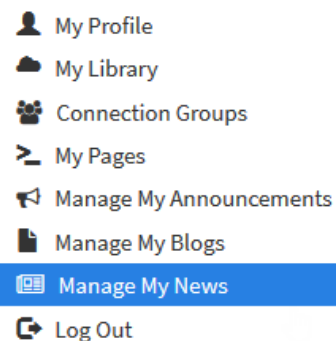# Connect 6: Manage My News

Manage My News

Manage My News console allows you to create your News categories and posts from one centralized location. Once you create a category, you can associate that category to a News app on any page to which you have permissions to edit. When you create your post within the Manage My News console and associate the post with the category, it will automatically display the news post within the respective News app.

To create your categories, and posts, you will:

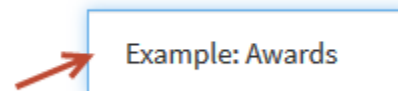- Select Manage My News from the User Menu to access the My News console.

To create your Categories, you will:

- Select the Create button for Categories
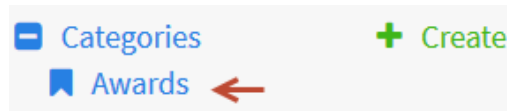
- Enter the Category Name

- Select the Create button

Your created categories will then display under the Categories area accordingly.

To create a News article, you will:

- Select the Create button for My News

- In the resulting Summary window, you will add:
  - **Post Title**: This will display within the feed within the News app and at the top of your News post.
  - **Excerpt**: Brief description about your news article. This will also display within the News app feed.
  - **Schedule to Publish On**: Select Date/Time you wish the article to display within the News app. (If applicable)
  - **Schedule to Expire On:** Select Date/Time you wish the article to expire within the News app. (If applicable)
  - **Default Image**: There will be a default image added to the post. To change the image, you will:
    - Select the button and choose an image from your library. Your new image will dipslay accordingly.
    - You will then add the Image Alternative Text (for ADA Compliance).

My News

▤ My News   ➕ Create

⚙ Summary   ✏ Design   💼 Categories   👥 Security

Post Title

Inspiration Middle School Awards Day

Excerpt

Please make plans to attend the Awards Day ceremony.

Schedule to Publish On

📅 🕐

Schedule to Expire On

📅 🕐

Default Image ☑

https://content.schoolinsites.com/api/download/?id=5cc1f7727b9f49d9ba9e163c440b221c
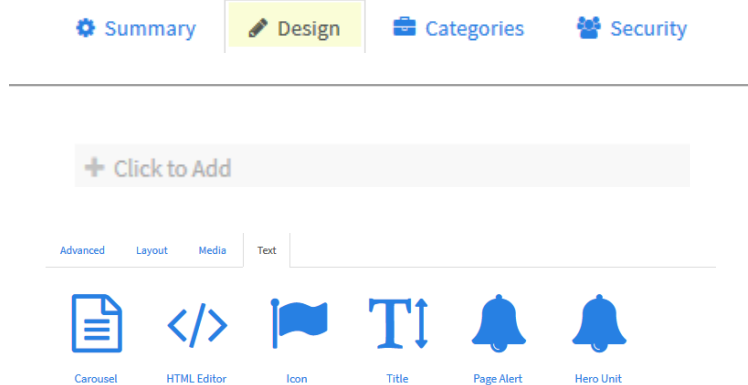
Image Alternate Text

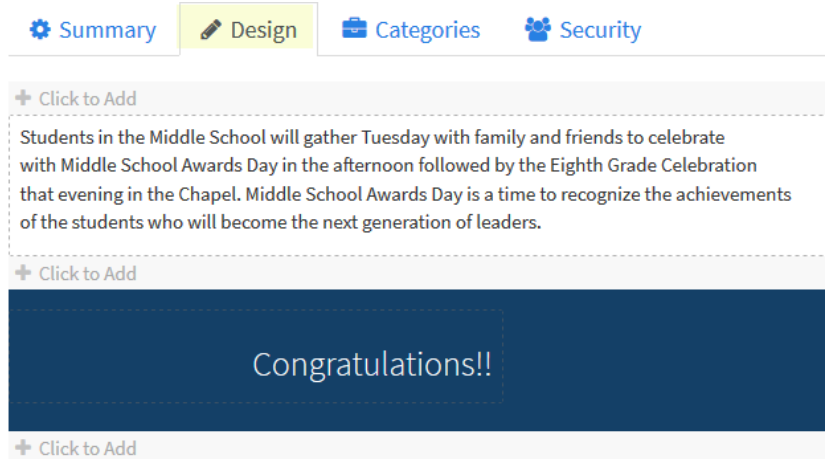Awards Day

Default Image Preview

- You will then select the Design tab to add the content of your News post as follows:
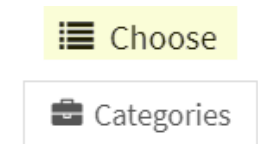
  - Select the 'Click to Add' bar to select the Content App you wish to use within your post.

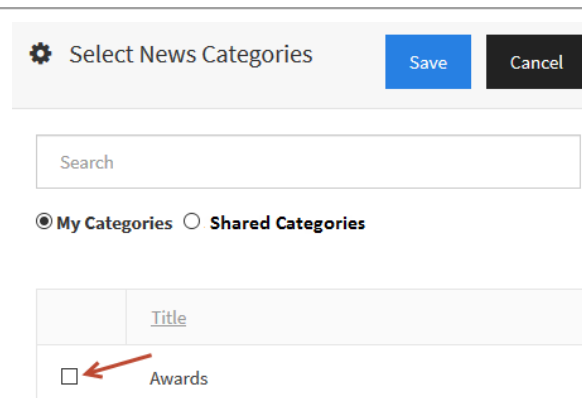 - You will then add your content to your apps accordingly.

Summary | **Design** | **Categories** | **Security**

+ Click to Add

Advanced   Layout   Media   **Text**

| Carousel | HTML Editor | Icon | Title | Page Alert | Hero Unit |

Summary | **Design** | **Categories** | **Security**

+ Click to Add

Students in the Middle School will gather Tuesday with family and friends to celebrate with Middle School Awards Day in the afternoon followed by the Eighth Grade Celebration that evening in the Chapel. Middle School Awards Day is a time to recognize the achievements of the students who will become the next generation of leaders.

+ Click to Add

Congratulations!!

+ Click to Add

- Once complete, you will select the Categories tab and select the Choose tab.
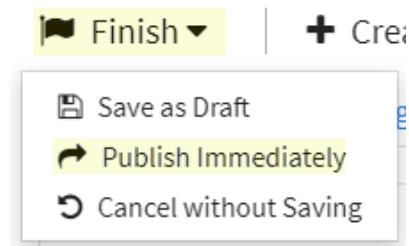
Choose

Categories

- Select the category that you desire to associate to your News Post. You may select from your created categories located in My Categories 'or' select from categories that have been shared with you in Shared Categories.

- Select Save.

Select News Categories | Save | Cancel

Search

⦿ **My Categories** ◯ **Shared Categories**

Title
☐   Awards

School in Sites™

- You will then select the Finish dropdown menu and select from:
  - Save as Draft
  - Publish Immediately (This publishes your News post to the respective News app(s).)
  - Cancel without Saving

⚑ Finish ▾	＋ Cre...
💾 Save as Draft	
➡ Publish Immediately	
↺ Cancel without Saving	

- You can then enter a brief description of your changes to the post and Submit to publish. (Example: Initial News post, corrected typo, etc.)

Enter a brief description of your changes

Ex: Corrected typo, etc

Cancel   Submit

Adding News to a News App within your page:

- Hover over the News app and select the Settings icon from the Styling Toolbar.

⚙ ▢ ↕ ↕ ≡ ⟳ 🗑

Sample News Posts

- Within the resulting Settings window, you will:
  - Add your News Title to the app.
 - Select the number of postings to display within the app.

News Title

My News

Postings to Show

5

- From Categories, select categories from My Categories or Shared Categories that you wish to associate to the News app.

- Select Save.

This will associate any published News posts that have been created and associated to those categories to display within the News app.