JCSD WEBSITE: BOARD AGENDAS AND MINUTES

To upload Board Agendas/Minutes to *Board Agendas and Minutes* page

1. Log into JCSD Web interface. If you do not have your user name and password, contact IT.
2. From black edit options at top, select **Content > Add Content > Article**
3. In **Create Article** edit screen, dropdown selections:
    1. Workbench Section: Select **Board**
    2. Section: Select **Board**
    3. Title: Type "**Board Agenda**" or **"Board Minutes"**
    4. Tags: Type "**Board Agenda**" or **"Board Minutes"** (**NOTE:** After typing, select **Board Agenda** or **Board Minutes** from the dropdown that populates)
    5. Scroll down to **File Attachment,** select **Choose File**. Select the document (PDF is best practice), click **Open**. File name will populate. Click **Upload**.
    6. Click **Publishing options**, then select dropdown menu from **Moderation state.** Select **Published**.
    7. Select **Save**.

To edit a previously uploaded document:

1. Log into JCSD Web interface.
2. Navigate to Board Agendas and Minutes Archive:

   http://www.jcsd.k12.or.us/district/board/agenda-and-minutes-archive

3. Click on the hyperlinked "Board Agenda" or "Board Minutes" title ABOVE the document in question. (See illustration at right)
4. Select **New Draft** tab from top of new screen
5. Scroll down to **File Attachment,** select **Choose File**. Select the new document, click **Open**. File name will populate. Click **Upload**.
6. **Unclick** "Display" from previous versions
7. Click **Publishing options**, then select dropdown menu from **Moderation state.** Select **Published**.
8. Select **Save**.

Agenda and Minutes Archive

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