

# News Walkthrough

The News tool allows you to keep your members up to date on all your latest news. With a format like a blog, members can view a quick summary of the most recent news. To view News in your organization, navigate to your organization's public page and scroll until you see News posts listed.

## Latest News



### Become a CSUSB Adventure Trip Leader!

Wednesday, March 30, 2022  
Posted by Mark Oswood for Recreation and Wellness Department

CSUSB Adventure trips are lead by volunteer student leaders. CSUSB Adventure offers regular trainings to teach the skill needed to lead adventure trips.



### Visit the San Bernardino Symphony!

Tuesday, March 29, 2022  
Posted by Jesus Noriega for Office of Student Engagement

Free tickets for students to attend the San Bernardino Symphony Orchestra concerts.



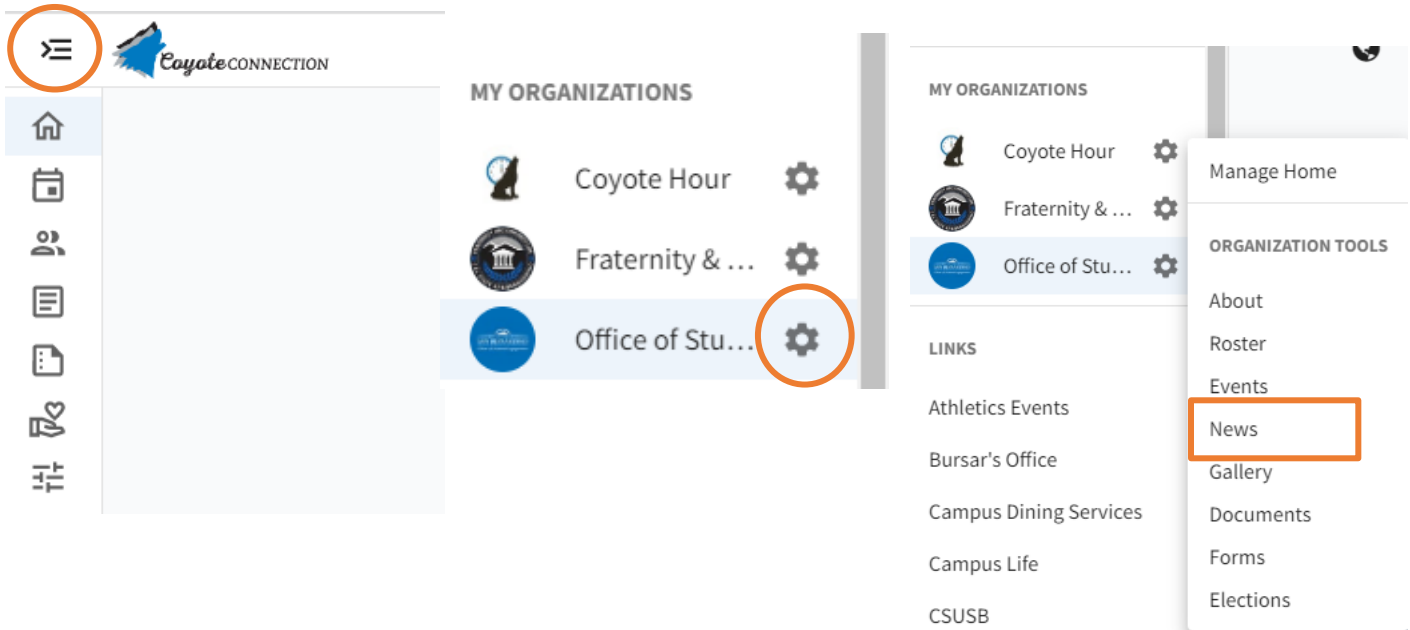
### Your Fees At Work - February & March 2022

Tuesday, March 29, 2022  
Posted by Herbert Gonzalez for ASI - Associated Students, Inc.

Check out ASI's monthly newsletter: Your Fees At Work

# Creating a News Article

To create a News Article, navigate to your organization tool drawer and select *News*.



Click the blue *+Create Article* button to get started. The first questions on the page will ask for a title, summary, and the content of the article. You can also select a headline image. This image will appear in the news ticker next to your summary, as well as at the top of your article. Upload the image by clicking *Choose File* and then select the image you wish to include. Do not forget to also include an image caption.

A screenshot of the "Create News Article" form. The form has three main sections: "Title \*", "Summary \*", and "Body \*". The "Title" section has a text input field labeled "Article Title \*". The "Summary" section has a text input field labeled "Article Summary \*" with a character count "(up to 250 characters)". The "Body" section has a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, Unlink, Undo, and Redo. Below the toolbar is a text area with the placeholder "Enter the body of the article". To the right of the form is a large dashed box for an image, with a plus sign icon and the text "Drop file or click to upload." Below the image box is a text input field for "Image Caption". At the bottom right, there is a "Visibility" section with a dropdown menu currently set to "Public".

After the header is the visibility settings. This allows you to determine who can see your news post. You have a few options as far as this goes:

- Public
- Institution (requires authentication)
- Organization (only people on the organization roster)
- Private (prompts you to choose specific positions in the organization who should be able to access the article)

Finally, select whether you would like to notify members of your organization that this news article has been shared. When you notify members, an email will be sent including the title, summary of the article, and a link to view the full post.

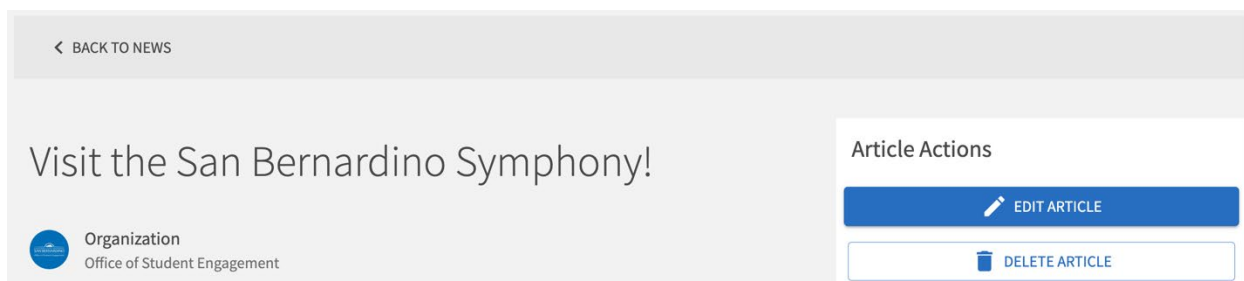
## Notify Members

Notify all members of this organization about this news post.

When you're finished, hit *Save* at the bottom to create your post. Your article will automatically post to your organization's wall and community-wide news listing, subject to the privacy settings you selected

## Deleting a News Article

If you would like to delete a news article from your site, you will first want to navigate to the organization tools in which the article was initially created. From there, navigate to the News tab, and select the article from your article list that you'd like to delete.



The screenshot shows a news article interface. At the top left, there is a link labeled '< BACK TO NEWS'. The main content area features the title 'Visit the San Bernardino Symphony!' and the organization name 'Organization Office of Student Engagement' with a logo. On the right side, there is a box titled 'Article Actions' containing two buttons: a blue button with a pencil icon labeled 'EDIT ARTICLE' and a white button with a trash can icon labeled 'DELETE ARTICLE'.

On the top right of the page there is a box labeled *Article Actions* - click *Delete Article* to fully remove the article from your site:



