News Events

Please check if your event has already been posted as a District Wide News Event (Robert Vergiels handles district wide events) so there are not duplicate events.

This module allows you to post news articles. This piece features an RSS subscription feature and a category filter.

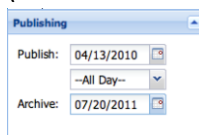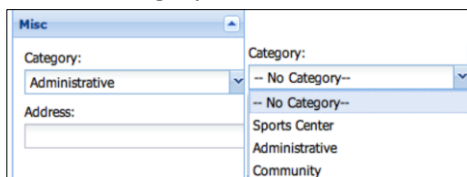## Add a New News Article

1. Press **Create New**.

2. Give your article a title in the right-hand area.
3. You can upload a thumbnail.

4. Select a publish date and archive date.
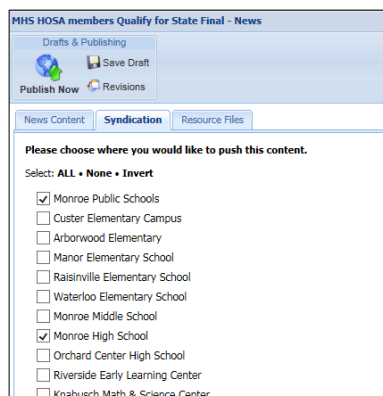   (The article will auto archive after the archive date passes).

5. Select a category.

Now move to the left-hand content area. This is where you will enter in the information for the article. You can insert pictures and files as well.

If you would like to push this event to another school website, **select the Syndication tab.** From here check the boxes for the schools you would like to send it too.
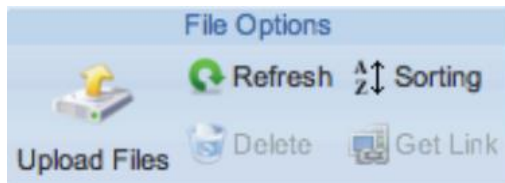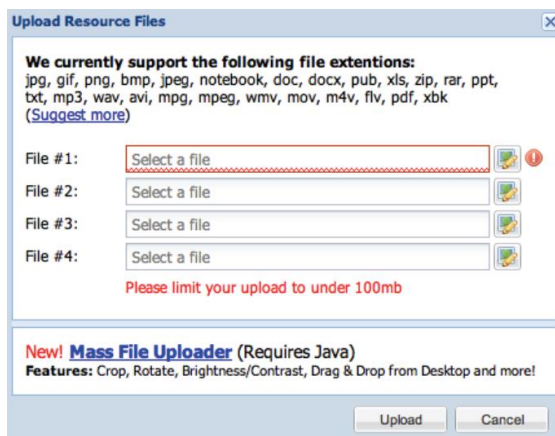
Upload a File

To upload a file:

1. Click on the **Resources Files** tab.

2. Click the **Upload Files** button that appears at the top.
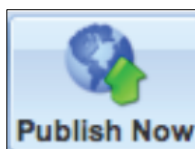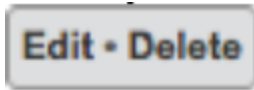

3. Browse your computer for the file or files.

4. Click **Upload**.

When you are finished, press **Publish Now** and then press Publish in the popup window.
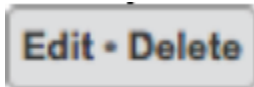
Edit an Article

1. Press **Edit** for the article in question
2. Edit the necessary fields
3. Press **Publish Now** and then press **Publish** in the popup window.

Delete an Article

1. Press **Delete** for the article in question.
2. Press **Delete** in the popup window.

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You will see Syndicated from District under the news item.