

SISK12: Bulletins

School Information Systems – a Division of Tyler Technologies, Inc.; Proprietary and Confidential

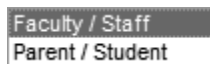
**Path: Management → District Level → Publish District Bulletins, or
Management → Site Level → Publish Site Bulletins**

Overview

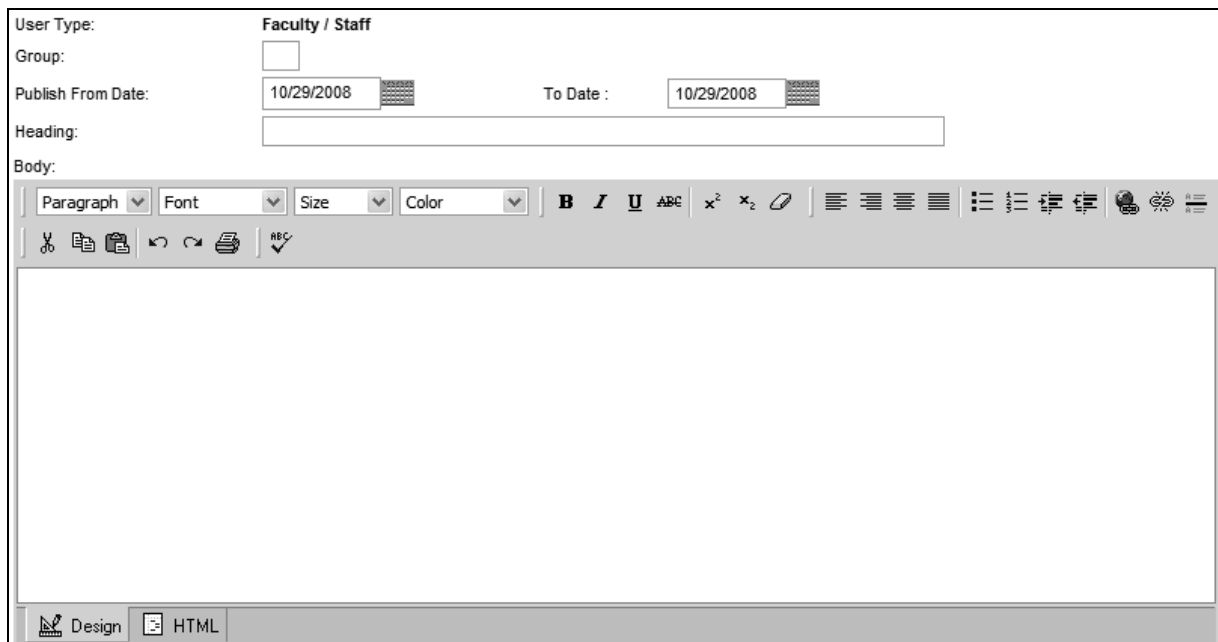
Bulletins may be published at the district or site level. There are two types of bulletins: Faculty/Staff and Parent/Student. Faculty/Staff bulletins will display on the **Staff Home** screen. Parent/Student bulletins will display on the **Portal Home** screen. Permissions allow a user to publish bulletins for either the Staff or Parents.

Create a Bulletin

1. Select the type of bulletin from the **User Type** drop-down list.





2. Click **Add**. The **Bulletins** screen displays.

A screenshot of the 'Create a Bulletin' form. The form includes the following fields and controls:

- User Type:** A dropdown menu set to 'Faculty / Staff'.
- Group:** An empty text input field.
- Publish From Date:** A date field set to '10/29/2008' with a calendar icon to its right.
- To Date:** A date field set to '10/29/2008' with a calendar icon to its right.
- Heading:** A large text input field.
- Body:** A rich text editor with a toolbar containing options for Paragraph, Font, Size, Color, Bold (B), Italic (I), Underline (U), ABC, x², x₂, and a pencil icon. Below the toolbar are icons for undo, redo, print, and a checkmark.
- At the bottom of the form, there are two tabs: 'Design' (selected) and 'HTML'.

3. In the **Group** text box, type the letter (A, B, C, etc.) representing the order in which you wish to display this bulletin, if you are posting more than one bulletin.

Note: This is a one-character alpha field. If you do not use a letter to designate order for posting, the bulletins will be posted in the order in which they are created.


4. In **Publish From Date**, type the date or use the calendar  icon to select the date for the bulletin to be published, or displayed.
5. In **Publish To Date**, type the date or use the calendar  icon to select the last date that the bulletin will be displayed.
6. Type the **Heading** in the text field. The heading displays on the **Staff Home** or **Portal Home** screen.






7. Type the full message of the bulletin in the large text box below the typing tool bar. Use the typing tool bar to change text as you would in Microsoft Word.
8. Click **Apply** to save and continue or **Done** to save and exit.

Home Page Display




The bulletin heading created for a specific calendar date displays on the **Staff Home** screen on that date. District-level bulletins display for all sites. Site-level bulletins display at the site for which they are created.

To view the entire text of the bulletin, click the view  icon. The **View Bulletin Detail** screen displays.




BULLETINS: Mon 5/15/2006 

-  **ZZHS Aug 2005 - May 2006**
 -  Bulletin created at site level for User Type: Faculty/Staff
 -  Welcome
-  **District**
 -  Bulletin created in CO site year for User Type: Faculty/Staff

View Prior Dates

1. Click the calendar  icon next to the **Bulletins: [date]** area of the **Staff Home** screen. The **View All Bulletins** screen displays.
2. View the list of bulletins on that date by clicking the expand  icon.
3. Click the view  icon next to the bulletin you wish to review.
4. Click **Done** to return to the **Staff Home** screen.

Edit a Bulletin

1. Click the calendar  icon next to the **Bulletins: [date]** area of the **Staff Home** screen. The **View All Bulletins** screen displays.
2. View the list of bulletins by clicking the expand  icon.
3. Click the edit  icon next to the bulletin you wish to edit.
4. If the bulletin has already been posted, SIS recommends making revisions in a different color. Readers of your bulletins will appreciate consistency.
5. Click **Done** to save and exit.