

## Welcome Back!

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

Another year is upon us with all of the excitement and challenges of opening day! At the Mid-Hudson Regional Information Center, we have been hard at work all summer upgrading the infrastructure and preparing your systems for the upcoming year.

School Messenger was implemented at the Enlarged City School District of Middletown, and the MHRIC is now supporting Red Hook Central Schools. Mosaic school lunch was installed at three Ulster BOCES locations. All WebSMARTT districts have been upgraded to the most recent version with a new communications protocol also installed between the Server and Point of Sale (POS) terminals.

All 29 hosted districts on schooltool are currently being upgraded to the most current version. A new Level 1 reporting system will soon be available (Oct 1st) that will provide comprehensive and easier reports. An exciting feature is the graphical presentation of your data.

As always, the MHRIC is here for you. Please call us if you have any questions or need support.

# MHRIC Ups Its Game with New Sports Management Platform

Mention the Mid-Hudson Regional Information Center (MHRIC) and oftentimes people think of a place where school districts turn for support with student and district management applications and NYSED data reporting. While these are essential, they only scratch the surface of the services offered.

For instance, the MHRIC now offers an athletic video software, called HUDL, that analyzes players' performances and provides insights for improvements. The software also provides staff with the means to track statistics, manage feedback, and create highlights in one easy, online platform.

Saugerties High School Athletic Director Dominic Zarrella touts the ease of access that HUDL provides for coaches, athletic directors, and students. On the high school level, coaches frequently share video with each other to help establish rankings and improve the sports program. He recalls games of yesteryear when coaches had to physically travel to other districts to share videos with one another. HUDL provides the platform to securely share videos



Saugerties HS Athletic Director Dominic Zarrella views HUDL footage.

with any team also on the platform. HUDL also eliminates the need to spend hours at a computer editing and processing film before the footage is ready for viewing.

According to Zarrella, Saugerties has close to 200 student athletes,

*Continued on page 2*

## IN THIS ISSUE

Digging Into ESSA .....	2-3
Spotlight on Patrick Carr .....	4
TSS & OA Member Districts .....	5
Registration Info .....	5
TSS Classes & Slices .....	6-7
Class Descriptions .....	8-11
Spotlight on Klidji Ziaj .....	11
MHRIC Calendar of Events .....	12

## Digging Into

The Every Student Succeeds Act (ESSA) is a federal law that includes requirements for schools, local educational agencies (e.g., districts and charter schools) and states, including some related to accountability, school improvement, educator development and student supports. ESSA was signed into law in 2015, replacing the No Child Left Behind Act (NCLB) from 2001. All states were required by the U.S. Department of Education (USDE) to submit their ESSA implementation plan for approval. New York State's plan was approved in January 2018.

### What's new in ESSA?

ESSA has new accountability measures that include new ways to identify schools for support and interventions, as well as new goals and broader measures of student success beyond test scores. Changes to school improvement include locally-determined interventions (rather than interventions mandated by the U.S. Department of Education) as well as school-focused planning and district-led support. ESSA also includes more options for teacher and principal training as well as increased focus on educator equity and effectiveness. Finally, ESSA outlines additional reporting for at-risk student groups (e.g., homeless students, military-connected students) and an increased focus on English learners.

# ESSA

## Every Student Succeeds Act

### How does ESSA help every student succeed?

ESSA puts an increased focus on instruction for all students--including areas such as civic readiness (which is considered a measure of school quality and student success), advanced coursework (increasing the number of students participating), and personalized learning (effectively using technology to personalize learning.) With a heightened focus on college, career, and civic readiness, schools are incentivized under ESSA to increase participation in challenging coursework, advanced designation diplomas, career and technical education certificates, and students achieving the seal of biliteracy. Schools will also begin receiving extra "points" for level 4 performance results on the 3-8 ELA and Math exams.

Another area of focus concerns ensuring districts are providing support for all students. There is an emphasis on student attendance as studies show that students who miss more than 10% of instruction have dramatically lower

*Continued from page 1*

## MHRIC Ups Its Game with New Sports Management Platform

including football and basketball players, who now use the software, and he is predicting that HUDL's popularity will most likely grow. "It can include any sport," he said.

Here's how it works. Coaches can record games, practice, and training sessions with their iPhone, iPad, or hard drive camera, which is then made available online, giving them (and their athletes) secure access at home and on the go. There's no need for expensive equipment, and it is fast! By connecting to Wi-Fi and uploading video as it records, footage can be studied within minutes. Playlists allow users to quickly jump to the exact moments they want to

examine. It is easy to create a presentation for team review, or pull together clips to illustrate what a player might need to improve upon.

David Coates, the Director for Physical Education, Health, and Athletics at the Enlarged City School District of Middletown, likens HUDL to professional video analysis. He also stresses the affordability of HUDL, thanks to the fact it is offered as a Co-Ser by the MHRIC and is therefore eligible for State Aid reimbursement.

Coates says Middletown had been using the software to varying



degrees. He explains that it isn't just a tool for members of the football community

but has grown to include basketball, wrestling, lacrosse, and soccer. "The coaches were utilizing it, but since the Co-Ser came out and wrapped everything into one, it has become very affordable," he said.

If your district is interested in learning more about HUDL and/or is interested in purchasing this product please contact Noelle Zamow at 845-255-1450 x1244 or Email: [nzamow@mhric.org](mailto:nzamow@mhric.org).

rates of academic success. New expectations for transitional support in P-12 is a multi-dimensional process including physical, emotional, social, and cognitive development, and even includes support structures for incarcerated students returning to schools. There are new efforts to coordinate support services for migratory children and youth on both an interstate and intrastate level. Another area of focus is on socio-emotional well-being, which includes the Dignity for All Students Act (DASA) and a focus on the effect of Adverse Childhood Experiences (ACES.)

Importantly, ESSA tries to increase parent and student engagement and voice in their schools. Under ESSA, districts must provide School Climate surveys to build a culture and climate that is free of intimidation, harassment, and bullying. Districts must ensure that cultural responsiveness informs all school policies and practices, and also guides interactions among all members of the school community. These measures ultimately seek to reduce the number of violent and disruptive incident reports, the number of incidents of discrimination and/or harassment, and the number of incidents of cyber-bullying in order to provide a safe environment in which all students can learn.

On the teacher front, ESSA focuses on ensuring all students in a district have access to an equitable education. This means taking a closer look at staffing resources such as class size and the number of counselors per student. It also means ensuring access to highly qualified teachers, and equitable allocation of all resources within a district. Another area for equity is in districts providing

access to extra-curricular opportunities in which students can serve their schools and their communities, participate in community-based internships, and engage in sports and arts.

A variety of reports will feed into these new requirements, and many of these data items (such as a teacher's years of service, or reporting of AP course enrollment) you will recognize as being data your district is already reporting. Some of the most important reports you will use to verify your data for ESSA reside in Level 2 Reports. These include the following:

**SIRS-105** report on High School Achievement and Graduation Rate Accountability will be one report you will use to verify data that will be used to determine Secondary-Level Composite Performance and graduation rates.

**SIRS-106** Elementary/Middle-Level Achievement Accountability Report will be used to verify data to determine Elementary/Middle Composite Performance and Progress.

**SIRS-107** Chronic Absenteeism Accountability Verification Report will be used to determine chronic absenteeism.

**SIRS-108** College, Career, and Civic Readiness Accountability Verification Summary Report will be used to determine college, career, and civic readiness.

As we continue through this transition to ESSA, the MHRIC is here to assist and guide you. Please do not hesitate to reach out to our Data Team at (845) 255-1450 ext 1364 or email us at [css@mhric.org](mailto:css@mhric.org)

For School Districts Participating in the MHRIC Security Service:



Presents

## **SCHOOL SECURITY REGIONAL COLLABORATION COMMITTEE USER GROUP MEETING**

**Monday, October 29 • 9am – 12pm**  
Ulster BOCES Conference Center

Featured Topics

***“Characteristics of an Active Shooter”***

Presented by Barbara A. Daly, Special Agent, Federal Bureau of Investigations, NY Office

***“Pillowcase Project, Home Fire Campaign & Citizen Preparedness Corps”***

Presented by Kelly M. Formoso, Executive Director, American Red Cross, Mid-Hudson Chapter

Please register for this conference on MyLearningPlan.

To learn more about the School Security Service contact Noelle Zamow at 845-255-1450 x1244, or email: [nzamow@mhric.org](mailto:nzamow@mhric.org)

# Patrick Carr: Operations & Programming Manager



Operations & Programming Manager Patrick Carr

The MHRIC welcomed new Operations & Programming Manager of Technical Services Patrick Carr on August 1. Carr replaces Rick Olsen, and says he has big shoes to fill. Olsen retired recently after 34 years of service, during which time his dedication to cybersecurity was well-known, and local school districts relied upon on him as a valuable resource.

Carr has worked in the Information Technology (IT) field for 35 years, most recently as the vice president and chief technology officer for a software technology company in Danbury, Connecticut.

Carr oversees approximately a dozen staff members at the MHRIC. "This has been my chosen career path since I was in college," he said.

In his new role, Carr directs data processing operations, computer applications and systems programming, and technical support. He also consults and advises

districts regarding the integration and correlation of operations and programming. "We're pleased that Pat has accepted his new role and look forward to benefiting from his many years of experience leading similar organizations," said MHRIC Director Eugene Knudsen.

In addition to being excited and adjusting to his new position at the MHRIC, Carr said gaining his coworkers' respect and familiarizing himself with the organization's culture is very important to him. "I learned that successful IT departments are based on great teams," he said, explaining that his new position requires him to be able to depend on his colleagues.

In fact, Carr lives by an adage that can lead to success in the technology field and at the MHRIC. "People, process, and technology, those are the three things that need to work together. I can't do this alone, there are too many moving parts," he said.

In his spare time, Carr enjoys watching baseball and lifting weights. He is a Mets season ticket holder and jokingly said that his favorite team has taught him to believe and to have faith.

As for his aspirations as Operations & Programming Manager, Carr says he considers himself a results-driven person. "Once I get comfortable, I want to tackle challenges and make us a better IT department," he said.

## 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

Patrick Carr, Manager.....Ext. 1235.....pcarr@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



175 Route 32 North, New Paltz, New York 12561  
845-255-1450 • www.mhric.org



# MHRIC District Members

## Registration Process For All MHRIC Events

### TECHNOLOGY SUPPORT SERVICE

#### Technology Support Service Districts

Arlington  
Dutchess BOCES  
Fallsburg  
Highland Falls  
Hyde Park  
Kingston  
Middletown  
Minisink Valley  
Monticello  
Onteora  
Pawling  
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  
Ellenville  
Kingston  
Middletown  
Monroe-Woodbury  
Monticello  
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. Jonah Schenker, Deputy Superintendent, 175 Route 32 North, New Paltz, NY, 12561, jschenke@ulsterboces.org, (845) 255-3020. Inquiries concerning the application of Title IX and its implementing regulation and/or complaints regarding violation(s) of these provisions can be referred to the Department of Education, Office of Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500, (646) 428-3900, FAX: (646) 428-3843; TDD: (800) 877-8339; E-Mail: OCR.NewYork@ed.gov.

All registrations for MHRIC events need to be completed using [MyLearningPlan.com](https://www.mhric.org) (MLP). If you do not currently have an MLP account, there is no charge to you or your district to set up a new MLP account.

You can register for events in MLP in two ways:

To go directly to a calendar of TSS classes, use this link: <https://www.mhric.org/training/tss/calendar-of-classes>. Click on the course title that you want, and you will be led through the enrollment process, including creating an account or logging in if you already have an account.

#### OR

From our [www.mhric.org](https://www.mhric.org) website, you can click on "Quicklinks" (top right on the blue bar) and select MLP on the drop down menu. This will bring you to a page with two blue buttons.

- The "MHRIC Catalog" button brings you to a list of all the MHRIC offerings. Click on the course title that you want, and you will be led through the enrollment process, including creating an account or logging in if you already have an account.
- The "MLP Login" button brings you to your usual login if you already have an account.

If you need any assistance, please feel free to contact Joanne Hudela (jhudela@mhric.org or 845-255-1450 x 1270).

# Technology Support Service *Fall 2018 Classes*

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@mhrhc.org](mailto:jhudela@mhrhc.org).

CLASS	DATE	TIME	TRAINER	LOCATION
<b>OPERATING SYSTEM CLASSES</b>				
Organize Your Files in MS Windows	October 15	4 pm – 7 pm	Pascale Martel	MHRIC – Computer Lab A
<b>WORD PROCESSING CLASSES</b>				
Word Introduction Part 1	October 4	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	October 4	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	October 10	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	December 12	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Word Advanced Page Layout	October 29	4 pm – 7 pm	Pascale Martel	MHRIC – Computer Lab A
Word Mail Merge	November 5	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Word Graphics	November 13	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Long Documents, Manuals & Handbooks	December 13	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
<b>DATABASE CLASSES</b>				
Access Introduction	October 12	8:30 – 3:30	JoAnn Uhl	IS TLC LAB
Access Intermediate	October 26	8:30 – 3:30	JoAnn Uhl	IS TLC LAB
Access Forms	November 2	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Queries	November 16	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Reports	November 30	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
<b>SPREADSHEET CLASSES</b>				
Excel Introduction Part 1	October 12	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	October 12	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	October 16	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	December 12	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Made Easy	October 23	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Functions & Formulas Part 1	November 8	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Functions & Formulas Part 2	November 8	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Charts	November 28	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Intermediate Part 1	December 6	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Intermediate Part 2	December 6	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
<b>SPECIALTY CLASSES</b>				
Adobe Acrobat Pro DC: Editing PDF Basics	October 11	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Making ADA Accessible Documents	October 18	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
MS Publisher – Create Print Publications	October 31	8:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Specialty Projects Workshop	November 14	2 hours by appt.	Staff	MHRIC – Computer Lab A
Adobe Photoshop Elements: Introduction	November 19	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
PowerPoint Introduction Part 1	December 5	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
PowerPoint Animations & Multimedia Part 2	December 7	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A

## INTERNET CLASSES


Gmail Basics	October 24	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Google Calendar Basics	October 24	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Drive and G Suite Overview	November 1	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Google Docs and Sheets	November 1	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
 Google Drawings	November 6	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Sites	November 7	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Forms	November 27	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Mail Merge with Google Docs using autoCraf	December 11	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A

# 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](http://mhric.org).

See  
Page 5  
for  
Registration  
Information

SLICE	DATE	TIME	TRAINER
Access – Table Relationships	October 18	4:00 – 5:00	Barbara Heiles
Adobe Acrobat Pro DC: Editing PDF Basics	October 22	3:30 – 4:30	Pascale Martel
Making ADA Accessible Documents	October 22	5:00 - 6:00	Pascale Martel
Excel – Conditional Formatting	October 30	4:00 – 5:00	Barbara Heiles
Excel Charts	November 15	3:30 – 4:30	Pascale Martel
Word Tables	November 15	5:00 - 6:00	Pascale Martel
Office 365 Basics	November 19	4:00 – 5:00	Barbara Heiles
MS OneNote	November 29	3:30 – 4:30	Pascale Martel
 Google Keep	November 29	5:00 - 6:00	Pascale Martel
InDesign – Getting Started	December 4	4:00 – 5:00	Pascale Martel
Google Drive and G Suite Overview	December 10	3:30 – 4:30	Pascale Martel
Chromebook Overview	December 10	5:00 - 6:00	Pascale Martel
InDesign – Working with Text	December 11	4:00 – 5:00	Pascale Martel
InDesign – Working with Images	December 18	4:00 – 5:00	Pascale Martel

## Lab Locations

Find directions to our labs at  
[www.mhric.org](http://www.mhric.org)

MHRIC - Computer Lab A  
Instructional Services TLC Lab  
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 Introduction 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 Introduction 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 Introduction or equivalent experience.*

## Access – Table Relationships

Once you understand how a database works and know how to create tables, the next step involves linking your tables through matching fields. In this slice, you will discover where and how to form relationships between tables to connect the information that you need.

*Prerequisite: Access Introduction or equivalent experience.*

## Adobe Acrobat Pro DC: Editing PDF Basics

This class or slice is an introduction to Adobe Acrobat Pro DC. We will get familiar with how the program looks and where the tools are. We will convert documents to PDFs from Word. Then we will learn how to make basic changes in Acrobat Pro such as editing text and images, adding and removing pages, adding signatures, and combining documents.

## Adobe Photoshop Elements – Introduction

This class will cover navigating and manipulating your photos in Adobe Elements. Topics include organizing your photos and using Element's many editing tools. You will also learn how to add special effects, adjust colors, crop, resize, and add layers and text to images.

## Chromebook Overview

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.

## Excel Made Easy – Basic Skills for Working with Spreadsheets

Learn how to create spreadsheets that work. Excel has multiple tools to make your tasks easier. These tools rely on spreadsheets being constructed properly. We will cover the basics of spreadsheet construction, and acquire skills that make Excel easy to work with such as formatting, sums, sorts, and more.

## Excel Introduction Part 1

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 AutoSum.

## Excel Introduction Part 2

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; using basic formulas and functions; 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

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.

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

## Excel Intermediate Part 2

Topics will include: working with and managing large amounts of data, controlling printouts, 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 or slice you will learn to create, edit, and format chart types such as pie, line, bar charts, and more. 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 Part 1

Do you need to know more of the basics on how to work with functions and formulas in Excel? In this class we will: - Learn the basics of creating formulas, including a review of the Order of Operations— Create formulas using percentages and weighted averages, Get familiar with some of Excel's more basic built-in functions like Average, Max, Min, Count, and CountA, - Learn about using relative vs absolute cell referencing.

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

## Excel Functions & Formulas Part 2

In this class we will: Review relative and absolute cell referencing – Concentrate on more of Excel's built-in functions like: If, Countif, Proper, Vlookup, and Datedif – Work on nested or embedded functions - Work on some questions from the class.

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

## Excel – Conditional Formatting

Conditional Formatting is a way to have Excel apply certain formatting to part or all of your spreadsheet, based on a condition. For example, you may have a spreadsheet set up as a grade book and you would like all of the grades that are below 65 to stand out with a yellow background. Or, you may want to easily find missing data (blank cells) by formatting those cells with a pink background. When values change and no longer meet the criteria, the cells return to their original formatting. We will also see how to set and modify rules for Data Bars and Icon Sets, how to work with dates, and more.

**Prerequisite:** *Some Excel experience.*

## Excel Shortcuts, Tips, and Tricks

This class 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.

## 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 Drawings

It's for so much more than drawings. In this class we will see how to bring together images, shapes, tables, charts, diagrams, and word art, or...drawings!. We will create a separate file in Google Drive to use later, and create a Google Drawing inside a Doc or Sheet.



## Google Docs and Sheets

Google Docs and Sheets let you create documents and spreadsheets, and organize them. You can collaborate with others by sharing permission to edit, or just to comment or view. You can also upload existing Word or Excel documents, or save a Google Doc as a Word document or a Google Sheet as an Excel document. All of your word processing and spreadsheet needs, in free storage, from any device with internet access.

**Prerequisite:** *Google Drive and G Suite Overview or equivalent experience.*

## Google Drive and G Suite Overview

In this class or slice, we will learn how to use Google Drive. We will have a quick introduction to Docs, Sheets, and Slides, part of G Suite for Education. Files created with these productivity tools will then be organized into folders. We will also see how to collaborate with others using shared documents. With Google Drive you can store your Google documents and other types of files— all online, and all for free.

**Prerequisite:** *Some experience with internet browsers is helpful.*

## Google Keep

Google Keep is a basic, easy to use, note-taking application that syncs across devices. Work on to-do lists, create notes, and set reminders. Share lists and notes and see items get checked off in real time. Manage time and daily tasks with Google Keep.



## Google Forms

With Google Forms, you can quickly create a form or survey, send it to students, parents, teachers, or staff, and keep track of the answers in one spreadsheet. Responses are collected and displayed immediately in a corresponding Google Drive spreadsheet which allows you to sort, analyze, and visualize the information. You can send forms to anyone or link them on a published web site. Forms also generate an automatic summary with charts, graphs, and statistics about your form responses and can notify you when new responses are submitted. In this class, we will create a Google Form and see how the data is reported.

**Prerequisite:** *Some experience with Google Sheets and 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 and/or slice, we will create a site and customize it, and then learn how to edit pages and set permissions for editing and viewing.

**Prerequisite:** *Google Drive and G Suite Overview or equivalent experience.*

## InDesign – Getting Started

InDesign is the program to work with for document layout and print production. Work with text, colors, and graphics to create flyers, brochures, magazines, and books. Since InDesign uses many of the same tools, panels, and onscreen elements as Adobe Photoshop and Illustrator, knowing InDesign makes it easy to become familiar with the other programs in Adobe's Creative Suite. We will look at the basics for getting started with InDesign.

### InDesign – Working with Text

One of the first ways to get started on your InDesign documents is to lay out where the text will be placed. In this slice, we will create text frames, work with text and styles, see how to import text from a Word document, and how to link text frames. As an extra topic, we will use the Type on a Path tool which positions text along the path of a drawn object such as a curve, a spiral, or a wavy line. Fun!

### InDesign – Working with Images

Adobe InDesign includes an application called Bridge. Bridge allows you to look for any file on your computer, and import that file into your document. We will place images into our document using Bridge. We will learn about image frames, and how to create custom frames. Using the Pen Tool, we will see how to cut the background away from an image, and use text wrapping to have text wrap around an image shape.

### 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 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, or printed from your Google account. autoCrat can be used in combination with Google Forms to automate customized emails triggered by a Form entry. A quick review on Forms will be included.

*Prerequisite: Google Docs and Sheets or equivalent experience.*

### Making ADA Accessible Documents

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 or slice, 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.

*Prerequisite: Some experience with Word.*

### MS OneNote Introduction

In this class or slice, learn the basics of using Microsoft OneNote, a digital notebook that provides a single place where you can gather all of your notes and/or research. The built-in organizational tools within OneNote help you organize, search, and share information easily.

### Office 365 Basics

If your organization is using Office 365, you can access your email, calendar, and files from any computer with access to the internet. In this "slice" we will walk through some of the features of Office 365, and see how to use the online version of Outlook, how to create, save, edit, upload and download files; and how to collaborate with others.

*Prerequisite: Some experience with internet browsers is helpful.*

### Organize Your Files in MS Windows

This class or 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 Introduction Part 1

Learn the basics of creating powerful presentations for colleagues and others. This class or slice will cover creating slides, customizing slides, inserting graphics, creating notes

and handouts, giving on-screen presentations, and printing options. Use of the templates and wizards will be discussed. Bring ideas to create your own presentation.

*Prerequisite: Some experience with Windows.*

### PowerPoint Animations & Multimedia Part 2

If you currently know how to create a basic PowerPoint presentation and would like to jazz it up, this is the class for you. Designed to take you to the next plateau, the focus of this class is the effective use of animations and transitions, as well as sound and video, to make an impressive presentation. Learn how to save your presentation in a portable format to play your sounds and movies anywhere you go with your presentation.

*Prerequisite: PowerPoint Intro or equivalent experience.*

### MS Publisher – Create Print Publications

This class or slice introduces the student to Microsoft's print publication program. Publisher is used to create professional looking publications such as newsletters, brochures, business cards, etc. Introductory topics include: creating a publication using a template, making changes, inserting graphics, and using Building Blocks such as advertisements and calendars. Other topics may include: connecting text frames, adding "continued" notes, creating a booklet, adding and deleting pages, inserting page numbers, adding a table of contents, and working with the master pages.

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

### 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 for two hours we will help you to work it out. When you sign up for this workshop, you will be asked to tell us what you need help with and also to sign up for a specific time slot.

### Word Advanced Page Layout

After the basics of word processing techniques in Word, you are ready to move on to some of the more advanced features of this program. Topics will include: margins and page orientation, when and how to use page breaks and section breaks, working with columns, and setting up headers, footers, and page numbers.

*Prerequisite: Word Introduction Parts 1 and 2 or equivalent experience.*

### Word Mail Merge

Understanding and using Mail Merge to automate the addition of names and addresses to letters and envelopes for mass mailings.

*Prerequisite: Word Introduction Parts 1 and 2 or equivalent experience.*

### Word Introduction Part 1

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

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 Graphics

Add interest, color, and excitement to your documents with the use of drawings 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 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: working with page numbering in a document with multiple sections, creating a Table of Contents and an Index, using Styles, working with Tables that span multiple pages, creating Bookmarks, Cross-references, and more.

*Prerequisite: Word Introduction Parts 1 and 2 or equivalent experience.*

## Word Shortcuts, Tips, and Tricks

This class 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.*

## Word Tables

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.

*Prerequisite: Some Word experience.*

# Klajdi Ziaj: Computer Applications Programmer

The MHRIC is happy to announce it has added yet another talented member to its team: Klajdi Ziaj. Klajdi is a Computer Applications Programmer in Testing & Special Services, and his responsibilities include performing data exports and imports, data security, backup and recovery, and Oracle database administration.

Ziaj's hire was approved by the Ulster BOCES Board of Education in April, and he started in his position at the MHRIC on May 23rd, only days after the commencement ceremony at SUNY New Paltz where he graduated with a degree in computer science.

Prior to starting at the MHRIC, Ziaj interned for six months at One EPIC Place, a shared work rental space, in New Paltz. The Poughkeepsie resident worked on designing an application for online booking and scheduling to accommodate occupants who share the work space.

The internship, he says, "was awesome," and helped prepare him for his new position. "The main thing that attracted me to the MHRIC was how comfortable everyone made me feel during my two interviews," he recalls. "It went from just another job



*Computer Applications Programmer Klajdi Ziaj*

interview to actually wanting to be part of the team. Since my first day, everyone has been really welcoming and helpful towards me."

Also while in college, Ziaj served as Operations Manager at CVS Pharmacy working in multiple locations with store managers to review performance, identify areas for improvement, as well as recruit, interview, and train new employees. He was also responsible for the day-to-day operations of the locations he was assigned to.

"My interest in computers started when I was younger. I was born in Albania and still have a lot of family there, and I was fascinated that the computer could bring families closer together. Ever since I was young, I have been interested not just in all the different functions of the computer, but also in how these functions were possible! When I graduated from high school, I ultimately made the decision to pursue Computer Science as my major," he said.

When he's not working, Ziaj likes to play soccer. He also enjoys traveling. Some of his favorite travel sites include his native Albania, as well as Greece, France, and locations throughout the United States.



# October

9/28

**NYSED FALL ROADSHOW/  
CBT CONFIDENCE TOUR**

10/4

Word Introduction Part 1  
Word Introduction Part 2

10/10

Word Shortcuts, Tips, & Tricks

10/11

Editing PDF Basics Using  
Adobe Acrobat Pro DC "Slice"

10/12

Access Introduction  
Excel Introduction Part 1  
Excel Introduction Part 2

10/15

Organize Your Files in MS Windows

10/16

**DISTRICT DATA COORDINATOR MEETING**  
Excel Shortcuts, Tips, & Tricks

10/18

Access – Table Relationships "Slice"  
Making ADA Accessible Documents

10/22

Editing PDF Basics Using  
Adobe Acrobat Pro DC "Slice"  
Making ADA Accessible Documents "Slice"

10/23

Excel Made Easy

10/24

Gmail Basics  
Google Calendar Basics

10/26

Access Intermediate

10/29

**SCHOOL SECURITY USER GROUP MEETING**  
Word Advanced Page Layout

10/30

**FALL FRONTLINE IEP DIRECTOR'S FORUM**  
Excel – Conditional Formatting "Slice"

10/31

**FALL FRONTLINE IEP DIRECTOR'S FORUM**  
MS Publisher – Create Print Publications

# November

11/1

Google Drive and G Suite Overview  
Google Docs and Sheets

11/2

Access Forms

11/5

Word Mail Merge

11/6

Google Drawings **\*\*NEW\*\***

11/7

Google Sites

11/8

Excel Functions & Formulas Part 1  
Excel Functions & Formulas Part 2

11/13

Word Graphics

11/14

Specialty Projects Workshop

11/15

Excel Charts "Slice"  
Word Tables "Slice"

11/16

Access Queries

11/19

Office 365 Basics "Slice"  
Adobe Photoshop Elements: Introduction

11/27

Google Forms

11/28

**SCHOOLTOOL USER GROUP MEETING**  
Excel Charts

11/29

MS OneNote "Slice"  
Google Keep "Slice" **\*\*NEW\*\***

11/30

Access Reports

# Calendar of Events

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

# December

12/4

**MASTER SCHEDULE BUILDER WORKSHOP**  
(Tentative)  
InDesign – Getting Started "Slice"

12/5

**MASTER SCHEDULE BUILDER WORKSHOP**  
(Tentative)  
PowerPoint Introduction Part 1

12/6

Excel Intermediate Part 1  
Excel Intermediate Part 2

12/7

**NVISION CYE USER GROUP MEETING**  
PowerPoint Animations & Multimedia Part 2

12/10

Google Drive and G Suite Overview "Slice"  
Chromebook Overview "Slice"

12/11

InDesign – Working with Text "Slice"  
Mail Merge with Google Docs using autoCrat

12/12

Word Shortcuts, Tips, & Tricks  
Excel Shortcuts, Tips, & Tricks

12/13

Word Long Documents,  
Manuals & Handbooks

12/18

InDesign – Working with Images "Slice"

## October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November 2018

S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	