

The News Component

Through the various website trainings and speaking with teachers across the district, we have come to the conclusion, and highly recommend, that you use a **News Component** to post your assignments. The following directions will assist you in inserting a **News Component** then News Articles as your assignments.

- 1.) Select window 1 or window 2 and click +add page component.
- 2.) Select News as the type of component and set the internal name as (class name) assignments. (Ex. Math Assignments or World History Assignments)
- 3.) Click “Edit This Component” to begin creating your assignments.
- 4.) Click “Show Header Configs”. Check the box next to “Show Header/Footer?”. In the box labeled Styled Header Text, give your assignment list a name. Ex. Math Assignments or Reading Assignments or 1st Period World History Assignments, some type of name that distinguishes this assignment list from other assignment lists you may enter.
- 5.) Click save under where it says internal name, you will see **changes saved** appear.
- 6.) Now click “Hide Header Configs” so that the header component becomes hidden allowing you to click on “Add a New News Article”.
- 7.) Title the Article, the sub header is a brief description and the article is the main source of information. You can set a date visible/date expires if you wish, as well as select whether or not they can click to read more. You may also add links or downloads into the sub header or main article. Once you have clicked save, your article will appear on your page.
- 8.) You can use the Science and Math pages of the practice course as examples. They can be found on the Technology Integration page, under Teacher Website Help, then Teacher Website Example.

Adding Articles to your News Component

- 1.) Click on “Edit This Component” on the News component you would like to add an article to.
- 2.) Once you have clicked on “Edit This Component” you will see a list of the News Articles you have created. Click “Add A New News Article”.
- 3.) Title the Article, the sub header is a brief description and the article is the main source of information. You can set a date visible/date expires if you wish, as well as select whether or not they can click to read more. You may also add links or downloads into the sub header or main article. Once you have clicked save, your article will appear on your page.

What makes the News Component the right choice?

- 1.) RSS Feeds allow parents and students to keep track of assignments. They click on subscribe, then click on +subscribe to this feed and fill out the needed information.
- 2.) Archived News will keep track of all assignments inserted throughout the school year.