

## Training News

### About PDP Training News

PDP Training News is an information service provided by the Professional Development Program of the University at Albany's Rockefeller College, under a training and administrative services agreement with the NYS Office of Children and Family Services/Bureau of Training and the NYS Office of Temporary and Disability Assistance/Bureau of Training and Management Analysis.

If you want to change distribution information for your organization (such as adding or deleting names of recipients), please contact Timothy J. Buddenhagen at [tbuddenhagen@pdp.albany.edu](mailto:tbuddenhagen@pdp.albany.edu) or 518-956-7820.

### About LearnLinc

LearnLinc is an online learning environment that provides courses and classroom training through iLinc, and is available through the Internet and the HSEN Intranet. LearnLinc is browser-based and accessed through Internet Explorer. Participants use a browser to access the iLinc Communications Center at the OCFS Bureau of Training (BT) website at

<http://www.ocfs.state.ny.us/ohrd/learnlinc>.

From this site, participants "join" a class; this launches the LearnLinc classroom interface. The software provides students with an interactive learning experience that allows them to communicate with the instructor and other class participants in "real time" without leaving their desks.

All interested users must attend the *Introduction to iLinc* course prior to registering for a content course.

This course runs approximately 60 minutes, and will help trainees become familiar with the LearnLinc interface and the operation of different tools.

*Introduction to iLinc* classes are offered every Tuesday morning, Thursday afternoon, and Friday morning.

### LearnLinc Class Time

LearnLinc courses are AM (10am-noon) or PM (1:30-3:30 pm).

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## NEW LEARNING COURSE!

### *Windows 7 - Using the Operating System*

This class provides basic Windows 7 operating system instruction. The purpose of this course is to teach you how to navigate through the enhanced operating system through customization and file management. This course is intended for both users currently using Windows 7 and those anticipating new computer equipment or the Windows 7 upgrade.

Topics include:

- Customizing Windows 7
- Managing folders and files
- Getting help

## LEARNING CLASS SCHEDULE

Date	Course	Time
4	Outlook 2007 - Email Basics	PM
4	PowerPoint 2007 - Creating a Basic Presentation	PM
5	Outlook 2007 - Folders and Email Management	AM
5	Word 2007 - Templates and Forms	AM
5	Outlook 2007 - Calendars	PM
5	Word 2007 - Formatting for Reports and Manuals	PM
6	Outlook 2007 - Contacts and Distribution Lists	AM
6	Tablet Application Training for CCFS Field Staff	AM
9	Excel 2007 - Basics	PM
9	Access 2007 - Basics	PM
10	Excel 2007 - Formulas and Functions	AM
10	Adobe Reader X - Using PDF Files	AM
10	Excel 2007 - Formatting Worksheets	PM
10	Windows 7 - Using the Operating System	PM
11	Excel 2007 - Charts and Graphics	AM
11	Accessing Email Using the Internet & Email Etiquette	AM
11	Excel 2007 - Design Considerations and Navigation Techniques	PM
11	Tablet Application Training for CCFS Field Staff	PM
12	CCFS Special Topics: Fingerprint Waivers & Mass Expungements	AM
12	Windows 7 - Using the Operating System	AM
12	CCFS - Using Help Topics	PM
12	Outlook 2007 - Folders and Email Management	PM
13	CCFS: Managing CCFS Reports Using Excel 2010	AM
13	Excel 2007 - Basics	PM
17	PowerPoint 2007 - Creating a Basic Presentation	AM
17	CCFS - Using Help Topics	AM
17	Tablet Application Training for CCFS Field Staff	PM
17	Windows 7 - Using the Operating System	PM

## Questions?

If you have any questions regarding LearnLinc classes, please contact Timothy J. Buddenhagen at [tbuddenhagen@pdp.albany.edu](mailto:tbuddenhagen@pdp.albany.edu) or 518-956-7820.

## About TrainingSpace

TrainingSpace is an online training resource that offers a variety of asynchronous, interactive, web-based courses designed to assist staff in their job tasks, and complement other training programs for state and local district social services staff. TrainingSpace courses allow you to learn at your own pace and review when necessary.

Pre-registration for TrainingSpace courses is required through the Statewide Training Automated Registration System (STARS). Please see the *How Do I Register* section below. Once registered, you can access these courses via Training Space at <http://www.trainingspace.org>. Access to TrainingSpace is achieved through a Directory Services account (LDAP account), which is different than your New York State Human Services Enterprise Network (HSEN) account. If you do not have a Directory Services account or have questions about your Directory Services account, contact your district/agency's LAN Administrator or the New York State Enterprise Help Desk (1-800-697-1323).

## How Do I Register?

Registration for these courses is now available STARS.

Local district and voluntary agency staff should consult their Staff Development Coordinator for registration.

OCFS staff who do not have access to STARS can view course schedule, registration information, and submit a registration request at the OCFS BT Announcement website, at <http://emerald/TrnAnnounce/ta.cfm>. LearnLinc courses can be found under Statewide Training.

OTDA staff should contact their Training Coordinator if interested in applying for training. Training Coordinators will process nominations through STARS. Supervisory approval is required.

LearnLinc courses are listed in STARS and on the BT website with the prefix *LL*: or *LL: MS*: if the course is a Microsoft Office class. TrainingSpace courses are listed in STARS and on the BT website with the prefix *TS*: or *TS: MS*: if the course is a Microsoft Office class.

## LEARNLINC CLASS SCHEDULE (cont.)

Date	Course	Time
18	Access 2007 - Basics	AM
18	CCFS: Managing CCFS Reports Using Excel 2010	AM
18	Excel 2007 - Formulas and Functions	PM
19	Word 2007 - Templates and Forms	AM
19	Excel 2007 - Formatting Worksheets	AM
19	Word 2007 - Formatting for Reports and Manuals	PM
19	Excel 2007 - Charts and Graphics	PM
20	CCFS Special Topics: Fingerprint Waivers & Mass Expungements	AM
20	Excel 2007 - Design Considerations and Navigation Techniques	AM
23	Excel 2007 - Basics	PM
23	Windows 7 - Using the Operating System	PM
24	Word 2007 - Templates and Forms	AM
24	CCFS - Using Help Topics	AM
24	PowerPoint 2007 - Creating a Basic Presentation	PM
24	CCFS Special Topics: Fingerprint Waivers & Mass Expungements	PM
25	Outlook 2007 - Email Basics	AM
25	Adobe Reader X - Using PDF Files	AM
25	Outlook 2007 - Folders and Email Management	PM
25	Accessing Email Using the Internet & Email Etiquette	PM
26	Outlook 2007 - Calendars	AM
26	CCFS: Managing CCFS Reports Using Excel 2010	AM
26	Outlook 2007 - Contacts and Distribution Lists	PM
26	Windows 7 - Using the Operating System	PM
27	Word 2007 - Formatting for Reports and Manuals	AM
27	Excel 2007 - Formulas and Functions	AM
30	Windows 7 - Using the Operating System	PM
30	Excel 2007 - Basics	PM
31	Access 2007 - Basics	AM
31	Excel 2007 - Formulas and Functions	AM
31	Tablet Application Training for CCFS Field Staff	PM
31	CCFS: Managing CCFS Reports Using Excel 2010	PM

## FEATURED TRAININGSPACE COURSE

### *Outlook 2007 - Interface, Mail and Calendar*

This computer-based training course on TrainingSpace explores the interface, mail, and calendar features of Microsoft Outlook 2007. Students can proceed through the training at their own pace. There are numerous demonstrations and opportunities for hands-on practice. Topics include:

- Exploring the Outlook 2007 Interface
  - Ribbon
  - Mini Toolbar
  - To-Do Bar
- Examining Mail Features
  - Viewing and Printing Messages
  - Attachment Preview
  - Minimizing and Maximizing the Navigation Pane
  - Flagging Mail for Follow-up
- Examining Calendar Features
  - Calendar Views
  - Out of Office Assistant
  - Scheduling Meetings