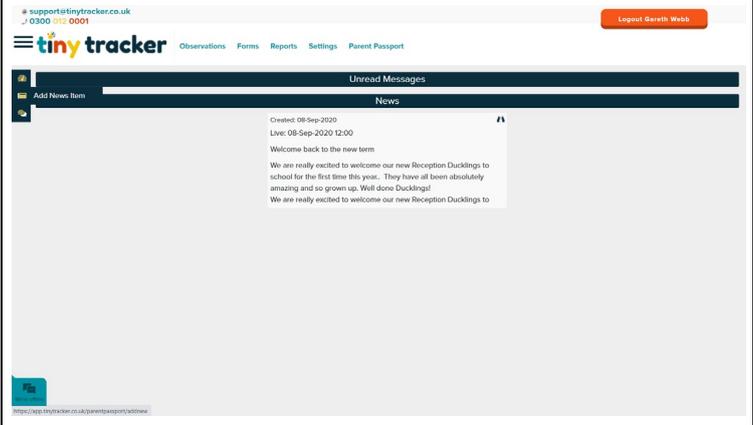
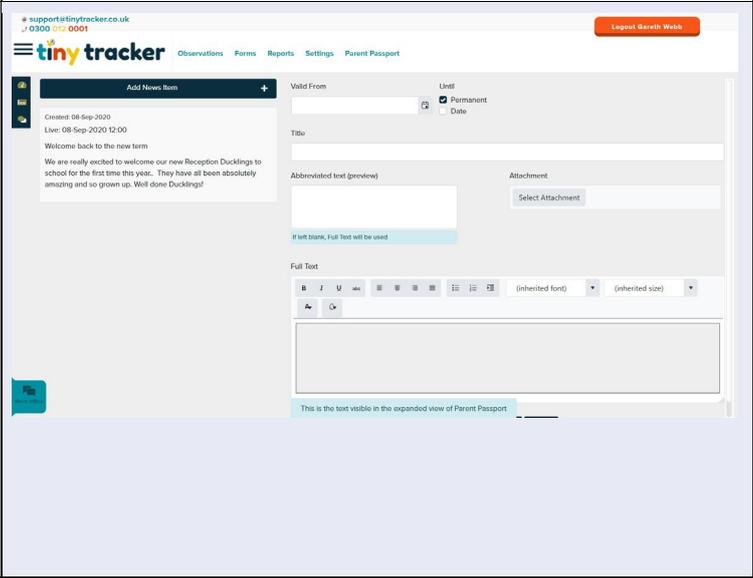
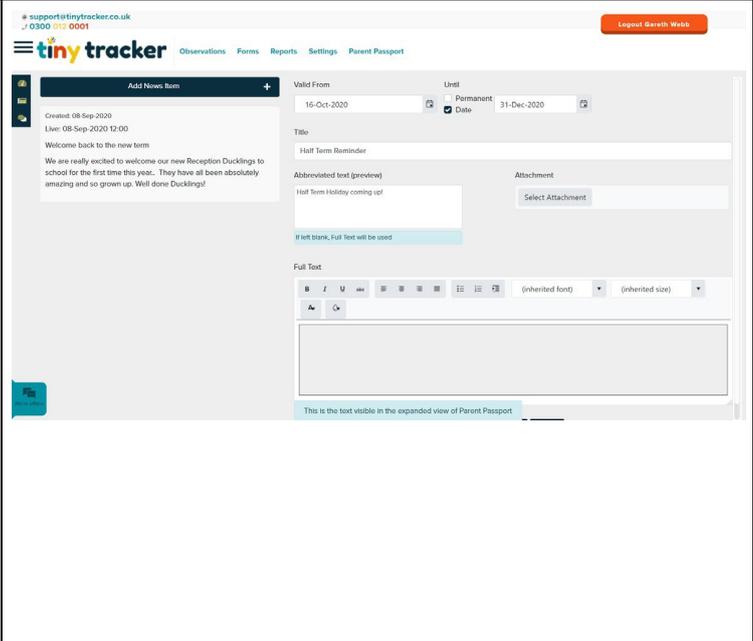
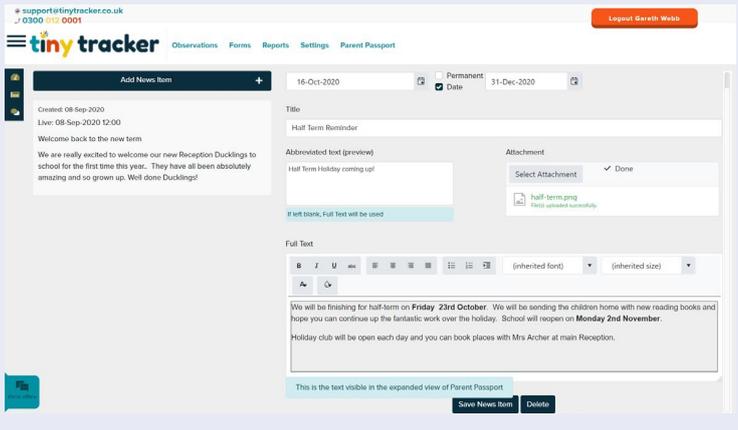
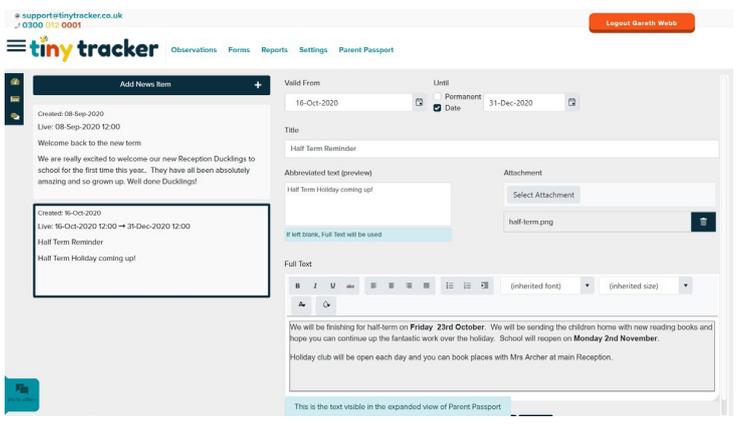


How to ... Post News Items in Parent Passport

<p>1.</p>	<p>From the left-hand tool bar click</p> 	
<p>2.</p>	<p>Choose the date you want the news to be published. <i>This means you can prepare and post things in advance if necessary.</i></p> <p>Valid From</p> <p>16-Oct-2020</p> <p>Until</p> <p><input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Date 31-Dec-2020</p> <p>Choose whether the news is going to be available permanently or select the date you want it to end.</p> <p>Until</p> <p><input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Date 31-Dec-2020</p>	
<p>3.</p>	<p>Give the news item a title and optionally a brief summary of the news. <i>If you don't the system will base this on the beginning of your full article.</i></p> <p>Abbreviated text (preview)</p> <p>Half Term Holiday coming up!</p> <p>If left blank, Full Text will be used</p> <p>If you want to upload a file, photograph or video clip, click</p> <p>Select Attachment and use your file browser to locate the file you want to use.</p>	

<p>4.</p> <p>Add the text you want to appear in your news article – this can be as long or short as you like.</p> <p>You can use the text-editing tools to format the text in the same way as you would in Word.</p> <p>When you have finished click Save News Item</p>	
<p>5.</p> <p>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.</p> <p>Click Add News Item to add more news.</p>	
<p>6.</p> <p>In Parent Passport, news will be posed to parents on the main dashboard.</p>	<p>News from your organisations</p> <div data-bbox="836 1133 1123 1256"> <p>EDUCATER TRAINING (GW) # 16-OCT-2020 Half Term Reminder Half Term Holiday coming up!</p> </div> <div data-bbox="1155 1133 1442 1256"> <p>EDUCATER TRAINING (GW) # 08-SEP-2020 Welcome back to the new term We are really excited to welcome our new Reception Ducklings to school for the first time this year. They have all been absolutely amazing and so grown up. Well done Ducklings!</p> </div>