## **News and Events: Creating and Posting**

Schools can create a newsletter or a list of events and post them to the portal. The document you want to post can be created in any format you choose (Word, Publisher, etc.) but it needs to be saved as a PDF.

- Step 1: Go to Admin > Website Management<sup>1)</sup> > Manage/Upload a School Newsletter
- Step 2: Click the icon.\
- Step 3: Click Choose File and find your document.
- Step 4: Click Upload Newsletter

This document should now be available in the Portal.

\Teachers can also upload documents from either their PLS roster (bottom of the page), or the CMS from any of their classes.

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soon to be changed to Portal Management

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