

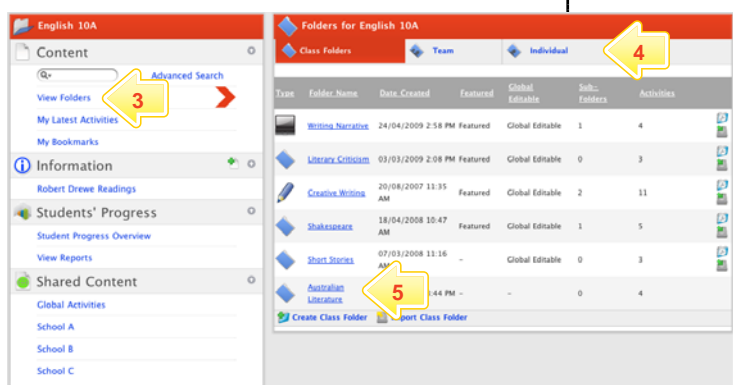
## Create a new eBulletin

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 **Learning** tab. The **Learning** drop-down list appears.

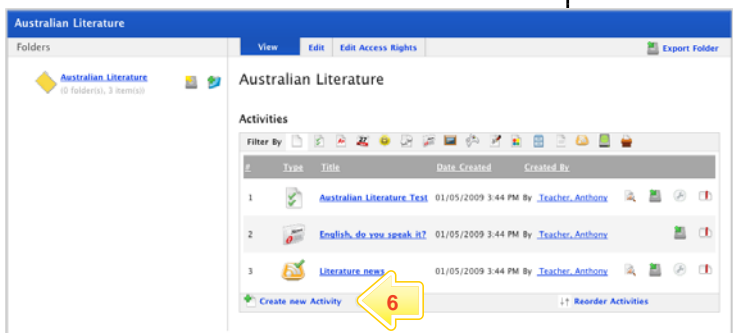
2 From the **Learning** drop-down, select the Class or Group in which you want to save the activity. The Class or Group page appears.



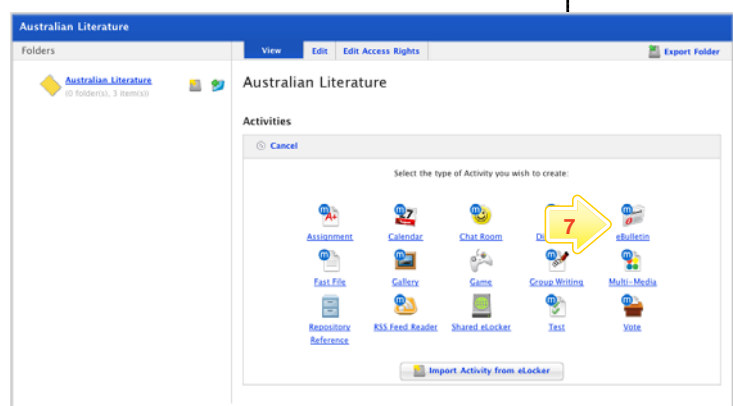
3 Click **View Folders**.

4 If you want to create the activity in a Team folder or an Individual folder, click the appropriate tab.

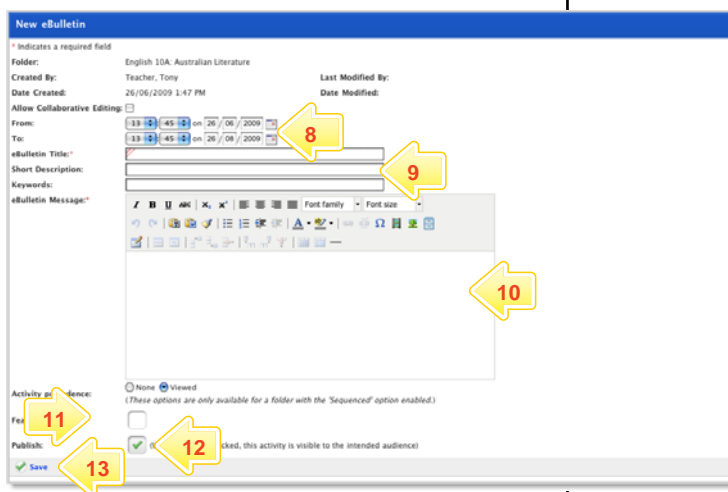
5 Click the folder in which you want to save the activity.



6 Click **Create new Activity**.



7 Click **eBulletin**.



The screenshot shows the 'New eBulletin' form with the following fields and callouts:

- 8**: Callout pointing to the 'From' and 'To' date and time pickers.
- 9**: Callout pointing to the 'eBulletin Title', 'Short Description', and 'Keywords' text input fields.
- 10**: Callout pointing to the 'eBulletin Message' rich text editor area.
- 11**: Callout pointing to the 'Featured Activity' checkbox.
- 12**: Callout pointing to the 'Publish' checkbox.
- 13**: Callout pointing to the 'Save' button.

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

- 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 Activity** 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.
- 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 – <http://studywizgc.org/>. Log in using the button on your Studywiz deployment.