Each school has the ability to publish messages to the Portal, accessed by the parents/guardians of the students enrolled in their school. Posting messages in the Portal is an excellent communication tool, and serves as a way to encourage parents and guardians to continuously use the Portal.

In the User Notices tab, click the New button to create a new message.

Zuser Notices				
New				
oser nouce List				
Name	Campus	Portal	Start Date	End Date
TEACHERS: THE Q3 GRADING WINDOW IS OPEN. PLEA	х		03/14/2013	03/22/2013
The grading window is now open and will stay o	х		10/18/2012	10/26/2012
The Progress Report grading window is open. P	х		09/17/2012	09/21/2012
			10/06/2011	10/06/2011
Announcements for 10/5 Congrats to Boys So	х	х	10/05/2011	10/05/2011
Teachers, Progress Report grades and comments	х		04/27/2010	04/29/2010

In the User Notice Detail box, give your message a Start Date, an End Date, and be sure to check the Publish to Portal box.

In the text field, type your message. You have several formatting options available in the MS Word-like ribbon above the text field. Publish to Portal

To publish a message to the Portal, first go to the Index of IC, click to expand User Communication, and then click to select User Notices.



User Notice Detail School	_					
Start Date End Date 08/19/2013 08/23/2013	Publish to Campus	Publish to Portal				
	E = 🍓 🧶 🔝 📼 🗄	Ta+ 🍋+				
Welcome to the new school year! Please join us at the Back-to-School Extravaganza Friday, August 23rd, 6:00pm to 9:00pm at Jefferson. There will be food, games, and a chance to win a new iPad!						

Be sure to click Save!

