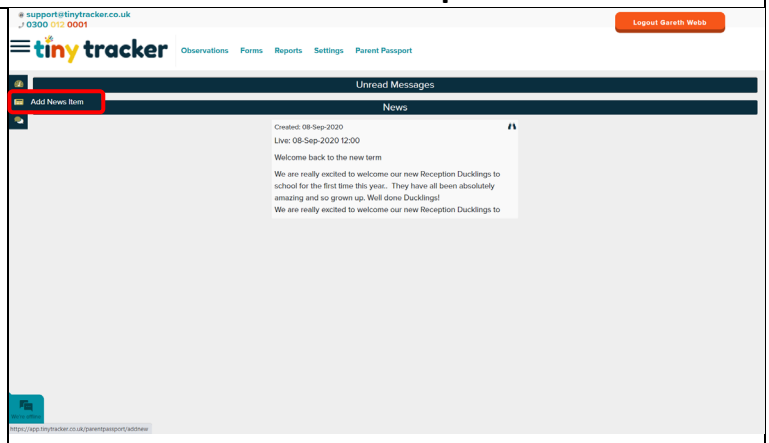
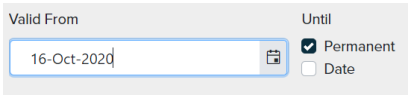
How to … Post News Items in the Parent Passport

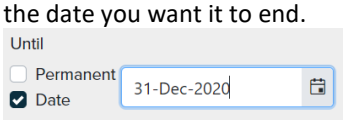
1. From the left-hand tool bar, click on

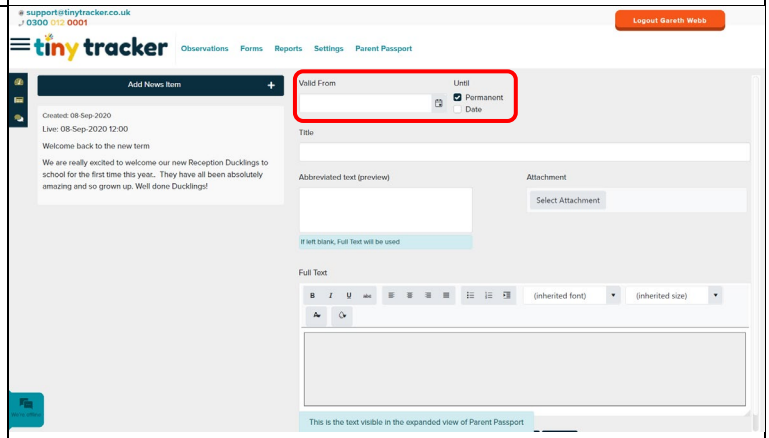


2. Choose the date you want the news to be published. *This means to you can prepare and post things in advance if necessary.*

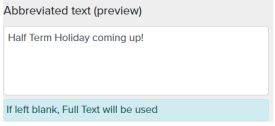


Choose whether the news is going to be available permanently, or select the date you want it to end.

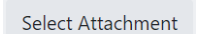




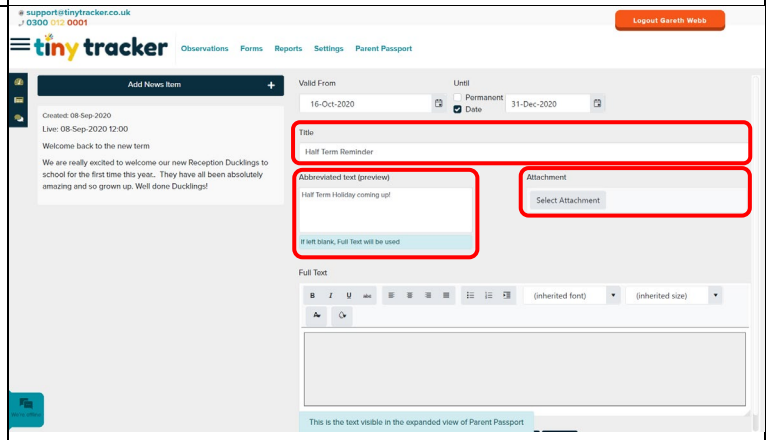
3. Give the news item a title and optionally, a brief summary of the news. *If you don't, the system will base this on the beginning of your full article.*

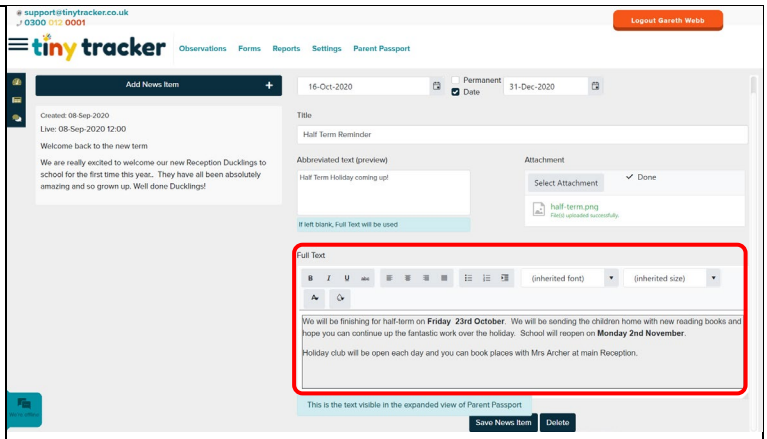
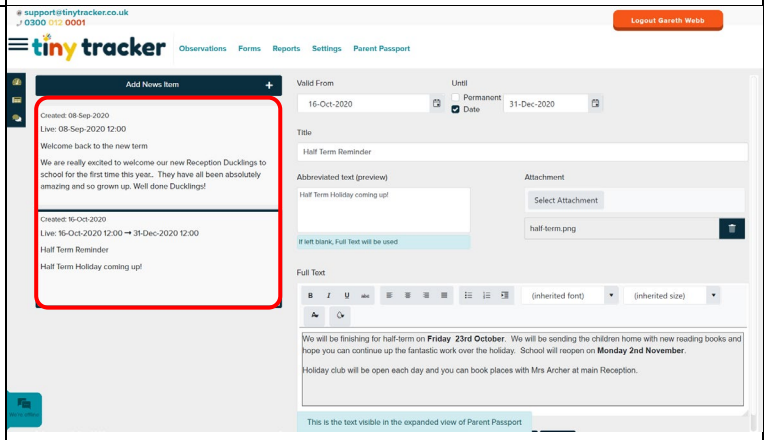
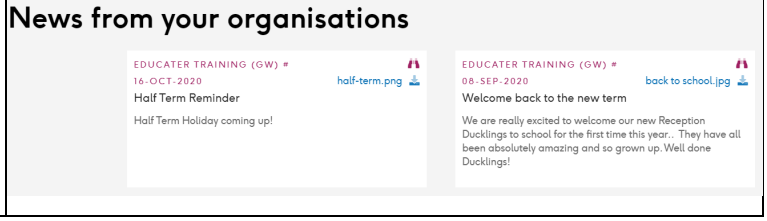


If you want to upload a file, photograph, or video clip, click on



and use your file browser to locate the file you want to use.



4.	Add the text you want to appear in your news article – this can be as long or short as you like. You can use the text-editing tools to format the text in the same way as you would in Word. When you have finished click **Save News Item**	
5.	Any news items can be edited or deleted by clicking on the item in the list on the left of the 'Add New Item' page Click on **Add News Item** to add more news.	
6.	In Parent Passport, news will be posted to parents on the main dashboard.