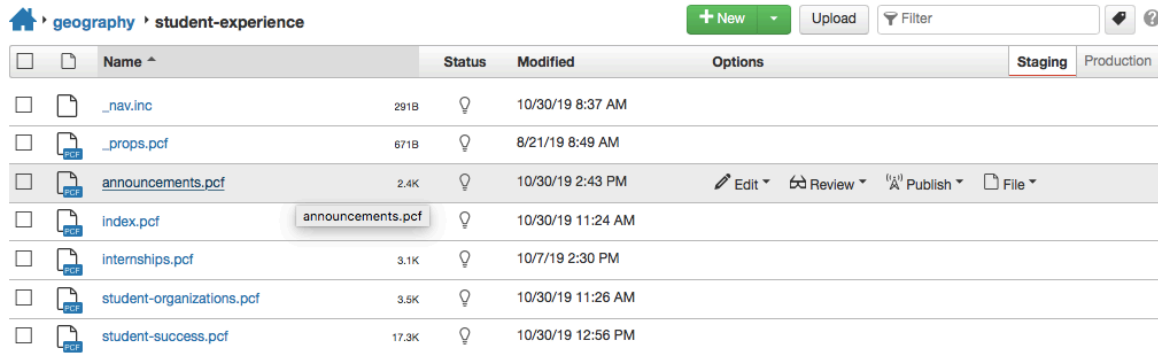


Creating an Announcement

STEP ONE

Navigate to the “Announcements” page on your department site. It will be located in the folder called, “Student Experience” or “Community”.



Name	Status	Modified	Options	Staging	Production
._nav.inc	291B	10/30/19 8:37 AM			
._props.pcf	671B	8/21/19 8:49 AM			
announcements.pcf	2.4K	10/30/19 2:43 PM	Edit Review Publish File		
index.pcf	announcements.pcf	10/30/19 11:24 AM			
internships.pcf	3.1K	10/7/19 2:30 PM			
student-organizations.pcf	3.5K	10/30/19 11:26 AM			
student-success.pcf	17.3K	10/30/19 12:56 PM			

STEP TWO

Click on the “Announcements” page. Once you’re on the page, click the green button that says “Main Content”.



Preview Edit Source Properties Publish

AddRan College of Liberal Arts

Department of Geography

Academics Student Experience Faculty & Staff Center for Urban Studies Calendar

Announcements

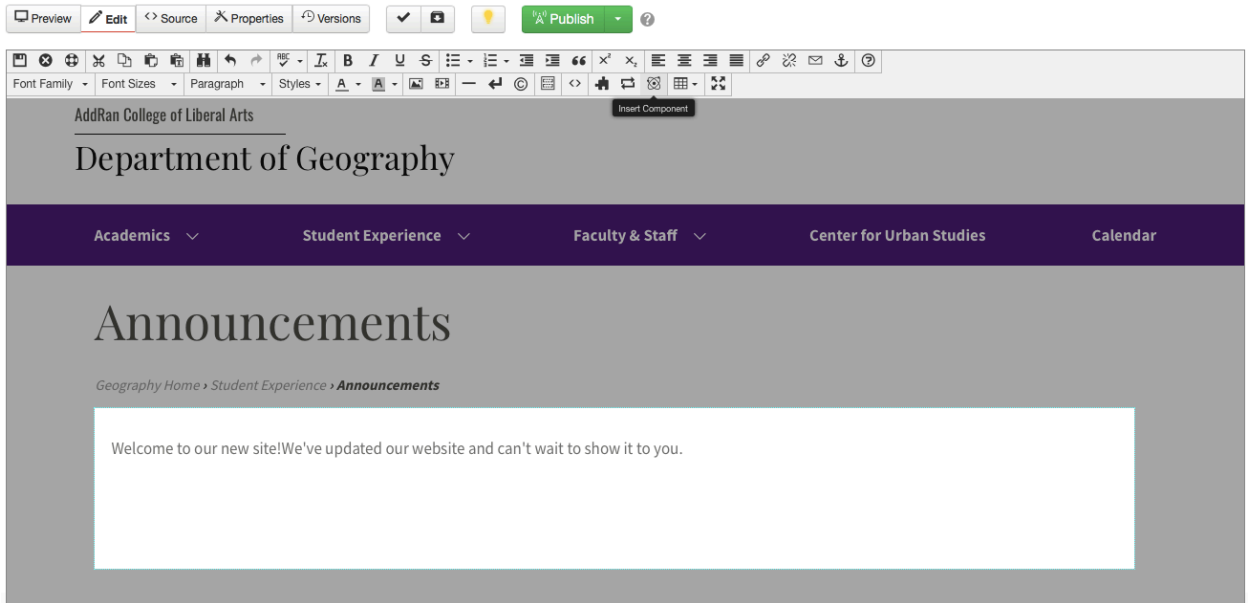
Geography Home > Student Experience > **Announcements**

Main Content

(10/25/2019) Welcome to our new site!

STEP THREE

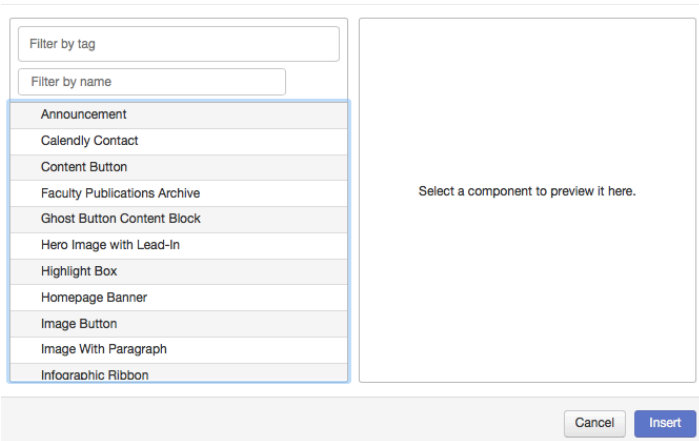
Move your cursor to the bottom of the existing text using the shift or return key. Then, click on the COMPONENTS button.



STEP FOUR

Select the “Announcement” component from the link and click “Insert”

Choose Component



STEP FIVE

Fill out the form with information about your announcement. Then, click “Save”

Edit Component Announcement

Title


Headline for the announcement

Date



Determines the sort order

Announcement Text



This is where you can explain more about your announcement!

Path:

Learn More Link (optional)



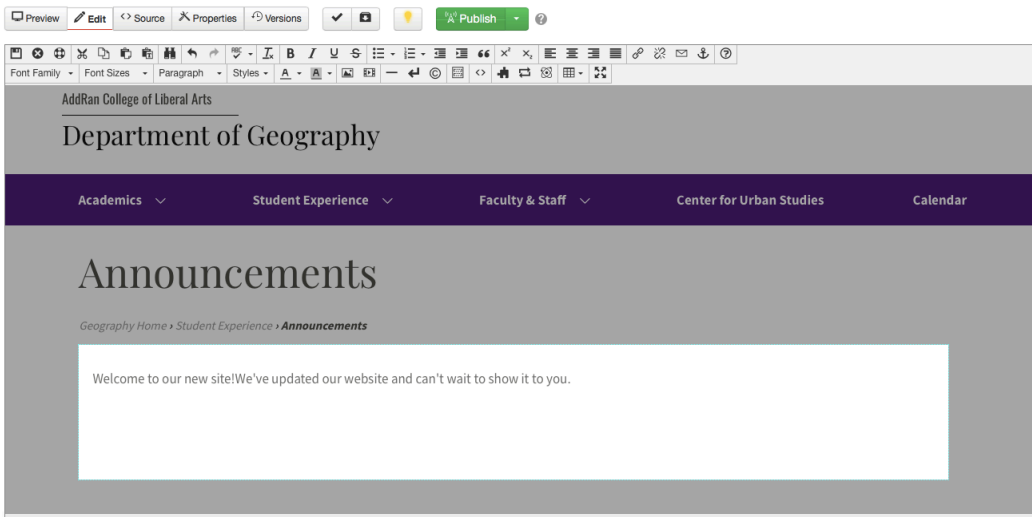
Optional link to learn more/view details.



Cancel

Save

STEP SIX

Finally, click the green button that says “Publish” to complete your announcement. The announcement with the most recent date will show up on your homepage.



Preview Edit Source Properties Versions   Publish

AddRan College of Liberal Arts
Department of Geography

Academics Student Experience Faculty & Staff Center for Urban Studies Calendar

Announcements

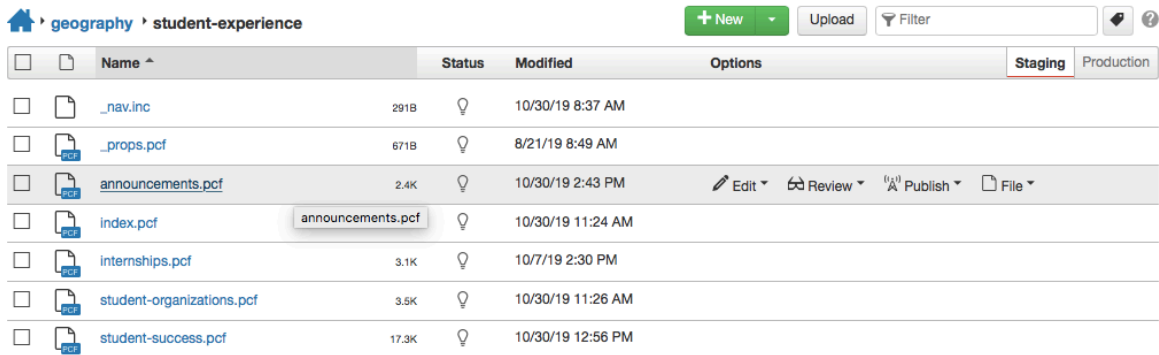
Geography Home > Student Experience > Announcements

Welcome to our new site! We've updated our website and can't wait to show it to you.

Deleting an Announcement

STEP ONE

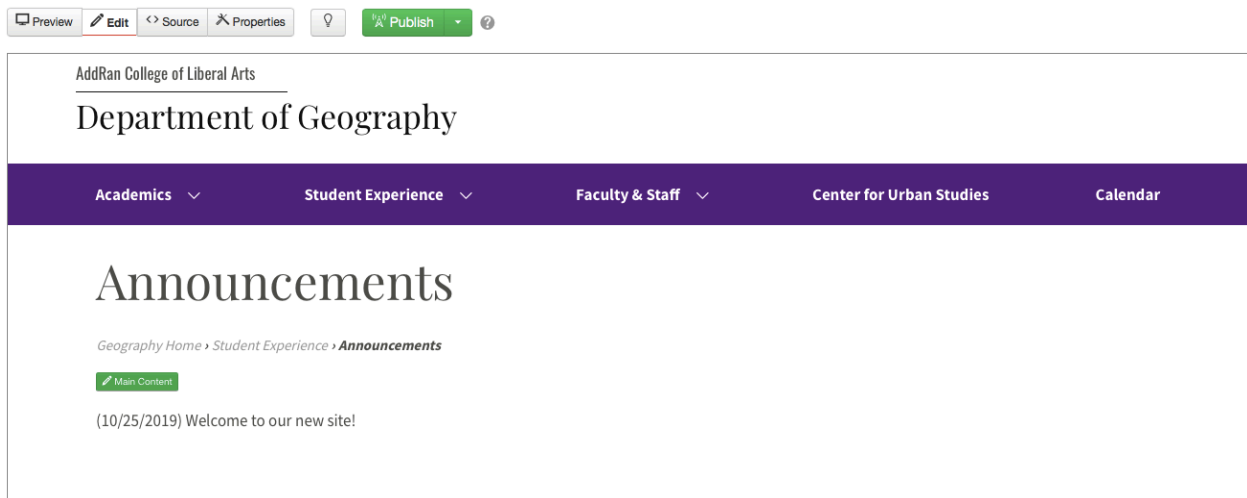
Navigate to the “Announcements” page on your department site. It will be located in the folder called, “Student Experience” or “Community”.



Name ^	Status	Modified	Options	Staging	Production
_nav.inc	291B	10/30/19 8:37 AM			
_props.pcf	671B	8/21/19 8:49 AM			
announcements.pcf	2.4K	10/30/19 2:43 PM	Edit ▾ Review ▾ Publish ▾ File ▾		
index.pcf	announcements.pcf	10/30/19 11:24 AM			
internships.pcf	3.1K	10/7/19 2:30 PM			
student-organizations.pcf	3.5K	10/30/19 11:26 AM			
student-success.pcf	17.3K	10/30/19 12:56 PM			

STEP TWO

Click on the “Announcements” page. Once you’re on the page, click the green button that says “Main Content”.



Preview Edit <> Source Properties ? Publish

AddRan College of Liberal Arts
Department of Geography

Academics ▾ Student Experience ▾ Faculty & Staff ▾ Center for Urban Studies Calendar

Announcements

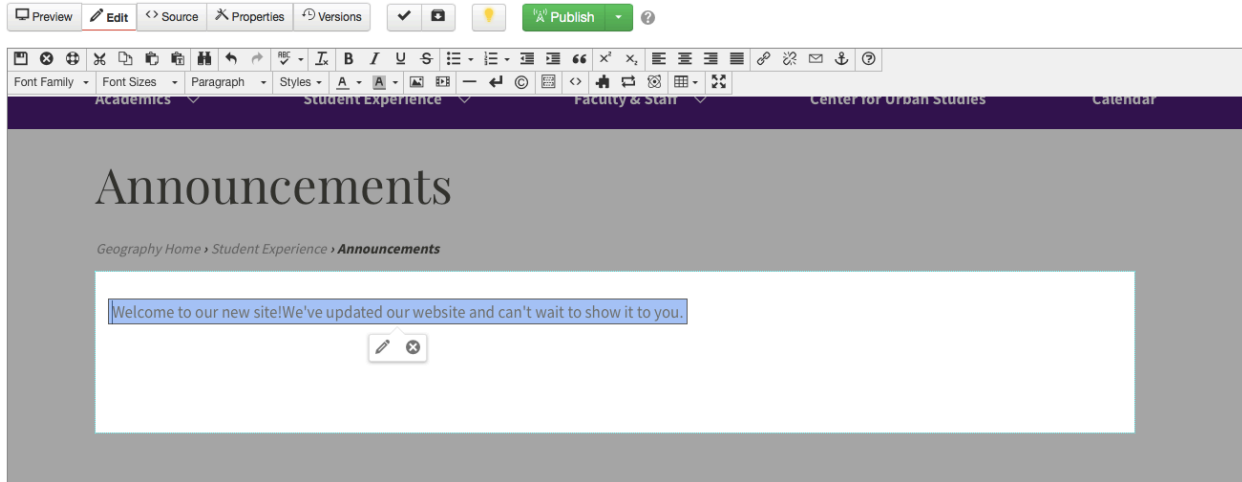
Geography Home > Student Experience > **Announcements**

Main Content

(10/25/2019) Welcome to our new site!

STEP THREE

Click on the line of text for the announcement you want to delete.



STEP FOUR

Select the “X” button.

STEP FIVE

Click the green publish button. Your announcement has been deleted.

Editing an Announcement

STEP ONE

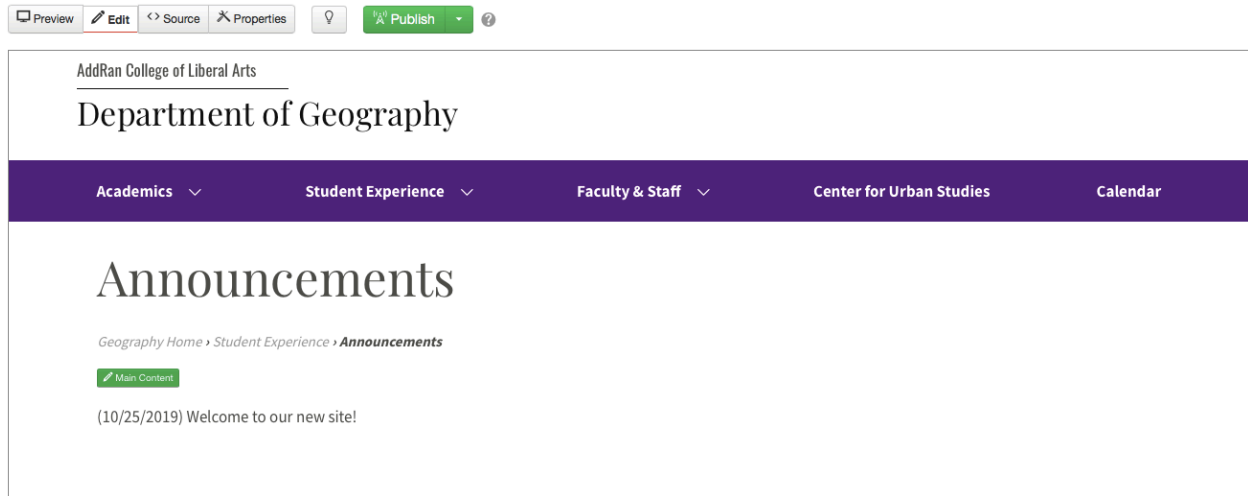
Navigate to the “Announcements” page on your department site. It will be located in the folder called, “Student Experience” or “Community”.

A screenshot of a file manager interface. The breadcrumb trail shows 'geography > student-experience'. At the top right, there are buttons for '+ New', 'Upload', and a 'Filter' search box. Below is a table listing files with columns for Name, Status, Modified, and Options. The 'announcements.pcf' file is selected, and its options menu is open, showing 'Edit', 'Review', 'Publish', and 'File' options.

Name	Status	Modified	Options
._nav.inc	291B	10/30/19 8:37 AM	
._props.pcf	671B	8/21/19 8:49 AM	
announcements.pcf	2.4K	10/30/19 2:43 PM	Edit Review Publish File
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student-organizations.pcf	3.5K	10/30/19 11:26 AM	
student-success.pcf	17.3K	10/30/19 12:56 PM	

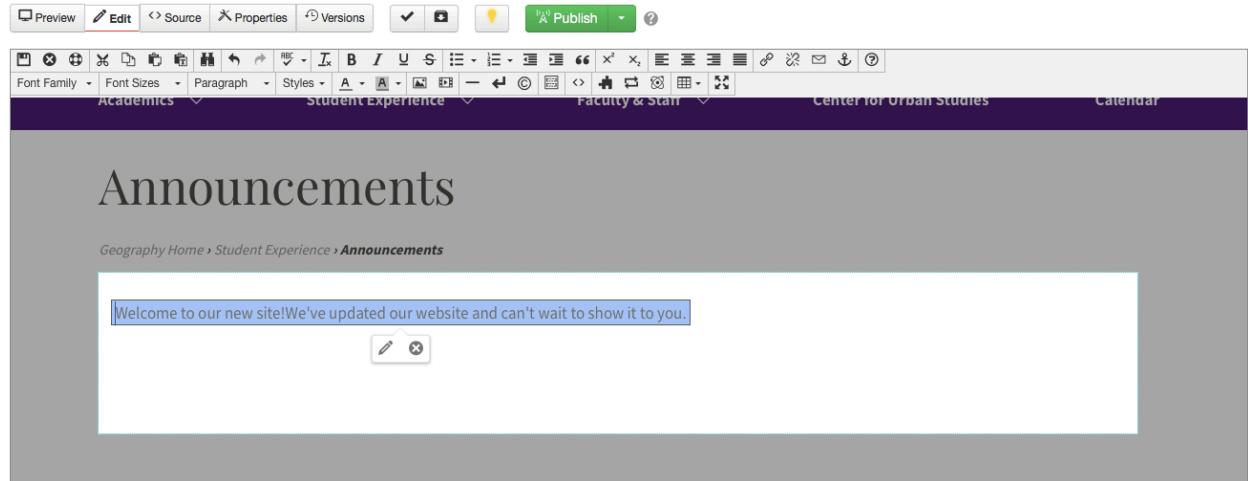
STEP TWO

Click on the “Announcements” page. Once you’re on the page, click the green button that says “Main Content”.



STEP THREE

Click on the line of text for the announcement you want to edit.



STEP FOUR

Click on the button that looks like a pencil.

STEP FIVE

Make the changes to the announcement using the pop-up form. Click “Save” when you’re done.

STEP SIX

Click on the green publish button. Your announcement is now edited.

