

## It's Time for Tech Plans!

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

Please take a moment to read the article on the Instructional Technology Plans, found on page 3. New York Commissioner's Regulation 100.12 requires each NYS school district to submit a plan for approval every three years. A Technology Plan is an important planning document. An approved plan must be on file to receive BOCES aid and is also required before a district may submit a Smart Schools Bond Act application. The local BOCES and MHRIC are collaborating to get this work done, and the BOCES will be reaching out to you, if they have not already done so. Additional detail is in the article. Have a wonderful summer!

## CBT Issues? Call Us First!

As many of you know, Computer-Based Testing (CBT) was a bit of a bumpy ride this year. On the positive side, the Mid-Hudson region was at the forefront of CBT implementation. We are proud to be the RIC with the highest percentage increase in operational CBT participation, from 5 to 55 schools.

ELA administration started smoothly on the first day, followed by a major outage on the second. Fortunately, in our role as a testing support center, the MHRIC staff had spent significant time throughout the year working with the New York State Education Department (NYSED) and Questar to prepare for the upcoming administration. We had preemptively requested a member of the Questar team to be at our center in New Paltz, NY, in order to quickly dispatch to districts that needed on-site assistance. During the outage, our team worked diligently to communicate with Questar and provide clean-up services to all our districts affected by the CBT issues. As a preventive measure, we created files for paper test creation in the event of any catastrophic occurrence. Fortunately, we did not need to refer back to these.

Remember that the Mid-Hudson RIC can, and always will, be a first-line call center and CBT resource for your districts. All year round, we are in daily contact with NYSED, Questar, and our other vendors to advocate for our districts as well as to improve and streamline support.

Our highly trained staff are able to triage many CBT issues quickly over the phone with little to no wait time. We are also able to put in support tickets for our districts, as well as monitor the tickets and provide timelines back to our districts. For the many districts that participated in our follow-up call, we appreciate your feedback and are diligently working towards creating a real-time

*Continued on page 4*



## IN THIS ISSUE

Level 1 Reports – New and Improved!.....	2
New Applicant Tracking Service.....	2
District Instructional Technology Plans.....	3
Spotlight on Anthony Giametta.....	4
TSS & OA Member Districts.....	5
Registration Info.....	5
TSS Classes & Slices.....	6-7
Class Descriptions.....	8-10
Spotlight on Konrad Grossman.....	11
Spotlight on Helen Gutfreund.....	11
MHRIC Calendar of Events.....	12

# Level 1 Reports – New and Improved!

For the last several years, the MHRIC has worked with a consortium of other Regional Information Centers to create Level 1 reports for our districts. Last fall, we made the decision to leave the consortium and instead purchase our reports from Western New York Regional Information Center (WNYRIC) starting in 2018-19. Why did we do it? Because the change would allow our districts access to a superior reporting system that is designed by experts in Curriculum and Instruction without an increase in costs.

## *When will we be switching over to the new Level 1 reporting system?*

Currently, the new Level 1 system is built and running against your district's historic data. The final switch will happen in mid-September so as not to interfere with the end-of-year data certification process in August.

## *I use Level 1 Reports all the time! What will this change look like for me?*

Because the WNYRIC reports are also done using the Cognos system, much of the system will feel familiar – the navigation, the folders, the selection of reports, etc. Also, all of the reports that are in the “Common Data View” folder currently will be exactly the same in the WNYRIC system (they are called “Common Data View” because they are standardized throughout the state).

## *What are some highlights of the new system?*

There are numerous new reports in the WNYRIC reporting system – including “Current Teacher Rosters with Prior Year Test Results,” and “Summary Score Bar Charts.” The reports in the WNYRIC system are helpfully organized into “Curriculum & Instructional Development Item Analysis,” “Accountability: Assessment Scores, Levels, Trends & Graduation,” and “Verification” categories. Also, there will be a self-service area for resetting your password and managing your account. Finally, we have found faster run times with this environment increasing ease-of-use and better overall user experience.

## *But, there are reports in the old Level 1 that I LOVE! Can I still have those reports?*

YES! If there are any specific reports that you want to see replicated in the new system, please contact Dr. Mariah Adin at [madin@mhric.org](mailto:madin@mhric.org) or complete the survey that was emailed out to all Level 1 users.

## *Will there be training on the new Level 1 system?*

Yes – this fall we will offer a series of webexes for different user groups to provide training on the new system.

We are excited to offer our districts an improved Level 1 experience, and we look forward to unveiling the new system this fall.

## Introducing a New Applicant Tracking Service from MHRIC Training

The application tracking process for school districts can be difficult and labor intensive. With so many options for recruiting, school districts need tools that will aid them in tracking, reporting, and information gathering for their applicants.

The MHRIC has teamed up with two applicant tracking system vendors to offer the best two solutions for the service. We are offering both SchoolFront by FrontEdge and Applitrack by Frontline. Both systems allow job applicants to search for and apply to jobs, upload application materials, and track the status of an open application. Recruiting management can access the system to review candidate qualifications, and to look at résumés, cover letters and references, all in one simple format. Both systems have enhanced



*Applicant tracking system vendors  
Applitrack and SchoolFront*



reporting, sorting, and filtering for ease of searches for candidates and for school districts.

In addition to applicant tracking, SchoolFront facilitates the human resources process after a candidate is hired. SchoolFront interacts with WinCap to share information on the candidate, reducing data entry time for human resources clerks in the district. This information sharing provides for fewer errors in data entry. SchoolFront also has integrated modules for salary notices, professional development, APPR, school-related

personnel evaluation, employee attendance and much more. Districts that take the whole package can save time and money by using each module to make human resources functions more efficient.

Both Applitrack and SchoolFront reduce the amount of paper files needed, offer improved reporting and information searches, reduce postage and handling, and reduce human error.

For questions, demonstrations, and quotes, please contact Kathi Goodyea at [kgoodyea@mhric.org](mailto:kgoodyea@mhric.org) or call 845-255-1450 x1330

# District Instructional Technology Plans

It's that time again! Every three years, according to the NYS Commissioner's regulation 100.12, each New York public school district is required to develop, file, and receive approval of an Instructional Technology Plan (ITP).

The Instructional Technology Plan has many purposes. First and foremost, as an instructional planning tool, it ensures that students will have equal access to technology and equal learning opportunities. The ITP also underpins any Smart School Bond Act (SBBA) application. All SSBA applications must have an approved technology plan in place. Also, the plan should be informative for districts as they prepare for Computer Based Testing (CBT) implementation by 2020.

Support is available for developing your plan through your local BOCES Model Schools program. If you have not already engaged with your Model Schools coordinator, please reach out to them for guidance.

For quick reference, here are the coordinators at each BOCES:

BOCES	Due Date for Local BOCES	Coordinators	Email	Phone
Dutchess	6/29/18	Mark Stein	mark.stein@dcboces.org	(845) 486-4840 x4886
Orange-Ulster	5/18/18	Forrest Addor	Forrest.addor@ouboces.org	(845) 781-4358
Sullivan	6/18/18	Susan Zieres Teeple	susan.zieres@scboces.org	(845) 295-4049
Ulster	6/29/18	Allison Dodd	adodd@ulsterboces.org	(845) 255-1402 x1269

The MHRIC's role in this process is to help verify and check districts' plans before submitting them to the NYS Education Department (NYSED). One of the most common mistakes is the continuity of the information in the plans. For example, a district may state that they want to purchase new hardware; however, money was not allocated in the budget for the device. These inconsistencies can be found by the RIC's review of the plans prior to submission to the state and will help streamline the process and provide a greater chance of approval.

The NYSED has a similar role; the state will approve or deny plans that are reviewed by the RICs. If denied, the plan will go back to the districts for review. For this process to work smoothly, there are dates that must be met. Please submit all district plans to your local BOCES by the above due dates, and each BOCES will submit the plans to the MHRIC by Monday, July 16th.

MHRIC is your gateway to

# SECURITY

**KEEPING  
STUDENTS SAFE  
IS OUR PRIORITY**



**CONTACT US TODAY TO DISCUSS YOUR PHYSICAL SECURITY NEEDS.**

**Phone: 845-255-2450 x1244 • Email: [Security@mhric.org](mailto:Security@mhric.org)**

# Anthony Giametta: Network Systems Specialist

The MHRIC welcomed a new employee on April 4, Network Systems Specialist Anthony Giametta.

Anthony has worked in the Information Technology field for 12 years, most recently at HealthQuest.

"I've always been good with computers and I enjoy working with people," Anthony said, adding that he finds it very rewarding to combine those skills and use them in support of school districts.

Anthony is currently assigned to the MHRIC Help Desk and is training on VMware virtualization software.

"I'm still learning, but it's going great," he said.

Anthony has been involved with technology since his teen years. His first job, at age 14, was helping the owner of a local



Network Systems Specialist Anthony Giametta

computer shop set up the infrastructure for video game consoles. Later, in college at Dutchess Community College and SUNY New Paltz, he majored in computer science and information systems.

Anthony said he has been enjoying working in the educational field because "I know the end result is having an impact and I'm very excited about that."

In his spare time, Anthony

enjoys tinkering with computers and has a home computer lab. He also enjoys a wide variety of music, plays guitar, and likes to hang out with his girlfriend and her cats, Cici and Alley.

Anthony said he appreciates the support he's gotten from the MHRIC staff since he started his job.

"Everybody here is great and really helpful and we all work like a team," he said.

## CONTACTING YOUR MHRIC TEAM

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

### Administration

Eugene Knudsen, Director

Ext. 1236.....eknudsen@mhric.org

### Analytics & Coordinated Support Services

Dr. Mariah Adin, Manager.....Ext. 1246.....madin@mhric.org

### Application Training & Financial Services

Kathi Goodyear, Manager.. Ext. 1330..kgoodyea@mhric.org

### Operations & Technical Services

Ext. 1372

### Help Desk Support

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

### Student Services

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

### Student Services Support Center

256-2450 .....sssc@mhric.org

Continued from page 1

## CBT Issues? Call Us First!

dashboard as a means of CBT support – so stay tuned! For the next round of CBT, we recommend the following:

- Call MHRIC FIRST. We are your front-line support desk for any and all issues during testing.
- When you call, please be ready with: district/school, student name, NYSSIS ID, and class, if applicable.
- Make sure to keep up with our weekly CBT News for tips, tricks and current CBT events throughout the year.
- Plan on attending any trainings & feedback sessions that are offered.

Fortunately for all of us, the math administration was a much more pleasant experience, and we hope that all of our CBT experiences will be as smooth as the math going forward. Now, onto the science administration!

Please feel free to contact us anytime. Our department contact information is 845-255-1450 Ext. 1220, or testcontacts@mhric.org



# MHRIC District Members

## Registration Process For All MHRIC Events

### TECHNOLOGY SUPPORT SERVICE

#### Technology Support Service Districts

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

### OFFICE AUTOMATION

#### Office Automation Participating Districts

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

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

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](http://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](mailto:bheiles@mhric.org)) or Pascale Martel ([pmartel@mhric.org](mailto:pmartel@mhric.org)).

# Technology Support Service *Summer 2018 Classes*

CLASS	DATE	TIME	TRAINER	LOCATION
<b>OPERATING SYSTEM CLASSES</b>				
Organize Your Files in MS Windows	July 2	12:30–3:30	Pascale Martel	MHRIC – Computer Lab A
<b>WORD PROCESSING CLASSES</b>				
Word Introduction Part 1	July 9	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	July 9	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Intermediate Part 1	August 3	8:30-11:30	Pascale Martel	MHRIC – Computer Lab A
Word Intermediate Part 2: Mail Merge	August 3	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	August 13	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
<b>DATABASE CLASSES</b>				
Access Introduction	July 23	8:30-3:30	JoAnn Uhl	IS TLC LAB
Access Intermediate	July 30	8:30-3:30	JoAnn Uhl	IS TLC LAB
Access Forms	August 7	12:30-3:30	JoAnn Uhl	IS TLC LAB
Access Queries	August 13	8:30-11:30	JoAnn Uhl	IS TLC LAB
Access Reports	August 20	8:30-11:30	JoAnn Uhl	IS TLC LAB
<b>SPREADSHEET CLASSES</b>				
Excel Introduction Part 1	July 20	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	July 20	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Intermediate Part 1	Aug 7	8:30-11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Intermediate Part 2	Aug 7	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	August 15	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Charts	August 15	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
<b>SPECIALTY CLASSES</b>				
Making ADA Accessible Documents	July 11	8:30-11:30	Pascale Martel	MHRIC – Computer Lab A
PowerPoint Introduction (Part 1)	July 12	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
PowerPoint Animations & Multimedia (Part 2)	July 12	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Specialty Projects Workshop	August 14	2 hours by appt.	Staff	MHRIC – Computer Lab A
 Adobe Photoshop Elements: Introduction	August 16	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
 Editing PDF Basics Using Adobe Acrobat ProDC	August 23	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
<b>INTERNET CLASSES</b>				
Gmail Basics	July 11	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Drive and G Suite Overview	July 16	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Google Docs and Sheets	July 18	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Mail Merge with Google Docs Using autoCrat	July 18	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Google Calendar Basics	August 6	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Forms	August 21	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A

***Sign up today!***

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

SLICE	DATE	TIME	TRAINER
Access – Table Relationships	July 10	10:00-11:00	Barbara Heiles
Excel Made Easy – Basic Skills for Working with Spreadsheets	July 30	1:00-2:00	Pascale Martel
Excel – Working with Lists	July 30	2:30-3:30	Pascale Martel
Excel – Conditional Formatting	July 31	10:00-11:00	Barbara Heiles
 Office 365 Basics	August 7	10:00-11:00	Barbara Heiles
Google Drive and G Suite Overview	August 8	9:00-10:00	Pascale Martel
Gmail Contact Groups vs Google Groups	August 8	10:30-11:30	Pascale Martel
Chromebook Overview	August 13	1:00-2:00	Pascale Martel
Google Search Tips	August 13	2:30-3:30	Pascale Martel
 Google Drawings – Creating Diagrams	August 17	10:00-11:00	Barbara Heiles
 Excel – Automating tasks with VBA-based Macros	August 20	1:00-2:00	JoAnn Uhl
 Access – Automating tasks with VBA-based Macros	August 20	2:30-3:30	JoAnn Uhl
Word Graphics	August 21	9:00-10:00	Pascale Martel
MS Publisher – Creating a Newsletter	August 21	10:30-11:30	Pascale Martel
Word Tables	August 22	9:00-10:00	Pascale Martel
MS Office Templates	August 22	10:30-11:30	Pascale Martel

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

## Lab Location

Find directions to our lab at

[www.mhric.org](http://www.mhric.org)

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

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

# TSS Class Descriptions

## Access Introduction

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

## Access Intermediate

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

*Prerequisite: Access Introduction or equivalent experience.*

## Access Forms

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

*Prerequisite: Access 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 “Slice”

This 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.*

## Access – Table Relationships “Slice”

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

*Prerequisite: Access Introduction or equivalent experience.*

## 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.

## Editing PDF Basics Using Adobe Acrobat Pro DC

This demo 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. We will then learn how to make basic changes in Acrobat Pro such as editing text and images, adding and removing pages, adding signatures, and combining documents.

## Excel Made Easy – Basic Skills for Working with Spreadsheets “Slice”

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

## Excel Introduction Part 1

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

## Excel Introduction Part 2

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

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

## Excel Intermediate Part 1

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

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

## Excel Intermediate Part 2

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

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

## Excel Charts

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

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



## Excel – Automating tasks with VBA-based Macros “Slice”

This slice will help you to understand the logic and syntax behind Visual Basic programming in Excel. Topics will include modules, procedures, variables, functions, loops and actions.

*Prerequisites: Excel Advanced Part 2 or equivalent 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 Shortcuts, Tips, and Tricks

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

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

## Excel – Working with Lists “Slice”

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

*Prerequisite: Some Excel experience.*

## Gmail Basics

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

## Gmail Contact Groups vs Google Groups “Slice”

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

*Prerequisite: Some experience with Gmail.*

## Google Calendar Basics

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

*Prerequisite: Gmail Basics or equivalent experience.*

## Google Drawings – Creating Diagrams “Slice”

It’s for so much more than drawings! In this 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.

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

## Google Drive and G Suite Overview “Slice”

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

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

## Google Forms

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

*Prerequisite: Some experience with Google Sheets and internet browsers is helpful.*

## Google Search Tips “Slice”

How do you Google? There’s a lot more to Google Searches than typing a few words. Symbols, punctuation, and technique, can all play a part in finding what you are looking for. Learn how to use Google’s search engine like a pro.

## Mail Merge with Google Docs Using autoCrat

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

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

## Making ADA Accessible Documents

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

*Prerequisite: Some experience with Word.*

## MS Office Templates “Slice”

A template is a document that can be used over and over again and does not have to be recreated each time, like a fax sheet, memo, or business letter. In this half-day class we learn how to use templates, create custom templates, and look for new ones online. We will be working in MS Word, and time will be allotted to create templates in any of the following programs: MS Word, Excel, Publisher, and PowerPoint.

*Prerequisite: Word Introduction or equivalent experience.*

## MS Publisher – Creating a Newsletter “Slice”

We will use Publisher to create a professional looking newsletter. Topics include: using a template, adding articles, inserting graphics, advertisements and calendars, connecting text frames and adding “continued” notes, adding and deleting pages, inserting page numbers, and creating a table of contents. You will be amazed at how easy and fun it is to make a great looking newsletter.

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

## Office 365 Basics

If your organization is using Office 365, you can access your email, calendar, and files from any computer with access to the internet. In this slice we will walk through some of the features of Office 265, and see how to use the online version of Outlook, how to create, save, edit, upload and download files; and how to collaborate with others.

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

## Word Intermediate Part 1

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

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

## Word Intermediate Part 2: Mail Merge

Understanding and using Mail Merge to create letters and mailing labels will be covered in this class.

*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 “Slice”

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

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

## Word Shortcuts, Tips, and Tricks

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

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

## Word Tables “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, resumes, and lists with ease.

*Prerequisite: Some Word experience.*

## **Konrad Grossman: Application Training Specialist**

**K**onrad Grossman has been fascinated with technology since he was a child, and the latest step in his career path has led him to the MHRIC.

Konrad is an Application Training Specialist. He provides support to school districts that use the WebSMARTT and Mosaic point-of-sale systems as part of their food service programs, as well as the SchoolMessenger notification system.

“I’m definitely enjoying it,” said Konrad, who started on March 5. “I’m getting the lay of the land. It’s a lot to learn.”

Technology has always played a role in Konrad’s life, from providing technical support to professors when he was studying computer science at SUNY Stony Brook to troubleshooting a Computer Numerical Control machine that created custom parts for the furniture company



*Konrad Grossman*

he worked for in Maryland after college.

“I always liked technology, ever since I was a kid,” Konrad said, adding that he’s intrigued by mobile devices, hardware, the Hyperloop, “or anything Elon Musk is working on.”

Konrad also likes to travel and enjoys both the outdoors and visiting new cities. After graduation, he undertook the 3,000-mile drive from his native Long Island to California, seeing many of the country’s natural wonders along the way.

Now that he’s settling in at the MHRIC, Konrad has been enjoying his work and the environment.

“It’s a really great team of people,” he said. “It’s a good group to learn from and everything’s been going great so far.”

## **Helen Gutfreund: Data Warehouse/Help Desk**

**B**efore Helen Gutfreund came to work at the Mid-Hudson Regional Information Center (MHRIC), she produced trade shows, owned a business, and had a “long history” of working in corporate communications, to say nothing of her background in education, making her new job at the MHRIC an ideal fit.

“It’s a whole bunch of things coming together,” said Helen, who began working at the MHRIC in mid-April.

Assigned to the Data Warehouse/Help Desk, Helen draws on her communications and technology background to work with school districts on the many different types of reporting they require. So far, she has spent much of her time just learning more about her job, an opportunity she really enjoys.

“It’s a lot like being a sponge and I’m really enjoying that part of the environment,” she said, explaining



*Helen Gutfreund*

that she has also been sitting in on classes for the applications she’ll be working with.

“I love it here so far,” she said. “Everyone is genuinely pleasant and it feels like there’s a team mentality and I’m being welcomed onto the team with a lot of support.”

When she’s not busy soaking up all kinds of new information at work, Helen enjoys spending time with her husband Steve and their dogs, Noodle and Frisky. Animal rescue is near and dear to Helen’s heart, as is both creating and

appreciating art. She describes her work as message driven and has shown her pieces in several galleries.

A New Paltz resident who formerly had to commute to Warwick, Helen hopes that being closer to home will give her more time to enjoy the area she loves.

In the meantime, she’s “just happy to be here (at the MHRIC) in all aspects. It seems like a great place to be and I look forward to being here a long time.”

# Calendar of Events

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

# MHRIC

## July

**7/2**

Organize Your Files in MS Windows

**7/9**

Word Introduction Part 1  
Word Introduction Part 2

**7/10**

Access – Table Relationships “Slice”

**7/11**

Making ADA Accessible Documents  
Gmail Basics

**7/12**

PowerPoint Introduction (Part 1)  
PowerPoint Animations & Multimedia (Part 2)

**7/16**

Google Drive and G Suite Overview

**7/18**

Google Docs and Sheets  
Mail Merge with Google Docs using autoCrat

**7/20**

Excel Introduction Part 1  
Excel Introduction Part 2

**7/23**

**BOARDDOCS CONFERENCE**  
Access Introduction

**7/30**

Access Intermediate  
Excel Made Easy –  
Basic Skills for Working with Spreadsheets “Slice”  
Excel – Working with Lists “Slice”

**7/31**

Excel – Conditional Formatting “Slice”

## July 2018

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

## August 2018

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

## August

**8/3**

Word Intermediate Part 1  
Word Intermediate Part 2: Mail Merge

**8/6**

Google Calendar Basics

**8/7**

Access Forms  
Excel Intermediate Part 1  
Excel Intermediate Part 2  
Office 365 Basics “Slice” **\*\*NEW\*\***

**8/8**

Google Drive and G Suite Overview “Slice”  
Gmail Contact Groups vs Google Groups “Slice”

**8/13**

Word Shortcuts, Tips, & Tricks  
Access Queries  
Chromebook Overview “Slice”  
Google Search Tips “Slice”

**8/14**

Specialty Projects Workshop

**8/15**

**WEBSMARTT/MOSAIC USER GROUP MEETING**  
Excel Shortcuts, Tips, & Tricks  
Excel Charts

**8/16**

Adobe Photoshop Elements: Introduction  
**\*\*NEW\*\***

**8/17**

Google Drawings – Creating Diagrams  
“Slice” **\*\*NEW\*\***

**8/20**

Access Reports  
Excel – Automating Tasks with VBA-based  
Macros “Slice” **\*\*NEW\*\***  
Access – Automating Tasks with VBA-based  
Macros “Slice” **\*\*NEW\*\***

**8/21**

Google Forms  
Word Graphics “Slice”  
MS Publisher – Creating a Newsletter “Slice”

**8/22**

Word Tables “Slice”  
MS Office Templates “Slice”

**8/23**

Editing PDF Basics Using Adobe Acrobat Pro  
DC **\*\*NEW\*\***