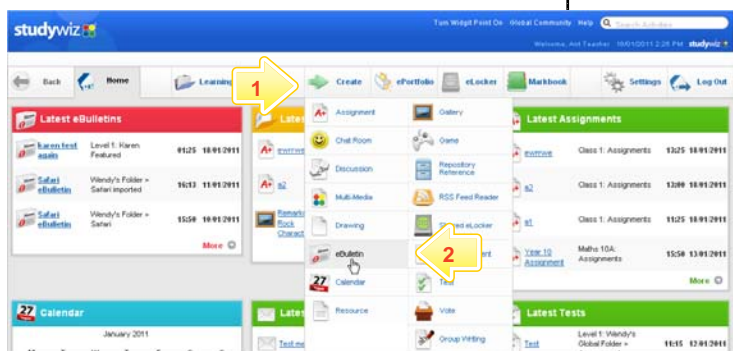


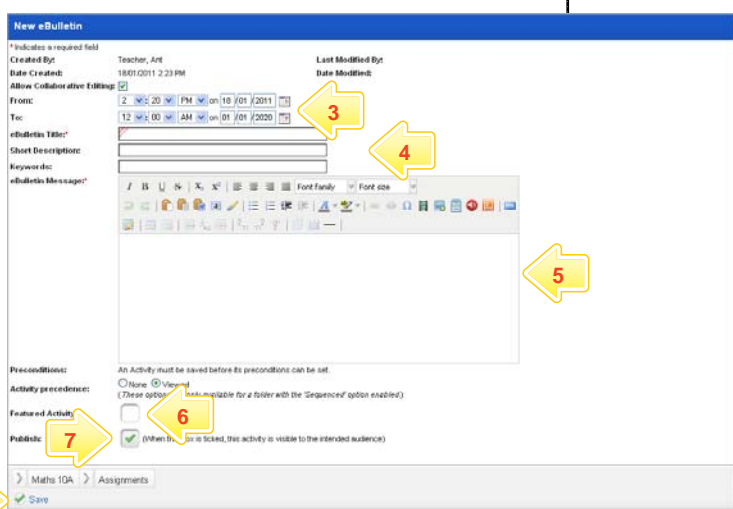
Create a new eBulletin

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



- 1 Roll the mouse pointer over the **Create** tab. The Activity list appears.
- 2 Click **eBulletin**. The New eBulletin panel appears.

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 and the clutter that users will see.

- 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 Use the Crumbtrails to change the Activity's location.

- 8 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.
- 3 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 – 0H <http://studywizqc.org/>. Log in using the button on your Studywiz deployment.