



## Upcoming Professional Development Trainings & Workshops

[www.NEOnet.org](http://www.NEOnet.org)

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# Professional Development Trainings & Workshops

NEOnet's knowledgeable, courteous team delivers a wide variety of high-quality professional development opportunities that can help you improve your expertise and skills. If you are interested in a training or workshop, please click the interactive link found in this catalog or visit our website calendar at [www.neonet.org](http://www.neonet.org), click the Event, and then click Register for Event. If you have any questions, please contact Lillian Johnson at 330.926.3900 or [johnson@neonet.org](mailto:johnson@neonet.org).

## Business Administration

### NEOnet School Business Officials Advisory Group

**Description:** NEOnet will begin hosting quarterly meetings for our School Business Officials Advisory Group. Common agenda points will include school safety, security, group purchasing, building maintenance, and money saving initiatives.

**Location:** Room B

**Dates Offered:** [October 31, 2018](#)

## Media Services

### Makerspace Open Lab

**Description:** Come by yourself or bring your whole team... Drop in for a half hour, or stay all afternoon. Join us after school in the NEOnet Makerspace to experiment with tools from blocks and markers to 3D printers and robots. Tinker and explore while you plan how to use the making concept in your school!

Location: NEOnet Makerspace

**Dates Offered:** [October 10, 2018](#)  
[October 30, 2018](#)  
[November 8, 2018](#)  
[November 19, 2018](#)

### Media Services Advisory / Users' Meeting

**Description:** Update on Sirsi WorkFlows and INFOhio electronic resources 8:30-11:30am. Open lab and/or professional development session available afterwards from 12:30-3:30pm.

**Location:** NEOnet Room B

**Dates Offered:** [November 14, 2018](#)

### WorkFlows Database Clean-up 1

**Description:** Audience: library/media staff with a desire to identify and clean-up transactions, bib records, and patron issues  
**Content:** Workshop includes item maintenance strategies and shortcuts for keeping your library database current. Patron maintenance strategies are also included.

**Location:** NEOnet Training Lab

**Dates Offered:** [November 7, 2018](#)

## **WorkFlows Advanced Cataloging**

**Description:** This training is for library/media staff with a knowledge of MARC records and/or who have taken Basic Cataloging. In this session, you will learn cataloging from INFOhio templates, equipment, modifying MARC records and transferring items. Feel free to bring materials to work on.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 18, 2018](#)

## **Using Recycled Books in the Makerspace**

**Description:** Don't let those weeded library books go to waste- learn a variety of ways to use books in the makerspace! From folded pages art to holiday ornaments to lamps and furniture, explore the many creative ways to help those outdated books find new lives. Please bring two books with you to recycle!

**Location:** NEOnet Makerspace

**Dates Offered:** [November 27, 2018](#)

## **Oh the Places You Can Go With Green Screen Editing**

**Description:** With a little imagination and some help from a green cloth and video editing software, your students can appear to be anywhere in the world. Green screen editing allows you to film a subject in front of a green background and then use software to replace the background with an image or video of your choice. In this session, we'll cover the green screen editing process, try out a couple of video editing programs/applications, and offer some suggestions for integrating green screening into the curriculum.

**Location:** NEOnet Makerspace

**Dates Offered:** [October 22, 2018](#)

## **Student Services**

### **Student Services Open Labs**

**Description:** Open lab setting to work or ask questions on any of the products in the ProgressBook Suite or EMIS related topics

**Location:** NEOnet Training Lab

**Dates offered:** [October 10, 2018](#)  
[November 5, 2018](#)  
[November 29, 2018](#)  
[December 5, 2018](#)  
[December 20, 2018](#)

### **GradeBook Roundtable**

**Description:** Discussion on new features, issues for the users and how the year is going.

**Location:** NEOnet Room B

**Dates Offered:** [December 5, 2018](#)

### **Troubleshooting ProgressBook Gradebook Report Cards**

**Description:** Review Report Card issues that may arise during processing report cards out of Gradebook.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 9, 2018](#)

# Professional Development Trainings & Workshops

## **HB410 for Beginners**

**Description:** New to HB410? This training will show you how to use the DASL Software to read the HB410 reports, enter data on the new Absence Intervention screens, and report your data.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 3, 2018](#)  
[October 8, 2018](#)

## **HB410 Letters**

**Description:** This training will be an opportunity for district personnel to work on HB410 attendance letters inside of the DASL Software.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 22, 2018](#)  
[October 25, 2018](#)  
[November 29, 2018](#)

## **HB410 Refresher**

**Description:** Need a refresher on HB410? This Training will go over ad hoc reports, the absence intervention screen, along with any questions you may have.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 18, 2018](#)  
[October 29, 2018](#)  
[November 7, 2018](#)

## **DASL Admin Roundtable**

**Description:** The DASL Administrative Roundtable is a meeting to discuss all current and outstanding defects, upcoming releases and updates to the package, and discuss future DASL trainings. There is also opportunity for districts to share ideas or have open discussions on any student service package.

**Location:** NEOnet Room B

**Dates Offered:** [December 5, 2018](#)

## **Notifications for NEOnet DASL Admins**

**Description:** This training is for NEOnet District Admins to go over the security needed for users to utilize the new notifications inside of the ProgressBook suite. Documentation will also be provided on how your users can use notifications in your district.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 10, 2018](#)  
[November 28, 2018](#)

## **Special Services New User Training**

**Description:** This training is for any new staff to learn how to create new ETR, IEP, 504 Plans, edit forms, manage banks, verify EMIS, print, complete, amend data, view IEP summary, create progress reports and run reports.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 4, 2018](#)

## **FY19 Initial Student & Staff/Course Checklists**

**Description:** FY19 "S" Student Checklist & FY19 "L" Initial Staff/Course Checklist. For both checklists we will: cover any new FY19 updates, walk through each task of the checklist for clarity, go over Ad Reports that are relevant to each task. This session will not be available via WebEx.

**Location:** NEOnet Room B

**Dates Offered:** [October 1, 2018](#)

## **EMIS Connections Initial Student Collection Open Lab**

**Description:** This is a hands on workshop walking through each step of the checklist focusing on the items reportable in the first reporting window. Items include: understanding the checklist and tasks, review and running the Ad Hoc Reports in Data Collector. Since this session will be in that lab we will not be able to offer via WebEx.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 17, 2018](#)

## **Understanding the Connection between Payroll & EMIS Reporting**

**Description:** The user will obtain an understanding of how the data from payroll impacts the Staff Reporting for EMIS Period L. Who should attend? Any Payroll Clerk, EMIS Coordinator and any other interested parties.

**Location:** NEOnet Meeting Rooms A & B

**Dates Offered:** [November 1, 2018](#)

## **DataMap Roundtable**

**Description:** We will discuss all current and outstanding defects, upcoming releases, and updates to the package along with future DataMap trainings. There will also be an opportunity for districts to share DataMap Best Practices.

**Location:** NEOnet Room B

**Dates Offered:** [October 4, 2018](#)  
[December 12, 2018](#)

## **Educational Operating Committee**

**Description:** The Educational Operating Committee assists the student services department in prioritizing software enhancements, providing feedback on service offerings, and determining the future direction of the department.

**Location:** NEOnet Room B

**Dates Offered:** [October 31, 2018](#)

## Fiscal Services

### Name of Workshop: Fiscal Open Labs

**Description:** The Fiscal Open Lab sessions are for both State Software and eFinancePLUS users. When you register, please include in the comments the topic you would like to cover and the approximate time you will be arriving. This will help us ensure we have the proper staff available to assist you.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 26, 2018](#)  
[October 30, 2018](#)  
[November 15, 2018](#)  
[November 20, 2018](#)  
[December 13, 2018](#)  
[December 18, 2018](#)

### Name of Workshop: Treasurers Operating Committee

**Description:** The membership of the Treasurers Operating Committee is composed of the Treasurer from each of the member districts. This committee assists the Board of Directors in the financial operations of NEOnet. The committee is also responsible for providing guidance and direction to the Fiscal Services Department.

**Location:** NEOnet Room B

**Dates Offered:** [October 17, 2018](#)  
[December 12, 2018](#)  
[February 20, 2019](#)  
[April 17, 2019](#)

### Name of Workshop: eFP Payroll and Accounting Roundtable

**Description:** This meeting is for eFP Payroll & Accounting users. We will use this time to discuss any issues you may be experiencing as well as cover some topics we feel need further clarification. The agenda will be set closer to the meeting date.

**Location:** NEOnet Room B

**Dates Offered:** [October 18, 2018](#)

### Name of Workshop: USPS Roundtable

**Description:** This meeting is for USPS users. We will use this time to discuss any issues you may be experiencing as well as cover some topics we feel need further clarification. The agenda will be set closer to the meeting date.

**Location:** NEOnet Room B

**Dates Offered:** [October 25, 2018](#)

### Name of Workshop: eFP Calendar Year End Roundtable

**Description:** This meeting is for eFP Payroll & Accounting users. We will use this time to discuss any issues you may be experiencing as well as cover some topics we feel need further clarification. The agenda will be set closer to the meeting date.

**Location:** NEOnet Room B

**Dates Offered:** [December 13, 2018](#)

## **Name of Workshop: USAS Roundtable**

**Description:** This meeting is for USAS users. We will use this time to discuss any issues you may be experiencing as well as cover some topics we feel need further clarification. The agenda will be set closer to the meeting date.

**Location:** NEOnet Room B

**Dates Offered:** [October 25, 2018](#)

## **Excess Costs - ODE**

**Description:** This is a training presented by Leanne Sidley, Area 8 Coordinator for ODE. Leanne will go over the procedure for excess costs reimbursement. "Pursuant to Revised Code 3323.14, when a school district educates a special needs student who is not a resident of the district, that district may charge the district of residence "excess costs". Excess costs are defined as the cost to educate the student minus the amount of State and local funds received for educating the student. Districts incurring excess costs may seek reimbursement after the end of the fiscal year by filing an excess costs application and providing supporting documentation. The Ohio Department of Education will certify the amount of state and local funds received, calculate the excess cost amount, then transfer that amount from the district of residence to the educating district."

**Location:** NEOnet Rooms F & G

**Dates Offered:** [October 24, 2018](#)

## **USAS CYE Meeting**

**Description:** The USAS CYE Meeting will be used to discuss the closing processes and changes made by SSDT. The agenda will be set closer to the meeting date.

**Location:** NEOnet Room B

**Dates Offered:** [December 6, 2018](#)

## **USPS CYE Meeting**

**Description:** The USPS CYE Meeting will be used to discuss the closing processes and changes made by SSDT. The agenda will be set closer to the meeting date.

**Location:** NEOnet Room B

**Dates Offered:** [December 6, 2018](#)

## **Technical Services**

### **Technology Advisory Committee**

**Description:** The Technology Advisory Committee is composed of district Technology Directors. This committee assists in the technical operations of NEOnet and provides guidance and direction to the NEOnet Technical Department and the Board of Directors.

**Location:** NEOnet Room B

**Dates Offered:** [October 4, 2018](#)  
[November 1, 2018](#)  
[December 6, 2018](#)  
[January 10, 2019](#)  
[February 7, 2019](#)  
[March 14, 2019](#)  
[April 11, 2019](#)  
[May 2, 2019](#)

## **Microsoft**

### **Basic Excel Training - Part 1**

**Description:** This training session will provide attendees with the basics of Excel use. Discussed topics will include cell and worksheet formatting, formula and function basics, copy and paste features, print setup and user views.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 2, 2018](#)

## **Basic Excel Training - Part 2**

**Description:** In the second session of Excel beginner training, attendees will receive and introduction to some widely-used formulas, including COUNT, CONCATENATE, IF and PMT. Attendees will also learn additional data tools, such as sorting and filtering, as well as basics on charts and graphs.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 16, 2018](#)

## **Intermediate Excel Training - Part 1**

**Description:** The first session of intermediate Excel training will include an overview on more advanced formulas, such as VLOOKUP and HLOOKUP, linking spreadsheets and using absolute values.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 24, 2018](#)

## **Intermediate Excel Training - Part 2**

**Description:** In the second session of intermediate Excel training, attendees will learn basics on conditional formatting, pivot tables and macros. Other topics that will be covered will be converting text to columns and duplicate removals.

**Location:** NEOnet Training Lab

**Dates Offered:** [October 31, 2018](#)