# MHRIC News

**MID-HUDSON REGIONAL INFORMATION CENTER**

## Out With The Old… In With The New!

*by Eugene Knudsen,
Director of the Mid-Hudson
Regional Information Center*

I hope that your school year is off to a good start! We have been very busy at the Regional Information Center rolling over systems from one academic year to another, preparing new systems, and introducing new services.

In this issue, you'll see articles on the introduction of Mosaic, a new cafeteria management system from Heartland. Heartland has recently acquired a number of competing food service systems including WebSMARTT, LunchBox, Nutrikids, and MCS Software. The successor to these products will be Mosaic. Please read the article at right for more information.

Also, you'll read about our new services for Athletics. By district request, we are now offering support for Family ID and Hudl. Again, for more information please consult the article on page 2.
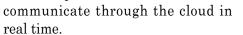
I wish you the best in the coming year!

## Come and Get it!
### Mosaic Foodservice Software, Easy as Pie

Good-bye technical difficulties, lag times, and lost data! Our long-time food service vendor/partner, Heartland School Solutions, is stirring the pot with their new, cream-of-the-crop food service software, Mosaic. It requires a less complicated network design and the computers communicate through the cloud in real time.

WebSMARTT has been the top banana for a long time, and we support 11 districts on this on-premise software. However, we are excited to announce that MHRIC is now supporting Mosaic as well. And it is the greatest thing since sliced bread!

Line speed and lagging sales are a major issue in school cafeterias today. Mosaic addresses this issue with its intuitive, easy design, including:
- Simple, efficient screens
- Speed-e mode and group sale mode, showing multiple student accounts for rapid sales of reimbursable meals (think breakfast!)
- Reimbursable meal vending machines

- Offline mode: the POS keeps going, even if the internet is down!
- Ability to accept credit cards, email parents, define allergens within food items, send messages to POS screens from Cook Manager–the list is endless!

In addition, Food Service Directors will be thrilled with the multitude of reports and easy-to-edit parent letters. The web-based Mosaic allows

## IN THIS ISSUE

**MHRIC is a division of Ulster BOCES serving Dutchess, Orange, Sulllivan, and Ulster counties.**

DUTCHESS BOCES

ORANGE-ULSTER BOCES

Sullivan County SCB — Board of Cooperative Educational Services

ULSTER BOCES — Board of Cooperative Educational Services

# Athletic Registration Software for Districts

One of our local BOCES asked us to attend a conference hosted by the Athletics Association to preview two new products that are widely used by districts in the Mid-Hudson area: Family ID and HUDL. We attended in April and we're glad we went! (You might be glad we went, too!) Here are brief descriptions of these new applications that we are excited to support:

### FamilyID, Inc.

FamilyID is a refreshingly easy online registration tool that saves districts time, eliminates paper, and reduces risk. This easy, stress-free software allows parents to register online for all sports, programs, and activities at their child's school. Once their demographic information is entered, there is no need to re-enter it, ever! Just re-use as needed for multiple programs at their child's school, such as:

- sports team registration
- signing up for school plays
- registering for summer programs
- field trip permissions
- sign up for clubs

…and any other programs your school can think of! This application allows districts to collect more information in less time with greater accuracy, and makes it easy to organize the many forms required for athletics. It's customizable, secure, and great for both coaches and parents. It's easy for school personnel to see at a glance who is cleared to participate in a program and who isn't, as parents must complete all documentation and signatures before submitting a registration.

### HUDL

HUDL is an all-in-one online school sports platform that allows districts to analyze video, track stats, manage feedback and create video highlights in one easy-to-use online platform…for all of your district's sports!

Record games, practice, and training sessions with your iPhone, iPad or hard drive camera. The whole experience is available online, giving coaches and athletes secure access at home and on the go. There's no need for expensive equipment. You can even connect to Wi-Fi to upload video as it records and study it within minutes! Use playlists to quickly jump to the exact moments you want to examine. Create a presentation for team review, or pull together clips to illustrate what a player might need to improve upon.

*If you are interested in purchasing or learning more about these products, please contact the MHRIC by Emailing or calling Noelle Zamow (Email: nzamow@mhric.org Telephone: 845-255-1450 x1244).*

## CONTACTING YOUR MHRIC TEAM

**To contact the MHRIC, please dial (845) 255-1450 and enter the appropriate extension when prompted.**

### Administration
Eugene Knudsen, Director
Ext. 1236.............eknudsen@mhric.org

### Analytics & Coordinated Support Services
Dr. Mariah Adin, Manager.....Ext. 1246....madin@mhric.org

### Application Training & Financial Services
Kathi Goodyear, Manager..Ext. 1330..kgoodyea@mhric.org

### Operations & Technical Services
Rick Olsen, Manager........Ext. 1235.......rolsen2@mhric.org

**Help Desk Support**
Ext. 1200.......helpdesk@mhric.org

### Student Services
Noelle Zamow, Manager .. Ext. 1244 ... nzamow@mhric.org
**Student Services Support Center**
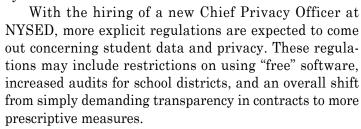256-2450 ........................ sssc@mhric.org

**MID-HUDSON**
**REGIONAL INFORMATION CENTER**
175 Route 32 North New Paltz, New York 12561
845-255-1450 • www.mhric.org

# *Are You 2-d Compliant?* RIC One *Can Help!*

In March of 2013, amendments were made to the New York Education Laws to address concerns over the privacy and security of student data. Since that time, it has been incumbent on school districts to provide transparency to parents on where their student data is being held, and whether the applications have agreed to abide by the standards set by New York law.

With the hiring of a new Chief Privacy Officer at NYSED, more explicit regulations are expected to come out concerning student data and privacy. These regulations may include restrictions on using "free" software, increased audits for school districts, and an overall shift from simply demanding transparency in contracts to more prescriptive measures.

## So the question is: Are you ready?

Let's face it: Chief Technology Officers at districts are busy. Do they have the time to find out from every software company what their policies are? Do they have the time to boil down a 20-page supplement to a one-page abstract to make it easier for parents to read? Do they have the time to keep up with and plan for the new regulations coming down the pike concerning 2-d in an ever-shifting environment?

And, perhaps the more important question: is it worth their valuable time to do any of that, when RIC One can do it for you at the low cost of $3,750 per district per year?

## What is RIC One Data Privacy Security Service (DPSS) and how can it help?

The RIC One DPSS is designed to assist districts in navigating 2-d compliance as the regulations develop. Currently, this includes an extensive inventory tool to assist in providing the required transparency. This tool allows you to quickly and easily find information on thousands of vendors and products, and to drill down on a product to see the areas in which they may (or may not) be 2-d compliant. The information produced by the inventory tool can be easily copied to your district's website and, along with the simplified abstracts, provides a simple and easy way to provide transparency for students, parents, and community stakeholders.

## But wait! There's more...

Centered on the next generation of privacy, the RIC One DPSS also provides extensive amounts of training for tech staff as well as end users and includes digital digests, debriefs, and blasts to stay current on all privacy and security issues. These resources are applicable to a wide array of users in your district, and are constantly updated to reflect the changing landscape of digital security.

Digital security and data privacy is a constantly shifting field, and it can be hard to keep up. Your district has more important things to worry about, so why not let us worry about keeping up with 2-d for you?

*Interested in Learning More? Contact Dr. Mariah Adin at ext. 1246 or madin@mhric.org*

## *MHRIC Supports BoardDocs Locally*

new

MHRIC Application Training is proud to begin local support for BoardDocs. The region has already begun using the product for paperless Board Meetings, and we now have the capability to support the product through our own center.

BoardDocs is developed by Emerald Data Solutions, and they have been providing technology solutions since 1989. BoardDocs itself was developed in 2000, and they have worked with districts and BOCES to improve on the product since inception. BoardDocs is utilized in over 2,000 organizations, not only in New York but also many other states.

BoardDocs has three solutions for administering paperless Board meetings.

- **BoardDocs LT** – This level of product allows Board clerks to create Board meeting minutes electronically, publish agenda items and support documents as well as maintain a searchable repository of all data. District administrators can create, approve, and track agenda items and communicate efficiently through the software. BoardDocs LT is specifically designed for smaller organizations and is priced to allow smaller entities to utilize these important features.
- **BoardDocs Pro** – The Pro version of the software has all the features of the LT version plus many more. The Pro version offers Policy Services Development, Library with support and integrated goals, and management tracking. Additionally, there are automated minutes generation and automated public scoreboard with voting results and speaker timers. BoardDocs is 100% web based and can be accessed using most platforms. There are many more features to this product.
- **BoardDocs Pro with Plus** – Offers the full Pro product and also gives each governing body access to have separate confidential meetings, separate document managers, and administrative access.

If your district is interested in a demo of the product or would like more information, please contact Kathi Goodyear at kgoodyea@mhric.org or call 845-255-1450 x 1330.

# You Too Can Be An Expert

*by Nancy Nocito and Joanne Hudela*

Change is good! Well, it can be if you have MHRIC's Technology Support Service (TSS). We have your back when you hear the dreaded words, "upgrade" or "the newest version". You can come here, we can come to you, or we can bring software training right to your desktop through our remote webinar-style "Slice" sessions, designed to fit into your busy schedule!

## Are You a Member District?

Are you employed in a member TSS district? If the answer is yes, then please inquire about taking some free classes. Any time you spend in the classroom, whether physically or remotely, will be made up ten times over by your new confidence, improved efficiency and productiveness. If you're not employed in a member TSS district, please let your district leaders know that becoming a member district in TSS provides planned support and continuous training which are the keys to the successful integration of technology. To check if your district is a TSS member district, please go to page 5.

## OPI

Aside from our regular classroom trainings here at the MHRIC, our Office Professional Institute (OPI) is a big hit with our districts and community members. OPI meets the needs of people like you who would like to be more productive and efficient in their current positions, either by learning newer technologies or improving skills in their existing software. Registered attendees can mix and match different topics (Microsoft Excel, Google Forms, Browsers, Access, etc.) and spend an hour or so increasing their skills in each one, all in one day at the MHRIC.

## Experts

If your school district is a member of the TSS Service, you probably know Barbara Heiles and Pascale Martel, our expert instructors on all things MS Office and Google. As a member of our TSS Service, you could be an expert, too! For a complete list of our current classes, please access our MHRIC MyLearningPlan catalog at http://www.mhric.org/tssclasses/tss-classes.html.

## Connections

Well, that's what the MHRIC trainers do, but what do the Ulster BOCES Instructional Services trainers do? The Ulster BOCES Instructional Services Department's goal is to support component school districts as they focus on teaching and student learning. This service provides county-wide coaching and training in targeted pedagogical areas, with the goal of improving classroom practices and student results.

The Mid-Hudson Regional Information Center also interacts with the Ulster BOCES Adult Education Department. We work together as an agency to offer adult learners the training and support they need to pursue a career path or a hobby. These programs provide opportunities in professional and career development as well as office products and office training. Whether you are thinking of a new career, want to enhance your skills in an area related to your current job, or just want to take classes for fun and relaxation, Ulster BOCES Adult Education is the place to go. Please explore their catalog by going to their website at www.ulsterboces.org

The MHRIC offers these high-quality services to maintain your technical services in a cost-effective and more productive manner. As your partner, we can help provide solutions to your challenges. When you and your staff are familiar and confident using software, efficiency is the result. It's a win-win situation! Please call us and let us help you overcome the many challenges of an ever-changing technological world.

## Come and Get It! *Continued from page 1*

all transactions to record instantly– no waiting for data transfers. It's the whole enchilada!

The cloud-based technical aspect is the icing on the cake. Data is instantly available (no waiting for reports, etc.) and isn't dependent on the district's infrastructure, and your Mosaic account can be accessed from any device that has internet access.

In a nutshell: Mosaic is intuitive, easy to learn, and state-of-the-art. It will revolutionize your food service program with its ease-of-use and increased food sales potential.

The MHRIC application support team will provide implementation assistance and ongoing phone and remote support as well as site visits as needed. We guide our districts with application processing, DC matching, verification processing, daily reports, general troubleshooting, letter production, keyboards and reimbursable meal setup, and any database issues that might arise.

The proof is in the pudding: our WebSMARTT districts know we are there for them every day!

If you are one of our current WebSMARTT customers, or any district in the MHRIC region who is interested in learning more, please reach out to us! We'd love to chew the fat with you about Mosaic! Email or call Kathleen Dunlavey: kdunlave@ mhric.org, 845-255-1450 x1362.

# MHRIC District Members

## TECHNOLOGY SUPPORT SERVICE

### Technology Support Service Districts

Arlington

Dutchess BOCES

Fallsburg

Highland Falls

Hyde Park

Kingston

Middletown

Minisink Valley

Monticello

Onteora

Pine Plains

Poughkeepsie

Rondout Valley

Saugerties

Spackenkill

Sullivan BOCES

Sullivan West

Tri-Valley

Tuxedo

Ulster BOCES

Valley Central

Wallkill

Warwick

## OFFICE AUTOMATION

### Office Automation Participating Districts

Arlington

Kingston

Middletown

Monroe-Woodbury

Monticello

Rhinebeck

Rondout Valley

Saugerties

Tri-Valley

Ulster BOCES

Wallkill

Warwick

The Board of Cooperative Educational Services, Sole Supervisory District of Ulster County (the "District"), does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation, ("sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic predisposition or carrier status or any other legally protected status in regard to employment opportunities or educational/vocational programs or activities which it operates. All inquiries regarding the Ulster BOCES Non-Discrimination policies and/or all complaints regarding violation(s) of these policies should be directed to the Ulster BOCES Compliance Officer, Dr. Laurie Cassel, Deputy Superintendent, 175 Route 32 North, New Paltz, New York, 12561, lcassel@ulsterboces.org - (845) 255-3020.

## Registration Process For All MHRIC Events

All registrations for MHRIC events need to be completed using **MyLearningPlan.com** (MLP).

If you do not currently have a MLP account, go to our website at **www.mhric.org** and click on the yellow box. (If you don't see the yellow box, please refresh your browser.) Follow the directions to register. **There is no charge to you or your district to set up the new MLP account.**

If you currently have an MLP account, login to your district's MLP site, click on the MHRIC catalog, and find the event you wish to register for. If you need any assistance, please feel free to contact Barbara Heiles (bheiles@mhric.org) or Pascale Martel (pmartel@mhric.org).

## In Case of Inclement Weather

Is the class cancelled?
Is it delayed?
How will I know?

Please call the MHRIC at 255-1450 X5000 and listen to the message.

If there is no special message, the class will run at the scheduled time.

If we have a delay, the class will be cancelled. If we cancel a class, we will make every attempt to reschedule & notify you of the new date.

Please do not pay attention to what the radio says for Ulster BOCES.

# Technology Support Service *Fall 2017 Classes*

| | DATE | TIME | TRAINER | LOCATION |
|---|---|---|---|---|
| **OPERATING SYSTEM CLASSES** | | | | |
| Organizing Your Files in MS Windows | Oct. 4 | 4PM-7PM | Pascale Martel | MHRIC – Computer Lab A |
| **WORD PROCESSING CLASSES** | | | | |
| Word Introduction Part 1 | Oct. 2 | 8:30-11:30 | Barbara Heiles | MHRIC – Computer Lab A |
| Word Introduction Part 2 | Oct. 2 | 12:30-3:30 | Barbara Heiles | MHRIC – Computer Lab A |
| Word Graphics | Oct. 24 | 1:00-4:00 | Pascale Martel | MHRIC – Computer Lab A |
| Word Shortcuts, Tips, & Tricks | Oct. 30 | 4PM-7PM | Pascale Martel | MHRIC – Computer Lab A |
| Mail Merge Using MS Office | Nov. 14 | 8:30-11:30 | Pascale Martel | MHRIC – Computer Lab A |
| Word Tables and Columns | Nov. 14 | 12:30-3:30 | Pascale Martel | MHRIC – Computer Lab A |
| Word Long Documents, Manuals, & Handbooks | Dec. 5 | 9:00-12:00 | Pascale Martel | MHRIC – Computer Lab A |
| **DATABASE CLASSES** | | | | |
| Access Introduction | Oct. 18 | 8:30-3:30 | Barbara Heiles | MHRIC – Computer Lab A |
| Access Intermediate | Oct. 26 | 8:30-3:30 | Barbara Heiles | MHRIC – Computer Lab A |
| Access Forms | Nov. 2 | 12:30-3:30 | Barbara Heiles | MHRIC – Computer Lab A |
| Access Queries | Nov. 9 | 12:30-3:30 | Barbara Heiles | MHRIC – Computer Lab A |
| Access Reports | Nov. 16 | 12:30-3:30 | Barbara Heiles | MHRIC – Computer Lab A |
| **SPREADSHEET CLASSES** | | | | |
| Excel Introduction Part 1 | Oct. 11 | 8:30-11:30 | Barbara Heiles | MHRIC – Computer Lab A |
| Excel Introduction Part 2 | Oct. 11 | 12:30-3:30 | Barbara Heiles | MHRIC – Computer Lab A |
| Excel Shortcuts, Tips, & Tricks | Oct. 23 | 4PM-7PM | Pascale Martel | MHRIC – Computer Lab A |
| Excel Intermediate Part 1 | Nov. 1 | 8:30-11:30 | Pascale Martel | MHRIC – Computer Lab A |
| Excel Intermediate Part 2 | Nov. 1 | 12:30-3:30 | Pascale Martel | MHRIC – Computer Lab A |
| Excel Charts | Nov. 28 | 1:00-4:00 | Pascale Martel | MHRIC – Computer Lab A |
| Excel Advanced Part 1 | Dec. 7 | 8:30-11:30 | Pascale Martel | MHRIC – Computer Lab A |
| Excel Advanced Part 2 | Dec. 7 | 12:30-3:30 | Pascale Martel | MHRIC – Computer Lab A |
| Excel Functions & Formulas | Nov. 30 | 8:30-3:30 | Barbara Heiles | MHRIC – Computer Lab A |
| **SPECIALTY CLASSES** | | | | |
| Specialty Projects Workshop | Nov. 13 | 2 hours by appt. | Staff | MHRIC – Computer Lab A |
| **INTERNET CLASSES** | | | | |
| MS OneDrive | Oct. 12 | 9:00-12:00 | Pascale Martel | MHRIC – Computer Lab A |
| Gmail Basics | Oct. 16 | 9:00-12:00 | Barbara Heiles | MHRIC – Computer Lab A |
| Google Calendar Basics | Oct. 16 | 1:00-4:00 | Barbara Heiles | MHRIC – Computer Lab A |
| Google Drive | Oct. 17 | 1:00-4:00 | Pascale Martel | MHRIC – Computer Lab A |
| Google Docs | Nov. 6 | 9:00-12:00 | Barbara Heiles | MHRIC – Computer Lab A |
| Google Sheets | Nov. 6 | 1:00-4:00 | Barbara Heiles | MHRIC – Computer Lab A |
| Mail Merge With Google Docs Using autoCrat | Nov. 7 | 9:00-12:00 | Pascale Martel | MHRIC – Computer Lab A |
| Google Sites | Nov. 7 | 1:00-4:00 | Barbara Heiles | MHRIC – Computer Lab A |
| Google Forms | Nov. 8 | 9:00-12:00 | Pascale Martel | MHRIC – Computer Lab A |
| Google Forms | Dec. 6 | 1:00-4:00 | Barbara Heiles | MHRIC – Computer Lab A |
| Create Print Publications Using Lucidpress | Dec. 12 | 1:00-4:00 | Pascale Martel | MHRIC – Computer Lab A |

**Mid-Hudson Regional Information Center**

# TSS Online GoToMeeting "Slices"

## Slice Instructions

Our "slices" will offer 45 minutes of application training content followed by 15 minutes of group discussion. Participants access these online training sessions from their own location. They will be emailed a link to an online meeting place where they can view and listen to the various "slice" offerings by the MHRIC trainers. Several audio options are provided in order to allow the participants to communicate with the trainer and others in attendance. For more information, go to mhric.org.

| SLICE | DATE | TIME | TRAINER |
|---|---|---|---|
| Publisher Overview | Oct. 18 | 3:30-4:30 | Pascale Martel |
| PowerPoint Overview | Oct. 18 | 5:00-6:00 | Pascale Martel |
| Gmail Labels and Filters | Oct. 24 | 9:00-10:00 | Barbara Heiles |
| *new* Excel Functions & Formulas: Basics | Oct. 24 | 10:30-11:30 | Barbara Heiles |
| Chromebook Overview | Nov. 20 | 3:30-4:30 | Pascale Martel |
| Google Slides | Nov. 20 | 5:00-6:00 | Pascale Martel |
| Organizing Your Files in MS Windows | Nov. 28 | 9:00-10:00 | Barbara Heiles |
| Google Drive Overview | Nov. 28 | 10:30-11:30 | Barbara Heiles |
| *new* Excel Functions & Formulas: Dates & Times | Dec. 5 | 3:30-4:30 | Barbara Heiles |
| Word Graphics Overview | Dec. 5 | 5:00-6:00 | Barbara Heiles |
| *new* Making ADA Accessible Documents | Dec. 11 | 3:30-4:30 | Pascale Martel |
| Excel Pivot Tables | Dec. 11 | 5:00-6:00 | Pascale Martel |

# Sign up today!

*You are eligible to attend these classes if your district belongs to our Technology Support Service (TSS) and is listed on page five. If your district is not listed and you would like information on how to attend, please call Joanne Hudela at 255-1450 x1270 or email to jhudela@mhric.org.*

## Lab Location

**Find directions to our lab at**

**www.mhric.org**

**MHRIC - Computer Lab A**
**Ulster BOCES, 175 Route 32 North, New Paltz**
**(845) 255-1450**

To find our complex in your GPS, use 175 Old Kingston Road, New Paltz

# TSS Class Descriptions

## Access Introduction

This class is intended for individuals needing to learn about Access databases. Topics include: orientation to Access and database terminology; viewing, editing, and adding data; working with datasheets and design view; creating and using tables, queries, forms, and reports. The focus of the class is to understand how Access works and to understand tables.

## Access Intermediate

This class is intended for individuals needing to create Access databases. Topics include working with primary keys and understanding table field properties like text and number/date formats, input masks, and lookups. The class will also focus on database design considerations and creating table relationships.

*Prerequisite: Access Introduction or equivalent experience.*

## Access Forms

This three-hour class assumes participants understand how to create a basic form. Time will be spent modifying forms and form controls, working with form properties and settings, creating calculated controls, and creating and modifying sub forms. We will also learn to apply formatting techniques to forms.

*Prerequisite: Access Intermediate or equivalent experience.*

## Access Queries

This three-hour class assumes participants understand basic query concepts. We will cover more advanced topics such as creating calculated fields, working with the expression builder, and summarizing groups of records. Additionally, we will examine various query types including parameter queries, crosstab queries, and action queries.

*Prerequisite: Access Intermediate or equivalent experience.*

## Access Reports

This three-hour class assumes participants understand how to create a basic report. Time will be spent using, creating, and modifying reports in design view. We will look at report sections, grouping, sorting, and inserting formulas. Additionally, we will learn to modify report and control properties and use report formatting techniques.

*Prerequisite: Access Intermediate or equivalent experience.*

## Chromebook Overview "Slice"

A Chromebook is a tablet that boots up in about eight seconds, and is optimized for internet use. In this session, we will see how to open, save, and delete files that are saved to the device, as well as saved to Google Drive, and how to pin and unpin apps and web pages to the Shelf. We will familiarize ourselves with the differences on the Chromebook keyboard, and learn some handy keyboard shortcuts. We will also see how to set up different accounts to share the same device among different individuals.

## Create Print Publications using Lucidpress "Slice"

This class and/or slice introduces the student to a free online print production program. Lucidpress is used to create professional looking publications such as newsletters, booklets, and flyers. Typical topics to be covered may include: creating a publication using templates, making changes, inserting graphics.

## Excel Advanced Part 1 *New Format*

If you are comfortable with using Excel and would like to know a little more, this class covers the following topics: creating, applying, and managing Conditional Formatting Rules; creating Range Names and using them in functions, formulas, and data validation lists.

*Prerequisite: Excel Introduction Parts 1 & 2 or equivalent experience.*

## Excel Advanced Part 2 *New Format*

If you are comfortable with using Excel and would like to know a little more, this class covers the following topics: creating and working with Pivot Tables and Pivot Charts; and the basics of creating and working with recorded Macros.

*Prerequisite: Excel Introduction Parts 1 & 2 or equivalent experience.*

## Excel Introduction Part 1 *New Format*

Microsoft Excel makes using a spreadsheet easy. This class will cover basic spreadsheet skills including: creating, saving, and printing workbooks; basic skills used in building and editing worksheets; techniques used in selecting, copying, moving, and replacing cell contents; basic formatting features such as alignment, fonts, and column widths; using basic formulas and functions.

## Excel Introduction Part 2 *New Format*

Once you have some basic Excel experience, it is time to build on your skills to make your work more efficient! This class will include: a quick review of formatting and formulas; using built-in templates; turning your own spreadsheet into a template; using Autofill to speed up data entry; and using relative and absolute cell references in formulas and functions.

*Prerequisite: Excel Introduction Part 1 or equivalent experience.*

## Excel Intermediate Part 1 *New Format*

If you have mastered the basics of Excel you are ready to move on to this class. Topics will include: working with and managing larger worksheets and workbooks, using external referencing to set up a summary sheet, learning about spreadsheet views that can be useful for different tasks, protecting areas of a spreadsheet or entire workbooks, and controlling printouts.

*Prerequisite: Excel Introduction Part 1 or equivalent experience.*

## Excel Intermediate Part 2 *New Format*

Topics will include: working with and managing large amounts of data, creating lists, working with the data form, using subtotals to analyze data, and simplifying data entry with data validation.

*Prerequisite: Excel Introduction Part 1 or equivalent experience.*

## Excel Charts

Illustrate your data with great looking charts! During this class and/or slice you will learn to create, edit, and format charts, and work with different types. Creating and working with charts in Excel is easier than you might think and actually is quite fun.

*Prerequisites: Excel Introduction Part 1 or equivalent experience and knowledge of spreadsheets.*

## Excel Functions & Formulas

Do you need to know more of the basics on how to work with functions and formulas in Excel? In this class we will use some of Excel's built-in functions like: If, Proper, Vlookup, Max, Min, PMT, Average, DCount, Count, CountA…as well as build some of our own specialized formulas like weighted averages. We will include a review of Order of Operations, and relative and absolute cell referencing.

*Prerequisite: Excel Introduction Parts 1 & 2 or equivalent experience.*

## Excel Functions & Formulas: Basics "Slice" *new*

Do you need to know more of the basics on how to work with functions and formulas in Excel? In this slice we will use some of Excel's built-in functions like: If, Proper, Max, Min, Average, Count, CountA…as well as build some of our own specialized formulas like weighted averages. We will include a review of Order of Operations, and relative and absolute cell referencing.
*Prerequisite: Excel Introduction Part 1 or equivalent experience.*

## Excel Functions & Formulas: Dates & Times "Slice"

This slice will cover some of Excel's built-in functions that involve Dates and Times.
*Prerequisite: Excel Introduction Part 1 or equivalent experience.*

## Excel Pivot Tables "Slice"

Pivot Tables are tables in Excel that summarize data. They allow you to filter out selected data from a main table in order to show only the records you specify. Topics in this class and/or slice will include learning how to create and modify Pivot Tables, and Pivot Charts.
*Prerequisite: Excel Introduction Part 1 or equivalent experience.*

## Excel Shortcuts, Tips, and Tricks

This class and/or slice is designed for people who currently use Microsoft Excel. Microsoft Office has many hidden options, unknown features, and shortcuts. We will show you formatting tips, keyboard shortcuts, and other tricks to customize Excel to work the way you want. You will be able to apply many of the same techniques in Word, PowerPoint, Publisher, and Access. Learn how to make Microsoft Office more powerful, more productive, and even easier for you to use.
*Prerequisite: Excel Introduction Part 1 or equivalent experience.*

## Gmail Basics

Make the transition to Gmail! In this class you will learn how to organize your email using conversations, labels, stars. We will also look at how to manage contacts, use filters, search, use the vacation responder, and more. Discover how easy it is to accomplish your everyday tasks in Gmail.

## Gmail Labels and Filters "Slice"

Get control of your email! In Gmail, use Labels to help you categorize your email messages, and then use Filters to automatically route your multitudes of messages so they don't pile up in your inbox. You can keep your mail organized and out of the way, but still accessible for when you need to find something.
*Prerequisite: Experience with Gmail.*

## Google Calendar Basics

Learn how to use Google Calendar and get the functionality that you have in other calendar programs. In this class, we will schedule appointments, invite guests and reserve resources, do "busy" searches, see how to create recurring meetings, share calendars with others, and find out how to view other calendars that have been shared with us. Get what you need using Google Calendar!
*Prerequisite: Gmail Basics or equivalent experience.*

## Google Docs

Google Docs lets you create documents and organize them, and to collaborate with others using shared documents. You can also upload existing Word documents, or save a Google Doc as a Word document. All of your word processing needs, in free storage, from any device with internet access.
*Prerequisite: Some experience with internet browsers is helpful.*

## Google Drive

In this class and/or slice, we will learn how to use Google Drive. We will demonstrate how to create documents and organize them. We will also see how to collaborate with others using shared documents. With Google Drive you can store your Google documents and your other files – all online, and all for free.

## Google Drive Overview "Slice"

In this slice, we will learn how to use Google Drive. Topics will include: how files are stored in drive; organizing files in folders; creating documents; and collaborating with others using shared documents.
*Prerequisite: Some experience with internet browsers is helpful.*

## Google Forms

With free Google Forms, you can quickly create a form or survey; send it to students, parents, teachers, or staff; embed it in a webpage; and keep track of the answers in one spreadsheet. This session will give you an overview of developing a form and creating the spreadsheet that will allow you to sort, analyze, and visualize the information.
*Prerequisite: Some experience with internet browsers is helpful.*

## Google Sheets

Google Sheets lets you create spreadsheets and organize them, and to collaborate with others using shared spreadsheets. You can also upload existing Excel documents, or save a Google Sheet as an Excel document. All of your spreadsheet needs, in free storage, from any device with internet access.
*Prerequisite: Some experience with internet browsers is helpful.*

## Google Sites

Thinking of creating a website? Google Sites is a free and easy way to create and share webpages. You can use Sites to plan club meetings and activities, share info on a secure company intranet, collaborate on a team project, or stay connected with family members. In this class, we will create a site and customize it, and then learn how to edit pages and set permissions for editing and viewing.
*Prerequisite: Some experience with internet browsers and websites.*

## Google Slides

Google Slides is Google's presentation software. In this class and/or slice you will learn how to create presentations and add animations. Slides also has an audience participation feature that is quick and easy to use.

## Mail Merge Using Microsoft Office

Topics covered in this class and/or slice will include using Word to create files for producing form letters and labels. Using Access and Excel as data sources will be included.
*Prerequisite: Word Introduction Part 1 or equivalent experience.*

## Mail Merge With Google Docs Using autoCrat

autoCrat is a mail merge tool. It is a free add-on for Google Sheets. In this class and/or slice, we will use autoCrat to create customized letters from a document template in Google Docs, and a data source from Google Sheets. These customized letters can then be shared, emailed, and/or printed from your Google account. autoCrat can be used in combination with Google Forms to automate customized emails triggered by a Form entry. In the three-hour class, we will quickly review how to create Google Forms.

# Class Descriptions continued

## Making ADA Accessible Documents "Slice" new

The ADA (American with Disabilities Act) Standards state that information technology, which includes web content, must be accessible to people with disabilities. In this class we will address the basics of accessible web content by creating well-structured and accessible Word documents, and Adobe PDFs. We will then use Adobe Acrobat Pro DC's Accessibility Tools to check documents for accessibility and fix problems.

## MS OneDrive (the free version of Office 365)

With an internet connection, and a free Microsoft OneDrive account, you can use Word, Excel, PowerPoint, Access, and Publisher for free without installing Microsoft Office. In this class and/or slice, we will learn how to use OneDrive to create, save, and edit files; how to upload and download files; and how to share them with others. Note: Microsoft OneDrive is the free version of Office 365.

## Organize Your Files in MS Windows

This three-hour class covers the basics of file management. Learn how files and folders are organized within your computer. Find out where your files go when you save them and how to put them in specific folders. Topics covered will be terminology, file management concepts, creating, renaming, moving, and copying files and folders, and understanding cloud storage.

## Organize Your Files in MS Windows "Slice"

This slice covers the basics of file management. Learn how files and folders are organized within your computer. Topics covered will include: where your files go when you save them; file management concepts; how to put files in specific folders; how to create desktop shortcuts; and creating, renaming, moving, and copying files and folders.

## PowerPoint Overview "Slice"

Learn the basics of creating powerful presentations for colleagues and others. This "slice" will cover creating and customizing slides, inserting graphics, printing notes and handouts, using templates, and giving on-screen presentations. We will also see how to animate the presentations using transitions & text animations.

## Publisher Overview "Slice"

This "slice" introduces the student to Microsoft's desktop publishing program. Publisher is used to create professional looking publications such as newsletters, booklets, and flyers. Typical topics to be covered may include: creating a publication using a wizard, making changes, inserting graphics, and using features such as sidebars and pull quotes.

## Specialty Projects Workshop

Is there something you need help with? This workshop is what you've been asking for. We can help with any software product listed on our classes' page. Bring your special project, problem, or anything that you need help with and we will help you to work it out. We will have two-hour blocks throughout the day for individualized help. When you sign up for this workshop, you will be asked to tell us what you need help with and also sign up for a specific time slot.

## Word Introduction Part 1 *New Format*

Microsoft Word makes word processing easy. This class will cover basic word processing skills including: creating, saving, and printing documents; editing techniques for selecting, copying, moving, and replacing text; basic character and paragraph formatting techniques.

## Word Introduction Part 2 *New Format*

Once you have some basic Word experience, it is time to build on your skills to make your work more efficient! This class will include: using the clipboard; viewing two documents side by side; the basics of headers, footers, and page numbers; using built-in templates; turning your own document into a template; indenting; tabs; and using bullets and numbers for lists.
*Prerequisite: Word Introduction Part 1 or equivalent experience.*

## Word Tables and Columns

Are you confident with word processing but get confused when you have to create or work with tables? If so, then this class and/or slice is for you. Topics will include creating tables; adjusting table size; adding, deleting, and moving rows and columns; merging and splitting cells; working with borders and shading; sorting; and more. With this new knowledge, you will be able to create schedules, calendars, resumes, and lists with ease. We will also learn how to organize text into newspaper style columns.
*Prerequisite: Word Introduction Part 1 or equivalent experience.*

## Word Graphics

Add interest, color, and excitement to your documents with the use of drawing and graphics in Word! You will learn to add, arrange, and format text boxes; insert clip art and pictures; and draw AutoShapes. Other topics include text wrapping, aligning and grouping objects, flipping and rotating, layering, shadows and 3-D, and using WordArt.
*Prerequisite: Word Introduction Part 1 or equivalent experience.*

## Word Graphics Overview "Slice"

Add interest, color, and excitement to your documents with the use of drawing and graphics in Word! Topics in this slice will include: adding, arranging, and formatting text boxes; inserting pictures; drawing AutoShapes; formatting objects; layering, shadows and 3-D; and using WordArt.
*Prerequisite: Word Introduction Part 1 or equivalent experience.*

## Word Long Documents, Manuals, & Handbooks

In this class we will gain a better understanding of how to work with lengthy documents in Word. We will look at the tools and features to make working with large documents easier. Some of the topics we will cover are: work with page numbering in a document with multiple sections, Table of Contents, Indexes, Styles, Tables that span multiple pages, Bookmarks, Cross-references, and more.
*Prerequisite: Word Introduction Parts 1 & 2 or equivalent experience.*

## Word Shortcuts, Tips, and Tricks

This class and/or slice is designed for people who currently use Microsoft Word. Microsoft Office has many hidden options, unknown features, and shortcuts. We will show you formatting tips, keyboard shortcuts, and other tricks to customize Word to work the way you want. You will be able to apply many of the same techniques in Excel, PowerPoint, Publisher, and Access. Take this class to learn how to make Microsoft Office more powerful, more productive, and even easier for you to use.
*Prerequisite: Word Introduction Part 1 or equivalent experience.*

From IBM mainframes to virtual servers, Doug Coisson has seen a lot of changes in his 33 years at the Mid-Hudson Regional Information Center (MHRIC). "Times and technology have changed greatly since I started here in 1984," Doug said.

Now a Computer Systems Analyst, Doug began his career at the MHRIC straight out of college, working in the Computer Operations department. He was responsible for three MHRIC production shifts and his duties included scheduling staff, output and delivery, system upgrades, and the processing and printing of many district reports.

"Today, in contrast, many applications the MHRIC supports have gone paperless and media and data are delivered through the web, email, or apps," Doug said. "Many of the servers are virtual, which saves floor space and operating costs, and allows for quicker processing, real-time data, and the ability to remain up 24/7 with speedy recovery of any failed drives and hardware."

Despite the changes in technology, the MHRIC's goal has remained the same through the decades: delivering cost-effective services to school districts. "The management team here at the MHRIC is always looking for the 'best in class' technologies to support our districts," Doug said.

In his time at the MHRIC, Doug has been part of many exciting initiatives and changes. He assisted MHRIC Director Eugene Knudsen and all of the agency's services departments with larger scope projects. He worked on committees and statewide development teams and helped implement new software. He was the project manager for many projects such as RIC One DPSS, Wide Area Network, and Internet Services bids, which required a lot of coordination with building new infrastructure, hardware, and software installs.

"Those projects saved our school districts millions in their network costs," Doug said. "Most recently, we developed a new Data Privacy Security Service called RIC One DPSS, a collaborative effort among all of the Regional Information Centers state-wide. Our RIC was tasked with developing the DPSS website."

Along the way, Doug said, he met and worked with a lot of great professional educators.

With more than three decades of work experience in the ever-changing world of technology, Doug has a new challenge on the horizon: retirement. He left the MHRIC at the end of August. He plans to spend more time with his wife, Margaret, his children, Kera and Drew, and his parents. Doug plans to travel and also pursue one of his favorite hobbies: detailing cars. "I will now have more garage time to do that, and I will have more time to drive my classic cars more often. I plan to fit in a lot of driving and more garage fun time," he said.

Doug expressed his thanks to the MHRIC and his co-workers for the many opportunities for professional and personal development they have provided during his 33 years. "I have enjoyed working at the MHRIC and I will miss the staff here," he said.

*Farewell, Doug!*

# MHRIC Calendar of Events

Registration for all events must be completed using MyLearningPlan.com (MLP). Please see page five for more information.

## October

**10/2**
Word Introduction Part I
Word Introduction Part II

**10/4**
Organizing Your Files in MS Windows

**10/11**
Excel Introduction Part I
Excel Introduction Part II

**10/12**
MS OneDrive

**10/16**
Gmail Basics
Google Calendar Basics

**10/17**
District Data Coordinator Meeting
Google Drive

**10/18**
Access Introduction
Publisher Overview "Slice"
PowerPoint Overview "Slice"

**10/23**
Excel Shortcuts, Tips, & Tricks

**10/24**
Word Graphics
Gmail Labels and Filters "Slice"
Excel Functions & Formulas Basics "Slice"

**10/26**
Access Intermediate

**10/30**
Word Shortcuts, Tips, & Tricks

## November

**11/1**
Excel Intermediate Part 1
Excel Intermediate Part 2

**11/2**
Access Forms

**11/3**
Security User Group Meeting

**11/6**
Google Docs
Google Sheets

**11/7**
Mail Merge With Google Docs
Using autoCrat
Google Sites

**11/8**
Google Forms

**11/9**
Access Queries

**11/13**
Specialty Projects

**11/14**
Mail Merge Using MS Office
Word Tables and Columns

**11/16**
Access Reports

**11/20**
Chromebook Overview "Slice"
Google Slides "Slice"

**11/28**
SchoolTool User Group Meeting
Excel Charts
Organizing Your Files in MS Windows "Slice"
Google Drive Overview "Slice"

**11/30**
Excel Functions & Formulas

## December

**12/5**
Master Schedule Builder Workshop
Word Long Documents,
Manuals, & Handbooks
Excel Functions & Formulas:
Dates and Times "Slice"
Word Graphics Overview "Slice"

**12/6**
Master Schedule Builder Workshop
Google Forms

**12/7**
Excel Advanced Part 1
Excel Advanced Part 2

**12/11**
Making ADA Accessible Documents "Slice"
Excel Pivot Tables "Slice"

**12/12**
Create Print Publications Using Lucidpress