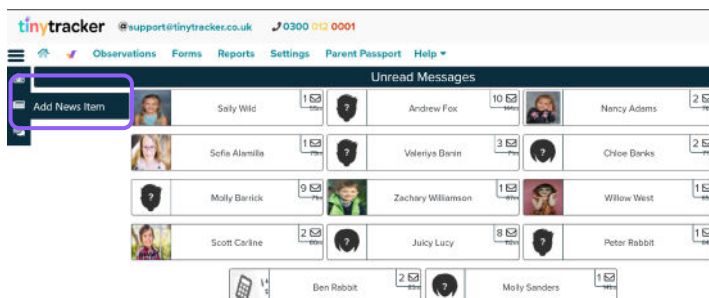


## How to... Post News Items in the Parent Passport

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

 Add News Item



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

Valid From

day-month-year

Until

☒ Permanent

☐ Date

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

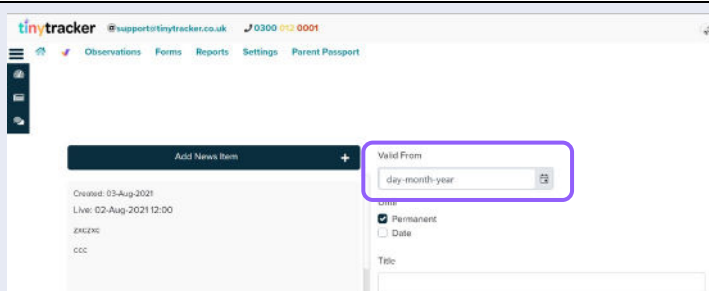
Valid From

day-month-year

Until

☐ Permanent

☒ Date day-month-year



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.

Abbreviated text (preview) Attachment

Select Attachment Drop files h...

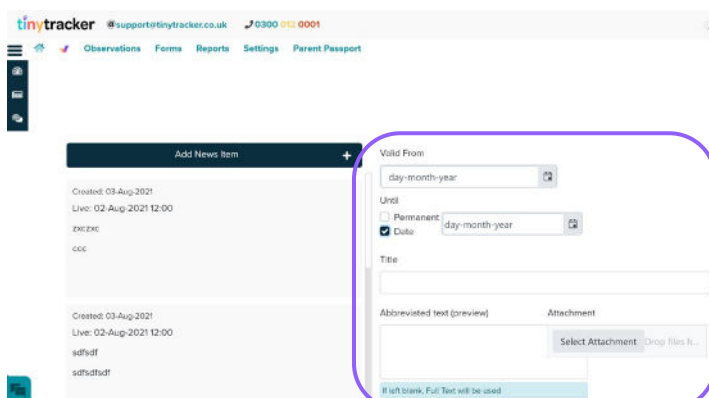
If left blank, Full Text will be used

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

Attachment

Select Attachment Drop files h...

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



<p>4.</p>	<p>Add the text you want to appear in your news article – this can be as long or as 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</p> <p><b>Save News Item</b></p>	<p>Full Text</p> <p>B I U abc A ▼ 🔍 ▼</p> <p>This is the text visible in the expanded view of Parent Passport</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 on</p> <p>Add News Item +</p> <p>to add more news.</p>	<p>Add News Item +</p> <p>Created: 28-Jul-2021 Live: 28-Jul-2021 12:00 Have a Happy Summer Break Have a Happy Summer Break</p> <p>Created: 06-Jul-2021 Live: 06-Jul-2021 12:00 Social Distancing - Removed and Stopped Hello all, As you are aware this will stop!</p>
<p>6.</p>	<p>In Parent Passport, news will be posted to parents on the main dashboard.</p>	<p><b>News from your organisations</b></p> <p>(TEST) THE PUBLISHING FOUNDRY 02-AUG-2021 News item test Hey, this is a sentence.</p>