

The following can be accessed under the School menu links:

<a href="#">News</a>	<a href="#">Calendar</a>	<a href="#">Documents</a>	<a href="#">Photo Albums</a>	<a href="#">Multimedia</a>	<a href="#">Favorites</a>
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These areas can be accessed on the left menu under School, and from the School Home page, depending on how your school has that configured. Your school may not be using all of these features.

## News

Click on the News tab. The most recent news articles the school has created are displayed. Click on [All News](#) link. To view any articles not displayed, click on the blue arrow at the top.

This list shows a brief synopsis of each article. To read the article in full, click on the article headline (blue font) or if the article is too long, click the word [..more](#) at the end of the text. The article will open in a new window. If you want to print, click on the print icon. If there are documents attached to the article, they will display in this view and can be downloaded by clicking on the name or icon.

The screenshot shows the 'School Home' interface. At the top, there is a navigation bar with 'Home', 'News', 'Calendar', 'Documents', 'Photos', and 'User Details'. The 'News' section is active, displaying 'Last 10 News Articles'. A green circle highlights the 'News' tab, and a green arrow points to the 'This Week's News' article. The list of articles includes:

- This Week's News**  
You're receiving this newsletter because you signed up at yoursite.com or bought widgets from us. Having trouble reading this email? [View it in your browser](#). Not interested anymore? [Unsubscribe Instantly](#).  
consectetur adipisicing elit. Aliquam molestie d...  
Thursday Jun 06, 2016 10:26 am By Nick Schreck  
Views: 5
- Test Stuff**  
Stuff and more stuff  
Tue May 31st, 2016 07:00 PM  
Views: 5
- Testing 11 am release Test**  
Thu May 19th, 2016 11:00 AM  
Views: 5
- Does Spell check work?**  
Doese Spel checke wokr? Itt wold apear nott.  
Fri April 29th, 2016 08:00 AM  
Views: 4
- AR Widget**  
AR WidgetIt would be great if this could show without opening it. And crossed out text.  
Tue March 1st, 2016 09:00 AM  
Views: 17

A pop-up window for 'The Bobcat News' is overlaid on the page, featuring a header with the school name and a list of featured articles. A 'Close' button is visible at the bottom of the pop-up.

## Commenting on a News Article

If comments about the news article are allowed, when you open the full view of the article you can click on the comments tab to add your comments.

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## Calendar

When you click on the Calendar tab across the top of the Sycamore Education homepage, you get a listing of school events. Click on the name of the event for more information. Click on the [All Events](#) link in the upper right. This will show an entire month's worth of events. You can view the previous month by clicking the month name on the top left or go to the next month by clicking the month's name on the top right. Jump to a different month and year using the drop-down box in the top right corner. The calendar is color coded by quarters or trimesters as defined when the school year was created. Each school day is the color of the quarter it is in. If there is a half-day, the day will show up with a lighter color background.



School / Calendar / Month

Month Week Day Export iCal Search Print



Today < > June 2016 June 2016 Category

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Reading logs	2	3 Recess Heart of	4
5	6 01:30p Kings Christian 03:00p St. Bonaventure	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 01:00p Summer Picnic
26	27	28 12:00p	29	30		

**Some monitors will not show much of a distinction in the lighter color. You can view an entire day's worth of events by clicking the date or you can view just one event by clicking the event name.**

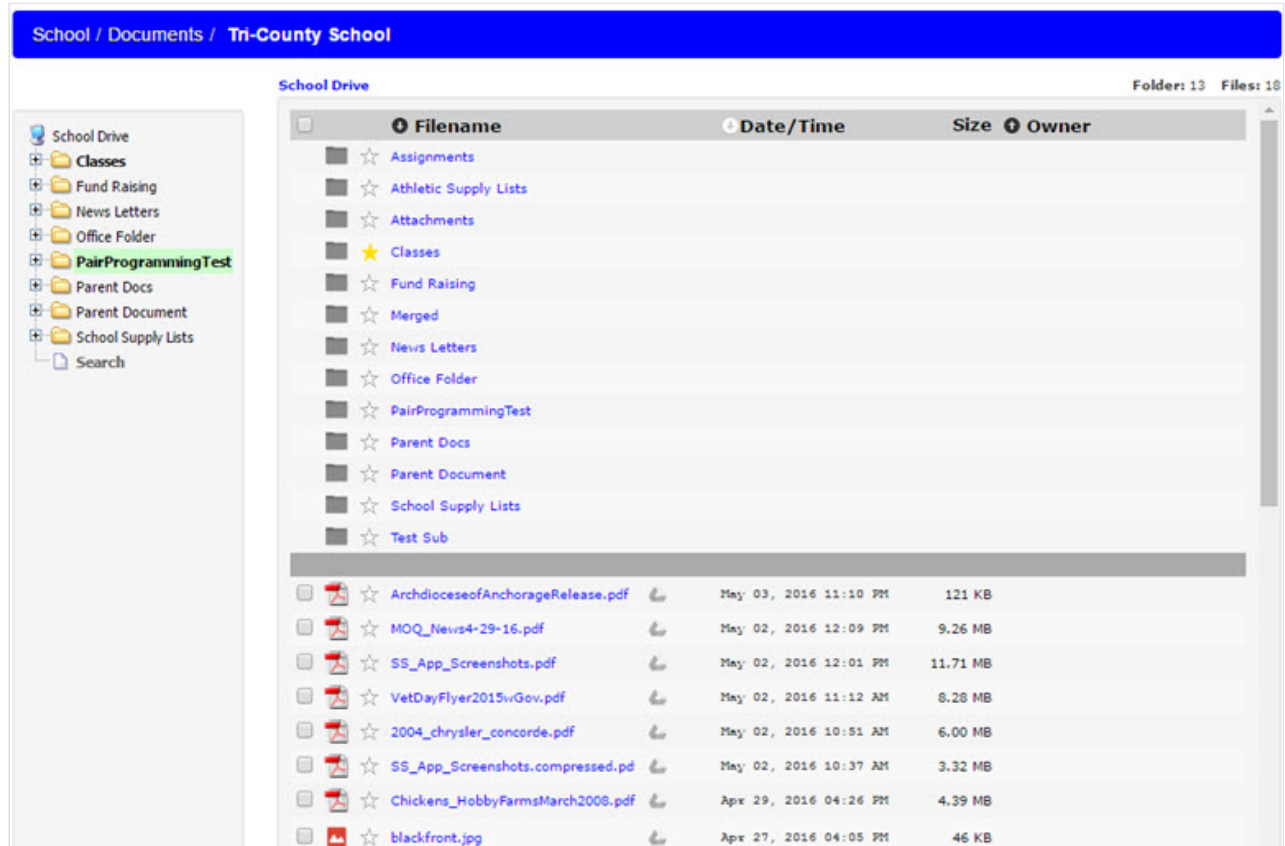
If you click on the birthday cake icon  at the bottom of the page, you can view all of the students' and employees' birthdays for that month and print them. If you click on the paper icon , you can view all events for that month.

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## Documents

Clicking on the Document tab across the top will display the uploaded documents with the most recently uploaded at the top. Click on [All Documents](#) to display all available school documents.

Documents and graphic files can be viewed from here. There may be multiple folders that can be opened containing documents specific to that folder. For example, there may be a folder named Monday Memos. Clicking on that folder or the name of the folder will open all the Monday Memos that have been uploaded into that folder. The file name, time, date the file was last saved, file size, the person who authored the document, and comments added regarding that file are all displayed.



To view a file click on the file name. A dialogue box will pop up that will prompt you to either view (if an HTML file) or download this document to your local hard drive.

When viewing a document you can print it out by doing a right mouse click on the document and then select the Print option or click the printer icon at the top of the window.

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## Photos

Clicking on the Photos tab across the top of the homepage will bring up a photo album of the most recently updated photos.

To view photos that the school may have organized into individual albums, click on the All Photos link.

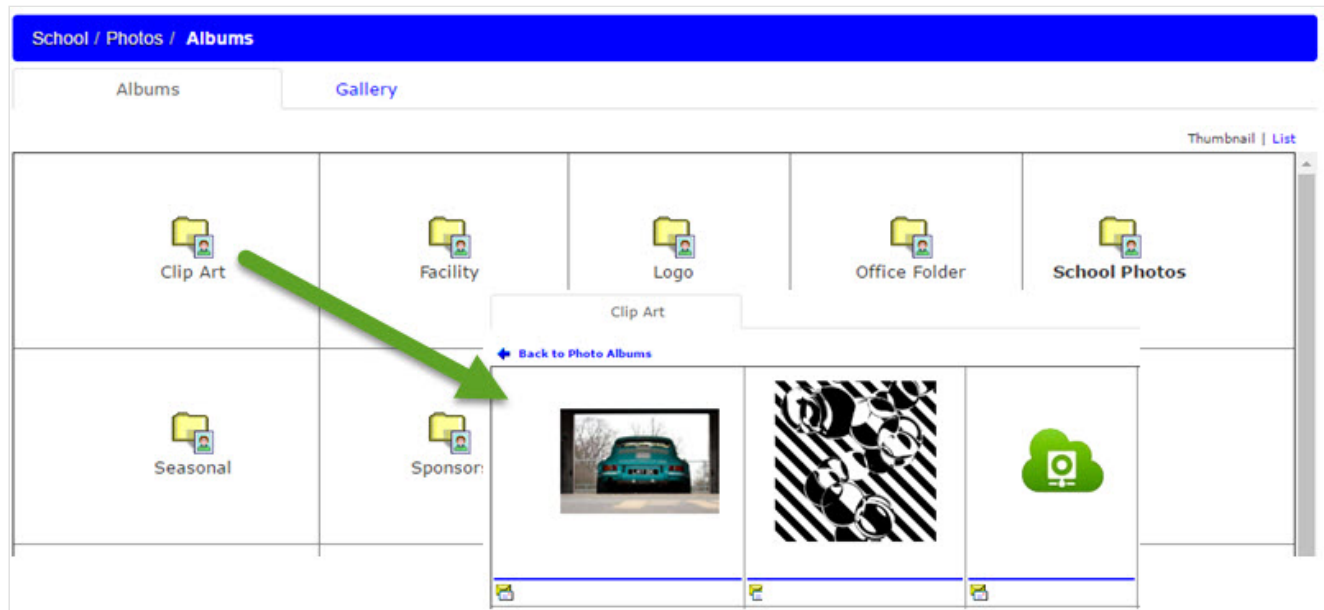


Photo names appear beneath the photo. Any photo name highlighted in light pink indicates that this photo has been highlighted on the school home page. Highlighted photos are displayed randomly each time the page is refreshed. You can email any photo to someone by clicking on the envelope icon beneath the photo. Clicking on the photo will open a new window with a larger view of that photo.

Clicking on the word "List" in the upper right hand corner will display a text list of the photos that have been uploaded and it includes the photo size, the name of the person who uploaded the photo, the date and time it was uploaded and the photo title.

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## Multimedia

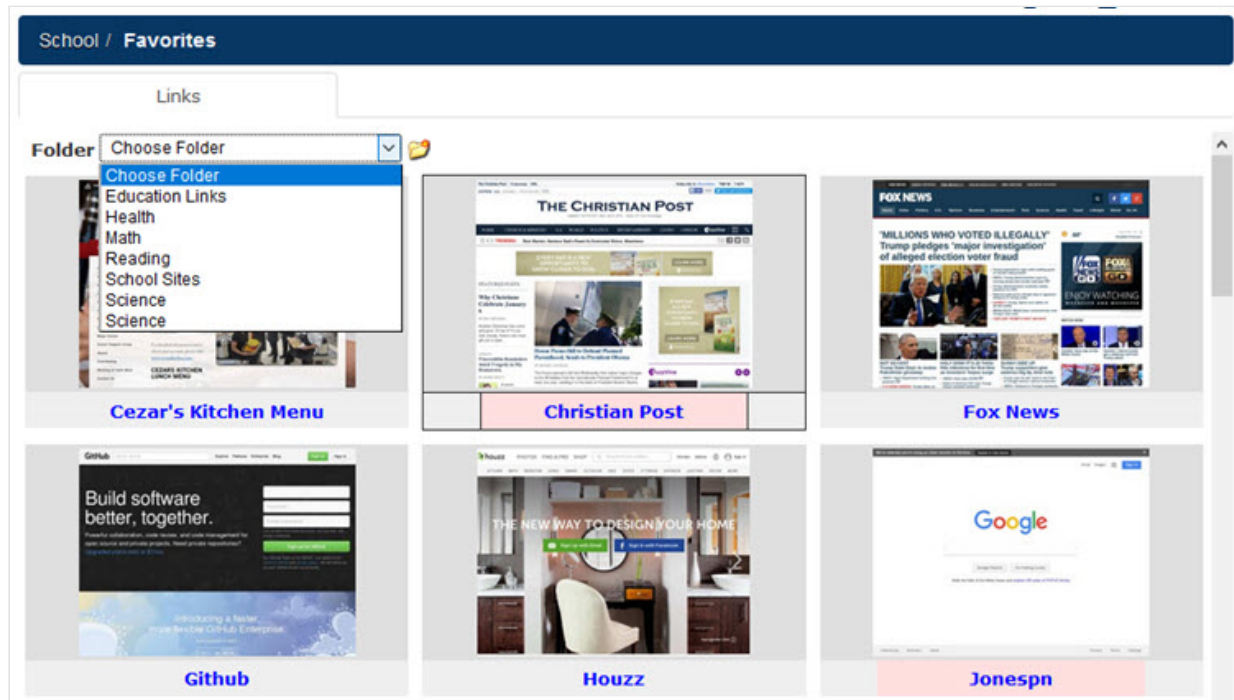
Multimedia page allows you to view audio or video links.

School / Multimedia			
Video		Audio	
Date	Name	Source	Comments
04/1/14	TEST	a cool site	this is cool
<b>Cute Videos</b>			
08/6/13	Dancing Babies	YouTube	You gotta love it
11/11/13	test	test	
01/10/14	Baby steals the show	You tube	
<b>Music Videos</b>			
08/7/13	Chris Tomlin - 100 videos	YouTube	Great songs

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## Favorites

Links to web sites that your school wants to share with their whole Sycamore Community can be found here. You can filter the favorites links by selecting a folder, if applicable.



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Was this information helpful?

**Thank you.** Do you want to add anything else?

**Thank you.** How can we improve this document?

- Fix typos or links
- Fix incorrect or incomplete information
- I have a question
- Add or update screenshots
- Article too

long

The maximum length for this field is 400

Send

[No thanks](#)

**Thank you.** Your feedback helps us to continually improve our content.