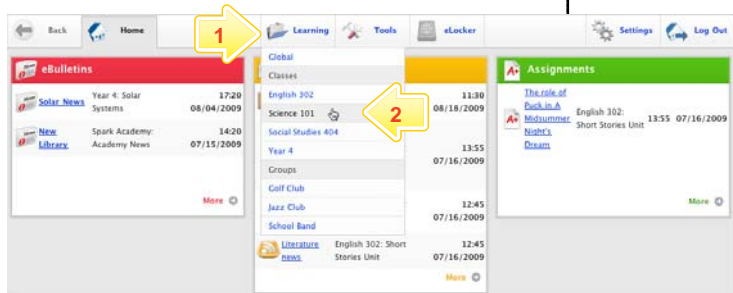
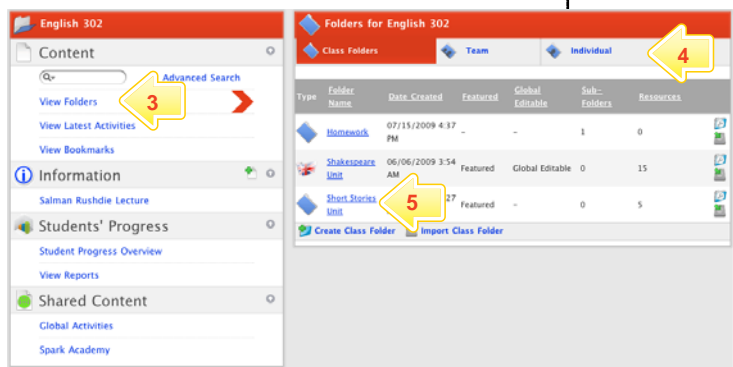


Create a new eBulletin

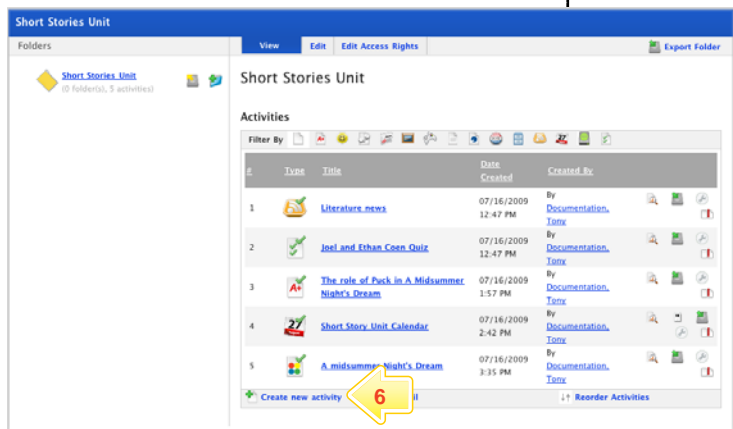
With Studywiz Spark eBulletins you can post news, messages or announcements for your Studywiz Spark community or for a Class, Group or individual.



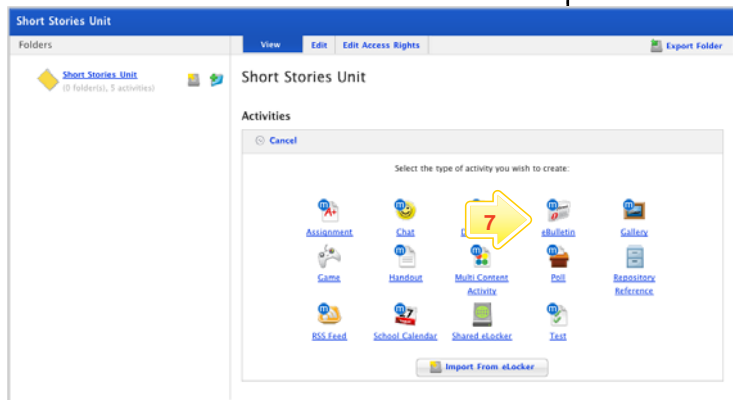
- 1 Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
- 2 From the **Learning** drop-down, select the Class or Group in which you want to save the activity. The Class or Group page appears.



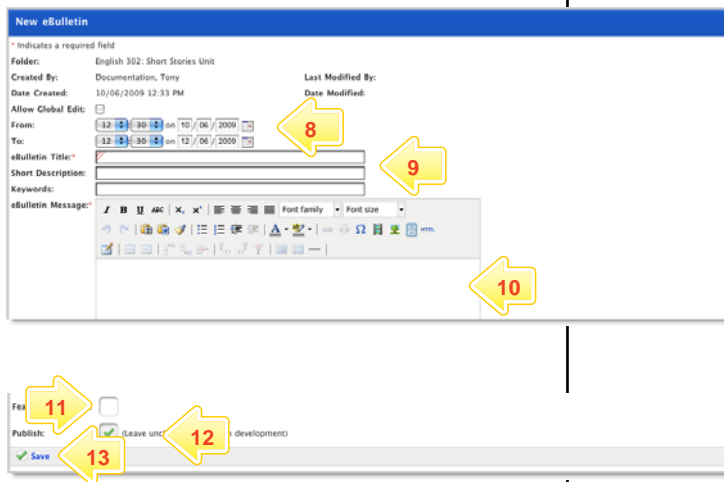
- 3 Click **View Folders**.
- 4 If you want to create the activity in a Team folder or an Individual folder, click the appropriate tab.
- 5 Click the folder in which you want to save the activity.



- 6 Click **Create new Activity**.



- 7 Click **eBulletin**.



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

- 8** 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 and the clutter that users will see.
- 9** Complete the **eBulletin Title**, **Short Description** and **Keywords** fields. Separate keywords with spaces or commas.
- 10** In the **eBulletin Message** field type the eBulletin text.
- 11** To set the eBulletin as a featured activity, select the **Featured Activities** checkbox.
- 12** If the eBulletin is ready to publish, select the **Publish** checkbox.
- 13** Click **Save**.

Tips and Hints

- 1** An eBulletin can be used like a note for a single recipient. Create an individual folder and place an eBulletin within it. Only the individual with access to the folder will be able to see the eBulletin.
- 2** To make an eBulletin available to a whole class or group, or to the whole school, create it in the class folder, group folder or Global Activities folder.

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 Spark deployment.