1. Sign in using same information you use to sign in to your computer:



2) Click on Website Administration:



3) Click on “Add or edit SCHOOL NEWS”:



4) Click on “Create a Post”:



5) Type in the title, then click in the “Body” area to give you the option to click on “Insert” then “Upload File”:



6) Browse for the correct file (reminder: can only upload one at a time)



7) Select appropriate category and then SAVE:



8) You will see the file in the body and then you can add more files as well: Be sure to add to School News and “Publish”

