

## Daily Bulletin – Adding Items

1. Log onto PowerSchool at <https://powerschool.cmcss.net/admin>
2. On the Start Page, click **Special Functions** from the menu on the left

3. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.

**PowerSchool** School: District Office Term: 08-09 Year

Start Page > Special Functions > Daily Bulletin Setup Baker, Dor

**Functions**

- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

**Setup**

- District
- Personalize
- Staff
- System
- Dashboard

**Daily Bulletin Setup**

**New**

Date Range	Item	Audience
8/4/2008 - 5/4/2009	NPMS Calendar View the NPMS Calendar	Public
8/12/2008 - 8/19/2008	Attendance Policy Change Our Northwest High attendance policy for period attendance has changed this year to be consistent with all Clarksville-Montgomery County schools. If a student is one to nine minutes late to class, he or she is considered tardy, but a student missing ten or more minutes of class will be counted absent. (Our Flex Day classes consist of two periods for attendance accountability.) It is very important that our students and their parents/guardians be mindful of each period's attendance.	Public
8/12/2008 - 8/19/2008	Friends of Exceptional Peers F.E.P.- Friends of Exceptional Peers is a new organization at NWHS this year. Members will learn about various disabilities, interact and assist Life skills students, and accompany them to Special Olympics and other events. If interested in joining, see Mrs. Johnson, room 422, for an application and more details. Membership is open to Sophomores, Juniors, and Seniors holding a GPA of 2.75 or higher and in good standing at NWHS.	Public
7/30/2008 - 7/30/2009	STUDENT NEWS Attention all students with school spirit! There will be a radio show/pep rally for the football team at Harbor Cafe on August 21st at 5:00. Coach Ray and players will be interviewed, and they need your support!... Project Tennessee will meet in the theater on Wednesday, August 20th during advisory... Senior retakes will be Monday, October 6th at 2:30 p.m. This will be the last chance to be included in the yearbook. See Mrs. Nunn in room 706 for an appointment... Underclassmen fall pictures will be Friday, August 29th through English classes. No money is needed at this time - proofs will be given to students at a later date... There will be a Drama Club meeting today after school in Mr. Klein's room 366. The meeting will last until 3:15. Please attend if you are interested in joining.	Teacher Users
8/5/2008 - 8/14/2008	Welcome Back WELCOME BACK RICHVIEW COWBOYS! It's going to be a great year. We have a new principal, Dr. Mary Gist, and a new assistant principal, Lisa Clark. We also welcome back Dr. David Summerville.	Public
7/30/2008 - 7/30/2009	GUIDANCE NEWS Juniors and Seniors: There will be an ACT exam on October 25th - the deadline to register is September 19th. Seniors will receive a voucher for one free test. See Mr. Frerking in guidance for the voucher and/or more information.	Teacher Users
8/14/2008 - 8/21/2008	Above and Beyond Cresta McGowan has been recognized as Northwest's "Above and Beyond" teacher for August. Her hard work and enthusiasm are much appreciated. Congratulations, Mrs. McGowan!	Public
	Viking Football	

4. Click **New** at the top. The Daily Bulletin Item Page appears.

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Start Page > Special Functions > Daily Bulletin Setup > New Daily Bulletin Item

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**New Daily Bulletin Item**

Label	Value
Item Title	<input type="text"/>
Date Range	8/14/2008 to 8/14/2008
Target Audience	Public
Sort Order	50 (Determines the order that the bulletin items appear)
Item Body	<input type="text"/>

**Submit**

5. Enter Item Information.

**Item Title** – title describing the item

**Date Range** – the dates you want this item to appear using the format mm/dd/yyyy  
\*Note- If you submit a date range using an incorrect format, the date is submitted as a blank entry

**Target Audience** – Choose audience for item

**Public:** Everyone can view the item, including parents and students

**Teachers:** only PowerTeacher and PowerSchool administrative users can view the item

**Admin:** only PowerSchool administrative users can view the item

**Sort Order** – Enter a number determine order in which the system will display the item relative to other items. The lower the sort order number, the higher the item appears on the daily bulletin.  
\*Note – you can use 0 or negative numbers to put things at the top of the list of items.  
If two items have the same sort order number, the first one created will appear first.

Audience does not affect the sort order.

**Item Body** – enter the text of the item, the bulletin message

Click **Submit**.