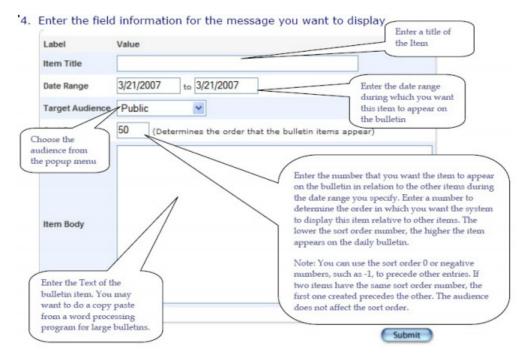# Setup and Use of the Daily Bulletin

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

Label	Value
Item Title	[ ] — Enter a title of the Item
Date Range	3/21/2007 to 3/21/2007 — Enter the date range during which you want this item to appear on the bulletin
Target Audience	Public ▼
	50 (Determines the order that the bulletin items appear)

Choose the audience from the popup menu

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.

Submit

5. Click Submit

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.

Preview Bulletin

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

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.

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

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

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.

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

4. Make your changes as needed5. Click Submit. The Daily Bulletin Setup page displays the edited bulletin item.

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.