admin, portal

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 > Portal Management > 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.