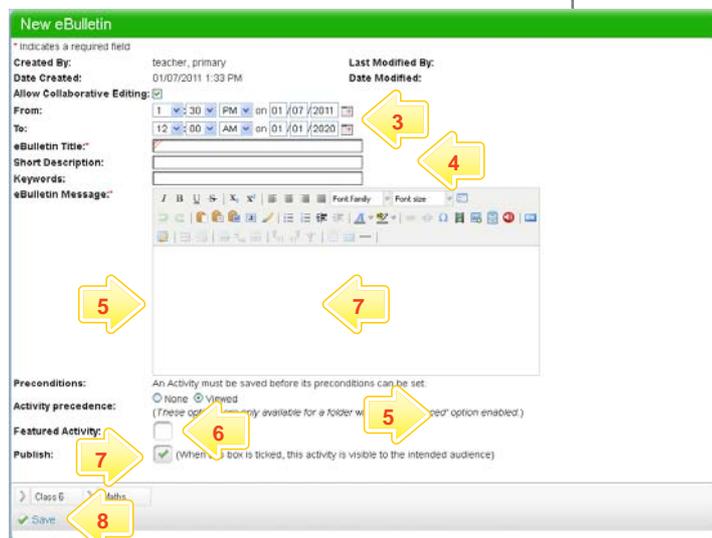# eBulletin

studywiz

Create a new eBulletin

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

1 Roll the pointer over the **Create** button.

2 Click **eBulletin**.

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

3 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.

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

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

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

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

Hint To change the location of the Activity, use the crumbtrail.

8 Click **Save**.

Tips and Hints

1 Use an eBulletin to send a note to your class.

2 Set a prerequisite for an eBulletin by selecting the **Activity Precedence** option. 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.