Uses for DocuShare

Administrative Uses

- ▪ Storing agendas, minutes, meeting materials, newspaper clippings, etc.
- ▪ Communicating between meetings (DocuShare Bulletin Boards)
- ▪ Job postings – Use a DocuShare Bulletin Board to add each job as a bulletin.
- ▪ Sharing budget spreadsheets – these files can be made private to specific individuals as desired.
- ▪ School newsletters, calendars, menus (a DocuShare calendar)
- ▪ Sports calendars
- ▪ Sharing files between locations that aren't networked yet – for example a database or spreadsheet file for inventory or attendance tracking for special programs
- ▪ Registrations forms

Instructional Uses

- • Scan student work and post in a private collection for their family's viewing.
- • Guidance Office materials - links to Financial Aid, scholarship and college sites
- • Private folders for teachers who need to transport files back and forth between work and home.
- • Store curriculum documents
- • Store staff development articles and links to web sites

Integrating DocuShare with District Web Pages

Job Postings – When adding a bulletin listing a job you can use simple HTML code to link the title of the bulletin to a more detailed job description.