

Announcements

Path: Select the Announcements button on the left side of the Classroom Summary screen

Or Menu > Utilities > Announcements

Overview

This function enables the classroom teacher to view district and school announcements.

User Permissions

There are no special permissions for this function. Announcements are available to all teaching staff. The sites to which you are assigned determine which school announcements you see.

View Announcements

The screenshot displays the Tyler SIS interface for viewing announcements. The top navigation bar includes the Tyler SIS logo, the user's school (ZZHS - Edwards High ...), and the current school year (2019-20). The main content area is titled 'Announcements' and shows a date filter set to 02/11/20. The announcements are organized into two sections: 'District Announcements' and 'School Announcements'. Each section has a 'More' link and a list of announcements. The 'School Announcements' section shows an announcement from 08/08/19 titled 'Informational', which is expanded to show a detailed message about Edwards High School's ranking. At the bottom of the page, there are 'Expand All' and 'Collapse All' buttons.

The date of Announcements listed shows at the top center. District and school level announcements are grouped. Within each group, the active announcements display with the most recent first.

The School Announcements area displays announcements for the school in which you currently are logged. When you change school login, you see announcements for that school.

To view details of the announcement, click the arrow in the **More** column to expand the row. The details of the announcement display below the heading.

Click **Expand All** at the bottom of the screen to view details of all announcements on the screen. Likewise, click **Collapse All** to view only the announcement subject lines.

To see previously posted announcements, use the **Announcements for** date to select a different date. This list of announcements changes when the new date is entered.

NOTE: Use the Home icon  to return to Classroom Summary.

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