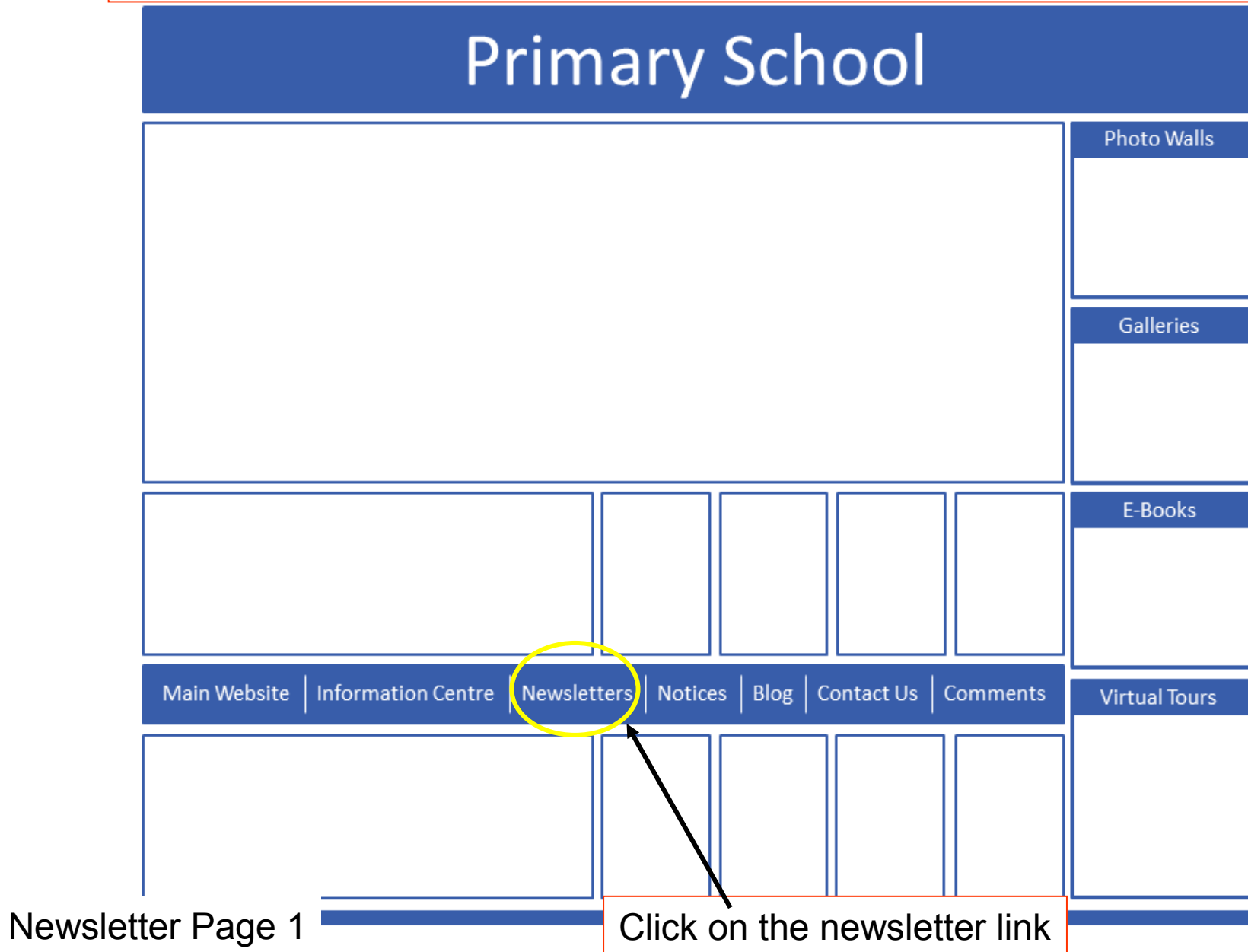


How to add a newsletter into the news forum



Newsletter Page 1

Click on the newsletter link


Template

Jump to...

Change this-Primary ▶ Template-Forums ▶ Forums ▶ General News forum ▶ School News

Search forums

Display replies flat, with newest first

 **School News**
by [School Website Administrator](#) - Thursday, 8 July 2010, 10:19 AM

Logo
Icon

Click on the logo above to return to the centre.

All of our school newsletters and announcements will be posted here.

Click on the login link.
N.B. You may need to scroll to the bottom of the page so that you can see the login link.

You are currently using guest access ([Login](#))

Template-Forums

Access our news areas using a login or as a guest

Login here using your username and password
(Cookies must be enabled in your browser) (?)

Username

Password

Login

You can access our school news through
this guest login

Login as a guest

Forgotten your username or password?

Yes, help me log in

Enter your login name, password and then click on the login button.

Change this-Primary ▶ Template-Forums ▶ Forums ▶ General News forum ▶ School News

Search forums

Display replies flat, with newest first

Move this discussion to ...

Move

 **School News**
by [School Website Administrator](#) - Thursday, 8 July 2010, 10:19 AM


Logo
Icon

All of our school newsletters and general announcements will be posted here.

Click on the logo above to return to the centre.

[Edit](#) | [Delete](#) | [Reply](#)

You'll see now a reply option on the posting at the top of the news forum. Click on this "reply" link.

 **School News**
by [School Website Administrator](#) - Thursday, 8 July 2010, 10:19 AM

Logo
Icon


All of our school newsletters and general announcements will be posted here.







return to the centre.

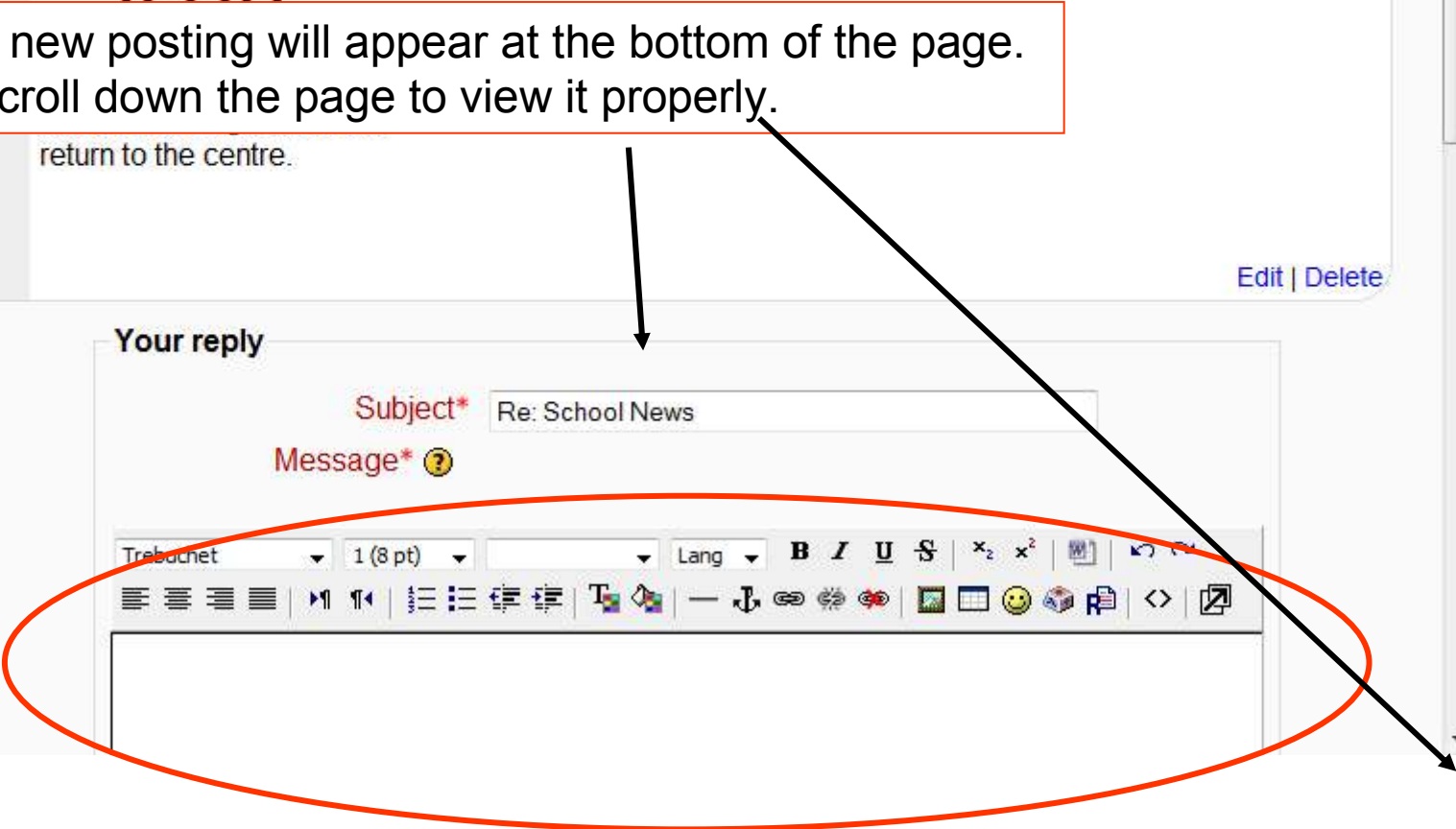
[Edit](#) | [Delete](#)

Your reply

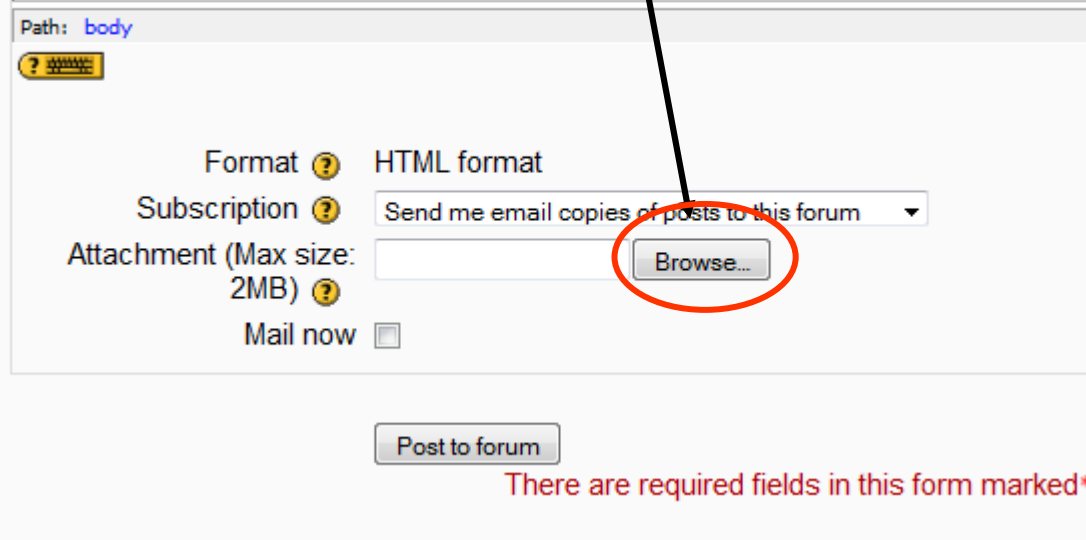
Subject*

Message* 

Trebuchet 1 (8 pt) Lang **B** *I* U      



Once you've finished creating your text scroll down to the very bottom of the page and click in the "browse" button. This will open up a popup box.



Path: body

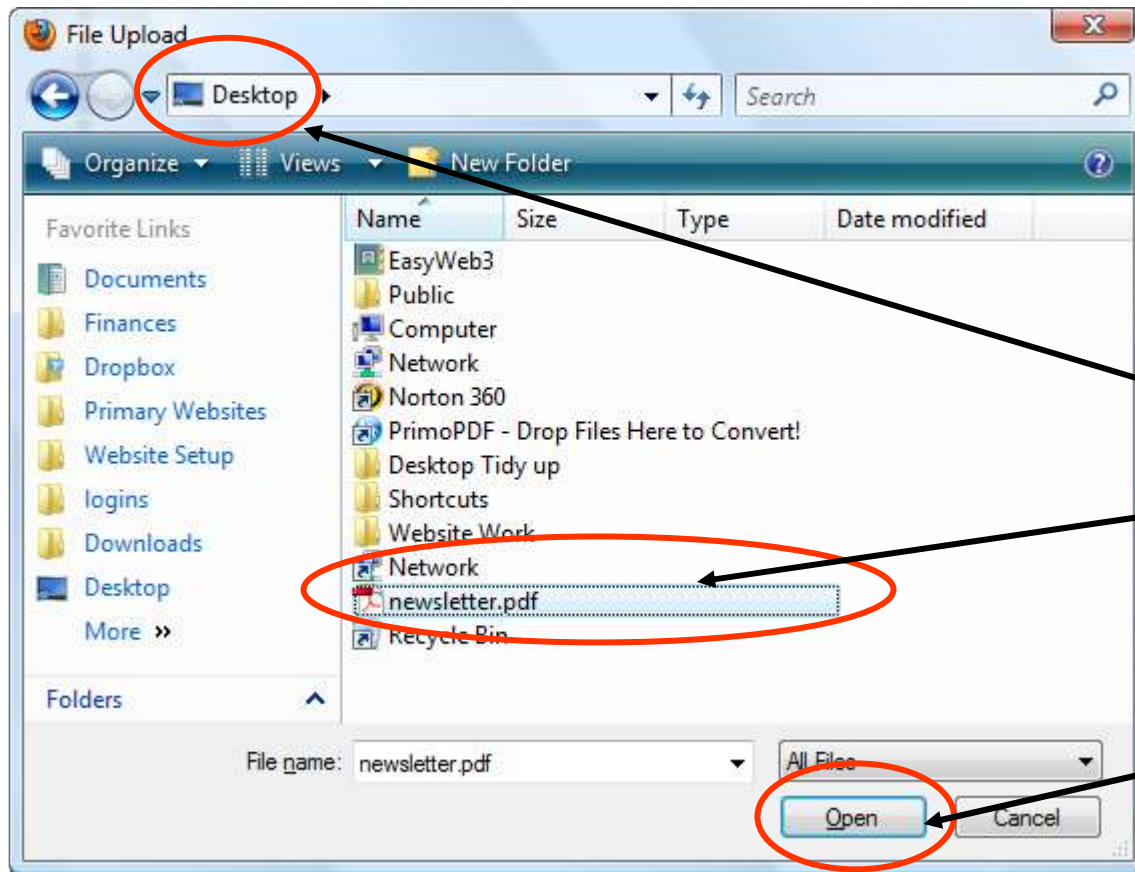
Format ? HTML format

Subscription ? Send me email copies of posts to this forum ▼

Attachment (Max size: 2MB) ? **Browse...**

Mail now

There are required fields in this form marked*.



A popup window will appear. Browse to the place on your computer where you newsletter is. (I have put my newsletter onto my desktop).

Double click on the file you want to add to the news forum, **or** click once on it and then click on the "Open" button.

Format ? HTML format
Subscription ? Send me email copies of posts to this forum
Attachment (Max size: 2MB) ? Browse...
Mail now

Post to forum

There are required fields in this form marked*.

The popup window will disappear and you'll see that the "path" to the file has been entered in the attachment field next to the browse button.

Then click on the Post to forum button.


The screenshot shows a Moodle forum post form. At the top, the path is set to 'body'. Below this, there are several options: 'Format' is set to 'HTML format', and 'Subscription' is set to 'Everyone is subscribed to this forum'. The 'Attachment (Max size: 2MB)' field contains the path 'C:\Users\EasyWeb3\D...' and a 'Browse...' button. A 'Mail now' checkbox is present and unchecked. At the bottom of the form is a 'Post to forum' button. A red circle highlights the 'Post to forum' button, and another red circle highlights the attachment field. A red arrow points from the top text box to the attachment field, and another red arrow points from the middle text box to the 'Post to forum' button. A red note at the bottom right of the form says 'There are required fields in this form marked*.'

[Moodle Docs for this page](#)

You are logged in as [School Website Administrator](#) (Logout)

Longhill-Forums


Move


 **School News**
by [School Website Administrator](#) - Thursday, 8 July 2010, 10:19 AM

Logo
Icon

All of our school newsletters and general announcements will be posted here.

Click on the logo above to return to the centre.

 **Newsletter - enter date here**
by [School Website Administrator](#) - Tuesday, 1 February 2011, 11:30 AM

 [newsletter.pdf](#)

Click on the attachment to this posting to view our newsletter.

[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)

Your new posting will appear directly beneath the top title posting and you'll be able to see the newsletter that is attached to it.