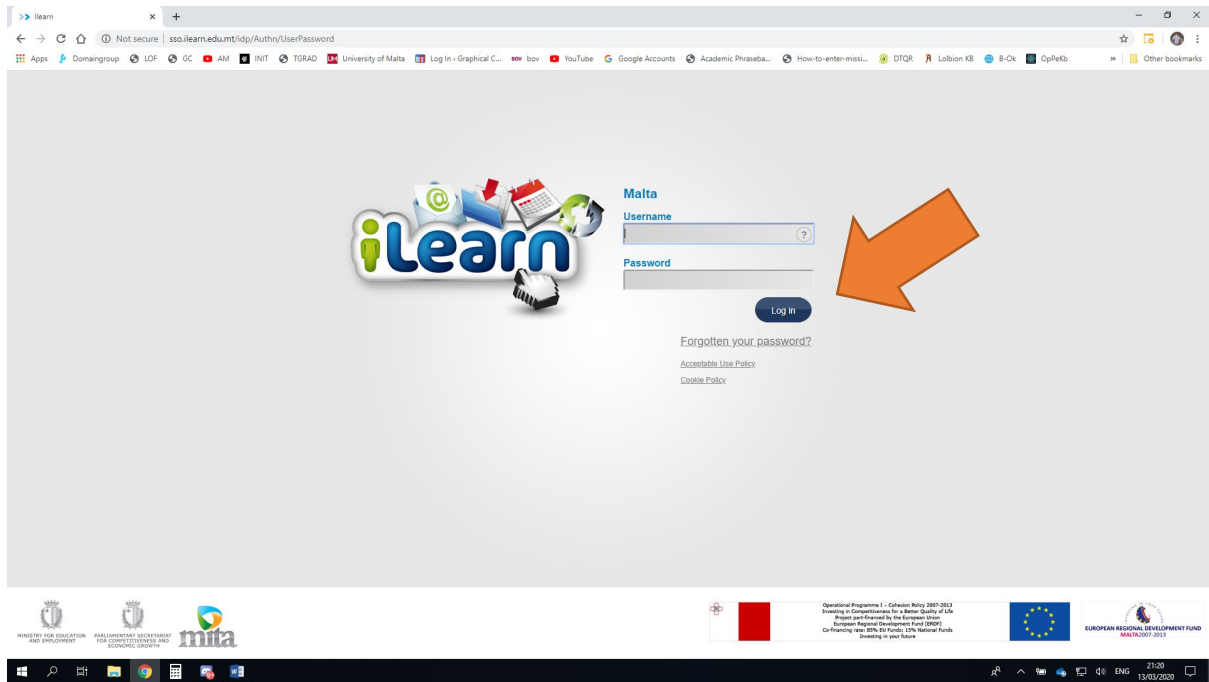
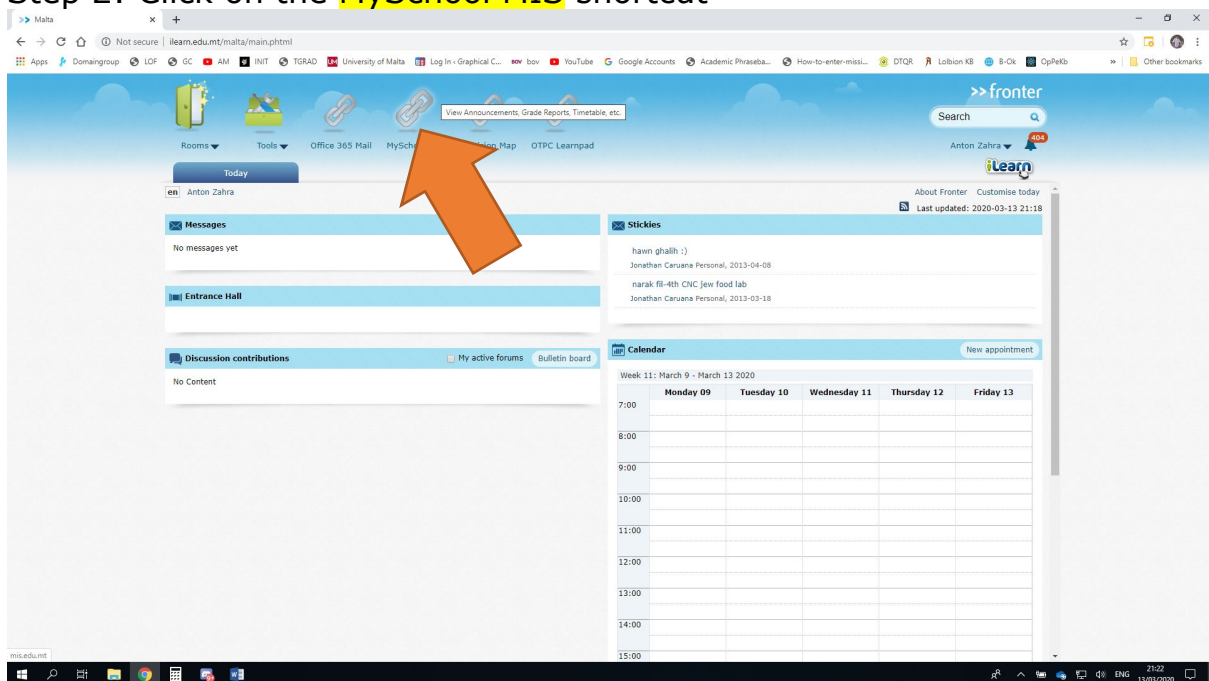


A step by step guide on how to send an announcement and disseminate educational resources to students through MySchool MIS.

Step 1: Log into ilearn.



Step 2: Click on the MySchool MIS shortcut



Step 3: Click on **Administer**

The screenshot shows the 'education.gov.mt' dashboard. On the left, a navigation menu is visible with the 'Administer' option highlighted by a blue gear icon. An orange arrow points from the 'Administer' menu item to the 'Administer' button in the main content area. The main content area displays 'Announcements' with a sub-section for 'Student's birthday(s)' containing a table with columns for dates and birthday status.

Student's birthday(s)	
Today	No birthdays
Tomorrow	No birthdays
15/03/2020	No birthdays

Step 4: Click on **Announcements**

The screenshot shows the 'Announcements' management page. The 'Announcements' menu item in the left sidebar is highlighted with a blue bar. An orange arrow points from this menu item to the 'Announcements' link in the top navigation bar. The main content area shows a table with columns for 'Title', 'Author', 'Creation date', and 'Expiry date'. The table is currently empty, and a 'NEW ANNOUNCEMENT' button is visible at the bottom right.

Title	Author	Creation date	Expiry date
-------	--------	---------------	-------------

Step 5: Click on **New Announcement**

education.gov.mt

Announcements

Active announcements | Expired announcements | Draft announcements

Title	Author	Creation date	Expiry date
Title	Author	Creation date	Expiry date

0 row(s) displayed

[NEW ANNOUNCEMENT](#)

Step 6: Write the Subject of your announcement here

education.gov.mt

New announcement

Subject*
Test email.

Audience*
Publish to*
Email & MySchool Portal

Expiry Date*

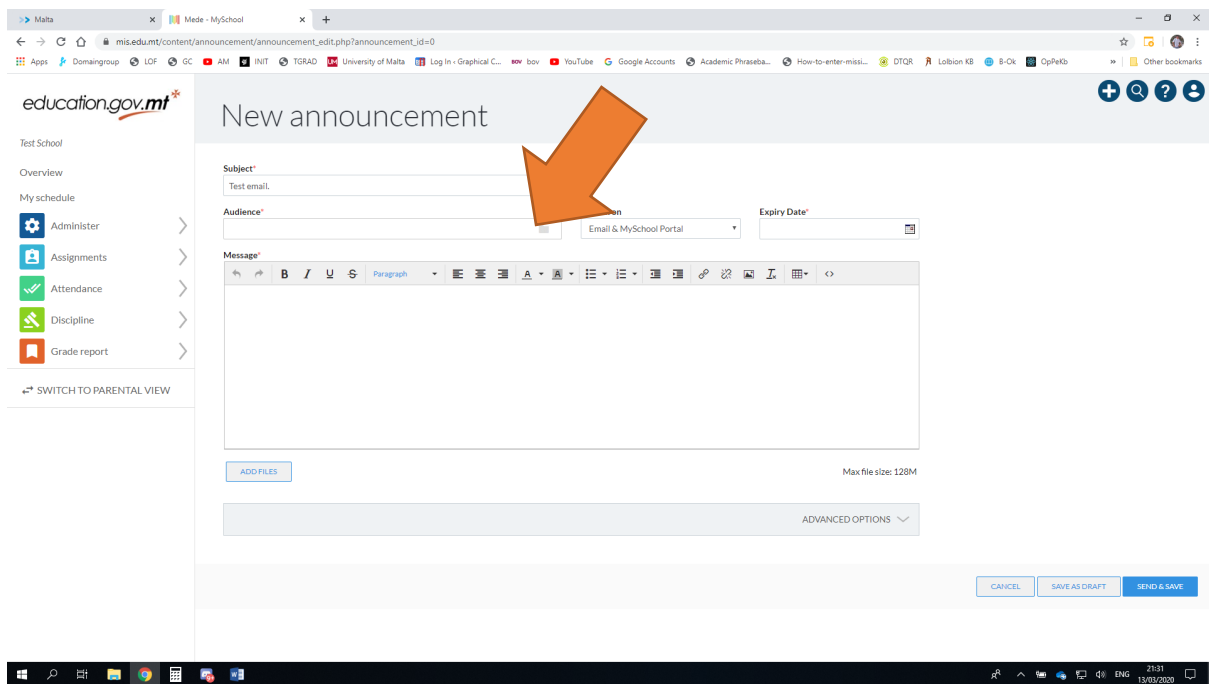
Message*

[ADD FILES](#) Max file size: 128M

[ADVANCED OPTIONS](#)

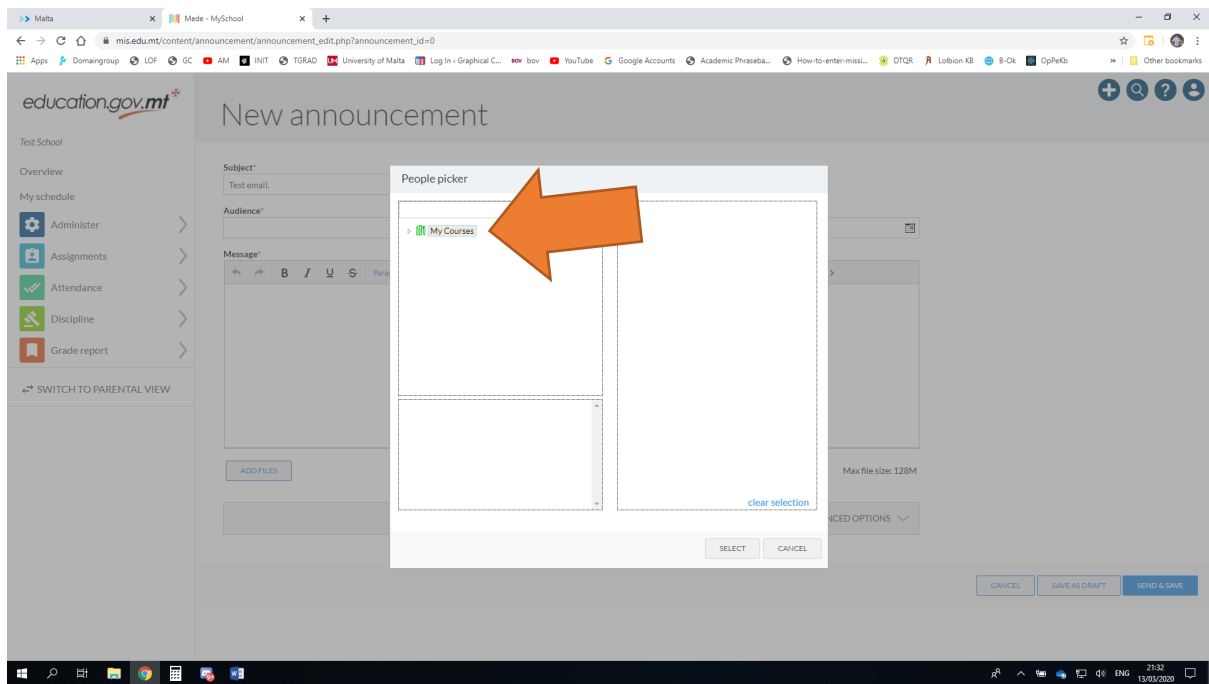
[CANCEL](#) [SAVE AS DRAFT](#) [SEND & SAVE](#)

Step 7: Click on **Audience**



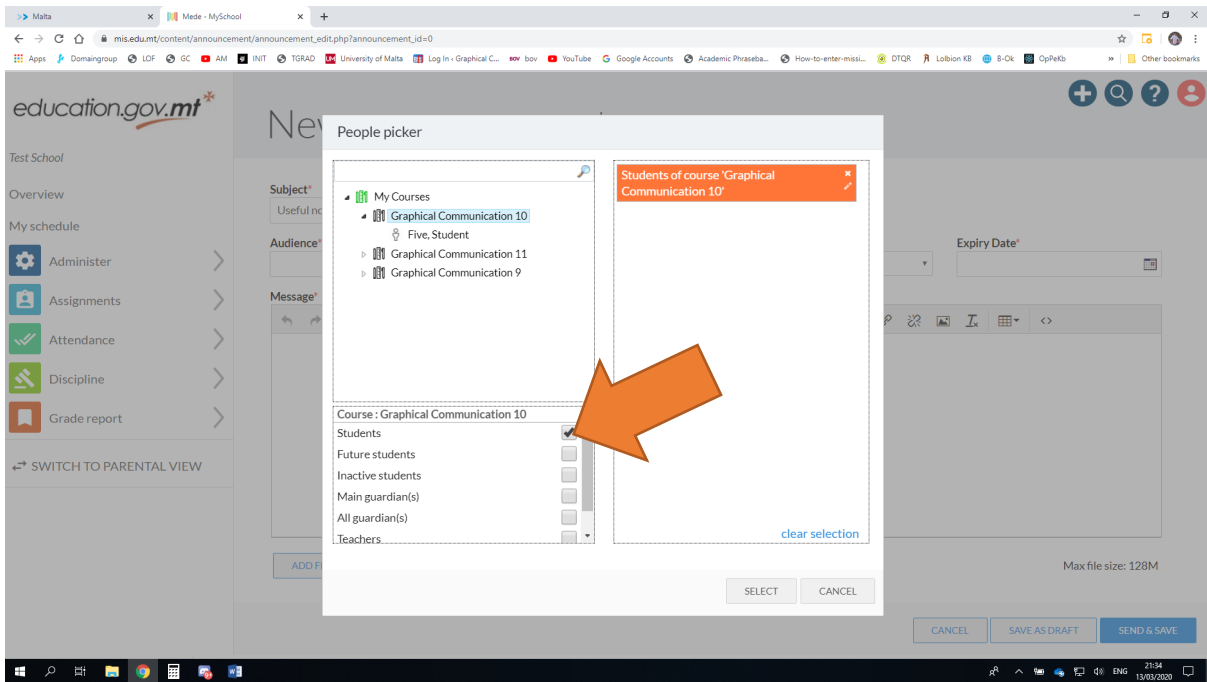
The screenshot shows the 'New announcement' page in the education.gov.mt system. The page has a sidebar on the left with navigation options like 'Administer', 'Assignments', 'Attendance', 'Discipline', and 'Grade report'. The main content area contains a form with the following fields: 'Subject' (with 'Test email.' entered), 'Audience' (a dropdown menu currently set to 'Email & MySchool Portal'), and 'Expiry Date'. Below these is a rich text editor for the 'Message' and an 'ADD FILES' button. At the bottom right, there are buttons for 'CANCEL', 'SAVE AS DRAFT', and 'SEND & SAVE'. An orange arrow points to the 'Audience' dropdown menu.

Step 8: Select your **Class** or **Course**

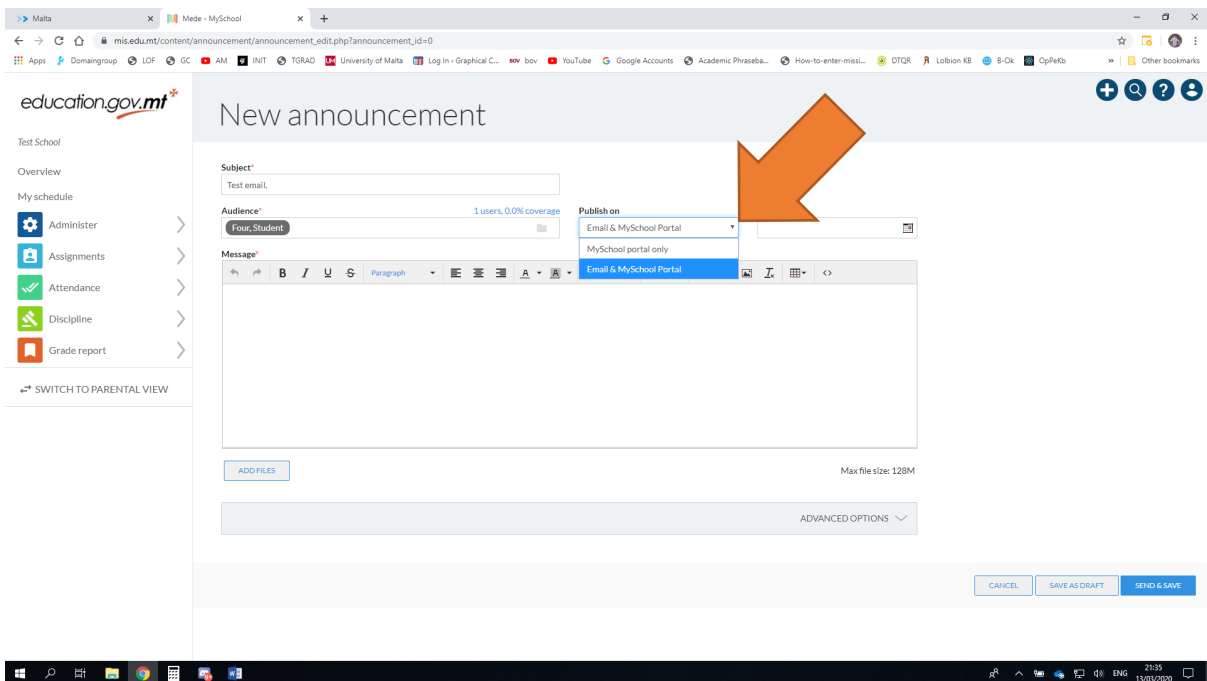


This screenshot shows the same 'New announcement' page as in Step 7, but with a 'People picker' dialog box open over the 'Audience' field. The dialog box has a search bar and a list of results, with 'My Courses' selected. An orange arrow points to the 'My Courses' entry in the list. The dialog box also includes a 'clear selection' link and 'SELECT' and 'CANCEL' buttons at the bottom.

Step 9: For each Class or Course select all students or some students. All students can easily be selected by simply clicking the Class or Course folder, and then ticking the students tick box.



Step 10: Choose if you would like message goes out as an email & also published to the MySchool portal, or else just published on the portal.



Step 11: Compose your message here

The screenshot shows the 'New announcement' interface. The left sidebar contains navigation options like 'Test School', 'Overview', 'My schedule', and 'Administer'. The main form has the following fields:

- Subject:** Test email.
- Audience:** Four, Student (1 users, 0.0% coverage)
- Publish on:** Email & MySchool Portal
- Expiry Date:** (empty)

The message body contains the following text:

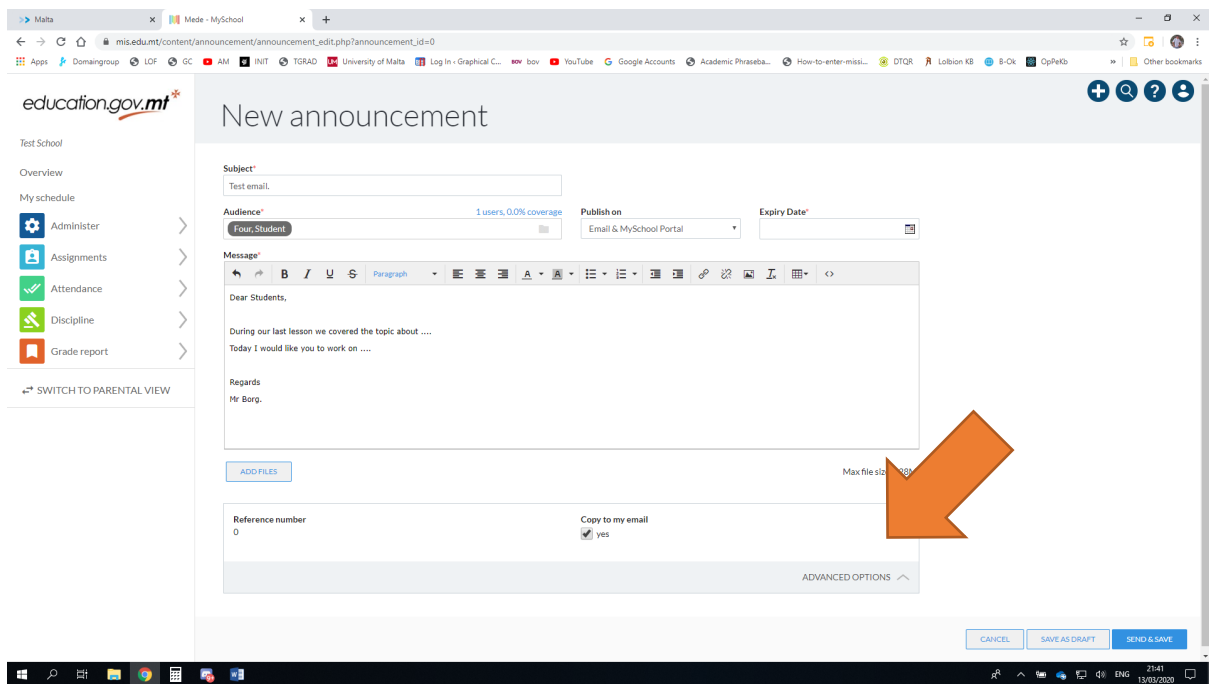
Dear Students,
During our last lesson we covered the topic about
Today I would like you to work on
Regards
Mr Borg.

An orange arrow points to the message body area. Below the message body is an 'ADD FILES' button and an 'ADVANCED OPTIONS' dropdown. At the bottom right are 'CANCEL', 'SAVE AS DRAFT', and 'SEND & SAVE' buttons.

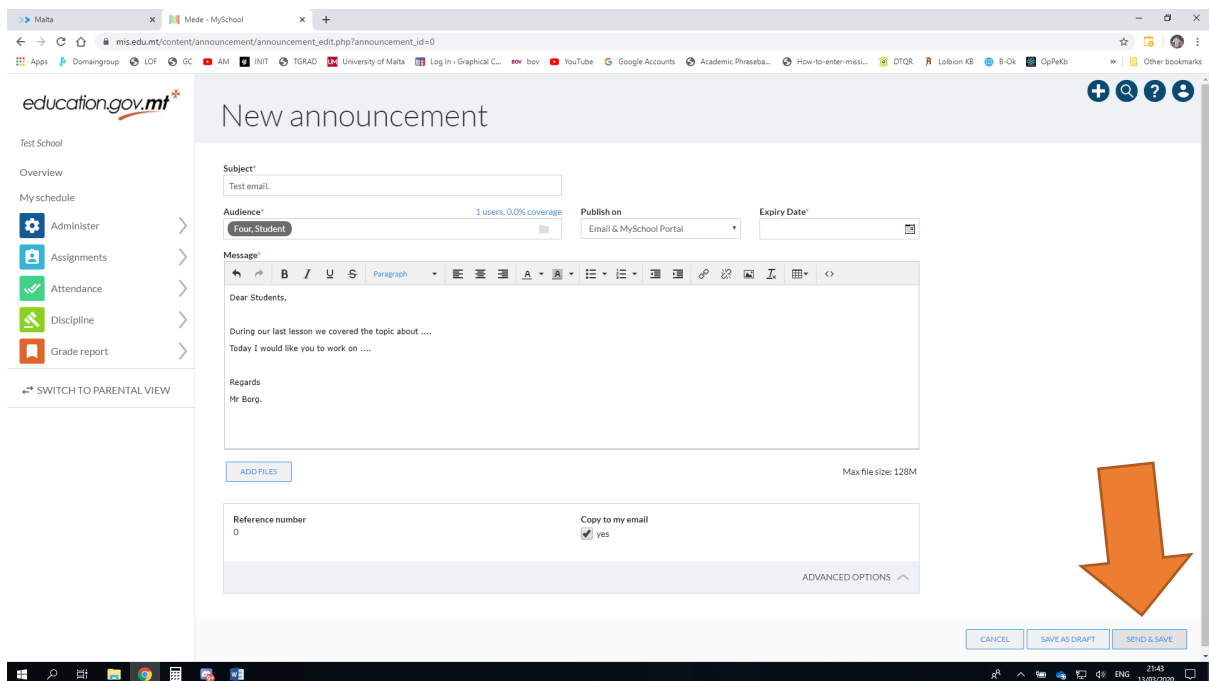
Step 12: You can also add any resources you may want to share with students by clicking **Add Files** (a window will open and you select the files), or else by providing a url as a link to other online resources you might have.

This screenshot is identical to the one in Step 11, showing the 'New announcement' form. The message body text is the same. An orange arrow points to the 'ADD FILES' button located below the message body.

Step 13: You can click on **Advanced options** here if you like.



Step 14: Congratulations! You can now click **Send & Save** to send your message.



A knowledgebase video, explaining how to use announcements, can also be found here (<https://support.msm.io/hc/en-us/articles/360003538174-Announcements>)