

Viewing and Editing Board Information



It is **essential that your Board's information and contacts in the Board Information section of the database be accurate** as PRISM uses the email addresses contained here for its auto-generated emails AND this is where users typically look for important information on dates, contacts, and course access and other technical information).

To check information for accuracy and to edit accordingly, please:

Go to **School Board – Board Information – Filter by School Board** and select your Board. Expand the pull downs for **Technical Information, Contact Information, and Date Information...** Review for completeness and accuracy.

Click the **Edit Your Board Information**

EDIT YOUR BOARD INFORMATION button. Make necessary entries / edits and click **Update**. If a **Board Updated** message does not appear, it is because required information is either missing or improperly formatted. Scroll up to see which fields appear in **red** and make necessary corrections before clicking **Update** again.

Note: Entries into the **Contact Information** fields will receive PRISM-generated messages as indicated here: http://bit.ly/PRISM_Emails .

Note: The **Date Information** fields are auto-populated with your entries into **Course Management – Manage Semesters**. If there is a semester(s) for which the **Date Information** fields do not contain dates AND your Board is hosting courses during this semester(s), **it is imperative that you set up the semester on the Manage Semesters page** (see separate instructions).

FIELDS

Technical Information

LMS URL: In-Board Students
Username Convention: In-Board Students
Password Default/Convention: In-Board Students
LMS URL: Out-of-Board Board Students
Username Convention: Out-of-Board Students
Password Default/Convention: Out-of-Board Students
Domain(s) from Which Emails Will Be Sent
D2L Email
Email Address to Which Welcome Email from Host Board Will Be Sent

Contact Information

DeLC Name
DeLC Email
DeLC Phone Number
DeLC #2 Name
DeLC #2 Email
DeLC #2 Phone Number
Summer School DeLC Name
Summer School DeLC Email
Summer School DeLC Phone Number
eRegistrar Name
eRegistrar Email
eRegistrar Phone Number
eRegistrar #2 Name
eRegistrar #2 Email
eRegistrar #2 Phone Number
Summer School eRegistrar Name
Summer School eRegistrar Email
Summer School eRegistrar Phone Number
Administrator Responsible for eLearning Name
Administrator Responsible for eLearning Email
Administrator Responsible for eLearning Phone Number

Date Information

Semester Start Dates
Semester End Dates
Semester Full Disclosure Dates