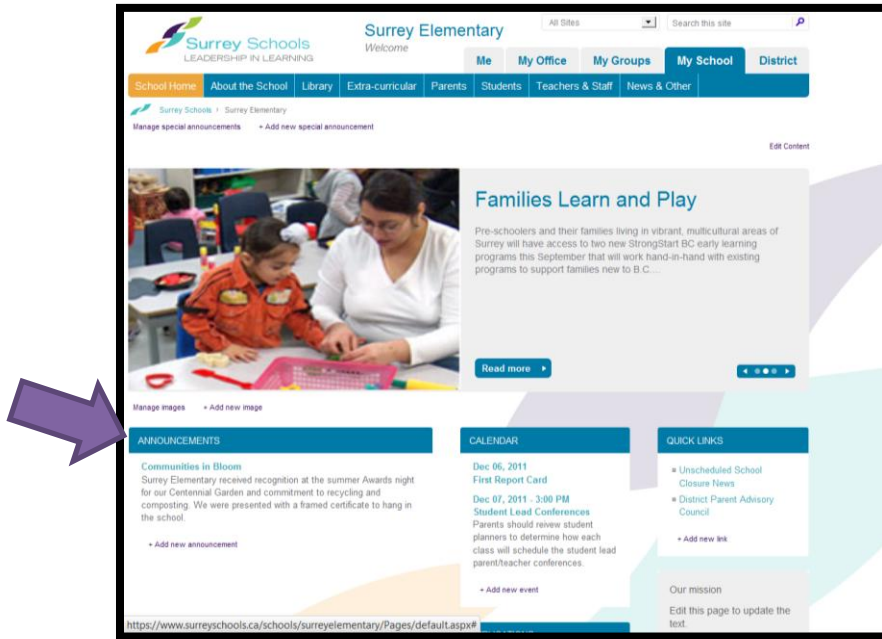


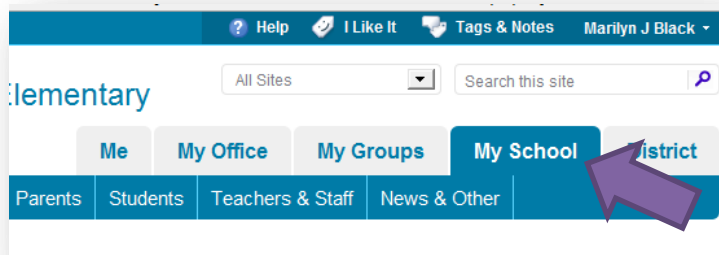
## How to Modify an Announcement

- This document will guide you through changing an announcement to your school web-page.
- Announcements can be found in the bottom left of your school home page.

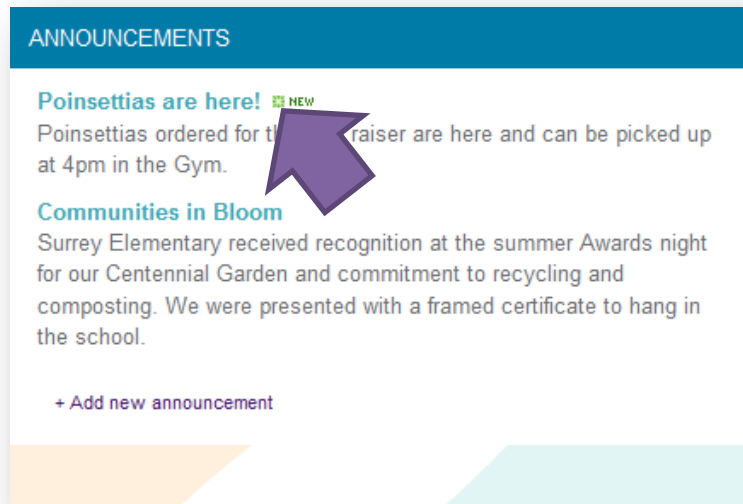


- Announcements allow you to communicate directly with visitors of the website items of interest that you want to communicate.
- An expiry date can be entered to remove the announcement from your web-page once that date is met.
- Announcements can NOT be formatted on the school home page. SurreySchools.ca has a default format for announcements.

*Note: Only staff that have permissions to modify an announcement will be able to modify announcements.*

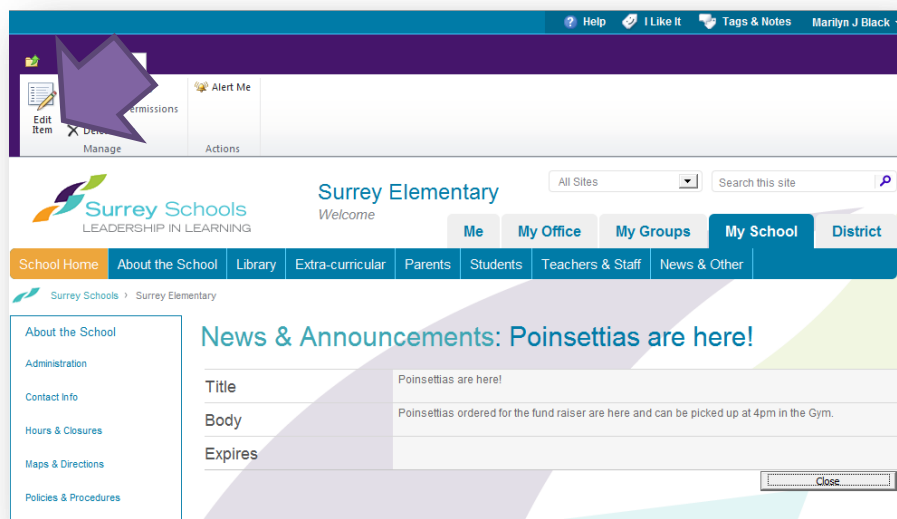
<p>1. Once you have signed into SurreySchools.ca select the <b>MySchool</b> tab in the top right corner of your page to begin work on your school website.</p>	 <p>The screenshot shows the top navigation bar of the website. It includes a 'Help' icon, 'I Like It' icon, 'Tags &amp; Notes' icon, and the user name 'Marilyn J Black'. Below this is a search bar and a dropdown menu for 'All Sites'. The main navigation tabs are 'Me', 'My Office', 'My Groups', 'My School', and 'District'. A purple arrow points to the 'My School' tab.</p>
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2. To **MODIFY** an existing announcement click on the **TITLE** of the announcement you would like to change.



3. A “News & Announcements” window will appear with the announcement you selected displayed.

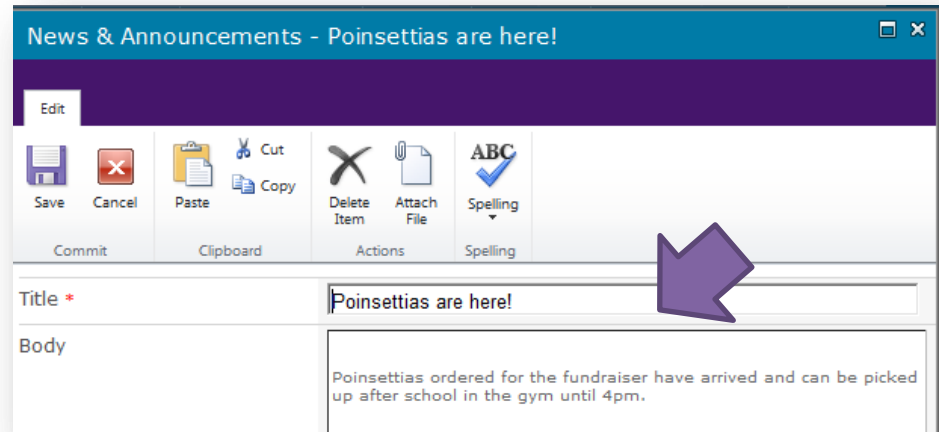
Click on the **Edit Item** option on the left of the ribbon that appears.



*NOTE: If you do not have permission to modify announcements the edit ribbon will not display.*

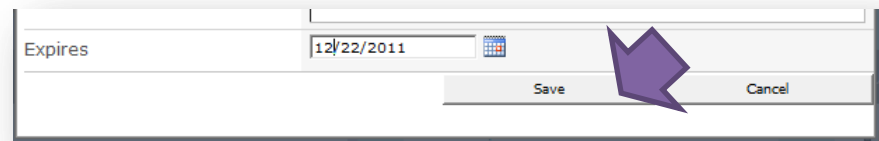
4. Edit either the title, body or expiry date by clicking in the field you would like to modify and making the required changes.

The tools that appear in the ribbon at the top of the page change with the field selected.



*NOTE: You CAN modify the format of the body text using the tools that appear on the top of the window. HOWEVER the formatting will only show when a user selects the announcement and chooses to see more detail. The school home page will only display an announcement using default text formatting.*

5. Click on **SAVE** to save the changes to the announcement and return to the school home page.



6. The formatted announcement will appear on the school home page until the expiry date entered.

