

Using the Daily Bulletin

You can use the daily bulletin to communicate information to parents, students, teachers, and administrators about sporting events, fundraising activities, parent nights, and grading terms.

In addition, you can communicate different messages to different audiences. For example, you can post an announcement that teachers and school administrators can view but parents and students cannot.

One or two administrative staff members should set up and maintain the daily bulletin for your school.

Creating a New Bulletin Item

1. On the start page, click Special Functions on the main menu.
2. Click Daily Bulletin Setup on the Special Functions page.
3. Click New.
4. Use the following diagram to enter information in the fields:

Enter the title of the item.

Enter the date range during which you want this item to appear on the bulletin.

Choose the audience from the pop-up menu.

Enter the number that you want the item to appear on the bulletin in relation to the other items during the date range you specify. For example, enter 1 if you want the item to be at the top of the bulletin.

Enter the text of the bulletin item.

5. Click Submit.

The target audience you select determines which types of users can view that bulletin item, whether administrators, teachers, substitutes, or parents and students. Complete the following table:

Target Audience	Can Be Viewed By
Public	
Teacher Users	
Admin Users	

Editing or Deleting an Existing Bulletin Item

1. On the Daily Bulletin Setup page, click the date in the Date Range column on which the original item begins.
2. Edit information in any field.
3. Click Submit to save your edits. Click Delete to delete the item from the bulletin.

Viewing the Daily Bulletin

Teachers view the daily bulletin in PowerSchool Teacher, substitutes view it in PowerSchool Substitute, and parents and students use Parent Access pages to view the bulletin. To view the daily bulletin, choose Daily Bulletin from the main menu. You can view yesterday's or tomorrow's bulletin by clicking the appropriate date at the bottom of the page.