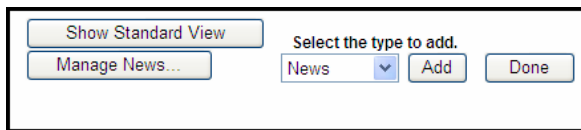


ABC Unified School District Technology Professional Development Program

Creating a News Item

The **News** box is where you will place important announcements and other information pertaining to your class(es) that you want students and parents to see when they visit the class home page.



Create Document

Save & Return Save & Add Another Cancel

Summary Information

This document is in News
Last Modified: 05/29/09

Document Title:

Document Summary:
(This is displayed in the News Box on the home page.)

Calendar Date: Enter date if you want to also display this on the calendar

Event Recurrence...

Add Content

Click one of the options below to add content:

- Enter Text By Hand (with optional link and image)
- Import an existing file (e.g. MS Word, PDF, Excel)
- Upload a web document (a .zip file containing web pages)

Multiple Posting

Select one or more groups and use the "Add" and "Remove" buttons.

Available Groups:	Additional Posted Groups:
ABC Unified School District Cerritos High School (33) Haskell Middle School (27) Juarez Elementary School (12) Niemes Elementary School (1) Nixon Elementary School (17) Ross Middle School (26) Wittmann Elementary School	


Document Visibility

Everyone (including guest users) can see this document.

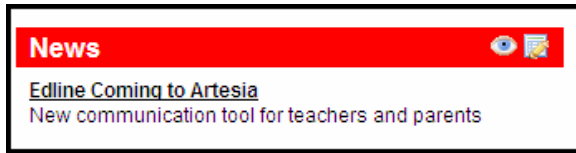
This document can be directly accessed by the following URL:
[https://www.edline.net/pages/Artesia_High_School/News/
New_Edline_news_White](https://www.edline.net/pages/Artesia_High_School/News/New_Edline_news_White)

Save & Return Save & Add Another Cancel

In the My Classes shortcut box, click the class name to choose a class to update

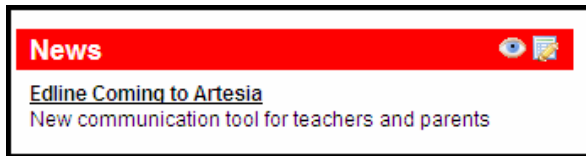
- Click the **“Edit”** button  in the **News** section
- From the dropdown, choose what you would like to add (News, etc)
- Click **“Add”**
- Enter your **Summary Information**. (Document Title, Document Summary)
- Enter a date (optional) if you want this item to display on the calendar
- In the **Add Content** section, enter the main text of the document. You can enter the text by hand or copy/paste from a Word document. Select the method you will use.
- Enter and format your text

- **Multiple Posting** (Optional) If you want to post this news item to several classes, select the classes in the **“Available Groups”** box and click the **“Add”** button. (To select multiple classes all at once hold down the CTRL key as you select)
- **Document Visibility** (Optional) By default, this news item is visible to everyone, including guests to the site. If you want to limit who should be able to see the item, click **“Change Visibility”**
- Click **“Save & Return”**
- Click **“Done”**




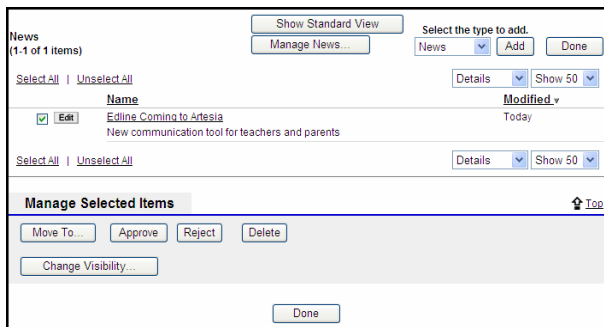
The tile and summary of your news item will display under the News section on your class main page.

Deleting/Editing a News Item



In the My Classes shortcut box, click the class name to choose a class to update

- Click the **“Edit”** button  in the News section
- If you have existing news items, they will appear in a list
- Check one or more news items you wish to delete
- Click the **“Delete”** button



- **To Edit** an existing news item click the **“Edit”** button next to the item you wish to edit. This displays the news Summary information page.
- Make desired changes and click **“Save”**
- Click **“Done”**