MHRIC Governing Board

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

An advisory board has been formed and is comprised of five committees. Together the Governing Board will provide feedback and direction to the MHRIC on initiatives, service delivery, technical planning, and customer satisfaction.

The Governing Board's Steering Committee is comprised of the Joint Management Team's (JMT) four BOCES District Superintendents and selected component Superintendents. The four remaining committees parallel the four RIC departments: Student Services; Financial Services; Testing, Analytics & Coordinated Support Services; and Technical Services. These committees are made up of component and BOCES personnel.

Look forward to hearing more about the work that these groups will be undertaking. We've already had some great conversations and are off to a good start!

Please have a happy and healthy New Year!

DATA SECURITY AND PRIVACY

Data Security Practices

The increasingly connected, data-rich environments of today's schools, combined with readily available exploitation tools, are causing districts to become more frequent targets of cyberattacks. These attacks can range from stealing or modifying data, holding information systems hostage, or simply causing disruption. Regardless of the type of attack or the motive of the attacker, districts need to protect their information. Here are some relatively simple tips and best practices to help guide districts through enhancing the security of their environments.

Personal, Private, or Sensitive Information

This is any information where unauthorized access, disclosure, modification, destruction, or disruption of access could severely impact students, parents, faculty, administration or critical functions of a school district. This includes not only student information protected under NYS Education Law 2-d or FERPA, but sensitive information in other areas of the district as well.

Student Demographics
Student Grades
Student Discipline

Custody Information
Special Education Data
Health & Disability Information

Financial Information
Teacher Ratings
Performance Evaluations

IN THIS ISSUE

Administrative Practices

Quality policies, enforcement of policies, and training of employees are all critical to effectively securing information. Here are some recommendations administrators should consider for their districts:

1 Users should be trained at the time of their hiring and refreshed at least annually on laws, regulations, policies, and best practices that should be followed to protect sensitive information.

MHRIC is a division of Ulster BOCES serving Dutchess, Orange, Sulllivan, and Ulster counties.

DUTCHESS BOCES

ORANGE-ULSTER BOCES

Sullivan County SCB Board of Cooperative Educational Services

SHARED VISION SHARED COMMITMENT SHARED SUCCESS ULSTER BOCES Board of Cooperative Educational Services

2 Methods should be clearly defined and followed for granting access to and removing access from information systems.

3 The district should have an accurate inventory of all information systems utilized within the district, particularly those that house personally identifiable or other sensitive information.

4 Ensure technical measures are in place to protect data, including: anti-virus, software updates, internet filtering, firewalls, encryption, VPN access, etc.

5 Define procedures to efficiently respond to a data breach, notify all necessary parties, determine how the breach occurred, correct any altered data, and prevent a reoccurrence.

Information Security

Private and sensitive information contained within your district data systems should be treated with the utmost care. The data in these systems can be far more valuable to bad actors than banking or credit card numbers. Here are some quick data protection do's and don'ts:

- Do use system information only for the purposes directly related to performing your job duties or providing education.
- Do access sensitive information only from within secure environments through secure methods.
- Do lock workstations when leaving them unattended.
- Do ensure anti-virus and other security patches are up to date.

- Don't utilize systems for personally identifiable or other sensitive information without reviewing the privacy policy and terms of use.
- Don't share or discuss sensitive information with those who should not have access to it.
- Don't leave passwords where others can see or easily find them.
- Don't click links or download attachments from emails without verifying their authenticity.

Avoid Email Phishing Attacks

- Check the From field to verify the sender.
- Hover over links within emails with your cursor to verify URLs.
- If you are unsure an email is authentic, verify with the sender.
- Think about the subject matter of an email and if it makes sense.
- Report suspicious email to your IT Department.

- Never send sensitive information through unencrypted email.
- Never open files attached to emails you do not recognize.
- Never click on links in emails without verifying the destination.
- Never click to Enable Macros in unknown documents.
- Never respond or reply to spam in any way; delete it.

Email Safety: Review Before Sending

At the MHRIC, we take security very seriously. Your district data is powerful and needs to be handled with extreme care. In today's world, it is all too easy for a "bad actor" to use every trick in the book to gain access to employee information, vendor information, and data. They can use this data to steal identities and disrupt lives.

People often unwittingly share personal information through email. It is a mistake to think that sending an email to anyone is secure. There is no secure email. Even just going from a district to us, all emails are subject to hijacking. If a person were to take a screen shot of employee data and send it to us, that information could easily be compromised and get into the wrong hands without anybody knowing.

When you need to get information to another person, stop and look at all the information you are sending. If there is any personally identifiable information in the email, please blank it out before sending. If you must get sensitive information to someone else, a secure method of transmitting that information must be found.

At the MHRIC, we have a filter set for any of our outgoing messages that scans for things such as social security numbers and tax numbers. If we send something that looks like it may be personally identifiable information, a quarantine will be placed on the email until it is reviewed by our technical staff to ensure it is safe to send.

The best way to stay safe is to be vigilant about reviewing all information before hitting the "send" button.

Kathi Goodyear, Financial Services Manager

Passwords

Passwords are your first and most important line of defense against system intrusion. They are essentially the keys to the kingdom and care should be taken to create appropriate policies, and most importantly enforcing those policies. Here are some recommendations related to password security:

Strong Password Characteristics

● Minimum of 8 characters, but the longer the better. Consider the use of a passphrase.

● Contains a mixture of character types (e.g. lowercase, uppercase, numbers, punctuation, special characters).

● Does not contain obvious keywords (e.g. 'password', 'admin', name of system, name of relative or pet).

● Does not contain common patterns (12345, qwerty, abc, aaaaa, 12321).

Password Handling

● Do not write down passwords and leave in an easily accessible location (e.g. sticky notes, under keyboards, unlocked drawers).

● Never share passwords with anyone.

● Always treat passwords as you would any strictly confidential information.

● Change account passwords in any system suspected of being compromised.

Jacqueline Coyne *Student Services Specialist*

As a Student Services Specialist with the Mid-Hudson Regional Information Center (MHRIC), Jacqueline Coyne supports school districts in their use of school**tool**, a student management system that keeps track of student records for enrollment, class schedules, attendance, grades, contact information, and more. She works with school districts throughout Ulster, Orange, Sullivan, and Dutchess Counties.

"My role involves consulting with school staff regarding system requirements, processes, training, technical support, and enhancement requests," she explained. "I specialize in training new and experienced school district personnel in the use of student management system applications."

Jacqueline, who began working for the MHRIC in September, is enjoying her new job. "It's very rewarding to help people learn to use the system as well as to assist them in resolving issues they may have," she said.

"I work with a team of specialists who are all really great," she continued. "We support each other and brainstorm together to come up with solutions to help the districts with their questions and problems. An issue can be as simple as helping someone remember where something is located in the system to more

Student Services Specialist Jacqueline Coyne

purchased appliances at major retail stores within the Tri-State area.

Prior to joining the MHRIC, Jacqueline spent 10 years working for Health Quest, where her duties included learning management system administration and e-Learning course design within the nursing education area as well as at the organization's corporate office. "We developed online courses and instructor-led training for all levels of staff working at the medical facilities," she recalled.

When not at work, Jacqueline enjoys spending time with her family, which includes four children and two grandchildren, as well as gardening, boating, and maintaining a freshwater fish aquarium. She and her husband make their home in the Town of Poughkeepsie.

challenging, as when a district needs to create a custom export to report on specific information."

After graduating from Dutchess Community College with an Associate's Degree in Business Administration, Jacqueline worked as an Administrative Assistant with Manpower at IBM and also at the Culinary Institute of America. In addition, she and her husband owned an appliance installation business, providing installations and repairs for customers who

Are You Ready for CBT? A District Guide

We at the MHRIC are very excited to see so many of our districts participating in Computer-Based Testing (CBT) this year! We wanted to take this opportunity to remind you that we are your first resource for up-to-date CBT information, and we hope to make your transition as smooth as possible. Here are some frequently asked questions you may find useful:

How does the MHRIC support CBT?

2019 is an extremely exciting year as we have many districts trying CBT! We are your first resource; we will help ease the transition from paper to computer based testing. We host NYSED and Questar presentations here at the MHRIC, to provide our districts with the most up-to-date information. In the Testing Department, we have full access to your district's Nextera Admin and can walk you through any process. This allows us to monitor progress of CBT administration and to ensure that all test status records are up to date.

How is the MHRIC staying up to date on everything CBT?

Weekly, we participate in multiple calls with NYSED to receive the most recent CBT information. This information is passed on to our districts through our weekly CBT News. Through CBT News, we remind districts of data deadlines, tips and tricks, what is next in the CBT world, upcoming training sessions, and much more. If you would like to be added to our CBT News email blast, please contact testcontacts@mhric.org.

Our district has a high opt-out rate – why are we still paying for testing for those students?

With the current climate of high opt outs, it is our mission to capture as many exams as possible. Frequently, a district may inquire why they need to pay for opt-out processing. Opt outs go through the same standard processing that complete paper exams do. Then, the opt-out sheets go through an additional quality control check to make sure that they are truly opt outs. Due to the thoroughness of this process, it adds additional time and steps to test processing.

Are there reports for these exams that I can use in my district?

With the inauguration of the new Level 1 Reports System (found at: dataview.wnyric.org), your district has access to a powerful suite of reports based on your students' test scores. For assistance navigating or accessing these reports, please contact: reportshelp@mhric.org

Remember that the Mid-Hudson RIC can, and always will be, a first-line call-center and CBT resource for your districts. All year round, we are in daily contact with NYSED, Questar, and our other vendors to advocate for our districts as well as to improve and streamline support. Our highly-trained staff are able to triage many CBT issues quickly over the phone with little to no wait time. We are also able to put in support tickets for our districts, as well as monitor the tickets and provide timelines back to our districts.

For the next round of CBT, we recommend the following:

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

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

MHRIC District Members

TECHNOLOGY SUPPORT SERVICE
Participating Districts

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

OFFICE AUTOMATION
Participating Districts

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

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.

Office Professional Institute (OPI)

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

The focus of the Institute is to offer training to a wide range of office professionals on technologies they can use every day to make their jobs more productive. This one-day institute will focus on helping employees from all areas of the district to utilize technology tools, network with their peers, and develop best practices that will help them perform their roles more efficiently. Once again we will have both demonstrations and hands-on sessions, but we will be experimenting with some shorter hands-on sessions to increase your scheduling flexibility. We will include topics in Excel, Photoshop, Google applications and more.

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

Look for a separate email in February with details!

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

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.
- The "MLP Login" button brings you to your usual login if you already have an account.

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

Technology Support Service *Winter 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 to bheiles@mhric.org.

CLASS	DATE	TIME	TRAINER	LOCATION
OPERATING SYSTEM CLASSES				
Organize Your Files in MS Windows	January 7	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
WORD PROCESSING CLASSES				
Word Introduction Part 1	January 16	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	January 16	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	February 5	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	March 19	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Mail Merge	February 6	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Word Advanced Page Layout	March 12	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Word Long Documents, Manuals & Handbooks	March 12	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Word Graphics	March 15	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
DATABASE CLASSES				
Access Introduction	February 12	8:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Intermediate	February 22	8:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Forms	March 5	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Queries	March 5	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Reports	March 15	9:00 – 12:00	JoAnn Uhl	MHRIC – Computer Lab A
SPREADSHEET CLASSES				
Excel Made Easy	January 15	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Introduction Part 1	January 29	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	January 29	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	February 19	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	March 28	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Intermediate Part 1	February 20	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Intermediate Part 2	February 20	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Charts	February 26	9:00 – 12:00	JoAnn Uhl	IS TLC Lab
Excel Advanced Part 1	March 7	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Advanced Part 2	March 7	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Functions & Formulas Part 1	March 14	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Functions & Formulas Part 2	March 14	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
SPECIALTY CLASSES				
Adobe Acrobat Pro DC: Editing PDF Basics	February 13	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
PowerPoint Introduction Part 1	February 19	9:00 – 12:00	JoAnn Uhl	MHRIC – Computer Lab A
PowerPoint Animations & Multimedia Part 2	February 26	12:30 – 3:30	JoAnn Uhl	IS TLC Lab
Specialty Projects Workshop	February 28	2 hours by appt.	Staff	MHRIC – Computer Lab A

new Gmail - The New Basics	January 9	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Google Calendar Basics	January 9	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Drive and G Suite Overview	January 14	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Google Docs and Sheets	January 23	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Slides	January 24	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Google Forms	January 30	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Mail Merge with Google Docs Using autoCrat	February 6	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Google Drawings	March 4	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Sites	March 19	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A

TSS Online GoToMeeting "Slices"

See Page 5 for Registration Information

Slice Instructions

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

SLICE	DATE	TIME	TRAINER
Chromebook Overview	January 28	3:30 – 4:30	Pascale Martel
Making ADA Accessible Documents	January 28	5:00 - 6:00	Pascale Martel
Excel Charts	February 4	4:00 – 5:00	Barbara Heiles
MS Publisher	February 11	3:30 – 4:30	Pascale Martel
Lucidpress	February 11	5:00 - 6:00	Pascale Martel
Word Tables	February 21	4:00 – 5:00	Barbara Heiles
MS Office Templates	February 27	3:30 – 4:30	Pascale Martel
Google Docs Templates	February 27	5:00 - 6:00	Pascale Martel
Google Drive and G Suite Overview	March 5	4:00 – 5:00	Barbara Heiles
MS OneNote	March 21	3:30 – 4:30	Pascale Martel
Google Keep	March 21	5:00 - 6:00	Pascale Martel

Lab Locations

Find directions to our labs at

www.mhric.org

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

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

TSS Class Descriptions

Access Introduction

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

Access Intermediate

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

Access Forms

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

Access Queries

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

Access Reports

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

Adobe Acrobat Pro DC: Editing PDF basics

This class or slice is an introduction to Adobe Acrobat Pro DC. We will get familiar with how the program looks and where the tools are. We will convert documents to PDFs from Word. Then we will learn how to make basic changes in Acrobat Pro such as editing text and images, adding and removing pages, adding signatures, and combining documents.

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.

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.

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.

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

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 Shortcuts, Tips, & Tricks

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

Prerequisite: Excel Introduction Part 1 or equivalent experience.

Gmail - The New Basics

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

Google Calendar Basics

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

Prerequisite: Gmail Basics or equivalent experience.

Google Drawings

It's for so much more than drawings. In this class we will see how to bring together images, shapes, tables, charts, diagrams, and word art, or…drawings! We will create a separate file in Google Drive to use later, and create a Google Drawing inside a Doc or Sheet.

Google Docs and Sheets

Google Docs and Sheets let you create documents and spreadsheets, and organize them. You can collaborate with others by sharing permission to edit, or just to comment or view. You can also upload existing Word or Excel documents, or save a Google Doc as a Word document or a Google Sheet as an Excel document. All of your word processing and spreadsheet needs, in free storage, from any device with internet access.

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

Google Docs 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 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 and G Suite Overview

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

Prerequisite: Some experience with internet browsers is helpful.

Google Keep "Slice"

Google Keep is a basic, easy to use, note-taking application that syncs across devices. Work on to-do lists, create notes, and set reminders. Share lists and notes and see items get checked off in real time. Manage time and daily tasks with Google Keep.

Google Forms

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

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

Google Sites

Thinking of creating a website? Google Sites is a free and easy way to create and share webpages. 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.

Class Descriptions continued

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.

Mail Merge with Google Docs Using autoCrat

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

Making ADA Accessible Documents

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

MS Office Templates

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

MS OneNote Introduction

In this class or slice, learn the basics of using Microsoft One-Note, a digital notebook that provides a single place where you can gather all of your notes and/or research. The built-in organizational tools within OneNote help you organize, search, and share information easily.

Organize Your Files in MS Windows

This class or slice covers the basics of file management. Learn how files and folders are organized within your computer. Topics covered will include: where your files go when you save them; file management concepts; how to put files in specific folders; how to create desktop shortcuts; and creating, renaming, moving, and copying files and folders.

PowerPoint Introduction Part 1

Learn the basics of creating powerful presentations for colleagues and others. This class or slice will cover creating slides, customizing slides, inserting graphics, creating notes and handouts, giving on-screen presentations, and printing options. Use of the templates and wizards will be discussed. Bring ideas to create your own presentation.
Prerequisite: Some experience with Windows.

PowerPoint Animations & Multimedia Part 2

If you currently know how to create a basic PowerPoint presentation and would like to jazz it up, this is the class for you. Designed to take you to the next plateau, the focus of this class is the effective use of animations and transitions, as well as sound and video, to make an impressive presentation. Learn how to save your presentation in a portable format to play your sounds and movies anywhere you go with your presentation.
Prerequisite: PowerPoint Intro or equivalent experience.

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.

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 slot.

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 Mail Merge

Understanding and using Mail Merge to automate the addition of names and addresses to letters and envelopes for mass mailings.
Prerequisite: Word Introduction Parts 1 and 2 or equivalent experience.

Word Introduction Part 1

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

Word Introduction Part 2

Once you have some basic Word experience, it is time to build on your skills to make your work more efficient! This class will include: using the clipboard; viewing two documents side by side; the basics of headers, footers, and page numbers; using built-in templates; turning your own document into a template; indenting; tabs; and using bullets and numbers for lists.
Prerequisite: Word Introduction Part 1 or equivalent experience.

Word Graphics

Add interest, color, and excitement to your documents with the use of drawing and graphics in Word! You will learn to add, arrange, and format text boxes; insert clip art and pictures; and draw AutoShapes. Other topics include text wrapping, aligning and grouping objects, flipping and rotating, layering, shadows and 3-D, and using WordArt.
Prerequisite: Word Introduction Part 1 or equivalent experience.

Word Long Documents, Manuals, & Handbooks

In this class we will gain a better understanding of how to work with lengthy documents in Word. We will look at the tools and features to make working with large documents easier. Some of the topics we will cover are: working with page numbering in a document with multiple sections, creating a Table of Contents and an Index, using Styles, working with Tables that span multiple pages, creating Bookmarks, Cross-references, and more.
Prerequisite: Word Introduction Parts 1 and 2 or equivalent experience.

Word Shortcuts, Tips, & Tricks

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

Word 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, résumés, and lists with ease.
Prerequisite: Some Word experience.

Spotlight on
Joanne Hudela
Senior Typist

Senior Typist Joanne Hudela

Joanne Hudela came to Ulster BOCES some 17 years ago, after more than a dozen years as an account executive for an advertising firm.

Her Ulster BOCES career path began at the Alternative School at Tillson. "The job introduced me to the academic world, and I loved the children," she recalls.

After the Alternative School closed its doors in 2004, Joanne was transferred to Instructional Services in New Paltz, where she supported the New York State Center for School Safety, along with such student-centered initiatives as Positive Behavior Interventions and Supports (PBIS). She also helped out with the Professional Development Program, the New Administrators Program, and the Summer Leadership Institute.

In 2012, Joanne relocated to the Ulster BOCES Adult Career Education Center in Port Ewen, where she provided support for Adult Education programs.

About a year and a half ago, Joanne moved to the Mid-Hudson Regional Information Center (MHRIC) in New Paltz. At the MHRIC, she has become an invaluable asset to the Financial Services Department, where her many duties include assisting District staff who need permissions to access the various modules of the nVision school business management software. She also maintains the ContactWise database and assists with MyLearningPlan and TSS classes.

Joanne, who plans to retire in December, knows that she will miss her colleagues. "I've been blessed to work with professional, skilled people who are like a second family to me," she explains. "I am very grateful for that."

"Ulster BOCES is a wonderful, helpful resource for Districts, District staff, and students," she continues. "I'm happy that I was able to experience it."

Post-retirement plans include a Caribbean cruise and a recommitment to one of her favorite hobbies, creating one-of-a-kind ornamental pins from pieces of jewelry. "I'm looking forward to the next chapter of my life," Joanne concludes.

Calendar *of* Events

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

January

1/7
Organize Your Files in MS Windows

1/9
Gmail - The New Basics
Google Calendar Basics

1/14
Google Drive and G Suite Overview

1/15
DISTRICT DATA COORDINATOR MEETING
Excel Made Easy

1/16
MASTER SCHEDULE BUILDER WORKSHOP
Word Introduction Part 1
Word Introduction Part 2

1/17
MASTER SCHEDULE BUILDER WORKSHOP

1/23
Google Docs and Sheets

1/24
Google Slides

1/28
Making ADA Accessible Documents "Slice"
Chromebook Overview "Slice"

1/29
Excel Introduction Part 1
Excel Introduction Part 2

1/30
Google Forms

February

2/4
Excel Charts "Slice"

2/5
Word Shortcuts, Tips, & Tricks

2/6
CBT WINTER TOUR
Word Mail Merge
Mail Merge with Google Docs Using autoCrat

2/11
MS Publisher "Slice"
LucidPress "Slice"

2/12
Access Introduction
SCHOOLFRONT DEMO

2/13
Adobe Acrobat Pro DC: Editing PDF Basics

2/19
PowerPoint Introduction Part 1
Excel Shortcuts, Tips, & Tricks

2/20
Excel Intermediate Part 1
Excel Intermediate Part 2

2/21
Word Tables "Slice"

2/22
Access Intermediate

2/26
Excel Charts
PowerPoint Animations & Multimedia Part 2

2/27
MS Office Templates "Slice"
Google Docs Templates "Slice"

2/28
Specialty Projects Workshop

March

3/4
Google Drawings

3/5
Access Forms
Access Queries
Google Drive and G Suite Overview "Slice"

3/7
Excel Advanced Part 1
Excel Advanced Part 2

3/8
SCHOOL SECURITY USER GROUP MEETING

3/12
Word Advanced Page Layout
Word Long Documents, Manuals & Handbooks

3/14
Excel Functions & Formulas Part 1
Excel Functions & Formulas Part 2

3/15
Word Graphics
Access Reports

3/19
DISTRICT DATA COORDINATOR MEETING
Google Sites
Word Shortcuts, Tips, & Tricks

3/21
MS OneNote "Slice"
Google Keep "Slice"

3/26
OFFICE PROFESSIONAL INSTITUTE

3/27
SCHOOLTOOL SPRING USER GROUP MEETING

3/28
Excel Shortcuts, Tips, & Tricks

January 2019

S	M	T	W	T	F	S
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February 2019

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March 2019

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