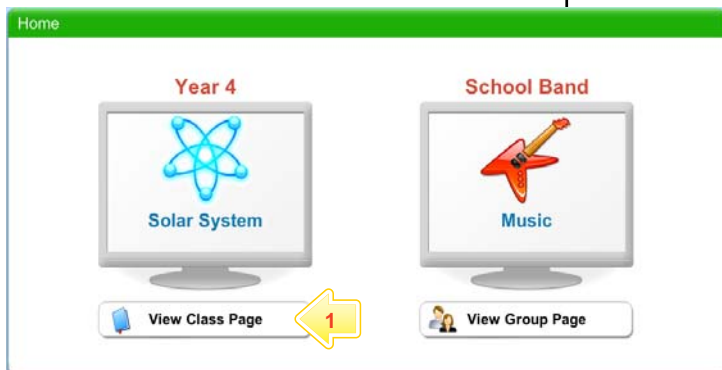
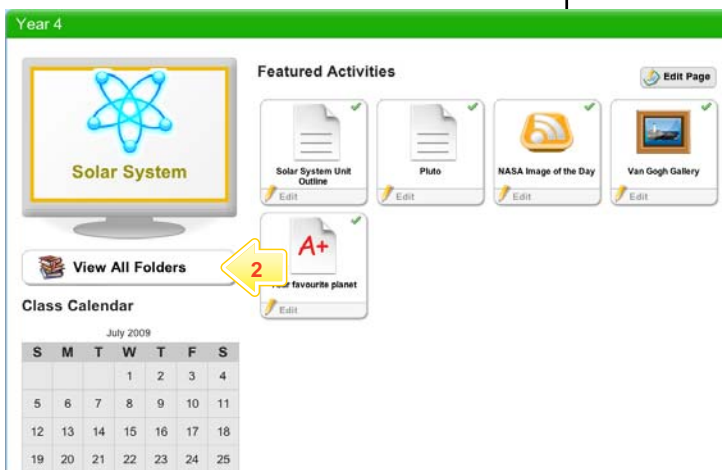


Create a new eBulletin

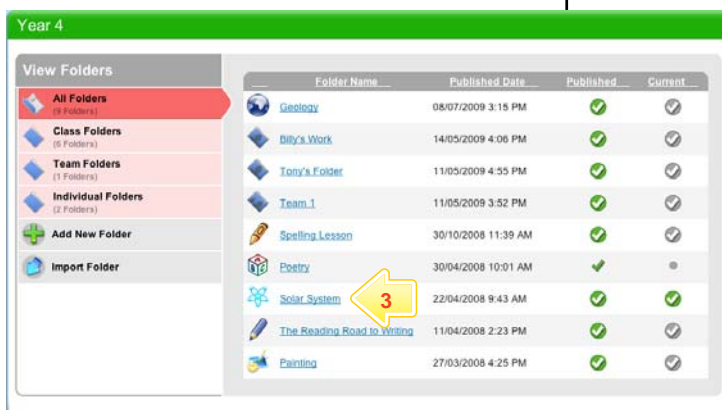
With Studywiz eBulletins you can post news, messages or announcements for your Studywiz Class or Group.



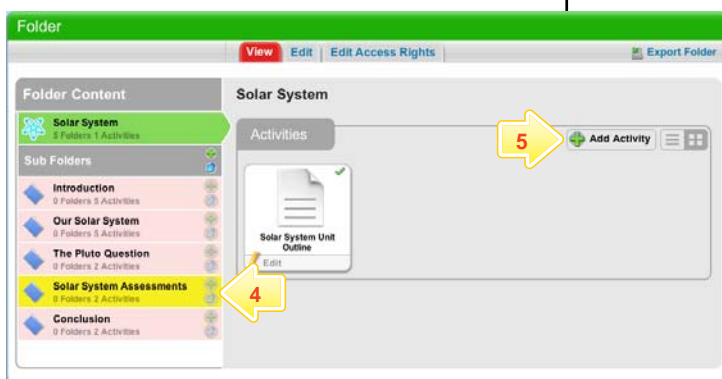
- 1 Below the Class or Group in which you want to create the activity, click the **View Class Page** button.



- 2 Click the **View All Folders** button.

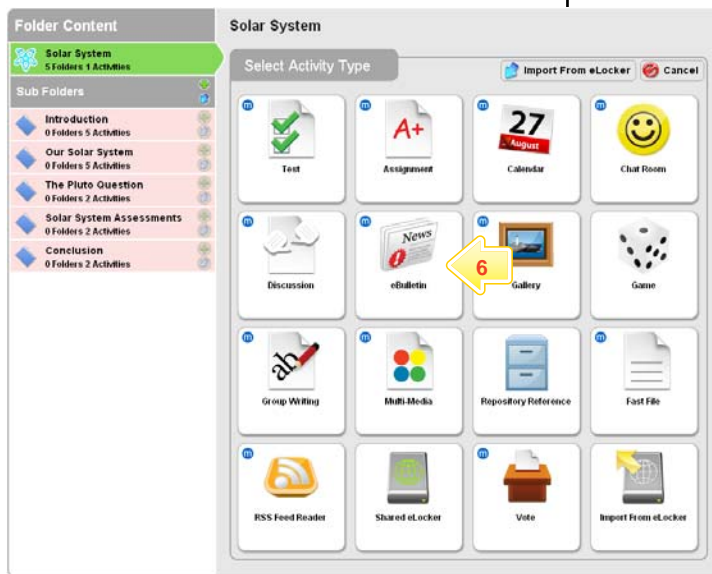


- 3 Click the Folder to which you want to add an activity.



- 4 If you want to save the activity in a sub folder, click the Sub Folder.

- 5 Click the **Add Activity** button.



6 Click **eBulletin**.

Hint If you want other teachers to be able to edit the eBulletin, select **Allow Collaborative Editing**.

7 In the **From** and **To** fields, set the times and dates between which the eBulletin will be available. Consider the period of relevance of the eBulletin when setting these dates.

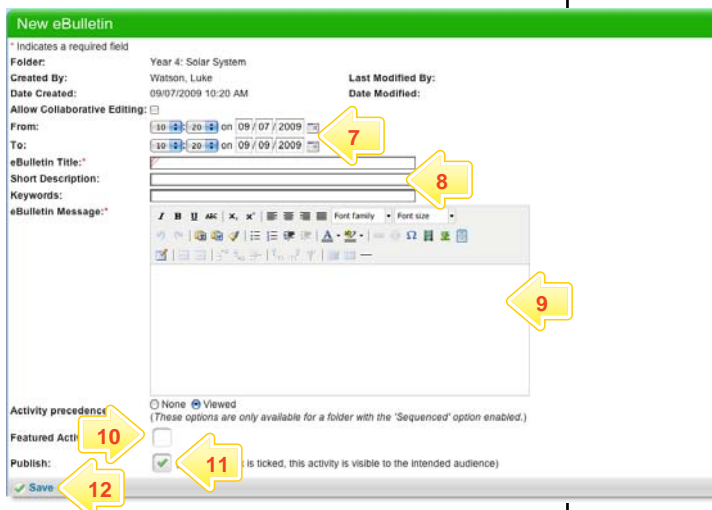
8 Complete the **eBulletin Title**, **Short Description** and **Keywords** fields. Separate keywords with spaces or commas.

9 In the **eBulletin Message** field type the eBulletin text.

10 To set the eBulletin as a featured activity, select the **Featured Activity** checkbox.

11 If the eBulletin is ready to publish, select the **Publish** checkbox.

12 Click **Save**.



Tips and Hints

- 1 Use an eBulletin to send a note to your class.
- 2 Set a prerequisite for an eBulletin by clicking the **Add Prerequisite** button. This allows you to specify a Test or QTAssessment that your students must complete before they can attempt the new activity.

If you have any ideas for eBulletins, you're invited to share them with other teachers at the Studywiz Global Community – <http://studywizgc.org/>. Log in using the button on your Studywiz deployment.