

HOMEPAGE ANNOUNCEMENTS

The Announcements section is a great place to share short messages with families. You can find a [video demonstration](#) of this tip sheet on YouTube. Announcements should be:

- Text only (small icons may be used on occasion)
- Fewer than 150 words
- Updated at least weekly (We can hide this section if you find you're not using it)

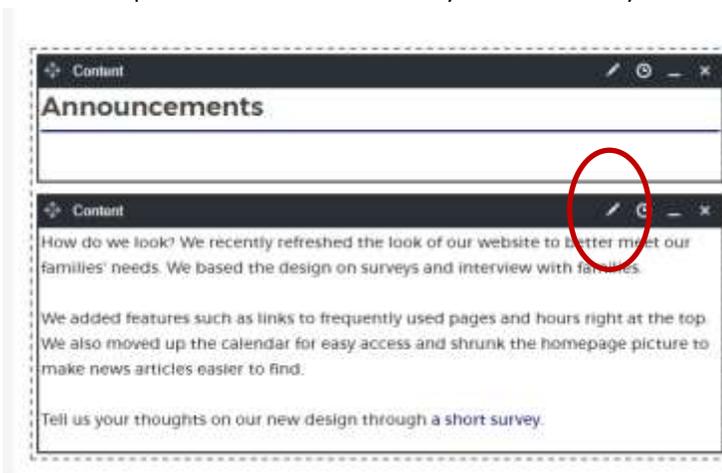
STEP 1: TURN ON DESIGN MODE

1. Go to your homepage and log in.
2. Switch Design mode to "On."

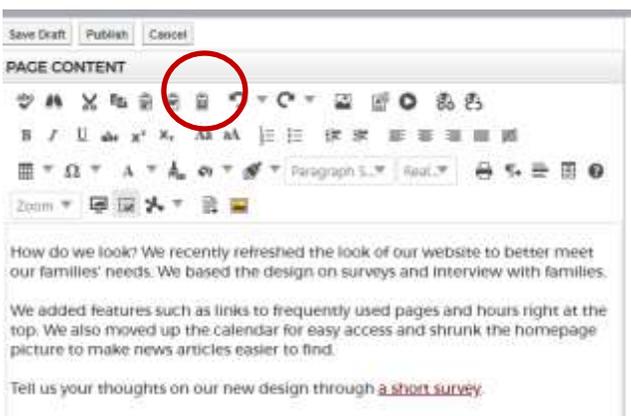


STEP 2: EDIT THE CONTENT PORTLET

1. Scroll down to the "Announcements" area. You should see two boxes with black Content bars over the top — One with the Announcements heading and one with your announcement text.
2. Click on the pencil in the black bar directly above the text you'd like to edit.



3. Type or paste text. When pasting text, please paste as plain text or use one of the clipboard icons to paste. This will ensure the font of your announcement matches the look and feel of your homepage.



4. Click **Publish**

ALTERNATE EDIT VIEW

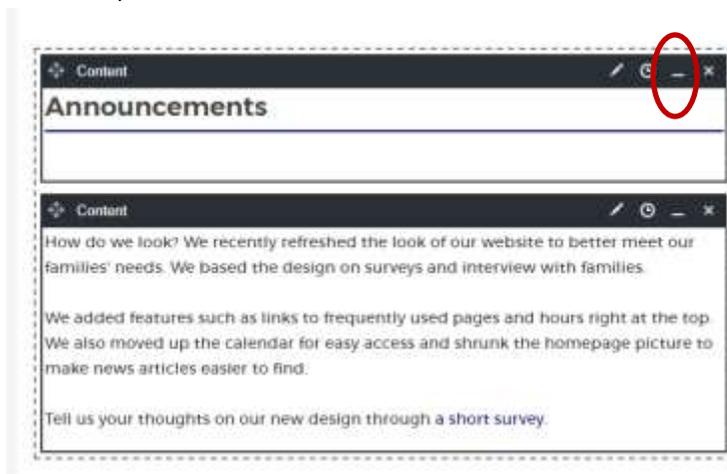
SchoolMessenger has a second editing view. In Design mode, you may see a blue pencil appear over your text. Click it, and you'll be taken to what SchoolMessenger calls the RadEditor. Tools are in slightly different places, but this editor works similarly to the classic editor. When you've completed your edits, click **Publish** at the top of the page.



HIDE ANNOUNCEMENTS

No content? No problem! You can hide and unhide the Announcements section. Here's how:

1. Go to your homepage and switch Design Mode to "on."
2. In the black toolbar above the Announcements heading, find Minimize tool that looks like a flat line. Click it. Repeat on the toolbar above the announcement text. That's it!



RESTORE/UNHIDE ANNOUNCEMENTS

1. Go to your homepage and switch Design Mode to "on."
2. In the black toolbar above the Announcements heading, find Restore tool that looks like a box. Click it. Repeat on the toolbar above the announcement text. See page one for info on editing the text.

