Adding/Editing/Deleting a Notice
This is the preferred method of adding time sensitive information to your personal page.


These fields MUST have information:

- Page(s) - These are the pages on which the notice will appear; you can select up to 5 pages. Your home page is automatically selected as the default page.

- Duration: From Date and To Date - This is the time frame during which your notice will appear. The notice will be displayed on the selected page(s) between the 2 dates specified.

ONE or more of the following MUST be filled:

- Title - This is the title of the notice
- URL - if there is a web page link it will be linked to the title.
  Make sure to open the file then copy and paste the COMPLETE URL from the address bar.

http://sample.schoolqc.ca/pages/rightnews/HighSchoolNotice.pdf
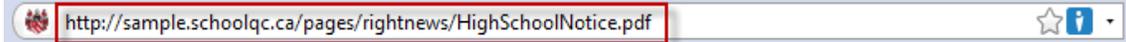
- Document - you can select a pdf document stored on the server instead of a URL. If you enter and URL and select a document, the URL will be used as the link.

- If you do need a large amount of text in a notice, I suggest you create a PDF file from a document; then upload the document and add a link to the pdf file in the URL field.

It is not necessary to have text in the notice if the message can be conveyed using a title or title and link only. It is NOT possible to have only a notice without a title.
You can edit a notice by specifying the Notice ID. You can also delete a notice. You can only edit or delete your own notices.

Types of Notices: Normal, Important and Emergency

You can now designate 3 types of notices: Normal, Important and Emergency

The notices will now look like these. Please keep important and emergency notices short and for these purposes only; like school closures or to draw attention to a notice

Most of the time you will use the Normal type.

Collapsed Notices

The collapsed check box determines how the notice will be displayed. The default is collapsed.

Clicking on the arrow will hide or display the body of the notice.

This option will only be visible if the notice has a title. A notice without a title will always be fully displayed.

You can also select the manner in which the body of the notice will appear and disappear. This is rarely used.

Deleting a PDF Document in a Notice Link- Just delete the link