



**MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
TECHNOLOGY WORKSHOP
Polson – Kwa TaqNuk
Friday, November 16, 2018**

Room 1 – CHARLO ROOM

- 8:30 a.m. – 9:30 a.m. **Working with Excel Spreadsheets**
Denise Williams, MASBO
Focus will be on skills needed for the OPI-GEMS presentation
- 9:30 a.m. – 10:30 a.m. **Technology Tips**
Denise Williams, MASBO
Open discussion about best practices using technology and managing technology budgets
- 10:30 a.m. – Noon **OPI-GEMS Data Warehouse**
Brett Carter, Office of Public Instruction
What's in GEMS, and how to get it and use it

Noon – 1:30 p.m. Lunch on your own

Room 2 – MICHEL/VICTOR ROOM

- 8:30 a.m. – 12:30 p.m. **Tyler Technology User Group Training**

12:30 p.m. – 1:30 p.m. Lunch on your own

Room 2 – ALEXANDER ROOM

- 8:30 a.m. – 12:30 p.m. **Black Mountain Software User Group Training**
- 12:30 p.m. – 1:30 p.m. Lunch on your own**
- 1:30 p.m. – 2:30 p.m. **CyberSecurity**
TBD
- 2:30 p.m. – 4:00 p.m. **Google Forms and Google Q&A**
Mark Wilson, West Valley Schools
How to use Google Forms and open Q&A of how to function in the Google environment. Cindy Foley will share her way of managing electronic board packets.