

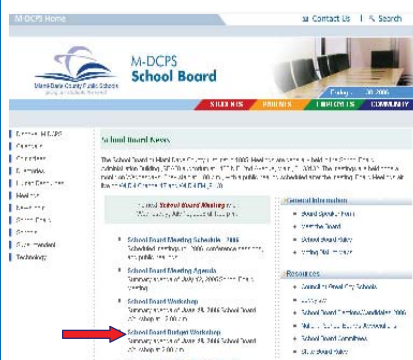
Information Technology Services (ITS) has acquired a Web-based system to electronically search, view and print minutes from archived M-DCPS School Board meetings from 1895 through the current year.

Getting Started

▼ **Log in** to the M-DCPS home page at:
<http://www.dadeschools.net>
 The **M-DCPS** home page will be displayed.



From the left navigation bar,
 ▼ **Click School Board**
 From the drop-down list,
 ▼ **Click Board Information**
 The **School Board News** screen will be displayed.



From the **School Board News** screen,

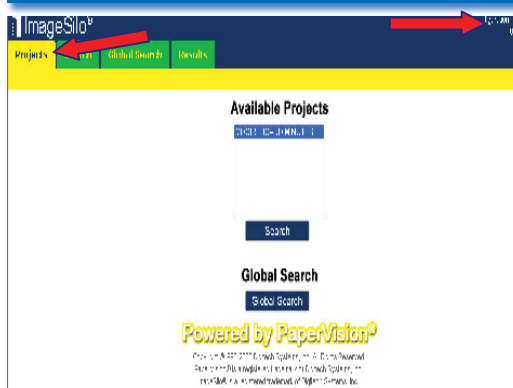
▼ **Click School Board Meeting Minutes**

The **School Board Minutes** screen will be displayed.



The **M-DCPS Board Meeting Minutes Search** screen will be displayed.

What You See



M-DCPS Board Minutes is the first available project in the electronic search system. There are four accessible tabs:

- **Projects** - M-DCPS Board Minutes
- **Search** - Type known criteria about M-DCPS School Board minutes to locate a chosen topic
- **Global Search** - Not available
- **Results** - View documents located through the selected search criteria

The upper right corner of each page displays a navigation bar for:

- **Configuration** - Download Viewer and define search options
- **Logout** - System user sign off
- **Help** - Screen and process information

Configuring Search Options

Before beginning a search, specify the search options.

From the navigation bar,

▼ **Click Configuration**

The **Configure User Options** screen will be displayed.



On the **Search** tab, select the desired options for the search.

▼ **Click Save**

A successfully saved message will be displayed.

▼ **Click Close** in the navigation bar.

Note: The Change Password and Migration Jobs configuration options are not available.

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To view additional pages of results,
▼ **Click More Available** at the bottom of the page

To change the search results,
▼ **Click** the **Search** tab and **change the criteria**
or,
▼ **Click Clear Criteria**
▼ **Select** the new criteria

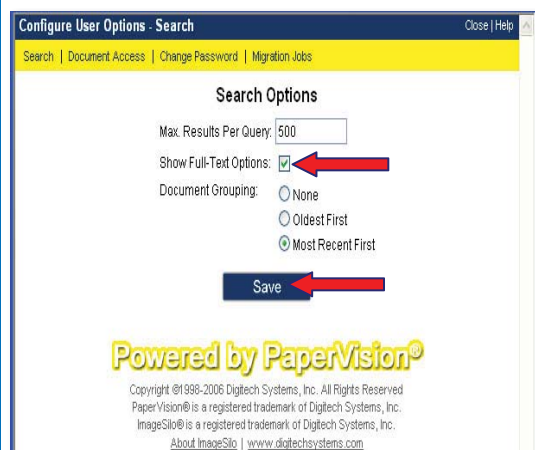
To view a specific document,
▼ **Click** on the document name
The selected document will be displayed.

Advanced Search Options

Additional search options are available for more extensive scanning.

To enable the use of these options, from the Navigation bar,
▼ **Click Configuration**

The **Configure User Options-Search** screen will be displayed.



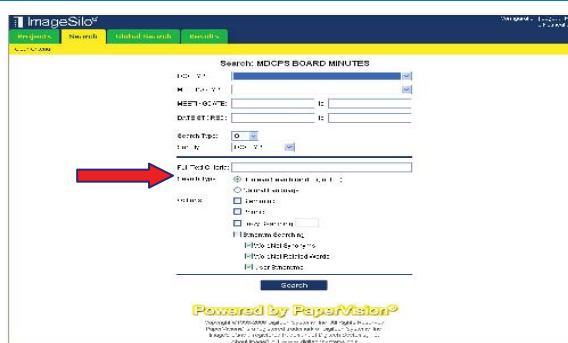
On the **Configure User Options-Search** page,

▼ **Click Show Full-Text Options**
▼ **Click Save**
▼ **Click Close**

To return to the **M-DCPS Board Meeting Minutes Search** screen, from the **Projects** or **Search** tab,

▼ **Click Search**

The **Search: M-DCPS Board Minutes** page will be displayed.



Begin a search for minutes by entering basic search criteria or the following advanced options.

- **Full Text Search** is performed by typing a word or phrase in the **Full Text Criteria** field.
- **Boolean** search consists of a group of words or phrases linked by search connectors (AND and OR) to indicate the relationship between them.
(ex. apple AND pear)
- **Natural Language** search returns all documents that contain the words that match the individual search terms.
(ex. 1999, school calendar)

When a **Search Type** has been selected, additional search options are available.

- **Stemming** - Extends a search to cover grammatical variations of a word.
(ex. A search for *read* would also find *reading*.)
- **Phonic** - Looks for a word that sounds like the word to be searched.
(ex. Smith will also find Smithe and Smythe.)
- **Fuzzy Searching** - Finds a word even if it is misspelled.
(ex. A fuzzy search for apple will find apple.)
- **Synonym Searching** - Uses a thesaurus to automatically expand a search to include synonyms.
(ex. A search for *fast* would also find *quick*.)

Note: See Help in the Navigation Bar for additional information.

For Assistance

For questions or comments, please contact the **Board Recording Secretaries** at (305) 995-1453 or (305) 995-1458.