

From the MHRIC Director

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

With the academic year yet again drawing to a close, I'd like to wish each of you a healthy and happy summer!

Throughout the summer, the MHRIC staff will be here to assist you with any end-of-year activities or support as you prepare your systems and buildings for the upcoming year.

Thank you for your continued support of our services, and please let us know if we can help in any way with your technology needs.

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Family ID: Simplifying Student Registrations

School-related paperwork: it can be the bane of a busy parent's existence. Rooting through paper-stuffed backpacks and filling out required forms can seem like a never-ending task. There are student health histories, field-trip permission slips, sports-team registrations, and so much more.

There is, however, a simple solution: FamilyID (<https://www.familyid.com/pages/home>), an online registration platform offered through the Mid-Hudson Regional Information Center (MHRIC).

The Wappingers Central School District (WCSD), which began using FamilyID for athletics three years ago, quickly started using it for other school activities, programs, and events.

"We branched out based on need," said Dr. Amy Watkins, WCSD's Director of Public Relations, Evaluations and Business Education. "We've used it for Kindergarten registration, mentorship applications for juniors and seniors, the New York State Department of Health Survey on Body Mass Index, and registration for our Continuing Education program."

This year, the District is also using FamilyID to handle High School graduation tickets and Summer School registration.

When first introducing FamilyID to the Wappingers school community, the District organized a clinic to show parents how to use the program. During Kindergarten



registration, the District made Chromebooks available to people who might not have their own computers or smartphones, or who wanted assistance navigating the process. The District soon discovered, however, that most people had access to their own electronic devices, and found FamilyID easy to use.

The advantage of FamilyID for parents and guardians, Dr. Watkins said, is that it frees them from having to provide the same information about their child again and again. The information is simply re-used as needed for multiple programs or activities at their child's school.

From the District's perspective, Dr. Watkins continued, FamilyID not only saves time and money; it also allows staff to forecast attendance. If not enough people sign up to attend a special event, for example, it may be

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Silas Whittaker, Jr.

Operations and Programming Manager

Silas Whittaker, Jr. put his high school education on hold in the early '90s to help support his family in the wake of his father falling ill. At the time, he had no way of knowing that his decision had set in motion a series of events that would enable him to touch the lives of students, parents, and educators throughout the Hudson Valley.

Upon returning to Kingston High School, Silas enrolled in the Ulster BOCES Alternative School (now The Phoenix Academy) in Port Ewen. It was there—while volunteering to clean the computer screens in the computer lab—that he was exposed to technology and given the freedom to flourish by BOCES personnel.

Silas took advantage of the Ulster BOCES Career & Technical Center curriculum by enrolling in courses like Business Information Processing and Computer Graphics Technology. At the same time, he earned money at the Port Ewen campus working in desktop and network support and at the New Paltz campus in the office of Community Relations.

Upon graduating from Kingston High School in 1996, Silas worked full time in network support at Ulster BOCES while studying micro-computers for business at SUNY Ulster at night.

“I worked with the special and alternative education population and the therapists providing adaptive technology to these kids who had severely limited motor skills and communication skills,” he recalled. “I saw the value technology could bring to someone’s life on the most basic level and how it meant the world to them to communicate with the people around them when they previously had not been able to. I still remember a lot of those kids by name.”

Other than the five-year period from 2005 to 2010 when he took a technology position at a local savings bank, Silas has called Ulster BOCES home. Today, as Operations and Programming Manager at the MHRIC, Silas manages the technical support team that is responsible for the day-to-day operations and support



Operations and Programming Manager Silas Whittaker, Jr.

of the MHRIC data center, which services 47 school districts.

“Our team provides back-end support for our 47 component school districts across four counties,” he said. “That means the financial systems for the districts, the student management systems supporting time and attendance, report cards, progress notes, Individualized Education Programs (IEP), and so on. We make sure those systems are running, updated, and secure. What we do here at the data center enables teachers and instructional staff to do what’s most important on the front end, which is spending more time working with kids.”

Added responsibilities for Silas include managing the MHRIC’s three couriers and production print shop.

Away from the office, Silas remains devoted to his family. This June marks 10 years that he and his wife Marissa have been married. The couple are raising their “two awesome children”—four-year-old Rosie and two-year-old Silas III—on the Whittaker family farm.

“My children and my wife are the lights of my life and all of what I do is for them,” he said.

Making Clean Data Possible Via **Certify**



Certify

Within the robust offerings of the Mid-Hudson Regional Information Center (MHRIC) lies **Certify**, a product that supports a systematic approach to data quality management. The powerful application enables districts to detect and react to data issues in a timely manner.

“Many of our districts are implementing data initiatives and undergoing the process necessary to formalize and centralize information,” says Dr. Mariah Adin, manager of Analytics and Coordinated Support Services at the MHRIC. “Part of this process includes ensuring the relevance, timeliness, overall privacy, and accuracy of data. **Certify** provides data coordinators with the ability to take immediate action to resolve or correct data errors.”

Certify centralizes the data from districts’ databases (for example student management systems, IEP Direct, and nVision)

and runs a verification process to show whether all the databases are in sync. It allows all departments that use these different databases to work together to ensure data accuracy.

Another example where **Certify** assists in streamlining data accuracy is the regularly scheduled import of state-mandated student data to New York State, which is the most important aspect for Greenwood Lake Union Free School District School Data Analyst Susan Lepre. “**Certify** identifies inconsistencies and allows me to investigate and correct them prior to my import,” she said. For some districts, an average import might have contained 10 errors at Level 0, but with **Certify** they may have none.

The application also has useful and appealing visuals. Districts can download scorecards that can then be shared with various departments. For example, Pupil Personnel can

see where their students are in the evaluation process.

Lepre is also pleased with **Certify**’s flagging system. “Any flags or error codes that appear in the investigation are consistent within **Certify**, the NYS SIRS Manual, and the MHRIC Help Center. Wherever an error appears in the process, the [indicator] number will be the same, which makes them easy to identify throughout,” said Lepre.

All in all, **Certify** allows Districts to clean up their data and streamline all databases. Once Districts arrive at a place of zero errors, they see that **Certify** is the solution for clean data. “My data is definitely cleaner because of **Certify**,” concluded Lepre.

If your school district is interested in learning more about **Certify**, please contact Dr. Mariah Adin at the MHRIC by calling (845) 255-1450 extension 1246 or emailing madin@mhric.org.

The Mid-Hudson Regional Information Center @ Ulster BOCES is hosting the:

MULTI-HAZARD EMERGENCY PLANNING FOR SCHOOLS COURSE (G-364)

July 16-17, 2019 • 8:00AM – 4:30PM

Ulster BOCES Conference Center • 175 Route 32 North, New Paltz, NY 12561

Presented by:



**Homeland Security
and Emergency Services**

This 2-day course provides school safety team members with the knowledge, skills, and tools needed to refine or develop an all-hazards school Emergency Response Plan (ERP) that meets NYS regulatory mandates and to identify how to train and exercise the school ERP.

There is no fee for this course. Food, lodging, and transportation costs are the responsibility of the attendee.

For more information and to register, please go to: <https://www.mhric.org/services/security-svcs>

CONTACTING YOUR MHRIC TEAM

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

Administration

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Silas Whittaker, Jr, Manager.....Ext. 1372
swhittaker@mhric.org

Help Desk Support

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Student Services

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

Student Services Support Center

256-2450 sssc@mhric.org



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

The Board of Cooperative Educational Services, Sole Supervisory District of Ulster County (the "District"), does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation. ("sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic predisposition or carrier status or any other legally protected status in regard to employment opportunities or educational/vocational programs or activities which it operates. All inquiries regarding the Ulster BOCES Non-Discrimination policies and/or all complaints regarding violation(s) of these policies should be directed to the Ulster BOCES Compliance Officer, Dr. Jonah Schenker, Deputy Superintendent, 175 Route 32 North, New Paltz, NY, 12561, jschenke@ulsterboces.org, (845) 255-3020. Inquiries concerning the application of Title IX and its implementing regulation and/or complaints regarding violation(s) of these provisions can be referred to the Department of Education, Office of Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500, (646) 428-3900, FAX: (646) 428-3843; TDD: (800) 877-8339; E-Mail: OCR.NewYork@ed.gov.

MHRIC District Members

TECHNOLOGY SUPPORT SERVICE

Participating Districts

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

OFFICE AUTOMATION

Participating Districts

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

MHRIC District Members

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 *Summer 2019 Classes*

You are eligible to attend these classes if your district belongs to our Technology Support Service (TSS) and is listed on page five. If your district is not listed and you would like information on how to attend, please call Barbara Heiles at 255-1450 x1316 or email bheiles@mhric.org.

CLASS	DATE	TIME	TRAINER	LOCATION
WORD PROCESSING CLASSES				
Word Introduction Part 1	July 12	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	July 12	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Graphics	July 29	12:30 – 3:30	JoAnn Uhl	IS TLC Lab
Word Shortcuts, Tips, & Tricks	August 6	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Long Documents, Manuals & Handbooks	August 7	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Word Advanced Page Layout	August 22	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Mail Merge Using MS Office	August 22	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
DATABASE CLASSES				
Access Introduction	July 22	8:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Intermediate	July 31	8:30 – 3:30	JoAnn Uhl	IS TLC Lab
Access Forms	August 9	8:30 – 11:30	JoAnn Uhl	IS TLC Lab
Access Queries	August 9	12:30 – 3:30	JoAnn Uhl	IS TLC Lab
Access Reports	August 14	8:30 – 11:30	JoAnn Uhl	IS TLC Lab
Access VBA & Macros	August 14	12:30 – 3:30	JoAnn Uhl	IS TLC Lab
SPREADSHEET CLASSES				
Excel Made Easy	July 11	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Introduction Part 1	July 17	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	July 17	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Advanced Part 1	July 19	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Advanced Part 2	July 19	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Intermediate Part 1	July 29	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Intermediate Part 2	July 29	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Functions & Formulas Part 1	August 5	8:30 – 11:30	JoAnn Uhl	IS TLC Lab
Excel Functions & Formulas Part 2	August 5	12:30 – 3:30	JoAnnUhl	IS TLC Lab
Excel Shortcuts, Tips, & Tricks	August 13	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
SPECIALTY CLASSES				
PowerPoint Introduction Part 1	July 15	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
PowerPoint Animations & Multimedia Part 2	July 15	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Adobe Photoshop Elements - Introduction	August 7	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Specialty Projects Workshop	August 12	By appl.	Staff	MHRIC – Computer Lab A

Continued...

Lab Locations

Find directions to our labs at
www.mhric.org

MHRIC – Computer Lab A • Instructional Services TLC Lab

Ulster BOCES, 175 Route 32 North, New Paltz
(845) 255-1450

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

INTERNET CLASSES

Gmail - The New Basics	July 30	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
 Gmail – BEYOND the Basics	July 30	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Docs and Sheets	July 31	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Sites	August 9	9:00 – 12:00	Barbara Heiles	MHRIC – Computer Lab A
Google Calendar Basics	August 13	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Google Forms	August 15	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Mail Merge with Google Docs Using autoCra	August 19	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Google Keep	August 20	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A

TSS Online GoToMeeting “Slices”

Slice Instructions

Our “slices” will offer 45 minutes of application training content followed by 15 minutes of group discussion. Participants access these online training sessions from their own location. They will be emailed a link to an online meeting place where they can view and listen to the various “slice” offerings by the MHRIC trainers. Several audio options are provided in order to allow the participants to communicate with the trainer and others in attendance. For more information, go to mhric.org.

See
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for
Registration
Information

SLICE	DATE	TIME	TRAINER
Google Drawings – Creating Diagrams	July 16	2:00 – 3:00	Barbara Heiles
Chromebook Overview	July 18	9:00 – 10:00	Pascale Martel
Google Drive and G Suite Overview	July 18	10:30 – 11:30	Pascale Martel
Excel Conditional Formatting	July 18	2:00 – 3:00	Barbara Heiles
Google Charts	July 26	10:00 – 11:00	Barbara Heiles
Excel Pivot Tables	August 6	9:00 – 10:00	Pascale Martel
 Excel Tables Feature	August 6	10:30 – 11:30	Pascale Martel
 Excel Data Validation – Dependent Lists	August 8	9:00 – 10:00	Pascale Martel
 Excel Comparing Lists	August 8	10:30 – 11:30	Pascale Martel
Excel Charts	August 9	1:30 – 2:30	Barbara Heiles
Google Docs	August 21	10:00 – 11:00	Barbara Heiles
Google Sheets	August 23	10:00 – 11:00	Barbara Heiles



Sign up today!

TSS Class Descriptions

Access Introduction

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

Access Intermediate

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

Prerequisite: Access Introduction or equivalent experience.

Access Forms

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

Prerequisite: Access Introduction or equivalent experience.

Access Queries

This three-hour class assumes participants understand basic query concepts. We will cover more advanced topics such as creating calculated fields, working with the expression builder, and summarizing groups of records. Additionally, we will examine various query types including parameter queries, crosstab queries, and action queries.

Prerequisite: Access Introduction or equivalent experience.

Access Reports

This three-hour class assumes participants understand how to create a basic report. Time will be spent using, creating, and modifying reports in design view. We will look at report sections, grouping, sorting, and inserting formulas. Additionally, we will learn to modify report and control properties and use report formatting techniques.

Prerequisite: Access Introduction or equivalent experience.

Access – Automating Tasks with VBA-based Macros

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

Prerequisite: Access Introduction or equivalent experience.

Adobe Photoshop Elements – Introduction

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

Chromebook Overview "Slice"

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

Excel Made Easy – Basic Skills for Working with Spreadsheets

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

Excel Introduction Part 1

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

Excel Introduction Part 2

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

Prerequisite: Excel Introduction Part 1 or equivalent experience.

Excel Intermediate Part 1

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

Prerequisite: Excel Introduction Part 1 or equivalent experience.

Excel Intermediate Part 2

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

Prerequisite: Excel Introduction Part 1 or equivalent experience.

Excel Advanced Part 1

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

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

Excel Advanced Part 2

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

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

Excel Charts

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

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

Excel Comparing Lists “Slice”

Discover Excel’s Inquire add-in which is an easy solution to compare two files. Find where edits have been made, or which records have been deleted, or added from one spreadsheet to the next. We will also compare lists using different options within Excel’s Conditional Formatting tool.

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 Data Validation – Dependent Lists “Slice”

Data Validation controls data entry in designated cells on your spreadsheet. Use Data Validation to pick from a list of allowable items. Take this a step further and display a list that is based on the item chosen from another list. For instance if Science is chosen as a subject in one list, the dependent list would display a selection of Science classes.

Prerequisite: Some Excel experience.

Excel Functions & Formulas Part 1

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

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

Excel Functions & Formulas Part 2

In this class we will: review relative and absolute cell referencing; concentrate on more of Excel’s built-in functions like If, Countif, Proper, Vlookup, and Datedif; work on nested or embedded functions; work on some questions from the class.

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

Excel Pivot Tables “Slice”

Pivot Tables are tables in Excel that summarize data. They allow you to filter out selected data from a main table in order to show only the records you specify. Topics in this slice will include creating reports, modifying Pivot Tables, and creating Pivot charts.

Prerequisite: Excel Intermediate Part 2 or equivalent experience.

Excel Shortcuts, Tips, & Tricks

This class or slice is designed for people who currently use 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 Tables Feature “Slice”

Learn how to turn a range of cells in Excel into an Excel Table. The Excel Table is a powerful feature that makes it easy to organize and analyse your data. Use the automatic filter buttons, preset formatting styles, remove duplicates, and more using Excel’s table management tools.

Prerequisite: Some Excel 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, maybe 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 email together often 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 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 Docs “Slice”

Google Docs lets you create documents and organize them, and to collaborate with others using shared documents. You can also upload 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 Sheets “Slice”

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

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

Google Keep

Google Keep is a basic, easy to use, note-taking application that syncs across devices. 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.

Google Forms

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

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

Google Sites

Thinking of creating a website? Google Sites is a free and easy way to create and share web pages. You can use Sites to plan club meetings and activities, share info on a secure company intranet, collaborate on a team project, or stay connected with family members. In this class and/or slice, we will create a site and customize it, and then learn how to edit pages and set permissions for editing and viewing.

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

Mail Merge in G Suite Using autoCrat

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

Prerequisite: Google Docs and Sheets or equivalent experience.

Mail Merge Using MS Office

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

Prerequisite: Word Introduction Part 1 or equivalent experience.

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 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.

Word Advanced Page Layout

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

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

Word Introduction Part 1

Microsoft Word makes word processing easy. This class will cover basic word processing skills including: creating, saving, and printing documents; editing techniques for selecting, copying, moving, and replacing text; basic character and paragraph formatting techniques.

Word Introduction Part 2

Once you have some basic Word experience, it is time to build on your skills to make your work more efficient! This class will include: using the clipboard; viewing two documents side by side; the basics of headers, footers, and page numbers; using built-in templates; turning your own document into a template; indenting; tabs; and using bullets and numbers for lists.

Prerequisite: Word Introduction Part 1 or equivalent experience.

Word Graphics

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

Prerequisite: Word Introduction Part 1 or equivalent experience.

Word Long Documents, Manuals & Handbooks

In this class we will gain a better understanding of how to work with lengthy documents in Word. We will look at the tools and features to make working with large documents easier. Some of the topics we will cover are: working with page numbering in a document with multiple sections, creating a Table of Contents and an Index, using Styles, working with Tables that span multiple pages, creating Bookmarks, Cross-references, and more.

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

Word Shortcuts, Tips, & Tricks

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

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

Office Professional Institute: Past Success and Exciting Plans

Our tenth Office Professional Institute (OPI) was a huge success in March. We continued experimenting with different ways to offer our participants the best experience possible.

In order to increase scheduling flexibility, we shortened our hands-on sessions and offered twice as many hands-on sessions as demonstration sessions. In addition, we made sure that not only did the three sessions in every time slot offer a choice between Microsoft, Google, and something else (e.g., Adobe), but also offered choices for both experienced and new users. Finally, as always, we added a new topic or two to keep up with the changing tools available to the office professional.

The response was gratifying, both in terms of the number of registrants and the evaluations at the end of the day. The evaluations included some suggestions for improvement, but told us clearly that the day was a success.

Now we are looking forward to making our next OPI on July 24 even better. We are making all of our sessions hands-on. The trade-off is that the maximum number of attendees is limited by the available computers, so register early! We are selecting our topics now. Save the date and look for a separate email from us soon.

*From Top: Pascale Martel, TSS Trainer
OPI Hands-on Session*

Participant Lauren Chacon, Washingtonville CSD



Next OPI: July 24

June

6/13

NVISION FISCAL YE USER GROUP MEETING

July

7/11

Excel Made Easy

7/12

Word Introduction Part 1

Word Introduction Part 2

7/15

PowerPoint Introduction Part 1

PowerPoint Animations & Multimedia Part 2

7/16

HOMELAND SECURITY: MULTI-HAZARD
EMERGENCY PLANNING FOR SCHOOLS

Google Drawings "Slice"

7/17

HOMELAND SECURITY: MULTI-HAZARD
EMERGENCY PLANNING FOR SCHOOLS

Excel Introduction Part 1

Excel Introduction Part 2

7/18

Chromebook Overview "Slice"

Google Drive and G Suite Overview "Slice"

Excel Conditional Formatting "Slice"

7/19

Excel Advanced Part 1

Excel Advanced Part 2

7/22

Access Introduction

7/24

OFFICE PROFESSIONAL INSTITUTE

7/26

Google Charts "Slice"

7/29

Excel Intermediate Part 1

Excel Intermediate Part 2

Word Graphics

7/30

Gmail - The New Basics

Gmail - BEYOND the Basics

7/31

Access Intermediate

Google Docs and Sheets

Calendar of Events

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

August

8/5

Excel Functions & Formulas Part 1

Excel Functions & Formulas Part 2

8/6

Excel Pivot Tables "Slice"

Excel Tables Feature "Slice"

Word Shortcuts, Tips, & Tricks

8/7

FINANCIAL USER GROUP MEETING

Word Long Documents, Manuals & Handbooks

Adobe Photoshop Elements

8/8

Excel Data Validation – Dependent Lists

"Slice"

Excel Comparing Lists "Slice"

8/9

Access Forms

Access Queries

Google Sites

Excel Charts "Slice"

8/12

Specialty Projects Workshop

8/13

Google Calendar Basics

Excel Shortcuts, Tips, & Tricks

8/14

Access Reports

Access VBA & Macros

8/15

Google Forms

8/19

Mail Merge with Google Docs Using autoCrat

8/20

Google Keep

8/21

Google Docs "Slice"

8/22

Word Advanced Page Layout

Mail Merge Using MS Office

8/23

Google Sheets "Slice"

June 2019

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July 2019

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August 2019

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