

The Daily Bulletin

You can use the daily bulletin to communicate information about various events. You can communicate different messages to different audiences, if desired.

How to Add a Daily Bulletin Item

1. On the *Start* page, click *Special Functions* on the main menu.
2. Click *Daily Bulletin Setup* on the Special Functions page.
3. Click *New*.
4. Enter information in

Item Title—enter the title of the item

Date Range—enter the date(s) you wish the item to appear using the format mm/dd/yyyy.

Target Audience—use the pop-up menu. Public can only see public. Teachers can see teachers and public. Admin can see administration, teachers and public.

Sort Order—enter a number to determine the order in which you want the system to display this item relative to other items. The lower the sort order number, the higher the item appears on the daily bulletin.

Item Body—enter the text of the bulletin item.

Click *Submit*.

How to Change Bulletin Formats

In order to change font, font size, and color of daily bulletin items, a basic knowledge of Hypertext Markup Language (HTML) is required.
 is good at the end of every line, so it doesn't all run together.

How to Preview the Daily Bulletin

1. On the *start* page, choose *Special Functions* from the main menu.
2. Click *Daily Bulletin Setup*. The *Daily Bulletin setup* page appears.
3. Click *Preview Bulletin*. The *Daily Bulletin* page appears.
4. Click the dates to navigate to different pages of the bulletin.

How to View All Bulletin Items

1. On the *start* page, choose *Special Functions* from the main menu.
2. Click *Daily Bulletin Setup*. The *Daily Bulletin setup* page appears.
3. Click *Show all Bulletin items, including expired terms* to view bulletin items.

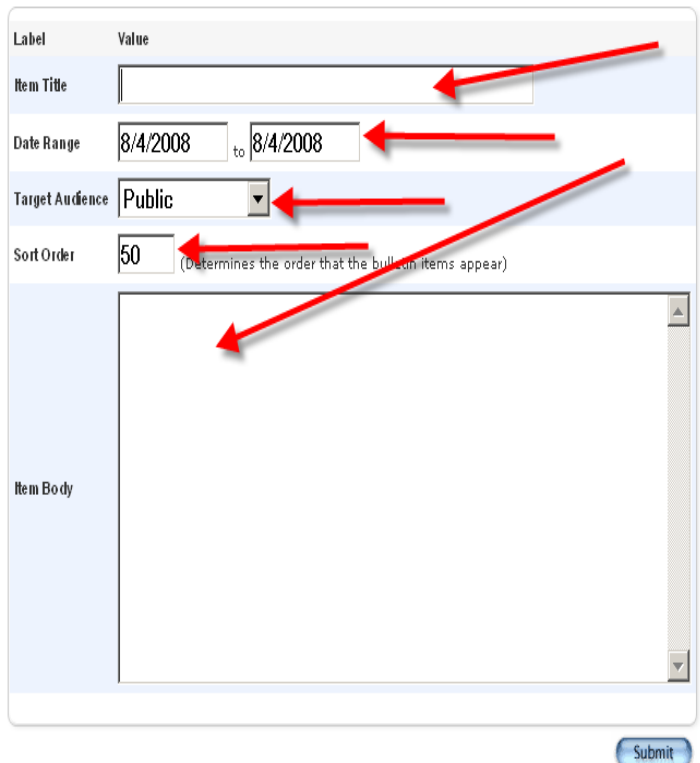
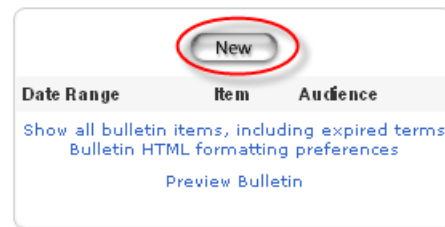
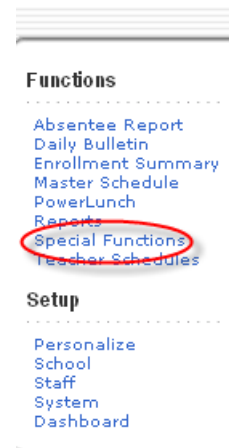
How to Edit a Daily Bulletin

1. On the *start* page, choose *Special Functions* from the main menu.
2. Click *Daily Bulletin Setup*. The *Daily Bulletin Setup* page appears.
3. Click the date of the item to be edited.
4. Change the desired information. Submit.

How to Delete a Daily Bulletin Item

1. On the *start* page, choose *Special Functions* from the main menu.
2. Click *Daily Bulletin Setup*. The *Daily Bulletin Setup* page appears.
3. Click the date of the item to be deleted. The *Edit Daily Bulletin* Item page appears.
4. Click Delete. The *Selection Deleted Page* appears.

Teachers can send information back to you that they wish to have included in the bulletin by email and you can cut and paste it in.

A screenshot of the 'Daily Bulletin Setup' form. The form has a table-like structure with 'Label' and 'Value' columns. The 'Item Title' field is empty. The 'Date Range' field shows '8/4/2008' to '8/4/2008'. The 'Target Audience' dropdown menu is set to 'Public'. The 'Sort Order' field is set to '50'. Below the form is a large text area for 'Item Body'. A 'Submit' button is at the bottom right. Red arrows point to the 'Item Title', 'Date Range', 'Target Audience', and 'Sort Order' fields.