

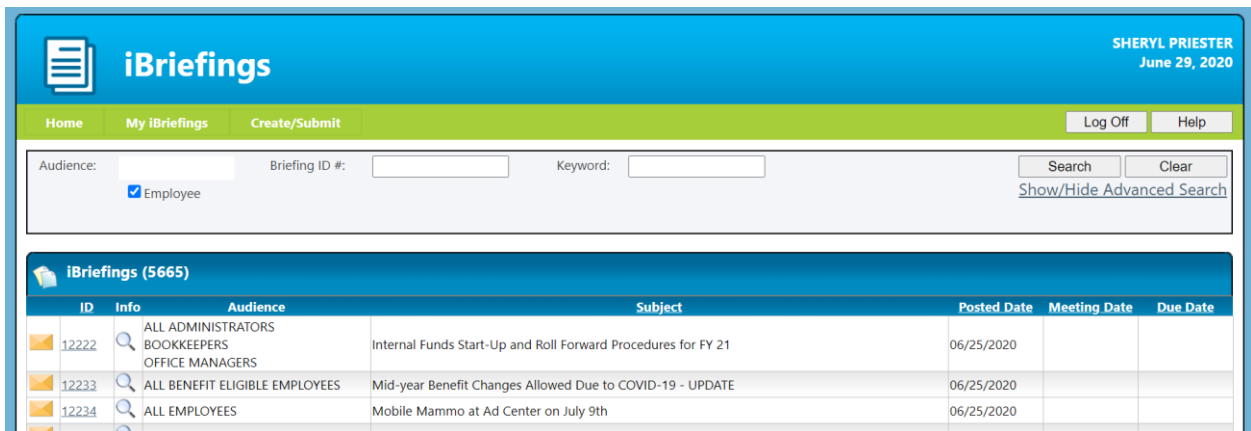
iBriefings

iBriefings is how the District staff communicates with District schools and locations. iBriefings are not in email format, they post in the iBriefings portal every Thursday at 12pm. All iBriefings go through an approval process before being published. You will receive a weekly email notification from the SuperIntendant once iBriefings have posted.

The iBriefings which display in your portal is dependent upon the selected audience. For example, when creating the iBriefing if the selected audience was instructional and you have a job title of "Data Entry", you would not see this particular iBriefing when you log in.

Logging In

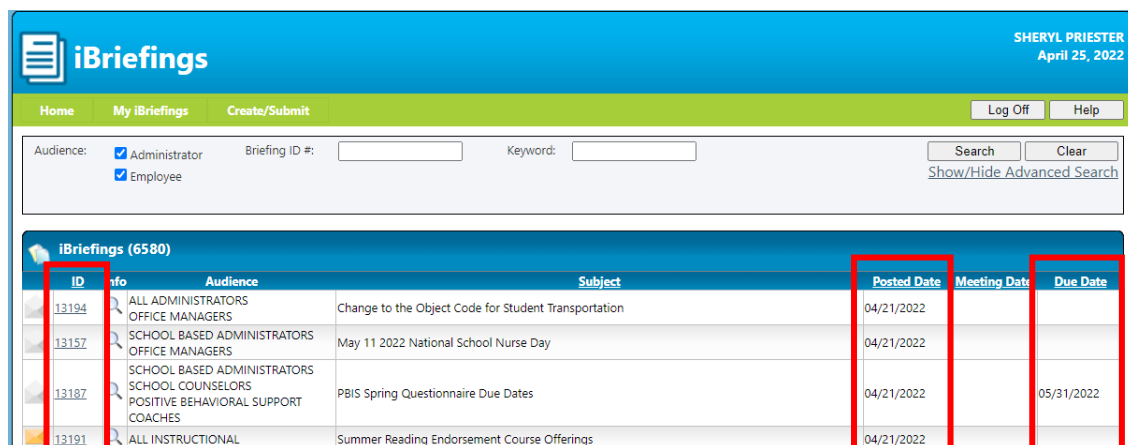
1. Visit the District website. www.collierschools.com
2. Click the Staff tab (purple tab) in the upper right corner.
3. Click the iBriefings icon.
4. If you are logged onto one of our computer systems, you will automatically be logged in via single-sign-on. If you are accessing from a computer system not on the network, you will receive a prompt to enter your current network username and password.



ID	Info	Audience	Subject	Posted Date	Meeting Date	Due Date
12222	ALL ADMINISTRATORS BOOKKEEPERS OFFICE MANAGERS		Internal Funds Start-Up and Roll Forward Procedures for FY 21	06/25/2020		
12233	ALL BENEFIT ELIGIBLE EMPLOYEES		Mid-year Benefit Changes Allowed Due to COVID-19 - UPDATE	06/25/2020		
12234	ALL EMPLOYEES		Mobile Mammo at Ad Center on July 9th	06/25/2020		

Portal Overview

At the top of the page click the My iBriefings tab to view a list of all iBriefings in your portal. Each iBriefing is assigned an ID number and will display a posted date. Depending on the nature of the subject, some may also display a due date.



ID	Info	Audience	Subject	Posted Date	Meeting Date	Due Date
13194	ALL ADMINISTRATORS OFFICE MANAGERS		Change to the Object Code for Student Transportation	04/21/2022		
13157	SCHOOL BASED ADMINISTRATORS OFFICE MANAGERS		May 11 2022 National School Nurse Day	04/21/2022		
13187	SCHOOL BASED ADMINISTRATORS SCHOOL COUNSELORS POSITIVE BEHAVIORAL SUPPORT COACHES		PBIS Spring Questionnaire Due Dates	04/21/2022		05/31/2022
13191	ALL INSTRUCTIONAL		Summer Reading Endorsement Course Offerings	04/21/2022		

iBriefings

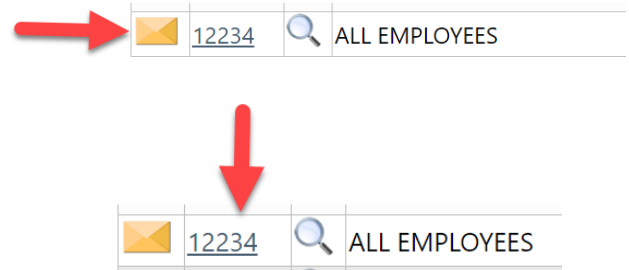
Viewing

There are several ways to view an iBriefing.

1. Click the yellow envelope to view the iBriefing.

OR

1. Click the iBriefing ID number.
2. The iBriefing will display in a pop-up window.



Sorting

1. Click the column title on the header row to sort the list by the selected column title.

iBriefings (5665)						
ID	Info	Audience	Subject	Posted Date	Meeting Date	Due Date
12222	 	ALL ADMINISTRATORS BOOKKEEPERS OFFICE MANAGERS	Internal Funds Start-Up and Roll Forward Procedures for FY 21	06/25/2020		

Searching

You can search by entering an iBriefing ID number OR by entering a keyword.

Note: Pay attention to the Posted Date to make sure you are viewing the most recent iBriefing.

- | | | |
|--|-----------|--|
| 1. Enter the iBriefing ID number in the iBriefing ID# field. | OR | 1. Enter a keyword in the keyword field. |
| 2. Click Search. | | 2. Click Search. |

Briefing ID #:		Keyword:		Search	Clear
Show/Hide Advanced Search					

Advanced Search

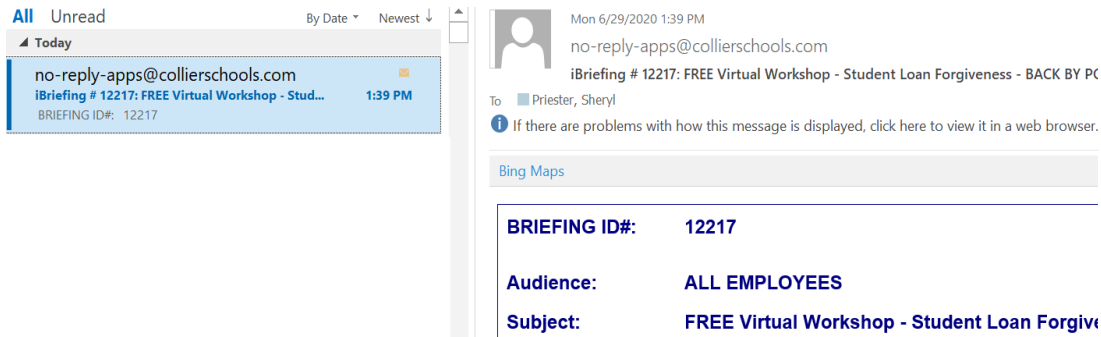
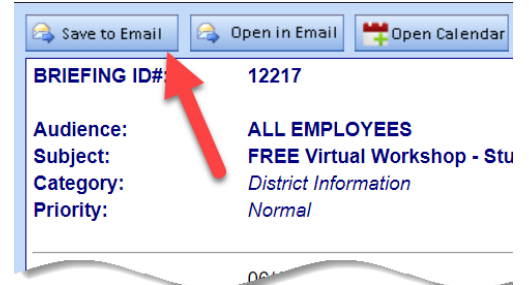
1. Click Show/Hide Advanced Search button to access additional search features.

Audience: ☒ Administrator ☒ Employee	Briefing ID #:	Keyword:	Search Clear
Show/Hide Advanced Search			
Category: ALL	Contact Name:	Subject:	
Cabinet: ALL	Body:	Priority: ALL	
Audiences: ☒ 504 CONTACTS (EMPLOYEE) ☒ ACADEMIC COACHES (EMPLOYEE) ☒ ALL ADMINISTRATORS (ADMINISTRATOR)			

iBriefings

Save an iBriefing Externally

2. Click the yellow envelope to view the iBriefing.
3. The iBriefing will display in a pop-up window.
4. Click the "Save to Email" button to send a copy of the selected iBriefing to your current CCPS email address.



Logging Out

1. Click the Log Off button in the upper right portion of the screen.

