

ARGONNE

How to Create a School-Wide Announcement on Konstella

In a web browser:

1. Login to Konstella
2. Send a *Private Message* to **Margaret Poza**, our volunteer Konstella Admin, to confirm that your user privileges have been updated to post school-wide announcements
3. Select ARGONNE ELEMENTARY SCHOOL on the left menu
4. Select the orange **+ CREATE** button at the top right corner
5. Select Announcement and enter your event details

The screenshot shows the 'Create Announcement' form. The 'To' field has a red annotation: "Select Groups (Check the box for Argonne Elementary School or select each individual class you would like to notify)". The 'Description' field has a red annotation: "Select this icon to add an image to your announcement" pointing to an image icon in the rich text editor. The 'Publish' dropdown is set to 'Immediately'. At the bottom right, there are three buttons: 'Cancel', 'Save Draft', and 'Next'.

6. Once you are finished entering your event details, select the orange Next button.
7. Select the orange Publish & Notify Users

The screenshot shows a 'Please Confirm' dialog box. It contains the following text: "You're about to publish an announcement for Argonne Elementary School". There is a checked checkbox for "Add the update to the Feed on the home page, when it's published." Below this, it says: "Publish will create the update. In addition to creating the update, Publish & Notify Users will send emails and phone notifications." At the bottom, there are four buttons: "Cancel", "Preview Email", "Publish", and "Publish & Notify Users".

8. You can edit your announcement once it's been published. Look for the orange Actions button under the "+ Create" button. Click on Actions and then select Edit. Make all of your edits and when you save the changes you can choose if you want to notify users again.

Questions? Email communications@argonnesf.org