

Accessing BoardDocs

You can access MSJC BoardDocs through the webpage or by clicking:
<https://go.boarddocs.com/ca/msjc/Board.nsf/goto?open&id=BKFNG85A4BB1>

Get updates about the impacts of COVID-19 closures on the MSJC budget: [Budget Watch](#)

Events

- 12:00 AM** Honors Scholars' Workshops | via Zoom
Sep 1
- 12:00 PM** Scholarship application deadline extended!
Sep 4
- 9:00 AM** Honors Scholars' Workshop | Creating a Research Topic, via Zoom
Sep 8

News

- Riverside County mask giveaway August 26 at Menifee Valley Campus
- MSJC Launches Fall 2020 Semester Mostly Online
- Help a Student grant application is now available for fall 2020

my MSJC

- Self-Service (EagleAdvisor)
- Canvas
- Library
- Student Email
- MSJC Career Coach
- Account Management
- For Faculty & Staff

33%
1st Gen College Students

70%
Receive Enrollment Fee Waiver

26,000
Students attend MSJC annually

San Jacinto Campus
District Headquarters
1499 N. State Street
San Jacinto, CA 92583
951-487-MSJC (6752)

Menifee Valley Campus
28237 La Piedra Road
Menifee, CA 92584
951-672-MSJC (6752)

San Geronimo Pass Campus
3144 W. Westward Avenue
Banning, CA 92220
951-487-3400

Temecula Higher Education Center
43200 Business Park Drive
Temecula, CA 92590
951-672-MSJC (6752)

Privacy Policy
Accessibility
Consumer Information
Emergency Preparedness

Board of Trustees Agenda
Accreditation
Foundation

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Home

A navigation link to back to the MSJC website.

1499 N. State Street | San Jacinto, CA 92583 | 951.487.6752 Mt. San Jacinto Community College District

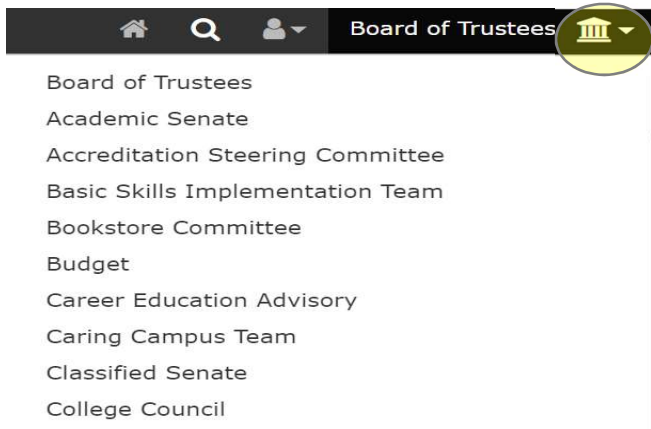
Board of Trustees

FEATURED **MEETINGS** **AGENDA** **POLICIES** **LIBRARY**

Governing Bodies / Committee List

The Governing Bodies / Committees list leads to access for all participatory governance committees, affinity implementation teams, and other ad hoc groups.

You can access the Governing Bodies list from the Board & Committee Settings in the BoardDocs Manager.

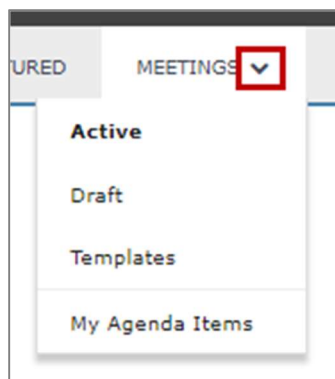


Information Tabs and Panels

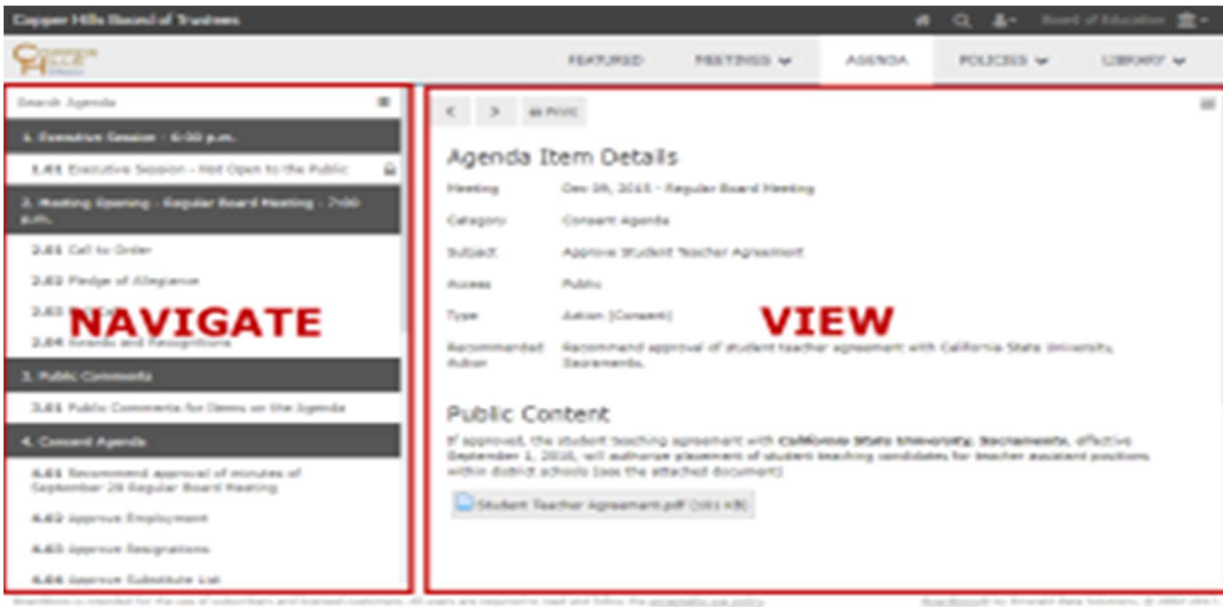
Documents display on panels that are accessible from tabs near the top of the BoardDocs screen. In some instances, additional navigation choices are available in menus accessed by clicking the arrow next to tab label.



Information is structured in a similar manner on each of the panels. Clicking on an item in the navigation area displays its content in the viewing area.



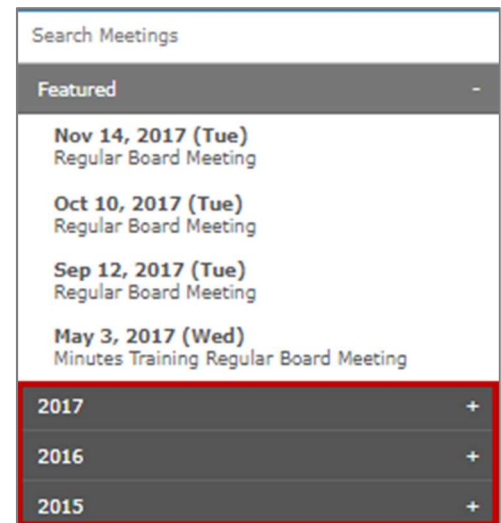
Many of the document tabs will contain expandable panels that organize agenda content by category, as shown below. Clicking on a panel's label displays the documents it contains.



I. Featured Panel

The Featured panel displays after entering the site and each time you click on the Featured tab. On this panel, you can

- gain quick access to upcoming meeting agendas,
- search for documents contained in the agendas.



II. Meetings Panel and Meeting Dashboard

The Meetings panel provides access to all past and future meeting agendas. On this panel, you can

- view upcoming meetings in the Featured area;
- create, modify, and delete meetings (publishers only – typically committee chairs and/or scribes);
- view draft meetings as they are being created (if enabled in the option settings);
- access agendas and minutes from all past meetings on a year-by-year basis; and

- perform targeted searches for information contained in meeting agendas or attachments.

The Meeting Dashboard displays after you click on a meeting.



III. Agenda Panel

The Agenda tab appears in the tab list when you select a meeting from the Meetings panel. On the agenda panel, you can

- navigate within the agenda and view agenda item details;
- open and view supporting documents that are attached to agenda items;
- add, edit, and delete agenda item categories (publishers only – typically committee chairs and/or scribes);
- reorder agenda items and categories (publishers only – typically committee chairs and/or scribes);
- print the agenda; and
- initiate targeted searches for information contained in the agenda or its attachments.

IV. Policies Panel

The Policies panel provides access to MSJC's policy and procedure management features. On this panel, you can

- access all approved and active district policies and procedures,
- view policies and procedures in the pending, up-for-revision, or newly proposed status
- initiate targeted searches for policy and procedure information using key terms/words

V. Library Panel

The Library panel stores reference documents and information for institutional data and plans, participatory governance committees, Academic Senate and Senate committees, Accreditation, Bargaining Agreements, Board goals, and more. A tab menu provides access to library categories. On this panel, you can

- view documents for board, administrative, and public reference;
- view strategic goals and plans and;
- perform targeted searches for library items.

VI. Search Panel

The Search panel lets you perform global searches across documents stored on BoardDocs.

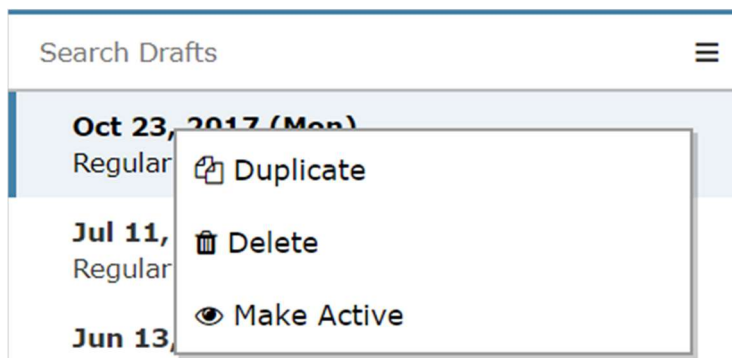
Clicking in BoardDocs

Left Click

Left clicking is used for most actions, including selecting items, saving information, and creating new documents. All mouse actions are performed with single clicks.









Right Click

Right clicking is used in navigation areas to display context menus with additional selections. Once displayed, menu selections are made with left clicks.



Commonly-Used Icons

Several common icons are displayed throughout the BoardDocs interface.

	Menu (panel)
	Menu (tab)
	Edit an item
	Save an item
	Close an item without saving
	Advance to next item
	Return to previous item
	Share item



Search



Agenda item contains an attachment



Agenda item is private (public viewers cannot see the item).

NOTE: Please contact Jacqua Morrison at jmorrison@msjc.edu or Kristen Grimes at kgrimes@msjc.edu for further support.