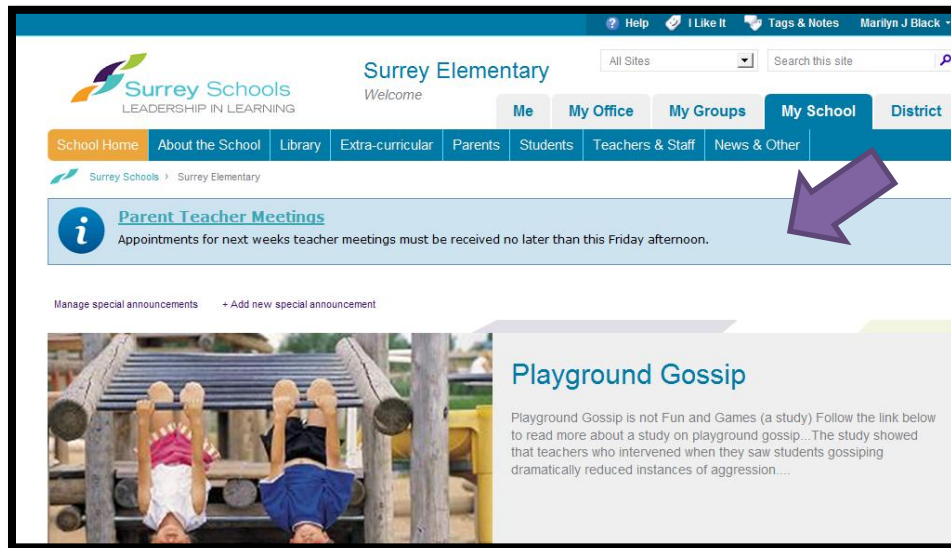


How to Delete a Special Announcement

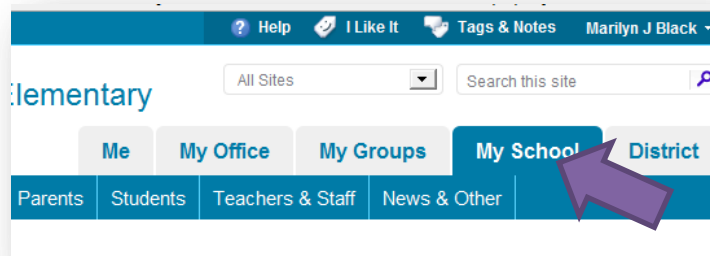
- This document will guide you through deleting a special announcement from your special announcement list.
- Special announcements appear in a banner at the top of the page when they exist.



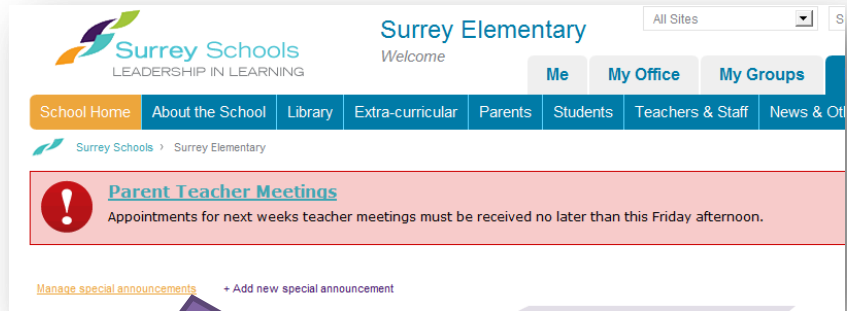
- Special announcements allow you to communicate directly with visitors of the website urgent items they should be aware of.
- An expiry date is entered to remove the announcement from your webpage once that date is met.
- Announcements can NOT be formatted on the school home page. SurreySchools.ca has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

Note: Only staff that has permissions to delete a special announcement will be able to delete special announcements from the school home page.

1. Once you have signed into SurreySchools.ca select the **MySchool** tab in the top right corner of your page to begin work on your school website.



2. To DELETE a special announcement click on the **Manage special announcements** link.



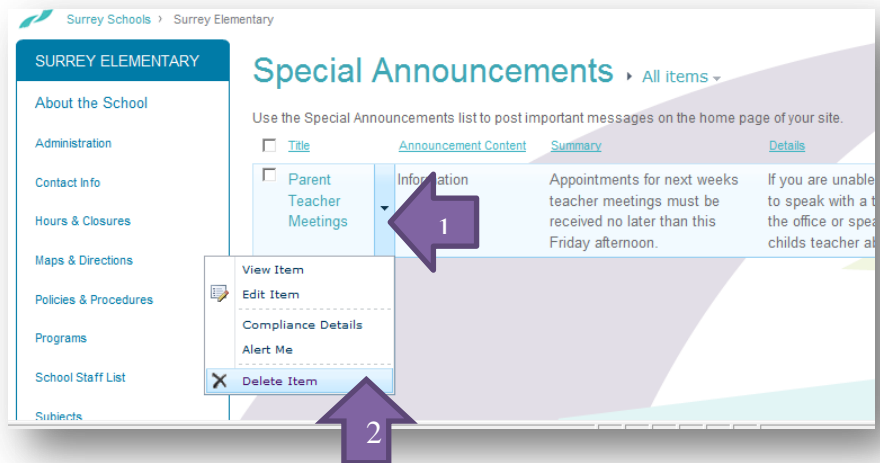
NOTE: the link will not be displayed if you do not have permission to modify special announcements OR if you are not signed into SurreySchools.ca

3. The Special Announcements list will appear.

Point to the announcement you would like to delete.

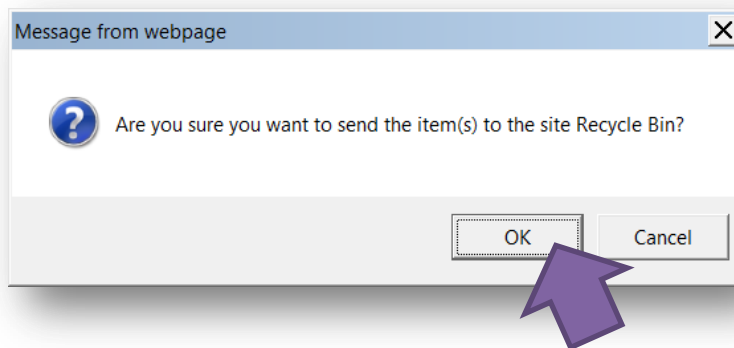
As the mouse hovers over the title of the announcement, a drop down menu will appear to allow you to work with the announcement. **Click** on the arrow of the drop down menu.

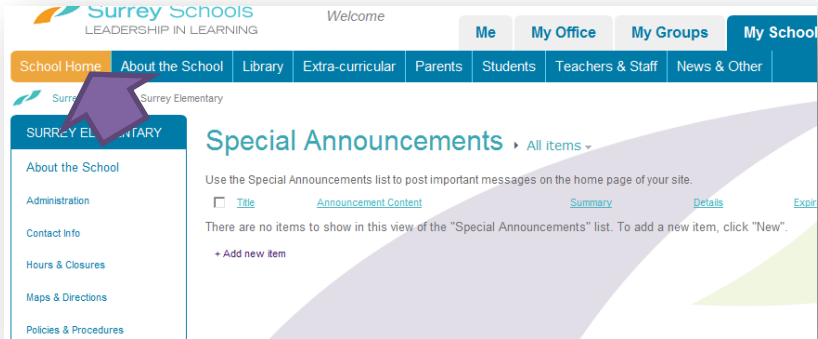
Click on **Delete** in the menu that appears.



4. A dialogue box will appear requesting that you confirm you would like to delete the selected announcement. Click on OK to delete the announcement.

5.



<p>6.</p> <p>7. Changes made will appear in the Special Announcements list.</p> <p>Click on School Home to return to the school home page.</p>	 <p>The screenshot shows a school website interface. At the top, there is a navigation bar with the following links: School Home, About the School, Library, Extra-curricular, Parents, Students, Teachers & Staff, News & Other. Below this, there is a secondary navigation bar with links: Me, My Office, My Groups, My School. The main content area is titled 'Special Announcements' and contains a list of items. A purple arrow points to the 'School Home' link in the top navigation bar.</p>
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