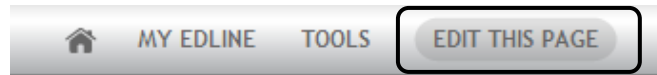


Create a News Item

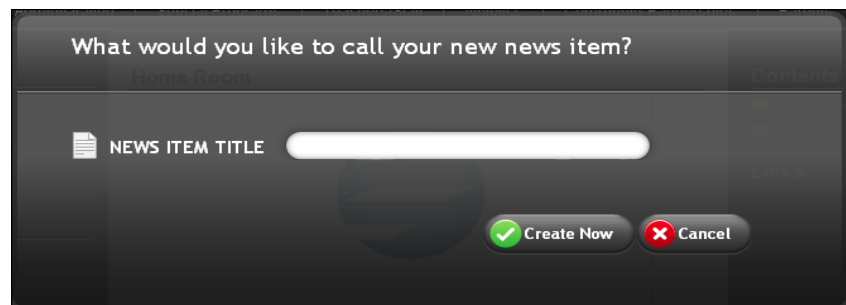
The **News** box is where you will place important announcements and other information pertaining to your class(es) that you want students and parents to see when they visit the class home page.



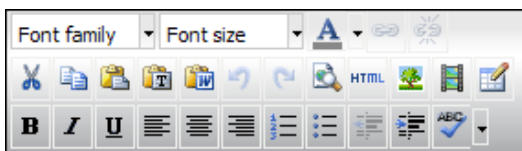
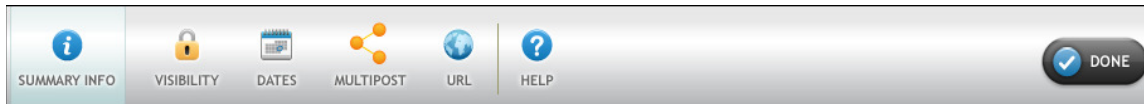
- Click on **Edit this Page**
- Hover your mouse over the **News** section until it is selected. This is what you should see.



- Click **Add Item**
- Enter a title for your news item. Keep it brief as this is what will appear on the class page.
- Click **Create Now**



The **Edit Mode** toolbar appears



To add details for your news item, click inside the text box. The **Formatting** toolbar displays at the top of the screen.

You have several options for entering the text for your news item. You can type it in and format the font, etc. using the toolbar. You can also import text from a Word document. You can also add images, and tables to the text box. All of these options are found on the Formatting toolbar.

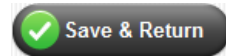
- When finished, click **SAVE**

Multiple Posting (optional)

One of the options on the Edit Mode toolbar is **Multipost**. When selected, it brings up the Multiple Posting screen. This option enables you to post this news item to several classes all at once.

A screenshot of a software dialog box titled "Multiple Posting". At the top, it says "Select one or more groups and use the 'Add' and 'Remove' buttons." Below this, there are two main sections: "Available Groups:" on the left and "Additional Posted Groups:" on the right. The "Available Groups" section contains a list of school names with numbers in parentheses, such as "ABC Unified School District", "Aloha Health Medical Academy (1)", "Artesia High School (32)", "Bragg Elementary School (3)", "Burbank Elementary School (4)", "Carmenita Middle School (25)", "Carver Elementary School (6)", "Cerritos Elementary School (7)", "Cerritos High School (33)", "Elliot Elementary School (8)", "Fedde International Studies Academy (28)", "Ferguson Elementary School (9)", "Haskell Middle School (27)", "Juarez Elementary School (12)", "Leal Elementary School (14)", and "Melbourne Elementary School (15)". Below the list are two buttons: "Add" with a green right-pointing arrow and "Remove" with a red left-pointing arrow.

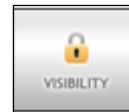
- If you want to post to several classes, select the classes in the “**Available Groups**” box (on the left) and click the “**Add**” button. (To select multiple classes all at once hold down the CTRL key as you select).



- Then click **Save and Return**

Document Visibility (Optional)

Another option in the Edit Mode toolbar is the **Visibility** option. By default, news items are visible to everyone, including guests, to the site.



If you want to limit who should be able to see this item, click **Visibility** in the Edit Mode.

Then click “**Change Visibility**”

You can limit the visibility to selected groups (teachers, students, parents, etc. by placing or removing the check in the checkbox adjacent to that group.

- When finished, click “**Update**”
- Then click “**Save and Return**”.
- Click “**Done**” to return to the class homepage.
- At this point you can remain in Edit mode and continue editing other sections (Calendar, Links, etc. or you can click **Done** again to exit Edit mode.

A screenshot of a software dialog box titled "Document Visibility". It has a light grey header with a lightbulb icon and the text "Basic Visibility Options". Below the header, there are three main sections: "Public", "Limited", and "Private". The "Public" section has a radio button selected and the text "Everyone (including guest users) can access this document." The "Limited" section has a radio button unselected and the text "Only members of the [Class] should be allowed to access this document and it should be visible only to these user types:". Below this, there are several checkboxes, all of which are checked: "Students", "Parents", "Teachers", "Administrators", "Staff", and "Alumni". The "Private" section has a radio button unselected and the text "Only this user and any linked users should be allowed to access this document.". Below this, there are two input fields: "User ID:" and "Screen Name:", each with a small rectangular box next to it.