use in your district/campus (ex. PLC Worksheet, Request for Prof. Development, District Surveys, Travel Requests, etc.) → Create forms and attach to other DMAC applications such as Student Portfolio, Rtl, T-TESS, etc. (ex. Rtl forms, Running Records, 504 forms, Assessments, Data Notebooks, Data Walks/Powerwalks) → **Collects data in report format for every form completed**
SEE IT	<p>Model the following:</p> <ul style="list-style-type: none"> → Discuss cost (\$100 per campus) and how FormWorks can be used (see above)
DO IT	<p>SLIDE 6- POLL:</p> <ul style="list-style-type: none"> → QUESTION: Is your district currently using DMAC/FormWorks application? → ANSWER: Y - N - I don't know - I am interested → (If choosing - Interested - leave name and FormWorks in chat)

Objective 1.2 -- Settings

NAME IT	<p>SLIDE 7 Key Points:</p> <ul style="list-style-type: none"> → You MUST be designated as an author in Settings to create Forms → ONLY District Administrator or Campus Administrator have rights to designate authors
SEE IT	<p>Model the following:</p> <ul style="list-style-type: none"> → Share screen and model how to designate an author

Objective 1.3 -- Templates

NAME IT	<p>SLIDE 8-10 Key Points:</p> <ul style="list-style-type: none"> → Manage created Templates <ul style="list-style-type: none"> ◆ Template Name / Author / Approver / Type / # (completed) / Created On / Published On ◆ Publish-Unpublish / Settings / Copy / Edit / View / Delete <ul style="list-style-type: none"> • If a form has been completed for that template - it can NOT be Unpublished (can be Copied & Archived)
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	<ul style="list-style-type: none"> → Filter (name/type) → Sort (Active / Published / Deleted / Archived) → Add New <ul style="list-style-type: none"> ◆ Blank template / Existing template / Common template ◆ Blank - Name it/Type (where it will be used) / Author / Approval / Access ◆ Common - DMAC creates TEA approved forms for districts to copy and edit ◆ Fields (to build form) <ul style="list-style-type: none"> • Standard Fields <ul style="list-style-type: none"> ○ Heading ○ Text / Text Box / Text Area ○ Check Box / Radio Button / Drop Down ○ Number / Date-Time / Page Break • Other Fields <ul style="list-style-type: none"> ○ Full Name / Address • Portfolio Data Fields (form linked to Student Portfolio or T-TESS) <ul style="list-style-type: none"> ○ Print Field (pre-populated stored information on form) ◆ Preview / Print
SEE IT	<p>Model the following:</p> <ul style="list-style-type: none"> → Model the Template Home Page (bullets 1-3) → Model Adding a New Blank Template to show each Field (show options) (include best practices - ex. Lists leave first one blank so as not to skew data)
DO IT	<p>SLIDE 11 Knowledge Check: Breakout Rooms - 3/room - Cold call in whole group for ideas</p> <ul style="list-style-type: none"> → TASK: Using DMACISD demo site (UN: dmacisd / PW: dmac2020) <ul style="list-style-type: none"> • pick one form for your group from the Template list (you may use the magnifying glass to VIEW forms) • Make a copy / Rename using your Breakout Room # + initials of person typing (ex. Breakout Room #1 PJ) • Find YOUR form on Template page > click Edit to open • In YOUR form, double click on the different sections of the form to see how it was created (options, headings, etc.) or click the gear icon • Discuss and be ready to Share with whole group - ideas generated on how to use FormWorks at your district
Objective 1.4 -- Forms	
NAME IT	<p>SLIDE 12 Key Points:</p> <ul style="list-style-type: none"> → Completing Forms in FormWorks (not connected to Students) <ul style="list-style-type: none"> ◆ New - complete a form ◆ Completed - stores forms you have completed ◆ Received - forms received for approval

	<ul style="list-style-type: none"> → Completing Forms attached to OTHER applications (ex. Student Portfolio) <ul style="list-style-type: none"> ◆ Stays with the student record as long as they are at your district
SEE IT	Model the following: <ul style="list-style-type: none"> → Model and discuss Key Points → Show process of completing a form in Student Portfolio
DO IT	<p>SLIDE 13 Knowledge Check: Breakout Rooms - 3/room (when you return to whole group / one person share thought/idea of how to use this at your district)</p> <p>Using the DMACISD demo site: (UN: dmacisd / PW: dmac2020)</p> <ul style="list-style-type: none"> → TASK: Go to Student Portfolio > on the left select Campus/Grade > click Search > choose a student and click on the magnifying glass > on the left choose Forms > click on green plus sign > select a form from Templates > complete (as much as possible) > Save <ul style="list-style-type: none"> ◆ (to view completed form - use magnifying glass under Forms to open - use magnifying glass next to form name in window to view)
Objective 1.5 -- Reports	
NAME IT	<p>SLIDE 14: Key Points:</p> <ul style="list-style-type: none"> → For every form completed - data is collected → Teachers will ONLY be able to view data from forms they complete → Select Template → Options for viewing data <ul style="list-style-type: none"> ◆ Print to pdf (big picture look - pulls from list/number features - does not include all information from form) ◆ Export to csv file - includes EVERY cell listed on form - can be filtered → Reporting Fields
SEE IT	<p>Model the following: (good examples - Parent Contact-pj, Primary Data Notebook, or Fountas & Pinnell Benchmark Assessment BOY)</p> <ul style="list-style-type: none"> → Model how to print a report in pdf and Export
DO IT	<p>SLIDE 14: Knowledge Check: answer in chat / cold call to elaborate answer</p> <ul style="list-style-type: none"> → QUESTION: Depending on the form content, how and where might these Reports be used in your district? → ANSWER: Analyzing data in PLCs or data meetings; curriculum conversations, etc.

CLOSING

How to get SUPPORT going forward

NAME IT	SLIDE 23: Key Points: <ul style="list-style-type: none"> → Additional resources (on-demand/user manuals) → Contact Us page (DMAC/Regional Partners) → Free trials to other applications → Setting up webinars for custom trainings
SEE IT	Show website links
DO IT	<ul style="list-style-type: none"> → Hidden link to Quiz > Click here → How to get Certificate - Make sure to save Screenshot