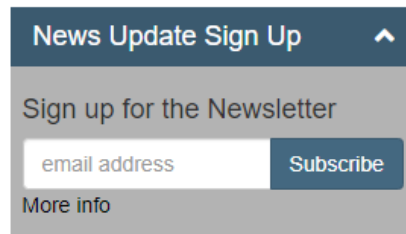


News Update Guide Table of Contents

News Update Guide Main Page	2
News Update Guide Description	2
Creating a Newsletter (Steps 1-7)	2-4
News Update Moderation	5

News Update Function

Your SOCS site allows readers to sign up for the News Update by supplying their email address.



The News Update function works the same as other listservs and allows you to generate a newsletter to send to the list. The News Update automatically sends headlines, a first few sentences of article text, and a link to the article.

***Note:** Only Users who have the News Update access privilege can send a News Update. If you do not have the column **include in news update**, you do not have access to this feature.*

To Create a Newsletter:

1. To search for articles to reference in your newsletter, select **Search Articles** from the **Articles Menu**.

Search Results

Your search found **50** matches. **1 - 10** are shown below.

Results per page 10 ▾

Next Add to News Update Delete Selected Finish

N Featured in News Update **A** Approved article

Include in News Update	Edit Art.	Edit Imgs	View Art.	Dlt Art.	Article Headline and ID	Section	Publish Date		Article Author		Date Submitted
							Start	End	Writer	Editor	
<input type="checkbox"/>					Family Reading Night ID: 5cd2d246a6844	Elementary School Special Events	05/08/2019 12:00am	None	SOCS Support	SOCS Support	05/08/2019
<input type="checkbox"/>					Pine Valley Elementary Receives \$150,000 Technology Grant ID: 5c8aaef52fd44	Elementary School Special Events	03/13/2019 12:00am	None	SOCS Support	SOCS Support	03/14/2019

2. Check the **Include in News Update** box next to each article to include in the News Update.

*Note: Select **Add to News Update** button before moving to another search page.*

3. When article selection is complete, select **Create News Update**. Links and text to the selected articles are automatically added to your newsletter.
4. Articles will appear in the News Update in the same order they are listed below (from top to bottom). Drag and drop the articles to put them in the desired order.

☰ Drag & drop articles to put them in the order desired.

☰ Pine Valley Elementary Receives \$150,000 Technology Grant
☰ Family Reading Night

Continue

5. Once the articles are in the correct order, select **Continue**.
6. Complete the text fields and options on the News Update Edit Content page.
 - **Email Subject:** The subject line the email receiver sees
 - **News Update Title:** The name of the News Update displayed at the top of the e-mail
 - **Intro Message:** Optional field for a short message.
 - **Heading Displayed Above List of Articles:** Optional field which separates Intro Message and Articles

*Note: The **Email Subject, News Update Title and Heading Displayed Above List of Articles** fields fill in by default if you are sending to one listserv. If you are sending to multiple, the fields will be blank.*

Edit Content

Complete the form below. Click the **Preview** button to continue.

Email Subject

Welcome to the New School Year

News Update Title

What you need to know to start the school year

Intro Message

Check out the two articles below to get the information you need to know BEFORE returning to school!

Heading Displayed Above List of Articles

NEED TO KNOW!!!!

- **Articles:**

- Include in Update – Select the check box to deselect an article(s)
- Text box – will automatically display the first few sentences of an article and can be changed or deleted

Articles

(Uncheck articles you don't want to **include** in this news update.)

Include	Article Headline and Abstract
<input checked="" type="checkbox"/>	<p>Pine Valley Elementary Receives \$150,000 Technology Grant</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce non leo velit. Morbi tincidunt vel lorem eu elementum. Nullam rhoncus libero quis pellentesque fermentum. leo sapien lobortis libero, a suscipit mi nulla non ante. Aliquam...</p>
<input checked="" type="checkbox"/>	<p>Family Reading Night</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce non leo velit. Morbi tincidunt vel lorem eu elementum. Nullam rhoncus libero quis pellentesque fermentum. leo sapien lobortis libero, a suscipit mi nulla non ante. Aliquam ultrices...</p>

- **News Update Footer Info:** Displays the URL for your SOCS site
- **HTML email:** The HTML email will provide text links and the first image for your article. If the boxed is unchecked you will see the full address links and no images
- **Preview:** To see the complete e-mail

News Update Footer Info

These stories and more are waiting for you at <http://www.pinevalleyschool.org> Pine Valley School District

HTML email

Preview

7. From the **Preview**, you can choose to **Edit News Update** or select **Send News Update** to initiate the email.

News Update Moderation

Each listserv has at least one moderator. The moderator can be the person who sends the News Update. There can be a different moderator for each listserv. We recommend a back-up moderator so there is someone to perform the function in the primary moderator's absence.

The role of the moderator is twofold:

1. To review the News Update one last time and perform the final "send" function.
2. To receive and moderate any responses sent to the listserv.

When a News Update is sent, the moderator must be available to review and send the News Update. If they are not available the News Update will not be sent.