

Original Eugeek post: [SharePoint - Can I use it as a noticeboard? \(edugeek.net\)](http://edugeek.net/SharePoint-Can-I-use-it-as-a-noticeboard/)

info from Steve21 posts

MS Documents used:

[View, edit, and add page details - Microsoft Support](#)

[Target navigation, news, files, links, and web parts to specific audiences - Microsoft Support](#)

Created SharePoint Site and created a basic look – did not add any users at this point.

Used - [View, edit, and add page details - Microsoft Support](#) - To add page properties for news posts.

These are needed to filter when pages are shown and removed from news feeds, I also have separate pages for each year group, which is filtered by the UserGroup property.

StartDate (used for when page will be displayed from)

Edit column

×

[Learn more about column types and options.](#)

Name *

StartDate

Description

Date you wish your notice to be displayed form.

Type

Date and time

Include Time

No

Friendly format

Yes

Default value

None

☐ Use calculated value

[i](#)

More options

▼

Require that this column contains information

Yes

Enforce unique values

No

Column validation

✓

Specify the formula that you want to use to validate the data in this column when new items are saved to this list. The formula must evaluate to TRUE for validation to pass. Example: If your column is called "Company Name" a valid formula would be [Company Name]="My Company".

[Learn more about the proper syntax for formulas.](#)

Formula

User message [i](#)

Please enter a valid date

Save

Cancel

Delete

ExpiryDate (used for when page will be removed from news feeds)

Edit column

[Learn more about column types and options.](#)

Name *

ExpiryDate

Description

Date which you notice will no longer be displayed.

Type

Date and time

Include Time

No

Friendly format

Yes

Default value

None

Use calculated value

More options

Require that this column contains information

Yes

Enforce unique values

No

Column validation

Specify the formula that you want to use to validate the data in this column when new items are saved to this list. The formula must evaluate to TRUE for validation to pass. Example: If your column is called "Company Name" a valid formula would be [Company Name]="My Company".

[Learn more about the proper syntax for formulas.](#)

Formula

User message

Please enter a valid date

Save

Cancel

Delete

UserGroup (used to filter messages on pages)

Edit column✕

[Learn more about column types and options.](#)

Name *

UserGroup

Description

Who would you like your notice displayed to?

Type

Choice▼

Choices *

Staff Only





All Users





Year 7





Year 8





Year 9





Year 10





Year 11





Year 12





Year 13





[+ Add Choice](#)

☐ Can add values manually 

Default value

None▼

☐ Use calculated value 

More options 

Display choices using:

☒ Drop-Down Menu

☐ Radio Buttons

Allow multiple selections

☒ Yes

Require that this column contains information

☒ Yes

Save

Cancel

Delete

The UserGroup filter is used to filter news posts on individual pages – it does not hide or stop people from viewing them.

Once the filter settings were done, I then set audience targeting on the site – this is so that messages aimed at staff only can be hidden from students.

Used this doc - [Target navigation, news, files, links, and web parts to specific audiences - Microsoft Support](#)

Looking at - **Enable audience targeting for a library, page, or folder**

Once those bits were done, I could then look at the page setup.

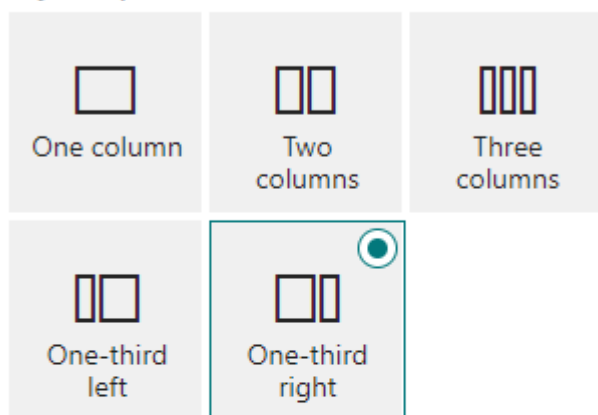
I created all user page with the following layout.

Added a section with the following settings:

Section



Layout options



Section background shading



Make this section collapsible



Off

In the Large section on the left, I added a web part for **News**

With the following settings

News

Show news on your page by choosing a news source, layout, and content options.

[Learn more](#)

News Source

Select a news source

☒ This site

☐ Select sites

☐ Recommended for current user

Layout

Show title and commands

Top story

List

Side-by-side

Hub News

Carousel

Tiles

Number of news posts to show

8

Show compact view

Off

Show number of views

On

Show author

On

Show first published date

On

☐ Hide this web part if there's nothing to show

Filter

News, people and events

Countdown
Timer

Events

Group
calendar

News

Organization
chart

People

Here are the filtering rules for the all users page.

Filter ^

Filter

Page properties ▾

Property name

UserGroup ▾

Equals ▾

All Users ▾

 Remove

Filter

Page properties ▾

Property name

ExpiryDate ▾

After ▾

[Today]

 Remove

Filter

Page properties ▾

Property name

ExpiryDate ▾

Equals ▾

[Today]

 Remove

Filter

Page properties ▾

Property name

StartDate ▾

Equals ▾

[Today]

 Remove

Filter

Page properties ▾

Property name

StartDate ▾

Before ▾

[Today]

 Remove

On the right side, I added a some quick link areas (used for commonly used links) – I used Audience Targetting on the Staff Quick links, so they only appear for staff users.

Staff Links

+ Add links

	CPOMS	
	CPD Feedback Form	
	EduKey	
	Evolve Visits	
	Room Booking System	
	SAMpeople Login	
	SEND Referrals	
	Staff SharePoint	
	Website Unblock Request	

All User - External Links

+ Add links

	DrFrostMaths
	IT Support HelpGuides
	Kerboodle
	Show My Homework
	Student SharePoint

Staff Quick Link Settings

Quick links

Layout options

 Compact

 Filmstrip

 Grid

 Button

 List

 Tiles

Show image in layout

Yes

Filter

Enable audience targeting

On

Individual Staff Quick Link setting

Quick links

Link

/sites/StaffSharePoint

Change

Open link in a new tab

Title

Staff SharePoint

110 character limit - 94 characters left

Thumbnail

Auto-selected

Custom image

Icon



Change

Delete

Filter

Audiences to target

A AllStaff

Start typing to select groups

50 audience limit - 49 audiences left

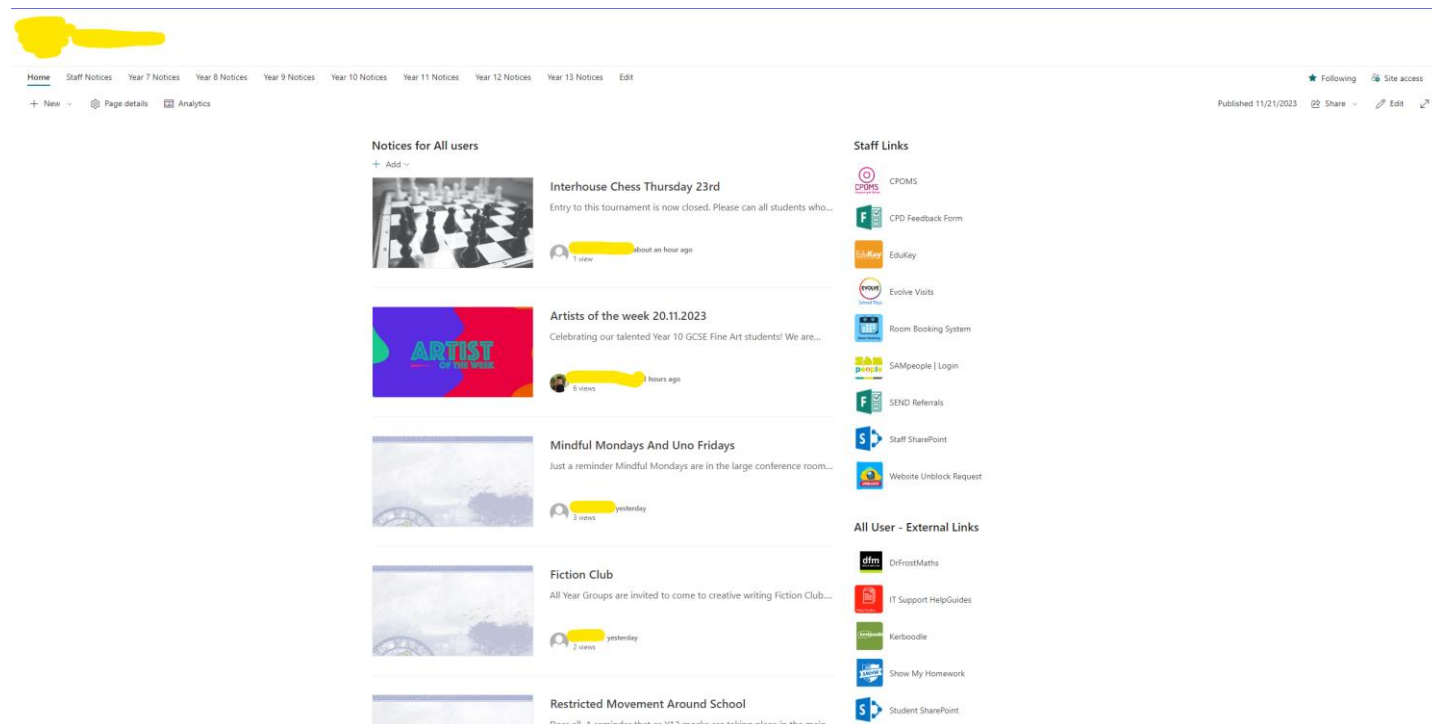
Accessibility

Alternative text is for people who are blind or have low vision. Briefly describe how this image is relevant to the page.

[Learn more about alternative text](#)

Mark as decorative

All User Page – Completed.



The screenshot displays a SharePoint 'All User' page. At the top, there is a navigation bar with links for Home, Staff Notices, and various Year Notices (Year 7 to Year 13), along with an Edit link. On the right side of the navigation bar, there are links for Following, Site access, and a Published date of 11/21/2023. Below the navigation bar, the page is divided into three main sections. The left section, titled 'Notices for All users', contains a list of five notices, each with a thumbnail image, a title, a brief description, and a view count. The middle section, titled 'Staff Links', lists various links for staff members, including CPOMS, CPD Feedback Form, EduKey, Evolve Visits, Room Booking System, SAMpeople | Login, SEND Referrals, Staff SharePoint, and Website Unblock Request. The right section, titled 'All User - External Links', lists links for DrFrostMaths, IT Support HelpGuides, Karboodle, Show My Homework, and Student SharePoint.

Notices for All users

- Interhouse Chess Thursday 23rd**
Entry to this tournament is now closed. Please can all students who...
1 view about an hour ago
- Artists of the week 20.11.2023**
Celebrating our talented Year 10 GCSE Fine Art students! We are...
6 views 1 hour ago
- Mindful Mondays And Uno Fridays**
Just a reminder Mindful Mondays are in the large conference room...
3 views yesterday
- Fiction Club**
All Year Groups are invited to come to creative writing Fiction Club...
2 views yesterday
- Restricted Movement Around School**
Dear all, A reminder that as Y13 mocks are taking place in the main...

Staff Links

- CPOMS
- CPD Feedback Form
- EduKey
- Evolve Visits
- Room Booking System
- SAMpeople | Login
- SEND Referrals
- Staff SharePoint
- Website Unblock Request

All User - External Links

- DrFrostMaths
- IT Support HelpGuides
- Karboodle
- Show My Homework
- Student SharePoint

I then created Pages for each group using the same process but on the new filter, I selected the relevant user group.