

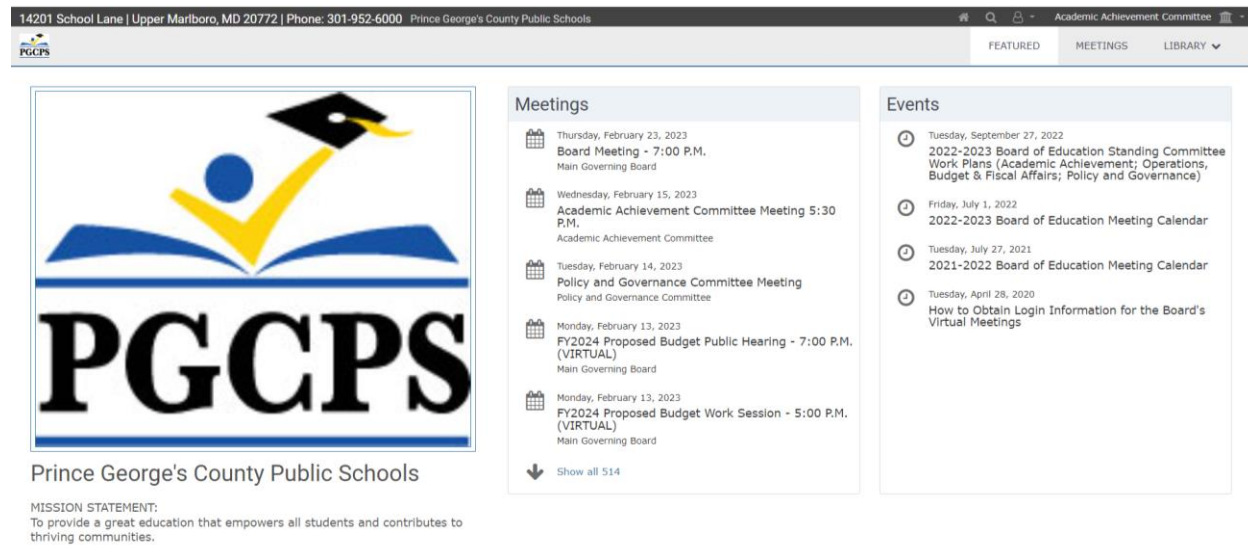
QuickStart Guide to Using BoardDocs

This document prepared by the PGCPs Parent–Community Advisory Council.
Comments and feedback can be sent to pcac@pgcps.org.

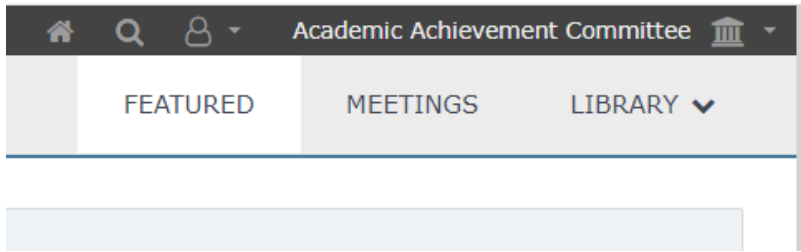
BoardDocs is the web-based platform used by the Prince George’s County Board of Education to manage meeting agendas, minutes, and documents. Understanding how to navigate BoardDocs is critical to tracking decisions and activities of the Board of Education, as well as helping to know when and where to provide timely public comment or feedback.

To begin using BoardDocs, visit the Board of Education’s web page, <https://www.pgcps.org/offices/board-of-education>, and scroll down to the “Learn More” section. Click on the box “Board Docs – Calendar, Agendas, Docs.” You can also go directly to <https://go.boarddocs.com/mabe/pgcps/Board.nsf/Public>

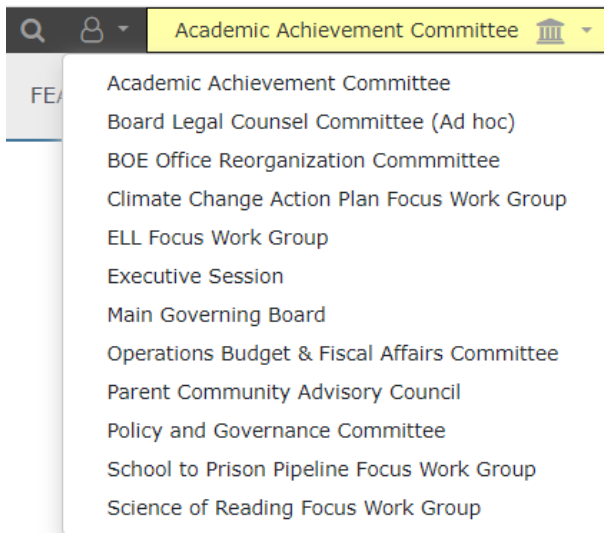
The main page on BoardDocs is shown below.



The Meetings block in the middle highlights upcoming and recently held meetings and hearings of the board and its various committees. The Events block highlights additional board activities. You’ll notice at the upper right of the frame a drop-down menu and three tabs. BoardDocs opens to the “Featured” tab which provides information about all board committees and activities. The “Library” tab is not currently used by the Board and contains mostly older documents from the early 2000s.

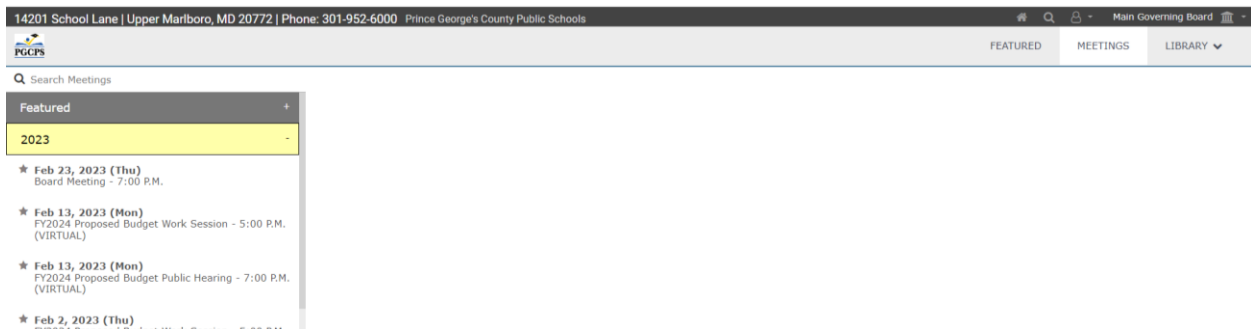


If you click on the “Meetings” tab, a longer list of meetings is displayed, but only for the committee or subcommittee selected in the drop-down menu. It defaults to the Academic Achievement Committee, which is alphabetically first in the list.

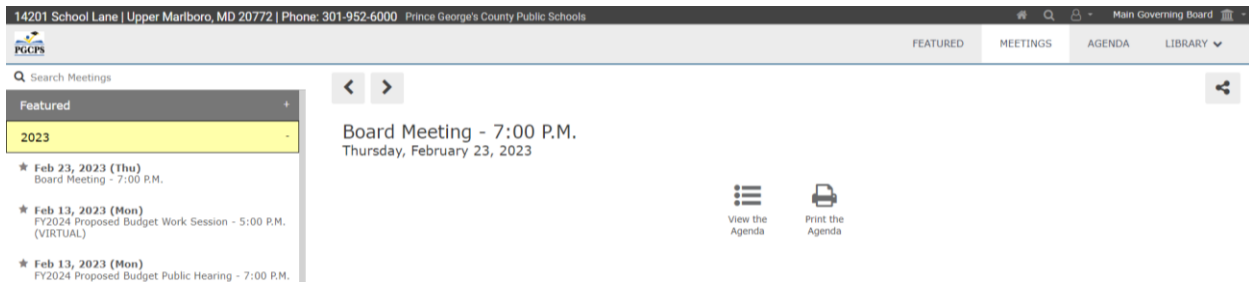


For the full board, you want to select “Main Governing Board.” For other committees or work groups, select the desired one from the list.

Once you’ve selected the desired committee, you can see upcoming and past meetings in the bar to the left of the screen. The default view shows “featured” meetings, which is typically includes all of the selected body’s meetings. You can, however, click on “Featured” to collapse the list of meetings and then view meetings year by year.



In the left-hand menu, click on the meeting you are interested in and a link for the meeting agenda will appear in the main part of the screen.

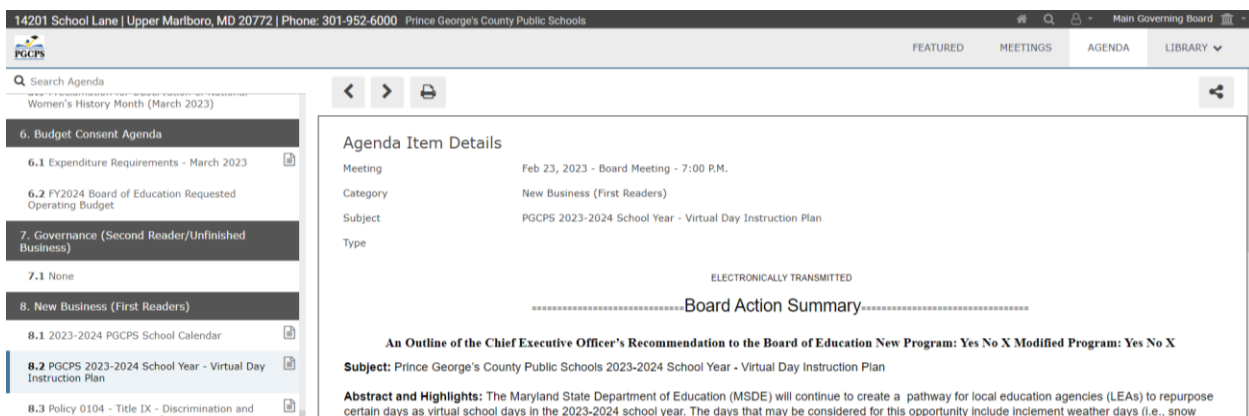


If you click on View the Agenda, it will move the full agenda to the left-hand menu bar and details will be shown in the center of the screen.



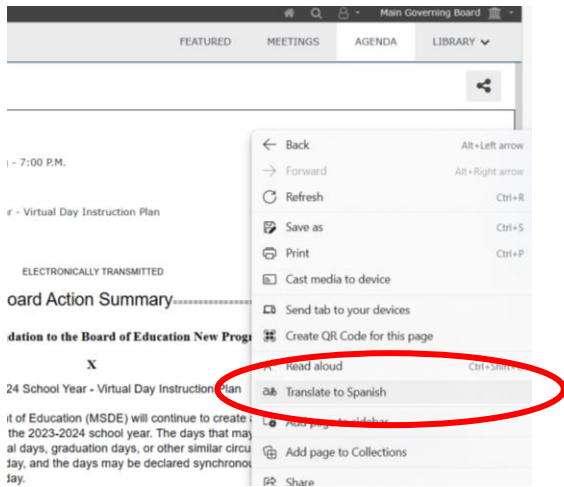
You can scroll down the left-hand menu to see the meeting’s scheduled activities. Although it may vary from committee to committee, each meeting agenda is structured in roughly the same way. [Bylaw 9360](#) outlines and explains the sections of the agenda used by the Board of Education.

To learn more about an agenda item, click on it in the left-hand menu. The main screen will provide a description of the item in question.

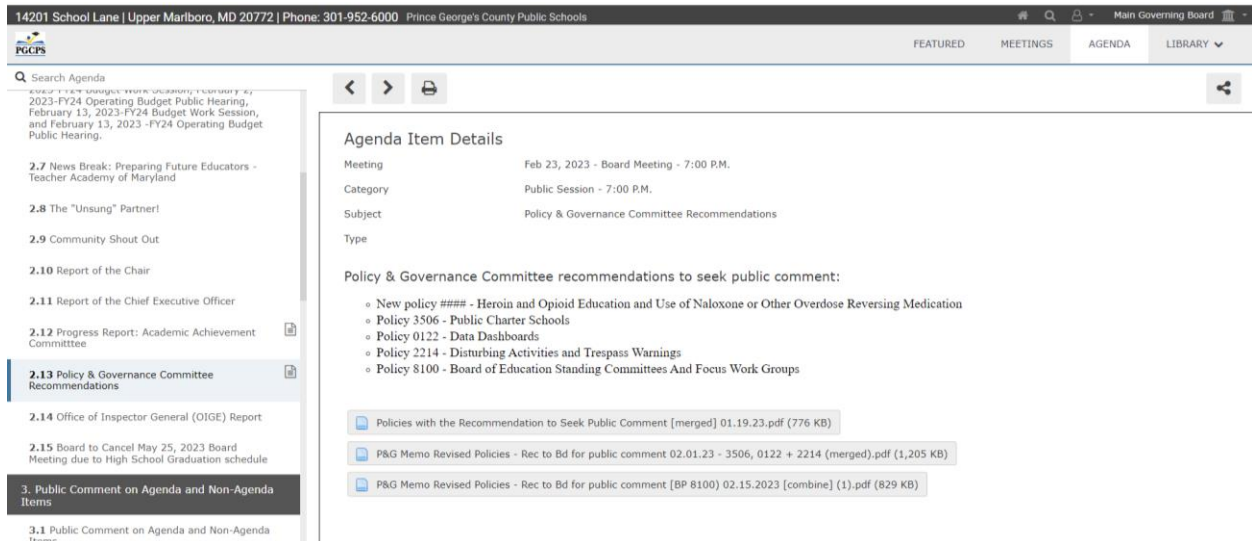


Increasingly, this information is being provided in HTML, which provides some advantages in terms of accessibility. For example, many browsers include the ability to

translate HTML content to other languages by simply right clicking on the text and selecting the built-in translation option.

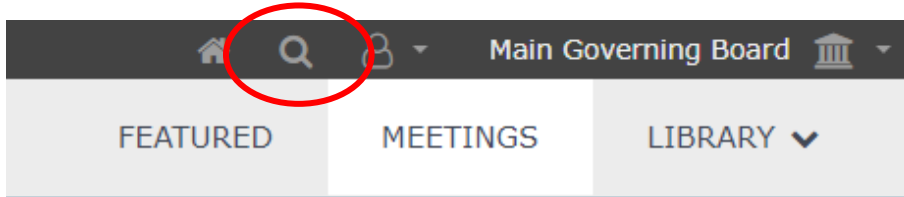


However, you will also find instances where the detailed information is only accessible through a linked file. In these cases, you will need to click on the file to open and read it. Most commonly, these files are PDFs, but you may encounter Word, PowerPoint, and other file formats, too.

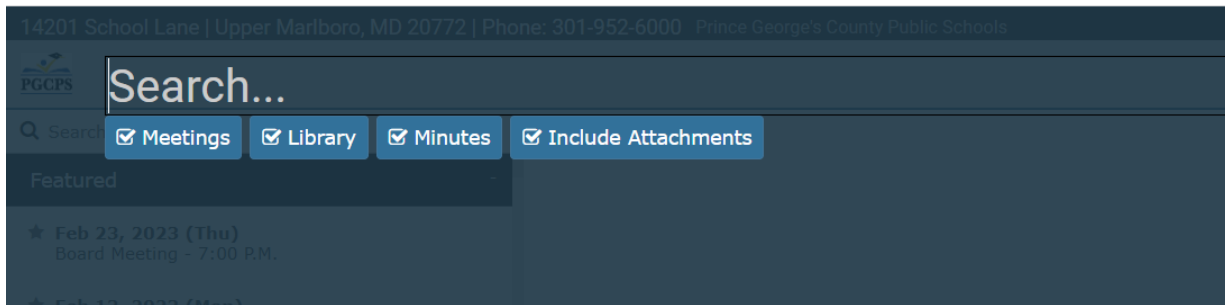


If you don't know the specific meeting when an item of interest has been discussed, or if you want to search for past presentations or other information, BoardDocs does include several search function.

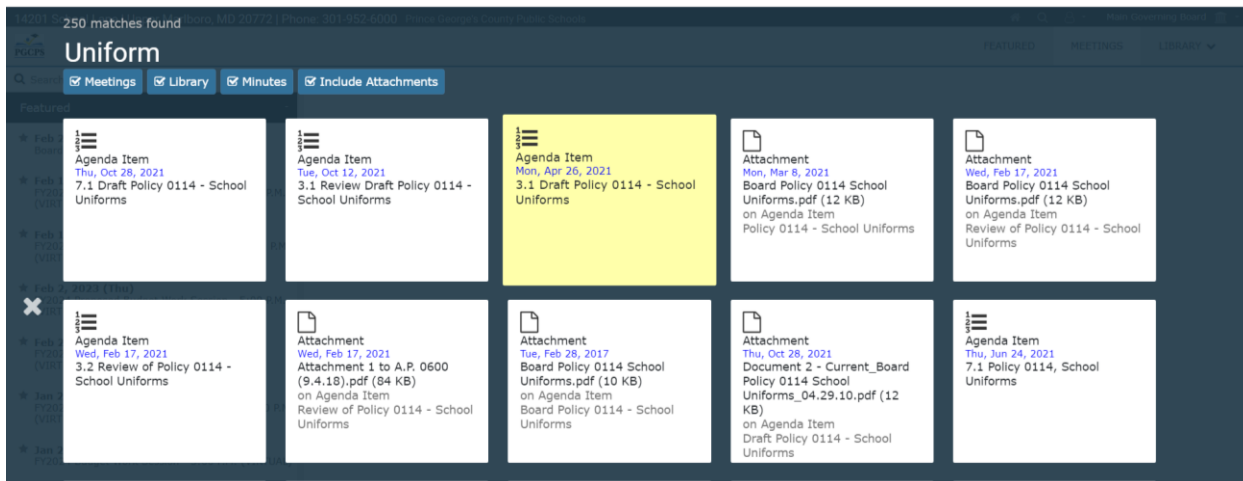
For a comprehensive search, use the magnifying glass icon in the upper right of the screen.



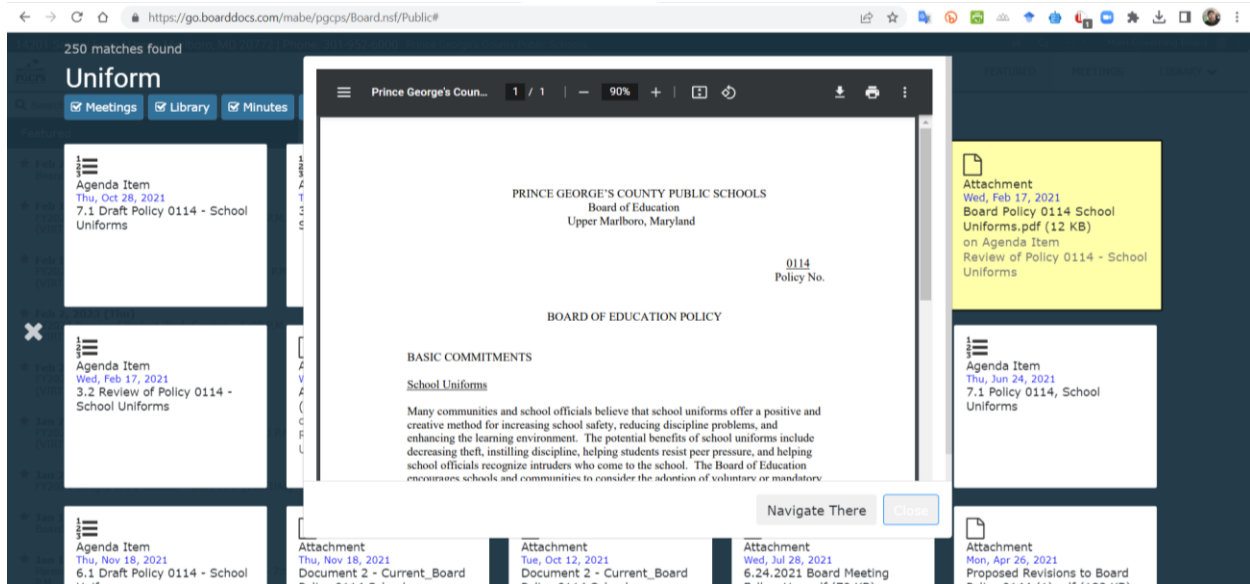
This will open a search bar with options to search meetings, minutes, attachments, and the library.



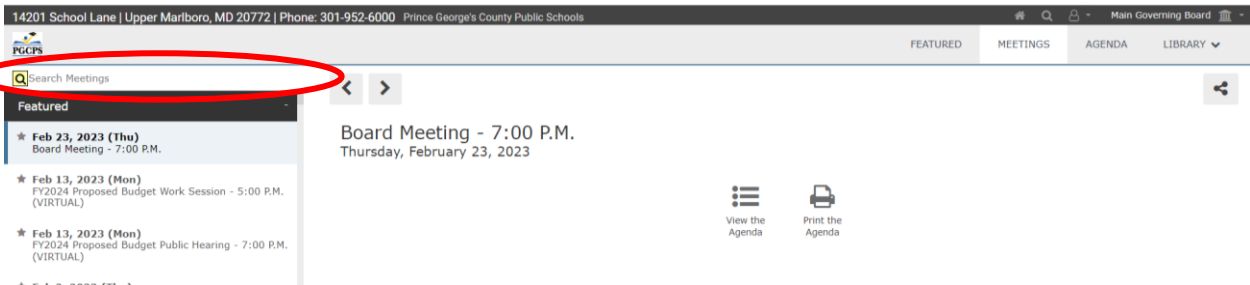
Search results are presented in chronological order with the most recent item first. You can tell from the icon if the item found is an agenda item, attachment, or something else.



Just click on the desired item to view it in a pop-up window, and you can click on the “Navigate There” button to see the item in context.



You can also search within a committee for items in past or upcoming meetings from the search box at the top of the left-hand menu.



Or, if you have already selected a meeting, you can use the same left-hand search to find items on the meeting's agenda.

