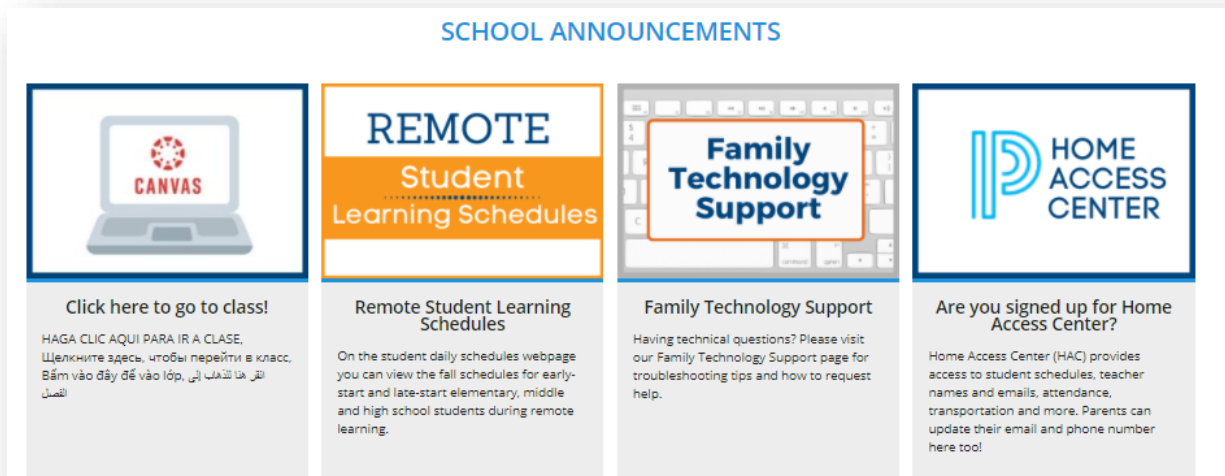
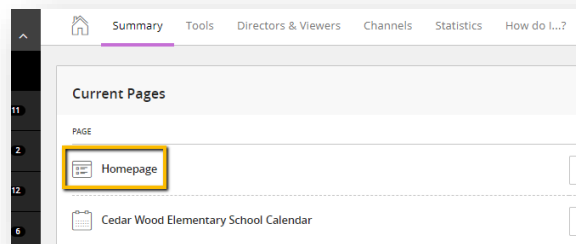


School Announcements App

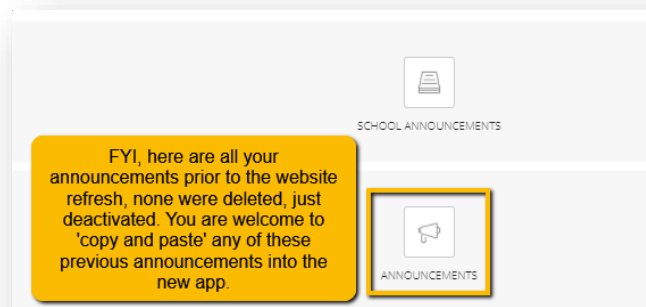
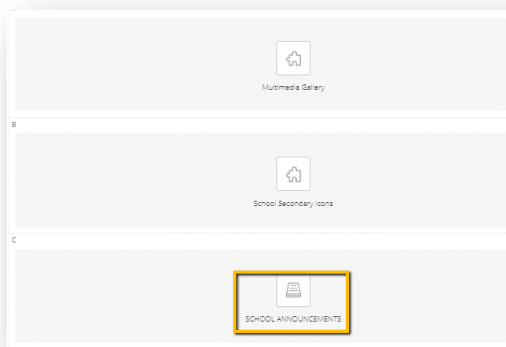
The images just below the Multimedia Gallery are school announcements.



Log in, select Site Manager, and open your Homepage.



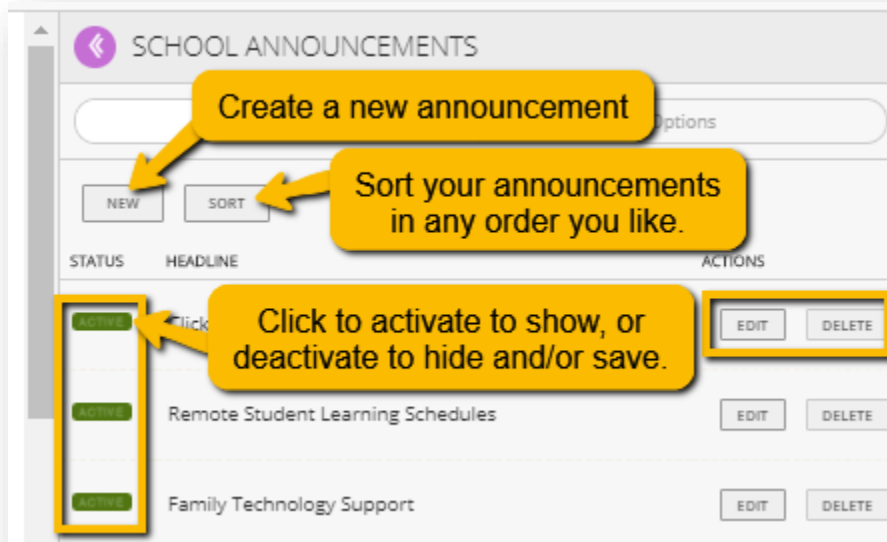
Click in the third section, SCHOOL ANNOUNCEMENTS click on 'gray pencil' to view current announcements and create a new announcement (the 'green +' will allow you to go directly to creating a new announcement, but we suggest using the gray pencil so you can review your current announcements and update as needed).



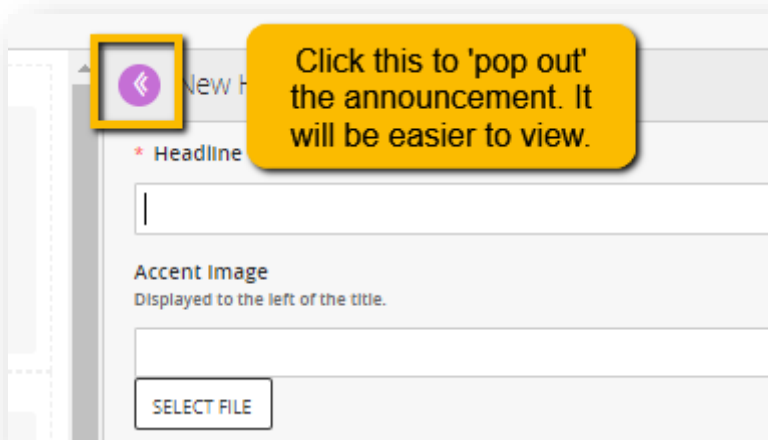
What am I seeing?

These are the announcements currently showing on the homepage. You may:

1. Create a 'new' announcement.
2. You can sort your announcements in any order you like.
3. You can click the green 'active' button to deactivate an announcement and hide or save.
4. You can edit the current announcement.
5. You can delete.



After opening the dialogue box, click on this purple button to 'pop out' the announcement for easier viewing.



Creating a new announcement – Announcement **with link to ARTICLE**

1. Select your image and crop to **198x286px (no exceptions)** and have it ready to upload.

a. **Creating images | cropping and editing**

- i. **Adobe Spark** is a program Everett Public Schools uses in the classrooms but can be used for creating your homepage announcements (286x198px) and MMG images (1024x645). One of our Tech Specialists, Camlynn Tafa, created a '[How to begin](#)' video showing how to create your image, upload photos, add text, etc.
 - ii. Go to [Adobe Spark](#) and bookmark. Open using school account, credentials are the same as logging into your computer.
- b. **NOTE:** If your announcement image has a white background, you will need to create a border to maintain consistency (e.g. these two images are the same size, but visually they do not look like it).



Remember, entering Height and Width in the Image Upload Dialog Box does not automatically resize your image. You need to crop it to this size before you upload.

* Headline Title:

Let's Connect

Accent Image

Displayed to the left of the title.

/cms/lib/WA01920133/Centricity/Domain/9/Lets Connect logo Central Regi

SELECT FILE

Height:

Width:

198

286

Image Alt Text:

Let's Connect

Display Duration

Start Date:

10/7/2020

:

:

End Date:

10/19/2020

8 PM

:

00

Entering Height and Width here does not automatically resize your image. You need to crop it to this size before you upload.

2. In the Open Dialog Box:

- a. Enter a Title, keep it short.
- b. Upload your image (**make sure it is cropped and sized to 198x286px**).
- c. Describe the image and enter in Image Alt Text box.
- d. Schedule your announcement for duration if you choose.
- e. Enter your text into body of article. You may add images and multiple links here as well.
- f. Enter 'Teaser Text' should be like a Tweet. 280 characters or less.
- g. Click Save.

The screenshot shows a web-based form for creating an announcement. The form includes several sections: a 'Headline Title' field, an 'Add New Image' section with a file upload button and dimensions (Height: 198, Width: 286), an 'Image Alt Text' field, a 'Display Duration' section with 'Start Date' and 'End Date' pickers, a 'Content Type' dropdown menu, a rich text editor for the 'Article Content', and a 'Teaser Text (optional)' field at the bottom. Yellow callout boxes with arrows point to specific fields, providing instructions: 'Keep headline title short.' points to the headline title; 'Images MUST BE cropped to 198x286px. NO EXCEPTIONS.' points to the image upload area; 'Image Alt Text: Type a brief description of your image to help a person who cannot see well know what it is.' points to the alt text field; 'You may schedule the duration you announcement will be displayed.' points to the date pickers; 'Choose 'Article' and enter your announcement text. You may insert images and multiple links here as well.' points to the content type dropdown and the rich text editor; and 'Teaser Text: This is similar to 'caption' and should be like a Tweet, 280 characters or less.' points to the teaser text field.

Headline Title:
Family Technology Support

Keep headline title short.

Images MUST BE cropped to 198x286px. NO EXCEPTIONS.

ADD NEW IMAGE
Upload image from your device

Height: 198 Width: 286

Image Alt Text:
Family technology support with keyboard background

Image Alt Text: Type a brief description of your image to help a person who cannot see well know what it is.

Display Duration:
Start Date: End Date:

You may schedule the duration you announcement will be displayed.

Content Type:
Article

Choose 'Article' and enter your announcement text. You may insert images and multiple links here as well.

Article Content:
[Rich text editor with various formatting tools]

Teaser Text (optional):
Having technical questions? Please visit our Family Technology Support page for troubleshooting tips and how to request help.

Save

Creating a new announcement – Announcement with LINK to webpage

1. Select your image and crop to **198x286px (no exceptions)** and have it ready to upload.

a. **Creating images | cropping and editing**

- iii. **Adobe Spark** is a program Everett Public Schools uses in the classrooms but can be used for creating your homepage announcements (286x198px) and MMG images (1024x645). One of our Tech Specialists, Camlynn Tafa, created a '[How to begin](#)' video showing how to create your image, upload photos, add text, etc.
- iv. Go to [Adobe Spark](#) and bookmark. Open using school account, credentials are the same as logging into your computer.
- b. **NOTE:** If your announcement image has a white background, you will need to create a border to maintain consistency (e.g. these two images are the same size, but visually they do not look like it).



Remember, entering Height and Width in the Image Upload Dialog Box does not automatically resize your image. You need to crop it to this size before you upload.

* Headline Title:

Let's Connect

Accent Image
Displayed to the left of the title.

/cms/lib/WA01920133/Centricity/Domain/9/Lets Connect logo Central Regi

SELECT FILE

Height: Width:

198 286

Image Alt Text:

Let's Connect

Display Duration

Start Date:

10/7/2020

End Date:

10/19/2020 8 PM 00

Entering Height and Width here does not automatically resize your image. You need to crop it to this size before you upload.

2. In the Open Dialog Box:
 - a. Enter a Title, keep it short.
 - b. Upload your image (**make sure it is cropped and sized to 198x286px**).
 - c. Describe the image and enter in Image Alt Text box.
 - d. Schedule your announcement for duration if you choose.
 - e. Enter your text into body of article. You may add images and multiple links here as well.
 - f. Enter 'Teaser Text' should be like a Tweet. 180 characters or less.
 - g. Click Save.

Edit Headline

* Headline Title:
Family Technology Support **Keep headline short.**

Accent Image
/cms/lib/WAD1920133/Centricity/Domain/32/Family tech support 286x198.png
SELECT FILE
Height: 198 Width: 286 **Images MUST BE cropped to 198x286px. NO EXCEPTIONS.**

Image Alt Text:
Family technology support with keyboard background **Image Alt Text: Type a brief description of your image to help a person who cannot see well know what it is.**

Display Duration
Start Date: [] [] [] [] [] []
End Date: [] [] [] [] [] [] **You may schedule the duration your announcement will be displayed.**

Current Content Type:
Link **Choose 'Link' and enter the URL.**

Link Content:
<https://www.everettsd.org/Page/32723> **Description: This is similar to 'caption' and should be like a Tweet, 280 characters or less.**

Description (optional):
Having technical questions? Please visit our Family Technology Support page for troubleshooting tips and how to request help.

Viewers