

Leadership and a New Focus

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

As many of you know, last year two long-time MHRIC managers, Stacey Ross and Lisa Pullaro, retired. As a cost saving measure, we have elected not to fill Stacey's position. These responsibilities have been re-distributed to other MHRIC management staff.

I am pleased to announce that Dr. Mariah Adin has been appointed to fill Lisa's position under a new title, Manager of Analytics and Coordinated Support Services. This title change reflects an increased focus on leveraging data that resides in the Student Information Repository System (SIRS) and other management systems managed by the MHRIC.

Over the next several months, Dr. Adin will lead a team to develop reports, graphics, and analytical algorithms that will lead to a better understanding of each student as an individual.

Please join me in welcoming Dr. Adin and wishing her success in this important work!

Ellenville CSD: Raising the Bar on Safety and Security



Ellenville CSD's Director of Network Operations John Reimer

IN THIS ISSUE

Frontline Education.....	3
Office Automation Service	4
Office Professional Institute	4
Registration and Inclement Weather Notice ...	5
Classes & Slice Listings	6-7
Class Descriptions.....	8-10
Beware of Malware	11
eBOARDsolutions Celebrates Successful Simbli Launch.....	12
Spotlight on Anne Hicks	13
Nick Martorano, New Computer Operator ..	14
Gina Johnson, New SES Specialist	15
MHRIC Calendar of Events.....	16

In a time of heightened school security, the Ellenville Central School District has created a powerful system to keep students safe.

For the past two years, Ellenville has worked with the Mid-Hudson Regional Information Center to use the services of Linstar, a Buffalo-based division of the security provider Identisys.

"It helps us know what's going on in our buildings," said John Reimer, Director of Network Operations for Ellenville.

Continued on page 2

Raising the Bar on Safety and Security

Continued from page 1

The system is multi-faceted and covers the entire campus, which includes the elementary school, middle school, high school, and district offices.

The campus is monitored by 130 cameras that record activity both inside and outside. The District increased the number of cameras by approximately 10 percent over the course of two years.

The 25 exterior doors on campus are locked at all times but can be remotely unlocked if necessary to allow entry by law enforcement during an active shooter drill exercise or in the event of an

actual emergency. The system also has floor plans of all the buildings integrated into it so the location of a problem can be determined quickly.

In addition to the ability to monitor the whole campus, the system

includes measures to screen visitors entering the building. Visitors must state their business, sign in, and present their driver's license or other official identification, which is scanned against the sex offender registry. Once cleared by security, they receive a visitor badge and a sticker

that automatically voids after a period of time.

"It allows us to see who's coming into the building, where they're located, and where they're going," Reimer said.

Reimer is responsible for managing the system, but all administrators have access.

Although Reimer admits that no system is 100 percent effective, the

Linstar system does provide a significant level of coverage.

"It's keeping everybody safe and we know about things that are going on in our buildings," Reimer said. "It's pretty rock solid."

"It allows us to see who's coming into the building, where they're located, and where they're going."

~John Reimer,

*Director of Network Operations
at Ellenville Central School District*

CONTACTING YOUR MHRIC TEAM

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

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Application Training & Financial Services

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

Operations & Technical Services

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

Help Desk Support

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Student Services Support Center

256-2450sssc@mhric.org

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Marlene Anderson-Butler, Assistant Director
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Frontline Education Acquires Centris Group

By Casey Larsen, Application Training Specialist II

In April of 2016, Frontline Education acquired Centris Group, whose primary focus was on the administration and management of Individualized Education Programs (IEPs) and Response to Intervention (RTI). These software products will continue to be supported and enhanced as part of Frontline. The focus will remain on state special education regulations, supporting best practices, returning time to teaching, and meeting the unique needs of each state. The acquisition will allow Centris' special education administrative software, which is the leading solution in New York, New Jersey, and Connecticut, to expand into additional states while maintaining its unsurpassed customer service levels.

Frontline Education provides cloud-based K-12 software that empowers more than 7,500 school districts and millions of educators to positively impact student learning. From recruiting, hiring, and absence management, to professional learning and evaluation, Frontline partners with the education community to support the entire educator lifecycle.

Frontline Education and Centris already serve many of the same districts, with 84% customer overlap in New Jersey, New York, and Connecticut, which allows for greater understanding of the intricacies and nuances of each state. Both organizations are also committed to the ongoing support and growth of partnerships in the administrative solutions arena. Frontline currently integrates with over 180 K-12 administrative software providers. Solutions from both companies support more than 200 vendor relationships.

"The acquisition will allow us to expand the depth and breadth of the products and services we offer in special education," said Thomas Reap, Psy.D., founder of Centris Group. "Uniting these two leading organizations will provide the resources to deliver an even higher level of service to our customers and expand our suite of innovative software to create an end-to-end solution that before now has not been considered in the special education space."

In addition to the acquisition, Frontline Education has renamed the current product line to the following:

"IEP Direct" will now be called "Frontline IEP"

"RTIm Direct" will now be called "Frontline RTI"

"Medicaid Direct" will now be called "Frontline Medicaid"

"BOCES Direct" will now be called "Frontline ESA"



frontline education™



Office Automation Service

The Office Automation Service is designed to help school district offices become more efficient and productive through better information flow, appropriate technology, related training, and support. Once a plan has been established, MHRIC staff will work with your staff to design an appropriate technology implementation, conduct training (at your district or here at the MHRIC), and implement a support plan to address your district's technology needs.

Office Automation Service Features:

- The service includes one initial planning meeting, if needed.
- A MHRIC specialist will be assigned to your district as a single point of contact.
- Office Automation days may also be used for work in cooperation with other MHRIC services such as student, financial, testing, or data warehouse/analysis preparation.
- Telephone support is available from our Help Desk from 7:00 a.m. - 4:00 p.m., Monday through Friday.
- An Office Professional Institute (OPI) event is held a couple of times a year, as well as other special events.

To check if your district is an OA member district, please see page five of this newsletter. If you would like more information about our Office Automation Service, please contact Kathi Goodyear at 255-1450 X1330 or by email kgoodyea@mhric.org.



Office Professional Institute

Exciting New Format!

We are pleased to announce that we are offering another Office Professional Institute (OPI) on Wednesday, March 22, 2017 from 8:00-3:00 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, and develop best practices that will help them perform their roles more efficiently.

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 \$79 fee. To check if your district is a TSS or OA member, see list on page 5.

We are introducing a new, exciting format! Watch for a separate mailing to be sent via email in January.

MHRIC District Members

Registration Process For All MHRIC Events

All registrations for MHRIC events need to be completed using **MyLearningPlan.com** (MLP).

If you do not currently have a MLP account, go to our website at www.mhric.org and click on the yellow box. (If you don't see the yellow box, please refresh your browser.) Follow the directions to register. **There is no charge to you or your district to set up the new MLP account.**

If you currently have a MLP account, login to your district's MLP site, click on the MHRIC catalog, and find the event you wish to register for. If you need any assistance, please feel free to contact Kathi Jones at 255-1450 X1270 (kjones@mhric.org).

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.

TECHNOLOGY SUPPORT SERVICE

Technology Support Service Districts

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

OFFICE AUTOMATION

Office Automation Participating Districts

Arlington
Fallsburg
Hyde Park
Kingston
Middletown
Monroe
Rondout Valley
Saugerties
Tri-Valley
Ulster BOCES
Wallkill
Warwick

Our classes
fill quickly.

**Sign up
today!**

Technology Support Service *Winter 2017 Classes*

	DATE	TIME	TRAINER	LOCATION
WORD PROCESSING CLASSES				
Word Introduction	Jan. 10	8:30-3:30	Barbara Heiles	MHRIC – MOD-RIC Lab
Word Intermediate	Jan. 26	8:30-3:30	Pascale Martel	MHRIC – MOD-RIC Lab
Mail Merge using MS Word	Feb. 9	9:00-12:00	Pascale Martel	MHRIC – MOD-RIC Lab
Word Shortcuts, Tips, & Tricks	Feb. 2	12:30-3:30	Barbara Heiles	MHRIC – MOD-RIC Lab
DATABASE CLASSES				
Access Introduction	Jan. 27	8:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Access Intermediate	Feb. 3	8:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Access Forms	Feb. 10	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Access Queries	Mar. 3	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Access Reports	Mar. 10	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
SPREADSHEET CLASSES				
Excel Introduction	Jan. 18	8:30-3:30	Barbara Heiles	MHRIC – MOD-RIC Lab
Excel Intermediate	Feb. 1	8:30-3:30	Pascale Martel	MHRIC – MOD-RIC Lab
Excel Advanced	Feb. 22	8:30-3:30	Pascale Martel	MHRIC – MOD-RIC Lab
Excel Automating Spreadsheets	Mar. 16	12:30-3:30	Pascale Martel	MHRIC – MOD-RIC Lab
Excel Charts	Feb. 7	12:30-3:30	Pascale Martel	MHRIC – MOD-RIC Lab
Excel Functions & Formulas	Mar. 9	8:30-3:30	Pascale Martel	MHRIC – MOD-RIC Lab
Excel Lists & Pivot Tables	Mar. 6	4:00-7:00	Pascale Martel	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	Mar. 1	8:30-11:30	Barbara Heiles	MHRIC – MOD-RIC Lab
SPECIALTY CLASSES				
Specialty Projects Workshop	Jan. 31	2 hours by appt.	Staff	MHRIC – Computer Lab A
INTERNET CLASSES				
Gmail Basics	Jan. 13	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Gmail Contact Groups vs. Google Groups	Feb. 15	12:30-3:30	Pascale Martel	MHRIC – MOD-RIC Lab
Google Calendar Basics	Jan. 13	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Calendar Basics	Mar. 29	4:00-7:00	Barbara Heiles	MHRIC – Computer Lab A
Google Docs	Jan. 23	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Google Drive	Jan. 17	12:30-3:30	Pascale Martel	MHRIC – MOD-RIC Lab
Google Forms	Mar. 7	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Forms	Mar. 27	4:00-7:00	Pascale Martel	MHRIC – Computer Lab A
Google Sheets	Jan. 23	12:30-3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Sheets	Mar. 7	8:30-11:30	Barbara Heiles	MHRIC – Computer Lab A
Google Slides	Jan. 24	12:30-3:30	Pascale Martel	MHRIC – MOD-RIC Lab
Mail Merge with Google Docs using autoCrat	Mar. 3	12:30-3:30	Pascale Martel	MHRIC – MOD-RIC Lab
MS OneDrive	Jan. 11	9:00-12:00	Pascale Martel	MHRIC – MOD-RIC Lab

You are eligible to attend these classes if your district belongs to our Technology Support Service (TSS) and is listed on page 5. If your district is not listed and you would like information on how to attend, please call Kathi Jones at 255-1450 x1270 or email to kjones@mhric.org.

Lab Locations

Find directions to labs at
www.mhric.org/directions.html


MHRIC - Computer Lab A
Ulster BOCES Technology Learning Center MOD-RIC Lab
Ulster BOCES, 175 Route 32 North, New Paltz
(845) 255-1450

TSS Go-To-Meeting Online "Slices"

See
Page 5
for
Registration
Information

Slice Instructions

Our "slices" will offer 45 minutes of application training content followed by 15-20 minutes of group discussion. Participants will be able to access a website to view and listen to the various "slice" offerings by MHRIC trainers. Several audio options will be provided in order to allow the participants to communicate with the trainer and others in attendance. For more information, go to www.mhric.org/slices.

SLICE	DATE	TIME	TRAINER
MS OneDrive	Jan. 9	3:30-4:30	Pascale Martel
MS Templates	Jan. 9	5:00-6:00	Pascale Martel
Gmail Basics	Jan. 11	9:00-10:00	Barbara Heiles
Google Calendar Basics	Jan. 11	10:30-11:30	Barbara Heiles
InDesign – Getting Started	Jan. 12	1:00-2:00	Pascale Martel
InDesign – Working with Text	Jan. 12	2:30-3:30	Pascale Martel
InDesign – Working with Images	Jan. 12	4:00-5:00	Pascale Martel
Word – Using Tabs & the Indent Tool	Jan. 19	1:30-2:30	Pascale Martel
Word Bullets & Numbering	Jan. 19	3:00-4:00	Pascale Martel
Google Docs Overview	Jan. 25	12:30-1:30	Barbara Heiles
Google Sheets Overview	Jan. 25	2:00-3:00	Barbara Heiles
Create Print Publications using Publisher	Jan. 30	3:30-4:30	Pascale Martel
 Create Print Publications using Lucidpress	Jan. 30	5:00-6:00	Pascale Martel
Google Sheets Overview	Feb. 8	3:30-4:30	Barbara Heiles
Google Forms Overview	Feb. 8	5:00-6:00	Barbara Heiles
Excel Conditional Formatting	Feb. 13	3:30-4:30	Pascale Martel
Excel Charts	Feb. 13	5:00-6:00	Pascale Martel
Word Shortcuts, Tips, & Tricks	Feb. 16	1:30-2:30	Pascale Martel
Excel Shortcuts, Tips, & Tricks	Feb. 16	3:00-4:00	Pascale Martel
Chromebook Overview	Feb. 28	1:30-2:30	Pascale Martel
Gmail Contact Groups vs. Google Groups	Feb. 28	3:00-4:00	Pascale Martel
Gmail Labels	Mar. 8	9:00-10:00	Barbara Heiles
Gmail Filters	Mar. 8	10:30-11:30	Barbara Heiles
PowerPoint Overview	Mar. 13	3:30-4:30	Pascale Martel
PowerPoint Animations	Mar. 13	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 understanding tables.

Access Intermediate

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

Prerequisite: Access Introduction or equivalent experience.

Access Forms

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

Prerequisite: Access Intermediate or equivalent experience.

Access Queries

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

Prerequisite: Access Intermediate or equivalent experience.

Access Reports

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

Prerequisite: Access Intermediate or equivalent experience.

Chromebook Overview “Slice”

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

Create Print Publications using Publisher “Slice”

This class and/or slice introduces the student to Microsoft’s print production program. Publisher 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, inserting graphics.

Create Print Publications using Lucidpress “Slice”

This class and/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, inserting graphics.

Excel Introduction

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 basic formulas and functions; including relative and absolute cell referencing.

Excel Intermediate

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, creating lists and data forms, using filters and functions with lists to analyze data, and more work with functions and formulas.

Prerequisite: Excel Introduction or equivalent experience.

Excel Advanced

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 and data validation lists; the basics of creating and working with Pivot Tables and Pivot Charts; and the basics of creating and working with Macros.

Prerequisite: Excel Intermediate or equivalent experience.

Excel Automating Spreadsheets

In this session we will be using Excel tools, such as External Referencing, Vlookups, and Data Validation. You can automate your spreadsheet to make things quicker and easier.

Excel Charts

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

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

Excel Conditional Formatting “Slice”

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

Excel Functions & Formulas

Do you need to know more of the basics on how to work with functions and formulas in Excel? We will use some of Excel's built-in functions like: If, Proper, Vlookup, Max, Min, PMT, Average, DCount, count, countA...as well as build some of our own specialized formulas like weighted averages. In this class and/or slice we will include a review of Order of Operations and Relative and Absolute Cell Referencing.

Prerequisite: *Excel Introduction or equivalent experience.*

Excel Lists & Pivot Tables

Learn about Excel's list management features, such as: data forms, sorting, filtering, data validation, and subtotals. Once we understand how to work with lists, we will introduce the topic of Pivot Tables. Pivot Tables 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 and/or slice will include creating reports, modifying Pivot Tables, and creating Pivot Charts.

Prerequisite: *Excel Introduction or equivalent experience.*

Excel Shortcuts, Tips, and Tricks

This class and/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 or equivalent experience.*

Gmail Basics

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

Gmail Contact Groups vs. Google Groups

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

Gmail Filters "Slice"

Get control of your email! Use Gmail Filters to help you automatically route your multitudes of email messages so they don't pile up in your inbox. We will briefly review Gmail Labels, introduce Gmail Filters, then take a more in-depth look at how to work with and manage Filters. You can keep your mail organized and out of the way, but still accessible for when you need to find something.

Prerequisite: *Experience with Gmail. Experience with Gmail Labels helpful.*

Gmail Labels "Slice"

Get Organized! Use Gmail Labels to help you categorize the multitudes of email messages that pile up every day. We will introduce Gmail Labels, then take a more in-depth look at how to work with and manage them. You can keep your mail organized and out of the way, but still accessible for when you need to find something.

Prerequisite: *Experience with Gmail.*

Google Calendar Basics

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

Prerequisite: *Gmail Basics*

Google Docs

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

Google Drive

In this class and/or slice, we will learn how to use Google Drive. We will demonstrate how to create documents and organize them. We will also see how to collaborate with others using shared documents. With Google Drive you can store your Google documents and your other files – all online, and all for free.

Google Forms

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

Google Sheets

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

Google Slides

Google Slides is Google's presentation software. In this class and/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.

InDesign – Getting Started "Slice"

InDesign is the program to work with for document layout and print production. Work with text, colors, and graphics to create flyers, brochures, magazines, and books. Since InDesign uses many of the same tools, panels, and onscreen elements as Adobe Photoshop and Illustrator, knowing InDesign makes it easy to become familiar with the other programs in Adobe's Creative Suite. We will look at the basics for getting started with InDesign.

Class Descriptions continued

InDesign – The Next Step, Working with Text “Slice”

One of the first ways to get started on your InDesign documents is to layout where the text will be placed. In this slice, we will create text frames, work with text and styles, see how to import text from a Word document, and how to link text frames. As an extra topic, we will use the Type on a Path tool which positions text along the path of a drawn object such as a curve, a spiral, or a wavy line. Fun!

InDesign – Working with Images “Slice”

Adobe InDesign includes an application called Bridge. Bridge allows you to look for any file on your computer, and import that file into your document. We will place images into our document using Bridge. We will learn about image frames, and how to create custom frames. Using the Pen Tool, we will see how to cut the background away from an image, and use text wrapping to have text wrap around an image shape.

Mail Merge using MS Word

Topics covered in this class and/or slice will include using Word to create files for producing form letters and labels. Using Access and Excel as data sources will be included.

Prerequisite: Word Introduction or equivalent experience.

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 and/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, and/or printed from your Google account. autoCrat can be used in combination with Google Forms to automate customized emails triggered by a Form entry. In the three-hour class, we will quickly review how to create Google Forms.

MS OneDrive (the free version of Office 365)

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

MS Templates “Slice”

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

Prerequisite: Word Introduction or equivalent experience.

PowerPoint Overview “Slice”

Learn the basics of creating powerful presentations for colleagues and others. This “slice” will cover creating and customizing slides, inserting graphics, printing notes and handouts, using templates, and giving on-screen presentations. We will also see how to animate the presentations using transitions & text animations.

PowerPoint Animations “Slice”

During this slice we will see how to apply slide transitions, how to use custom animation to make bulleted lists appear one bullet at a time during the slide show, how to animate objects on the screen, and how to work with and animate SmartArt.

Specialty Projects Workshop

Is there something you need help with? This workshop is what you’ve been asking for. We can help with any software product listed on our classes’ page. Bring your special project, problem, or anything that you need help with and we will help you to work it out. We will have two-hour blocks throughout the day for individualized help. When you sign up for this workshop, you will be asked to tell us what you need help with and also sign up for a specific time slot.

Word Introduction

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; such as line spacing, indenting, and tabs. Using bullets and numbering lists will also be covered.

Word Intermediate

If you have mastered the basic word processing techniques of Word, you are ready to move on to some of the more advanced features of this program. Topics will include: basic page formatting features such as margins, headers, footers, and mail merge.

Prerequisite: Word Introduction or equivalent experience.

Word Bullets and Numbering “Slice”

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! Some common issues that will be addressed are: working with sub-lists; how to add lines without numbers/bullets; how to change the alignment of numbers/bullets; how to customize the numbers/bullets; along with helpful tips and tricks and other topics. There will be a Q&A session at the end to ask your particular bulleting or numbering questions.

Word Shortcuts, Tips, and Tricks

This class and/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 or equivalent experience.

Word using Tabs and the Indent Tool “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. Indenting adds space between the left or right margin and the paragraph text. We will learn how to use the indent tool to create different kinds of indents.

Beware of Malware

by Rick Olsen, Manager of Operations & Technical Services

Malware can disguise itself in many forms, but if you know what to look for you just might avoid it.

Trojan Horses

Trojan Horses are a type of malware that misrepresent themselves to look legitimate, much like the Trojan Horse the Greek army used to enter Troy. Trojan Horses may be apps in smartphone stores, freeware and shareware, or even attachments to emails. The last is a very common spam technique and is often used with spam email campaigns that say you have a voice-mail, fax, or shipping notification. When you click the attached document to hear the voicemail, or see the fax, or who has shipped you a package, the file opens to show you what you expect to see or hear, but in the background malware is downloading on to your computer.

Drive-by Downloads and Malvertising

Drive-by downloads occur when a program is downloaded onto your device without your permission. One way this happens is through malicious advertising or malvertising. You know the advertisements that appear on the edge of many webpages? When malicious actors purchase advertising space there, they can install malware in the advertisement. That means that if you see that malicious advertisement, which looks like any legitimate advertisement, the malware hidden in the advertisement will automatically try to download onto your device.

Social Engineering: Malicious Links

Social engineering relies on tricking you into taking an action,

such as clicking on a link or opening an attachment. When the webpage or attachment opens, malware is installed on your device. Some types of social engineering use link baiting or other techniques to get you to click on the malicious link. Link baiting (which is not necessarily malicious) is when content providers use a teaser, such as “5 Things Preventing You From Being Rich” or “When I found about this trick, it blew my mind!” to get you to click on a link.

Social Engineering: Scareware

Scareware, such as ransomware and fake antivirus software, frequently use social engineering by making popup boxes look like messages from your computer. These messages look official and say things “System Warning!” and “Threats Found!” or “Your computer is infected. Click OK to remove the virus.” They hope you’ll click on the message, which allows the malware to be downloaded on to your computer. Often clicking anywhere on the message allows the malware to be downloaded, so instead hit the back button or on a Windows computer, use the Task Manager to close the popup window.

As if scareware wasn’t bad enough, some versions of scareware use the scary warning messages to convince you to buy the malware. Fake antivirus malware most commonly uses this technique. Fake antivirus is malware that pretends to be real antivirus software. The criminals who sell the fake antivirus have professional-looking websites, call centers where you can ask for help,

and even different payment levels. After you buy and install the fake antivirus, it will infect your computer with malware instead of cleaning it and the malicious actors have your money!

Minimize Your Risk

Avoid the tricks by being aware of the tactics:

- Only open an email attachment or click on a link if you’re expecting it and know what it contains. Do not open email attachments or click on the links from unknown or untrusted sources.
- If something looks suspicious in an email from a trusted source, call and verify the email is legitimate.
- Use up-to-date antivirus protection and apply recommended patches/updates to your device.
- Only install third-party applications and software that you really need. Make sure it is from the vendor or the Android, Apple or Windows Store. Since the app stores allow third-parties to post and sell apps, make sure the app is from a trustworthy source.
- Use discretion when posting personal information on social media. This information is a treasure-trove to scammers who will use it to feign trustworthiness.

eBOARDsolutions Celebrates Successful Simbli Launch

In October eBOARDsolutions, in partnership with the Mid-Hudson Regional Information Center (MHRIC), announced the release of Simbli, successfully launching the latest iteration of their award-winning board management software solution to customers and partners across the country. Receiving high praise for the well-orchestrated release, the Simbli launch showcased several product enhancements and upgrades, fueled by valuable customer feedback, and will continue to work with MHRIC to strengthen the service offering for its members.

Simbli contains all of the features and functionality previous eBOARD users grew to know and love, alongside a variety of new product enhancements, features, and an exciting long-term product roadmap.

Originally developed to help the Georgia School Boards Association member boards increase their efficiency and effectiveness, eBOARDsolutions has a long, rich history of serving boards throughout the country. Nearly two decades later, eBOARDsolutions has more than 500 customers in 25 states, a renewal rate of 98%, and ten years of service in helping school boards, nonprofits, and governments across the U.S. get more done every day.

Simbli: The Next Generation of Board Governance Software

Simbli is the first and only comprehensive board management software solution for effective board governance. Featuring four core integrated modules that help boards maximize productivity, Simbli brings together meetings, planning, policies, and evaluations into one, easy-to-use board management software solution. Although each module is strong alone, the power to drive more effective board governance and achieve organizational excellence lies in their ability to work together. And with an iPad app and web browser accessibility, boards and their stakeholders can always get the information they need — anywhere, at any time.



Simply Get More Done with the Core Four
Simbli's award-winning software features an integrated suite of modules, all seamlessly working together to help boards and the people who work with them simply get more done. The Core Four includes:

Meetings

Board Meeting Management Software

Packed with time-saving features, Simbli's paperless board meeting management software automates and simplifies routine tasks associated with meeting development and delivery.

Planning

Strategic Planning Software

Monitoring, tracking, managing, and reporting on strategic plans is a breeze. With Simbli's strategic planning software, organizations can effectively communicate plans to all stakeholders and empower contributors to focus on areas of responsibility while understanding how their work fits into the overall plan.

Policies

Board Policy Management Software

Keep board members, district and school staff, and the community updated and accountable with online access to the latest policies and administrative procedures, and save the cost and confusion that comes with printing and delivering paper copies.

Evaluations

Board Performance Evaluation Software

The most effective boards encourage continuous improvement by conducting regular evaluations and assessments. Simbli takes the guesswork out of these processes with templates and simple tools to help boards, districts, and schools. With these tools, Simbli users can develop, conduct, and manage board self-assessments, leader evaluations, and organizational reviews. Simbli users can also link evaluations to items in the strategic plan or policies to help increase leadership effectiveness and improve accountability.

New Website

In addition to the release of Simbli, eBOARDsolutions also launched a new corporate website:

<http://eboardsolutions.com/>

featuring a variety of content including helpful product information, webinars, case studies, success stories, news, events, and more.

If your district would like a demo or more information on the suite of products, please contact Barbara Heiles at 845-255-1450 X1316 or bheiles@mhric.org.

Spotlight on

Anne Hicks

When Anne Hicks began working as a secretary at the Mid-Hudson Regional Information Center (MHRIC), her first job was to reorganize a vast library of pamphlets collected by the Assistant Superintendent for Curriculum.

That was in 1962. Audio-cassette tapes were cutting-edge technology and humans had not yet walked on the moon.

Anne is now 77 and has personally seen more changes in technology than perhaps anyone else at the MHRIC.

"I grew up with it," she said. "The changes have been phenomenal. It just blows my mind."

After she earned a degree in education, Anne's goal as a young woman was to become a teacher, but she married and had children instead. After several years at the MHRIC, she returned to her early aspiration by teaching programming to high school juniors and seniors.

"They wanted to learn. It was a delightful time," she said of instructing the teens in a "home-grown IBM language" called Autocode.

Eventually, Anne's work shifted away from teaching toward financial and payroll applications, which she enjoyed enormously.

"Payroll is so intricate. There are so many facets to it. It changes

constantly because of the laws," she said.

It's no surprise that Anne's major hobby also involves intricacy. An avid quilter, she "loves the geometry of it" and her computer screensaver features many of her lovingly crafted quilts. Even as a child, her interests ran to "math and science, all the way."

Although Anne retired from the MHRIC in 1996, she has stayed on in an as-needed capacity since then, partly because it's hard to stay away from all the fast-paced changes.

"That's why I keep coming back," she said. "There's always something new coming up."

After 54 years at the MHRIC, however, Anne has now chosen to retire for good. She and her older sister will embark on a new adventure by moving to central Florida in December.

"There's a lot to explore in Florida," she said, adding that she'll still keep up with quilting as well as her passion for reading. Her two sons and six grandchildren remain in the Hudson Valley, ensuring that Anne will be back for visits.

In a way, her retirement will be bittersweet. "I'll miss the people, mostly. I like the people here and I like what we've done," she said.



Anne Hicks

Nick Martorano

New Computer Operator

Getting your foot in the door of a new job is that all-important first step for a successful career and Nick Martorano was able to do just that, thanks his own talents and the ties between his school and the Mid-Hudson Regional Information Center (MHRIC).

While attending Highland High School, Nick was a student in the Cisco Networking/Computer Repair program at the Ulster BOCES Career & Technical Education Center in Port Ewen. The MHRIC is a division of Ulster BOCES and students in the Computer Networking program have opportunities to visit with and learn from the technology professionals at the MHRIC.

Nick graduated in 2014 and went on to study Network Administration at SUNY Ulster. After earning his associate's degree, he worked for a time in retail, as an assistant manager at Aeropostale, but before long he was able to return not only to his Ulster BOCES roots, but also to the start of a career that's a perfect fit.

Nick is now a computer operator at the MHRIC. He's been on the job since August and has been

enjoying it immensely.

"The entire department is awesome," he said, adding that he's gaining valuable experience and skills, and becoming familiar with the MHRIC's many vendors and their products.

Nick's "really cool" day-to-day work includes

providing support to clients on the Help Desk, and keeping operations running smoothly throughout the agency. He's been fascinated by virtualization for quite a while and is excited to learn more about it through the virtualization software and services the MHRIC offers through VMware.

Nick noted that working in technology has dissolved the stress he experienced working in retail, and he also appreciates how his transition to

working at the MHRIC was easier because there were so many familiar faces.

"There was a sense of trust there already," he said.

Nick credits his success in large part to the education he received at Ulster BOCES.

"It goes to show how effective and how rewarding it is to be in BOCES," he said.



Computer Operator Nick Martorano

Gina Johnson

New Special Education Services Specialist

For Gina Johnson, working at the Mid-Hudson Regional Information Center (MHRIC) is a “perfect fit.”

Gina, who began her job on September 1, is a Special Education Services Specialist, a position that involves supporting districts that use the Frontline IEP (formerly IEP Direct) and Frontline RTI services.

Frontline IEP is a special education management system, while Frontline RTI helps districts track academic and behavioral interventions.

Gina spent time during her first month learning the ropes by shadowing colleagues Susan Alexander and Casey Larsen. With 49 districts to support and a large amount of information involved, there’s plenty to learn and do, but Gina is up for the challenge. A certified teacher with a degree in Special Education and a background in customer service, Gina brings the perfect skill set to her job and isn’t daunted by the learning curve.

“I love it. I love learning something new every day,” she said, adding that she embraces change and

the opportunities for learning and growing that each new day brings. She particularly enjoys establishing relationships with the MHRIC’s clients and vendors and thus far has visited 10 of the 49 districts served by the agency.

Prior to coming to the MHRIC, Gina worked for the Hyde Park Central School District as a Behavioral

Teaching Assistant in a self-contained class. She originally hails from Philadelphia and moved to the Hudson Valley six years ago.

She and her husband, who works for Marist College, keep busy raising their 15-month-old daughter and enjoying the outdoors.

In addition to providing Gina with challenges that match her skills and background, the MHRIC has also been a friendly place to work.

“Everybody here is so welcoming,” she said. “And I love working with Susan and Casey.”



Special Education Services Specialist Gina Johnson

January

1/9

MS OneDrive "Slice"
MS Templates "Slice"

1/10

Word Introduction
eSchoolData UGM

1/11

Gmail Basics "Slice"
Google Calendar Basics "Slice"
MS OneDrive

1/12

InDesign – Getting Started "Slice"
InDesign – Working with Images "Slice"
InDesign – Working with Text "Slice"

1/13

Gmail Basics
Google Calendar Basics

1/17

Google Drive

1/18

Excel Introduction

1/19

Word – Using Tabs & the Indent Tool "Slice"
Word Bullets & Numbering "Slice"

1/23

Google Docs
Google Sheets

1/24

Google Slides

1/25

Google Docs Overview "Slice"
Google Sheets Overview "Slice"

1/26

Word Intermediate

1/27

Access Introduction
Security UGM

1/30

Create Print Publications using Lucidpress
"Slice"

Create Print Publications using Publisher
"Slice"

1/31

Specialty Projects Workshop

MHRIC

Calendar of Events

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

February

2/1

Excel Intermediate

2/2

Word Shortcuts, Tips, & Tricks

2/3

Access Intermediate

2/7

Excel Charts

2/8

Google Forms Overview "Slice"
Google Sheets Overview "Slice"

2/9

Mail Merge using MS Word

2/10

Access Forms

2/13

Excel Charts "Slice"
Excel Conditional Formatting "Slice"

2/15

Gmail Contact Groups vs. Google Groups

2/16

Excel Shortcuts, Tips, & Tricks "Slice"
Word Shortcuts, Tips, & Tricks "Slice"

2/22

Excel Advanced

2/28

Chromebook Overview "Slice"
Gmail Contact Groups vs. Google Groups
"Slice"

March

3/1

Excel Shortcuts, Tips, & Tricks

3/3

Access Queries
Mail Merge with Google Docs using autoCrat

3/6

Excel Lists & Pivot Tables

3/7

Google Forms
Google Sheets

3/8

Gmail Filters "Slice"
Gmail Labels "Slice"

3/9

Excel Functions & Formulas

3/10

Access Reports

3/13

PowerPoint Animations "Slice"
PowerPoint Overview "Slice"

3/16

Excel Automating Spreadsheets

3/27

Google Forms

3/29

Google Calendar Basics