WNESU Diligent Community Guidebook

Revised April 22, 2025

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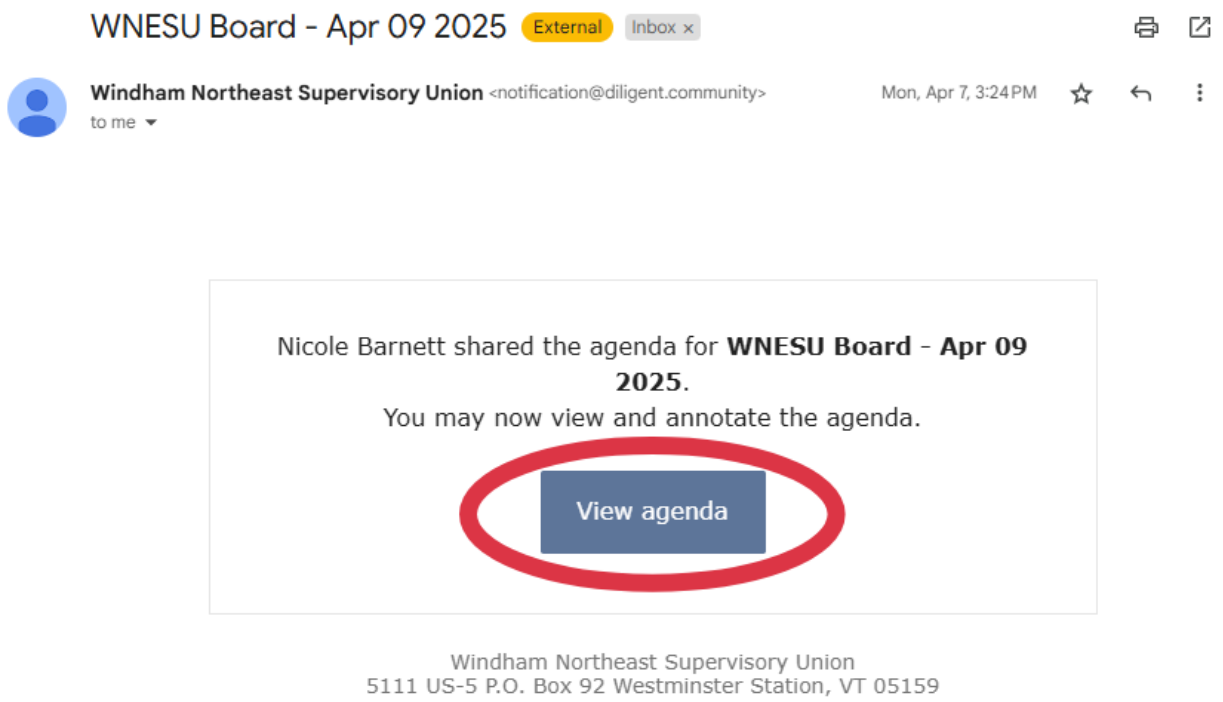
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How to Access Diligent Community

Option #1: Access from Your Email

Whenever new agendas or minutes are shared to your meeting group, you will receive an email with a View agenda link.

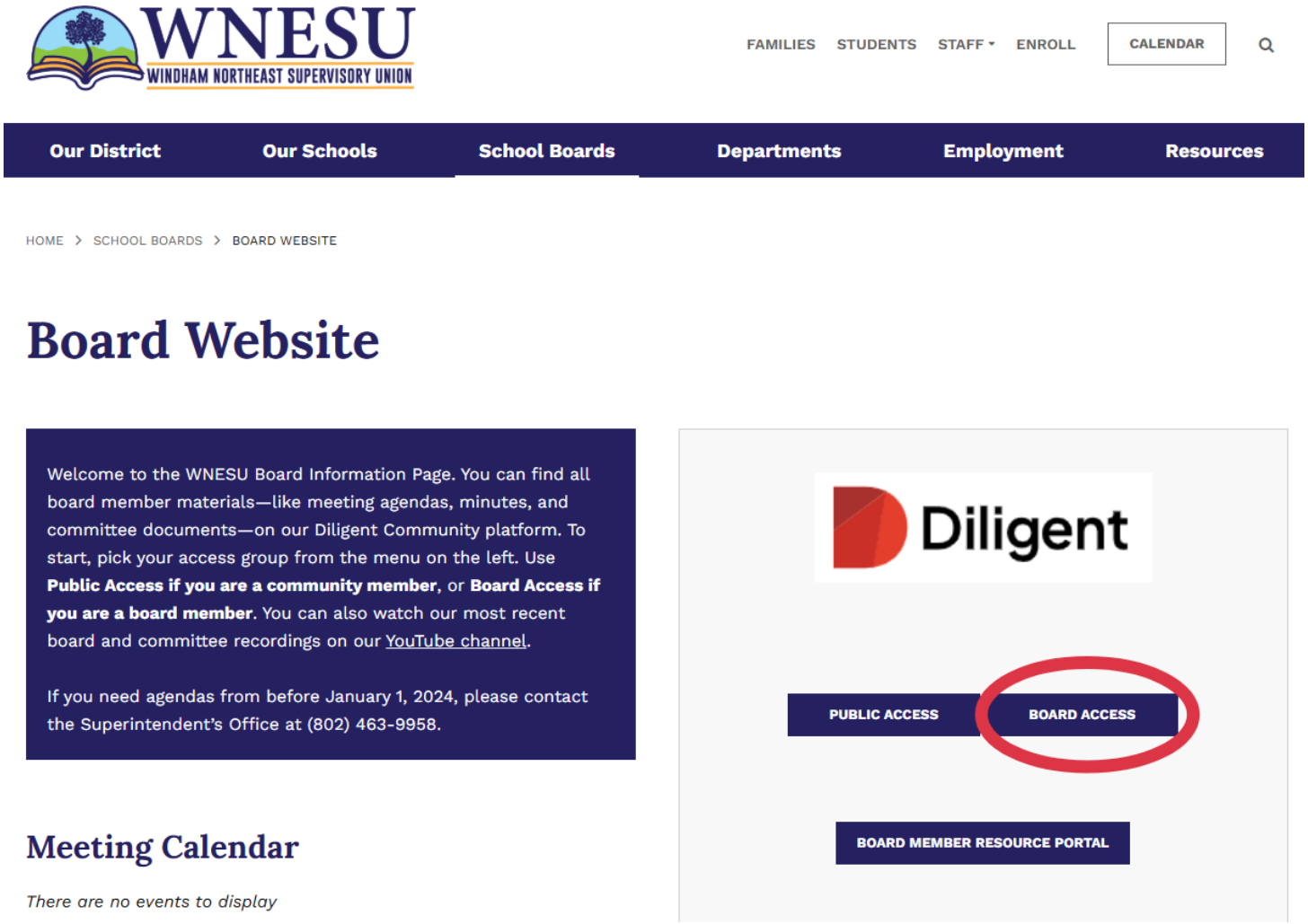
This option gives you all of the features of Diligent Community.



Option #2: Access from the Board Website

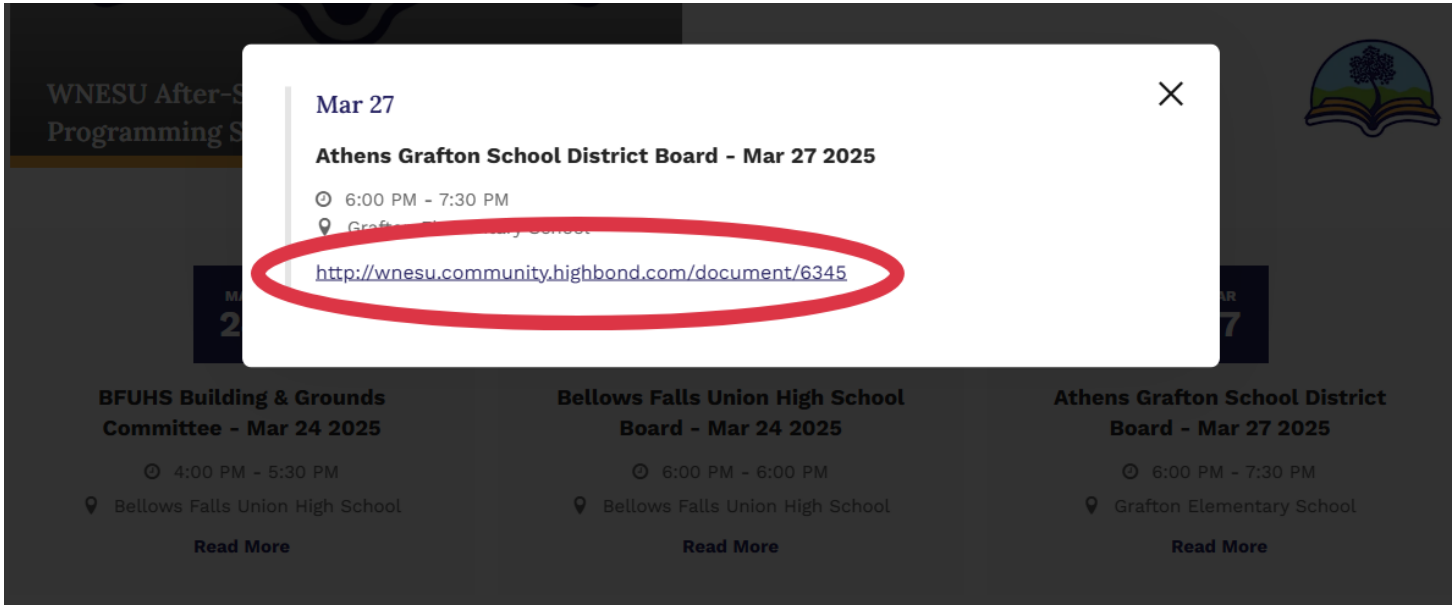
You can access the board-specific portion of Diligent Community by using the Board Access link on our website.

This option gives you all of the features of Diligent Community.



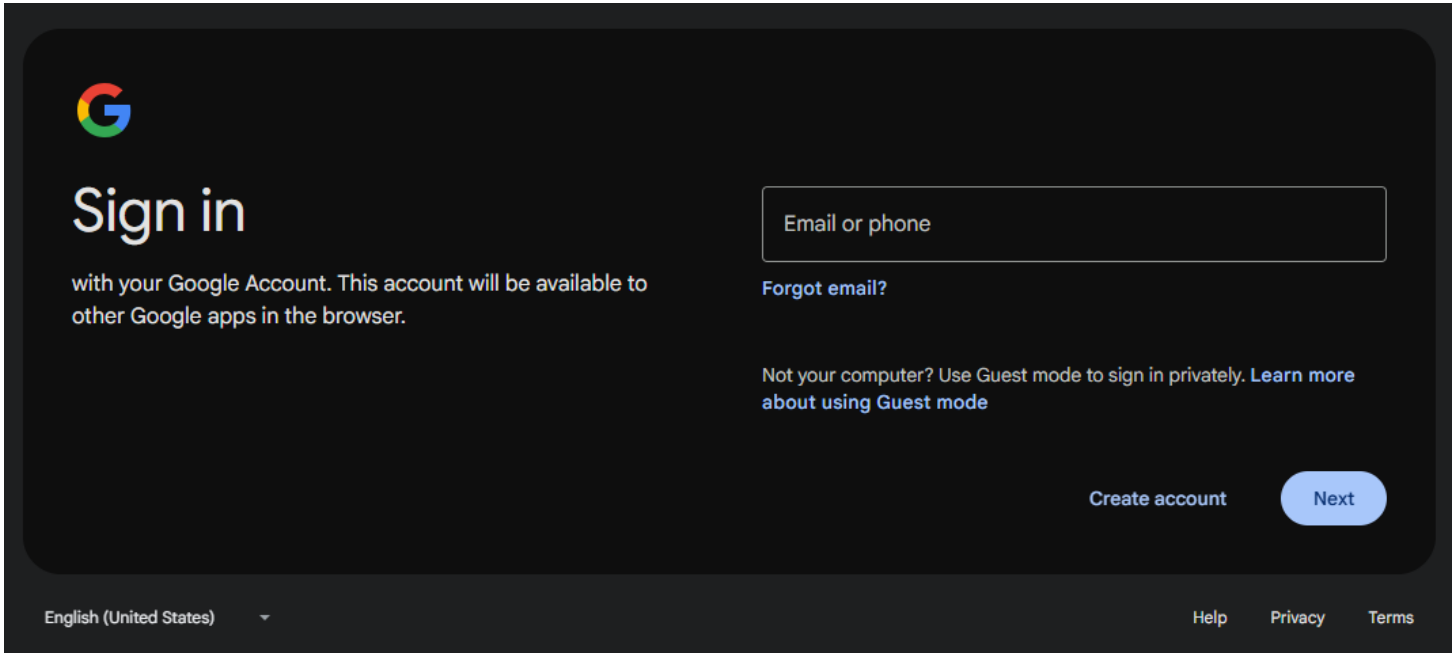
Option #3: View Agenda from the Website Calendar Feed

You can access a view-only public version of the agenda from our main website calendar feed.



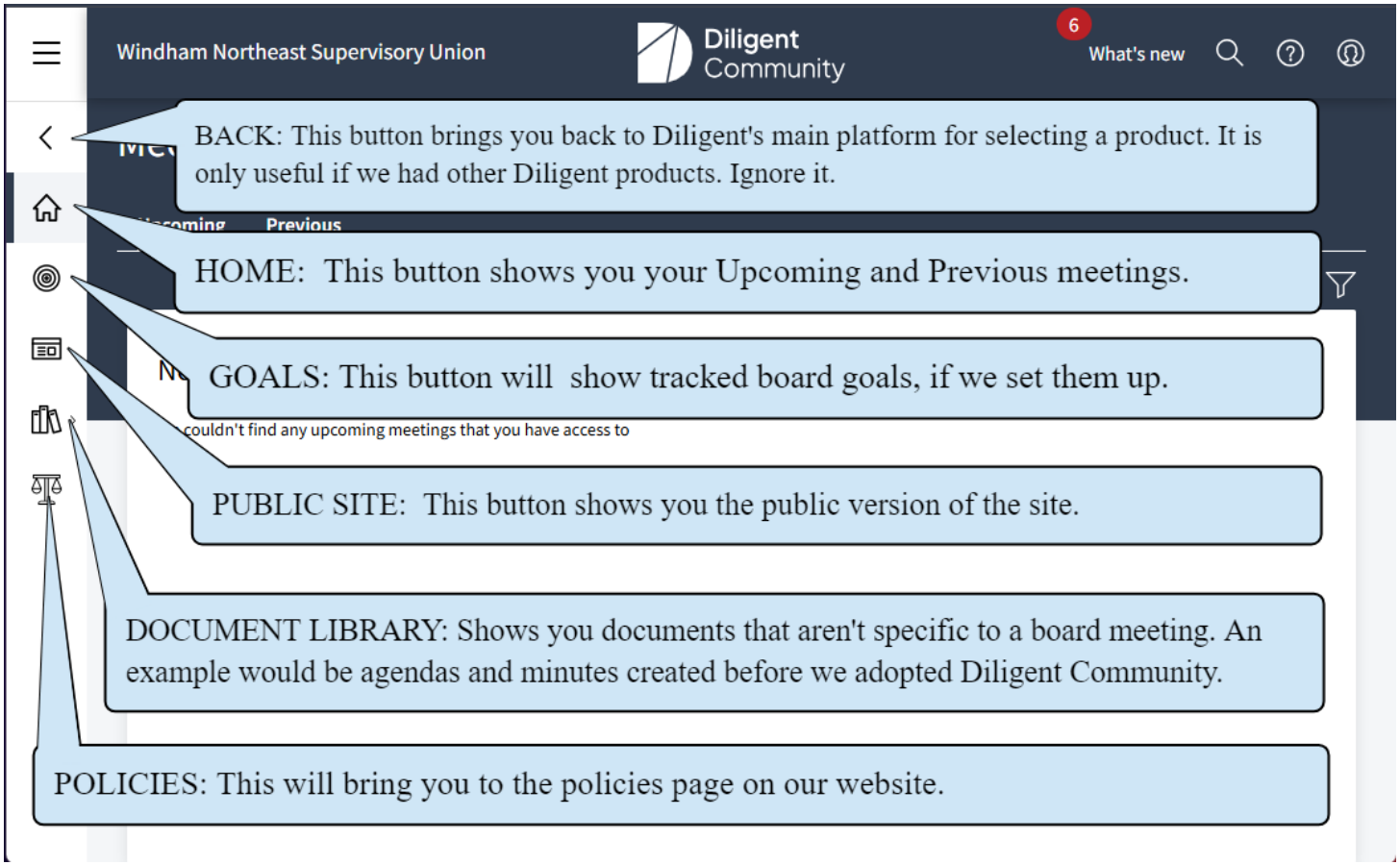
Always Access Diligent Community with Your WNESU.COM Email

You do not have a specific username or password for Diligent Community. You will log in with your **WNESU.COM** email account.

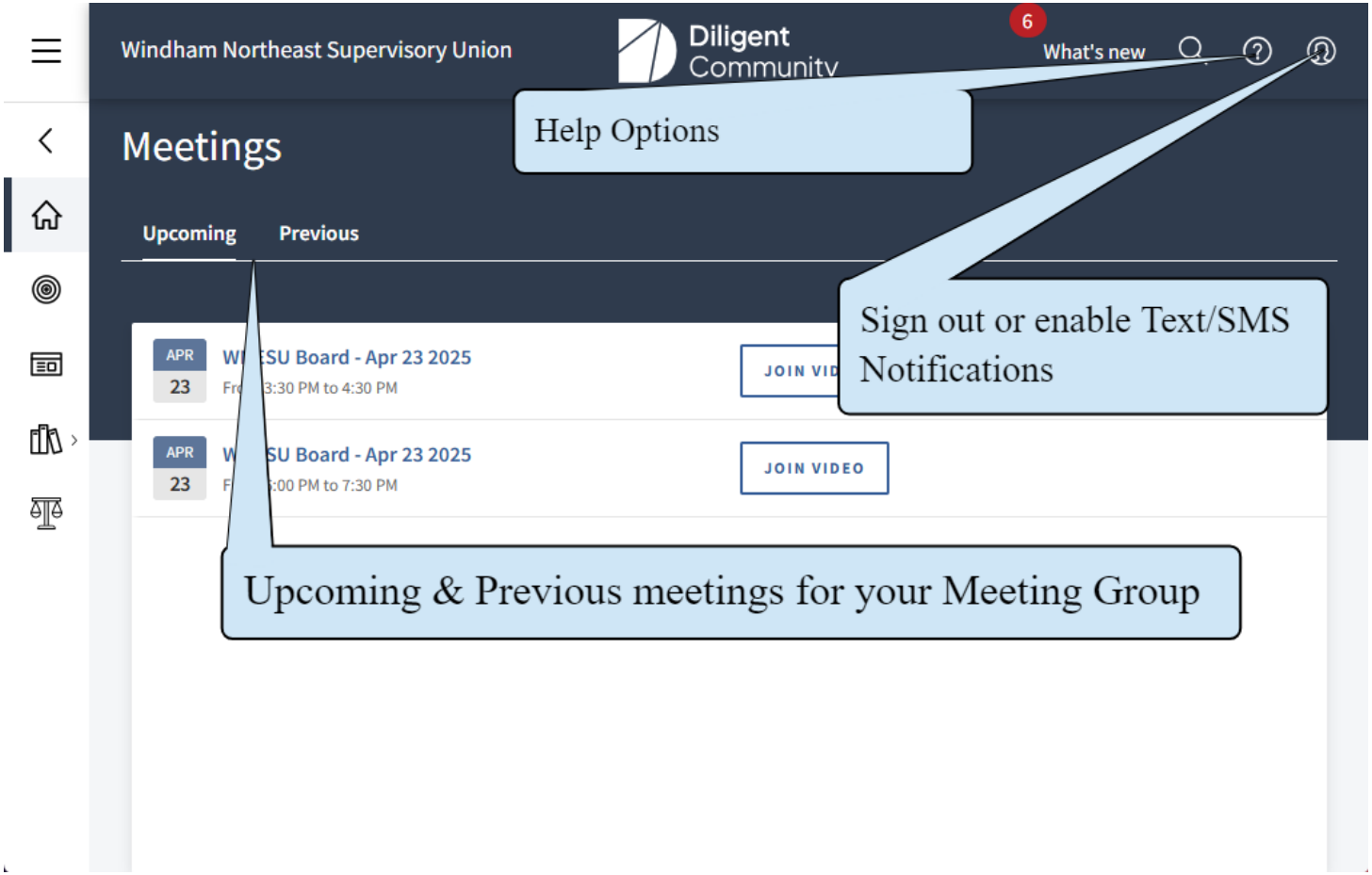


General Navigation

Left-side Navigation Options



Home and Top-right Navigation Options

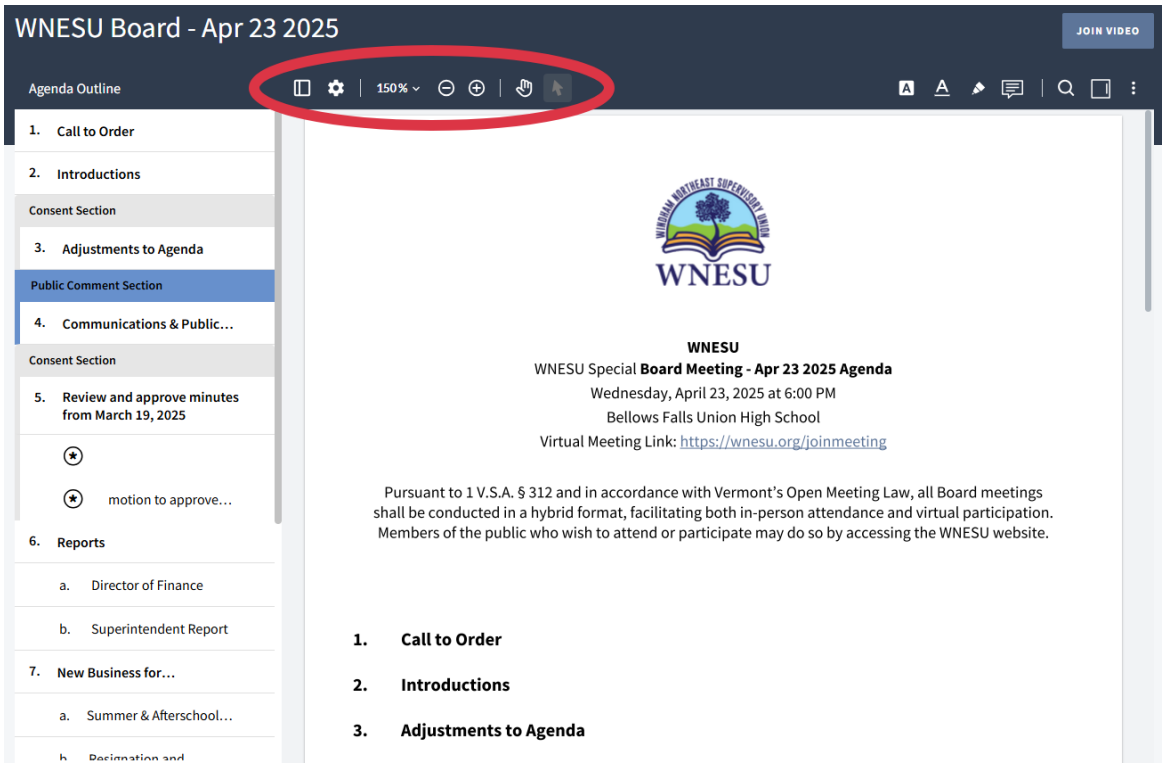


Agendas

Viewing an Agenda - Page View Options

Page View Options: On Diligent Community, hover over each one to see a description of what it does.

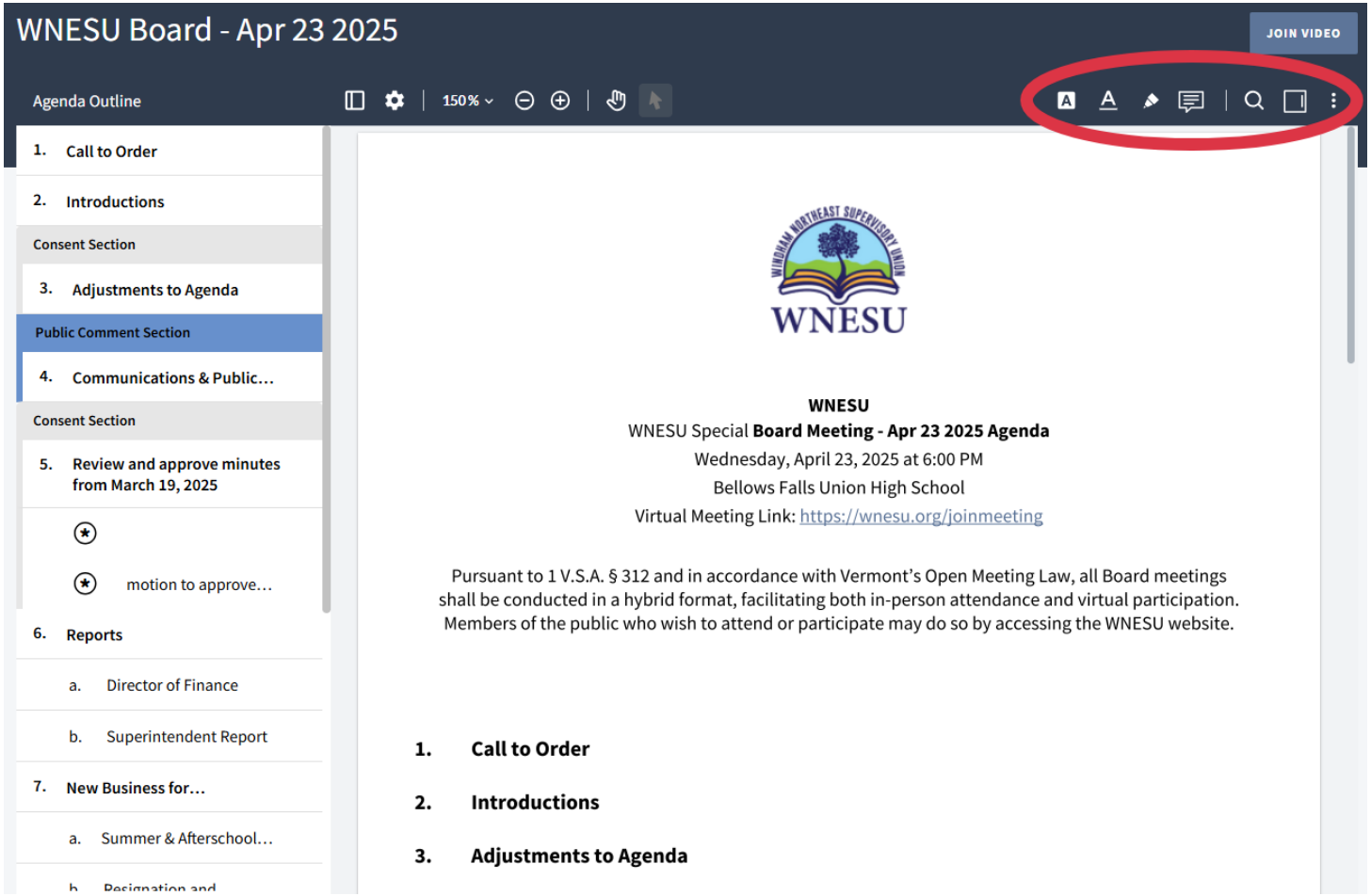
- Show or Hide Agenda Outline
- Settings Gear - Change Page transition and rotation
- Adjust Page Zoom
- Pan tool to move page around
- Select tool to interact with items on the page.



Viewing an Agenda - Annotation Options

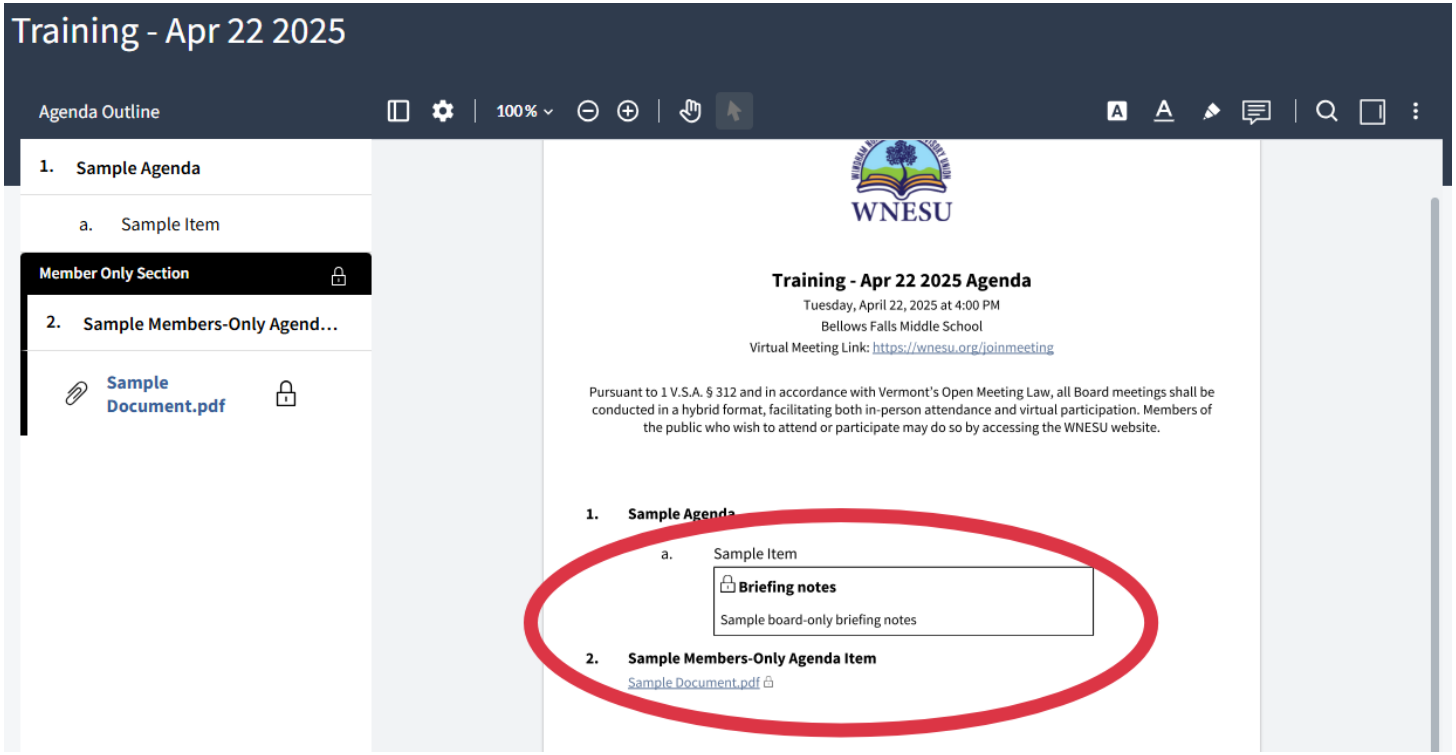
Annotation options: On Diligent Community, hover over each one to see a description of what it does.

- Highlight
- Underline
- Free-hand Draw
- Note
- Search
- Show Annotations Menu (for fullscreen, to download with or without Annotations)


WNESU Board - Apr 23 2025
JOIN VIDEO
Agenda Outline
150%
1. Call to Order
2. Introductions
Consent Section
3. Adjustments to Agenda
Public Comment Section
4. Communications & Public…
Consent Section
5. Review and approve minutes from March 19, 2025
motion to approve…
6. Reports
a. Director of Finance
b. Superintendent Report
7. New Business for…
a. Summer & Afterschool…
WNESU
WNESU
WNESU Special Board Meeting - Apr 23 2025 Agenda
Wednesday, April 23, 2025 at 6:00 PM
Bellows Falls Union High School
Virtual Meeting Link: https://wnesu.org/joinmeeting
Pursuant to 1 V.S.A. § 312 and in accordance with Vermont's Open Meeting Law, all Board meetings shall be conducted in a hybrid format, facilitating both in-person attendance and virtual participation. Members of the public who wish to attend or participate may do so by accessing the WNESU website.
1. Call to Order
2. Introductions
3. Adjustments to Agenda

Board-Only Notes and Attachments

Agendas and minutes might contain information that you can only view while signed into Diligent Community. This is usually indicated by the Padlock icon while viewing an agenda.



Minutes

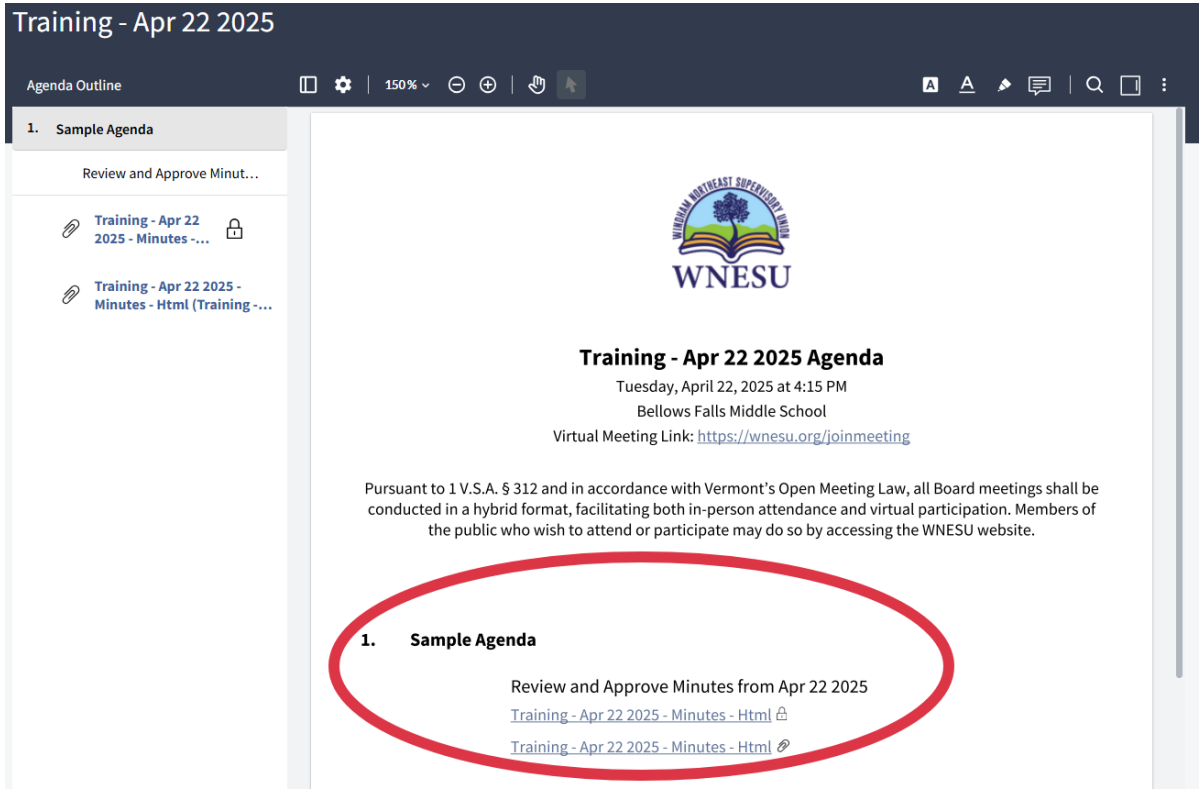
Preview Minutes from a Past Meeting

You will be able to view a direct link to the last meeting minutes on a new agenda. There could be two links for minutes, depending on the meeting.

The padlock means that view is specific to Board Members who are logged into the platform.

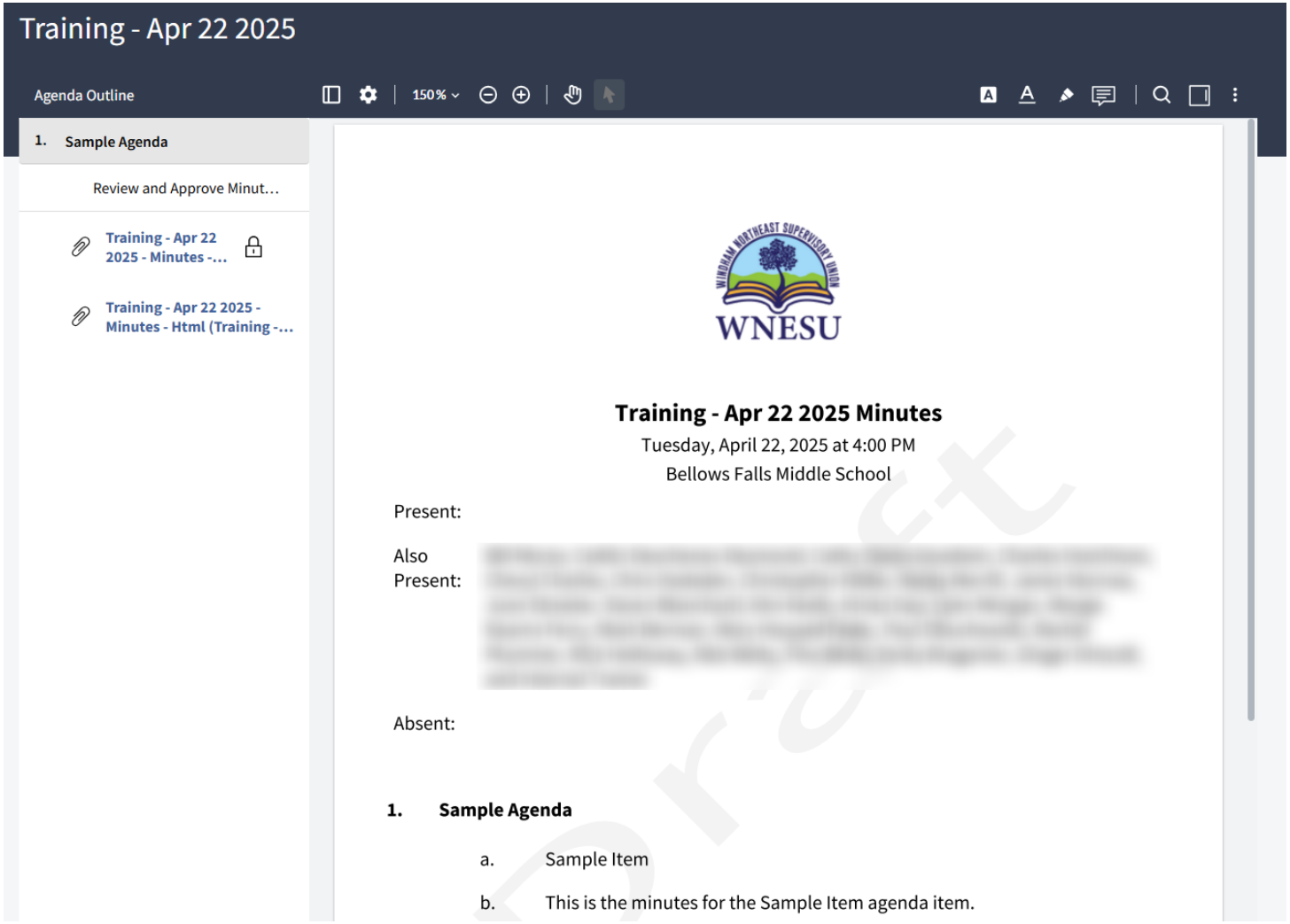
The paperclip is a public attachment.

Clicking either will open a preview of those minutes in the same screen.



Minutes view

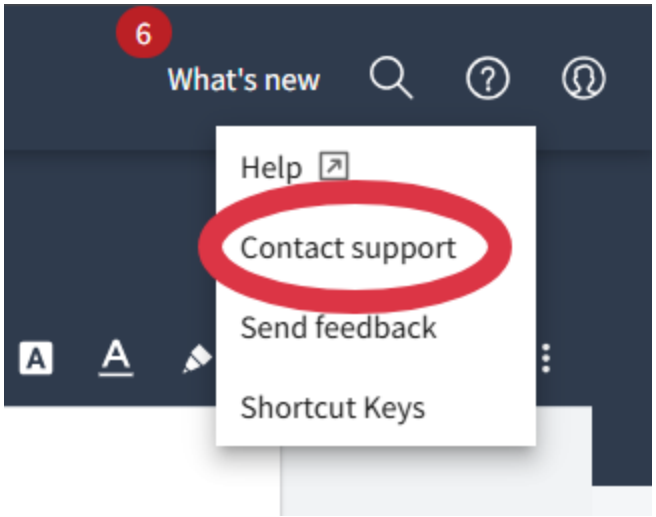
This is the sample view of the previous meeting minutes.



Getting Help

Getting Help with Diligent Community

If you need Diligent Community-specific help, you can reach out to Diligent's Customer support with the Contact Support button.



Help with Meeting Agendas, Minutes, Unsure/Everything Else

If you need help with the content of the website, minutes, or agendas, or are unsure, you can contact:

Nicole Barnett at (802) 463-9958 or email nicole.barnett@wnesu.com

WNESU Tech Department at (802) 463-9958 Option 7 or email helpdesk@wnesu.com