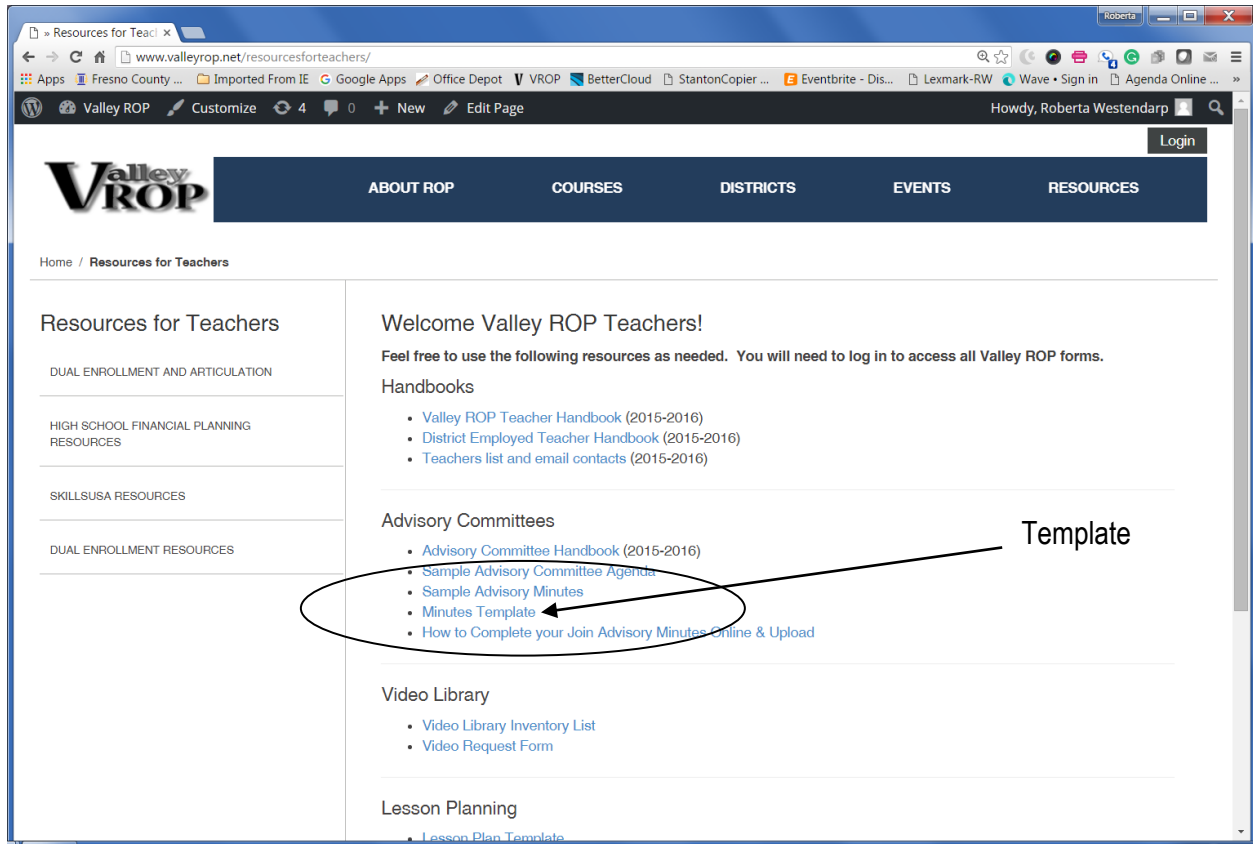


# How to Complete your Joint Advisory Minutes Online

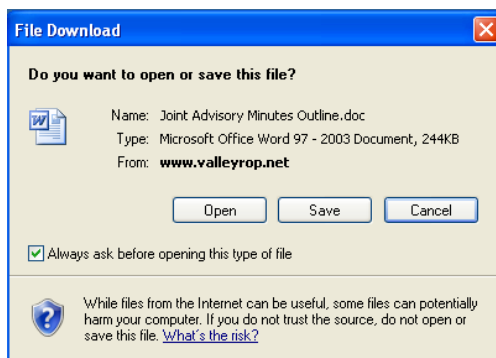
Once you have met with your advisory members, you will need to create your minutes using the template we have provided you on our website.

Please go to valleyrop.net

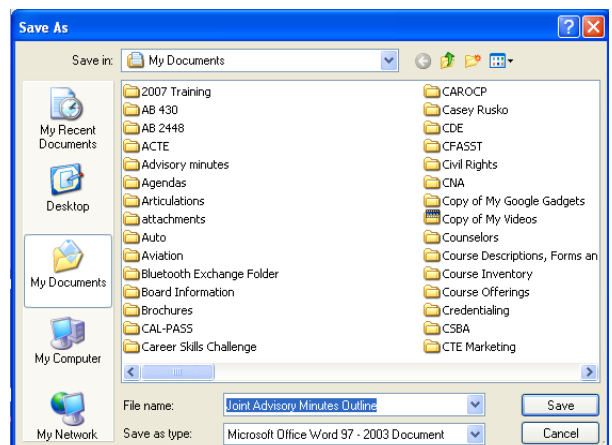
Click on “Resources” > “For Teachers”, find the “Minutes Template” under “Advisory Committees”



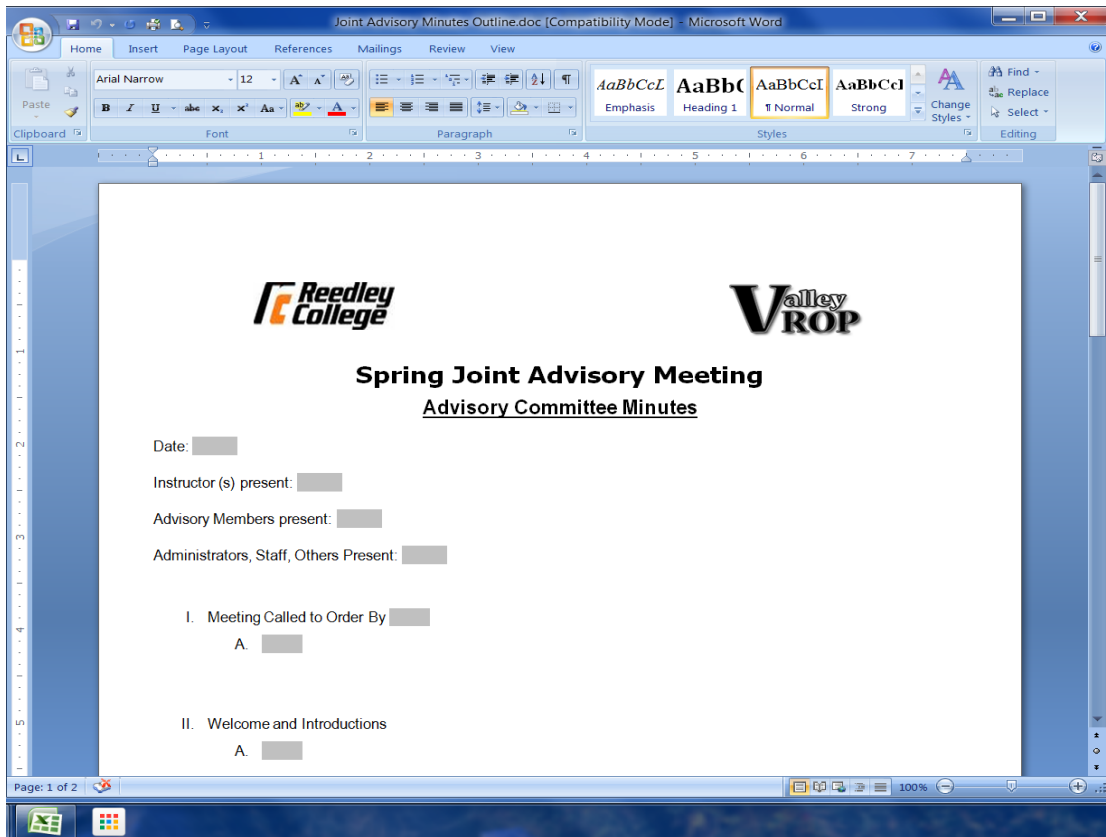
The image above shows where the Joint Advisory Minutes Template is located in this section. The template is a Word document and you will need Word to download the file.



A dialog box will ask you if you would like to Open or Save the file. Click to Save the file and choose an appropriate location to save it on your computer.



Once you have saved the document, you can open it in Word. The document will look like this:



Just select the form fields to enter the appropriate information. You can use the tab or F11 key to travel to each box. Each grey box has an unlimited amount of typing area. Your text will wrap to the next line if you reach the right margin.

If you would like to add bullets in each section just hit the enter key after filling in the "A." bullet and it will automatically enter a "B." bullet.

Once you have completed your minutes template, save it again. Using your account on [www.schoolology.com](http://www.schoolology.com) upload the minutes on the Assignments called Advisory Committee Minutes.

If you don't have an account on Schoolology.com:

1. Go to [www.schoolology.com](http://www.schoolology.com) and click on **"Sign Up"** as a **"Student"**
2. Enter this code in the Access Code Box:  
**2BZKW-KHXWV** (Copy and Paste)
3. Click the **Courses** Tab, find the **"VROP Outline course: Section 1"**
4. Click on **"Assignments"** and find Advisory Committee Minutes. Click on **"Submit Assignment"** and upload your Minutes. If you have any questions regarding this process, please call contact Roberta Westendarp. Thank you!

