

# Guide to setting up a homepage newsfeed

## The homepage news folder


Homepage News is one of the features of the contemporary homepage; before you begin ensure your default or top level account is set to the contemporary homepage. If this has been modified by the portal administrator then the homepage shown below will be inherited by all new accounts created.


### Contemporary Homepage

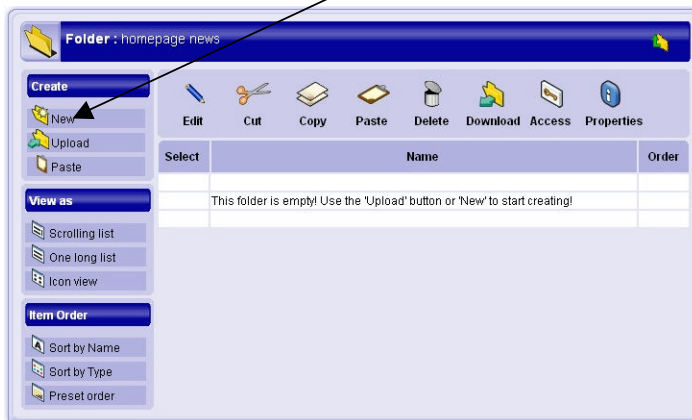


Here you see an example of how the homepage pulls through news stories from the schools own newsletter for all members of the school community setting this up for your school is easy please read the steps below.

## Editing the homepage news folder


Ensure that you are logged on as the top level account this will make sure the functionality is past on to all sub accounts. Click on the Digitalbrain character  to ensure you are at the homepage for the top level account.

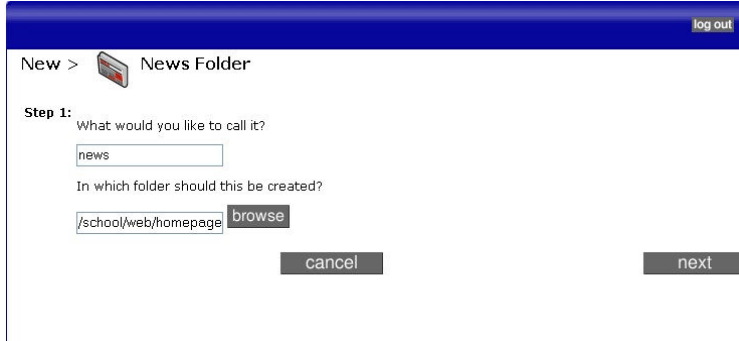
Next click on the News section  of the homepage, this will bring you to the empty homepage news folder. Click on New to start the process.




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## Creating and configuring a News Folder


Select  **News Folder** from the options available, at step one ensure that you name the folder “news” this is not optional if you want the News Article to be pulled through to sub accounts. Then select next.




Step two is to select an answer to the question **Show articles in reverse order?** By selecting this option to show the most recently created article at the top of the display (The default is to show the articles in the order they appear in the listing)

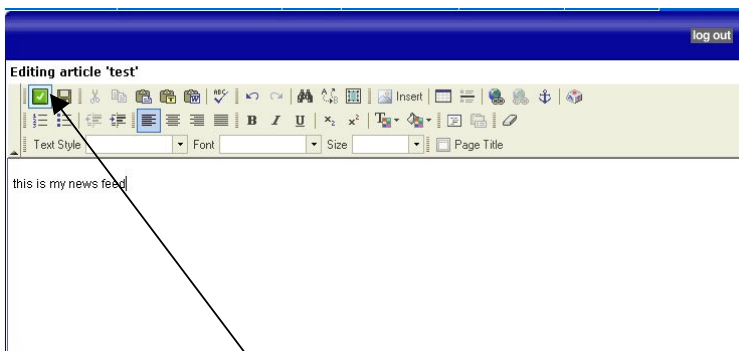
Then click on done. You will then see the message “ News Folder 'news' created”.

## Creating a News Article

Now click on the news folder you have created and click on  **New** to create a News Article.

Select  **News Article** from the options available and click on Next.

The names of the News Articles you create are up to you, once you have given the article a name click on Edit.



From the edit screen you can create the news articles you want to pull through in to the homepage news folder. If you already have the text simple copy and paste it onto the page, before clicking the green tick box to save your changes and view the results.