



Governor Site

The Governors site is the only site which is only visible to governors by default and needs to be navigated to directly. The Governor users have the ability to change their own user password or use the platform to collaborate or share documents. Governors can use the features to create discussions or surveys, or simply share documents and pictures they wish to share with other governor users.

The Governor site by default will contain the web parts as demonstrated in Figure 1.

Hwb+ Ribbon

Governors have CONTRIBUTE access by default to the Hwb+ Ribbon which can allow them to add/remove any document, pictures, videos, discussions, surveys and wikis, as shown in Figure 2.

The Hwb+ Ribbon above is available on the Governor home screen. This is the same ribbon which appears throughout the Hwb+ site. Each icon allows the user to view the relevant web parts on a separate page with other specific web parts, below is a list of all the features alongside the web parts which are within the page.

FIGURE 1 GOVERNOR DASHBOARD



FIGURE 2 Hwb+ RIBBON

Documents

Recommended usage

Governors can use the document libraries:

- to store, sort and access minutes of meetings, reports and school policies
- to create separate document libraries or groupings for each committee or function
- Documents can be data-tagged and columns and filters can be set up so that only selected documents can be displayed in any convenient order.

Pictures & Videos

Recommended usage for multimedia

Picture libraries can be used to contain portraits of the Governors and video libraries for Induction and Professional Development videos.

Calendar

Recommended usage

Governors can use the calendar for:

- Meeting dates for full and sub committees.
- Attendees can be managed and agendas and pre meeting materials can be uploaded
- Governor-oriented conferences or training days

Used in conjunction with discussions, this tool can enable governors to carry out their roles without necessarily meeting face to face.

Surveys

Recommended usage

Governors can use surveys to canvass preferences for meeting times/places and to record the outcome of discussions on policies.

Discussions

Recommended usage

Governors can use discussions;

- to discuss school issues through the use of a closed forum
- to improve collaboration and communication
- to save time and travel costs via online discussions

Wikis

Recommended usage

Wikis are simple and very powerful tools. Wikis, like blogs, allow you to embed videos and pictures relatively easily. One of the advantages of wikis is that wikis allow governors to collaborate more easily on (e.g.) drafting a document or an agenda.

Additional Functionality

Workspaces and Team Sites

SharePoint comes with built-in functionality for a range of business and management tools. Under the Governors' site you are able to create additional workspaces for

committees and working groups. These can be tailored with heavily restricted access allow for discussion and collaboration on sensitive areas of school management. These areas allow for separate document libraries (including version control), calendars, discussion areas, tasks and recording decisions, and can be tailored to suit the needs of the school.

Contact our Help Desk.

If you have any queries as a result of this guide, or should you wish to find out what other related Help Guides we have to offer, navigate to our Support Portal to log a call or browse our Help Guides under the Solutions tab.

<https://servicedesk.hwbsupport.net>

Otherwise please feel free to email
supportdesk@hwbsupport.net

Or call us on 02920990200.