



RADIUS

# Portal Announcements

## 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.

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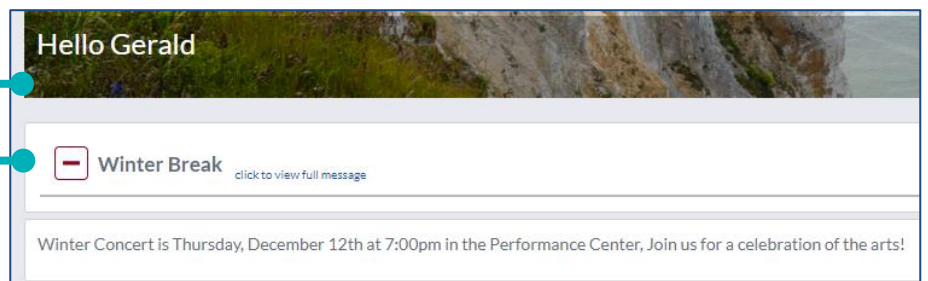
*If your school uses **Important Links** in My BackPack they are also visible on the Portal. **Important Links** are managed in My Back Pack under the **Resource Center Setup** menu.*

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

1. System Message

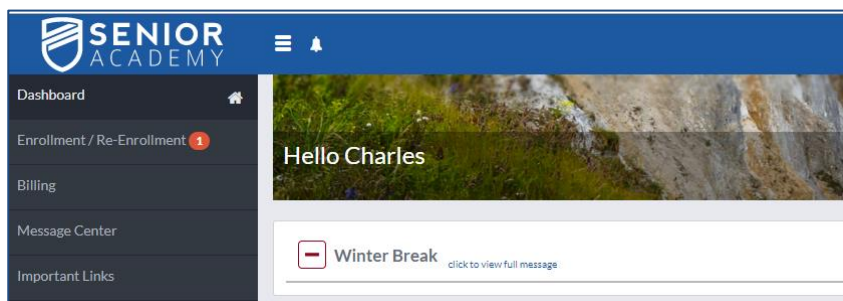
2. Parent Portal HTML



### 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



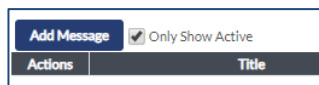
Optionally, the same message can be displayed to the Radius users who manage Enrollment.



System Messages are set under the Administration Function



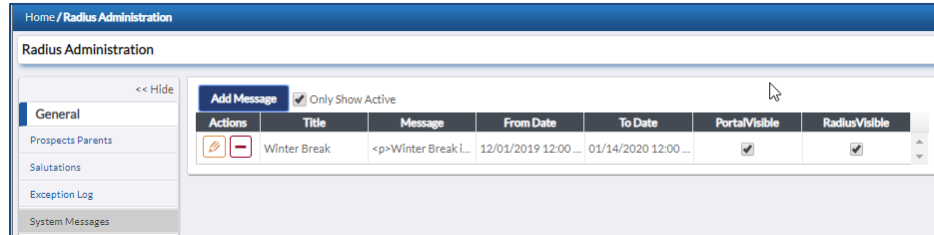
- Open General
- Select System Messages



- 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

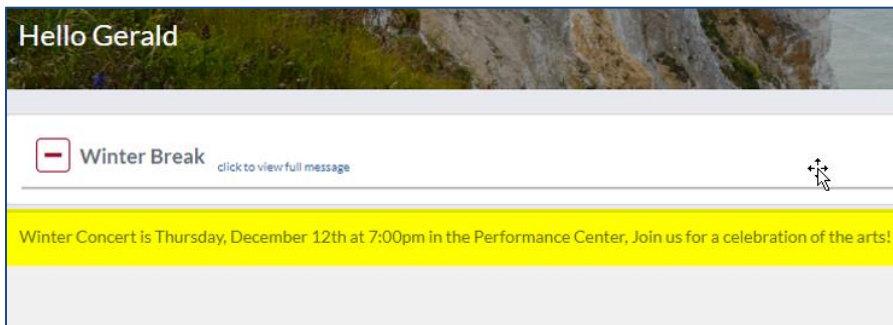
The screenshot shows the 'Add/Edit Message' interface. The title field contains 'Winter Break'. The 'Show message from' field is set to '12/01/2019 12:00 AM' and the 'Show message to' field is set to '01/14/2020 12:00 AM'. Both date fields have a red asterisk indicating they are required. The 'Show in Portal' and 'Show in Radius' checkboxes are checked. The message content area contains the text: 'Winter Break is December 20 - January 14' followed by a bulleted list: '• Dorms Close on Saturday, December 21 at Noon' and '• Dorms Re-open Sunday, January 12 at Noon'. The interface includes a rich text editor toolbar and 'Save' and 'Cancel' buttons at the bottom right.

- 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



## 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.



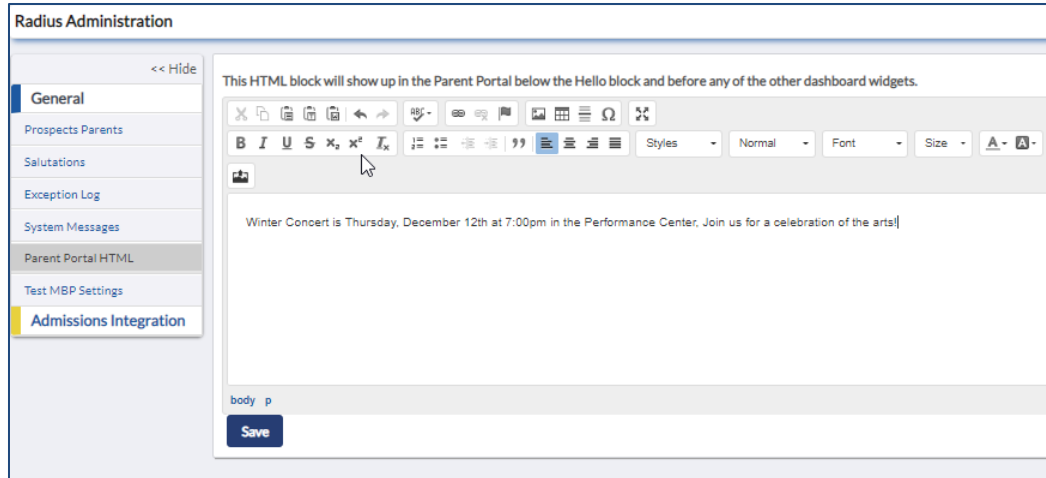
System Messages are set under the Administration Function

## Radius | Administration



- Open General
- Select Parent Portal HTML

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




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

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## Important Links

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

