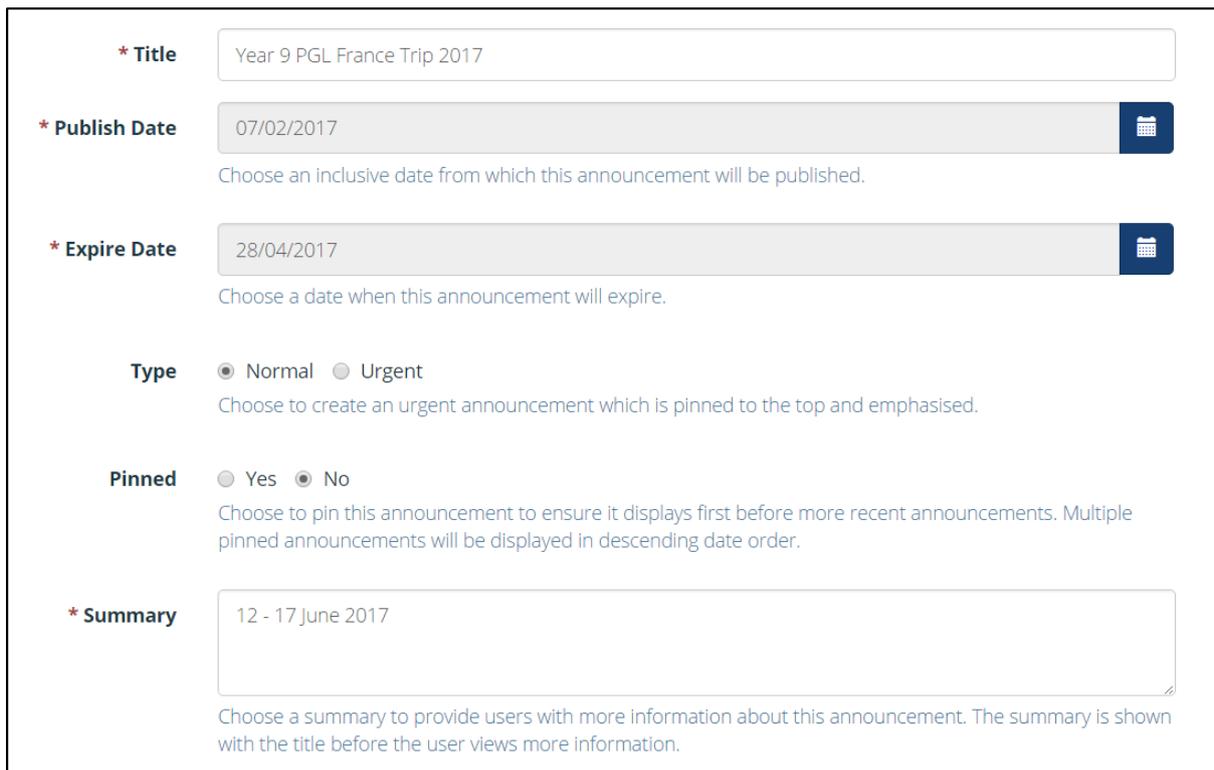


How to create an Announcement

1. Ensure you are logged into the Staff Message Centre.
2. Click 'Announcement Manager' in the Message Zone on the Dashboard.
3. Click the '+New' icon on the right-hand side. The 'New Announcement' page will open. The layout of this page has been slightly updated, with all options on one scrollable page.
4. In the 'Basic' section, enter/select the following:
 - a. The Announcement's title.
 - b. The date the Announcement should be published.
 - c. The date the Announcement should expire (no longer display)
 - d. Select whether the Announcement should be 'pinned' to the Announcement Board, ensuring it displays constantly. We recommend 'pinning' a maximum of two Announcements, as only four can be actively displayed at a time.
 - e. Enter a brief summary of the Announcement, providing users with additional information regarding the message.



The screenshot shows the 'Basic' section of the announcement creation form. It includes the following fields and options:

- * Title:** A text input field containing "Year 9 PGL France Trip 2017".
- * Publish Date:** A date picker field showing "07/02/2017" with a calendar icon. Below it is the instruction: "Choose an inclusive date from which this announcement will be published."
- * Expire Date:** A date picker field showing "28/04/2017" with a calendar icon. Below it is the instruction: "Choose a date when this announcement will expire."
- Type:** Radio buttons for "Normal" (selected) and "Urgent". Below it is the instruction: "Choose to create an urgent announcement which is pinned to the top and emphasised."
- Pinned:** Radio buttons for "Yes" and "No" (selected). Below it is the instruction: "Choose to pin this announcement to ensure it displays first before more recent announcements. Multiple pinned announcements will be displayed in descending date order."
- * Summary:** A text input field containing "12 - 17 June 2017". Below it is the instruction: "Choose a summary to provide users with more information about this announcement. The summary is shown with the title before the user views more information."

The 'Basic' section

5. In the 'Message' field, type your Announcement message. Use the toolbar to edit the format of your text, details of what each icon will do will display when you hover your mouse over the icon.

6. Click the 'Insert/Edit Link' icon to insert a hyperlink into your Announcement. Type , or copy and paste the website's url into the 'Url' field, and edit the 'Text' field to change the appearance of the link's wording. Use the drop-down menu in the 'Target' field to edit how the link opens, either in the same tab, or a new tab.
7. Use the 'Image' section to upload a saved image to your Announcement. This will appear above the text when the Announcement is viewed. The image will be automatically scaled to fit the size of the Announcement's modal window.
8. Scroll down to the 'Audience' section. Select which Message Centre you want the Announcement to display in, and select whether it should display publicly, privately, or both.

Audience

Audience Staff Message Centre Parent Message Centre
 Choose the Message Centre users this announcement is available to.

Access Public Private
 Choose the access level this announcement is available at.

The 'Audience' section

9. Once happy with the text and layout of your Announcement, and audience has been decided, click 'Submit' to save your Announcement, it will automatically be published on your set 'Publish Date', and will display until your chosen 'Expiry Date'.



A published Announcement