



Office of Educational Management Services  
Room 876, Education Building Annex  
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## YOU ARE INVITED TO ATTEND AN ONLINE SESSION ON:

# NYS ARRA Reporting for Public Libraries and Counties

### Topic:

Training on ARRA Quarterly Reporting Requirements for public libraries and counties which are receiving ARRA funding for the Broadband Technology Opportunities Program (BTOP) and preschool special education respectively.

### Who should participate?

All appropriate staff in entities that are sub-recipients of the State Library's Broadbandexpress@yourlibrary BTOP project and preschool special education (counties) with responsibility for ARRA Quarterly Reporting. Note each session will be conducted separately (see below).

### When will the session(s) be held?

DATE	TIME	WEB ADDRESS/URL
Wednesday September 8, 2010	9 a.m.- 10:30 a.m.	Public Libraries: <a href="http://ellum2.nyit.edu:80/join_meeting.html?meetingId=1247616503614">http://ellum2.nyit.edu:80/join_meeting.html?meetingId=1247616503614</a>
	10:30 a.m.- 12 p.m.	Counties: <a href="http://ellum2.nyit.edu:80/join_meeting.html?meetingId=1247616503612">http://ellum2.nyit.edu:80/join_meeting.html?meetingId=1247616503612</a>

The capacity of each online session is approximately 150 participants.

### How do administrators access the training?

**PRIOR TO THE SESSION:** The training sessions will be conducted using Elluminate software. Check the software configuration of your computer by copying and pasting the following URL into your internet browser: <http://ellum2.nyit.edu/>. The first time you access Elluminate you may be prompted to download software (which can take between 2 and 20 minutes depending upon your Internet connection speed). If your computer has the appropriate Java software installed you will obtain a green checkmark notification upon accessing the webpage above. If not, you will be directed to download and install the required Java application. You can pre-configure your system with the required software by going to the support page located at: <http://www.elluminate.com/support>. This will ensure that you are able to access the session.

**ON THE DAY OF THE SESSION:** The system will be open 30 minutes prior to the start time of the session. Sign onto the session at least 20 minutes before the scheduled start time. Complete this task by copying and pasting the Web Address, also known as the URL, for the appropriate session into your internet browser. The URL's for both days can be found in the table above. Please do not try to click on the URL or type into your browser. Retyping the link may cause problems as there are underscores in the address which are difficult to see. Be sure your computer speakers are on (not muted) to be able to hear the session.

Enter your name (First and Last) at the login prompt. No password is required; leave the password field blank.

Questions may be asked during the online program using the "Chat" window. We will provide additional directions on use of the chat window at the start of the session. We will be testing the volume by speaking to participants as they log in prior to the start of the formal session. If you sign in and do not hear anything for a number of minutes, please send us a note through the chat window and we will attempt to resolve the problem. The phone number in the computer lab where the sessions will be held is 518-473-7095.

Thank you.