

# Daily Bulletin

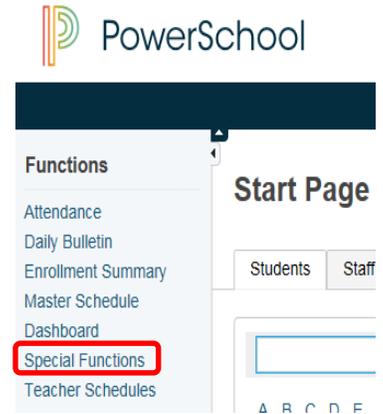
You can set up a Daily Bulletin through the Special Functions menu. Only one or two administrative/office staff should set up and maintain the Daily Bulletin at your school.

**Note:**

***DO NOT EDIT OR DELETE items that you did not create (for example Bulletin items created by District Office as they may show up at ALL schools rather than just your school)***

**Best Practice:**

*Daily Bulletins are cleared at the End of Year Rollover. Save your bulletin item as a word document in a Daily Bulletin folder, so that you can edit or reuse items from year to year.*



1. Select **Daily Bulletin Set-up**

### Special Functions

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.

2. Select **New**



3. Choose a **Date Range** to run the article
4. Choose a **Target Audience**: Default is Public. You can choose to send the Daily Bulletin to only Teacher Users or only Admin Users.
5. Check with your District Admin to see if they have rules regarding **Sort Order**

**NOTE:**

**Public:** Everyone can view this bulletin item, including those using the Parent Portal (School Bulletin on the Parent Portal Settings (Start Page>School Setup>General>Parent Portal Settings))

**Teachers:** Only those with permission to PowerTeacher and the PowerSchool Admin portal pages can view this bulletin item.

**Admin:** Only those with permission to the PowerSchool Admin portal pages can view this bulletin item.

### General Bulletin Settings

<b>Date Range</b>	08/15/2018	to	08/15/2018
<b>Target Audience</b>	Public		
<b>Sort Order</b>	0	(Determines the order that the bulletin items appear)	

6. Type your message in the **Item Title** and **Item Body** boxes then click Submit.

**Tip:**  
You can get creative or not. The following website has a free html editor <https://html-online.com/editor/> that will allow you to use formatting to dress up the bulletin with highlighting, bolding, underline, font, etc. You can create a bulletin in the editor and then copy the html version to the Bulletin in PowerSchool. The only restriction is the length of characters in the Item title when copying into PowerSchool.

## English

<b>Item Title</b>	<font color=red><H1>Attention Teachers </H1></font c
<b>Item Body</b>	<p>H1 H2 H3 H4 H5 H6   B I S U   : : - -   [img] [img] [img] [img]</p> <p>&lt;h1&gt;Marks are due!&lt;/h1&gt; Please make sure your Mark Verification sheets are signed and handed into the office by the end of the day! Thank-you</p>

7. You can **Preview** and **Edit** until you are happy with the look. **DO NOT Delete or Edit Bulletins that you didn't create!**

### Daily Bulletin Setup

Date Range	Item	Languages	Audience
08/15/2018 - 08/15/2018	<b>Attention Teachers</b>	English	Admin Users
	<b>Marks are due!</b> Please make sure your Mark Verification sheets are signed and handed into the office by the end of the day! Thank-you		

Buttons below the table:  
Show all bulletin items, including expired terms  
Bulletin HTML formatting preferences  
Preview Bulletin

Annotations:  
- Red arrow points to the first row: "To edit an existing bulletin—click here"  
- Red arrow points to "Show all bulletin items, including expired terms": "To view other bulletins (current and expired)—click here"  
- Red arrow points to "Preview Bulletin": "To preview a bulletin—click here"

8. **Viewing** the Daily Bulletin in PS, PT and the PS Sub portal—Under Functions, choose Daily Bulletin. Who can see the Bulletin depends on your Target Audience (step 4)

- Functions
- Attendance
- Daily Bulletin**
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

9. You may wish to view this quick YouTube video as a **Quick tutorial**.

<https://www.youtube.com/watch?v=JgH7TQ8Osmo>