

-Microsoft OneNote for Administrators-

Streamlining Administrative Tasks with a Digital Notebook

Keeping track of all your administrative duties can be a daunting task in and of itself, but with the use of Microsoft OneNote, your life may become all the easier. Consider exploring how this digital notebook can be a place for record keeping during teacher observations, a file for important documents, a compilation of pictures of good things happening in your classrooms, and MORE! Through this offering, administrators will have the opportunity to explore the capacity of Microsoft OneNote and build their own notebook for immediate use in the district setting. Streamline your administrative tasks today!

Join us on one of the
two dates listed below:

July 20, 2017

Southern Tier West
Computer Lab
4039 Route 219; Salamanca, NY

-or-

December 7, 2017

Southern Tier West
Computer Lab
4039 Route 219; Salamanca, NY

Trainings will run from
8:30am – 2:30pm

Registration and refreshments
will begin at 8:00am

Lunch will be provided

All aspects of training will address
standards for professional growth.

Learn more about
OneNote's vast capabilities!

This is a CoSer 517 Learning Opportunity

To register, please have your district representative
complete registration at <http://register.caboces.org>



Equal Opportunity Notice

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