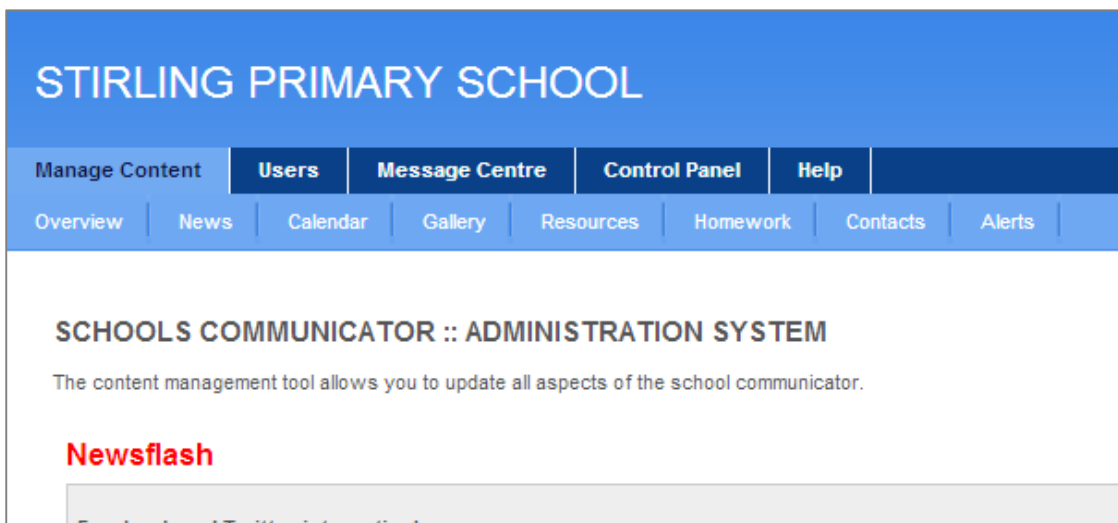


News

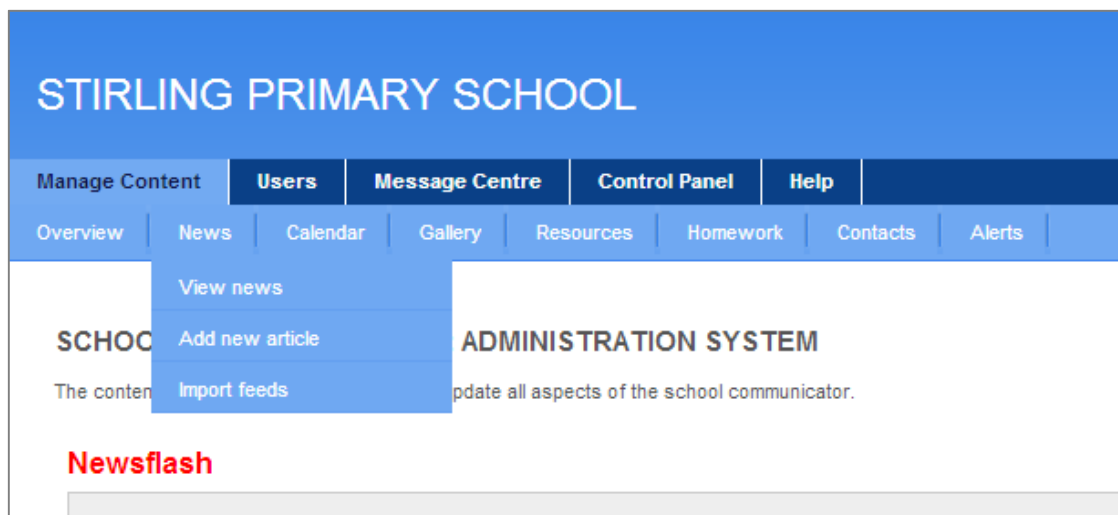
Let parents know what’s happening in our school. The five most recently published News articles appear in the “At A Glance” section of the School Communicator. In other words, they’re the first items that parents will see. If parents want to see full news article list, all they have to do is click the News tab on the Communicator.

Adding a News article

1. Move your mouse over the [Manage Content] button. This will open up the various features of the Communicator.



2. Then click on the [News] tab. To add a News article, click the blue [Add new article] button.



3. Add your article by filling in the textboxes as indicated below.

The screenshot shows the 'ADD NEWS ARTICLE' form on the STIRLING PRIMARY SCHOOL website. The form has a blue header with the school name and a navigation menu. The main content area contains the following fields:

- Headline:** A text input field with a character count of 70 characters left.
- Intro:** A larger text input field with a character count of 800 characters left.
- Link (optional):** A text input field for an optional website link.
- Audience (Channels):** A list of checkboxes for selecting target audiences:
 - Select all---
 - Fun@4
 - Peter Pan
 - Pre-Primary
 - Grade 1

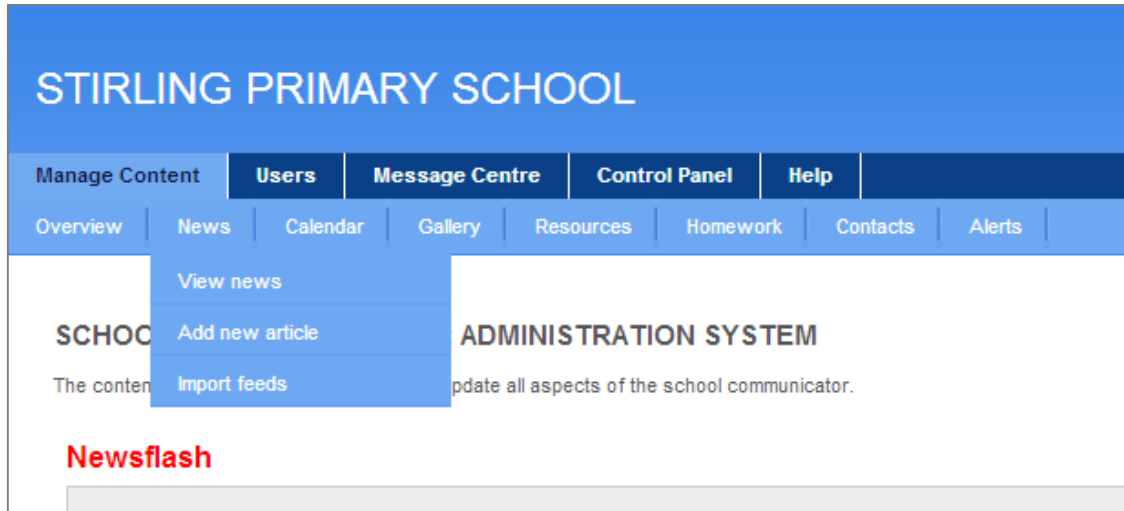
<i>Headline</i>	Type in the headline of your article - there is a maximum length of 70 characters, including spaces. The headline is what is first displayed in the parents' communicator, so make sure it is relevant and to the point.
<i>Intro</i>	Write an introduction to your news article – maximum length 800 characters, including spaces.
<i>Link</i>	Optional. Use this field if you want to direct parents to a website – be sure type in the website address in full, including the specific page e.g. http://www.d6technology.com/clients.php A quick tip to ensure that you get the right link address is to open the page in your web browser and then copy and paste the full URL into the link field.
<i>Audience/channels</i>	Select which audiences the article is relevant to. <i>You must select at least one channel.</i>
<i>Status</i>	This shows whether your article has been approved or not.
<i>Last modified by</i>	This is the name of the person that last edited the news article and the date it was changed. You cannot edit this, it is there to help you keep track of who wrote or edited the article and when.

4. Once you have completed all the textboxes, etc. as required, click on the [Submit] button.
5. Once saved, your news article is sent to parents so that they can stay informed of all the happenings on campus. It is important to encourage all the parents to install the Communicator so that your news is effectively communicated.

Editing your News Article

Once you publish a news article you can go back to edit or update it.

1. To edit an article, move your mouse over the [News] button and select [View news].



2. Scroll down the list of articles on the News page.

The screenshot shows the 'NEWS' section of the Stirling Primary School Administration System. A note indicates that some articles are pending approval. Below the note are links for 'Add new article' and 'Delete selected'. A table lists the news articles with columns for 'Headline', 'Date', 'Added by', 'Last modified by', and 'Actions'.

Headline	Date	Added by	Last modified by	Actions
<input type="checkbox"/> Foundation Financial Services – NOT JUST ANOTHER INSURANCE BROKERAGE	29 May 2013	Natasha Robertson		Edit Delete
<input type="checkbox"/> Please do a routine check of your child's hair	29 May 2013	Christelle Froneman	Christelle Froneman	Edit Delete
<input type="checkbox"/> NETBALL & HOCKEY U11 FES AND U13 VS BUFF FLATS CANCELLED/28/50	28 May 2013	Wendy Naude	Wendy Naude	Edit Delete
<input type="checkbox"/> Stirling Mothers Group Quiz Evening	27 May 2013	Christelle Froneman		Edit Delete
<input type="checkbox"/> RAISING MONEY SMART KIDS WORKSHOP #2	27 May 2013	Natasha Robertson	Natasha Robertson	Edit Delete
<input type="checkbox"/> Payment of fees via EFT	27 May 2013	Christelle Froneman	Mary-Lou Berndt	Edit Delete
<input type="checkbox"/> REMINDER- NO RUGBY MATCHES AGAINST GONUBIE THIS WED 29 MAY/27 MAY	27 May 2013	Wendy Naude		Edit Delete
<input type="checkbox"/> Have you read the latest Green Gossip?	26 May 2013	Liesel Kruger	Peter Johnson	Edit Delete
<input type="checkbox"/> Wow! Let's all take a bow! Children 4 Children Collection,	26 May 2013	Janice Beecham	Peter Johnson	Edit Delete
<input type="checkbox"/> Stirling Primary pupils on WCFM	26 May 2013	Natasha Robertson	Peter Johnson	Edit Delete

3. Once you have found the article you are looking for, click the blue [Edit] button. This opens the article, which you can then modify.

The screenshot shows the 'EDIT NEWS ARTICLE' interface on the Stirling Primary School website. The page has a blue header with the school's name and a navigation menu with options like 'Manage Content', 'Users', 'Message Centre', 'Control Panel', and 'Help'. Below the navigation is a secondary menu with 'Overview', 'News', 'Calendar', 'Gallery', 'Resources', 'Homework', 'Contacts', and 'Alerts'. The main content area is titled 'EDIT NEWS ARTICLE' and contains several input fields and a list of audience channels.

STIRLING PRIMARY SCHOOL

Manage Content | **Users** | Message Centre | Control Panel | Help

Overview | News | Calendar | Gallery | Resources | Homework | Contacts | Alerts

EDIT NEWS ARTICLE

Headline: 24 characters left

Intro: 478 characters left

Link (optional):

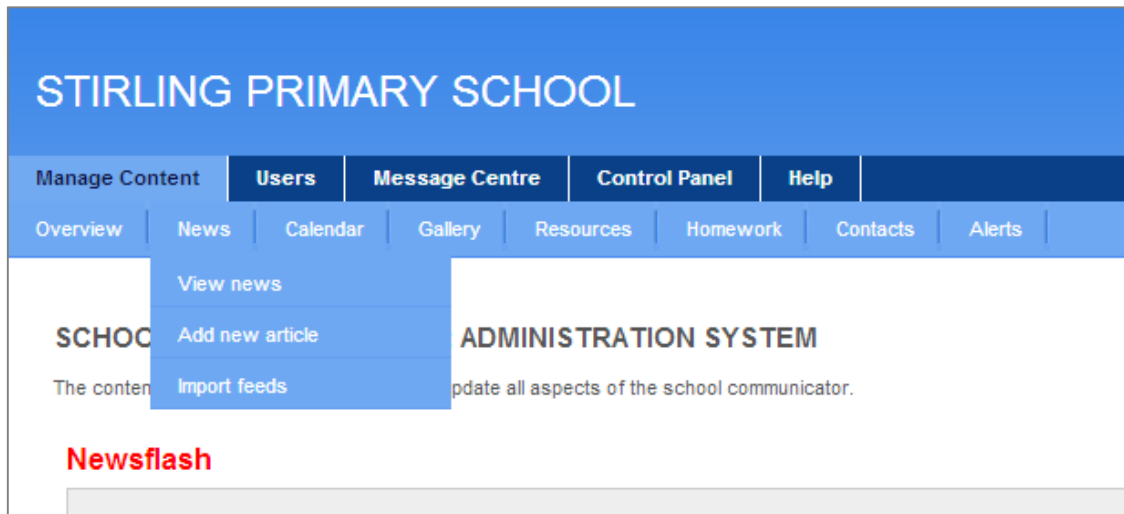
Audience (Channels)

- Select all---
- Fun@4
- Peter Pan
- Pre-Primary
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7

4. Once you are happy with your changes, click the [Submit] button. At the bottom of the page you can see who submitted and last modified this article.

Deleting News Articles

1. To delete an article, move your mouse over the [News] button and select [View news].



2. Scroll down the list of articles on the News page.

The screenshot shows the 'NEWS' section of the Stirling Primary School Administration System. It includes a note: 'These articles are pending and must still be approved by a moderator.' Below this, there are links for 'Add new article' and 'Delete selected'. A table lists the news articles with columns for 'Headline', 'Date', 'Added by', 'Last modified by', and 'Actions'.

Headline	Date	Added by	Last modified by	Actions
<input type="checkbox"/> Foundation Financial Services – NOT JUST ANOTHER INSURANCE BROKERAGE	29 May 2013	Natasha Robertson		Edit Delete
<input type="checkbox"/> Please do a routine check of your child's hair	29 May 2013	Christelle Froneman	Christelle Froneman	Edit Delete
<input type="checkbox"/> NETBALL & HOCKEY U11 FES AND U13 VS BUFF FLATS CANCELLED/28/50	28 May 2013	Wendy Naude	Wendy Naude	Edit Delete
<input type="checkbox"/> Stirling Mothers Group Quiz Evening	27 May 2013	Christelle Froneman		Edit Delete
<input type="checkbox"/> RAISING MONEY SMART KIDS WORKSHOP #2	27 May 2013	Natasha Robertson	Natasha Robertson	Edit Delete
<input type="checkbox"/> Payment of fees via EFT	27 May 2013	Christelle Froneman	Mary-Lou Berndt	Edit Delete
<input type="checkbox"/> REMINDER- NO RUGBY MATCHES AGAINST GONUBIE THIS WED 29 MAY/27 MAY	27 May 2013	Wendy Naude		Edit Delete
<input type="checkbox"/> Have you read the latest Green Gossip?	26 May 2013	Liesel Kruger	Peter Johnson	Edit Delete
<input type="checkbox"/> Wow! Let's all take a bow! Children 4 Children Collection.	26 May 2013	Janice Beecham	Peter Johnson	Edit Delete
<input type="checkbox"/> Stirling Primary pupils on WCFM	26 May 2013	Natasha Robertson	Peter Johnson	Edit Delete

- Once you have found the article you want to delete, click the blue [Delete] button. Make sure that you only delete articles once the event is over or the news is no longer current.

Approving News Articles

If you are a moderator, you will be sent an email alerting you to any news items that have been written by authors and need approval before they are published.

- To approve an article for publishing, move your mouse over the [News] button and select [View news]. Any items needing your approval will be highlighted in turquoise.

STIRLING PRIMARY SCHOOL

Manage Content | **Users** | Message Centre | Control Panel | Help

Overview | News | Calendar | Gallery | Resources | Homework | Contacts | Alerts

NEWS

■ These articles are pending and must still be approved by a moderator.

[Add new article](#) | [Delete selected](#)

	Headline	Date	Added by	Last modified by	Actions
<input type="checkbox"/>	Foundation Financial Services – NOT JUST ANOTHER INSURANCE BROKERAGE	29 May 2013	Natasha Robertson		Edit Delete
<input type="checkbox"/>	Please do a routine check of your child's hair	29 May 2013	Christelle Froneman	Christelle Froneman	Edit Delete
<input type="checkbox"/>	NETBALL & HOCKEY U11 FES AND U13 VS BUFF FLATS CANCELLED/28/50	28 May 2013	Wendy Naude	Wendy Naude	Edit Delete
<input type="checkbox"/>	Stirling Mothers Group Quiz Evening	27 May 2013	Christelle Froneman		Edit Delete
<input type="checkbox"/>	RAISING MONEY SMART KIDS WORKSHOP #2	27 May 2013	Natasha Robertson	Natasha Robertson	Edit Delete
<input type="checkbox"/>	Payment of fees via EFT	27 May 2013	Christelle Froneman	Mary-Lou Berndt	Edit Delete
<input type="checkbox"/>	REMINDER- NO RUGBY MATCHES AGAINST GONUBIE THIS WED 29 MAY/27 MAY	27 May 2013	Wendy Naude		Edit Delete
<input type="checkbox"/>	Have you read the latest Green Gossip?	26 May 2013	Liesel Kruger	Peter Johnson	Edit Delete
<input type="checkbox"/>	Wow! Let's all take a bow! Children 4 Children Collection.	26 May 2013	Janice Beecham	Peter Johnson	Edit Delete
<input type="checkbox"/>	Stirling Primary pupils on WCFM	26 May 2013	Natasha Robertson	Peter Johnson	Edit Delete

- Click the relevant [Edit] button; review the article, then click [Approved] and press the [Submit] button to publish the article.

If you install the communicator on your computer you will easily be able to check your news articles and see what your parents see.