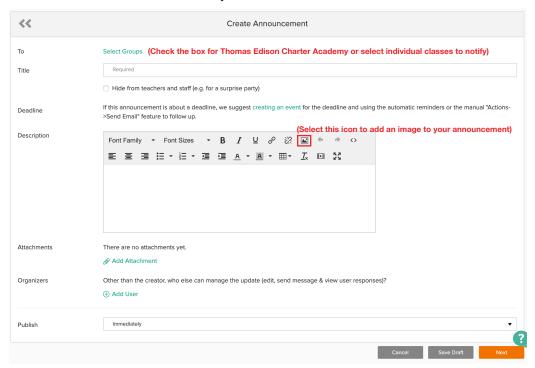


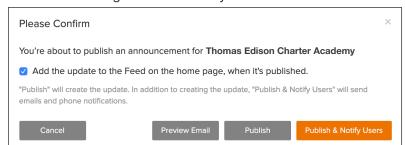
How to Create a School-Wide Announcement on Konstella

In a web browser:

- 1. Login to Konstella
- 2. Send a *Private Message* to **Maya Kuttan**, our volunteer Konstella Admin, to confirm that your user privileges have been updated to post school-wide announcements
- 3. Select THOMAS EDISON CHARTER ACADEMY on the left menu
- 5. Select Announcement and enter your event details



- 6. Once you are finished entering your event details, select the orange Next button.
- 7. Select the orange Publish & Notify Users



8. You can edit your announcement once it's been published. Look for the orange Actions button under the "+ Create" button. Click on Actions and then select Edit. Make all of your edits and when you save the changes you can choose if you want to notify users again.