Commissioner's Regulation 121

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

The long anticipated adoption of Commissioner's Regulation 121 was approved by the Board of Regents at the January meeting. This regulation further defines additional requirements of the 2d student privacy legislation passed in 2004.

The regulation went into effect January 29, 2020. What does this mean for districts?

1) Ensure that all requirements of 2d are met.

2) Adopt a data security and privacy policy that aligns with the regulation and the National Institute for Standards and Technology (NIST) Cyber Security Framework (CSF) by July 1, 2020.

3) Appoint a Data Privacy Officer (DPO), no deadline specified.

4) Begin to self-assess your district compliance with the National Institute for Standards and Technology (NIST) Cyber Security Framework (CSF).

To assist districts with compliance, the MHRIC offers a Data Privacy and Security Service (DPSS). DPSS provides subscribers with regular Cyber threat updates, online professional development, resources, and inventory tool.

> "Our most valuable resources—*creativity*, *communication*, *invention*, and *reinvention*— are, in fact, unlimited."
>
> ~David Grinspoon

Resources for Data Managers

by Helen Gutfreund

If you're like me, you spend at least a little time each day wondering how you're going to get it all done, on top of the fact that you may not even be sure what, exactly, needs to get done. Well, worry no more, Data Coordinators: this data management resources list is here to rescue you from the deep, dark depths of New York State data reporting.

MHRIC Website

MHRIC.org is a great resource, not just for District Data Coordinators (DDC), but for everyone in your organization who wants to know about everything from how to use Adobe Acrobat to Zipping a file for secure transmission. In the Services > Data Management section, you'll find information about the Data Administrator Institute (DAI), Data Coordinator Services, Authorization forms, a video of a recent DDC meeting, a directory of your DDC colleagues, Timelines, Warehousing Applications and more. Be sure to bookmark it!

District Data Coordinator Meeting

Four times each year, we hold a District Data Coordinator meeting at the MHRIC, providing timely information and guidance regarding upcoming reporting deadlines, changes in reporting requirements, pertinent information regarding testing, staff, and special services reporting, and more. Be sure to mark your calendars and be on the lookout for an invite in your inbox.

IN THIS ISSUE

Resources for Data Managers

Continued from page 1

Data Administrator Institute

The Data Administrator Institute, or DAI, is a multi-session course that helps provide a comprehensive understanding of the role of the Data Administrator or District Data Coordinator. Check out the DAI page on **MHRIC.org** to read some testimonials from some recent DAI graduates.

Google Calendar

Did you know that there's a Google calendar just for DDCs? Well, there is! On it, you'll find data reporting deadlines, data extract dates, dates of the DDC meetings, and more. If you don't already use the Google DDC calendar and you'd like to, just send an email to **datawarehouse@mhric.org** with your request, and we'll be sure to add you.

NYSED Timeline

The Deadlines for Verification and Certification of School Year data in SIRS is distributed annually by NYSED. Keep it on hand all year to remind yourself what the state is looking for and when. The current version is always available here: **http://www.p12.nysed.gov/irs/**

Import Schedule

The Schedule of Imports is distributed by Coordinated Support Services annually near the beginning of the school year so you know what to report to the Data Warehouse and when. Don't have one? We'll email it to you!

Level 0 Message Board

When you log in to Level 0, have you ever noticed the Message Board? It's right there with the dashboard report when you log in to Level 0. It always has up to date information regarding imminent data reporting requirements and deadlines. Make sure to look for it the next time you log on.

SIRS Manual

Everything you've always wanted to know about data reporting but were afraid to ask. Well, perhaps not everything, but a top notch resource nonetheless. It includes a wide variety of useful information including reasons for entry and exit codes, scenarios regarding reporting special instances of students' data, a glossary of terms, acronyms for everything, and much, much more. Here's where you can find the most updated version: **http://www.p12.nysed.gov/irs/sirs/** Make sure to bookmark it!

Monthly DDC Task List

Each month, the Coordinated Support Services team compiles a task list for DDCs that includes reporting requirements and tips for the upcoming month. Many people like to use it as a checklist for what needs to get done that month. It's a handy tool to let you know if you're on (or off) track. Keep it for yourself or, better yet, share it with your colleagues! You're not the one who does staff reporting? Just give that section to your HR department or whoever deals with staff data in your district. You don't deal with enrollment data? No problem! Give that section to someone who does! This tool really helps keep your data verification team literally on the same page.

Email

Every now and then, the Coordinated Support Services team sends out an email to the field on a wide range of topics. Is the Level 2 reporting environment down? Is there an upcoming meeting we think you'd like to know about? How do I get my hands on that task list? You definitely want to make sure you are on the DDC email distribution list. If you're not and would like to be, contact **kbartash@mhric.org** with your request.

Additionally, you can always ask us questions by email! Just send a note to **css@mhric.org** and we will respond to your question or request as soon as we can.

2020 Computer-Based Testing (CBT)

We at the MHRIC are gearing up for the 2020 CBT season! This year, we have 15 districts that are "all in" for ELA & Math CBT, and 15 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. NYSED has determined that RICs are to be the first contact for CBT-related queries.

Some upcoming items to put on your calendar:

★ March 23rd: Math students will be loaded into Nextera Admin

★ March 24th: CBT ELA Administration Begins

★ April 20th: CBT Math Administration Begins

★ May 5th: CBT Field Test will be loaded into Nextera Admin

★ May 18th: CBT Field Test Administration Begins

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 it here: https://cbtstat.mhric.org/status/. You can bookmark this site for future use.

For this year, SED has ruled that schools must participate in CBT Field Testing before signing up for Operational CBT. If you have never done Field Testing and are signed up for this year, please follow through since we do not know what the rules will be for next year. As always, the MHRIC Testing Department is here to assist you with any of your CBT needs.

About Our Technology Support Service

At the Mid-Hudson Regional Information Center we strive to assist districts with their day-to-day operations. We can help office staff to use technology to make their jobs easier. Our Technology support Service (TSS) team is always up to date on the latest in office applications. We specialize in all Microsoft Office and Google products (with the exception of Google Classroom), as well as Adobe and other software to streamline your work.

The primary goal of TSS is to enable the administrators, school board members, and school district staff to make informed decisions concerning the uses of technology in their schools. We share the belief that information is the key to our successes. Planned support and continuous training are the keys to the successful integration of technology in the school district administrative offices.

Support includes:

- **MHRIC News**
  Our newsletter is available to all district educators, board members, and staff members who request it. It is sent out electronically four times a year. In the newsletter, you can find articles on best practice, who's new at the MHRIC, our class listings and much more.

- **Computer Classes**
  Day and Evening classes cover a broad range of office-based software packages as well as other applications of information technology, including the Internet, Google Sites, and internet security. Any district faculty, staff, or board member may attend these classes at no additional charge.

- **Customized Class Scheduling**
  If district personnel could benefit from one of our classes, but the day and time on our calendar are not convenient, districts can request up to 4 times per year per district a special session of that class at a mutually convenient time for up to 11 staff or Board members. The classes will be held at the MHRIC.

- **A Helping Hand**
  Personalized help is a phone call away. If we cannot answer your question, we will point you toward someone who can.

- **District Visitations**
  Our specialists are available to visit your district for board presentations, superintendents' conferences, or other informational gatherings.

- **On-Site Training and Assistance**
  Districts may request up to three days of on-site training and/or workshops on a special per diem basis. This support may be used for individualized help or group instruction and can be customized to meet the needs of your district.

- **Office Professional Institute (OPI)**
  Our OPI user group is offered 3 times per year and is open to any TSS district staff or Board member who has an interest in the topic(s) presented. Various presentations and hands on sessions are offered for a whole day of training on different topics. Attendees can choose up to three topics throughout the day.

- **Slices**
  This series of technology training offerings are delivered to you at your location over the internet. These one hour sessions are scheduled at various times during the day/evening and are an effective way to bring content and support to our users quickly and remotely.

Wednesday April 1, 2020

Office Professional Institute (OPI): No Fooling!

Registration is underway for our next Office Professional Institute (OPI) on Wednesday April 1, 2020!

Repeating the popular format of our Fall OPI, there will be three 90-minute timeslots, with three hands-on trainings to choose from in each. We will offer a few of our most popular sessions, but there will also be new and rarer topics.

You should have already received an email announcing our schedule. Once again, the maximum number of attendees is limited by the available computers, so be sure to register soon! If you think you might have missed our email, you can also check our Calendar of Classes in March: (https://www.mhric.org/training/tss/calendar-of-classes?cal_date=2020-04-01).

OPI is open to employees of all districts in Dutchess, Orange, Sullivan, and Ulster Counties, as well as Ulster County municipalities. It is free to employees of Technology Support Service (TSS) and Office Automation (OA) member districts. To check if your district is a TSS or OA member, see page five of this newsletter.

We encourage you to speak to your district regarding membership in these services. If your district is not a current member of either service, you may still participate in OPI. Please contact Kathi Goodyear at 845-255-1450 x1330 for more information.

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

Resources for Data Managers

Phone Support

Sometimes, it's just easier to pick up the phone when you have a question or need to relay some information. That's fine with us! And here's a handy list of departmental phone numbers so you can reach the right person for your question (we'll even throw in email addresses as a bonus for reading this far…):

First, call **845-255-1450**, then use the following extensions:

- Data Warehouse Help Desk, Level 2, Level 0 (Coordinated Support Services): Ext. 1364, css@mhric.org
- Testing, Level 1: Ext. 1220, reportshelp@mhric.org
- Student Services (student management systems): Ext. 2450, sssc@mhric.org
- Special Services/Special Education: Ext. 1241, dw_extracts@mhric.org
- Financial Services: Ext. 1255

So… that's a (big) handful of resources that MHRIC provides to help you stay focused on what needs to be done when you're wearing your data reporting hat. We're happy to provide these services and look forward to assisting you with all your data reporting needs.

MHRIC District Members

TECHNOLOGY SUPPORT SERVICE

Participating Districts

Arlington

Dutchess BOCES

Fallsburg

Florida

Highland Falls

Hyde Park

Kingston

Middletown

Minisink Valley

Monticello

Onteora

Pawling

Pine Plains

Poughkeepsie

Rondout Valley

Saugerties

Spackenkill

Tri-Valley

Tuxedo

Ulster BOCES

Valley Central

Wallkill

Warwick

OFFICE AUTOMATION

Participating Districts

Arlington

Kingston

Middletown

Monroe-Woodbury

Rondout Valley

Tri-Valley

Ulster BOCES

Wallkill

In Case of Inclement Weather

Is the class cancelled? How will I know?

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

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

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

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

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.

If you need any assistance, please feel free to contact Barbara Heiles (bheiles@mhric.org or 845-255-1450 x 1316).

Technology Support Service *Spring 2020 Classes*

This class is free to employees of districts that belong to the Technology Support Service (TSS) CoSer (see page five). We encourage you to speak to your district regarding membership in this service. If your district is not a current member of the service or you are a community resident, you may still participate in these classes. Please contact Kathi Goodyear at 845-255-1450 x1330 for more information.

CLASS	DATE	TIME	TRAINER	LOCATION
OPERATING SYSTEM CLASSES				
MS Windows 10 Tips & Tricks	April 7	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
WORD PROCESSING CLASSES				
Word Introduction Part 1	April 2	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 1	May 5	4 PM – 7 PM	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	April 2	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	May 7	4 PM – 7 PM	Barbara Heiles	MHRIC – Computer Lab A
Word Graphics	April 14	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	April 16	4 PM – 7 PM	Barbara Heiles	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	June 4	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Advanced Page Layout	June 2	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Word Long Documents, Manuals & Handbooks	June 4	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
DATABASE CLASSES				
Access Introduction	April 21	8:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Queries	April 27	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Intermediate	April 30	8:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Forms	May 4	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Reports	May 13	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Access - Automating tasks with VBA-based Macros	June 2	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
SPREADSHEET CLASSES				
Excel Introduction Part 1	April 6	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 1	May 12	4 PM – 7 PM	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	April 6	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	May 14	4 PM – 7 PM	Barbara Heiles	MHRIC – Computer Lab A
Excel Charts	April 20	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Made Easy - Basic Skills for Working with Spreadsheets	April 20	4 PM – 7 PM	Pascale Martel	MHRIC – Computer Lab A
Excel Made Easy - Basic Skills for Working with Spreadsheets	April 22	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	April 23	4 PM – 7 PM	Barbara Heiles	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	June 11	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Intermediate Part 1	April 29	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Intermediate Part 2	April 29	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Pivot Tables	May 4	4 PM – 7 PM	Pascale Martel	MHRIC – Computer Lab A
Excel Comparing Lists	May 6	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Advanced Part 1	May 20	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Advanced Part 2	May 20	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Functions & Formulas Part 1	June 9	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Functions & Formulas Part 2	June 9	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A

Lab Locations

Find directions to our labs at

www.mhric.org

MHRIC – Computer Lab A *or* 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

Continued...

SPECIALTY CLASSES

Adobe Photoshop Elements Introduction	April 14	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Making ADA Accessible Documents	May 7	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
PowerPoint Links and Action Buttons	May 13	4 PM – 7 PM	Pascale Martel	MHRIC – Computer Lab A
PowerPoint Introduction Part 1	May 19	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
PowerPoint Animations & Multimedia Part 2	May 19	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Specialty Projects Workshop	May 26	By appt.	Staff	MHRIC – Computer Lab A
MS Publisher – Create Print Publications	June 3	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A

INTERNET CLASSES

Google Drive and G Suite Overview	April 8	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Gmail - The New Basics	April 13	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Keep	April 16	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Gmail – Beyond the Basics	April 23	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Calendar Basics	May 8	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Docs and Sheets	May 11	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Forms	May 13	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Mail Merge in G Suite Using autoCrat	May 18	4 PM – 7 PM	Pascale Martel	MHRIC – Computer Lab A

TSS Online GoToMeeting "Slices"

Slice Instructions

Our "slices" are one-hour online demonstrations by the MHRIC trainers that participants access from their own location. The trainers will email a link to view and listen to the "slice." There are always opportunities for questions and answers, and several audio options are provided in order to allow the participants to communicate with the trainer and others in attendance.

This "slice" is free to employees of districts that belong to the Technology Support Service (TSS) CoSer (see page five). We encourage you to speak to your district regarding membership in this service. If your district is not a current member of the service or you are a community resident, you may still participate in these classes. Please contact Kathi Goodyear at 845-255-1450 x1330 for more information.

SLICE	DATE	TIME	TRAINER
Google Docs	April 7	4:00 – 5:00	Barbara Heiles
Chromebook Overview	April 15	3:30 – 4:30	Pascale Martel
Google Docs Templates	April 15	5:00 – 6:00	Pascale Martel
Google Sheets	April 27	4:00 – 5:00	Barbara Heiles
Excel Conditional Formatting	May 11	4:00 – 5:00	Barbara Heiles
Google Charts	May 19	4:00 – 5:00	Barbara Heiles
Excel Charts	May 21	4:00 – 5:00	Barbara Heiles
InDesign 2019 - Getting Started	May 27	3:00 – 4:00	Pascale Martel
InDesign 2019 – Working with Text	May 27	4:30 – 5:30	Pascale Martel
InDesign 2019 – Working with Images	May 27	6:00 – 7:00	Pascale Martel
Google Drawings – Creating Diagrams	June 4	4:00 – 5:00	Barbara Heiles

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 to use report formatting techniques.
Prerequisite: Access Introduction or equivalent experience.

Access – Automating tasks with VBA-based Macros
This class or slice 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.

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.

Adobe Photoshop Elements – Introduction
Adobe Photoshop Elements is photo editing software for anyone who wants to edit and create with their photos. This class will cover navigating and manipulating your photos. 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.
Prerequisite: Some Excel experience.

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 then 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, 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; and 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
Illustrate your data with great looking charts! During this class or slice you will learn to create, edit and format different 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 Comparing Lists
Comparing spreadsheets in Excel does not have to be done line by line holding a ruler. Whether you need to identify and remove duplicates or compare lists to find who was added or removed from one list to the other, we will take a look at several different methods and tools to compare spreadsheets in Excel.
Prerequisite: Some Excel experience.

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

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 will include creating reports, modifying Pivot Tables, and creating Pivot charts.

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

Excel Shortcuts, Tips, & Tricks

This class or slice is designed for people who currently use 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.

Gmail – BEYOND the Basics

If you're a regular Gmail user and you've started to wonder about some of the more advanced functionality then this is the class for you! In this class you will practice with: Canned Responses (save and use text of emails that you send out frequently); Smart Compose (Gmail will suggest ways to finish that sentence); Smart Reply (short answer suggestions of thanks and acknowledgement); Nudges (Gmail will point out emails that are sitting in your inbox that you haven't replied to); Contact Groups (you can create and name a group of people that you often email together so that you don't have to add them all each time); and more!

Prerequisite: Gmail – The New Basics or equivalent experience.

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

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 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, parts 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 Docs Templates "Slice"

Templates are documents that can be used over and over again, like memos, newsletters, resumes, or business letters. In this class or slice we will see how to find and work with Google Doc Templates which are designed to be professional-looking and easy to use. We will also see how to create and use custom templates in Docs and Sheets.

Google Docs "Slice"

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

Prerequisite: Some experience with internet browsers is helpful.

Google Keep

Google Keep is a basic, easy to use, note-taking application that syncs across devices. Bring your tablet or phone or both to this class to see the syncing in action. 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.

Prerequisite: Some experience with G Suite.

Google Sheets "Slice"

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

Prerequisite: Some experience with internet browsers is helpful.

Google 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 and edit 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 Drawings – Creating Diagrams

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 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

Class Descriptions

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.

InDesign 2019 – 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 2019 – 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 2019 - 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 of Forms will be included.

Prerequisite: Google Docs and Sheets or equivalent experience.

MS Publisher – Create Print Publications

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

Prerequisite: Word Introduction Part 1 or equivalent experience.

MS Windows 10 Tips & Tricks

Get more out of Windows 10. This slice/class introduces you to features, changes, and tips & tricks for Windows 10. Topics will include Customizing the Start Menu, Using Tiles, Virtual Desktops, Snap Windows, Managing Files, and Comparing Browsers.

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 onscreen 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 Introduction or equivalent experience.

PowerPoint Links and Action Buttons

Learn about action buttons, hyperlinked objects, using the Selection Pane and applying triggered animations. Use these tools to set up a fun Jeopardy-like game, or just keep them handy for any presentation.

Prerequisite: PowerPoint Introduction 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. [Please note: This class is free to districts who belong to the Technology Support Service (TSS) CoSer, and uses a half day for districts who belong to the Office Automation (OA) CoSer. All others must pay a per-hour fee.]

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 drawings and graphics in Word! You will learn to add, arrange and format text boxes; insert clip art and pictures; and draw AutoShapes. Other topics include text wrapping, aligning and grouping objects, flipping and rotating, layering, shadows and 3-D, and using WordArt.

Prerequisite: Word Introduction Part 1 or equivalent experience.

Word 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 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.

Spotlight on
Sarah Gigliotti

Student Services Specialist

Sarah Gigliotti, who joined the Mid-Hudson Regional Information Center (MHRIC) on January 21, enjoys helping people. That's something she gets to do quite often in her new position as a Student Services Specialist.

Sarah's duties include supporting school districts in their use of eSchoolData, a student management system that includes your basic components: registration, period by period attendance, reports, report cards, transcripts and scheduling. Beyond the basic components, it goes from gradebook, to integrated Student Assessment Portfolio, and other popular functions.

Sarah and her fellow Student Services Specialists work with school districts throughout Ulster, Orange, Sullivan, and Dutchess Counties. Currently, four school districts use the eSchoolData system with support through the MHRIC: Spackenkill, Hyde Park, Red Hook, and Sullivan West.

A Student Services Specialist's job, says Sarah, involves troubleshooting and training. "If a client has any questions about how to access certain things or how to do certain tasks within an application like eSchoolData, we are there to support them," she says. "Any questions they may have, they come to us."

For example, teachers might be having trouble entering their students' grades because the grading period has already closed. "What we would do is walk the school's eSchoolData lead contact through the process of how to open up that grading period so that teachers can add their grades," she explains. "They could call us directly or call the Student Services Plus helpline."

Before joining the MHRIC, Sarah worked at CareMount Medical as a Learning Associate. "At CareMount, I did the onboarding for new hires, the orientation and application training," she says. She recently graduated with a master's degree in Instructional Technology from the New York Institute of Technology. She also holds a degree in Adolescent Education, with a concentration in Earth Science, from SUNY New Paltz.

Although Sarah had originally planned to have a career as an Earth Science teacher, she changed course after spending some time as a student teacher. "I realized I preferred training and working with adults in the field of technology," she explains.

Sarah has found that her new job, which requires strong computer, verbal, and organizational skills, is a good fit. "I like the people I work with," she said. "I like the environment, and we all work as a team. I really enjoy helping people, so it's nice that I'll be able to help our clients."

When not at work, Sarah enjoys playing in a women's soccer league. She is also busy planning her wedding, which is scheduled to take place in May.

Calendar *of* Events

Registration for all events must be completed using MyLearningPlan.com (MLP). Please see page 5 for more information.

March

3/17
DISTRICT DATA COORDINATOR MEETING

3/24
SCHOOLTOOL SPRING USER GROUP MEETING

April

4/1
OFFICE PROFESSIONAL INSTITUTE

4/2
Word Introduction Part 1
Word Introduction Part 2

4/6
Excel Introduction Part 1
Excel Introduction Part 2

4/7
MS Windows 10 Tips & Tricks
Google Docs "Slice"

4/8
Google Drive and G Suite Overview

4/13
Gmail - The New Basics

4/14
Word Graphics
Adobe Photoshop Elements - Introduction

4/15
Chromebook Overview "Slice"
Google Docs Templates "Slice"

4/16
Google Keep
Word Shortcuts, Tips, & Tricks

4/20
Excel Charts
Excel Made Easy – Basic Skills for Working with Spreadsheets

4/21
Access Introduction

4/22
Excel Made Easy – Basic Skills for Working with Spreadsheets

4/23
Gmail – Beyond the Basics
Excel Shortcuts, Tips, & Tricks

4/27
Access Queries
Google Sheets "Slice"

4/28
COGNOS ANALYTICS DASHBOARDS BASICS

4/29
Excel Intermediate Part 1
Excel Intermediate Part 2

4/30
Access Intermediate

May

5/4
Access Forms
Excel Pivot Tables

5/5
Word Introduction Part 1

5/6
Excel Comparing Lists

5/7
Making ADA Accessible Documents
Word Introduction Part 2

5/8
Google Calendar Basics

5/11
Google Docs and Sheets
Excel Conditional Formatting "Slice"

5/12
nVISION CUSTOM REPORTING
Excel Introduction Part 1

5/13
Access Reports
Google Forms
PowerPoint Links and Action Buttons

5/14
COGNOS ANALYTICS DASHBOARDS BASICS
Excel Introduction Part 2

5/18
Mail Merge in G Suite Using autoCrat

5/19
PowerPoint Introduction Part 1
PowerPoint Animations & Multimedia Part 2
Google Charts "Slice"

5/20
Excel Advanced Part 1
Excel Advanced Part 2

5/21
Excel Charts "Slice"

5/26
Specialty Projects Workshop

5/27
InDesign 2019 - Getting Started "Slice"
InDesign 2019 - Working with Text "Slice"
InDesign 2019 - Working with Images "Slice"

5/29
FINANCIAL USER GROUP MEETING

June

6/2
Word Advanced Page Layout
Access - Automating Tasks with VBA-based Macros

6/3
MS Publisher – Create Print Publications

6/4
Word Long Documents, Manuals & Handbooks
Word Shortcuts, Tips, & Tricks
Google Drawings - Creating Diagrams "Slice"

6/9
Excel Functions & Formulas Part 1
Excel Functions & Formulas Part 2

6/11
Excel Shortcuts, Tips, & Tricks

April 2020

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 2020

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 31	25	26	27	28	29	30

June 2020

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				