

Announcement Setup

- Communication
- User Announcements
- Announcement Setup

Save
Delete
New

Announcements List	Campus	Sticky	Portal	Portal Login	Start Date	End Date
Community Registration click here	X				01/09/2026	01/30/2026
Community Documentation click here	X				01/09/2026	01/30/2026
MONTHLY MAILERS HAVE BEEN SENT - CHECK				X		01/07/2026
Plainview Public Schools Celebrate Stud	X		X			01/08/2024
Welcome back students and staff!	X		X	X		01/08/2024
School Closed Today Due to weather. Che		X	X	X	03/03/2020	04/03/2020
You are in the Campus Main DB. All data	X	X	X	X		
Welcome to the NewSchool Year **Click H				X		
Campus Main Data IssuesIf you encounter	X	X				

Announcement Detail

School

District Wide

Start Date

End Date

Publish to Campus

Sticky

Publish to Portal

Publish to Portal Login

01/07/2026

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Text

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MONTHLY MAILERS HAVE BEEN SENT - CHECK YOUR MAILBOX

Announcement Setup - District Wide, Publish to Portal Login

See the [Announcement Setup Tool Rights](#) article for information on available tool rights.

Announcement Setup - District Wide vs. School

A user with rights to publish announcements who can select **All Schools** in the Context Switcher will be able to view, add, and manage **District-Wide** announcements. Otherwise, the user will be limited to working with announcements for the school or schools they have permission to select from the Context Switcher.

The Announcement list displays messages created for the school that is selected in the Context Switcher, or District Wide messages (messages that display for all district schools) if All Schools is selected in the Context Switcher.

Create New Announcement

1. From the Context Switcher, verify that you have selected the school for which you'd like to create a message (or All Schools if creating a District Wide message).
2. Click the **New** icon. An **Announcement Detail** editor displays.
3. Enter the **Start Date** of the message. Leave blank if you wish the message to display immediately when it is saved.

4. Enter the **End Date** of the message. Leave blank if you wish the message to display until the message is manually deleted.
5. Mark the appropriate checkboxes for where the message should be viewable.
 - **Publish to Campus** - Campus application users
 - **Publish to Portal** - Student and Parent Portal users
 - **Publish to Portal Login (District Wide only)** - Student and Parent Portal login screen
 - **Sticky** - moves message to top of user's screen. At least one **Publish** option must also be selected.
6. Enter the text of the message. Use the options in the toolbar to format text or add tables, images, or URL links. Embedded images cannot exceed 1mb.
7. Click the **Save** icon when finished. The message will display in the selected locations beginning on the date entered in the Start Date field.

Manage Announcements

1. Select the message from the **Announcement List**.
 2. Edit the message and **Save** if making changes (text, dates, etc.)
 3. Select **Delete** if you wish to remove it from the Announcement List. If the message was still active, Delete removes it from the locations to which it was published.
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