



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
4. Select the orange **+ CREATE** button at the top right corner
5. Select Announcement and enter your event details

Create Announcement

To: **Select Groups (Check the box for Thomas Edison Charter Academy or select individual classes to notify)**

Title: Required

Hide from teachers and staff (e.g. for a surprise party)

Deadline: If this announcement is about a deadline, we suggest **creating an event** for the deadline and using the automatic reminders or the manual "Actions->Send Email" feature to follow up.

Description: **(Select this icon to add an image to your announcement)**

Attachments: There are no attachments yet. [Add Attachment](#)

Organizers: Other than the creator, who else can manage the update (edit, send message & view user responses)? [Add User](#)

Publish: Immediately

Buttons: Cancel, Save Draft, Next

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

Please Confirm

You're about to publish an announcement for **Thomas Edison Charter Academy**

Add the update to the Feed on the home page, when it's published.

"Publish" will create the update. In addition to creating the update, "Publish & Notify Users" will send emails and phone notifications.

Buttons: Cancel, Preview Email, Publish, 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.

Questions? Email mkuttan@gmail.com