

News Walkthrough

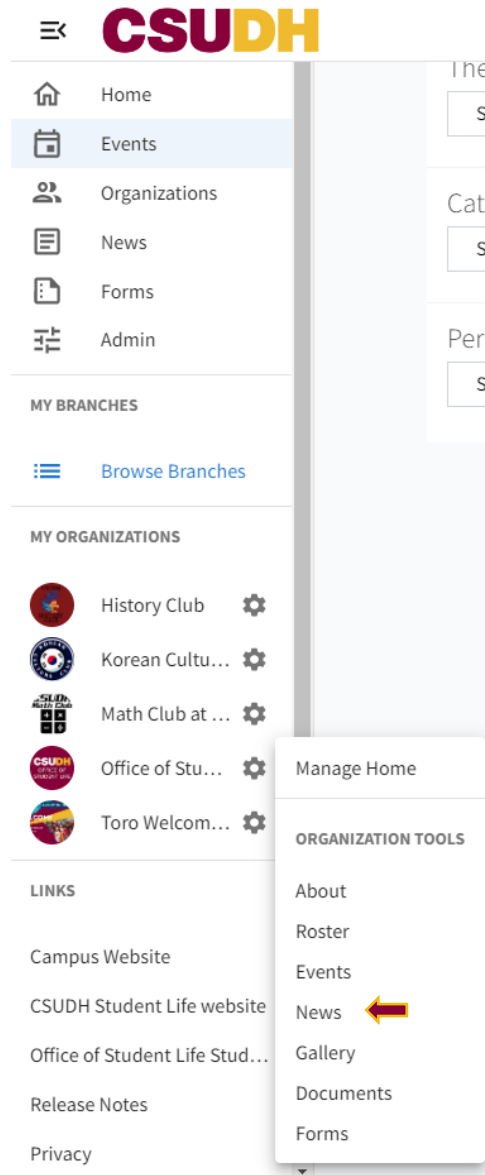
The News tool lets you keep your members updated on all your latest news. With a format like a blog, members can view a quick summary of the most recent news. To view News in your organization, navigate to your organization's public page and scroll until you see News posts listed.

Latest News

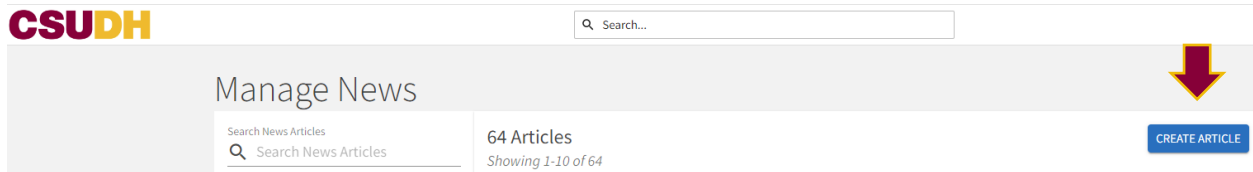
<p>Banquet FRI 21ST APRIL \$40 *Non-members <small>(from the Spring of Academic Society Members)</small> SCHEDULE: 5:00 PM LOCATION: 15151 BALLROOM C Free food and non-alcoholic beverages</p>	<p>2023 Spring Banquet Updated Thursday, April 13, 2023 <i>Posted by Gloria Del Rosario for Accounting Society</i> Accounting Society end of academic year celebration</p>
<p>Members! All CSUDH Accounting Society members are invited to attend the 2023 Spring Banquet for \$40 (members) on Friday, April 21st, 5:00 PM at Ballroom C. Free food and non-alcoholic beverages.</p> <p>April 2023: Upcoming Events</p> <ul style="list-style-type: none"> • 2023 Spring Banquet - Friday, April 21st, 5:00 PM, Ballroom C • Spring Banquet 2023 - Friday, April 21st, 5:00 PM, Ballroom C • 2023 Spring Banquet 2023 - Friday, April 21st, 5:00 PM, Ballroom C • 2023 Spring Banquet 2023 - Friday, April 21st, 5:00 PM, Ballroom C 	<p>Accounting Society: Newsletter, Edition No. 2 - 4/2023 Thursday, April 13, 2023 <i>Posted by Gloria Del Rosario for Accounting Society</i> Accounting Society: News Events & Highlights</p>
<p>THE TORO LEARNING & TESTING CENTER IS HIRING!</p> <p>CONTENT TUTORS & SUPPLEMENTAL INSTRUCTION SI Leaders</p> <p>Requirements: • Must be currently enrolled in CSUDH • Must be a CSUDH student • Must be a CSUDH student • Must be a CSUDH student • Must be a CSUDH student</p> <p>Benefits: • Free tutoring • Free tutoring • Free tutoring • Free tutoring</p> <p>Scan this QR code to apply! Applications are on Blackboard. Contact (916) 243-5827 for more information.</p>	<p>The TLTC is hiring Fall Tutors and SI Leaders Updated Thursday, April 13, 2023 <i>Posted by Peggy Ozaki for Toro Learning and Testing Center</i> Stop by the center in LIB 1575 or attend an information session to learn more.</p>

Creating a News Article

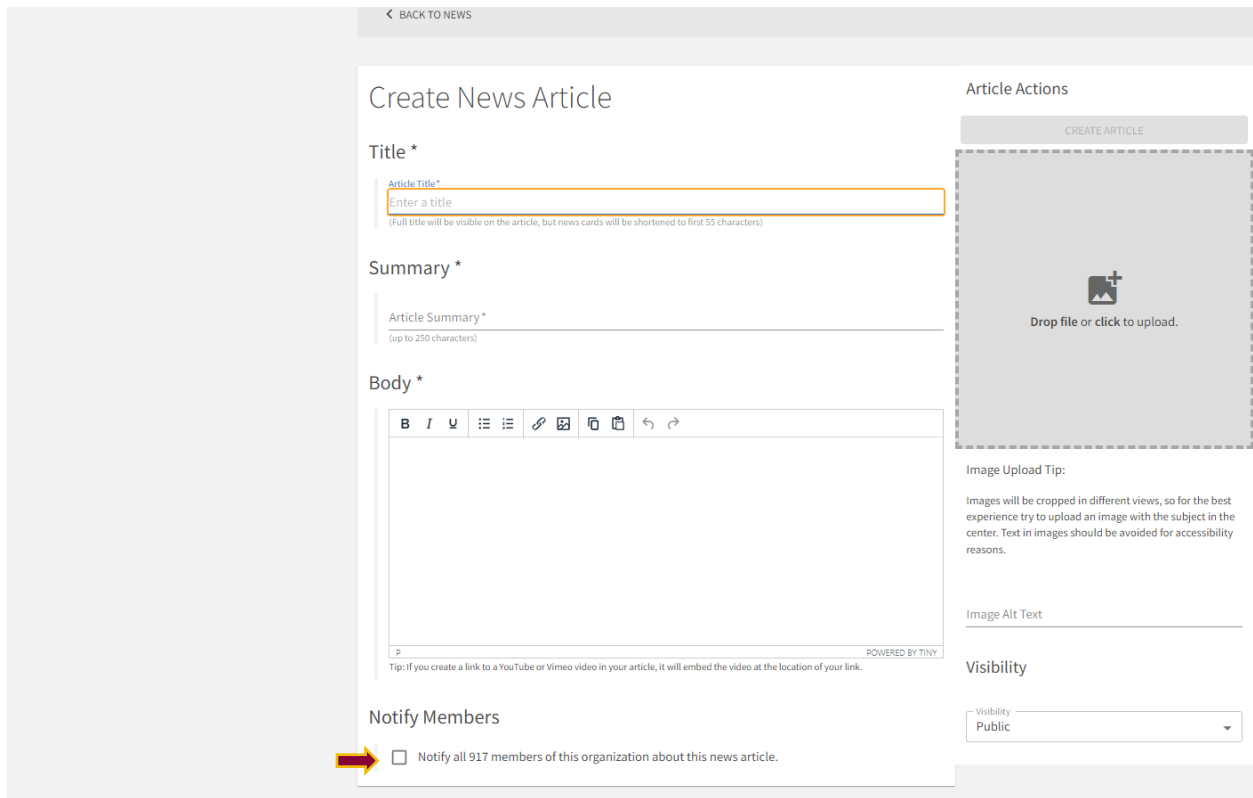
To create a News Article, navigate to your organization tool drawer and select "News."



Click the "Create Article" button to get started.



The first questions on the page will ask for a title, summary, and the article's content. You can also select a headline image. This image will appear in the news ticker next to your summary and at the top of your article. Next, upload the image by clicking Choose File and selecting the image you wish to include. Do not also forget to include an image caption.



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 is being shared. When you notify members, an email will be sent, including the title, a summary of the article, and a link to view the full post.

When 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 your selected privacy settings.

Deleting a News Article

If you want 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 you want to delete.

