

# Blackboard:

## SDMC

### SDMC Information for School Websites

The following should be on each campus website, available for public viewing:

- SDMC Meeting Dates (*All meeting dates must remain on the website*)
  - Date:**
  - Time:**
  - Location:**
- SDMC Committee Members
  - First Name:**
  - Last Name:**
  - Email:**
  - Position:**
  - NOTE:** One Committee Member must be identified as a **Special Education staff** member
- Agendas (*pdf file - separate file from the minutes*)
- Minutes (*pdf file - separate file from the agenda*)
  - Minutes should include the date, time, and names of those in attendance and the name of the person recording the minutes.
  - Minutes should follow the order of the agenda and include a summary for each item.

**Information should be posted within 10 working days after the date of the meeting.**

SDMC meetings should be at least quarterly. The quarters are as follows:

- Quarter 1 (August, September, October)
- Quarter 2 (November, December, January)
- Quarter 3 (February, March, April)
- Quarter 4 (May, June, July)

There should always be a links on the school's homepage: **Title I and Shared Decision-Making Committee (SDMC)** that direct visitors to your current Title I and the SDMC page.

The screenshot shows a school homepage with three main columns. The left column, 'HELPFUL LINKS', contains a list of links including 'Special Education Services', 'HISD News Blog', 'HISD TV', 'HISD Academic Calendar', 'Anti-Bullying', 'Attendance', 'Grading and Report Cards', 'Code of Student Conduct', 'Resolving Conflict', 'School Choice', and 'Family and Community Engagement'. Two links, 'Title I' and 'SHARED DECISION-MAKING COMMITTEE (SDMC)', are circled in red. The middle column, 'WELCOME TO MADING ELEMENTARY SCHOOL', features a portrait of Nicole Renee Haskins, Principal, with her contact information and a bio. Below this is a 'MADING'S NEWS' section with three articles: '21st Century Afterschool', 'Mading Elementary STAAR Pep Rally', and 'HISD Employee of the Month for June 2018'. The right column, 'UPCOMING EVENTS', lists dates from September to November, including Labor Day, Fall Holiday, and Thanksgiving Break. At the bottom right, there is a 'DISTRICT NEWS' section with a 'SUMMER under the STARS' guide.

**NOTE:** The SDMC information lives under the **Get Involved** channel.

**All campuses must have a SDMC link on their homepage pointing to their current SDMC page.**

- Aug 2022 - July 2023 (Current Year – **Live Page**)
- Aug 2021 - July 2022 (Previous Year – **Live Page**)
- Aug 2020 - July 2021 (Archived Years – **Hidden Page**)
- Aug 2019 - July 2020 (Archived Years – **Hidden Page**)
- Aug 2018 - July 2019 (Archived Years – **Hidden Page**)
- Aug 2017 - July 2018 (Archived Years – **Hidden Page**)
- Aug 2016 - July 2017 (Archived Years – **Hidden Page**)
- Aug 2015 - July 2016 (Archived Years – **Hidden Page**)

**NOTE:** Archived Years webpages are never deleted; only hidden from the live website.

## SHARED DECISION-MAKING COMMITTEE (SDMC)

**SDMC Aug 2019 - July 2020**

SDMC Aug 2018 - July 2019

SDMC Aug 2017 - July 2018

SDMC Aug 2016 - July 2017

### MEETING DATES

**Date:** Saturday, February 8, 2020  
**Time:** 3:30 p.m. - 4:30 p.m.  
**Location:** Hattie Mae White Building

**Date:** Saturday, March 28, 2020  
**Time:** 3:30 p.m. - 4:30 p.m.  
**Location:** Hattie Mae White Building

### SDMC AGENDAS

 [February 8, 2020](#)

### SDMC MINUTES

 [February 8, 2020](#)

### COMMITTEE MEMBERS

First Name	Last Name	Email	Position
John	Adams	<a href="mailto:jadams@hotmail.com">jadams@hotmail.com</a>	Teacher
Jane	Doe	<a href="mailto:jdoe@specialEd.com">jdoe@specialEd.com</a>	Special Education Representative
Jance	Green	<a href="mailto:jkjlkj@host.com">jkjlkj@host.com</a>	Teacher
Quentrella	Joyce	<a href="mailto:qjoyce@houstonisd.org">qjoyce@houstonisd.org</a>	Parent

The **Meeting Dates** can be posted in any layout.

## SHARED DECISION-MAKING COMMITTEE (SDMC)

SDMC Aug 2019 - July 2020

SDMC Aug 2018 - July 2019

**SDMC Aug 2017 - July 2018**

SDMC Aug 2016 - July 2017

### MEETING DATES

**Dates:**  
Saturday, August 9, 2017  
Saturday, November 12, 2017  
Saturday, February 20, 2018  
Saturday, May 2, 2018

The **time** and **location** for all meetings are below.

**Time:** 3:30 p.m. - 4:30 p.m.  
**Location:** Hattie Mae White Building

### SDMC AGENDAS

 [August 9, 2017](#)

 [November 12, 2017](#)

 [February 20, 2018](#)

 [May 2, 2018](#)

### SDMC MINUTES

 [August 9, 2017](#)

 [November 12, 2017](#)

 [February 20, 2018](#)

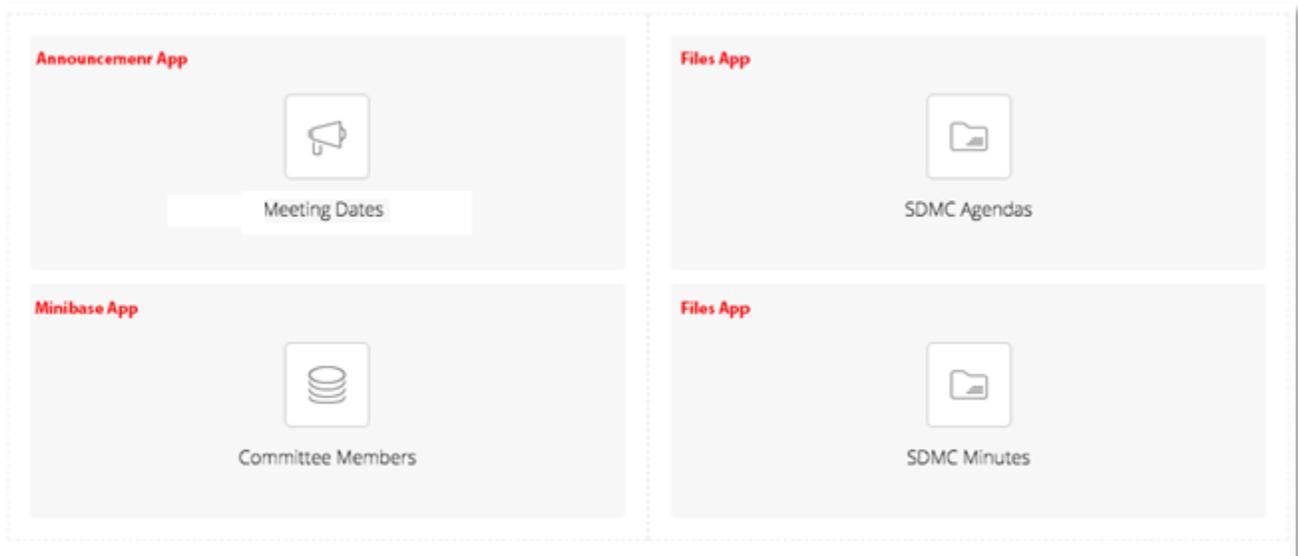
 [May 2, 2018](#)

### COMMITTEE MEMBERS

First Name	Last Name	Email	Title
Sandra	Adams	<a href="mailto:sadams@hotmail.com">sadams@hotmail.com</a>	Special Education
Quentrella	Joyce	<a href="mailto:qjoyce@houstonisd.org">qjoyce@houstonisd.org</a>	Web Designer

## Steps

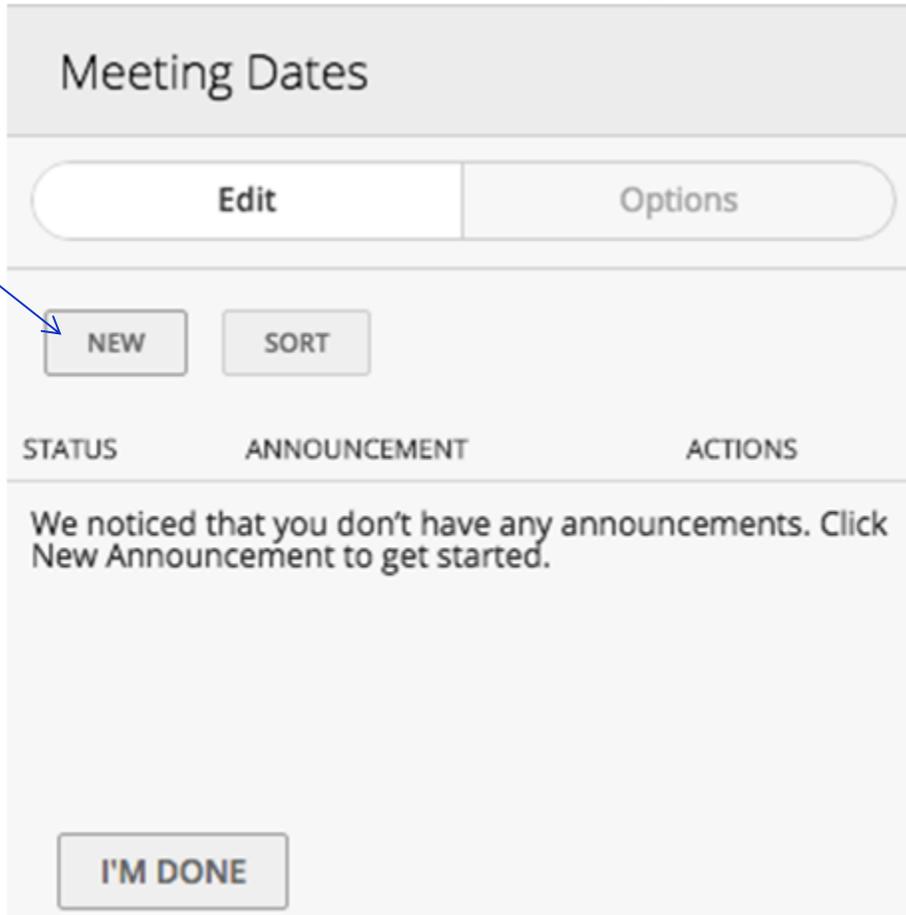
- Save the agenda and minutes as two separate **pdf files**.
- Open **Google Chrome** browser
- Go to your school's **homepage** and click on the **Shared Decision Making Committee (SDMC)** link.
- This link should redirect you to the **Current SDMC page** on your website where your content lives.
- **Sign In** to Schoolwires at the top of the page.
- Click on **Edit Page**
- The page below will pop up  
**NOTE:** *This is a page created for schools to use as template.*



- Hover over the Announcement App (*Meeting Dates*) and click on the pencil icon.



- Click the **NEW** button to add a new meeting date.



The screenshot shows a user interface for managing meeting dates. At the top, there is a header titled "Meeting Dates". Below the header, there are two buttons: "Edit" and "Options". Underneath these, there are two more buttons: "NEW" and "SORT". A blue arrow points to the "NEW" button. Below the buttons, there is a table with three columns: "STATUS", "ANNOUNCEMENT", and "ACTIONS". The table is currently empty, and a message is displayed below it: "We noticed that you don't have any announcements. Click New Announcement to get started." At the bottom of the interface, there is a button labeled "I'M DONE".

## New Announcement

\*Title:

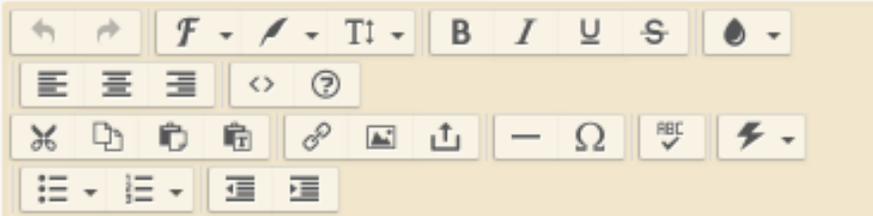
**Mandatory field.**

Not visible on live website.

Example:

**January 27, 2018**

Announcement:



Detail information.

Visible on the website.

Example:

**Date:** January 27, 2018

**Time:** 3:30 p.m. – 5:30 p.m.

**Place:** School Library

Display Duration

Start Date:

End Date:

**No dates necessary.**

**Start Date:** When it will appear on the website.

**End Date:** When it will disappear from the website.

Viewers

By default all website visitors can view this announcement. You can limit who is able to view it by adding specific users or groups.

ASSIGN GROUP

ASSIGN USER

Currently all visitors can view this announcement.

Must click on **SAVE** to save changes and post on website.

Activate on my page

SAVE

CANCEL

E-ALERT

- Click **New** to add another date or click **I'M DONE**.

The screenshot shows the 'Meeting Dates' app interface. At the top, there are 'Edit' and 'Options' buttons. Below that are 'NEW' and 'SORT' buttons. The main area has columns for 'STATUS', 'ANNOUNCEMENT', and 'ACTIONS'. A row shows 'ACTIVE' status, 'January 27, 2018' announcement, and 'EDIT' and 'DELETE' actions. At the bottom left is an 'I'M DONE' button. A blue arrow points from a text box on the right to the 'I'M DONE' button.

Must click on **I'M DONE** to exit this app and edit another app.

- Hover over the **Minibase App** and click on the pencil icon.

The screenshot shows a grid of app icons: 'Upcoming Meeting Dates', 'SDMC Agendas', 'Minibase', and 'SDMC Minutes'. The 'Minibase' app is highlighted with a dark border. A green pencil icon is visible on the 'Minibase' app. A blue arrow points from a text box on the right to the pencil icon.

Click [Here](#).

- Click on **New Record** to add new member information.

The screenshot shows the 'Committee Members' app interface. At the top right is an 'App Options' button. Below that are buttons for 'New Record', 'Import...', 'Export...', 'Purge All', and 'Create E-Alert'.

- Fill in the **New Record** information. Click **Save and New** or **Save and Exit**.

**New Record**

Each field can contain up to 500 characters. Enter your information and click Save and New to add an additional record, or Save and Exit if you only need to add one.

**First Name:**

  
**Last Name:**  
**Email:**  
**Position:**  

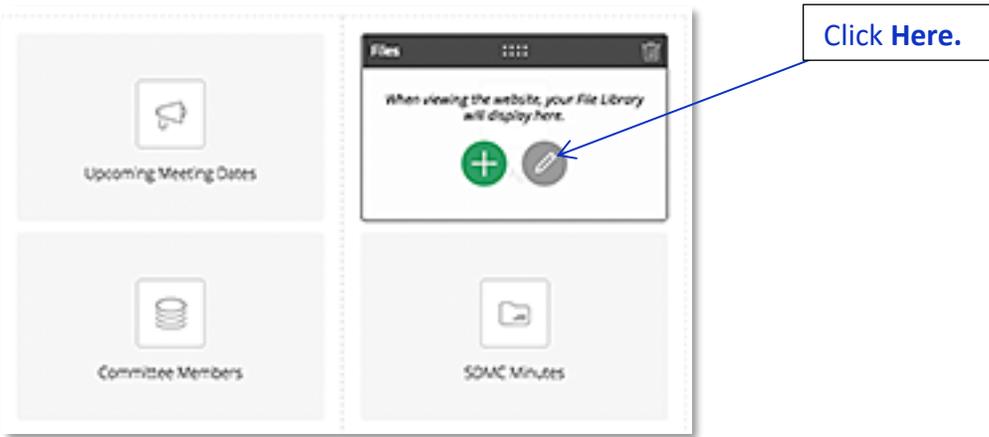
**Save and New** **Save and Exit** **Cancel**

- You must click on the **X** to exit out of this app when you are done.

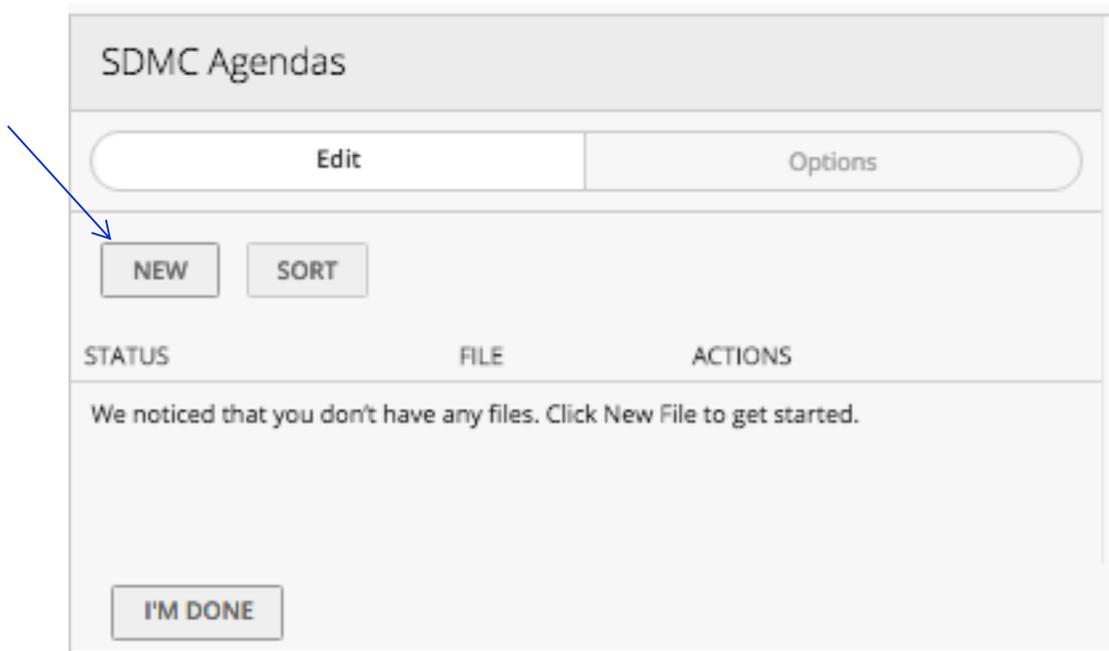
**X** Committee Members

**New Record** **Import...** **Export...** **Purge All** **Create E-Alert**

- Hover over the **Files App** (*SDMC Agendas*) and click on the pencil icon.



- Click on the **NEW** button to add a new file.



Mandatory content.  
This IS visible on live website.

New File

\*File Title:

Uploaded File

You have not uploaded a file.

SELECT FILE

Click on **SELECT FILE** to browse and locate your pdf file to upload.

Author:

This information is visible on the Live Website.

Description:

Rich text editor toolbar with icons for undo, redo, cut, copy, paste, bold, italic, underline, bulleted list, numbered list, link, unlink, help, and a question mark.

This information is **NOT** visible on the Live Website.

Main text area for the description, currently containing the letter 'p'.

Display Dates ?

Start:

End:

**No dates necessary.**

**Start Date:** When it will appear on the website.

**End Date:** When it will disappear from the website.

Viewers

By default all website visitors can view this file. You can limit who is able to view it by adding specific users or groups.

ASSIGN GROUP

ASSIGN USER

Currently all website visitors can view this file.

Must click on **SAVE** to save changes and post on website.

Activate on my page

SAVE

CANCEL

E-ALERT

Example:

Edit File

**\*File Title:**

January 27, 2018

**Uploaded File**  
January 27 2018-Agenda.pdf

**Author:**

Quentrella Joyce

**Description:**



Content here **will not** display on the school's website.

P

**Display Dates** [?](#)

Start:

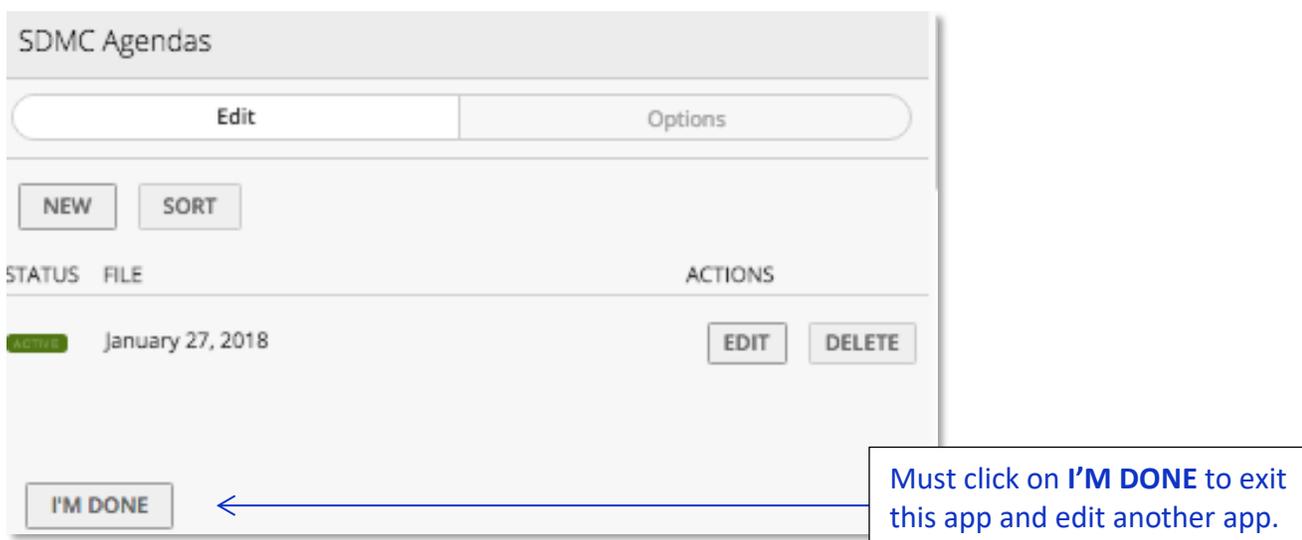
End:

**Viewers**

By default all website visitors can view this file. You can limit who is able to view it by adding specific users or groups.

Currently all website visitors can view this file.

Activate on my page



- Hover over the **Files App** (*SDMC Minutes*) and click on the pencil icon.
- Repeat the same steps as above to upload the SDMC Minutes files. \*\*\*

---

**View the Live Website to see your updates.**

### Check List:

- Shared Decision Making Committee (SDMC) link located on your school's homepage is linking to your current SDMC school year page
- All of your meeting dates are visible
- The Agenda and Minutes are separate pdf files
- No committee members phone numbers are posted  
***(phones numbers and signatures are not required)***

---

Quentrella D. Joyce *Web Designer, Communications & Publications*

[QJOYCE@HoustonISD.org](mailto:QJOYCE@HoustonISD.org) | [www.houstonisd.org/subsitetraining](http://www.houstonisd.org/subsitetraining)

Learn how to manage your school's website. Register for Blackboard (Schoolwires) Training in [OneSource](#). Search for "Schoolwires".