— <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 |

