Creating and Reading the Daily Bulletin

You can use the daily bulletin to communicate information to parents, students, teachers, and administrators about sporting events, fundraising activities, parent nights, and grading terms. In addition, you can communicate different messages to different audiences. For example, you can post an announcement that teachers and school administrators can view but parents and students cannot. One or two administrative staff members should set up and maintain the daily bulletin.

Creating a New Bulletin Item

1. On the start page, click Special Functions on the main menu.
2. Click Daily Bulletin Setup on the Special Functions page.

3. Click New.

4. Use the following diagram to enter information in the fields:

5. Click submit

Editing or Deleting an Existing Bulletin Item:

1. On the Daily Bulletin Setup page, click the date in the Date Range column on which the original item begins.

2. Edit information in any field.

3. Click Submit to save your edits. Click Delete to delete the item from the bulletin.

Viewing the Daily Bulletin

Teachers view the daily bulletin in PowerSchool Teacher, substitutes view it in PowerSchool Substitute, and parents and students view it from the parent/student portal. To view the daily bulletin, choose Daily Bulletin from the main menu. You can view yesterday's, or tomorrow's, bulletin by clicking the appropriate date at the bottom of the page.

1. On the Daily Bulletin Setup page, click the date in the Date Range column on which the original item begins.

2. Edit information in any field.

3. Click Submit to save your edits. Click Delete to delete the item from the bulletin.