

Tutorial 9

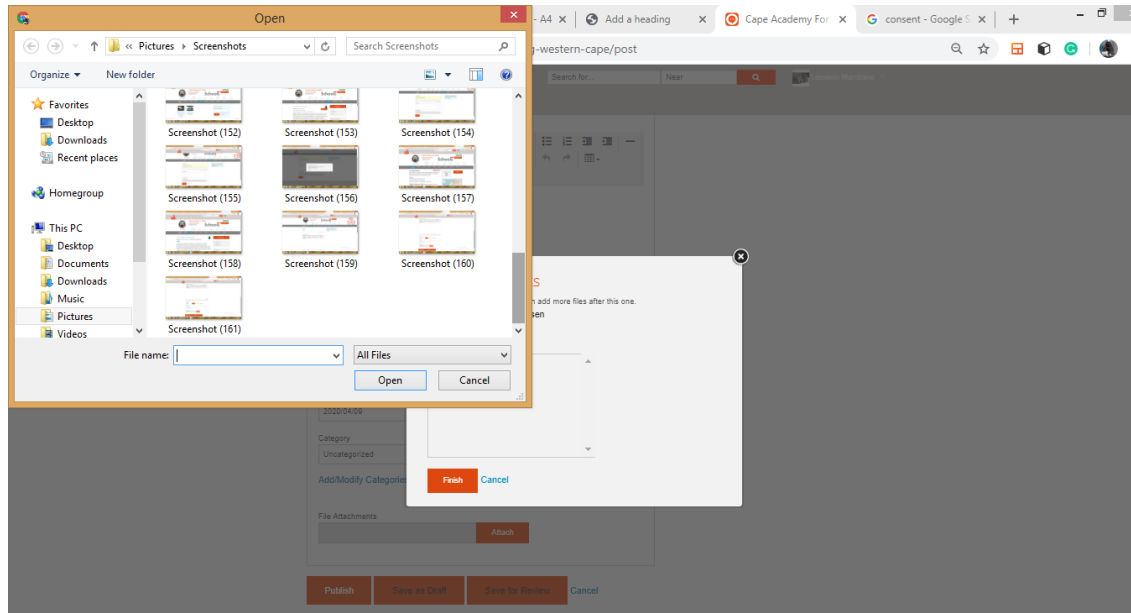
How to add content on news in the school profile

The screenshot shows the profile of 'Cape Academy For Maths, Science And Tec Secondary School'. The navigation bar at the top includes 'Overview', 'About Us', 'News' (highlighted with a red arrow), 'Photos', 'Videos', 'Calendar', 'We Need', 'Documents', and 'Directory'. The main content area displays 'THE AIM AND PURPOSE' of the school, 'We offer:' details (25-35 learners per class, hostel accommodation, transport), and 'ROBOTICS, GAMING and CODING' programmes. On the right, there are '2 Followers', a 'Follow This' button, and a map of Cape Town.

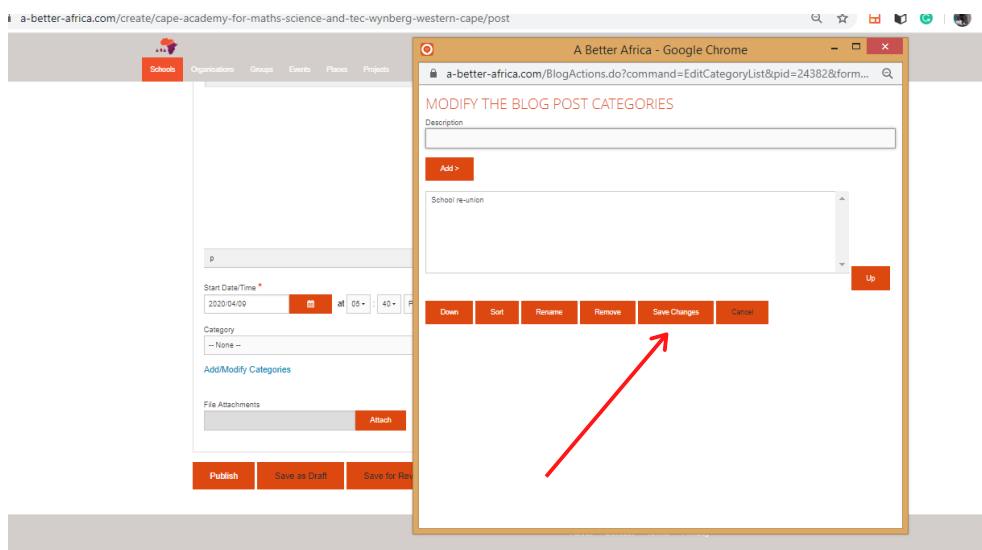
1. On the navigation bar select 'News'.

The screenshot shows the 'News' tab selected in the navigation bar. The main content area displays a post titled 'THE STREAM LABORATORY' by Janice Scheckter, dated 18 March 2020. The post text describes the launch of TOMMI and the STREAM LABORATORY. On the right, there is a '+ Add a Post' button (highlighted with a red arrow), a 'Categories' dropdown menu (set to 'Uncategorized'), and an 'Authors' section.

2. Select 'add post', make sure you correctly follow the steps. Type in the subject, introduction and body. We suggest that articles be written in word document first, if there is a power outage or surge while writing on A Better Africa, the blog may be lost.



3. You can include a file to the blog but this is optional, to include a file select 'choose file' it will direct you to your computer, select any photo or document you need to attach and click 'open' when you're done.



4. It's also a good idea to categorize your news, scroll down and select 'modify categories'. Type in the name of the new category and select 'save change'.

Search for... Near Q Letswalo Marobane

Schools Organisations Groups Events Places Projects

Body or Additional Details

Paragraph Paragraph Font Family Font Sizes B I U S List Bulleted List Numbered List Table

p

Start Date/Time * 2020/04/09 at 03 : 00 PM CAT

Category Uncategorized

[Add/Modify Categories](#)

File Attachments Attach

Publish Save as Draft Save for Review Cancel

5. You have three options to save your blog in the platform, you can immediately publish the blog by scrolling down and select 'publish'. If you want to publish or review later- you can select 'save as draft' or select 'save for review'.

The system also allows you to publish at a later date, under 'start date/time' select preferred date, time and month.