

# **BoardDocs User Guide**

*BoardDocs is a cloud-based technology system designed to improve the board's governance processes while saving taxpayer dollars. The easy-to-use service will allow the District to maximize the effectiveness of their board meetings with increased transparency.*

*BoardDocs will be used to provide electronic access to meeting agendas, board minutes and supporting documentation. Viewers will be able to read the agendas and minutes with a click of the button. Current and past agendas, as well as minutes, will be available for review or print.*

## **THIS GUIDE COVERS:**

[HOW TO ACCESS BOARDDOCS](#)

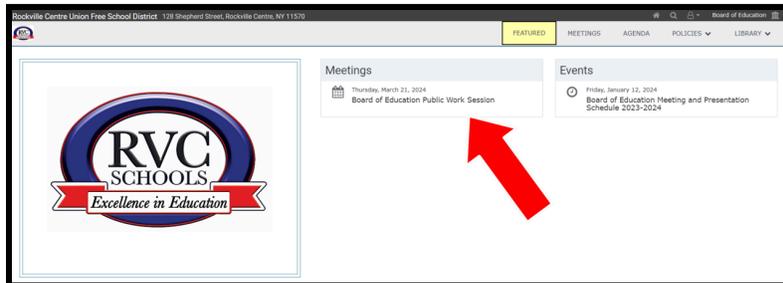
[HOW TO VIEW / PRINT ATTACHMENTS AND AGENDAS](#)

# HOW TO ACCESS

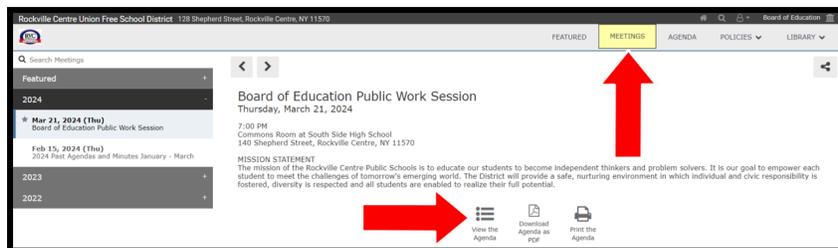
You can access this site through our website [www.rvcschools.org](http://www.rvcschools.org). Under **Board of Education**, click on **BoardDocs** and you will be automatically brought to the “Featured Page”



From this **Main Page**, you can access the areas needed to maneuver this site. Before moving forward, please note that the current meeting (along with its agenda) can be accessed by clicking it from this page in the “Meetings” box .

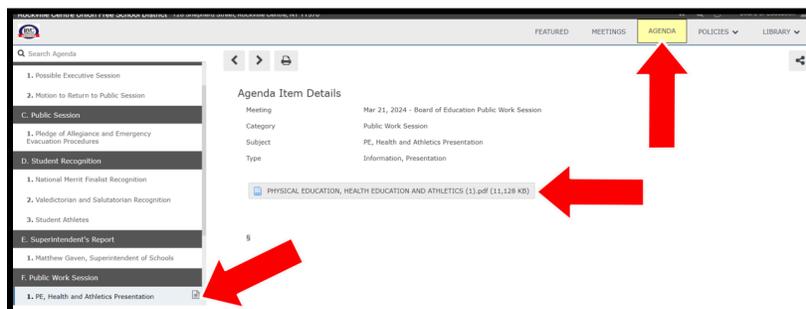


Click on the “**MEETINGS**” tab next to the Featured tab, to access all of the meetings/agendas. Once you are on this page, you can then click on “**View the Agenda**” and it will access that meeting’s agenda.



# ATTACHMENTS

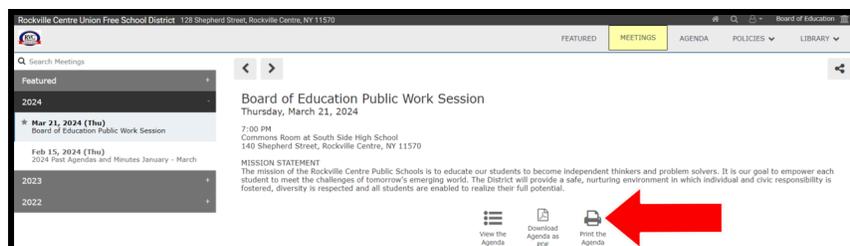
If you are viewing the detailed version of the agenda, the preview window will display document links if the agenda item has attachments. You can click on the links to open the attached files for viewing and printing.



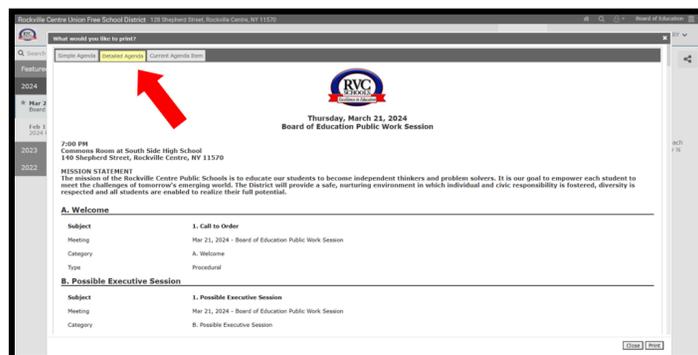
# PRINTING AGENDAS

## FROM THE DASHBOARD

1. Click on the meeting date from the list panel on the left side
2. Click the **Print the Agenda** button on the dashboard



3. In the **Print Preview Window**, choose the print format from the tabs at the top of the window.



4. Click the Print button in the lower right corner of the window to initiate printing. The printing options for your operating system display so you can adjust print settings prior to printing.