**How to set up, Edit and View the Daily Bulletin**

**Summary**

The daily bulletin is used to provide information to parents, students, teachers and administrators about general school or district information including sporting events, fundraising activities, parent nights, lunch menus and grading terms. This article describes how to setup the daily bulletin.

**Create a new Bulletin Item**

1. **Navigate to Start Page > Special Functions > Daily Bulletin Setup.**
2. Click the New button.
3. Enter a title for the new bulletin item.
4. Enter a starting date and an ending date. These dates determine the date range that this particular bulletin item will be displayed.
5. Select the Target Audience. The audience determines who can view the bulletin item.
6. Enter the sort order for the new bulletin item.
7. In the Item Body field, enter the content for the bulletin item.

**Edit or Delete an Existing Bulletin Item**

1. Navigate to Start Page > Special Functions > Daily Bulletin Setup. PowerSchool displays all existing bulletin items.
2. Select a bulletin item to edit by clicking on the start date in the Date Range column.
3. To edit the bulletin item, modify the values in the Item Title, Date Range, Target Audience, Sort Order, and Item Body fields then submit your changes.
4. To delete the bulletin item, click the Delete button.

**View the Daily Bulletin**

* PowerSchool **Administrators** can view the Daily Bulletin by clicking the Daily Bulletin link found on the Start Page. Navigate to **Start Page > Daily Bulletin** when logged into PowerSchool Admin.
* **Teachers** can view the Daily Bulletin by clicking on the **Daily Bulletin** link when logged into PowerTeacher.
* **Parents and Students** can view the Daily Bulletin by clicking on the **Daily Bulletin** link when logged into the public portal.