

How to Submit an Item to Weekly eNewsletter

Click the gear icon and click Sign In. If you have issues signing in, please send an email to marketing@svmsnj.org so your support request may be handled in an efficient manner.



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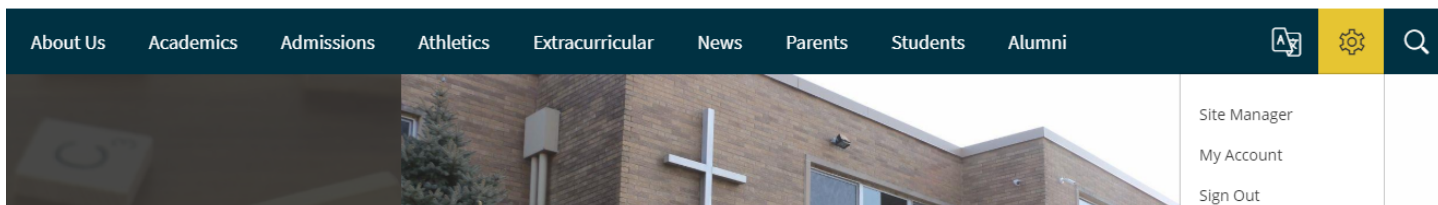


Next, choose *Site Manager* from the gear menu.



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In the *SVMS Weekly News Site Manager*, click the *Action* button next to the weekly eNewsletter in which you want your news item to appear.

Then click *Edit Page* in the Action menu.

YOU MUST ADD THE ITEM TO EACH WEEKLY eNEWSLETTER IN WHICH YOU WISH IT TO APPEAR. REQUESTS TO RE-RUN ITEMS CANNOT BE ACCOMMODATED.

The screenshot shows the 'SVMS Weekly News Section Workspace' interface. At the top, there's a green header with the title and a navigation bar with tabs: Summary, Tools, Editors & Viewers, Statistics, and How do I...?. Below the header, the 'Current Pages' section features buttons for 'New Page', 'Organize Pages', and 'Recycle Bin', along with a 'Find Page' search bar. A preview of a page titled 'Introducing Editing Pro Tips' is shown, featuring a graphic of a monitor with a red ribbon and text about creating adaptive content. Below the preview is a table listing pages with their status (ACTIVE) and actions. To the right, there are sections for 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments' (stating no comments are pending), and 'Total Visits' (a line graph showing an upward trend from 600 to 1200).

STATUS	PAGE	ACTIONS
ACTIVE	SVMS Weekly News	Actions ▼
ACTIVE	Weekly News - January 28, 2018	Actions ▼
ACTIVE	Weekly News - January 21, 2018	Actions ▼

Clicking *Edit* will launch the page editor for that week.

The screenshot shows the Blackboard page editor interface for 'Weekly News - January 28, 2018'. The top bar includes the Blackboard logo, the page title, and a 'Last edited by Karyn Snyder about 21 minutes ago' timestamp. Below the title bar, there's a large central workspace with a document icon and the text 'Weekly News - January 28, 2018'. To the right, there's a sidebar with 'Apps' and 'Layout' tabs, a 'Create New' section with a search bar, and a grid of icons for various content types: Alumni, Announce..., Articles, Assignment, Blog, Book List, Calendar, Content, Directions, Discussion, Divider, and Document. The bottom of the sidebar shows 'How to Edit' and 'How to View' options.

Mouse over the content block to see the green plus sign or grey pencil. Click on the green plus sign to add an item.

Blackboard

Weekly News - January 28, 2018

Last edited by Karyn Snyder about 21 minutes ago.

When viewing the website, your Headlines & Features will display here.

Weekly News - January 28, 2018

Apps Layout

Create New

Find...

Alumni Announce... Articles Assignment

Blog Book List Calendar Content

Directions Discussion Divider Document

In the form on the right, enter the *Headline Title* and *Teaser Text* (summary) of your item.

Blackboard

Weekly News - January 28, 2018

Last edited by Karyn Snyder about 21 minutes ago.

Weekly News - January 28, 2018

New Headline

* Headline Title:

Headline Goes Here

Teaser Text:

Summary of item goes here.

Accent Image

Displayed to the left of the title.

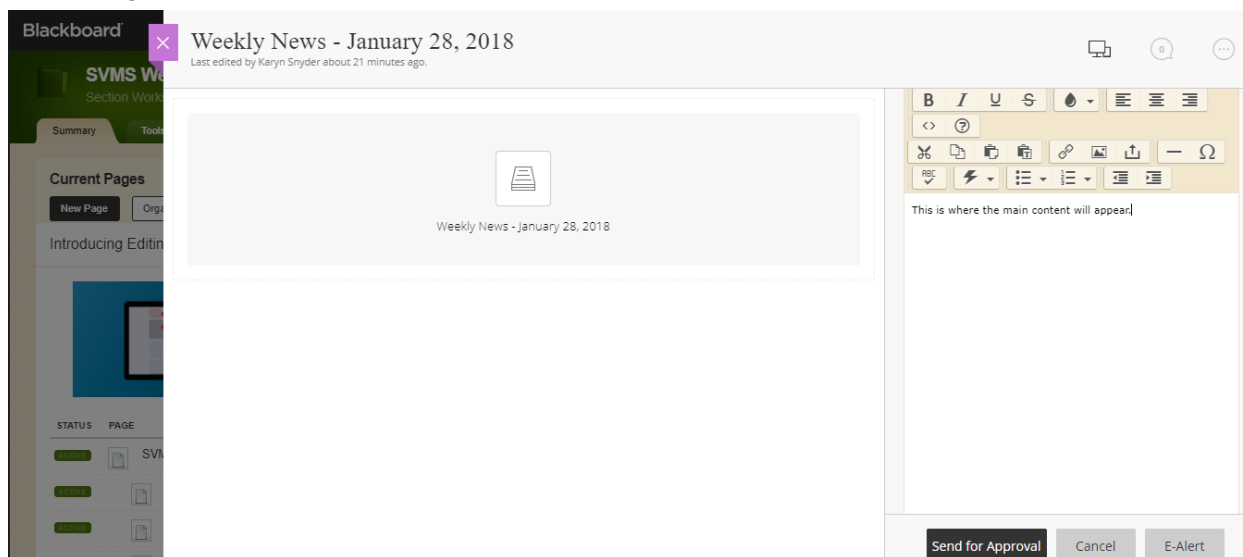
SELECT FILE

Height: Width:

Image Alt Text:

Send for Approval Cancel E-Alert

Scroll down to enter the *Body*, which is the main part of your news item. You may upload attachments or insert links using the WYSIWYG editor.



Then click *Send for Approval*.

DO NOT click *E-Alert*. Doing so will send an e-mail to the entire community of users from you with a broken link.

Once you have clicked *Send for Approval*, you will see a success message pop up on your screen.

The item will be sent to Sister Noreen for Approval.

Once she approves the item, you will receive an e-mail notification that your item has been approved for publication.

The item will appear on the website and be sent via the Weekly eNewsletter's email message and mobile notification.

FAQs

Which fields on the news item form are necessary to complete?

There are three fields that will make your item meaningful to the intended readers:

- Headline Title
- Teaser Text
- Body

None of the other fields are necessary for publishing.

What should I keep in mind when creating my news item?

Please check your item for spelling and grammar prior to submitting it so that editing is not needed. These items will be published on our website for all to see, and you want to make a good impression.

Please avoid uploading unnecessary attachments to your item. Try to use the *Body* content instead to communicate your message. If it is necessary to attach a file, please upload it PDF format only so that all users can open it. We advise you do not use spaces nor special characters in your file name, as some systems cannot read these properly and users will be unable to open your file.

We strongly discourage you from providing your e-mail or phone number in the item you are submitting. This information will be publicly available. Providing your name as the Contact within the news item should be sufficient. Users may use the Family Directory if they need to make inquiries.

Should I add photos to my item?

No. There are many children within the school whose photos may not be published. It is simply beyond the capacity of the staff and volunteers who assist with the news to review these photos for compliance with our policies.

Whom should I contact if I am having problems submitting an item?

Kindly send an e-mail to info@svmsnj.org so your issue can be addressed in a timely manner.