

Computer Based Testing

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

Last year was a mixed experience for districts that administered CBT assessments. Some schools had a very good experience, while others did not fare as well. Over the past year, SED has focused Questar on resolving these problems, assuring that the firewall and servers are robust enough to handle the expected traffic. Other than introducing a new math drawing tool, feature enhancements this year were deferred.

On February 26th and March 5th, many districts across the state participated in a coordinated “stress test” of Nextera. This will be an important test of Nextera’s capacity prior to the administration periods.

Please read the article on page 2 from the MHRIC testing services team for more information. And if you have any testing concerns, please call the MHRIC Testing Department for assistance.

NYS Education Law Section 2-d: NEW REGULATIONS EXPECTED!

In 2015, the New York State Legislature passed a data privacy law commonly referred to as 2-d legislation. While the law included several specific requirements, regulation was to be promulgated by the State Education Department (SED).

The 2-d law seeks to protect information known as Personally Identifiable Information (PII). PII is defined as information that can be used to identify an individual whether directly (student’s name, names of parents or family members, address of the student or student’s family, personal identifiers such as social security number) or indirectly when linked with other information (such as date of birth or mother’s maiden name).

Requirements of 2-d Law

Some of the requirements that all school districts should have already implemented include:

- Adopting a Parents Bill of Rights
- Training district staff on best data protection practices
- Maintaining an inventory of systems that contain PII and making this available to parents.
- Requiring vendors to¹:
 - » Acknowledge the Parents Bill of Rights
 - » Train vendor staff on best practices
 - » Adopt a breach notification policy
 - » Acknowledge that any data hosted with the vendor remains the property of the school district and may only be used for defined purposes.

¹These items must be defined and acknowledged within each vendor contract that includes PII.

» Upon contract termination, return and/or destroy all PII data possessed by the vendor.

One of the 2-d requirements is that SED would create and staff a Chief Privacy Officer (CPO) position that would be responsible for developing and overseeing these regulations.

In August 2016, Temitope Akinyemi was appointed as the first SED Chief Privacy Officer. Since her appointment, Ms. Akinyemi has been working with key stakeholders to develop these regulations.



2-d Regulation

While not final yet, we expect that several of the requirements will impact school districts. Current thinking is that the regulation will be based on the National Institute of Science and Technology (NIST) standard for Cyber Security Framework (CSF). The public was given the

Continued on page 2

IN THIS ISSUE

Ready for Computer-Based Testing?.....	2
Strengthening Student Data Privacy.....	3
Specialty Projects Workshop	4
Spotlight on Shawn Cheatham	4
TSS & OA Member Districts	5
Office Professional Institute (OPI)	5
Registration Info.....	5
TSS Classes & Slices.....	6-7
Class Descriptions.....	8-11
Spotlight on Allan Benoit	11
MHRIC Calendar of Events.....	12

Ready for 2019 Computer-Based Testing (CBT)?

The MHRIC Testing Department is gearing up for the 2019 CBT season! This year, we have 16 districts that are “all in” for ELA & Math CBT, and 13 others participating in testing one or more grades. This is an exciting time for us as we prepare to assist districts with any CBT questions. We are your first stop for all CBT-related queries.

Based on last year’s valuable district feedback, and to prevent you from being inundated with CBT communication, our programming team has created a new CBT dashboard. In case of an outage or other problem, we will update the CBT dashboard instead of sending out emails. You can find CBT outage communications, status on Questar’s Secure Browser & Nextera Admin, and an email contact form. You can access

Questar Secure Browser	Nextera Admin
 Status: No Issue	 Status: No Issue
Questar Secure Browser is operating normally.	Nextera Admin is operating normally.

it here: <https://cbtstat.mhric.org/status/>. Bookmark it for future use!

This year, NYSED has made a change to the ELA & Math paper answer sheets to align with CBT. Schools will now bubble in absent and refused, by session. No longer will the ‘Absent Entire Test’ or ‘Refused Entire Test’ be a Not Tested code option for ELA & Math.

Some upcoming items to put on your calendar for CBT:

- 2019 CBT Teacher Directions are available
- March 15th: Proctor Webinar and also on CBT Support
- March 18th: ELA student login

tickets are printable within Nextera Admin (after you set your classes & accommodations)

- April 1st: Math students loaded into Nextera Admin

It’s never too early to think about CBT for next year! If your district is hesitant to go CBT, we recommend trying field testing and then one grade next year. For most districts, after they try one grade, they add more grades to their CBT repertoire the following year. As always, the MHRIC Testing Department is here to assist you with any of your CBT needs.

Continued from page 1

NEW REGULATIONS EXPECTED!

opportunity to comment on these regulations from January 30th to March 31st, 2019.

As a framework, the NIST CSF encourages businesses and agencies to adopt a culture of continuous improvement to strengthen defenses against data loss. This is an important concept, as we know that the threat environment continuously changes.

In addition to the above requirements, we anticipate that school districts will be expected to adopt the following:

- Appoint a Data Protection Officer (DPO)
- Perform a self assessment against the NIST Cyber Security Framework (Target)
- Establish procedures that address parents’ complaints
- Establish procedures to detect and report any PII breach
- Adopt a Data and Security Policy

- Obtain a Data Security Privacy Plan from each vendor that possesses PII
- Permit parents and eligible students access to their educational records

What’s Next?

Once the public comments have been gathered, it is expected the regulation will move forward for consideration and adoption by the Board of Regents. This is expected around May.

The statewide RIC One initiative supporting 2-d is the Data Privacy and Security Service (DPSS). The MHRIC is at the forefront of this work. The RIC One team will evolve DPSS to assist districts in meeting the adopted regulation.

Lastly, as the regulation is finalized and made public, the MHRIC will communicate these requirements to you and how DPSS may assist in meeting the regulation.



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

Manager.....Ext. 1372

Help Desk Support

Ext. 1200.....helpdesk@mhric.org

Student Services

Noelle Zamow, Manager .. Ext. 1244 ...nzamow@mhric.org

Student Services Support Center

256-2450sssc@mhric.org



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

Strengthening Student Data Privacy

Here's what parents need to know.

Ed Law 2-D Regulations (Part 121)

Protecting Personally Identifiable Information in New York's Educational Agencies*

In January 2019, the New York State Education Department (NYSED) proposed regulatory changes to increase information security and privacy measures to safeguard the **Personally Identifiable Information (PII)**** of students and school personnel. **The public comment period is open from January 30 to March 31, 2019.**



Data Collection Transparency and Restrictions

Educational agencies must minimize the disclosure of PII for any purpose by managing contractual relationships to ensure compliance with regulations.



Parent's Bill of Rights for Data Privacy and Security

Each educational agency must publish a parent's bill of rights on its website and include it in every contract with a third-party contractor that receives PII.



Data Privacy and Security Standards

NYSED adopted the NIST Cybersecurity Framework as the standard for data privacy and security. All educational agencies must meet this national standard to ensure they are adequately protecting student data.



Complaints of Breach / Unauthorized Release of PII

Parents and eligible students have a right to file complaints about possible breaches or unauthorized releases of student data. Educational agencies must establish procedures to address complaints.



Reports and Notifications of Breach and Unauthorized Release

Educational agencies must report breaches to NYSED's Chief Privacy Officer, and notify affected parents and/or eligible students.



Data Protection Officer

Educational agencies must appoint a Data Protection Officer with appropriate knowledge, training, and experience to oversee data security and privacy.



Data Security and Privacy Policy

Educational agencies must adopt a Data Security and Privacy Policy by December 31, 2019 and publish it on their website.



Training for Educational Agency Employees

Employees of educational agencies that handle PII must complete annual training on the laws and requirements necessary to protect sensitive data.



Third Party Contractors

Third party contractors must submit a Data Security and Privacy Plan for each contract to demonstrate how they will protect PII. NYSED's Chief Privacy Officer may impose penalties on contractors for breaches.



Access to Records

Parents and eligible students have a right to inspect and review student education records as provided in federal law.

Questions?

Contact NYSED's Chief Privacy Officer at Privacy@NYSED.gov

www.nysed.gov/student-data-privacy



* **Educational agencies** include public schools (including charter schools), school districts, and BOCES.

** **Personally Identifiable Information (PII)** is information that can be used to identify an individual whether directly (e.g. student's name; names of parents or family members; address of the student or student's family; personal identifiers like social security numbers) or indirectly when linked with other information (e.g., date of birth and mother's maiden name). Visit www.nysed.gov/student-data-privacy for more information.



Our Specialty Projects Workshop Gets Your Project to the Finish Line!



Our TSS classes are a great opportunity to increase knowledge and confidence with a variety of software. If you can learn things that allow you to accomplish those daily tasks more quickly and easily – why not? In addition, the classroom setting gives insight into what peers from neighboring school districts need. It promotes communication, networking, and comparing notes. However, if you have a specific goal in mind, and it is critical to get a project done, or if developing a step-by-step process for a recurring assignment is the aim, then maybe a class with a preset agenda is not the right choice.

When you need a class that is created just for you, try our Specialty Projects workshop. This is a two-hour session with one-on-one instruction based on your goals and delivered at your pace. This low stress, comfortable learning atmosphere offers a different learning experience than the classroom setting. When you register for Specialty Projects, you will be contacted about a mutually convenient time slot and asked for information about your particular needs.

Two-hour sessions are free to districts who belong to our Technology Support Service (TSS) CoSer and can be purchased using a half

day for members of our Office Automation (OA) CoSer. Districts that are participating members of these CoSers are listed on page 5. If your district is not a member, you can still schedule your project by contacting Adult Ed (845-331-5050) and arranging for payment for up to four hours, pro-rated based on our standard per diem.

The workshop is based on your project, and your questions and conversation with the instructor will determine the pace and direction as you work. With our Specialty Projects workshop, it's all about you and what you need to reach your goal!

Shawn Cheatham: Student Services Specialist

Shawn Cheatham, a Student Services Specialist at the Mid-Hudson Regional Information Center (MHRIC), is no stranger to the education and technology fields.

Prior to joining the MHRIC on November 5, Shawn worked as a Micro-Computer Technician with the Poughkeepsie City School District. His résumé also includes experience as a Technology Teacher for the Enlarged City School District of Middletown and an Electronic Software Distribution Engineer for Verizon.

In addition to earning a Master's degree in Educational Technology from DeVry University, Shawn holds a Bachelor of Arts degree in Communications (Public Relations) with a minor in Computer Science from Mount Saint Mary College and an Associate in Arts degree in Computer Science from Fairleigh Dickinson University.

As a Student Services Specialist, Shawn's duties include supporting school districts in their use of schooltool, a web-based student management system that helps school districts keep track of important records like grades, attendance, class schedules, enrollment, and student/parent contact information. He and his fellow Student Services Specialists work with school districts throughout Ulster, Orange, Sullivan, and Dutchess Counties.

A typical request from a school district, he said, might involve helping the district use schooltool to



Student Services Specialist Shawn Cheatham

transition from a four-semester calendar to a trimester system, a move that would require changing period structures and class times. Printing requests are also common: the specialists help districts generate and create honor roll lists, for example, along with report cards and progress reports.

Shawn, the custodial father of daughter Vanessa (22) and son Shawn Jr (12), lives in New Windsor. In addition to being an avid chess and basketball player, he's a music producer. "I'm listed as a hip-hop pioneer, and my kids have picked up where I left off,"

he said. His children are producing music for themselves as well as friends, using knowledge gained from their dad.

His love for music is long-standing and far-ranging. His former group, Rock n' Gee and DJ Shawn, released the hit single, Swing Beat, with PolyGram in 1989. In addition to working as a professional DJ (The Isley Brothers were among his more famous clients), he hosted his own jazz show on WFDU 89.1 FM. During the course of his show, "Swazzy Mondays," Shawn had the opportunity to interview a number of jazz stars, including Dizzy Gillespie, Brian Jackson, and Jean-Luc Ponty.

Shawn is enjoying his latest "gig," as a Student Services Specialist. "I love my teammates, and they love my comedy," he jokingly said. "The reactions from my colleagues and clients have been awesome!"

MHRIC District Members

Registration Process For All MHRIC Events

TECHNOLOGY SUPPORT SERVICE

Participating Districts

Arlington	Poughkeepsie
Dutchess BOCES	Rondout Valley
Fallsburg	Saugerties
Highland Falls	Spackenkill
Hyde Park	Sullivan BOCES
Kingston	Sullivan West
Middletown	Tri-Valley
Minisink Valley	Tuxedo
Monticello	Ulster BOCES
Onteora	Valley Central
Pawling	Wallkill
Pine Plains	Warwick

OFFICE AUTOMATION

Participating Districts

Arlington	Rondout Valley
Ellenville	Saugerties
Kingston	Tri-Valley
Middletown	Ulster BOCES
Monroe-Woodbury	Wallkill
Monticello	Warwick

Office Professional Institute (OPI)

We are excited to announce that we are offering our tenth **Office Professional Institute (OPI)** on **Tuesday, March 26, 2019** at The Conference Center at Ulster BOCES.

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. Once again we will have both demonstrations and hands-on sessions, but we are experimenting with shorter hands-on sessions to increase your scheduling flexibility. We will include topics in Excel, PowerPoint, Google applications, and more.

This Institute is open to all districts in Dutchess, Orange, Sullivan, & Ulster Counties as well as Ulster County municipalities, and is free to Technology Support Service (TSS) and Office Automation (OA) member districts. All others must pay a fee. To check if your district is a TSS or OA member, see lists at left.

A separate email has been sent with details!

For general information about the Institute, please contact Barbara Heiles at bheiles@mhric.org or 845-255-1450 x1316.

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 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 Barbara Heiles (bheiles@mhric.org or 845-255-1450 x 1316).

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.

Technology Support Service *Spring 2019 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 Barbara Heiles at 255-1450 x1316 or email bheiles@mhrinc.org.

CLASS	DATE	TIME	TRAINER	LOCATION
OPERATING SYSTEM CLASSES				
Organize Your Files in MS Windows	April 1	4 pm – 7 pm	Pascale Martel	MHRIC – Computer Lab A
WORD PROCESSING CLASSES				
Word Introduction Part 1	April 4	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 1	May 7	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	April 4	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	May 9	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	April 9	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	May 14	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Mail Merge Using MS Office	April 29	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Word Advanced Page Layout	April 22	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Word Long Documents, Manuals & Handbooks	May 16	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Word Graphics	May 22	12:30 – 3:30	JoAnn Uhl	IS TLC Lab
DATABASE CLASSES				
Access Introduction	April 4	8:30 – 3:30	JoAnn Uhl	IS TLC Lab
Access Intermediate	April 12	8:30 – 3:30	JoAnn Uhl	IS TLC Lab
Access Forms	May 2	8:30 – 11:30	JoAnn Uhl	IS TLC Lab
Access Queries	May 2	12:30 – 3:30	JoAnn Uhl	IS TLC Lab
Access Reports	May 17	8:30 – 11:30	JoAnn Uhl	IS TLC Lab
Access VBA & Macros	May 17	12:30 – 3:30	JoAnn Uhl	IS TLC Lab
SPREADSHEET CLASSES				
Excel Made Easy	April 8	4 pm – 7 pm	Pascale Martel	MHRIC – Computer Lab A
Excel Introduction Part 1	April 11	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 1	May 14	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	April 11	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	May 16	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	April 16	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	May 22	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Intermediate Part 1	April 24	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Intermediate Part 2	April 24	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Advanced Part 1	April 26	8:30 – 11:30	JoAnn Uhl	IS TLC Lab
Excel Advanced Part 2	April 26	12:30 – 3:30	JoAnn Uhl	IS TLC Lab
Excel Functions & Formulas Part 1	May 7	8:30 – 11:30	JoAnn Uhl	IS TLC Lab
Excel Functions & Formulas Part 2	May 20	12:30 – 3:30	JoAnn Uhl	IS TLC Lab
SPECIALTY CLASSES				
Making ADA Accessible Documents	May 6	4 pm – 7 pm	Pascale Martel	MHRIC - Computer Lab A
Adobe Acrobat Pro DC: Editing PDF Basics	May 20	4 pm – 7 pm	Pascale Martel	MHRIC – Computer Lab A

Adobe Acrobat Forms	May 30	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Adobe Photoshop Elements	May 14	9:00 – 12:00	JoAnn Uhl	MHRIC – Computer Lab A
MS Publisher – Create Print Publications	May 22	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
PowerPoint Introduction Part 1	April 10	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
PowerPoint Introduction Part 1	May 7	12:30 – 3:30	JoAnn Uhl	IS TLC Lab
PowerPoint Animations & Multimedia Part 2	April 10	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
PowerPoint Animations & Multimedia Part 2	May 20	8:30 – 11:30	JoAnn Uhl	IS TLC Lab
Specialty Projects Workshop	May 13	By appt.	Staff	MHRIC – Computer Lab A

INTERNET CLASSES

Gmail - The New Basics	April 8	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Calendar Basics	April 17	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Docs and Sheets	May 6	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Forms	May 20	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Keep	June 5	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Mail Merge with Google Docs Using autoCrat	May 2	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A

TSS Online GoToMeeting “Slices”

See Page 5 for Registration Information

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
Excel Charts	April 23	4:00 – 5:00	Barbara Heiles
 Google Charts	April 30	4:00 – 5:00	Barbara Heiles
Chromebook Overview	May 8	3:30 – 4:30	Pascale Martel
Google Slides	May 8	5:00 – 6:00	Pascale Martel
InDesign – Getting Started	May 15	2:00 – 3:00	Pascale Martel
InDesign – Working with Text	May 15	3:30 – 4:30	Pascale Martel
InDesign – Working with Images	May 15	5:00 – 6:00	Pascale Martel
Excel Pivot Tables	May 28	3:30 – 4:30	Pascale Martel
Excel Conditional Formatting	May 28	4:00 – 5:00	Barbara Heiles
Acrobat Pro DC: Editing PDF Basics	May 28	5:00 – 6:00	Pascale Martel
Word Tables	June 4	3:30 – 4:30	Pascale Martel
Word Tabs, Indents, Bullets and Numbering	June 4	5:00 – 6:00	Pascale Martel
Google Drawings	June 6	4:00 – 5:00	Barbara Heiles

Lab Locations

Find directions to our labs at 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 – Automating Tasks with VBA-based Macros

This class will help you to understand the logic and syntax behind Visual Basic programming in Access. Topics will include working with forms and events, control statements and program flow.

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 Acrobat Forms

Create fillable PDF forms in Adobe Acrobat. Whether starting from a scanned image of an old form, or an idea that you have, we will step through the process of how to create interactive forms using Microsoft Word and Adobe Acrobat Pro DC.

Prerequisite: Some experience with Word.

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 "Slice"

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

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 Advanced Part 1

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

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

Excel Advanced Part 2

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

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

Excel Charts “Slice”

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.

Prerequisite: 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 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 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 slice will include creating reports, modifying Pivot Tables, and creating Pivot charts.

Prerequisite: Excel Intermediate Part 2 or equivalent experience.

Excel Shortcuts, Tips, & 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 - The New Basics

Gmail has recently had a major upgrade! In this class you will learn how to organize your email using conversations and labels, use filters, search, use the vacation responder, and more. We will also look at how to use the new features, or to turn them off. Discover how easy it is to accomplish your everyday tasks in the new 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 Charts “Slice”



Now you can make great looking charts in Google Sheets! During this class or slice you will learn to create, edit, and customize different chart types, such as pie, line, bar charts and more. These charts can then be used in a Google Doc or Slide, and can be linked so that the data is updated when the Sheet is updated. Make your data stand out!

Prerequisite: Google Sheets or equivalent experience and knowledge of spreadsheets.

Google Drawings – Creating Diagrams “Slice”

It's for so much more than drawings. In this class or slice 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.

Prerequisite: Some experience with Google Drive.

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 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 Slides “Slice”

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

InDesign - Getting Started “Slice”

InDesign is the program to work with for document lay out 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 layout 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 in G Suite 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.

Mail Merge Using MS Office

Understanding and using Mail Merge to automate the addition of names and addresses to letters and envelopes for mass mailings. Using Access and Excel as data sources will be included.

Prerequisite: Word Introduction Part 1 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 Publisher - Create Print Publications

This class and/or slice is an introduction to Microsoft’s print publication program. Publisher is used to create professional looking documents such as newsletters, booklets, brochures, business cards, and flyers. Topics include: creating a publication from a template, add/delete pages, working with text such as: importing articles, managing text overflow, adding “continued on page#” notes, we will work with graphics, and insert elements from the Building Blocks Library.

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.

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.

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 or that we have offered in the recent past. 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.

Word Advanced Page Layout

After learning 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 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 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, & 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 Tabs, Indents, Bullets and Numbering “Slice”

Tabs are used to align text on the page. Pressing the tab key will advance you to the next default tab stop, but there are different kinds of tab stops available, and they can be placed anywhere on the ruler. We will look at the different kinds of tabs and how to use them. We will learn how to use the indent tool to create different kinds of indents. Indents and Tabs are also part of your bulleted and numbered lists. Working with Bullets and Numbering in Word can be tricky. But you will find it easy to control your lists once you learn a few basics! We will address working with sub-lists; how to add lines without numbers/bullets; and how to change the alignment of numbers/bullets using the tab and indent tools.

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

Word Tables “Slice”

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, résumés, and lists with ease.

Prerequisite: *Some Word experience.*

Allan Benoit: Student Services Specialist

Allan Benoit brings a strong foundation in customer service, mechanical repair, and Information Technology (IT) to his work as a Student Services Specialist with the Mid-Hudson Regional Information Center (MHRIC).

Allan, who joined the MHRIC on February 4, has held several positions in the IT field. His education includes a B.S. in Science and Information Technology from the University of Phoenix.

“I wore many hats at my previous position as a Route Sales Manager for Ecolab,” Allan recalled, explaining that his duties included performing preventative maintenance, emergency repair, and continuous procedural training on commercial dishwashing machine systems and their respective detergent and sanitizing control systems to ensure they would comply with health code mandates.

Other duties included acquiring new customers and advocating new product solutions that were instrumental in contributing to the most cost-effective and robust cleaning solution program possible. Ecolab is known as a global leader in water, hygiene, and energy technologies and services, and Allan primarily worked with clients in the hospitality industry.

Allan, who is currently shadowing his more seasoned Specialist colleagues, will be supporting



Student Services Specialist Allan Benoit

school districts in their use of schooltool, a student management system that keeps track of records regarding attendance, grades, enrollment, class schedules, contact information, and more. He will be working with school districts throughout Ulster, Orange, Sullivan, and Dutchess Counties.

Once Allan is fully trained, he will be consulting with school staff regarding system requirements, processes, training, technical support, and enhancement requests. He will also be training school district personnel in the use of student management system applications.

Speaking of his new position at Ulster BOCES, he said, “I like the team camaraderie, and everyone’s willingness to share their wealth of knowledge. Everyone has really taken me under their wing.”

Allan is eager to put his customer service skills to work. “I am looking forward to working with clients and interacting with schools,” he said.

Allan and his wife, who live in Beacon with their 22-month-old daughter, are expecting another child in August. When he’s not on the job, Allan keeps busy. During his spare time, he enjoys playing drums, hiking, swimming, playing baseball, and working out in the gym. “I also like horror films and documentaries, and I dabble in mixed martial arts,” he said.

Calendar of Events

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

March

3/19

DISTRICT DATA COORDINATOR MEETING
HUDL WEBINAR USER GROUP MEETING

3/26

Office Professional Institute (OPI)

3/27

SCHOOLTOOL SPRING USER GROUP MEETING

3/29

FAMILYID WEBINAR USER GROUP MEETING

April

4/1

Organize Your Files in MS Windows

4/4

Access Introduction
Word Introduction Part 1
Word Introduction Part 2

4/8

Excel Made Easy
Gmail - The New Basics

4/9

Word Shortcuts, Tips, & Tricks

4/10

PowerPoint Introduction Part 1
PowerPoint Animations & Multimedia Part 2

4/11

Excel Introduction Part 1
Excel Introduction Part 2

4/12

Access Intermediate

4/16

Excel Shortcuts, Tips, & Tricks

4/17

Google Calendar Basics

4/22

Word Advanced Page Layout

4/23

Excel Charts "Slice"

4/24

Excel Intermediate Part 1
Excel Intermediate Part 2

4/26

Excel Advanced Part 1
Excel Advanced Part 2

SCHOOL MESSENGER USER GROUP MEETING

4/29

Mail Merge Using MS Office

4/30

Google Charts "Slice"

May

5/2

Access Forms
Access Queries
Mail Merge with Google Docs using autoCrat

5/6

Google Docs and Sheets
Making ADA Accessible Documents

5/7

Excel Functions & Formulas Part 1
PowerPoint Introduction Part 1
Word Introduction Part 1

5/8

Chromebook Overview "Slice"
Google Slides "Slice"

5/9

Word Introduction Part 2

5/13

Specialty Projects Workshop

5/14

Adobe Elements
Excel Introduction Part 1
Word Shortcuts, Tips, & Tricks

5/15

InDesign - Getting Started "Slice"
InDesign - Working with Images "Slice"
InDesign - Working with Text "Slice"

5/16

Excel Introduction Part 2
Word Long Documents, Manuals & Handbooks

5/17

Access Reports
Access VBA & Macros

5/20

Adobe Acrobat Pro DC: Editing PDF Basics
Excel Functions & Formulas Part 2
Google Forms
PowerPoint Animations & Multimedia Part 2

5/22

Excel Shortcuts, Tips, & Tricks
MS Publisher - Create Print Publications
Word Graphics

5/28

Adobe Acrobat Pro DC: Editing PDF basics
"Slice"
Excel Conditional Formatting "Slice"
Excel Pivot Tables "Slice"

5/30

Adobe Acrobat Forms

June

6/4

Word Tables "Slice"
Word Tabs, Indents, Bullets and Numbering
DISTRICT DATA COORDINATOR MEETING

6/5

Google Keep

6/6

Google Drawings "Slice"

6/13

NVISION FISCAL YE USER GROUP MEETING

April 2019

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				

May 2019

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	

June 2019

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						