The Growth of Data Collection

By Pamela Walkowiak, Data Management Specialist

School District data collection in New York State has been occurring for decades. The volume of data collected and the information available has increased dramatically through the years. Looking at the School Report Card website, you can find in the archives School District Report Cards issued as far back as the 1998-1999 school year. These documents contained six pages of information including the School District's profile and student performance on the Grade 4 and 8 ELA and Math Assessments and on the High School Regents Exams.

Within a couple of years, that one report grew to three. By the 2001-2002 school year, you can find a Comprehensive Information Report (fifteen pages), an Overview of Performance Report (24 pages) and a Fiscal Supplement (two pages) for each district. This trend continued until the 2011-2012 school year, the final year of traditional reports. Starting in 2012-2013, report cards were now accessed electronically. The information provided not only included student performance but showed information on student growth and on the Annual Professional Performance Review Ratings.

Influence of Technology

Growth in technology is a significant contributing factor in the dramatic increase and improvement in the reporting of student data. We are now able to produce dynamic reports of data tailored to show specific information not only through the School Report Cards but also through internal systems that allow districts to analyze student performance and district accountability data. Recently, reports have been added that allow

IN THIS ISSUE

Affordable Care Act Support Services

The MHRIC Financial Services Department has recently formed a partnership with CPI-HR to offer Affordable Care Act (ACA) support services to our school districts. The ACA appears to be here to stay, and districts need to know how to stay in compliance with the law. Failure to properly report and offer coverage can result in steep fines for the districts.

CPI-HR has worked with many New York state school districts to ensure compliance with the law. They have presented at the New York State Association of School Business Officials (NYSASBO) and other venues to inform districts of their legal obligations in regards to the law.

Teaming up with the MHRIC Financial Services Department means that your district has expertise all around. CPI-HR has worked with the financial systems offered by the MHRIC, but they are by no means experts in these systems. The MHRIC specialists know the software inside and out but do not know the laws and regulations of ACA as well as CPI-HR.

The ACA support service includes compliance reviews, training in ACA policies and procedures, assistance in the development of an ACA plan & timeline, as well as working with the district on tracking and reporting.

The firm uses its own electronic, web-based software to work with district data to determine eligibility for coverage based on the number of hours worked in the district. They track eligibility and affordability issues with multiple measurement, stability, and administrative periods across complex employee demographics. Their software can handle tricky reporting issues such as surviving spousal coverage and reporting that conventional financial software cannot do.

The company produces timely and accurate forms for the IRS Form 1095s and electronic filing of Form 1094. They will produce and mail Form 1095s on behalf of the district, taking the worry of compliance out of the district's hands. They are extremely knowledgeable and current on the laws and regulations of this initiative. They work closely with district staff to gather the necessary information to properly report and file information with the government to save the district from the threat of heavy fines. They have worked with a number of financial software packages including Finance Manager, nVision, and WinCap.

Please call Kathi Goodyear, Financial Services Manager, at 845-255-1450 x 1330 with questions or for a quote.

Scope of Services

Are you aware of everything that is included in the services provided by the Mid-Hudson Regional Information Center? We provide Scope of Services for each MHRIC service, and these documents clearly define the roles of the MHRIC and the responsibilities of the district.

Where can I find the Scope of Services?
These documents are provided to each district when a new service begins. You may also find these documents on our website (mhric.org) at the bottom of each respective service.

Questions?
Please contact the appropriate department manager regarding any questions you may have regarding any of the services. We will be happy to review the Scope of Services with you.

We Want Your Feedback!
More Choices for IEP/Medicaid and RTI?

The Mid-Hudson Regional Information Center (MHRIC) has always kept to the most rigorous standards of customer service and innovation. The software products we support have added value to our districts' everyday lives, and we always strive to listen to our districts' software and support needs while providing the best software products with the highest quality.

In the spirit of this, we are excited to announce a demonstration of two additional software products. As a partner school district, your feedback would be of the utmost importance in making this decision. We are considering this expansion to our current Special Education and Response to Intervention software suite of products.

Clear Track 200 is a highly cost effective web-based special education management tool for school districts and boasts a user friendly interface.

Clear Track 200 & RTI Edge Demonstration

Wednesday

January 10, 2018

(Inclement weather date Thursday, January 11, 2018)

Jane Bullowa Conference Center in New Paltz

12:30 p.m. – 4:00 p.m.

Clear Track 200 was designed by teachers for teachers and includes data management and reporting all within one easy-to-use system. This special education management software specializes in New York State customizable and compliant IEP's, with letter templates and the ability to provide query reporting of historical data.

RTI Edge is a complete response to intervention data tracking and analysis tool and is a perfect complement to Clear Track 200. Although RTI Edge can be used as a stand-alone software, this product gives school districts the ability to easily identify and monitor struggling learners and their unique skill deficits with easy-to-use graphing and tracking solutions. This allows staff to make informed decisions based on real data and the ability to predict student success.

The MHRIC will host a demonstration of Clear Track 200 and RTI Edge for all interested school districts in our region on Wednesday, January 10, 2018. (Inclement weather date is scheduled for Thursday, January 11, 2018). This demonstration will be held in the Jane Bullowa Conference Center in New Paltz from 12:30 p.m. – 4:00 p.m. We encourage all business officials, special education directors, technology directors and district administrators responsible for academic intervention services/response to interventions to join us for these presentations.

If you are interested in attending this presentation, please register using MyLearningPlan (http://www.mhric.org/mylearningplan) If you need assistance with registering for this event, please contact Joanne Hudela at (845) 255-1450 X1270 (jhudela@mhric.org).

Office Professional Institute

We are pleased to announce that we are offering another Office Professional Institute (OPI) on **Tuesday, April 10, 2018** from 8:30am-3:15pm in The Conference Center at Ulster BOCES in New Paltz. The focus of the institute is to offer training to a wide range of office professionals on technologies they can use every day to make their jobs more productive. This one-day institute will focus on helping employees from all areas of the district to utilize technology tools, network, and develop best practices that will help them perform their roles more efficiently.

Last March we welcomed 41 participants from 16 districts in four counties to our Winter OPI. They attended sessions that included Microsoft Excel and Publisher, and Google Forms and Gmail. This year we are hoping that our April date will mean that Spring will have arrived here in New Paltz! We plan to have a keynote session about Cyber Security with cutting-edge information. We will also offer a new class on Microsoft OneNote. Save the date, and plan to join us in April!

In Case of Inclement Weather

Is the class cancelled? Is it delayed? 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 have a delay, the class will be cancelled. 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.

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. Laurie Cassel, Deputy Superintendent, 175 Route 32 North, New Paltz, New York, 12561, lcassel@ulsterboces.org - (845) 255-3020.

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
Rick Olsen, Manager........Ext. 1235.......rolsen2@mhric.org

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

MID-HUDSON
REGIONAL INFORMATION CENTER
175 Route 32 North, New Paltz, New York 12561
845-255-1450 • www.mhric.org

MHRIC District Members

TECHNOLOGY SUPPORT SERVICE

Technology Support Service Districts

Arlington

Dutchess BOCES

Fallsburg

Highland Falls

Hyde Park

Kingston

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Minisink Valley

Monticello

Onteora

Pine Plains

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Tri-Valley

Tuxedo

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Valley Central

Wallkill

Warwick

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Office Automation Participating Districts

Arlington

Kingston

Middletown

Monroe-Woodbury

Monticello

Rhinebeck

Rondout Valley

Saugerties

Tri-Valley

Ulster BOCES

Wallkill

Warwick

The TSS page on our new MHRIC website

Registration Process For All MHRIC Events

All registrations for MHRIC events need to be completed using **MyLearningPlan.com (MLP)**. If you do not currently have an MLP account, there is no charge to you or your district to set up the new MLP account.

From our www.mhric.org website, you can register for events in MLP in two ways:

First, 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.

OR

You can click on "Training" (to the right of our logo) and select Technology Support Service (TSS) on the drop down menu. Scroll down on the page to the calendar. 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 Pascale Martel (pmartel@mhric.org).

Technology Support Service *Winter 2018 Classes*

	DATE	TIME	TRAINER	LOCATION

WORD PROCESSING CLASSES

	DATE	TIME	TRAINER	LOCATION
Word Introduction Part 1	Jan. 10	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 1	Mar. 19	4PM-7PM	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	Jan. 10	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	Mar. 21	4PM-7PM	Barbara Heiles	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	Feb. 15	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Long Documents, Manuals, & Handbooks	Feb. 28	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A

DATABASE CLASSES

	DATE	TIME	TRAINER	LOCATION
Access Introduction	Feb. 6	8:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Access Intermediate	Feb. 13	8:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Access Forms	Feb. 20	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Access Queries	Feb. 27	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Access Reports	Mar. 6	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A

SPREADSHEET CLASSES

	DATE	TIME	TRAINER	LOCATION
Excel Introduction Part 1	Jan. 17	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 1	Mar. 26	4PM-7PM	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	Jan. 17	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	Mar. 28	4PM-7PM	Barbara Heiles	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	Feb. 22	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Intermediate Part 1	Feb. 5	8:30-11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Intermediate Part 2	Feb. 5	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Advanced Part 1	Mar. 22	8:30-11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Advanced Part 2	Mar. 22	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Functions & Formulas Part 1	Mar. 5	4PM-7PM	Pascale Martel	MHRIC – Computer Lab A
Excel Functions & Formulas Part 2	Mar. 12	4PM-7PM	Pascale Martel	MHRIC – Computer Lab A

SPECIALTY CLASSES

	DATE	TIME	TRAINER	LOCATION
Specialty Projects Workshop	Mar. 15	2 hours by appt.	Staff	MHRIC – Computer Lab A
new MS Publisher – Creating Print Publications	Jan. 16	8:30-3:30	Pascale Martel	MHRIC – Computer Lab A
PowerPoint Introduction (Part 1)	Jan. 30	8:30-11:30	Pascale Martel	MHRIC – Computer Lab A
PowerPoint Animations & Multimedia (Part 2)	Jan. 30	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Making ADA Accessible Documents	Feb. 7	8:30-11:30	Pascale Martel	MHRIC – Computer Lab A

INTERNET CLASSES

	DATE	TIME	TRAINER	LOCATION
MS OneDrive	Jan. 18	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
G Suite Overview	Jan. 25	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Gmail Basics	Jan. 23	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Google Calendar Basics	Jan. 23	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Slides	Feb. 12	12:30-3:30	Pascale Martel	MHRIC – Computer Lab A
Google Docs	Feb. 8	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Google Sheets	Feb. 8	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Forms	Mar. 8	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Lucidpress - Create Print Publications	Feb. 14	12:30-3:30	Pascale Martel	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.

SLICE	DATE	TIME	TRAINER
Mail Merge Using MS Office	Jan. 31	3:30-4:30	Pascale Martel
Mail Merge with Google Docs using autoCrat	Jan. 31	5:00-6:00	Pascale Martel
Gmail Labels and Filters	Feb. 7	3:30-4:30	Barbara Heiles
Google Calendar Tasks & Reminders	Feb. 7	5:00-6:00	Barbara Heiles
Excel Functions & Formulas: Dates & Times	Feb. 12	3:30-4:30	Barbara Heiles
Excel Conditional Formatting	Feb. 12	5:00-6:00	Barbara Heiles
Chromebook Overview	Feb. 21	3:30-4:30	Pascale Martel
Making ADA Accessible Documents	Feb. 21	5:00-6:00	Pascale Martel
Word Tables	Feb. 26	3:30-4:30	Pascale Martel
new Word Tabs, Indents, Bullets, and Numbering	Feb. 26	5:00-6:00	Pascale Martel
Excel Charts Overview	Mar. 7	3:30-4:30	Barbara Heiles
Google Drive Overview	Mar. 7	5:00-6:00	Barbara Heiles
MS Office 2013 Templates	Mar. 14	3:30-4:30	Pascale Martel
new Google Docs Templates	Mar. 14	5:00-6:00	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.

Lab Location

Find directions to our lab at

www.mhric.org

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

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

TSS Class Descriptions

Access Introduction

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

Access Intermediate

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

Access Forms

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

Access Queries

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

Access Reports

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

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 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 Introduction Part 1

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

Excel Introduction Part 2

Once you have some basic Excel experience, it is time to build on your skills to make your work more efficient! This class will include: a quick review of formatting; using basic formulas and functions; using built-in templates; turning your own spreadsheet into a template; using Autofill to speed up data entry; and using Relative and Absolute cell references in formulas and functions.
Prerequisite: Excel Introduction Part 1 or equivalent experience.

Excel Intermediate Part 1

If you have mastered the basics of Excel you are ready to move on to this class. Topics will include: working with and managing larger worksheets and workbooks, using external referencing to set up a summary sheet, learning about spreadsheet views that can be useful for different tasks, protecting areas of a spreadsheet or entire workbooks.
Prerequisite: Excel Introduction Part 1 or equivalent experience.

Excel Intermediate Part 2

Topics will include: working with and managing large amounts of data, controlling printouts, creating lists, working with the data form, using subtotals to analyze data, and simplifying data entry with data validation.
Prerequisite: Excel Introduction Part 1 or equivalent experience.

Excel Charts

Illustrate your data with great looking charts! During this class or slice you will learn to create, edit, and format charts, and work with different types. Creating and working with charts in Excel is easier than you might think and actually is quite fun.
Prerequisites: Excel Introduction Part 1 or equivalent experience and knowledge of spreadsheets.

Excel Conditional Formatting "Slice"

Conditional Formatting is a way to have Excel apply certain formatting to part or all of your spreadsheet, based on a condition. For example, you may have a spreadsheet set up as a grade book and you would like all of the grades that are below 65 to stand out with a yellow background. Or, you may want to easily find missing data (blank cells) by formatting those cells with a pink background. When values change and no longer meet the criteria, the cells return to their original formatting. We will also see how to set and modify rules for Data Bars and Icon Sets, how to work with dates, and more.

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 Functions & Formulas: Dates & Times "Slice"

This slice will cover some of Excel's built-in functions that involve Dates and Times.
Prerequisite: Excel Introduction Parts 1 and 2 or equivalent experience.

Excel Shortcuts, Tips, and Tricks

This class or slice is designed for people who currently use Microsoft Excel. Microsoft Office has many hidden options, unknown features, and shortcuts. We will show you formatting tips, keyboard shortcuts, and other tricks to customize Excel to work the way you want. You will be able to apply many of the same techniques in Word, PowerPoint, Publisher, and Access. Learn how to make Microsoft Office more powerful, more productive, and even easier for you to use.
Prerequisite: Excel Introduction Part 1 or equivalent experience.

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 Labels and Filters "Slice"

Get control of your email! In Gmail, use Labels to help you categorize your email messages, and then use Filters to automatically route your multitudes of messages so they don't pile up in your inbox. You can keep your mail organized and out of the way, but still accessible for when you need to find something.
Prerequisite: Experience with Gmail.

Google Calendar Basics

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

Google Calendar Tasks & Reminders "Slice"

Get Organized! Google Tasks help you to keep track of your to-do lists for work and home. Reminders let you set a specific date and time. Do you need a system to remember what to bring to that important meeting, who to make follow up phone calls to, attend the webinar, stop by the store, and get ready for evening class? Find out whether Tasks & Reminders is right for you and how to use them. Keep it all straight with Google Tasks & Reminders!
Prerequisite: Experience with Gmail.

Google Docs

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 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 Drive Overview "Slice"

In this slice, we will learn how to use Google Drive. Topics will include: how files are stored in drive; organizing files in folders; creating documents; and collaborating with others using shared documents.
Prerequisite: Some experience with internet browsers is helpful

Google Forms

With free Google Forms, you can quickly create a form or survey; send it to students, parents, teachers, or staff; embed it in a webpage; and keep track of the answers in one spreadsheet. This session will give you an overview of developing a form and creating the spreadsheet that will allow you to sort, analyze, and visualize the information.
Prerequisite: Some experience with internet browsers is helpful

Google Sheets

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 Slides

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

G Suite Overview

In this class or slice, we will learn how to use Google Drive. We will have a quick introduction to creating files using Docs, Sheets, and Slides, and how to organize those files. We will also see how to collaborate with others using shared documents. With Google Drive you can store your Google documents and other file types – all online, and all for free.

Class Descriptions continued

Lucidpress - Create Print Publications

This class or slice introduces the student to a free online print production program. Lucidpress is used to create professional looking publications such as newsletters, booklets, and flyers. Typical topics to be covered may include: creating a publication using templates, making changes, and inserting graphics.

Mail Merge Using Microsoft Office "Slice"

Topics covered in this class or slice will include using Word to create files for producing form letters and labels. Using Access and Excel as data sources will be included.
Prerequisite: Word Introduction Part 1 or equivalent experience.

Mail Merge with Google Docs Using autoCrat "Slice"

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

Making ADA Accessible Documents

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

MS Office 2013 Templates

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 Microsoft Office Templates which are designed to be professional-looking and easy to use. We will also see how to create and use custom templates in Word and Excel.

MS OneDrive (the free version of Office 365)

With an internet connection, and a free Microsoft OneDrive account, you can use Word, Excel, PowerPoint, Access, and Publisher for free without installing Microsoft Office. In this class or slice, we will learn how to use OneDrive to create, save, and edit files; how to upload and download files; and how to share them with others. Note: Microsoft OneDrive is the free version of Office 365.

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.

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 we will help you to work it out. We will have two-hour blocks throughout the day for individualized help. When you sign up for this workshop, you will be asked to tell us what you need help with and also sign up for a specific time slot.

Word 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 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, and Tricks

This class or slice is designed for people who currently use Microsoft Word. Microsoft Office has many hidden options, unknown features, and shortcuts. We will show you formatting tips, keyboard shortcuts, and other tricks to customize Word to work the way you want. You will be able to apply many of the same techniques in Excel, PowerPoint, Publisher, and Access. Take this class to learn how to make Microsoft Office more powerful, more productive, and even easier for you to use.
Prerequisite: Word Introduction Part 1 or equivalent experience.

Word Tables

Are you confident with word processing but get confused when you have to create or work with tables? If so, then this class and/or slice is for you. Topics will include creating tables; adjusting table size; adding, deleting, and moving rows and columns; merging and splitting cells; working with borders and shading; sorting; and more. With this new knowledge, you will be able to create schedules, calendars, resumes, and lists with ease.
Prerequisite: Word Introduction or equivalent experience.

Word Tabs, Indents, Bullets, & Numbering "Slice"

Tabs are used to align text on the page. Pressing the tab key will advance you to the next default tab stop, but there are different kinds of tab stops available, and they can be placed anywhere on the ruler. We will look at the different kinds of tabs and how to use them. We will learn how to use the indent tool to create different kinds of indents. Indents and Tabs are also part of your bulleted and numbered lists. Working with Bullets and Numbering in Word can be tricky. But you will find it easy to control your lists once you learn a few basics! We will address working with sub-lists; how to add lines without numbers/bullets; and how to change the alignment of numbers/bullets using the tab and indent tools.
Prerequisite: Word Introduction Part 1 or equivalent experience.

We Would Like Your Feedback

Are you looking for a class that we don't currently offer?
Let us know how we may serve you better!
Email Kathi Goodyear at **kgoodyea@mhric.org** to let us know what you think.

Google Drive
Chromebook
Google Sheets
Gmail
Google Docs
Access
POWERPOINT
Excel
Publisher
Lucidpress
G Suite
WORD
Microsoft Office

districts to track a student's progress toward meeting graduation requirements. The data collection requirements needed to support these improved reporting capabilities have increased accordingly. New systems and tools were required to provide this.

The Student Information Repository System (SIRS), commonly referred to as the Data Warehouse, was first implemented in 2005-2006, replacing earlier, stand-alone systems known as LEAP and STEP. SIRS provides a single source of standardized individual student records that can be used for analysis of student performance and to meet State and Federal reporting and accountability requirements. In its first year of operation, SIRS collected 50 data elements over five reporting templates, including Student Demographic, Enrollment, Program Service and Assessment information. Today, we report hundreds of data elements over 25 templates. Data elements now include information on both Student and Staff.

New Reporting Requirements

Let's think about that growth from the perspective of a single student. We still report one set of demographic information, typically one set of enrollment information (it may be more if a student moves from one building to another within the district). Program Service information has grown significantly with a requirement to report information on Special Education, Summer School, English Language Learners, Foster Students and much more. Assessment Information has grown to now include Grade 3-8 ELA and Math, Grade 4 and 8 Science, NYSESLAT and NYSITELL exams, NYSAA, AP and IB Assessments and more. In addition to the growth in those original 2005-2006 reporting requirements, we now report data on every course taken, all teachers assigned to those courses, final grades on every course, credits earned by the student and attendance information for each day.

Outside of the student domain, data are reported on the school calendar for every building, the marking periods within each building and information on staff members and their assignments.

What Drives The Growth

You might ask, "Why?" The answer is relatively straightforward. The data are collected in order to meet both Federal and State reporting requirements. In addition to meeting the reporting requirements, the data collected through SIRS are also used to determine the funding a district will receive through various state and federal programs.

Federal Requirements are in the process of being set through the Every Student Succeeds Act (ESSA), which will replace the No Child Left Behind (NCLB) requirements. ESSA requirements are specific to each state but require approval by the United States Department of Education (USDOE). The ESSA Plan is currently being revised. In NY State, the ESSA Plan was proposed by the Board of Regents and made available for public review. Comments and feedback were collected both electronically and through public meetings. The plan was then revised by the Board of Regents based on the feedback received and was submitted to the Governor in September for approval. Upon receipt of that approval, the plan was submitted to USDOE for review and approval.

It is expected that the USDOE will provide feedback in December. Final approval is expected in January or February of next year. Following approval of the plan by the USDOE, the USDOE will work with District and BOCES superintendents, the ESSA Think Tank and other stakeholder groups to develop and provide guidance on the implementation of the plan.

It is obvious that the data collected though SIRS has grown, but that is not the only reporting that is required by school districts. There are several other data collection tasks that are required. Schools report additional Special Education information through the PD System. Behavior information is reported through the VADIR system, Food Lunch Program information is reported through the Child Nutrition system, Basic Educational Data (BEDS) are reported through the Institution Master File and School Climate/Culture information is now being reported through School Climate Surveys.

Future Growth

When State data reporting is being discussed, a commonly heard phrase is "the requirements only increase". This has obviously proven true over the past decade or so. With the new requirements being set through ESSA, it looks like this trend will continue for the foreseeable future.

Abuse • Alcohol• Bullying • Bus Concerns • Cheating on Schoolwork • Cutting/ Self-Injury • Cyber Bullying • Dating Violence • Depression • Discrimination • Dropping Out • Drugs • Eating Disorder • Family Problems • Fighting • Gangs • Health Issues • Peer Pressure • Pregnancy • Runaway • Sexual Harassment • Smoking • Stealing/Theft • Stress • Suicide • Thank You/Compliment • Vandalism • Violence • Weapons

Psssst...

Here's a Tip About "Quick Tip"

Those of you using calling systems such as SchoolMessenger know all about broadcasting information to your students, parents and community members…but did you know that it also works in reverse? That's right, anyone can easily send information to the districts as well, using the SchoolMessenger Quick Tip anonymous tip line.

Quick Tip is an easy tool for students, staff, parents and community members to quickly inform the district about campus violence, suicide, bullying, drugs, theft, or any other matter, and it can be completely anonymous if they so choose! Users even have the option of including an image file.

It's as simple as clicking on a link on the school website, and even better, it's a free app in the app store for smartphones!

Pre-set topics are listed, all a person has to do is pick one and give the basic info:
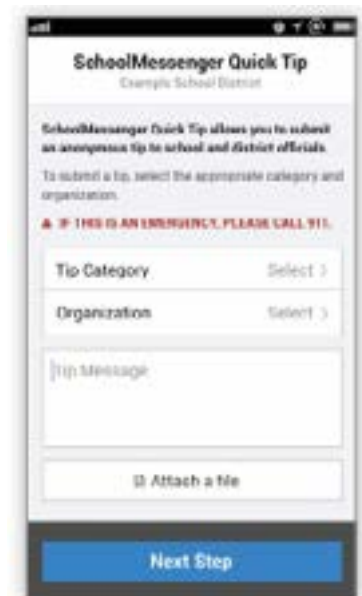
Message *

I heard there's going to be a fight in the field during lunch

Submit Tip

Because it's so easy-to-do and anonymous, students and parents alike are freely able to submit their concern to school officials. Ideally this tool can be used to address immediate campus concerns that the district might otherwise have not been privy to…until it was too late.

Once your district is set up, it's important to inform students and parents of this useful tool, as it will only get used if they are aware of it! Your school website should give detailed info to encourage use of Quick Tip. Instructions for downloading the app to student phones should be clearly communicated as well.

Are you one of our SchoolMessenger member districts? What are you waiting for? Let's get you set up with Quick Tip - it's an add-on module for your current SchoolMessenger system and **it is available to existing SchoolMessenger customers at no additional cost!**

Ken Kruppenbacher
Network Systems Specialist

Ken Kruppenbacher likes a good challenge, and he's been getting that these last few months at the Mid-Hudson Regional Information Center (MHRIC).

Ken, a Network Systems Specialist, joined the MHRIC in June after a decade with Instructional Services, a division of Ulster BOCES that's located on the same campus as the MHRIC in New Paltz.

Prior to that, Ken spent most of his working years in New York City.

"I was down there for the first World Trade Center bombing, I was down there for the blackout, and I watched 9/11 from my office window," he said.

Working as a network administrator for a large payroll company that served the film industry, Ken says he was "responsible for just about everything," and was busy working long hours, commuting from Dutchess County, and flying to Los Angeles, Toronto, Vancouver, and other cities, often on very short notice.

While the job had certain fun perks – like lunch with James Bond actor Sean Connery – it created a lot of pressure and stress and took Ken away from his family more than he liked.

"I got tired. It was OK to leave the job behind," he said.

Nowadays, he's not likely to be found lunching with 007, but Ken loves his job. He's been working the help desk, is a Gmail administrator, and is learning Finance Manager, a school business management software that the MHRIC offers to its districts.

Ken also enjoys working with his co-workers at the MHRIC. "The guys I work with are a real team," he said. "If I need help, I can go to any one of them and they're more than happy to jump in and help."

Ken's supervisor Rick Olsen, MHRIC Manager of Operations and Technical Services, praised Ken's knowledge, his quick learning ability, and his strong

Network Systems Specialist Ken Kruppenbacher

self-management skills. "We're very fortunate to have Ken on board," Olsen said.

Ken and his wife Lori, who works for Ulster BOCES, now live in Ulster County and their son and daughter are 21 and 23, respectively. And with no more last-minute night flights to the West Coast, Ken has had time to pursue his hobbies, which include martial arts and motorcycling.

He and Lori enjoy taking part in motorcycle rides for charity and Ken is master of ceremonies for the annual Detective John Falcone Memorial ride honoring a City of Poughkeepsie police officer gunned down in 2011. This past summer, Ken attended the well-known Sturgis Motorcycle Rally in South Dakota.

Ken said he enjoys his new position and its challenges.

"I look forward to new tasks," he said, adding that, after jetting around the country, coming to work at the same desk every day is nice, too.

Spotlight on
James Arra
Network Systems Specialist

James Arra enjoys a challenge and his new job at the Mid-Hudson Regional Information Center (MHRIC) is giving him plenty of opportunities to learn and improve his knowledge and skills.

James, a Network Systems Specialist, joined the MHRIC in the beginning of July, but the environment is not unfamiliar. For 14 years, he worked as a Network Support Specialist for the Instructional Services (IS) department, located on the same campus as the MHRIC at Ulster BOCES in New Paltz.

Network Systems Specialist James Arra

In his work with IS, James was based in the Kingston City School District and primarily provided network support. Now he's learning to work with management systems like eSchoolData and schooltool. "It's a totally different side of the fence," he said. "There's a lot to learn."

Luckily, James doesn't shy away from a challenge, and that's one of the things he enjoys about working in the technology field. "It's constantly changing and you're always learning something and challenging your knowledge," he said, adding that he likes the diversity of the programs he works with.

It also helps that he's known most of his co-workers for years through his work at IS. "The staff have made me feel very welcome, and it's nice working with them. I enjoy it," he said, noting that Technical Services Manager Rick Olsen and co-worker Andrew Becker have been particularly helpful. "Andy especially has taught me a lot and Rick is very knowledgeable," James said.

A lifelong Ulster County resident, James and his life partner, Pam, enjoy the beauty of the Hudson Valley through snowmobiling and, more recently, bicycling. Greyhound rescue and home renovations are among other hobbies that James enjoys.

Of course, computers and technology are a longtime interest for James, which makes working at the MHRIC a perfect career fit. "I've always loved the work here and it's a very professional environment," he said.

Calendar of Events

MHRIC

February

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

March

January

1/9
eSchool Data User Group Meeting

1/10
Cleartrack 200 & RTI Edge Demo
Word Introduction Part 1
Word Introduction Part 2

1/16
District Data Coordinator Meeting
MS Publisher - Creating Print Publications

1/17
Excel Introduction Part 1
Excel Introduction Part 2

1/18
MS OneDrive

1/23
Gmail Basics
Google Calendar Basics

1/25
G Suite Overview

1/30
PowerPoint Introduction (Part 1)
PowerPoint Animations & Multimedia (Part 2)

1/31
Mail Merge using MS Office "Slice"
Mail Merge with Google Docs
Using autoCrat "Slice"

2/5
Excel Intermediate Part 1
Excel Intermediate Part 2

2/6
Access Introduction

2/7
Frontline RTI User Group Meeting
Gmail Labels and Filters "Slice"
Google Calendar Tasks & Reminders "Slice"
Making ADA Accessible Documents

2/8
Google Docs
Google Sheets

2/12
Excel Functions & Formulas: Dates & Times "Slice"
Excel Conditional Formatting "Slice"
Google Slides

2/13
Access Intermediate

2/14
NYSED Roadshow
Lucidpress - Create Print Publications

2/15
Word Shortcuts, Tips, & Tricks

2/20
Access Forms

2/21
Chromebook Overview "Slice"
Making ADA Accessible Documents "Slice"

2/22
Excel Shortcuts, Tips, & Tricks

2/26
Word Tables "Slice"
Word Tabs, Indents, Bullets, & Numbering "Slice"

2/27
Access Queries

2/28
Word Long Documents, Manuals, & Handbooks

3/5
Excel Functions & Formulas Part 1

3/6
BoardDocs Conference
Access Reports

3/7
Excel Charts Overview "Slice"
Google Drive Overview "Slice"

3/8
Google Forms

3/9
Security User Group Meeting

3/12
Excel Functions & Formulas Part 2

3/14
MS Office 2013 Templates "Slice"
Google Docs Templates "Slice"

3/15
Specialty Projects Workshop

3/19
Word Introduction Part 1

3/20
District Data Coordinator Meeting

3/21
Word Introduction Part 2

3/22
Excel Advanced Part 1
Excel Advanced Part 2

3/26
Excel Introduction Part 1

3/28
Excel Introduction Part 2