

Staff Guide to New Intranet/ Message Board System

New Intranet Page

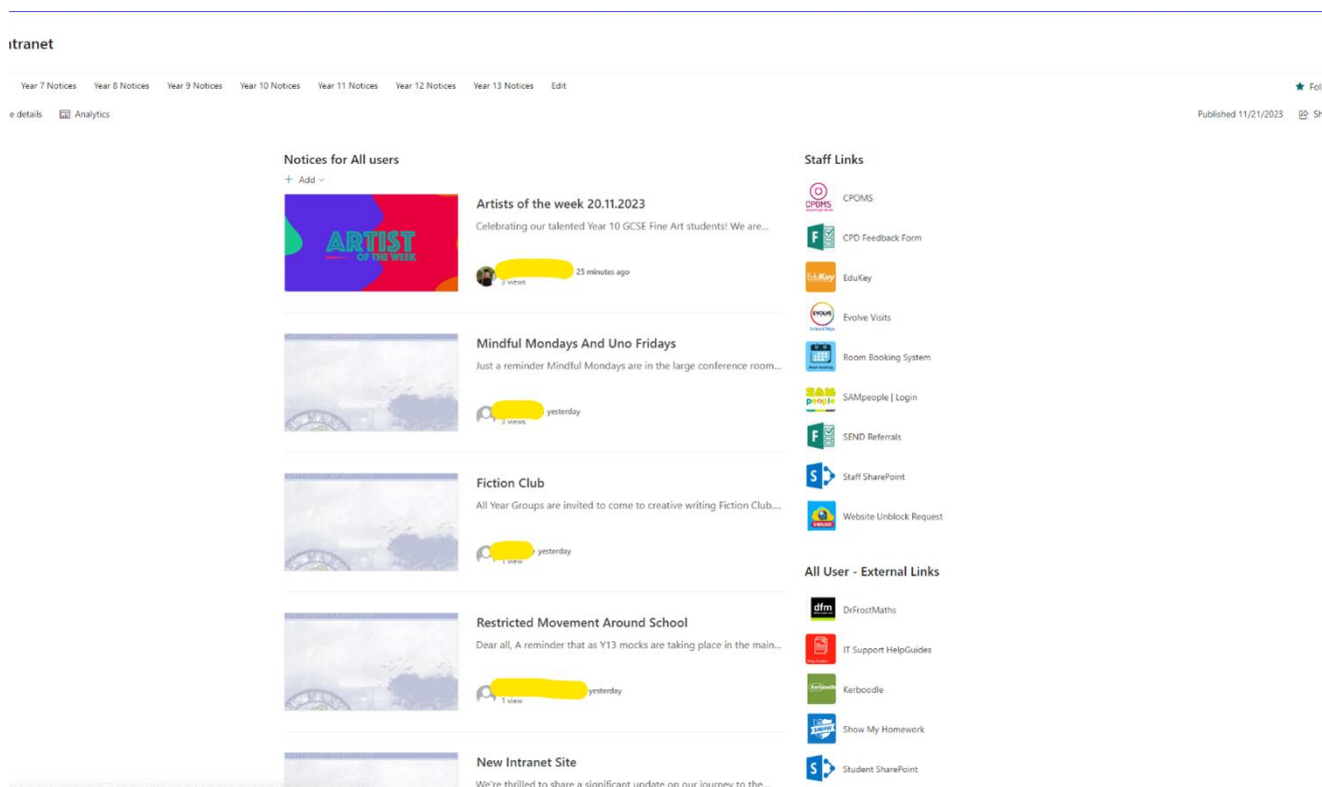
We have launched a new updated Intranet page which is now hosted on SharePoint so all notices accessible from any internet enabled device.

The idea behind this new feature is because of no PM registration, some messages are being missed and not being given to students.

To save staff having to look through emails, staff can open the Intranet Page and click on the Year Group Link for the group to display messages to the class via the TV/Projector for students to read or staff can read out to students.

The system is hopefully very straightforward and easy to use!

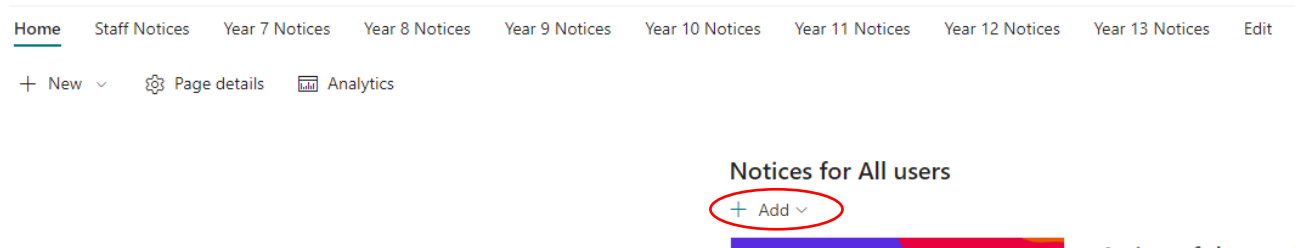
When you open the Intranet Page, you will now see a screen like the one below.



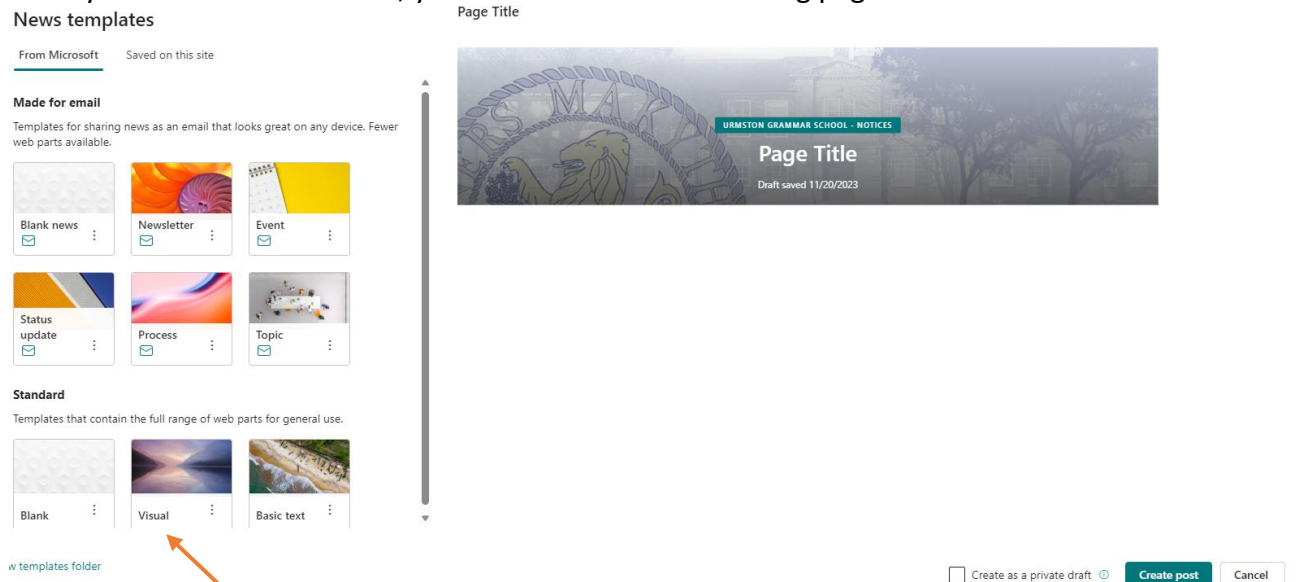
Staff Guide to New Intranet/ Message Board System

Add New Messages

On any of the Notice Pages, you will see an **add** option (highlighted in red)



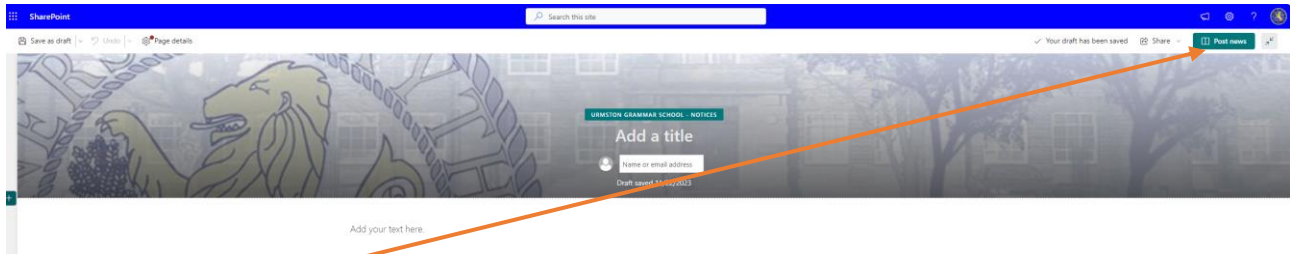
Once you have clicked on Add, you will then see the following page.



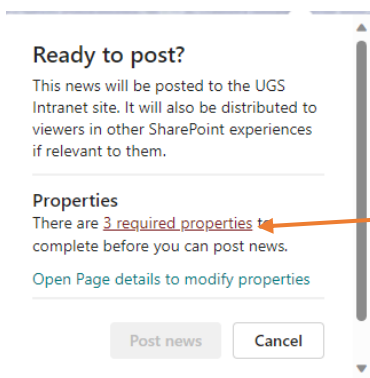
You can either use the default template and click **Create Post**, or you can select a different template from the **Standard Section** and change the banner to your own design/image and the click **Create Post**.

Staff Guide to New Intranet/ Message Board System

You will then see a page where you can give your message a title and an area to enter your message.



When you click on **Post News** on the top right of the page, you will see the following pop up



In order to proceed with posting your message, you see to add some additional information.

Click on **3 required properties** and you will see the pane below open.

Start Date and Expiry Date

When you click on the date fields, you will get a date selector allowing you to select dates easily.

You can enter messages with future dates and they will appear from that date forward up until the date you specify when it will be displayed until.

Once the Expiry Date has arrived, the notice will automatically disappear from the message board at the end of that day.

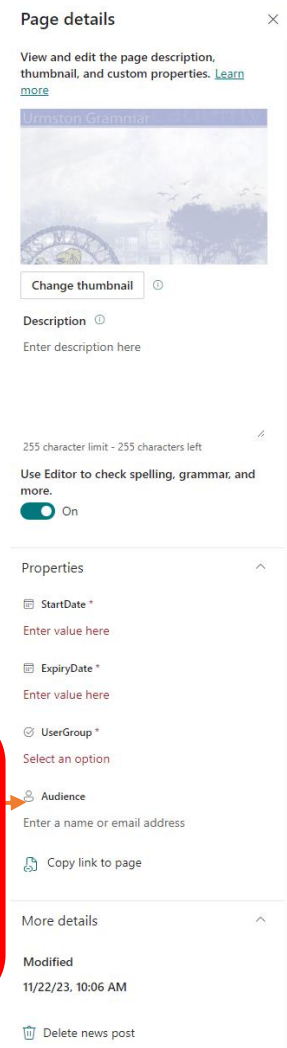
User Group

If you want the message to appear to everyone, select the All Users, alternatively select the group you want the message to be visible to. You can select multiple groups so you can select Year 12 & Year 13 if you wanted a message to be shown to Sixth Form students.

**** IMPORTANT ****

If posting messages on the Staff area, you **MUST** select **Audience** and enter **AllStaff**

If you miss this important step – the message will be visible to Students!



Staff Guide to New Intranet/ Message Board System

Once you have completed all the steps, you can then click on Post News and your notice will appear on the Intranet site under the relevant Page.

Edit/Delete Messages

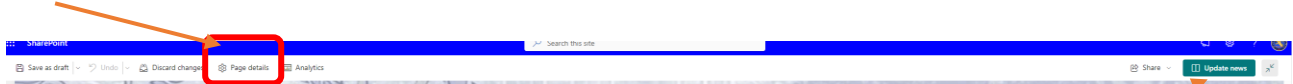
Should you need to edit or delete a notice, you will need to open your notice.

On the top right corner, you will see an **Edit** option.



You can then edit your title and the body of your notice.

If you need to change the Start Date or Expiry Date of the notice, you will need to click on **Page Details** and then change the dates accordingly on the Page Details Pane.



Once you have finished making your changes, you will need to click on **Update News**.

If you need to delete the notice, from the Page Details pane, there is a Delete New Post option.

You will be asked to confirm the deletion. Once you have confirmed you wish to delete the page; it will be removed.