

# -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**

Olean Main Center  
Distance Learning Room  
1825 Windfall Road; Olean, NY 14760

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

CA BOCES hereby advises students, parents, employees and the general public that it offers employment, programs and educational opportunities, including career and technical education opportunities, without regard to gender, race, color, national origin, handicap or any other legally protected status. Inquiries regarding this nondiscrimination policy and grievance procedures may be directed to: Human Resources Director, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760; 716-376-8237.