



## Thank you for your interest in the Content Mastery Tracking System!

**SourcePro Software** created the CMTS in 1997 (originally as a desktop application). Since that time, the CMTS has matured into a very robust, completely web-based solution. In use by hundreds of labs, the CMTS provides educators with a simple, easy, and secure method for recording the amount of time (and subjects) that a student spends studying in the lab (and provides easy access to, and reporting of, this data at the click of a mouse.)

Since it is provided as a SaaS solution ("software-as-a-service"), it is hosted on the SourcePro Software server, which means there is no software for you to install, no backups for you to run, no updates or version changes for you to keep up with, and no hassles!

### SYSTEM REQUIREMENTS

- A Windows-based PC
- An active internet connection (preferably broad-band, since dial-up will be very slow)
- Internet Explorer 6 or higher (you **MUST** use this browser and not Firefox, etc)
- Disable all pop-up blocking features (in Windows and any others, such as Google, Yahoo, etc)
- Adobe Acrobat Reader or any other PDF-compatible software (for viewing reports)
- When using the CMTS, don't have any other browser windows open
- If your district utilizes any web caching servers, set the web caching to ignore our IP address

### HOW IT WORKS

There are two programs (websites) that make up the CMTS. (Since the software is web-based, anytime this document references one of these "programs", we're actually referring to the particular website which is the program).

The **CMTS Admin** program (<http://www.sourceprosoftware.com/cmtsadmin>) is used for adding, editing, and/or deleting students, subjects, teachers, etc, as well as running reports, editing time entries and performing other functions.

The **CMTS Logon** program (<http://www.sourceprosoftware.com/cmtsweb/cmtslogon.aspx>) is used for allowing students to log themselves into the lab (and selecting the subject that they are there to study for in that session).

When you first purchase access to the CMTS, we'll set up your district and lab(s) in the system. Normally there will also be one person set up as the administrator for the system, as well as at least one "lab user" for each lab. (Lab users can do anything an admin user can do, except add/edit/delete users and a few other small administrative tasks).

The lab users will then log in and set up subjects and students for their lab. (They do this using the CMTS Admin program). *Don't be confused, you don't have to be an admin user to log into the CMTS Admin program.* Then, once the subjects and students have been entered into the system, the lab user will log into the CMTS Logon program on a computer (or computers) that is easily accessible by everyone and leave the CMTS Logon program up and running for the day. As students enter the lab, they select their name and subject and "log themselves in". When their study session is complete, they log themselves out. At any time, the lab user can log into the CMTS Admin program (from any computer) and run reports, add additional students, modify time entries (if a student forgets to log in or out), etc.

Since the CMTS is set up specifically for each lab (if more than one lab license is purchased), lab users can only see students that are assigned to their lab (and when students are logging in, selecting their name from the list, they only see names of students assigned to that lab). Admin users can log into the CMTS Admin

program and see all students in the school system and, as a result, run reports for any lab, etc. In many cases, this ability alone can save hundreds of dollars in man-hours and printing costs (since many “paper-based” labs create reports by hand and then send the hard-copy up to the Special Ed department). With the CMTS, the main admin office can run the reports for any lab right from their own offices.

## KEY FEATURES

There are more features in the software than we can describe here. However, some things you may find important are:

- **Easy to Use**
  - Simple interface for both lab staff and students
  - No special computer skills required
  - No training required
  - Since it’s web-based, no software to install
  - Use from anywhere (with an internet connection)
- **Eliminates Paper or Spreadsheet Tracking**
  - Everything is kept electronically
  - No need to write things down anymore!
  - Stop printing reports to send to the administrators (they can view or print reports for any lab in the district, right from their desk at the main admin office)
  - Spend less time on tracking and more time engaged with students
- **Multiple Uses**
  - Can be used for other labs besides CM
  - Behavior Labs – Speech Labs – Anything that requires tracking!
- **Unlimited Students and Staff**
  - Each lab license includes unlimited students and staff
- **Accurate**
  - Know EXACTLY how many visits and how many minutes each student spends in the lab for each and every subject
  - No more scrambling to put data together for formal reviews, ARD meetings and/or visits from State agencies or other auditing entities
- **Secure, Economical, and Worry-Free**
  - Lab users each have their own login and password
  - Passwords, if forgotten, can be retrieved automatically via email
  - SourcePro servers are professionally hosted in a hardened data center by the nationwide leader in dedicated server hosting
  - We backup the data each night and store them safely offsite for you
  - No responsibilities are added to your already overworked technology department
- **Manual Entries**
  - *You can manually add/edit/delete history for any student*
  - *Enter the student, subject, start time, stop time, total minutes, help given, comments, and reason for the visit.*
  - *Useful when a student forgets to log out (or forgets to log in at all)*
- **Help Level Tracking**
  - Keep up with how much assistance is given to each student
  - Help level descriptions are customizable
  - It is assigned for each session the student logs in
  - Labs are not required to use this feature if they choose not to
- **“Reasons” Tracking**
  - Keep up with why a student visited the lab
  - Unlimited number of reasons
  - Completely customizable
  - It is assigned for each session the student logs in
  - Labs are not required to use this feature if they choose not to
- **Consulting Tracking**
  - Lab staff can track time spent consulting with teachers
  - Useful for documenting resources expended outside the lab
  - Labs are not required to use this feature if they choose not to

- **Comments**
  - Comments can be added to each student visit
  - Labs are not required to use this feature if they choose not to
- **Student Flags**
  - There are 5 predefined “flags” for helping track students, as well as 5 user defined flags
  - Admin users can customize the user defined flags for the district
- **End of Year Processing**
  - At the end of each school year, we bump each student up one grade level
  - If the student’s new grade level is higher than the highest grade on that campus, we’ll move them automatically to whichever campus their current campus feeds into
  - This feature can be disabled if you choose
  - We also archive all existing data for each school year and allow admin users to pull up a Student Details report for prior years for any student that has prior year history
- **Online Documentation**
  - Complete software documentation is included
  - Covers all aspects of using the software (includes screen snapshots as well!)
- **Award-Winning Service and Support**
  - Unlimited support via telephone and email
  - Unlimited access to our support portal (which includes a searchable knowledgebase and free help desk ticket submissions)
  - Just ask our customers what they think about our software, our support, and our company!
- **Free 30 Day Trial Available**
  - No cost or obligation
  - Any data put into the system isn’t lost if you decide to purchase (you don’t have to start over)
  - You can begin using the system right away (usually within minutes of contacting us!)

## REPORTS AVAILABLE IN THE SYSTEM

- **Daily Log**
  - Complete listing of all students and subjects that visited the lab that day
  - Subtotals of minutes (grouped by subject) for each student
- **Counting Report**
  - Provides the number of students (total and per grade level) that have visited the lab for any date range
- **Single Student Details**
  - Provides a report of the number of minutes (per subject and total minutes) that a student has spent in the lab
  - Can be generated for a specific period of time (the past 5 days, the past 3 months, etc) or for the entire year
  - Excellent tool for ARD meetings and accountability
- **Date Range Status Report**
  - Same report as the daily log, but for a date range, rather than a single day
  - Can be grouped by grade or printed alphabetically, etc
- **No Time in Lab Report**
  - Provides an easy way of finding out who hasn’t spent any time in the lab
  - Based on date range that you supply
- **Time Needed Report**
  - You can set up profiles for each student, then run reports to find out who hasn’t met the required parameters of their profile
  - For example, if an ARD meeting requirement is that Johnny needs 90 minutes of CM for English and 60 minutes of Math each week, you can set that up as Johnny’s profile.
  - When this report is generated, it will let you know if Johnny has met the requirements for that week/month/semester, etc.
  - Profiles (and this report) can also be set up for students who need a certain number of minutes weekly, etc, but without specifying a subject (just total minutes)
- **Nine/Six Weeks Reports**
  - Admin users can set up the Nine or Six week calendars in the system (by entering the specific date that each Nine or Six weeks starts and ends)

- This report will then allow the lab user to run a report that shows each student and how many minutes (and what subject they studied) for the first week, second week, third week, etc, of that particular Nine or Six weeks.
- Includes the total minutes, total visits, average length of visit, etc
- **Hourly Stats Report**
  - This report displays the number of visits per hour, for every hour of the day
  - It is based on a date range that you supply and can be shown as a chart or basic report
  - This report is very helpful in providing documentation to administrators when requesting additional staff for you lab or can be used as a means of “proof” that you need the staff you have in the lab.
- **Report Builder**
  - The report builder allows you to specify criteria and then generate a report (in the format of the Date Range Status report) that meets the criteria.
  - For example, the CMTS has 10 different flags (5 preset and 5 user-defined) as well as fields for gender, ethnicity, grade level, etc.
  - When using the report builder, you can request a report that shows only sixth graders who are flagged as “walk-in” and are female and are also flagged as “Five04”, etc. Granted, that’s a silly example, but the point is, you can use the flags (both the user-defined and presets) as a means of truly refining your reporting.
- **List Reports**
  - Basic reports, such as a list of subjects, etc
- **More Reports are added frequently, and we’re happy to create new reports for you at no cost!**

## **COSTS INVOLVED**

When you purchase the CMTS, you are actually purchasing a subscription to our online services. The cost for the first year is \$295 (and that includes full access, unlimited students and users, and unlimited technical support for one lab license). Each year thereafter, the cost is \$149 per lab license (and that includes full access, unlimited students and users, and unlimited technical support for one lab). We bill the initial cost of \$295 at the time of purchase and then the annual renewal the following August. (For customers who purchase later in the school year, especially after April, we usually forego the August renewal for that following year).

## **HOW TO GET STARTED**

Give us a call, as we normally can have you up and running within 24 hours from our very first conversation with you!

We don’t need a PO or payment to get things going, but we do ask that you give us some kind of indication that you intend to purchase! 😊. Once we have you set up in the system, we’ll send you a getting started guide and try to get on the phone for a few minutes with the lab user(s) to help get them jump-started.

## **FINAL THOUGHTS**

If you’re still using paper to track students in the CM lab, we’ve got a very affordable, easy to use, and highly effective solution! We’ve been doing this for over 12 years now and would love to put you in touch with some of our satisfied customers. Call now and we’ll get you started on a free 30 day trial with no obligations!



**We look forward to hearing from you soon!**

