

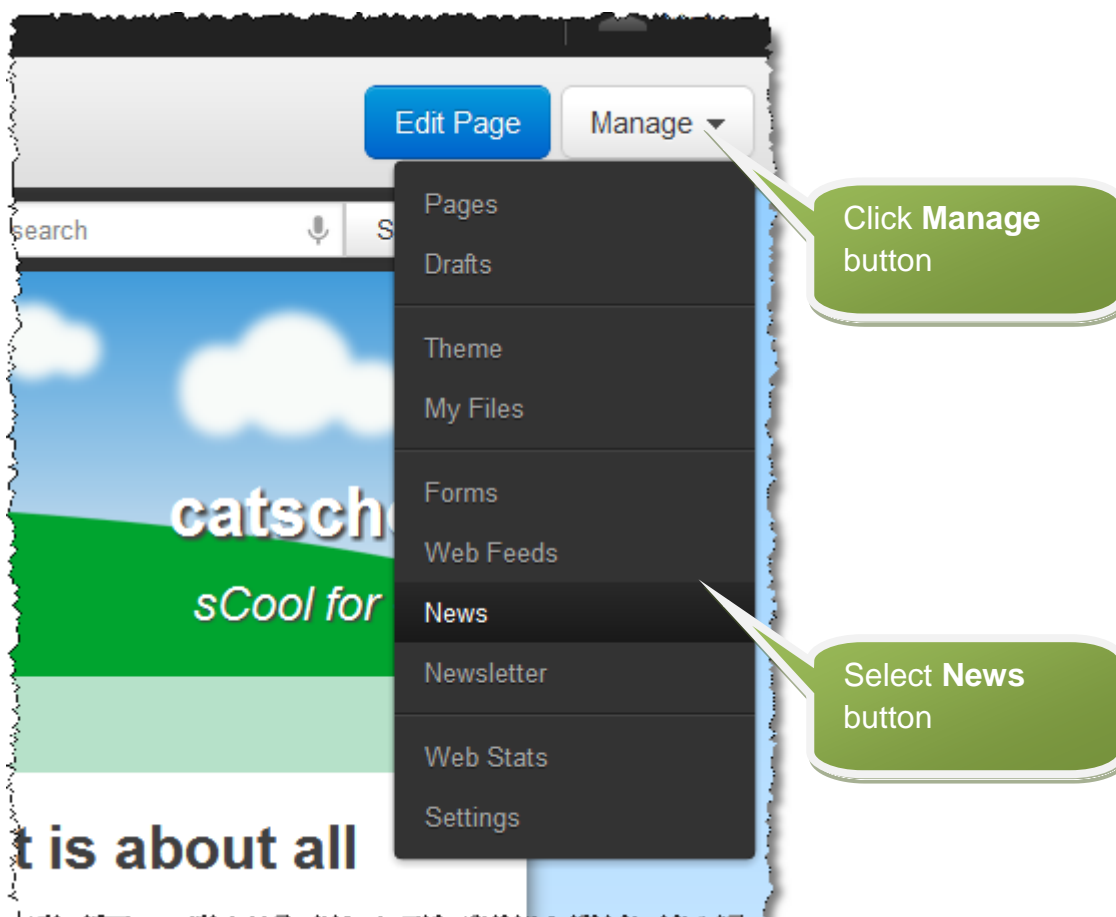
School Jotter 2 Training

How to add and use the News feed

You need to have a Role that allows you to use this feature.

The News feature enables you to have a list of interesting **News** items fed on to any number of pages in your website. For example the Year 3 class can have their **News** feed in their own Year 3 class page, the Governors page and on the Latest News page.

1. Log in to your School Jotter 2 website and Click the **Manage** button and select **News**

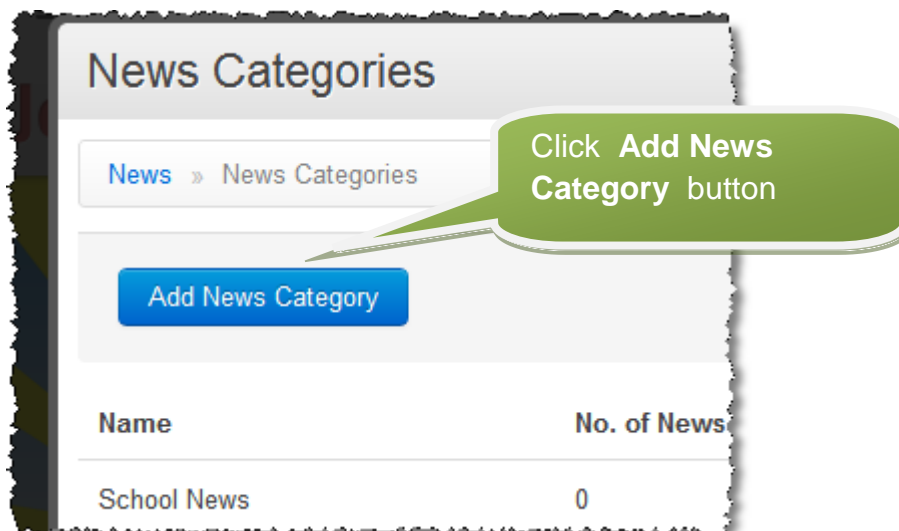


You can arrange your news items into Categories. For example you could have a Category for each class or for the Governors etc.

2. To create a Category Click the **News Categories** button



3. Click the **Add News Category** button



4. Type a **Name** and **description** and then Click the **Add News Category** button



The screenshot shows the 'Add News Category' form. At the top is a breadcrumb trail: 'News » News Categories » Add News Category'. Below this are two input fields: 'Name' with the text 'Year 3' and 'Description' with the text 'Interesting News from Year 3'. At the bottom are two buttons: 'Add News Category' (blue) and 'Cancel' (grey). Two green callout boxes provide instructions: one points to the form fields with the text 'Complete the form', and the other points to the 'Add News Category' button with the text 'Select Add News Category button'.

Add News Category

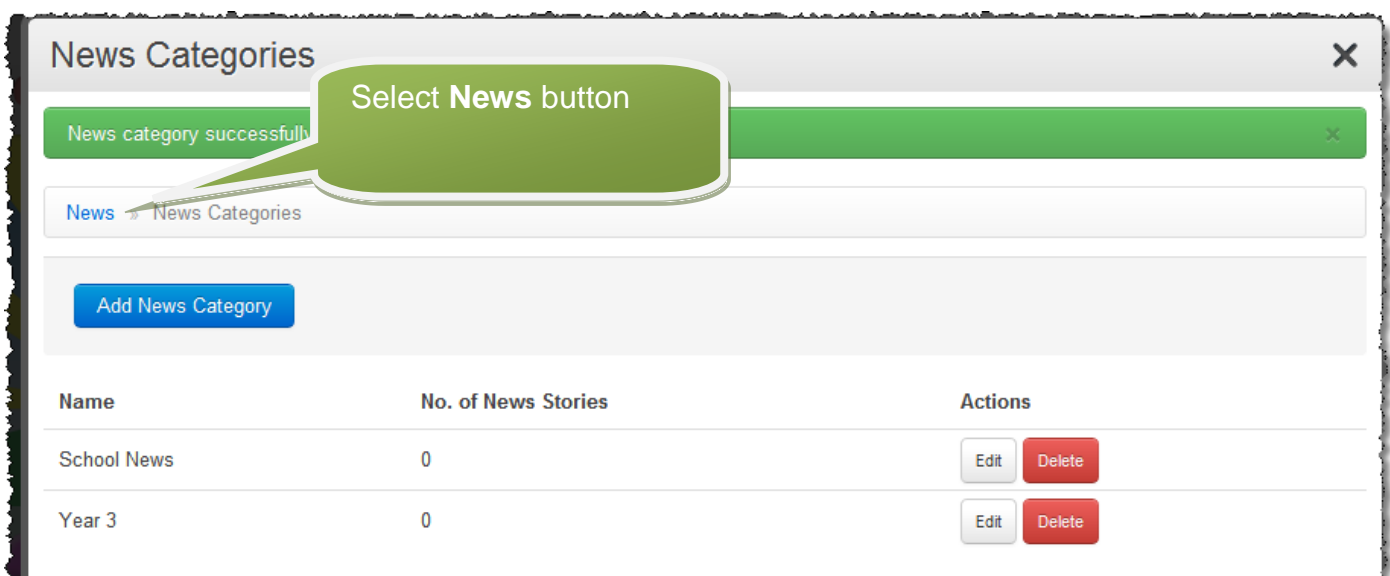
News » News Categories » Add News Category

Name
Year 3

Description
Interesting News from Year 3

Add News Category Cancel

5. Repeat as required and then click the **News** Link



The screenshot shows the 'News Categories' page. At the top is a green success message: 'News category successfully added'. Below this is a breadcrumb trail: 'News » News Categories'. Under the breadcrumb is an 'Add News Category' button. Below the button is a table with three columns: 'Name', 'No. of News Stories', and 'Actions'. The table contains two rows: 'School News' and 'Year 3', both with a value of '0' in the 'No. of News Stories' column. Each row has 'Edit' and 'Delete' buttons in the 'Actions' column. A green callout box points to the 'News' link in the breadcrumb with the text 'Select News button'.

News Categories

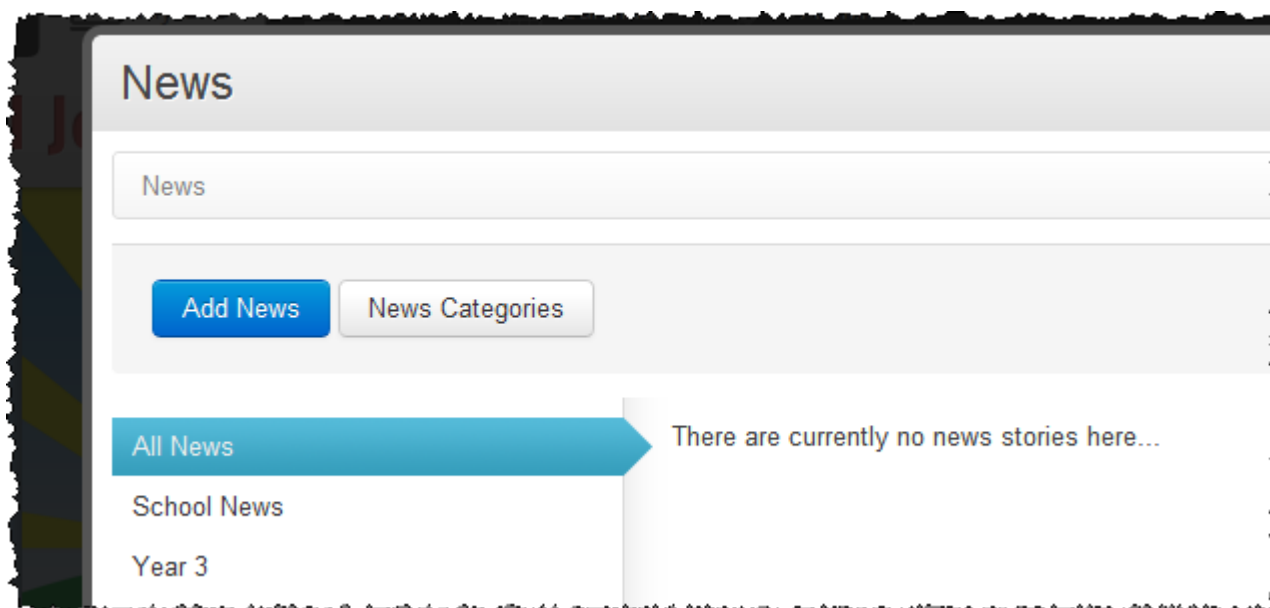
News category successfully added

News » News Categories

Add News Category

| Name | No. of News Stories | Actions |
|-------------|---------------------|-------------|
| School News | 0 | Edit Delete |
| Year 3 | 0 | Edit Delete |

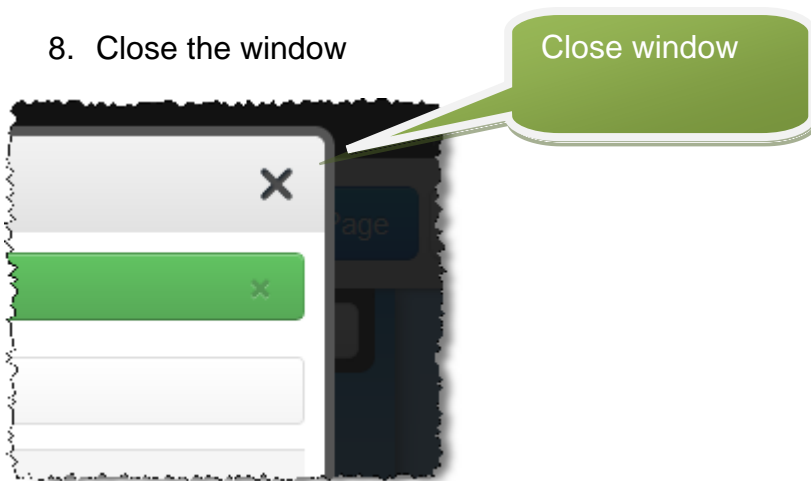
6. You will see a list of your Categories displayed as below



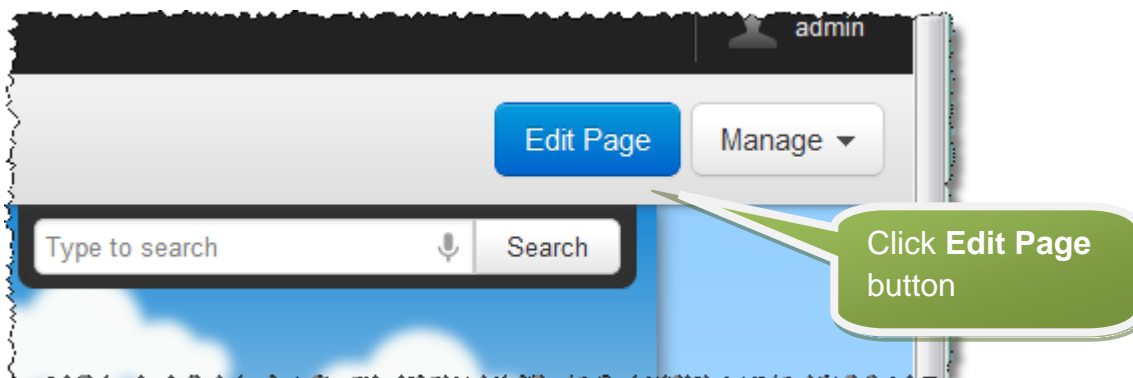
7. To add a new News item click the **Add News** button. Select the **Category**, add a **Title** and **Description** and the news **Content**. Add an image if required and then click the **Add News** Button

The screenshot shows the 'Add News' form. At the top, there's a breadcrumb 'News » Add News'. The form has several sections: 'Category' with a dropdown menu showing 'Year 3'; 'Title' with a text input field containing 'Painting competition'; 'Description' with a text area containing 'a Painting competition in Year 3'; 'Content' with a text area containing 'There is a competition for the best painting of the Year 3 Class teacher. The winning entry will be chosen for the website Teachers page. Closing date is in three weeks so get your paint and brushes out and get busy.'; and 'Image' with a text input field containing '00433817' and a button with three dots. At the bottom, there are two buttons: 'Add News' (green) and 'Cancel' (grey). There are three green callout boxes with white text: 'Select Category' pointing to the category dropdown, 'Add Content' pointing to the description text area, and 'Select Image (if required) and click Add News button' pointing to the image input field.

8. Close the window



9. Navigate to the Page you wish to add the Feed to and click the blue **Edit Page** button.



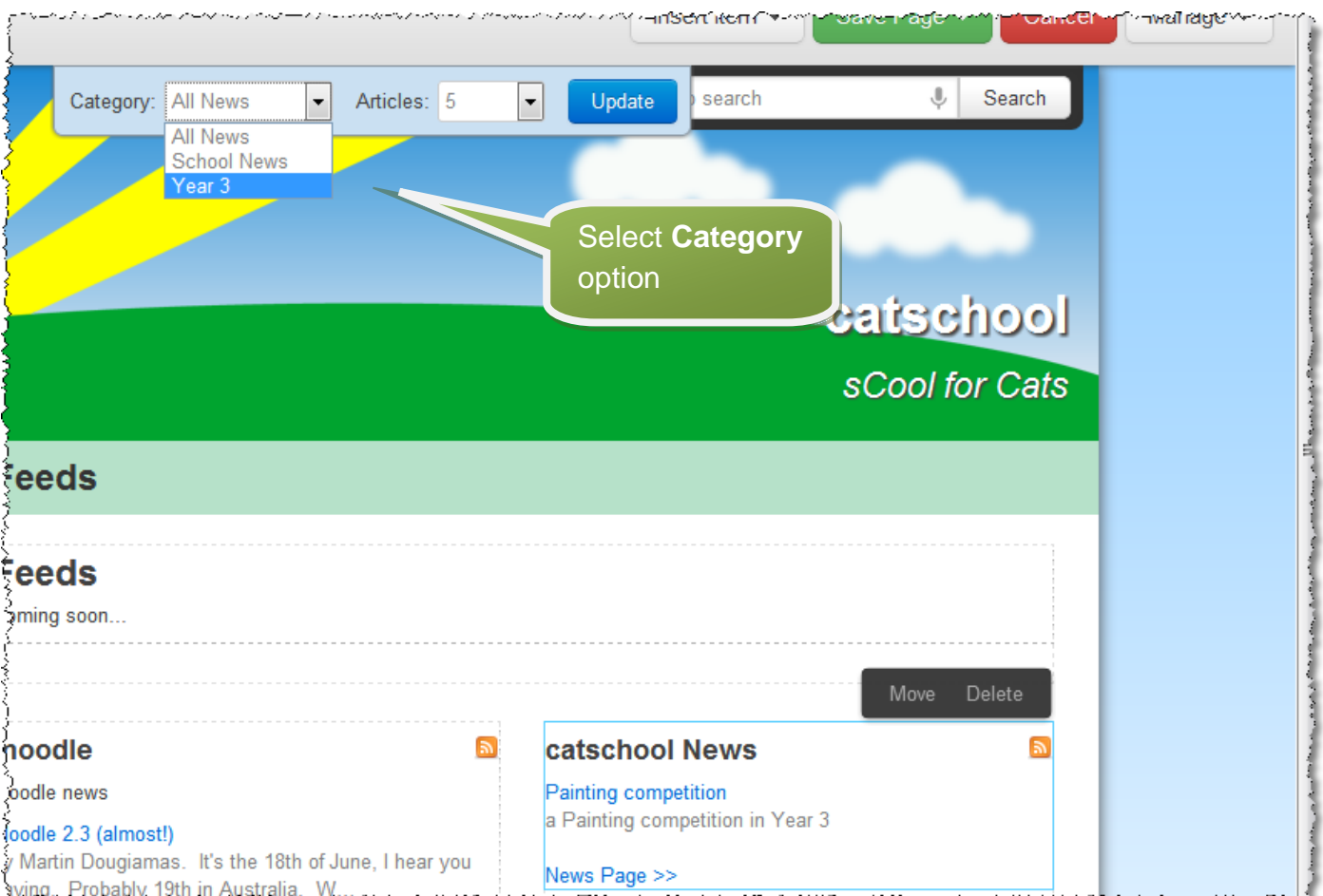
10. Click the **Insert Item** button and select **News**



11. Decide where to insert it.



12. Select which **News Category** you require.



13. See the selected Category News displayed in the Page.

