

How to add news articles to your school news on your school site

Log in with your District ID

If you are very familiar with your school website then the main thing to understand is that to add a news article you need to be on the "What's New" page, and then you need to choose "+Page" from the top menu and then "Content News Page". From there you can fill in the fields and post. If you are less familiar then follow the steps below.

1. Go to your news section at the bottom of your school's homepage, and click on "Read More" for any news article. Here are samples of News using templates called Toffee Swirl and Ace Rotating.



Welcome
FEBRUARY 24

Welcome to a New Year and a New Website!

[READ MORE](#)



Technology and Troubleshooting

Posted on Aug 30, 2020

Information about technology and chromebooks here...

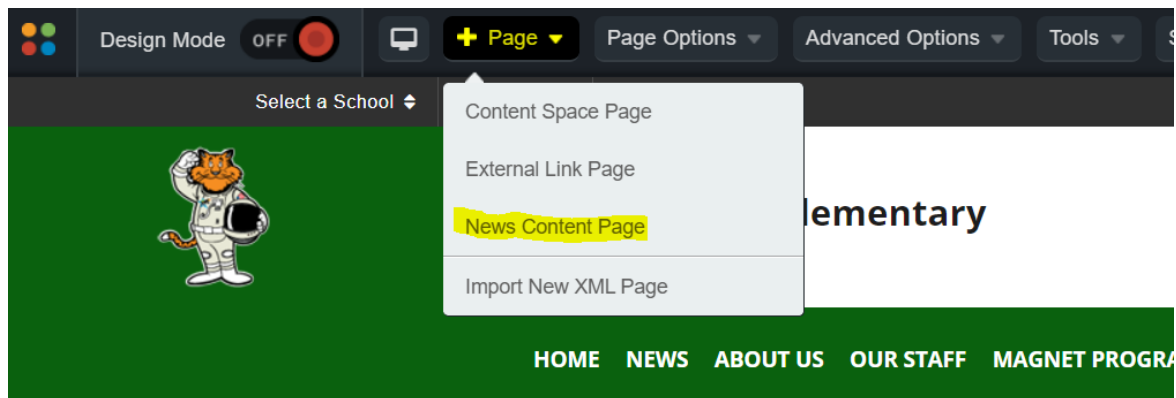
[Read More](#)

- In the "bread crumbs" click on What's New

WELCOME

[Johnson Elementary](#) / [News](#) / [What's New](#) / Welcome

- Go to the top of the screen and choose +Page, then choose News Content Page



WHAT'S NEW

20-21 Johnson Science Fair

[Johnson Elementary](#) / [News](#) / What's New

- Name your page, and click on Create

NEW PAGE ✕

Page Name*

Page URL*
 🔒

Page Owner
170940 👤 ☐ Replace Page Owner's website with this page

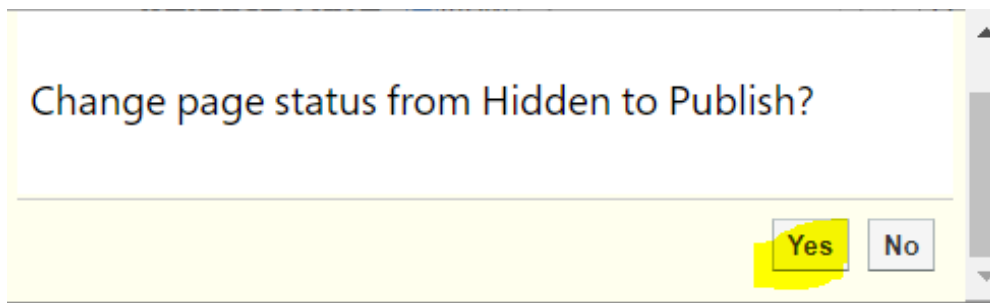
Category

Create Cancel

- | | |
|---|--|
| PAGE PROPERTIES | |
| Title | <input type="text" value="testNews"/> |
| Name | <input type="text" value="test_news"/> |
| Summary | <div style="border: 1px solid black; height: 40px;"></div> |
| Category | <div style="border: 1px solid black; padding: 2px;">▼</div> |
| Featured Image | <div style="border: 1px solid black; height: 20px;"></div> |
| PAGE CONTENT | |
| Title | <div style="background-color: yellow;"><input type="text" value="Add a Title"/></div> |
| Featured Image | <div style="border: 1px solid black; height: 20px;"></div> |
| Image Title | <div style="background-color: yellow;"><input type="text" value="Add an image (optional but encouraged)"/></div> |
| Summary | <div style="background-color: yellow;"><input type="text" value="Add a Summary of your news (optional but encouraged)"/></div> |
| Published Date | <div style="border: 1px solid black; padding: 2px;">16 April, 2021</div> |
| Body | <div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Add your information </div> </div> <div style="margin-top: 5px;"> Design HTML </div> |
| Link of Current Page | |
| Page Title | <input type="text" value="/cms/One.aspx?portalId=27738122&pageId=33372184"/> |
| Page Last Modified | <div style="border: 1px solid black; padding: 2px;">16 April, 2021</div> |
| PAGE ADMINISTRATION | |
| Page Owner | <div style="border-bottom: 1px solid black;">170940</div> |
| <input type="checkbox"/> Propagate the Change of Ownership to All Sub-Pages | |
| Last Modified | Friday, April 16, 2021 at 11:45 AM |
| Release Date | <input checked="" type="radio"/> Now <input type="radio"/> <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> <div style="display: inline-block; vertical-align: middle;"> <div style="border: 1px solid black; padding: 2px;">01</div> : <div style="border: 1px solid black; padding: 2px;">00</div> <div style="border: 1px solid black; padding: 2px;">AM</div> </div> |
| Expiry Date | <input checked="" type="radio"/> Never <input type="radio"/> <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> <div style="display: inline-block; vertical-align: middle;"> <div style="border: 1px solid black; padding: 2px;">01</div> : <div style="border: 1px solid black; padding: 2px;">00</div> <div style="border: 1px solid black; padding: 2px;">AM</div> </div> |
| Follow-up Tasks | <div style="border: 1px solid black; padding: 2px;">None ▼</div> |

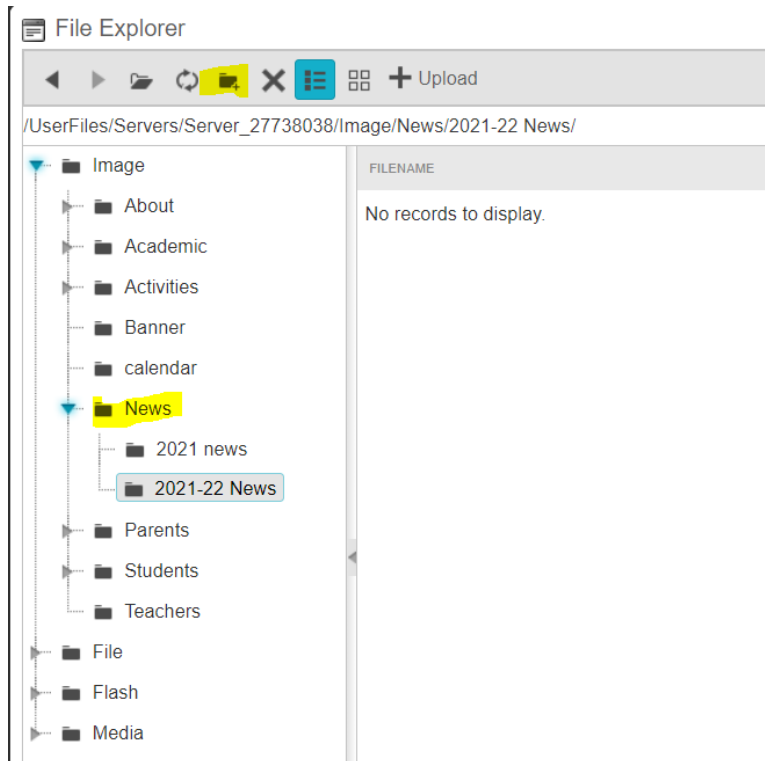
PAGE PROPERTIES	
Title	<input type="text" value="testNews"/>
Name	<input type="text" value="test_news"/>
Summary	<div style="border: 1px solid black; height: 40px;"></div>
Category	<div style="border: 1px solid black; padding: 2px;">▼</div>
Featured Image	<div style="border: 1px solid black; height: 20px;"></div>
PAGE CONTENT	
Title	<div style="background-color: yellow;"><input type="text" value="Add a Title"/></div>
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Image Title	<div style="background-color: yellow;"><input type="text" value="Add an image (optional but encouraged)"/></div>
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Body	<div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Add your information </div> <div style="margin-top: 5px;"> Design HTML </div> </div>
Link of Current Page	<input type="text" value="/cms/One.aspx?portalId=27738122&pageId=33372184"/>
Page Title	<input type="text" value="testNews"/>
Page Last Modified	<div style="border: 1px solid black; padding: 2px;">16 April, 2021</div>
PAGE ADMINISTRATION	
Page Owner	<div style="border-bottom: 1px solid black;">170940</div>
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Expiry Date	<input checked="" type="radio"/> Never <input type="radio"/> <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> <div style="display: inline-block; vertical-align: middle;"> <div style="border: 1px solid black; padding: 2px;">01</div> : <div style="border: 1px solid black; padding: 2px;">00</div> <div style="border: 1px solid black; padding: 2px;">AM</div> </div>
Follow-up Tasks	<div style="border: 1px solid black; padding: 2px;">None ▼</div>

- Once you have all of that you can click on Publish at the bottom. There will be another screen that comes up asking if you want to change from hidden to publish. The answer is usually Yes, as you want your News to be seen now or right away. If you don't want it to be seen yet for some reason, you can choose to hide it at this point and choose No.



Adding an image is optional, but looks better and draws attention to your news.

- If you want to add an image you want your photo 500x200 for the toffee swirl news template. For the Ace Rotating template you want it more about 400x350 for a good fit on the home page. It depends on your news template as to what size your image should be. If you choose an image that is very rectangular in shape it will probably work, but will crop some of your photo if it is not the correct dimensions.
- Here are some screenshots of how and where to make a folder to store your news images, and then also how you could add clip art to your news article. You could also add an image in the news by clicking on the image icon and browsing to the folder you set up for your images that will display in your News summary. Once this folder has been created you can put all of your news images there so they can be found later.
- If you plan to do a lot of news you may want to make a sub folder for each school year. First click on the image icon in your news article then you will see the File Explorer. If you do not already see a folder for holding news images then create one by clicking on the folder with a + icon at the top, as shown in the image below. It is a good idea to make a new folder for each year so you can more easily find the image later. Also give image a name that you can easily associate (ie. not image47.jpg, but ptsalogo.jpg for instance).



- Once you have a folder ready you can upload an image to use for your news. Click on the folder you want the image to go in, then choose + Upload and browse to your computer to find the image. Then you will see this screen. Click on Upload.

communication.jpg Remove

Select

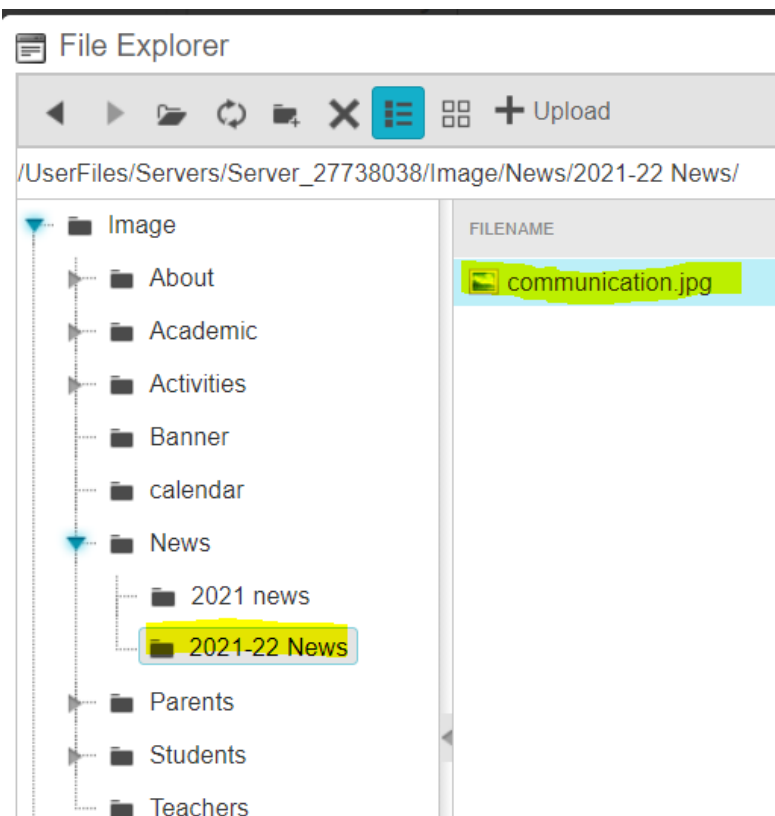
☐ Overwrite if file exists?

Max file size allowed:
100.00 MB

File extensions allowed:
*.txt, *.pdf, *.doc, *.docx, *.dotx, *.xls, *.xlsx, *.xlsm, *.ppt, *.html, *.css, *.js, *.zip, *.rar, *.vsd, *.mpp, *.one, *.rtf, *.gif, *.jpg, *.jpe, *.jpeg, *.tiff, *.tif, *.rgb, *.g3f, *.xwd, *.pict, *.pj, *.bmp, *.ras, *.pcd, *.cgm, *.mil, *.cal, *.fif, *.dsf, *.cmx, *.v, *.flv, *.asx, *.wm, *.wmx, *.wmp, *.wma, *.wax, *.wmv, *.wv, *.mpg, *.mpe, *.mov, *.m1v, *.mp2, *.mpv2, *.mp2v, *.mp, *.m4v, *.mpv, *.mpeg4, *.m3u, *.mid, *.midi, *.rm, *.rma, *.aiff, *.au, *.snd, *.sib, *.skp, *.notebook, *.wpd, *.nbk, *.x, *.gallerycollection, *.kes, *.swf, *.pub, *.gdoc, *.gslides, *.gform, *.pps, *.xltx, *.flipchart, *.epub, *.mobi, *.dwg, *.webm, *.ogg, *.psd, *.der, *.crt

Upload

Now you will see your image file in the folder you have chosen. Double click in the image file name and it will insert it into your news and take you back to your news page.



You will see your image file location in the Featured Image field now.

A screenshot of a "PAGE CONTENT" form. The fields are: "Title" with a text input containing "Add a Title"; "Featured Image" with a text input containing the file path "/UserFiles/Servers/Server_27738038/Image/News/2021-22" and a small image icon below it; "Image Title" with an empty text input; "Summary" with a text input containing "Add a Summary of your news (optional but encouraged)"; "Published Date" with a date input showing "16 April, 2021" and a calendar icon; and "Body" with a rich text editor toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, font size (set to "Normal"), and font weight (set to "16px"). Below the toolbar is a large text area for the body content.

After you click Publish at the bottom of the screen you will see your news article. It will be listed under What's New as you can see in the bread crumbs listed below.

TESTNEWS

[Alcott Elementary](#) / [News](#) / [What's New](#) / testNews

Add a Title



This is my test news

If you click on What's New in the breadcrumbs you will now be on the What's New page where all news is and you will see it listed as shown below, along with other previously posted news.

WHAT'S NEW

[Alcott Elementary](#) / [News](#) / [What's New](#)



[Add a Title](#)

04/16/2021

Add a Summary of your news (optional but encouraged)

[Read More](#)




[Reopening Monday: Welcome Back Alcott!](#)

04/07/2021

Important questions answered here, read more

[Read More](#)


If you return to the homepage of your school site and check at the bottom of the page in school news you will now see your news showing as the most recent news. Here is a sample homepage news below.



Add a Title
Posted on Apr 16, 2021

Add a Summary of your news (optional but encouraged)...


[Read More](#)



Reopening Monday: Welcome Back Alcott!
Posted on Apr 07, 2021

Important questions answered here, read more...

[Read More](#)



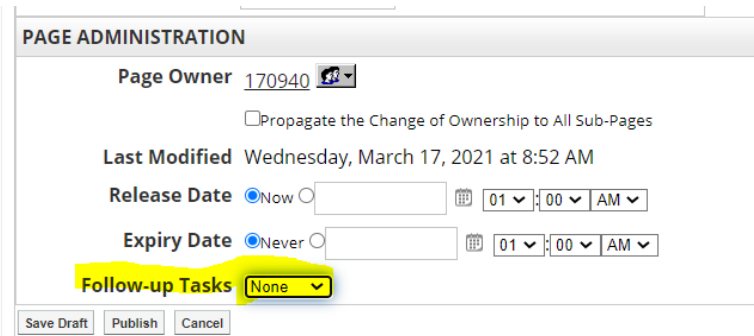
Important Forms to Complete before onsite learning Apr.12th
Posted on Apr 06, 2021

Please read and complete the attached forms before coming to school on Apr.12th...

[Read More](#)

There are also some more options you can do at the bottom before publishing that are optional.

- If you would like to set an expiry date you can do that here and the news will be removed on the date you set.
- You can also use the Follow Up Tasks dropdown to Move or Archive the news on a certain date. Using this feature is good if you have a lot of news and do not want them all showing all year long.

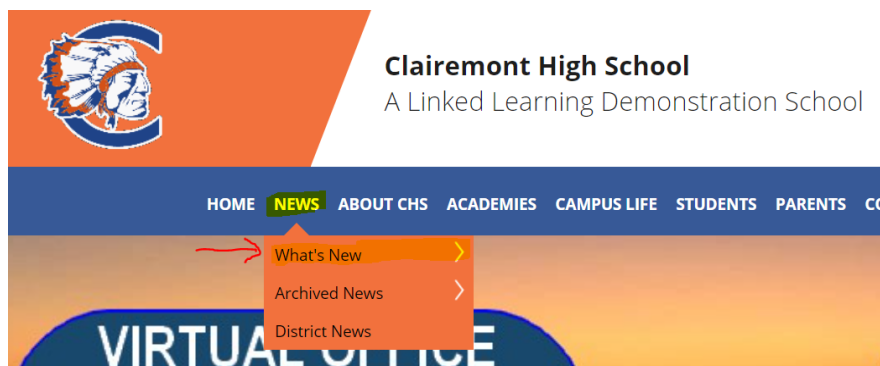


The screenshot shows a 'PAGE ADMINISTRATION' form. It includes fields for 'Page Owner' (170940), a checkbox for 'Propagate the Change of Ownership to All Sub-Pages', 'Last Modified' (Wednesday, March 17, 2021 at 8:52 AM), 'Release Date' (set to 'Now'), and 'Expiry Date' (set to 'Never'). The 'Follow-up Tasks' dropdown menu is highlighted in yellow and set to 'None'. At the bottom are 'Save Draft', 'Publish', and 'Cancel' buttons.

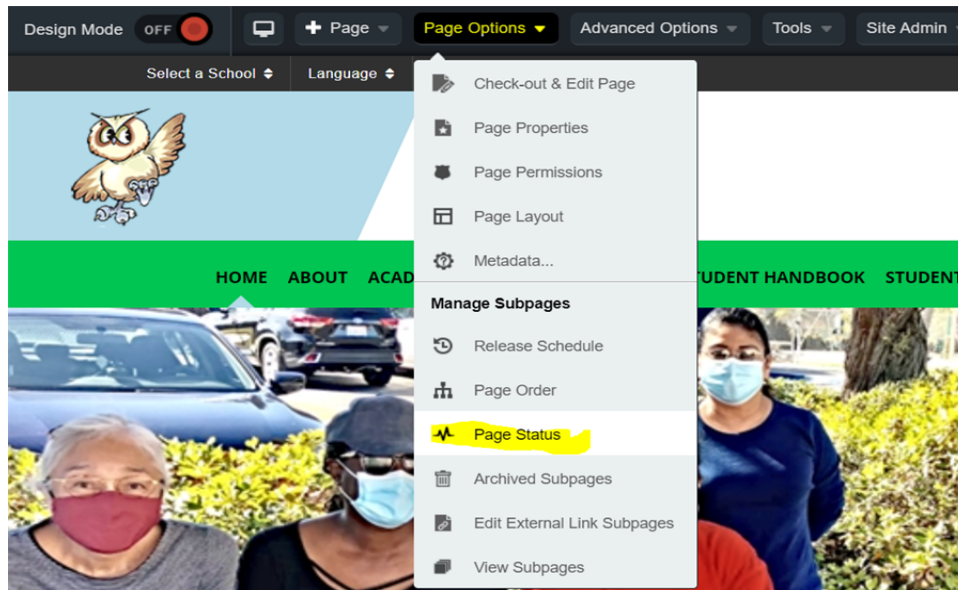
After you have published, see how things look.

If you want to make changes, go to your news article page by clicking on Read More on the homepage for that news article, go to the top of the page and choose Page Options, then Check Out & Edit page, then you can make your updates. You can also find your article on the What's New page.

There are different ways to add and update News, the above is just one example. Another way to get to What's New in News would be if you have your News showing in your main nav bar at the top of the screen as shown below.



If you do not have News showing in your main navigation bar, and you would like it there, you would start off by being on your home page, then go to the top and choose Page Options, then Page Status. From here you want to find News in the list and change it from Hide to Show as shown below, then close that screen and you will now see News listed in your main nav bar.



<input type="checkbox"/>	For Staff	<input type="radio"/> Show	<input checked="" type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	
<input type="checkbox"/>	For Students	<input type="radio"/> Show	<input checked="" type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	
<input type="checkbox"/>	Staff Directory	<input type="radio"/> Show	<input checked="" type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	
<input type="checkbox"/>	Contact School	<input type="radio"/> Show	<input checked="" type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	
<input type="checkbox"/>	About	<input checked="" type="radio"/> Show	<input type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	
<input type="checkbox"/>	Academics	<input checked="" type="radio"/> Show	<input type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	
<input type="checkbox"/>	Activities	<input checked="" type="radio"/> Show	<input type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	
<input type="checkbox"/>	Alcott's Student Handbook	<input checked="" type="radio"/> Show	<input type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	
<input type="checkbox"/>	Students	<input checked="" type="radio"/> Show	<input type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	
<input type="checkbox"/>	Parents	<input checked="" type="radio"/> Show	<input type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	
<input checked="" type="checkbox"/>	News	<input checked="" type="radio"/> Show	<input checked="" type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	
<input type="checkbox"/>	Contact Us	<input checked="" type="radio"/> Show	<input type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	
<input type="checkbox"/>	Phase One Checklist	<input checked="" type="radio"/> Show	<input type="radio"/> Hide from Menu	<input type="radio"/> Hide All Content	

Archive The selected page(s) and its(their) sub-pages will be archived.

Close

For any questions, help, or concerns please email webmaster@sandi.net