## — <mark>tiny tracker</mark> ·

How to Post News Items in the Parent Passport				
1.	From the left-hand tool bar, click on           Add News Item	support timy tracker could     Job of 2000     Cool     Cool		
		Lh W Sc an	Nexts when 08%=p-2020  (1)  (2)  (2)  (2)  (3)  (4)  (4)  (5)  (5)  (5)  (5)  (5)  (5	
2.	Choose the date you want the news to be published. <i>This means to you</i>	• support if inytracker.co.uk ./ 0300 012 0001 = tiny tracker Observations Forms Re	Logout Greath Web	
	can prepare and post things in advance if necessary.	Add Nove Rem     Add Nove Rem     Context (08 Sep 2020 )     Live (08 Sep 2020 12:00     Welcone back to the new term	Vald From Unit C Permanent Date	
	Valid From Until 16-Oct-2020 Content Date	We are really excited to velcome our new Reception Duckling to school of the first time fits year. They have all been absolutely emacing and so grown up. Well done Ducklings!	Abbreviated text greeview) Attachment Select Attachment If let tarse, Full Text will be used Full Text	
	Choose whether the news is going to be available permanently, or select the date you want it to end.	_	B Z U as B B B B E E E O (onherized form) • (onherized size) •	
	Until Permanent 31-Dec-2020		The is the text visible in the expanded view of Parent Passpon	
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	support it insytracture.co.uk     consect of sep-2020     Created 08 Sep-	Valid From Until Permanent 31-Dec-2020	
	Abbreviated text (preview) Half Term Holiday coming up!		Half Term Reminder           Abbrevitätel teit giveviewy           Half Term Holdsty coming und           Plant Term Holdsty coming und           Vielt talterik, Full Teit with the used	
	If left blank, Full Text will be used		t      t	
	If you want to upload a file, photograph, or video clip, click on	Fig.	The is the text vulsie in the expanded view of Parent Passport	
	Select Attachment 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	Output definitions devocade         Add blocks have         Image: Constructions         Not blocks have         Image: Constructions
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 news.	• Nupport Minore Ase cash         Coped and Minore Ase cash         Co
6.	In Parent Passport, news will be posted to parents on the main dashboard.	News from your organisations EDUCATER TRAINING (GW) # Alf-term.png Al

