

Radius

Portal Announcements

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Quick Reference: Portal Announcements

Announcements can be added to the dashboard on the Radius Portal. These messages will be visible to all users who visit the Portal, students and parents.

If your school uses **Important Links** in My BackPack they are also visible on the Portal. **Important Links** are managed in My Back Pack under the **Resource Center Setup** menu.

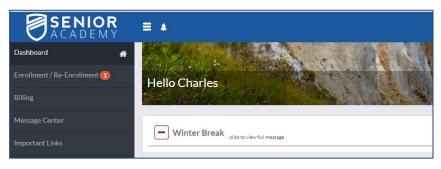
There are two methods for posting announcements on the dashboard that are managed through Radius.

1. System Message	Hello Gerald			
, ,				
2. Parent Portal HTML	Winter Break clickto view full message			
	Winter Concert is Thursday, December 12th at 7:00pm in the Performance Center, Join us for a celebration of the arts!			

System Message

A System Message will be visible at the top of the Portal dashboard by all users. These messages can be deleted by the user. *Note the Red icon!*

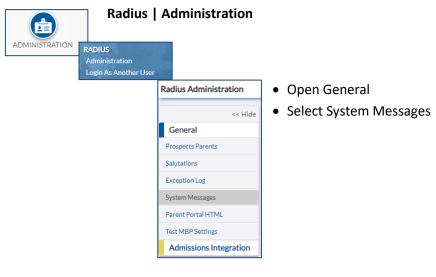
- Multiple system messages can be added to the dashboard
- Messages include a title and a description
- Messages can have specific visible date and time ranges set

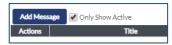


RCI	DIUS		
	Winter Break dicktor	view full message	
	YOUR FUNCTIONS		0
	< ENROLLMENT	ACCOUNTING	ADMINISTRATION
	SETTINGS Custom Fields Roles	ORGANIZATION Organization Operating Units	SETUP RAD Merchant Accounts Adm Payments Logi

Optionally, the same message can be displayed to the Radius users who manage Enrollment.

System Messages are set under the Administration Function





- Select Add Message
- Enter Title and visibility options
- Enter content for your message
 - Note red asterisks for required details
- Option to show in Portal and Radius
- Select Save when finished

Add/Edit Message	8
Title*:	
Winter Break	
Show message from:*:	
12/01/2019 12:00 AM	
Show message to:*:	
01/14/2020 12:00 AM 🛗 🖸	
Show in Portal	
Show in Radius	
Message:*:	
B I U S X, X ² I _X]	
Styles • Normal • Font • Size • 🛕 • 🔯 • 🙆 Source	
4	
Winter Break is December 20 - January 14	
Dorms Close on Saturday, December 21 at Noon	
Dorms Re-open Sunday, January 12 at Noon	
body p	4
	Save Cancel
	Cancel

- The message is added to the table, with visibility details
 - Use pencil icon to modify
 - Use delete icon to remove message
 - Use Show Only Active check box to filter messages

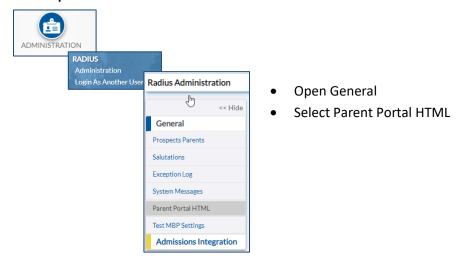
Home / Radius Administ	ration								
Radius Administratio	on								
	< Hide	Add Mess	age 🕑 Only Sho	w Active			Ş		
General		Actions	Title	Message	From Date	To Date	PortalVisible	RadiusVisible	
Prospects Parents		Ø –	Winter Break	>Winter Break i	12/01/2019 12:00	01/14/2020 12:00	•	•	÷
Salutations									-
Exception Log									
System Messages									

Parent Portal HTML

Parent Portal HTML announcements will be visible below a system message in the Portal if use both methods. The Parent Portal announcement cannot be deleted.

Hello Gerald	
Winter Break dick to view full message	***
Winter Concert is Thursday, December 12th at 7:00pm in the Performance Center, Joi	n us for a celebration of the arts!

System Messages are set under the Administration Function Radius | Administration



- Add your content to the message area of the editor and modify with tools as needed
- Save

Radius Administration	
< Hide General Prospects Parents Salutations Exception Log	This HTML block will show up in the Parent Portal below the Hello block and before any of the other dashboard widgets. X C C C C C C C C C C C C C C C C C C C
System Messages Parent Portal HTML Test MBP Settings Admissions Integration	Winter Concert is Thursday, December 12th at 7:00pm in the Performance Center, Join us for a celebration of the arts!
	body p Save

The Parent Portal HTML messages are always visible. To remove the announcement, you must delete the content in the message area of the editor.

Important Links

Important Links are managed in My BackPack (My BackPack Setup | Resource Center Setup)

o Important Links			
Schoology			
Click here to get to the tea	her pages on Schoology!		
Managebac	\searrow		
Click here to get to the Ma	nagebac portal.		
Magnus Health			
Login to the Magnus Healt	Portal		
Parent/Teacher Conferen	es		
Sign up for parent/teacher	conferences		
Haiku Learning Mgmt. Sys	em		
Login to your Haiku Learni	ng Mgmt. System		
		See More	