MH RIC News

WINTER 2020

MID-HUDSON
REGIONAL INFORMATION CENTER

From the MHRIC Director

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

I hope that you had an opportunity to attend the MHRIC Cyber Security Conference on November 12th. The threats to schools, in particular, have greatly increased in the past year. These incidents can be very disruptive, resulting in network downtime, compromised Personally Identifiable Information (PII) and hundreds of thousands of dollars in mitigation costs. The local BOCES and the MHRIC have been closely coordinating to identify and quickly mitigate network infections before costly damage occurs or files are encrypted. These results have been impressive and made possible by using a new technology developed by Check Point. In recent cases, we have stopped infections in near real-time, saving districts an interruption to instruction and operations.

Mid-Hudson Regional Information Center Hosts Cybersecurity Conference

Business Officials Brian Devincenzi, Wallkill CSD, and Vince Napoli, Ellenville CSD attend the MHRIC's recent Cybersecurity Conference.

Cybersecurity was the focus of a November 12 conference sponsored by the Mid-Hudson Regional Information Center (MHRIC).

Representatives from approximately 35 school districts, along with four regional BOCES (Board of Cooperative Educational Services), gathered at the Jane Bullowa Conference Center at Ulster BOCES in New Paltz to learn more about how to safeguard their electronic data—including students' and employees' personal information. Among those attending were superintendents, business officials, network specialists, and technology directors.

Eugene Knudsen, MHRIC Director, opened with remarks about how the threat landscape has recently changed. This year, schools nationwide have been the target of

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

DUTCHESS BOCES

ORANGE-ULSTER BOCES

Sullivan County
SCB
Board of Cooperative Educational Services

ULSTER BOCES
Shared Vision, Shared Commitment, Shared Success
Board of Cooperative Educational Services

cyber attacks with increasing frequency.

Topics covered included an overview of the National Institute of Standards and Technology (NIST) Cybersecurity Framework, guidelines for implementation of Ed Law 2nd and Commissioners Regulation 121, best practices regarding the newly required Data Protection Officer role, and the variety of services available from the MHRIC to help school districts secure their data.

The conference's keynote speaker was Timothy Hartman, from the Cyber Incident Response Team (CIRT) of the Office of Counter Terrorism, New York State Division of Homeland Security & Emergency Services. Hartman told the attendees that if and when their school or organization suffered a cyber event, CIRT could use digital forensics to help identify the event's root cause, while offering expert support and guidance to help them respond to the threat. He also shared information about the evolution of ransomware, which is used to encrypt a user's data and to hold it 'hostage' until a payment is made to the perpetrator of the cyberattack.

Also presenting was Daniel Wiley, Head of Incident Response at Check Point, a company that provides clients with training, tools, and support to enhance information technology (IT) security. "You must continually evolve and update your security—daily," he told the audience during his presentation, which covered firewalls, URL filtering, and denial

Check Point Head of Incident Response Daniel Wiley facilitates Breakout Session for IT Professionals: The Most Efficient Way to Perform Threat Hunting.

Highland District Superintendent Thomas Bongiovi (left) and Wallkill District Superintendent Kevin Castle debate a cyber scenario.

From left: Washingtonville District Superintendent Larry Washington, Lynn Imperato, Barbara Quinn, and Joseph Catania work on their Incident Response Plan (IRP).

of service (DDoS) attacks, among other topics.

Silas Whittaker, Jr., the MHRIC Operations & Programming Manager, spoke about phishing, the practice of sending deceptive emails to users in an attempt to trick them into revealing sensitive data, such as passwords. Phishing emails might appear to be from a familiar or reputable source, he explained, which makes the recipients more likely to open them.

Whittaker also spoke about a new service being offered by the Regional Information Center that would install an appliance in a district's network to watch for and identify potential threats. This appliance carries with it around-the-clock monitoring provided by leading engineers in the industry. If a threat is detected, the district is notified, and guidance on a mitigation plan can be provided.

"This technology and service is cutting edge," said Whittaker. "You will not find anything like this on the market today. We have partnered with Check Point, an industry leader in the network and data security space, to design and build this service. For the first time, we are able to get in front of these incidents and become a proactive force in securing the region. This is a regional and beyond initiative. We can stop an incident that is affecting a district before it becomes crippling. We have had great success in the districts we have been testing, and the value and need is clear."

The conference also featured two "breakout sessions." One session, facilitated by Forrest Addor Orange-Ulster BOCES Director of Technology, Robert Cosh, Sullivan County BOCES Director of Technology, Daniel Wiley, and Silas Whittaker, which focused on helping IT professionals hunt for cyber threats in the most efficient way possible.

Pictured during the administrative breakout session are Highland District Assistant Superintendent Sarah Dudley-Lemek and Superintendent Thomas Bongiovi.

The second breakout session, designed for administrators, invited them to begin developing an Incident Response Plan (IRP) for cyber security. Each participant was provided with a draft plan that could then be customized to each district's needs. Dr. Mariah Adin, MHRIC Analytics & Coordinated Support Services Manager, facilitated this session with Danielle Yeomans, Ulster BOCES Educational Technology Supervisor, Instructional Services and Data Ethics.

At the end of the conference, the IT professionals joined the administrators for an exercise where they had to react to a ransomware scenario involving a demand for $500,000 in Bitcoin to prevent the sale of stolen data on the black market.

Knudsen concluded the conference, observing that in just a few months, the tools and techniques have evolved from a reactionary approach to proactively detecting and mitigating infections before serious damage has occurred. He committed that the MHRIC and BOCES will continue to support districts with early detection and service restoration.

Office Professional Institute (OPI): No Fooling!

Save the date for our next Office Professional Institute (OPI) on Wednesday April 1, 2020!

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

Early in 2020 we will be selecting our topics, which will be a mix of Microsoft, Google, Adobe and more. Look for an email announcing our schedule at the end of February. Once again, the maximum number of attendees is limited by the available computers, so be ready to register! If you think you might have missed our email, you can also check our Calendar of Classes around that time: (https://www.mhric.org/training/tss/calendar-of-classes).

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

For general information about the Institute, please contact Barbara Heiles at bheiles@mhric.org or 845-255-1450x1316. To arrange payment, if necessary, please contact our Adult Education office in Port Ewen at 845-331-5050.

MHRIC Financial Services News

The following is a helpful checklist for payroll calendar year end processing:

★ Record any additional earnings from Non Cash Fringe Benefits and/or Third Party Sick Pay.

★ Complete the final Calendar Year payroll.

★ Review the W-2 reportable box and code information in Payroll Earnings Code setup.

★ Review the W-2 reportable box and code information in Payroll Deduction Codes setup.

★ Check that the W-2 Box 12 Reportable flag is set properly for the appropriate benefits.

★ Process W-2's (Cannot be done until ALL 2019 payroll information has been entered. However, W-2's can be processed at any time BEFORE or AFTER running your first January 2020 payroll).

★ If errors are encountered after generating W-2's, run the W-2 Detail Analysis report from the W-2 Processing window and make corrections as necessary.

★ Update the Tax Withholding Tables as necessary (Must be done prior to calculating the first January payroll).

DID YOU KNOW . . . anyone in your district can go to the Finance Manager website and access their extensive bank of training materials, webinars and helpful hints? Simply log on to www.financemgr.com/, choose Services from the menu and click on support. If you have already registered, sign in; if not, register today.

ARE YOU USING nVision in your business office to its fullest extent? If you would like to schedule a site visit to go over usage in your district and discuss ways to improve efficiency, please contact Kathi Goodyear at: kgoodyea@mhric.org or 845-255-1450 x1330 to schedule a site visit.

School Security Meeting is Hosted by Mid-Hudson Regional Information Center

Many aspects of school security—everything from ensuring the privacy of student data, to monitoring visitors to buildings and facilities, to deterring the illegal passing of stopped school buses—were covered during a recent meeting hosted by the Mid-Hudson Regional Information Center (MHRIC).

The November 20 meeting of the School Security Regional Collaboration Committee attracted approximately 40 local school administers, technical specialists, school resource officers, and members of local law enforcement.

Highlighting the conference was a presentation entitled "Education Landscape and Threat Resources." Presenter Allison Bridges, an Intelligence Analyst from the New York State Cyber Analysis Unit, told the attendees that the perpetrators of cyber-attacks typically fall into three categories: socio-political (motivated by ideology), financial (motivated by money), and nation-states (motivated by geopolitics). Financially motivated attackers may employ ransomware, she noted, which encrypts the school district's data, holding it hostage until a ransom is paid.

Students seeking to disrupt their school's servers or networks are more likely to do so at strategically chosen times, Bridges added—for example, the beginning of the school year, the end of the school year, and during scheduled testing times. One key step in preventing many security breaches, she stressed, was encouraging users to avoid using easy-to-guess (yet distressingly popular) passwords like "1234."

Another presentation, given by MHRIC Network Specialist John Drake, focused on school bus cameras. Gov Andrew Cuomo signed a bill into law allowing local towns and municipalities to put cameras on school buses as long as the district is willing to participate. By agreeing to allow cameras on school buses, districts would help ensure the

From left: Monroe-Woodbury School District's Frank Squillante and Charles Tausk attend the November 20 meeting.

safety of their bus-riding students. The cameras automatically ticket drivers who pass school buses that have their stop signs deployed. Violators could receive a $250 fine for their first offense, an amount that increases to $300 for a third offense committed within 18 months. The registered owner of the vehicle is ticketed regardless of who was driving the car at the time of the incident. There are no points on your license or increased insurance payments.

Also on the agenda was a discussion of various security-enhancing services and products that school districts can obtain through the MHRIC. Among those products is HALO, which offers "smart sensors" that can help schools detect vaping, smoking, and unusually loud sounds (which could indicate a dangerous situation like a fight or a shooting). Best practices for visitor management, which includes products such as Raptor and LobbyGuard, were also discussed at length by the attendees.

"The School Security Regional Collaboration User Group meetings are held twice a year and provide opportunities to share information, concerns, procedures, and best practices" said Noelle Zamow, Manager of Student Management & Security of the MHRIC. "These meetings are a great opportunity for Security staff to network, share knowledge and learn from each other."

MHRIC District Members

TECHNOLOGY SUPPORT SERVICE

Participating Districts

Arlington

Dutchess BOCES

Fallsburg

Florida

Highland Falls

Hyde Park

Kingston

Middletown

Minisink Valley

Monticello

Onteora

Pawling

Pine Plains

Poughkeepsie

Rondout Valley

Saugerties

Spackenkill

Tri-Valley

Tuxedo

Ulster BOCES

Valley Central

Wallkill

Warwick

OFFICE AUTOMATION

Participating Districts

Arlington

Kingston

Middletown

Monroe-Woodbury

Rondout Valley

Tri-Valley

Ulster BOCES

Wallkill

In Case of Inclement Weather

Is the class cancelled?
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.

Registration Process For All MHRIC Events

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

You can register for events in MLP in two ways:

To go directly to a calendar of TSS classes, use this link: **https://www.mhric.org/training/tss/calendar-of-classes**. Click on the course title that you want, and you will be led through the enrollment process, including creating an account or logging in if you already have an account.

OR

From our **www.mhric.org** website, you can click on "Quicklinks" (top right on the blue bar) and select MLP on the drop down menu. This will bring you to a page with two blue buttons.

The "MHRIC Catalog" button brings you to a list of all the MHRIC offerings. Click on the course title that you want, and you will be led through the enrollment process, including creating an account or logging in if you already have an account.

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

Technology Support Service *Winter 2020 Classes*

Employees of Technology and Support Service (TSS) member districts (see page 5) may attend these classes for free. If your district is not listed and you would like to attend, please call our Adult Ed office in Port Ewen at (845) 331-5050 to arrange payment. You must register both in MyLearningPlan and with Adult Ed.

CLASS	DATE	TIME	TRAINER	LOCATION
OPERATING SYSTEM CLASSES				
MS Windows 10 Tips & Tricks	February 5	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
WORD PROCESSING CLASSES				
Word Introduction Part 1	January 28	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	January 28	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Graphics	February 4	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	February 6	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Mail Merge Using MS Office	March 10	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Word Long Documents, Manuals & Handbooks	March 19	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
DATABASE CLASSES				
Access Introduction	January 30	8:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Intermediate	February 11	8:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Forms	February 27	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Queries	February 27	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Reports	March 12	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Access: Automating Tasks with VBA-based Macros	March 12	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
SPREADSHEET CLASSES				
Excel Introduction Part 1	February 3	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	February 3	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Charts	February 4	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Made Easy	February 10	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	February 13	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Intermediate Part 1	February 25	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Intermediate Part 2	February 25	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Advanced Part 1	March 3	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Advanced Part 2	March 3	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Pivot Tables	March 5	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Functions & Formulas Part 1	March 26	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Functions & Formulas Part 2	March 26	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
SPECIALTY CLASSES				
Making ADA Accessible Documents	January 22	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
PowerPoint Links and Action Buttons	January 29	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Adobe Photoshop Elements Introduction	February 6	8:30 –11:30	JoAnn Uhl	MHRIC – Computer Lab A
Adobe Acrobat Pro DC: Editing PDF Basics	February 20	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Adobe Acrobat Forms	February 20	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Specialty Projects Workshop	March 17	By appt.	Staff	MHRIC – Computer Lab A
PowerPoint Introduction Part 1	March 24	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
PowerPoint Animations & Multimedia Part 2	March 24	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A

INTERNET CLASSES

Google Drive and G Suite Overview	January 23	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Gmail - The New Basics	February 12	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Gmail – Beyond the Basics	February 12	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Calendar Basics	February 19	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Docs and Sheets	February 26	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Forms	March 4	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Mail Merge in G Suite Using autoCrat	March 10	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A

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 Online GoToMeeting "Slices"

Slice Instructions

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

Employees of Technology and Support Service (TSS) member districts (see page 5) may attend these "slices" for free. If your district is not listed and you would like to attend, please call our Adult Ed office in Port Ewen at (845) 331-5050 to arrange payment. You must register both in MyLearningPlan and with Adult Ed.

SLICE	DATE	TIME	TRAINER
MS Publisher – Create Print Publications	January 27	3:30 – 4:30	Pascale Martel
Lucidpress – Create Print Publications	January 27	5:00 – 6:00	Pascale Martel
Google Docs	January 30	4:00 – 5:00	Barbara Heiles
Google Sheets	February 6	4:00 – 5:00	Barbara Heiles
Word Tables	February 18	3:30 – 4:30	Pascale Martel
Word Tabs, Indents, Bullets and Numbering	February 18	5:00 – 6:00	Pascale Martel
Excel Conditional Formatting	February 24	4:00 – 5:00	Barbara Heiles
Google Charts	March 3	4:00 – 5:00	Barbara Heiles
Excel Charts	March 16	3:30 – 4:30	Pascale Martel
Excel Comparing Lists	March 16	5:00 – 6:00	Pascale Martel

TSS Class Descriptions

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

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

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

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

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

Access – Automating Tasks with VBA-based Macros
This class or slice will help you to understand the logic and syntax behind Visual Basic programming in Access. Topics will include working with forms and events, control statements and program flow.
Prerequisite: Access Introduction or equivalent experience.

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

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

Adobe Acrobat Forms
Create fillable PDF forms in Adobe Acrobat. Whether starting from a scanned image of an old form or an idea that you have, we will step through the process of how to create interactive forms using Microsoft Word and Adobe Acrobat Pro DC.
Prerequisite: Some experience with Word.

Adobe Photoshop Elements – Introduction
Adobe Photoshop Elements is photo editing software for anyone who wants to edit and create with their photos. This class will cover navigating and manipulating your photos. Topics include organizing your photos and using Element's many editing tools. You will also learn how to add special effects, adjust colors, crop, resize, and add layers and text to images.

Excel Made Easy – Basic Skills for Working with Spreadsheets
Learn how to create spreadsheets that work. Excel has multiple tools to make your tasks easier. These tools rely on spreadsheets being constructed properly. We will cover the basics of spreadsheet construction, and acquire skills that make Excel easy to work with such as formatting, sums, sorts and more.
Prerequisite: Some Excel experience.

Excel Introduction Part 1
Microsoft Excel makes using a spreadsheet easy. This class will cover basic spreadsheet skills including: creating, saving, and printing workbooks; basic skills used in building and editing worksheets; techniques used in selecting, copying, moving, and replacing cell contents; basic formatting features such as alignment, fonts, and column widths; using AutoSum.

Excel Introduction Part 2
Once you have some basic Excel experience, it is time to build on your skills to make your work more efficient! This class will include: a quick review of formatting; using basic formulas and functions; using built-in templates; turning your own spreadsheet into a template; using Autofill to speed up data entry; and using Relative and Absolute cell references in formulas and functions.
Prerequisite: Excel Introduction Part 1 or equivalent experience.

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

Excel Intermediate Part 2
Topics will include: working with and managing large amounts of data, controlling printouts, creating lists, working with the data form, using subtotals to analyze data, simplifying data entry with data validation.
Prerequisite: Excel Introduction Part 1 or equivalent experience.

Excel Advanced Part 1
If you are comfortable with using Excel and would like to know a little more, this class covers the following topics: creating, applying and managing Conditional Formatting Rules; and creating Range Names and using them in functions, formulas and data validation lists.
Prerequisite: Excel Introduction Parts 1 and 2 or equivalent experience.

Excel Advanced Part 2
If you are comfortable with using Excel and would like to know a little more, this class covers the following topics: creating and working with Pivot Tables and Pivot Charts; and the basics of creating and working with recorded Macros.
Prerequisite: Excel Introduction Parts 1 and 2 or equivalent experience.

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

Excel Comparing Lists

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

Prerequisite: Some Excel experience.

Excel – Conditional Formatting "Slice"

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

Prerequisite: Some Excel experience.

Excel Functions & Formulas Part 1

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

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

Excel Functions & Formulas Part 2

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

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

Excel Pivot Tables

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

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

Excel Shortcuts, Tips, & Tricks

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

Prerequisite: Excel Introduction Part 1 or equivalent experience.

Gmail - The New Basics

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

Gmail – BEYOND the Basics

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

Prerequisite: Gmail – The New Basics or equivalent experience.

Google Calendar Basics

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

Prerequisite: Gmail Basics or equivalent experience.

Google Charts

Now you can make great looking charts in Google Sheets! During this class or slice you will learn to create, edit and customize different chart types, such as pie, line, bar charts and more. These charts can then be used in a Google Doc or Slide, and can be linked so that the data is updated when the Sheet is updated. Make your data stand out!

Prerequisite: Google Sheets or equivalent experience and knowledge of spreadsheets.

Google Drive and G Suite Overview

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

Prerequisite: Some experience with internet browsers is helpful.

Google Docs "Slice"

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

Prerequisite: Some experience with internet browsers is helpful.

Google Sheets "Slice"

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

Prerequisite: Some experience with internet browsers is helpful.

Google Docs and Sheets

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

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

Google 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.

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

Mail Merge Using MS Office
Understanding and using Mail Merge to automate the addition of names and addresses to letters, labels and envelopes for mass mailings. We will learn how to create the main document and properly set up the data source. We will also cover how to sort and filter the data source and work with various data sources including an Excel spreadsheet and Access database.
Prerequisite: Word Introduction Part 1 or equivalent experience.

MS Publisher – Create Print Publications
This class or slice introduces the student to Microsoft's print publication program. Publisher is used to create professional looking publications such as newsletters, brochures, business cards, etc. Introductory topics include: creating a publication using a template, making changes, inserting graphics, and using Building Blocks such as advertisements and calendars. Other topics may include: connecting text frames, adding "continued" notes, creating a booklet, adding and deleting pages, inserting page numbers, adding a table of contents, and working with the master pages.
Prerequisite: Word Introduction Part 1 or equivalent experience.

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

PowerPoint Introduction Part 1
Learn the basics of creating powerful presentations for colleagues and others. This class or slice will cover creating slides, customizing slides, inserting graphics, creating notes and handouts, giving on-screen presentations, and printing options. Use of the templates and wizards will be discussed. Bring ideas to create your own presentation.
Prerequisite: Some experience with Windows.

PowerPoint Animations & Multimedia Part 2
If you currently know how to create a basic PowerPoint presentation and would like to jazz it up, this is the class for you. Designed to take you to the next plateau, the focus of this class is the effective use of animations and transitions, as well as sound and video, to make an impressive presentation. Learn how to save your presentation in a portable format to play your sounds and movies anywhere you go with your presentation.
Prerequisite: PowerPoint Introduction or equivalent experience.

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

Specialty Projects Workshop
Is there something you need help with? This workshop is what you've been asking for. We can help with any software product listed on our classes' page or that we have offered in the recent past. Bring your special project, problem, or anything that you need help with and for two hours we will help you to work it out. When you sign up for this workshop you will be asked to tell us what you need help with and also to sign up for a specific time. [Please note: This class is free to districts who belong to the Technology Support Service (TSS) CoSer, and uses a half day for districts who belong to the Office Automation (OA) CoSer. All others must pay a per-hour fee.]

Word Introduction Part 1
Microsoft Word makes word processing easy. This class will cover basic word processing skills including: creating, saving and printing documents; editing techniques for selecting, copying, moving, and replacing text; basic character and paragraph formatting techniques.

Word Introduction Part 2
Once you have some basic Word experience, it is time to build on your skills to make your work more efficient! This class will include: using the clipboard; viewing two documents side by side; the basics of headers, footers, and page numbers; using built-in templates; turning your own document into a template; indenting; tabs; and using bullets and numbers for lists.
Prerequisite: Word Introduction Part 1 or equivalent experience.

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

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

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

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.

Word Tabs, Indents, Bullets and 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.

Spotlight on

Shaji Koshy

Computers and technology are twin passions of Shaji Koshy, who joined the Mid-Hudson Regional Information Center (MHRIC) on October 21. As a Network/Computer Security Specialist, Shaji is dedicated to helping to safeguard computers, networks, and information resources, both at the MHRIC and in supported school districts.

By working to thwart hacks, phishing attempts, and other potential security breaches, Shaji and his colleagues at the MHRIC are helping to keep students' and employees' information private, safe, and secure.

Shaji's curiosity about computers was sparked when he was still in elementary school. "One of my uncles was part of the computing scene very early, so I was lucky enough to have a computer at a very young age, before a lot of my peers. I was always dabbling in technology," he recalled.

Despite his strong interest in computers, Shaji decided to study biology when he enrolled at SUNY Buffalo. After two years of focusing on biology, however, he was more than ready to return to his first loves, computers and technology.

"I started a certification and training course with Microsoft and went down that path," Shaji said. "I got an information technology job at General Electric as I was completing my certifications, and stayed there for about five years, working in different divisions." At GE, he started out providing technical support, and then got into server and network support.

After General Electric, Shaji moved on to the pharmaceutical industry, working in systems administration at Purdue Pharma and then joining the security and network operations team at Boehringer-Ingelheim. At Boehringer-Ingelheim, a global firm, he helped provide security and network support across their locations in 103 countries.

Most recently, Shaji worked as an Information Security Specialist for Apricity Resources, providing technical support for the small firm, which provides managed services for the long-term care industry.

Speaking of his new position at Ulster BOCES, Shaji says he was thrilled to join the technical support team. "I love it here," he declared. "I was very excited from the time I interviewed here. Everyone has been really friendly, very supportive. It's great being on this team."

Shaji sees protecting the security and privacy of students and their information as one of the major concerns of school districts as well as Ulster BOCES. "We are taking measures to protect that information so that nobody is using it for nefarious purposes. There is a lot of damage that can occur once that information gets out," he said.

Ransomware is another urgent concern, Shaji noted. The malware encrypts the files on a user's device or a network's storage device. In order to access those files, the victim typically has to pay some type of ransom. "A number of school districts in our region have already been affected by it, and there are more victims every day," he noted.

"We want to help school districts by providing security awareness and technical resources before they actually get into a situation where their computer systems have been compromised," he concluded.

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

January

1/14
DISTRICT DATA COORDINATOR MEETING

1/15
Cognos Analytics Dashboards Basics
eSCHOOLDATA USER GROUP MEETING

1/22
Making ADA Accessible Documents

1/23
Google Drive and G Suite Overview

1/27
MS Publisher – Create Print Publications "Slice"
Lucidpress – Create Print Publications "Slice"

1/28
Word Introduction Part 1
Word Introduction Part 2

1/29
PowerPoint Links and Action Buttons

1/30
CBT WINTER ROADSHOW
Access Introduction
Google Docs "Slice"

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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February 2020

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March 2020

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22	23	24	25	26	27	28
29	30	31				

February

2/3
Excel Introduction Part 1
Excel Introduction Part 2

2/4
Word Graphics
Excel Charts

2/5
nV Custom Reporting
MS Windows 10 Tips & Tricks

2/6
Adobe Photoshop Elements – Introduction
Word Shortcuts, Tips, & Tricks
Google Sheets "Slice"

2/10
Excel Made Easy – Basic Skills for Working with Spreadsheets

2/11
Access Intermediate

2/12
Gmail – The New Basics
Gmail – Beyond the Basics

2/13
Cognos Analytics Dashboards Basics
Excel Shortcuts, Tips, & Tricks

2/18
Word Tables "Slice"
Word Tabs, Indents, Bullets and Numbering "Slice"

2/19
Google Calendar Basics

2/20
Adobe Acrobat Pro DC: Editing PDF Basics
Adobe Acrobat Forms

2/24
Excel Conditional Formatting "Slice"

2/25
Excel Intermediate Part 1
Excel Intermediate Part 2

2/26
Google Docs and Sheets

2/27
Access Forms
Access Queries

March

3/3
FRONTLINE RTI USER GROUP MEETING
Excel Advanced Part 1
Excel Advanced Part 2
Google Charts "Slice"

3/4
Google Forms

3/5
Excel Pivot Tables

3/6
SCHOOL SECURITY MEETING

3/10
Mail Merge Using MS Office
Mail Merge in G Suite Using autoCrat

3/12
Access Reports
Access – Automating Tasks with VBA-based Macros

3/16
Excel Charts "Slice"
Excel Comparing Lists "Slice"

3/17
DISTRICT DATA COORDINATOR MEETING
Specialty Projects Workshop

3/18
nV Custom Reporting

3/19
Word Long Documents, Manuals & Handbooks

3/24
SPRING SCHOOLTOOL USER GROUP MEETING
PowerPoint Introduction Part 1
PowerPoint Animations & Multimedia Part 2

3/26
Excel Functions & Formulas Part 1
Excel Functions & Formulas Part 2