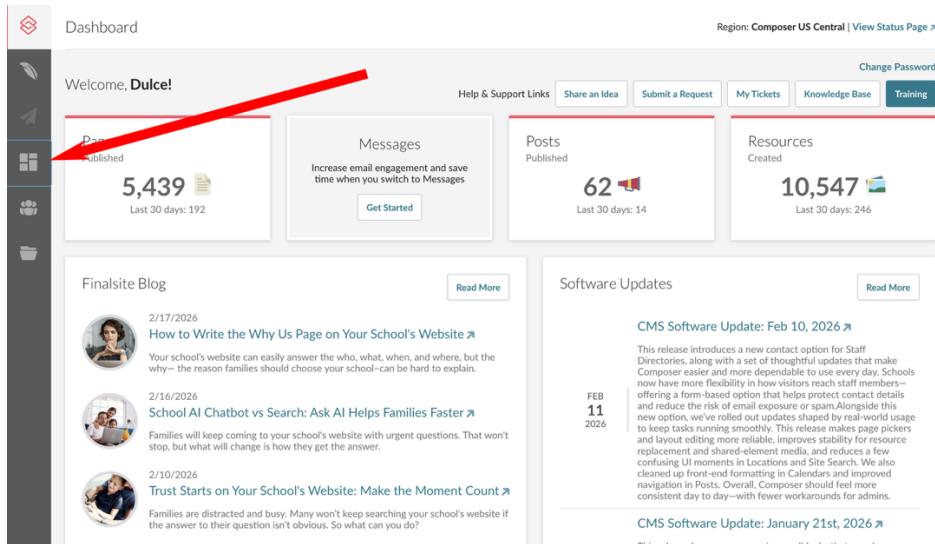
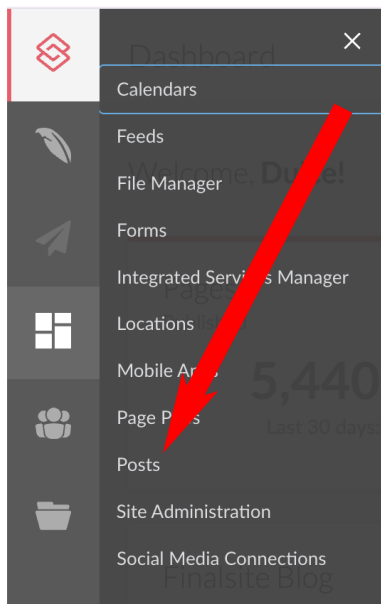


Add a Post to “School News”

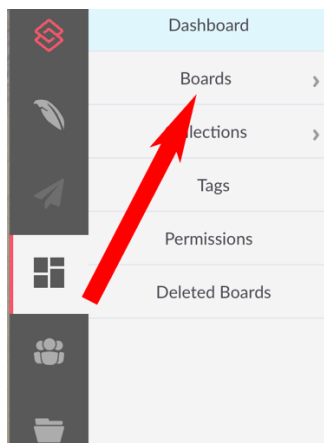
1. From the Dashboard, hover over the “Modules Menu” (Blocks icon)



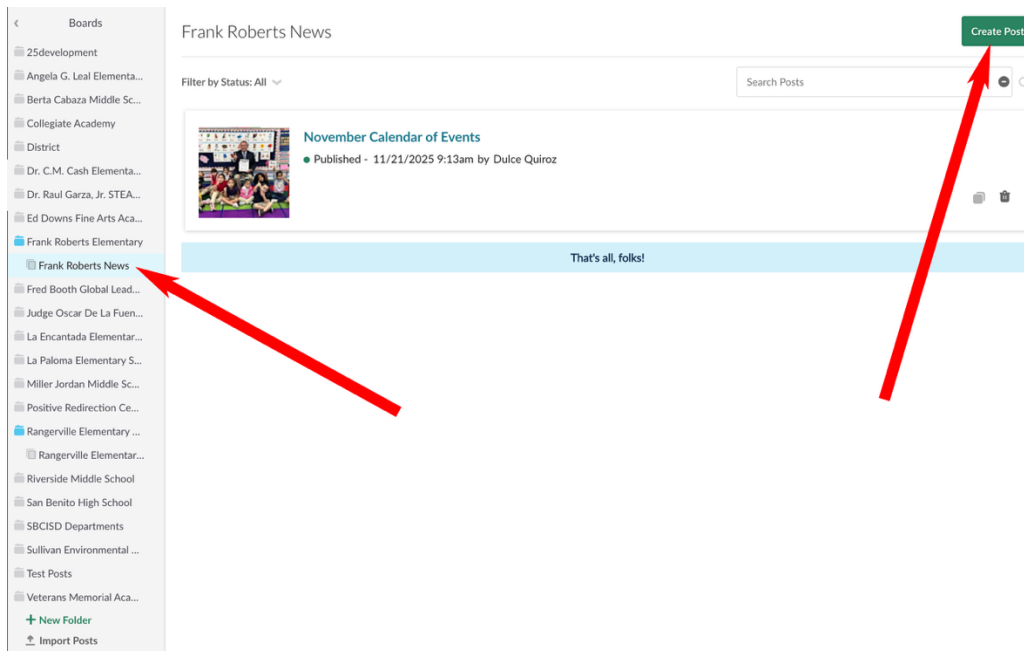
2. Click on “Posts”



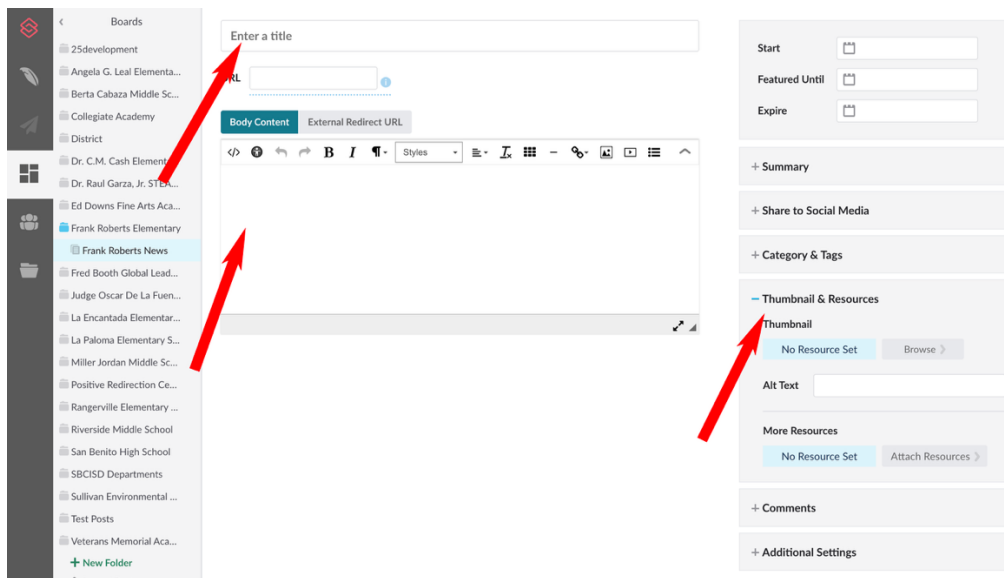
3. Click on “Boards”



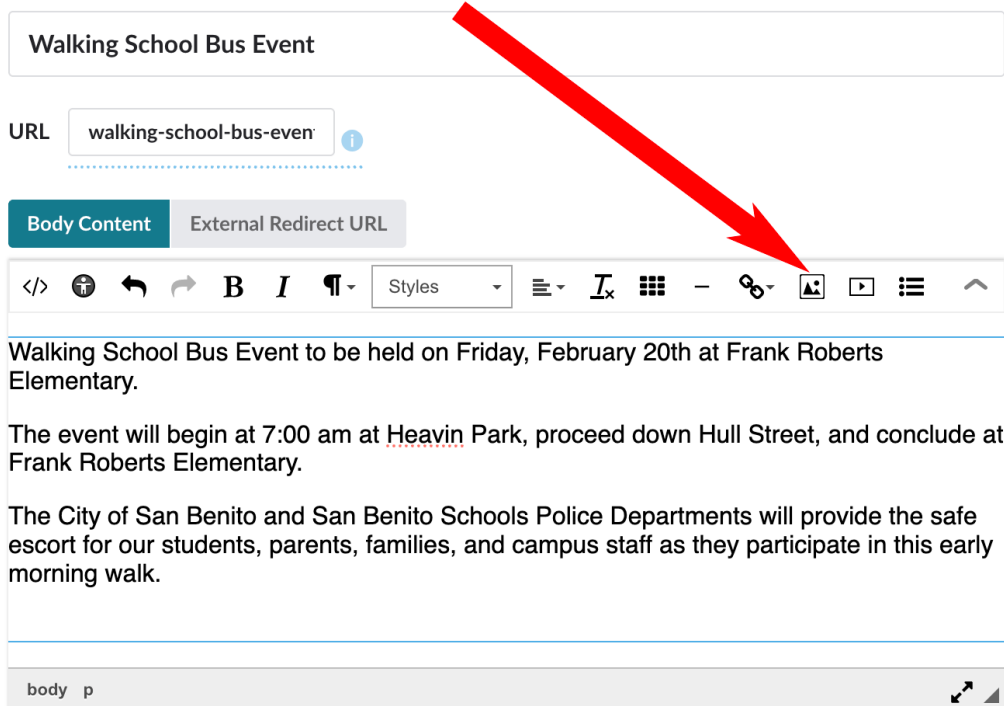
4. Click on your campus folder, then on your “campus news”.
Then click on “Create Post”



5. Type in the “Title”, Fill in the “Body Content”, and “Thumb & Resource” – photo to display with your news



6. You can add an image to the body of the news by clicking on the image icon.



Walking School Bus Event

URL

Body Content External Redirect URL



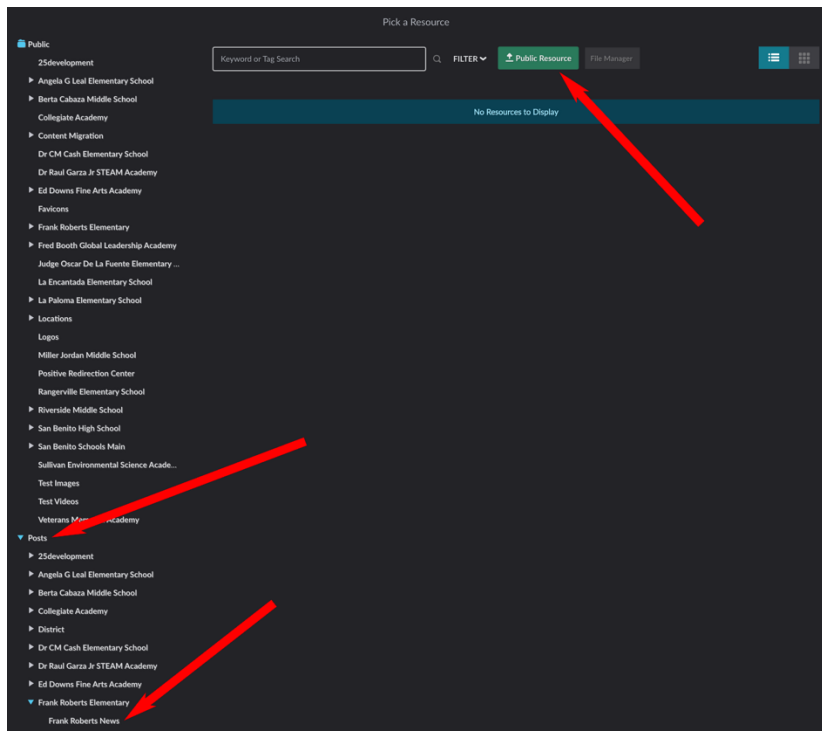
Walking School Bus Event to be held on Friday, February 20th at Frank Roberts Elementary.

The event will begin at 7:00 am at Heavin Park, proceed down Hull Street, and conclude at Frank Roberts Elementary.

The City of San Benito and San Benito Schools Police Departments will provide the safe escort for our students, parents, families, and campus staff as they participate in this early morning walk.

body p

7. The resource folder will display. I recommend uploading news photos/images on under the “Posts”, then selecting your campus news folder. You may also upload them to any other folder.



Pick a Resource

Public

Keyword or Tag Search

Public Resource

No Resources to Display

25development

Angela G Leal Elementary School

Berta Cabaza Middle School

Collegiate Academy

Content Migration

Dr CM Cash Elementary School

Dr Raul Garza Jr STEAM Academy

Ed Downs Fine Arts Academy

Favicons

Frank Roberts Elementary

Fred Booth Global Leadership Academy

Judge Oscar De La Fuente Elementary ...

La Encantada Elementary School

La Paloma Elementary School

Locations

Logos

Miller Jordan Middle School

Positive Redirection Center

Rangerville Elementary School

Riverside Middle School

San Benito High School

San Benito Schools Main

Sullivan Environmental Science Acade...

Test Images

Test Videos

Veterans Memorial Academy

▼ Posts

25development

Angela G Leal Elementary School

Berta Cabaza Middle School

Collegiate Academy

District

Dr CM Cash Elementary School

Dr Raul Garza Jr STEAM Academy

Ed Downs Fine Arts Academy

▼ Frank Roberts Elementary

Frank Roberts News

8. Once, you've put a title, filled in the body content, and selected a photo as a thumbnail, click on "SAVE".

The screenshot shows the WordPress post editor interface. On the left is a sidebar with a list of boards and a 'New Folder' button. The main content area is titled 'Walking School Bus Event' and contains text about the event on Friday, February 20th at Frank Roberts Elementary. Below the text is a large image of a 'The Walking School Bus!' poster. The right sidebar contains meta-information fields like 'Start', 'Featured Until', and 'Expire', followed by sections for 'Summary', 'Share to Social Media', 'Category & Tags', and 'Thumbnail & Resources'. The 'Thumbnail & Resources' section shows the selected image 'walkingbus.jpg' with a 'Browse' button and an 'Alt Text' field containing 'Walking Bus 1'. A red arrow points to the 'SAVE' button at the bottom right of the editor.

9. It will automatically display under the "School News"

