



## Setup and Use of the Daily Bulletin

**Purpose:** *School Administrators* – Instructions for the setup and use of the daily bulletin in PowerSchool which can be use to communicate information to parents, students, teachers, and administrators about things like sporting events, fundraising activities, parent nights, and grading terms.

Bulletins can communicate different messages to different audiences. You can post an announcement that teachers and school administrators can view but parents and students cannot.

### Creating a New Bulletin Item

On the Start Page:

1. Click **Special Functions** on the main menu
2. Click **Daily Bulletin Setup**
3. Click **New**
4. Enter the field information for the message you want to display

The screenshot shows a web form for creating a new bulletin item. The form is organized into two columns: 'Label' and 'Value'. The 'Item Title' field is empty. The 'Date Range' field shows '3/21/2007' to '3/21/2007'. The 'Target Audience' dropdown menu is set to 'Public'. The 'Sort Order' field contains the number '50'. Below these fields is a large text area for the 'Item Body'. A 'Submit' button is located at the bottom right of the form.

Callouts provide the following instructions:

- Item Title:** Enter a title of the Item
- Date Range:** Enter the date range during which you want this item to appear on the bulletin
- Target Audience:** Choose the audience from the popup menu
- Sort Order:** Enter the number that you want the item to appear on the bulletin in relation to the other items during the date range you specify. Enter a number to determine the order in which you want the system to display this item relative to other items. The lower the sort order number, the higher the item appears on the daily bulletin.  
Note: You can use the sort order 0 or negative numbers, such as -1, to precede other entries. If two items have the same sort order number, the first one created precedes the other. The audience does not affect the sort order.
- Item Body:** Enter the Text of the bulletin item. You may want to do a copy paste from a word processing program for large bulletins.

5. Click **Submit**



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**Target Audience** - The target audience you select determines which types of users can view that bulletin item, whether administrators, teachers, substitutes, or parents and students. Here is a breakdown of who can view which settings.

- **Public:** Everyone can view this bulletin item, including those using the URL [your school]/bulletin/[your school number].html. In other words, the public that does not have a log in to PowerSchool can also view your bulletins.

This is done on a school-by-school basis. To allow public access to the Daily Bulletin, please do the following:

1. Log in to PowerSchool Admin and select a school.
2. Navigate to Start Page > School Setup > Miscellaneous.
3. Check the box labeled "Allow public access to school bulletin".

Once access is enabled for a specific school, the URL for public bulletin access uses the following format:

`http://[server IP or hostname]/bulletin/[school number]/`

For example, if your server hostname is "www.schooldistrict.k12.ca.us", and the number of the school with public bulletin access is 12345, the URL used to access the public bulletin would be:

`http://www.schooldistrict.k12.ca.us/bulletin/12345/`

- **Teachers:** Only those with permission to PowerSchool Teacher and the PowerSchool Admin web pages can view this bulletin item.
- **Admin:** Only those with permission to the PowerSchool Admin webpage can view this bulletin item.

## Options

At the bottom of the Daily Bulletin Setup Page you have three options to help you in our setup process.

1. **Show all bulletin items, including expired terms**

This shows every bulletin entered, including expired items, which have not been deleted

2. **Bulletin HTML formatting preferences**

This allows you to change the font, font size and color of bulletin items

3. **Preview Bulletin**

This provides you with a preview of the bulletin as you have set it.



## How to Change Bulletin Formats

Change the font, font size, and color of daily bulletin items. Modifications on this page require basic knowledge of Hypertext Markup Language (HTML).

1. On the start page, choose **Special Functions** from the main menu.
2. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.
3. Click "**Bulletin HTML formatting preferences**." The Bulletin HTML Formatting Preferences page appears.

Show all bulletin items, including expired terms  
Bulletin HTML formatting preferences  
Preview Bulletin

Item	Value
Item Title Start	<FONT FACE="VERDANA" SIZE=3 COLOR="#AF0000
Item Title End	</FONT></B> 
Item Body Start	<FONT FACE="VERDANA" COLOR=#222222 SIZE=2>
Item Body End	</FONT><HR>

- Use the following table to enter information in the fields:

Field	Description
Item Title Start	Enter the start tags for your title to determine how your title will look.
Item Title End	If you do not want the body text to look the same as the title text, enter the end tags for your title text.
Item Body Start	Enter the start tags for your body text to determine how your body text will look.
Item Body End	Enter the end tags for your body text.

Click Submit. The Daily Bulletin Setup page displays the edited bulletin item.

## How to Preview the Daily Bulletin

Though it is possible to view the daily bulletin in PowerSchool and from the PowerSchool Teacher start page and the Parent Access pages, view the bulletin items for a particular day from the Special Functions page.



1. On the start page, choose **Special Functions** from the main menu.

2. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.

[Show all bulletin items, including expired terms](#)  
[Bulletin HTML formatting preferences](#)

3. Click **Preview Bulletin**.  
The Daily Bulletin page appears.

[Preview Bulletin](#)

## Daily Bulletin

4. Click the **dates** to navigate to different pages of the bulletin.

Apple Grove High School Bulletin for Monday, November 18, 2002

**Homecoming Week** Show your school spirit this week by participating in the homecoming activities at our school. The week ends with the Homecoming football game on Saturday night, followed by the Homecoming dance! [Edit](#)

[Create New Bulletin Item](#)

Comments? Something to put in the bulletin?  
Email to

[11/17/02](#) | [11/18/02](#) | [11/19/02](#)

## How to Edit a Daily Bulletin Item

1. On the start page, choose **Special Functions** from the main menu.

2. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.

Date Range	Item	Audience
<a href="#">5/15/2006 - 5/7/2007</a>	Parking Permits: All students and staff need to display their parking permit in their car window. We will be checking these as space becomes limited toward the end of the term. Park carefully, taking up only one space. As parking becomes limited you may have to park on Muirwood Drive and walk up! Thanks.	Public
<a href="#">5/15/2006 - 5/7/2007</a>	River Cleanup Down by the Riverside River & Creek Cleanup needs volunteers on Saturday, 9:00 AM to noon. Meet at Bryant Park.	Public

3. Click the **date** of the bulletin item to be edited. The Edit Daily Bulletin Item page appears.



### Edit Daily Bulletin Item

Label	Value
Item Title	<input type="text" value="River Cleanup"/>
Date Range	<input type="text" value="5/15/2006"/> to <input type="text" value="5/7/2007"/>
Target Audience	<input type="text" value="Public"/>
Sort Order	<input type="text" value="60"/> (Determines the order that the bulletin items appear)
Item Body	<div style="border: 1px solid gray; padding: 5px;">           Down by the Riverside River &amp; Creek Cleanup needs volunteers on Saturday, 9:00 AM to noon. Meet at Bryant Park.         </div>

4. Make your changes as needed
5. Click **Submit**. The Daily Bulletin Setup page displays the edited bulletin item.

### Edit Daily Bulletin Item

Label	Value
Item Title	<input type="text" value="Homecoming Week Activities"/>
Date Range	<input type="text" value="11/18/2002"/> to <input type="text" value="11/22/2002"/>
Target Audience	<input type="text" value="Public"/>
Sort Order	<input type="text" value="1"/> (Determines the order that the bulletin items appear)
Item Body	<div style="border: 1px solid gray; padding: 5px;">           Show your school spirit this week by participating in the homecoming activities at our school. The week ends with the Homecoming football game on Saturday night, followed by the Homecoming dance!         </div>

### How to Delete a Daily Bulletin Item

1. On the start page, choose **Special Functions** from the main menu.
2. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.
3. Click the **date** of the bulletin item to be deleted. The Edit Daily Bulletin Item page appears.
4. Click **Delete**. The Selection Deleted page appears.

