








## Accessing IWIB Board Activity Tool Instructions

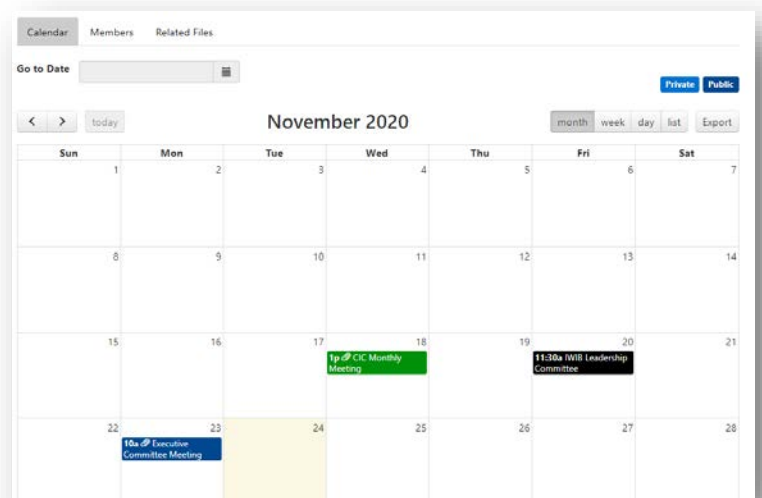
To access the IWIB Board Activity Tool:

1. Go to <http://www.illinoisworknet.com/wioa>
2. Click on the Menu button and select Illinois Workforce Innovation Board
3. On the IWIB landing page, scroll down to the IWIB Co-Chair section and click on the link below the images that states, "View the full IWIB Membership Listing, Calendar, and Related Files here."
  - a. Direct URL to the Board Activity Page:  
<https://www.illinoisworknet.com/WIOA/Pages/BoardActivity.aspx>
4. On the Board Activity page, you can find meetings, members, and related materials for IWIB, Standing Committees, Task Forces, and Work groups by selecting the tabs above the calendar.

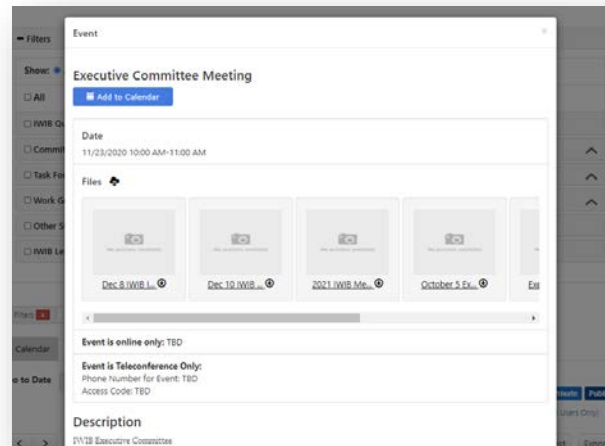


### Searching Events


1. The page will auto default to the Calendar view.
2. Use the   icons to flip between months.
3. Use the     to flip between Month, Week, Day, or List views.
4. Use the filters to filter the calendar down to view a specific IWIB, Committee, Task Force, Work Group, State, or Leadership meetings.
5. To view more information on a specific event you will click the specific event located within the calendar.
  - a. A modal will open and display:
    - i. Event Date and Time
    - ii. Related Files (Note: Documents will be added to the calendar invite 48 hours prior to the meeting)
      1. Use the  to download all or individual files
    - iii. Event format
    - iv. Event information
      1. Location or online information
    - v. Description (if added)

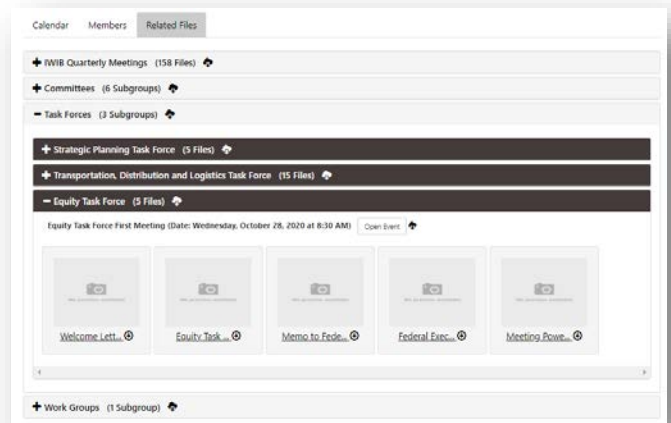


6. In the modal window that opens, you may click the “Add to Calendar” and select the appropriate email provider to download the meeting invitation to your email’s calendar. (This download will also include files that have been added for this meeting)



### Accessing a Full Listing of Related Files

1. Access the Related Files tab
2. Use the filters to filter the related files down to view a specific IWB, Committee, Task Force, Work Group, State, or Leadership Committee’s files.
3. The files will be broken down by group (i.e., IWB Quarterly Meetings, Committees, Task Force, etc).
4. You will use the download icon  to download files.
5. Select the group you would like to view files for.
  - a. You can choose to download all files for the group
6. Select the subgroup you would like to select the files for (if applicable).
  - a. You can choose to download all files in the subgroup
7. Files are broken down by event and then all other general documents that have been added.
8. You can choose to download individual.
9. You can also select to open the event, download all files, or download individual files.



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