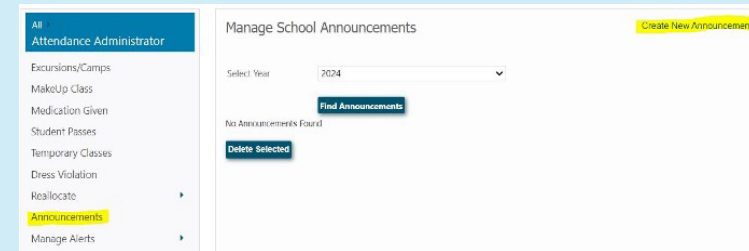


Create Announcement

1. Manage Announcement

- Go to **Attendance Administrator** then **Manage Announcement**



2. Create New Announcement

- Click on **Create New Announcement**
- Select the **Staff** that you wish to send the announcement to
TIP 1: To send to all staff, check the box next to **Select All Staff**
- Check the box to **Display as Popup**
TIP 2: If you want this Announcement to occur more than just once, check the box for **Recurrence** and select your frequency.
- Select the **Announcement Date**
- Type the **Content** of the message that you want to put in your Announcement
- Click on **Create**

A screenshot of the 'Add Announcement' form. It includes a 'Teachers (multiple...)' dropdown set to 'All Teachers', a 'Content' text area, 'Popup' and 'Recurrence' checkboxes (both checked), and a 'Date*' field set to '15/01/2024'. 'Save' and 'Back to List' buttons are at the bottom.

3. View Announcement

- When staff logs into RollMarker, they will be notified that there is a new School Announcement.

