Data Privacy and Security Service

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

Of primary concern to all school administrators is the safety of our students. This includes protecting personal information about students, their identity, academic records, medical conditions, and disabilities. The RIC One Data Privacy and Security Service (DPSS) assists districts with protecting student records and complying with New York State's Common Core Reform Act, Education Law 2-d.

A primary threat to data protection is through social engineering and gaining access to protected information through a trusted source in the schools. DPSS assists districts with maintaining data security by identifying best practices, communication of real time threats, and improving employee awareness and education. Through education, teachers and staff learn the techniques to distinguish legitimate communication from a hacker.

If you would like more information about DPSS, please review the MHRIC Service Guide or call Dr. Mariah Adin at 845-255-1450 x1246.

Data Risk Assessment

Security is at the top of everyone's mind: data breaches, malware, and ransomware have impacted many districts across our region. Without proper insight into where sensitive data lives and who has access to it, districts are at significant risk from external and internal threats. MHRIC has partnered with Varonis to secure our own data. We have demonstrated proven success to reduce the risk of insider threats and cyberattacks. In an effort to assist our customers, we are offering a Data Risk Assessment to all qualifying districts compliments of MHRIC and Varonis for this quarter only.

Our team will work with Varonis to assess the security of your unstructured data and give you a comprehensive report identifying high risk areas, exposed sensitive data, uncontrolled processes, and more. At the end of the assessment, you'll receive a report that summarizes key findings, ranks identified weaknesses in order of risk, and provides actionable recommendations.

Should the assessment prove a need for on-going insights and remediation, MHRIC is partnering with Varonis to provide their data security platform solution at a discounted rate when purchased through our service catalog.

Sample Varonis Risk Assessment Report

VARONIS

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

Shared Vision Shared Commitment Shared Success ULSTER BOCES Board of Cooperative Educational Services

Are You Ready for CBT? A District Guide

With the 2020 deadline fast approaching, we at the MHRIC are very excited to see so many of our districts participating in Computer-Based Testing (CBT) this year! We wanted to take this opportunity to remind you that we are your first resource for up-to-date CBT information, and we hope to make your transition as smooth as possible. Here are some frequently asked questions you may find useful:

How does the MHRIC support CBT?

This year is the first year that New York State Alternate Assessment (NYSAA) is completely computer-based for English Language Arts (ELA), Math, and Science. At the MHRIC, we have full access to your district's KITE Educator Portal and can assist with tasks from creating users, adding students, creating rosters, and being your informational database for NYSAA. We can even assist with getting a student exited from another district's KITE account. We will now offer Individual Student Reports (ISRs), formerly known as parent letters, with the student's performance level.

How is the MHRIC staying up to date on everything CBT?

Weekly, we participate in multiple calls with the New York State Education Department (NYSED) to receive the most recent CBT information. This information is passed on to our districts through our weekly CBT News. Through CBT News, we inform districts of data deadlines, tips and tricks, what is next in the CBT world, upcoming training sessions, and much more. If you would like to be added to our CBT News email blast, please contact testcontacts@mhric.org.

Are there any informational sessions I should know about?

We host NYSED and Questar presentations here at the MHRIC to provide our districts with the most up-to-date information. In the Testing Department, we have full access to your district's Nextera Admin and

can walk you through any process. This allows us to monitor progress of CBT administration and to ensure that all test status records are up to date.

On March 22nd, the Scorepoint Training webinar will be posted. Also, on March 27th, the Proctor/Teacher training will be made available. We will alert your district to these trainings via CBT News.

Are there reports for these exams that I can use in my district?

Within the Nextera Admin software, a District Test Coordinator (DTC) can export a Test Status report to Excel. This helps a district keep track of students who tested, and those who

remain to be tested. As your support center for CBT, we will also run these reports for your schools before the end of the test administration. For any not-tested students, we will alert your DTC to ensure that no student will slip through the cracks.

At the end of the testing cycle, BARS on the Web provides many reports that present the results of Grade 3 through 8 testing as well as Regents testing in a variety of ways. This can assist district staff in their efforts to evaluate programs and gain insight into the successes and challenges of their students. We are able to assist with user account maintenance, resetting passwords and navigating reports.

Our district has a high refusal ("opt-out") rate. Why are we still paying for testing for those students?

Districts frequently ask this question. Within the current climate of refusals, it is our mission to capture as many exams as possible. Test refusals are subject to the same standard processing as complete paper exams. Then, these refusal sheets undergo an additional quality control check to make sure that they are truly refusals and not errors. So test refusal processing actually involves additional steps.

Our district is interested in exploring CBT. How can we learn more?

Please contact the MHRIC testing team at testcontacts@mhric.org or call us directly: 845-255-1450, Samantha Stokas at x1233 or Loretta Zaoutis at x1212 to discuss how to prepare your district for CBT or for any of your testing services questions.

When Every Second Counts

We've all wondered, what if an emergency happened at work or in your school? Your building would go into lockdown and then what? How would you know when it is safe to emerge? All the staff onsite could use their cell phones to instantly check in with the first responders and administrators at the scene, via an easy app...with the new **Share911**, "America's workplace safety network." School personnel simply sign up, and the app can be added to their phone's home screen. And it's not just for cell phones and texting. Alerts are also available via desktop and email.

When administrators send out an alert, employees receive the alert and check in with their status and location. This allows emergency services to quickly pinpoint the location of the threat, determine who is safe and who isn't, and receive critical information in real time.

It also works in reverse: Employees can report a threat to first responders and administrators, who can then instantly communicate with each other, the police, employees, etc.

If any employees are hesitant to use their cell phones for this purpose, other employees can "check in" for them. Though not ideal, it helps tremendously in the efforts to gain control of the situation, whatever it may be.

Sounds great in theory, but what if employees don't remember how to use **Share911**, and then an emergency happens? The answer to this is to use **Share911** for drills as well.

Ulster BOCES implemented **Share911** last year. We spoke with two BOCES principals who were involved in the implementation, and they shared their experience with us.

Dean Lucera, principal of the Career & Technical Education Center at Ulster BOCES, says he's "really comfortable using it", and "you can never have too many tools for safety." When describing the implementation, he said there were just a few kinks to work out, and that the "support from the staff at the RIC was great." He offered a couple of tips when considering implementing a product like this:

- As with any system that reaches all staff, you need to make sure you have an accurate staff list, and that "straightening up the list was a challenge." Staff members who have retired need to be removed, and new staff need to be included.

- The other stumbling block Ulster BOCES encountered was that staff were hesitant to download something for work onto their cell phones, coupled with the fact that the Wi-Fi wasn't available for their use. Once the Wi-Fi situation was straightened out and participating staff had used their phones for a practice drill, then it all started to make sense for everyone. Dean states that "the staff really stepped up." Some thoughtful staff members even responded to alerts when they were out sick, which was not necessary but helpful nonetheless.

Jonah Schenker, former principal of the Hudson Valley Pathways Academy P-TECH program at Ulster BOCES (and current Ulster BOCES deputy superintendent), was also involved in the implementation of **Share911**. He agrees that it is a "good tool to assist with emergency situation management," but cautions that "the key is to integrate it as part of your routine because time is critical during an emergency situation. Specifically, with technology and incident command, if it is not integrated, a new product can be ineffective and even interfere." In other words, during a lockdown situation, **Share911** needs to be useful, not just something else you have to do.

Well, there you have it! The MHRIC supports this very useful product, and we've successfully implemented it at Ulster BOCES, who have graciously provided us with the implementation tips that we've shared in this article. We believe every district can benefit from **Share911**, and we encourage you to reach out to us if you'd like a demo by contacting Noelle Zamow at 845-255-1450 x1244.
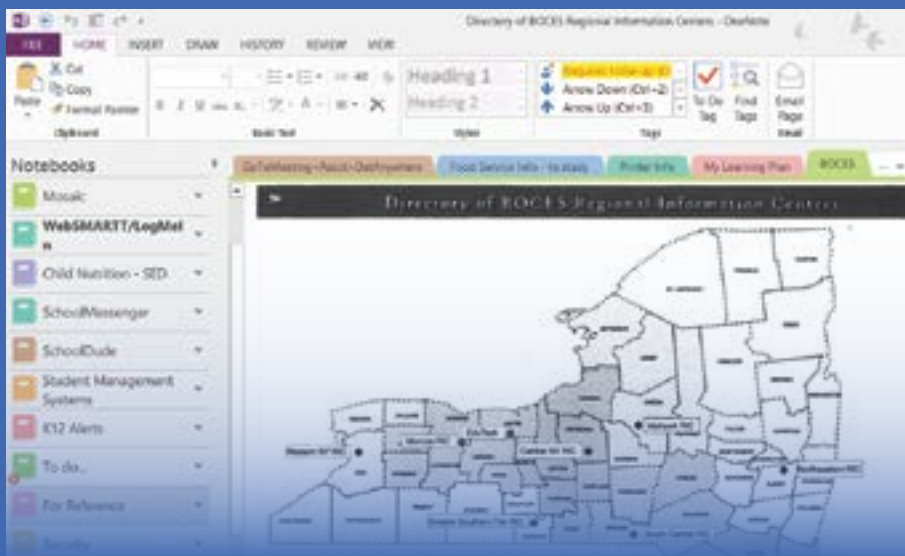
Office Professional Institute

We are pleased to announce that we are offering our ninth Office Professional Institute (OPI) on **Tuesday, April 10, 2018** at The Conference Center at Ulster BOCES. This event is free to Technology Support Service & Office Automation district members.

The focus of the Institute is to offer training to a wide range of office professionals on technologies they can use every day to make their jobs more productive. This one-day institute will focus on helping employees from all areas of the district to utilize technology tools, network with their peers, and develop best practices that will help them perform their roles more efficiently. We will have both demonstrations and hands-on sessions, including a **OneNote** demonstration and a keynote presentation on security. Look for a separate email with details!

All registrations must be done through MyLearningPlan.com. For registration information, please go to our calendar of classes at **https://www.mhric.org/training/tss/calendar-of-classes**. Then navigate to April 10 and click on the event.

For general information about the Institute, please contact Joanne Hudela at 845-255-1450 x1270 or jhudela@mhric.org.

OneNote

New at OPI is a demonstration of Microsoft OneNote digital notebook

MHRIC District Members

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

Kingston

Middletown

Monroe-Woodbury

Monticello

Rhinebeck

Rondout Valley

Saugerties

Tri-Valley

Ulster BOCES

Wallkill

Warwick

The TSS page on our new MHRIC website

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 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** 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).

Technology Support Service *Spring 2018 Classes*

	DATE	TIME	TRAINER	LOCATION
OPERATING SYSTEM CLASSES				
Organize Your Files in MS Windows	April 5	8:30-11:30	Pascale Martel	MHRIC – Computer Lab A
WORD PROCESSING CLASSES				
Word Introduction Part 1	May 18	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	May 18	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Tables	May 10	8:30-11:30	Pascale Martel	MHRIC – Computer Lab A
Word Graphics	May 23	12:30–3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Intermediate Part 1	May 31	8:30-11:30	Pascale Martel	MHRIC – Computer Lab A
Word Intermediate Part 2: Mail Merge	May 31	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	May 10	4 PM-7PM	Barbara Heiles	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	June 5	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
DATABASE CLASSES				
Access Introduction	April 18	8:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Access Intermediate	May 2	8:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Access Forms	May 23	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Access Queries	May 30	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Access Reports	June 6	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
SPREADSHEET CLASSES				
Excel Charts	April 12	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Introduction Part 1	April 26	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	April 26	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	May 1	4 PM-7PM	Barbara Heiles	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	May 30	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Intermediate Part 1	May 8	8:30-11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Intermediate Part 2	May 8	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
SPECIALTY CLASSES				
Making ADA Accessible Documents	April 19	8:30-11:30	Pascale Martel	MHRIC – Computer Lab A
Specialty Projects Workshop	May 9	2 hours by appt.	Staff	IS TLC LAB
INTERNET CLASSES				
Google Drive and G Suite Overview	April 5	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Gmail Basics	April 16	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Google Calendar Basics	April 16	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
NEW FORMAT Google Docs and Sheets	April 23	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Forms	May 3	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Gmail Contact Groups vs. Google Groups	May 10	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Mail Merge With Google Docs Using autoCrat	May 14	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A

Sign up today!

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
new Publisher - Creating a Newsletter	April 12	10:00-11:00	Pascale Martel
InDesign – Getting started	April 25	12:00-1:00	Pascale Martel
InDesign – Working With Text	April 25	1:30-2:30	Pascale Martel
InDesign – Working With Images	April 25	3:00-4:00	Pascale Martel
new Excel Made Easy – Basic Skills w/ Spreadsheets	April 30	3:30-4:30	Pascale Martel
Excel – Working With Lists	April 30	5:00-6:00	Pascale Martel
new MS Access: Table Relationships	May 7	3:30-4:30	Barbara Heiles
Excel Functions & Formulas: Basics	May 15	3:30-4:30	Barbara Heiles
Excel Conditional Formatting	May 15	5:00-6:00	Barbara Heiles
new Google Chrome Logins vs. Google Account Logins	May 16	3:30-4:30	Pascale Martel
Google Search Tips	May 16	5:00-6:00	Pascale Martel
Excel – Working With Range Names	May 29	3:30-4:30	Pascale Martel
Excel – Pivot Tables	May 29	5:00-6:00	Pascale Martel
new MS Access: Designing Action Queries	Jun. 4	3:30-4:30	Barbara Heiles

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 understanding 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.

Access: Designing Action Queries "Slice"

While select queries display information that matches your criteria, action queries perform a task based upon data that matches your criteria. In this slice, you will learn about the following action queries: Make-Table Query; Append Query; Delete Query; and Update Query.

Prerequisite: Access Introduction or equivalent experience.

Access: Table Relationships "Slice"

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.

Excel Made Easy – Basic Skills for Working With Spreadsheets "Slice"

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 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 Conditional Formatting "Slice"

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 Functions & Formulas: Basics "Slice"

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 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 or slice will include creating reports, modifying Pivot Tables, and creating Pivot charts.
Prerequisite: Excel Intermediate Part 2 or equivalent 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.

Excel – Working with Lists "Slice"

Learn about Excel's list management features, such as: data forms, sorting, filtering, data validation, and subtotals during this slice.
Prerequisite: Some Excel experience.

Excel – Working with Range Names "Slice"

Defining Range Names makes working in Excel much easier. Range Names can be used for navigation, they make formulas easier to work with and understand, and they can also be used for setting up data validation which allows you to pick an item from a drop-down list. We will take a look at some different ways to use Range Names and how they can come in handy.
Prerequisite: Excel Introduction Part 2.

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 Contact Groups vs. Google Groups

Contact Groups and Google Groups both contain email lists, yet they are very different. Contact Groups are groups that you can create in your "My Contacts", these groups are available only to you. However, in Google Groups you can create email lists that can be used by more than one person. For example, if my co-workers and I need to contact the same group of people, we need to use Google Groups. We will be creating one of each type of group.
Prerequisite: Some 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.

Google Chrome Logins vs. Google Account Logins "Slice"

Signing into Chrome on one of your devices allows you to save your search history, bookmarks, Chrome settings, and other customizations across all of your devices. But signing into Chrome on a lab computer or other public computer leaves your information vulnerable. Learn the Do's and Don'ts of using your Chrome accounts and Google accounts safely.
Prerequisite: Some experience with internet browsers is helpful.

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 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: Some experience with internet browsers is helpful.

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 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 Search Tips "Slice"

How do you Google? There's a lot more to Google Searches than typing a few words. Symbols, punctuation, and technique can all play a part in finding what you are looking for. Learn how to use Google's search engine like a pro.
Prerequisite: Some experience with internet browsers is helpful.

InDesign - Getting Started "Slice"

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 "Slice"
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 "Slice"
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.

MS Publisher – Creating a Newsletter "Slice" new
We will use Publisher to create a professional looking newsletter. Topics include: using a template, adding articles, inserting graphics, advertisements, calendars, connecting text frames and adding "continued" notes, adding and deleting pages, inserting page numbers, and creating a table of contents. You will be amazed at how easy and fun it is to make a great looking newsletter.
Prerequisite: Word Introduction Part 1 or equivalent experience.

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.

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 Intermediate Part 1
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.
Prerequisites: Word Introduction Parts 1 and 2 or equivalent experience.

Word Intermediate Part 2: Mail Merge
Understanding and using Mail Merge to create letters and mailing labels will be covered in this class.
Prerequisites: 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 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 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.

Mosaic Nutrition Software System Helps Red Hook Fine-Tune Food Service Program

For Larry Anthony, using Heartland's new cloud-based Mosaic nutrition software system along with support from the Mid-Hudson Regional Information Center, has fine-tuned, streamlined, and improved the process of serving meals to hundreds of hungry students every day.

Anthony is the Director of Food Service for the Red Hook Central School District in northern Dutchess County. He oversees a program of five serving lines at three buildings, serving between 800 and 1,000 students per day.

Having previously used Heartland School Solutions' Lunchbox program, Anthony switched over to the Mosaic system this past November, and is already seeing the benefits.

For one thing, Mosaic provides a detailed menu selection so that when parents log in to their account, they can see exactly what foods their child is purchasing. This feature also helps Anthony with food safety and food recalls because it allows him to track which students purchased a certain meal.

The system also makes it easier to remedy students' low or negative account balance. As long as there's an email attached to the student's lunch account, the cashier can simply press a button at the point-of-sale terminal and the parents will receive a notification about the low or negative balance. "That keeps negative balances in check and helps maintain the integrity of the program financially," Anthony said.

Because Mosaic is cloud-based, all the data is securely held in Heartland's data center with no support required from the District IT department. If a point-of-sale station does happen to go down, staff from the MHRIC can swap it out faster than you can say Taco Tuesday.

In fact, the support from the MHRIC is one of the biggest benefits Anthony has enjoyed since he started to use Mosaic. "The MHRIC's support has been seamless," he said, noting that Customer Support staff members Kathy Dunlavey, John Drake, and Charise Frost made the process effortless. "That's a huge benefit, that peace of mind."

Anthony said he's still exploring the many other features available on Mosaic and is particularly looking forward to using its meal-planning module. "We went from a Chevy to a Cadillac, and I'm still wrapping my head around all the bells and whistles," he said.
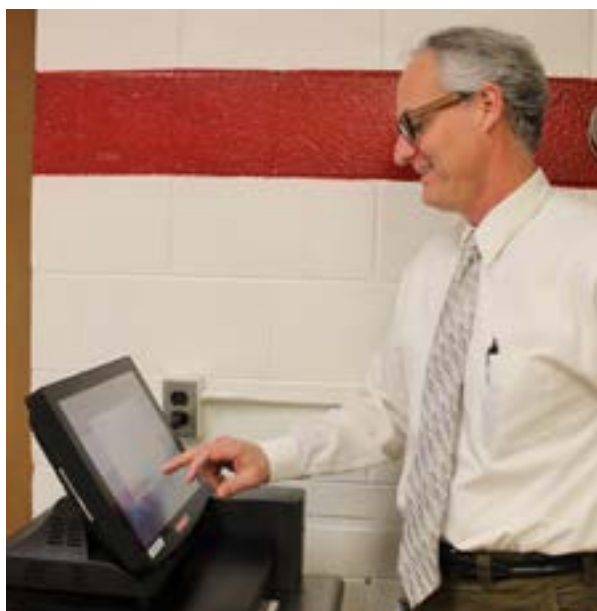
Larry Anthony, Director of Food Service at Red Hook Central School District.

Designed to Keep Your Serving Lines Moving

Serving periods are a breeze with Mosaic's sleek interface and color-coded menus. You'll love the ease and efficiency Mosaic brings to your operation.

When Rick Olsen was growing up, his career goal was to play shortstop for the New York Yankees. Although that dream didn't work out, he's had a challenging and rewarding career in the technology field that has included being on the frontline in the fight against cyberthreats.

Rick, who is Manager of Operations and Technical Services for the Mid-Hudson Regional Information Center (MHRIC), will retire at the end of April after 34 years with the agency. He joined at a time when the data connection for schools was in its infancy and the MHRIC was just beginning to bring districts on to connect to its IBM mainframe. Having done similar work at a bank on the exact same equipment the MHRIC was using for schools, he was hired and soon became the first "Data and Telecommunications Coordinator".

"My timing was perfect," he said. "The technology and I grew up together and the evolution of technology has kept me engaged," adding that he enjoys working in a field that's constantly changing.

Troubleshooting, working with his hands, and taking things apart to understand how they work are all natural skills Rick has that he's been able to put to use at the MHRIC. As the field is ever-changing, he's developed some new ones along the way as well. Ones that have benefitted the agency and all the districts it serves.

About four years ago, Rick began to devote considerable time and energy to the issue of cybersecurity, a challenging new facet of his job for which he has developed a passion.

"We host a lot of data for a lot of districts," he said. "I felt it was my duty to make sure that we, as an organization, are doing everything possible to protect that data. I'm happy to know that we are ahead of the curve."

Rick said he has also been blessed with an extraordinary technical staff and he's enjoyed leading his team through the years. Combined with his knack for technology, it's made for an all-around rewarding career.

"Rick has been an invaluable resource for Ulster BOCES," said MHRIC Director Eugene Knudsen. "He has worked his entire career here

at the MHRIC and was the first technician hired by the agency. He has worked in nearly every area of technology, many of which no longer exist! He rose through the years to lead the department and has earned

Manager of Operations and Technical Services Rick Olsen

the respect of all. We will all miss Rick and wish him the very best in his future endeavors."

Always up for a challenge, Rick won't just be putting his feet up in retirement. He's an avid woodworker who crafts everything from clocks and trays to bowls and peppermills. He's planning to spend his newfound free time helping teach others through his own woodworking videos on Youtube and building the business end of his hobby. Examples of his work can be seen at **norwegianwoodworks**

on Instagram. He and his wife also plan to travel to visit relatives in Norway and Germany in the coming years.

Although retirement holds the prospect for new ventures, Rick said he feels "very mixed" about actually retiring from the MHRIC.

"I enjoy what I'm doing and I like the people I work with," he said.

Thanks to his three decades of work, especially in the area of cybersecurity, it's safe to say he's made a difference.

"I feel like I've created a whole new culture here," he said of his cybersecurity work. "I'm leaving the MHRIC and Ulster BOCES in a better place."

Tom Beisswenger
Financial Services Specialist

If you're a school district with lots of data to manage, you want support from somebody who's really good with numbers. Tom Beisswenger, one of the Mid-Hudson Regional Information Center's (MHRIC) newest employees, fits that bill perfectly.

"Math has always been my thing," said Tom, a Financial Services Specialist who started working at the MHRIC in mid-January. Prior to that, he worked for the Ulster County Department of Finance for 22 years.

Tom's new job is "different in just about every way" from his work at the county, but he's fine with that, since new challenges were what he was looking for when he applied to the MHRIC. Among his responsibilities, he will be assisting school districts with state data reporting and working with WinCap, a financial and human resources management system.

When Tom's not busy using his skills to support school districts, it's easy to know where to find him: wherever his family is. Very much a family man, he's happiest when he's spending time with his wife, two children, and two stepchildren.

The MHRIC welcomes Tom and has embraced him as part of their close, family-like work environment. And Tom is happy, too. "It's a lot to learn, but I enjoy it, and I work with great people," Tom said.

Financial Services Specialist Tom Beisswenger

Michelle Melendez
Student Services Specialist

When Michelle Melendez worked at Middletown Central School District, the Mid-Hudson Regional Information Center (MHRIC) helped her hone her skills and learn new information through its wide variety of technology training classes.

Soon, she will be the one conducting the training.

One of the MHRIC's newest employees, Michelle began working for the agency in January, coming here from 15 years in Middletown. She started there as a receptionist and later "landed in IT," which she decided she liked. "I took a lot of classes at the MHRIC and stayed in the field," she said.

In her new position as a Student Services Specialist, she'll be supporting school districts that use the school**tool** web-based student management system, and she'll eventually be conducting training for school employees who work with the system. "I'm still learning; I'm still getting my feet wet," she said.

Michelle said she likes helping people and finds satisfaction in knowing that, at the

Student Services Specialist Michelle Melendez

end of a phone call, she has helped someone solve a problem. "And in the meantime, I'm learning, too," she said. Thanks to her work in Middletown, she's been able to pick up the various applications quickly. She's had help with that from her supportive co-workers, too.

"It's great," she said of the atmosphere at the MHRIC. "Everybody's so nice and friendly and helpful."

Outside of her new job, Michelle is busy with her kids, likes to work out, and is a big "Game of Thrones" fan.

Calendar of Events

MHRIC

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

April

4/5
Organize Your Files in MS Windows
Google Drive and G Suite Overview

4/9
SCHOOL SECURITY
REGIONAL USER GROUP MEETING

4/10
OFFICE PROFESSIONAL INSTITUTE

4/12
ATHLETICS USER GROUP MEETING
Publisher - Creating a Newsletter "Slice"
Excel Charts

4/16
Gmail Basics
Google Calendar Basics

4/18
Access Introduction

4/19
Making ADA Accessible Documents

4/23
Google Docs and Sheets

4/25
nVISION INSTITUTE
InDesign – Getting Started "Slice"
InDesign – Working With Text "Slice"
InDesign – Working With Images "Slice"

4/26
Excel Introduction Part 1
Excel Introduction Part 2

4/30
Excel Made Easy – Basic Skills for Working
With Spreadsheets "Slice"
Excel – Working With Lists "Slice"

May

5/1
schooltool USER GROUP MEETING
Excel Shortcuts, Tips, & Tricks

5/2
Access Intermediate

5/3
Google Forms

5/7
MS Access: Table Relationships "Slice"

5/8
Excel Intermediate Part 1
Excel Intermediate Part 2

5/9
Specialty Projects Workshop

5/10
Word Tables
Word Shortcuts, Tips, & Tricks
Gmail Contact Groups vs. Google Groups

5/14
Mail Merge with Google Docs Using
autoCrat

5/15
Excel Functions & Formulas: Basics "Slice"
Excel Conditional Formatting "Slice"

5/16
Logging into Chrome vs Logging into Your
Google Account "Slice"
Google Search Tips "Slice"

5/18
Word Introduction Part 1
Word Introduction Part 2

5/23
Word Graphics
Access Forms

5/29
Excel – Working With Range Names "Slice"
Excel – Pivot Tables "Slice"

5/30
Access Queries
Excel Shortcuts, Tips, & Tricks

5/31
Word Intermediate Part 1
Word Intermediate Part 2

June

6/4
MS Access: Designing Action Queries "Slice"

6/5
DISTRICT DATA COORDINATOR MEETING
Word Shortcuts, Tips, & Tricks

6/6
Access Reports