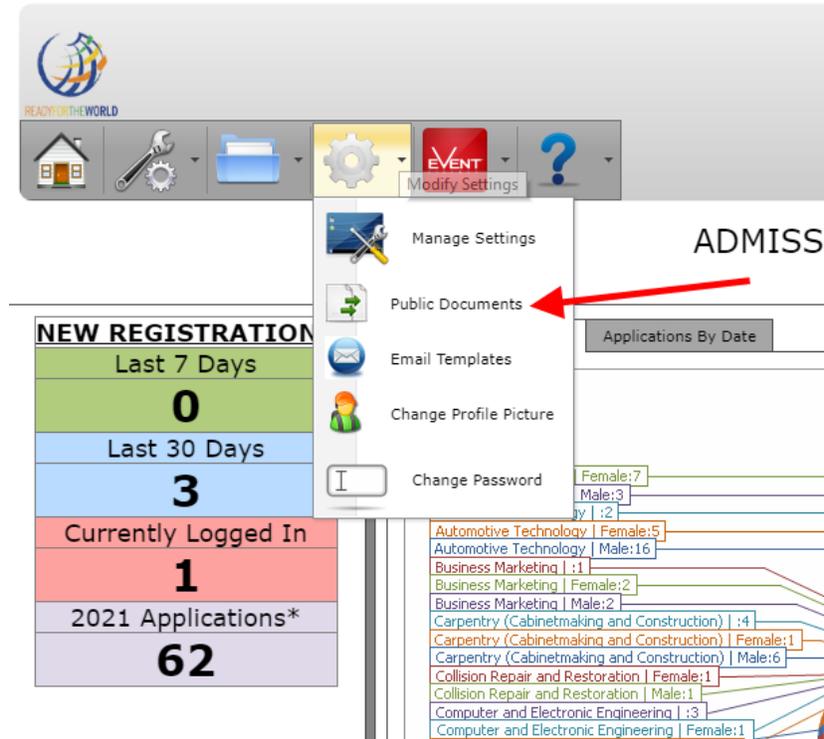


Creating and Sharing Public Documents

1. Create a Public Document

Select "Public Documents" from the icon on your administrative dashboard.



The following screen will appear:

Public documents

Items uploaded and stored here are available as public documents.

The screenshot displays the 'Public documents' interface. On the left, a file list shows four documents: 'FreeReducedLunchForm.pdf', 'pdf_sample.png', 'SampleParentExportFileExplanation.docx', and 'TripPermissionSlip.pdf'. The 'FreeReducedLunchForm.pdf' is selected. On the right, a preview of the document is shown, containing a letter to parents/guardians about school meals.

Path: PublicDocs Filter by:

Name	Date modified
FreeReducedLunchForm.pdf	7/29/2017 9:29:38 AM
pdf_sample.png	7/11/2017 3:17:36 PM
SampleParentExportFileExplanation.docx	7/11/2017 3:17:36 PM
TripPermissionSlip.pdf	7/29/2017 9:29:51 AM

Drop file(s) here Browse... Upload

Dear Parent/Guardian:

Children need healthy meals to learn. Your child's school offers healthy meals every school day. Your children may qualify for free meals or for reduced price meals.

- DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. You can use one *Free and Reduced Price School Meals Application* for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to one of your children's school.
- WHO CAN GET FREE MEALS? All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations or, in some States Temporary Assistance for Needy Families (TANF), can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Eligibility Guidelines.
- CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
- CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail your child's school to see if they qualify.
- WHO CAN GET REDUCED PRICE MEALS? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.
- SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please carefully read the letter you got and follow the instructions. Call your child's school if you have questions.
- MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the

You can complete a variety of tasks from the public documents dashboard. To begin, upload your document by scrolling down to the bottom, left-hand corner of the page. Above, the upload bar is indicated in red. Either drag and drop your document into the indicated field, or locate it using the “browse” button and clicking “upload.”

From this dashboard, you may also:

Rename: Rename your document.

Refresh: Refresh the page and see newly uploaded documents.

Download: Download selected documents to your computer.

View Type of Document: Icons indicate file type.

Note: PDF's are recommended when uploading public documents. Only PDF files will display a preview on the right-hand side of the page when clicked.

2. Share Public Documents

E-Mail Templates

In order to ensure that your e-mail is not classified as spam, it is often more effective to link to documents in the body of an e-mail. This guide will walk you through the process of creating an e-mail template and generating links to documents.

NOTE: It is often most effective to upload and link to PDF documents, as students and families can fill them out and e-mail back the completed form.

To get started, select "E-Mail Templates" from the drop-down menu.

The screenshot shows the 'ADMISSIONS DASHBOARD' interface. On the left, there is a 'NEW REGISTRATIONS' summary table. The top navigation bar includes a home icon, a gear icon, a folder icon, a settings gear icon, an 'EVENT' button, and a help question mark icon. The 'E-Mail Templates' menu is open, showing options: 'Manage Settings', 'Public Documents', 'Email Templates', 'Change Profile Picture', and 'Change Password'. A sub-menu for 'Email Templates' is also visible, listing various email templates with their counts and gender breakdowns.

Category	Count
Last 7 Days	1
Last 30 Days	1
Currently Logged In	1
2021 Applications*	65

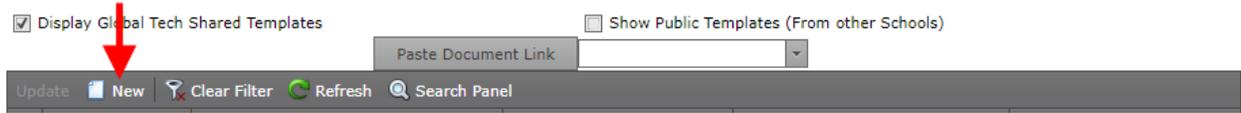
Template Name	Female	Male
Business Marketing	2	2
Carpentry (Cabinetmaking and Construction)	1	6
Collision Repair and Restoration	1	1
Computer and Electronic Engineering	3	0

The following screen will appear:

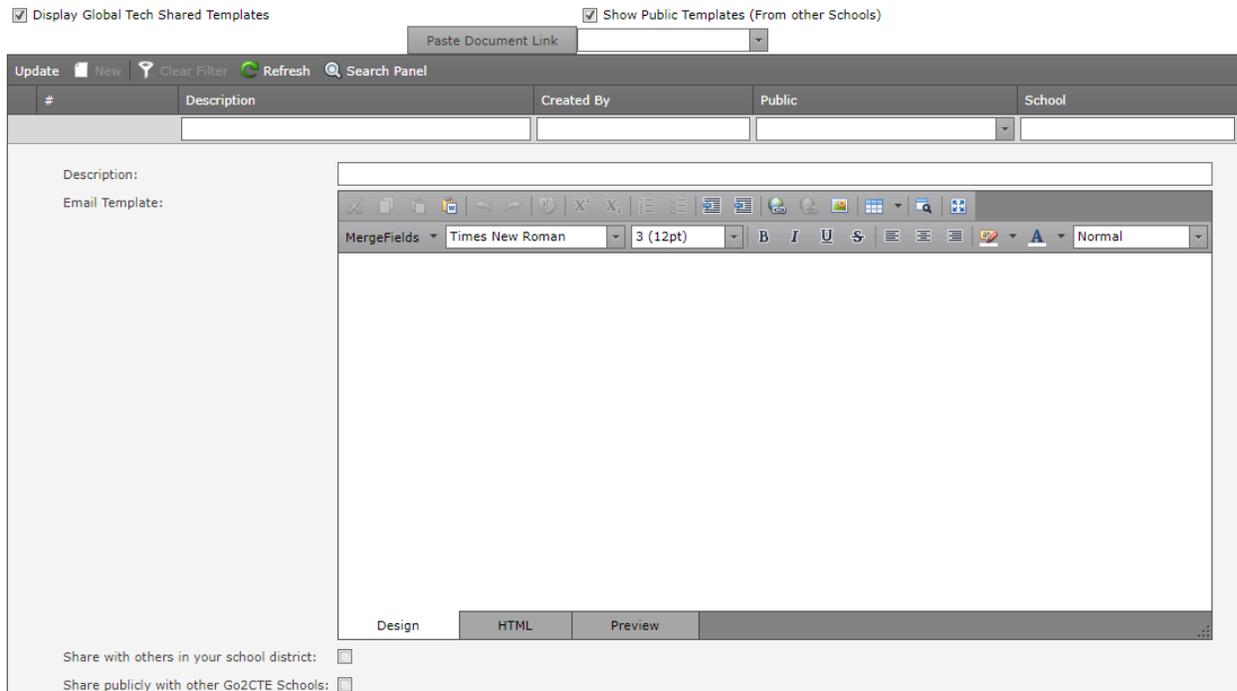
The screenshot shows the 'Public Documents' page. At the top right, it displays the school name 'Global Regional Vocational Technical School District' and contact information. The page includes a navigation bar with a home icon, a gear icon, a folder icon, a settings gear icon, an 'EVENT' button, and a help question mark icon. Below the navigation bar, there are checkboxes for 'Display Global Tech Shared Templates' and 'Show Public Templates (From other Schools)'. A 'Paste Document Link' input field is present. The main content area features a table with columns for '#', 'Description', 'Created By', 'Public', and 'School'. The table contains three rows of data.

#	Description	Created By	Public	School
Clear				Demo
> Edit Delete Copy	Sample Acceptance Confirmation Email	admin	<input type="checkbox"/>	Demo
> Copy	Test From Lou	llopes	<input type="checkbox"/>	Demo
> Edit Delete Copy	Free Reduced Meal Application	admin	<input checked="" type="checkbox"/>	Demo

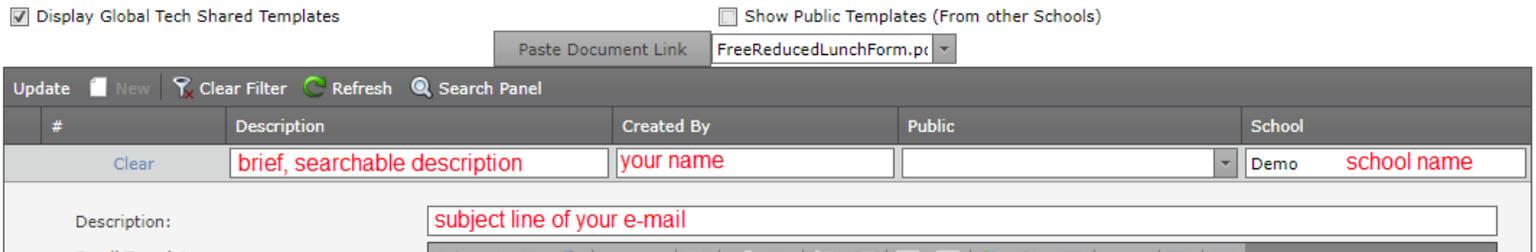
Select "New" from the toolbar.



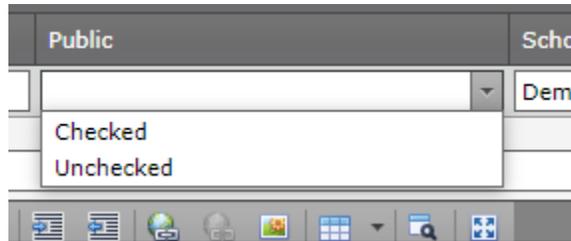
The following screen will appear:



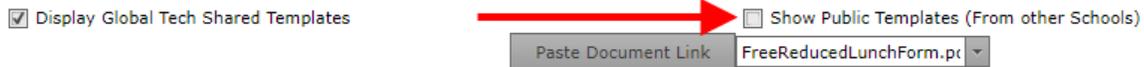
Fill in the fields provided.



NOTE: Would you like to share your e-mail template with other Go2CTE schools? Select “checked” under the “Public” drop-down menu. To mark a template as available to your school only, selected “unchecked.”

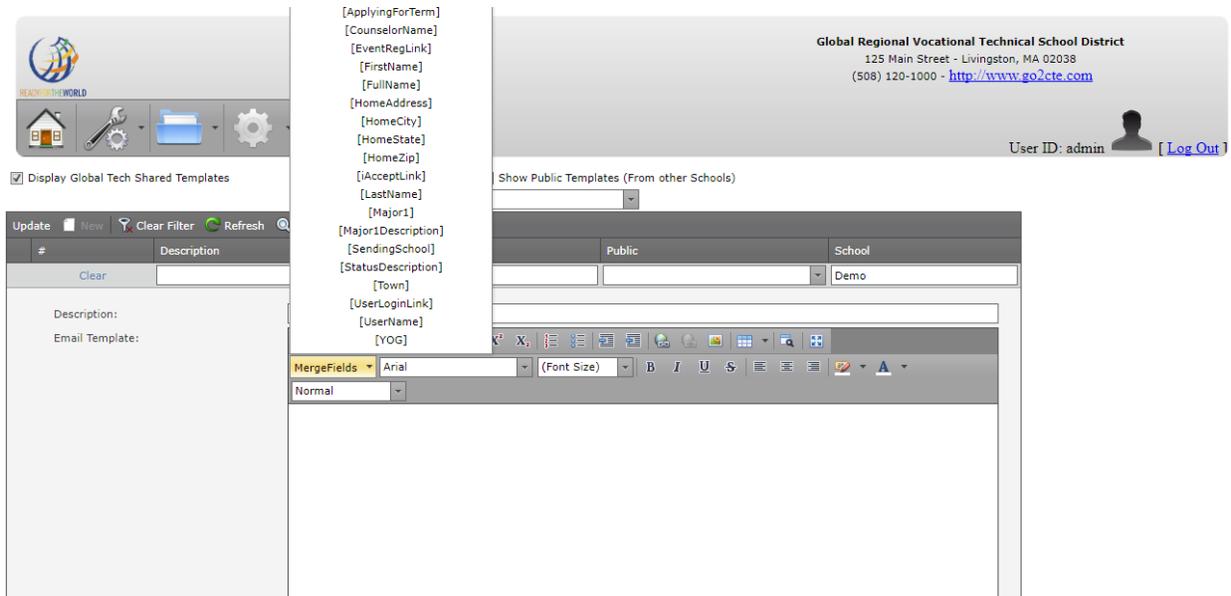


Similarly, if you would like to view templates created by other Go2CTE schools, check off “Show Public Templates (From other Schools).”



Other Useful Tools

Add details specific to your students by clicking on “Merge Fields.” You can insert useful data into the body of your e-mail, including student name, year of graduation, address, etc.



Linking to Public Documents

To generate a link to your public document, select your document from the drop-down menu indicated below. Then, select "Paste Document Link." A link to your document will appear in the body of your e-mail.

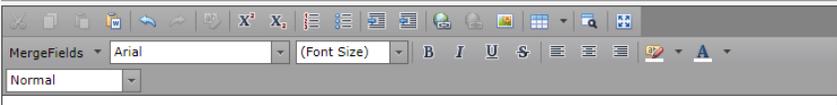
Display Global Tech Shared Templates Show Public Templates (From other Schools)

Paste Document Link FreeReducedLunchForm.pr 

Update  Clear Filter  Search Panel

#	Description	Created By	Public	School
Clear				Demo

Description:
Email Template:



[FreeReducedLunchForm.pdf](#)