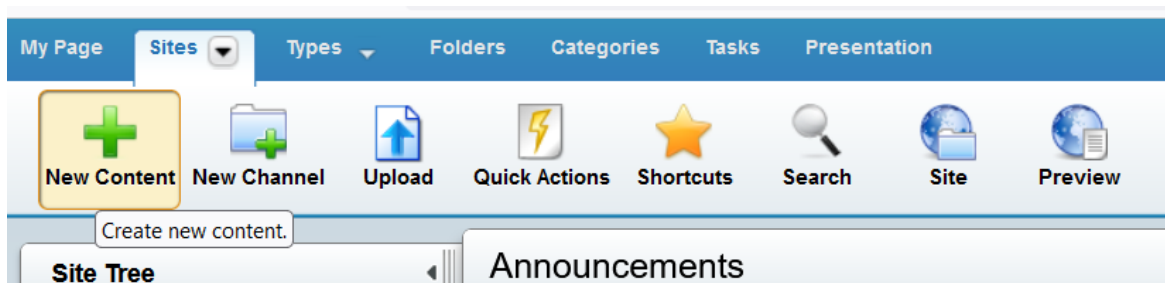


Creating an Announcement on Regional Websites

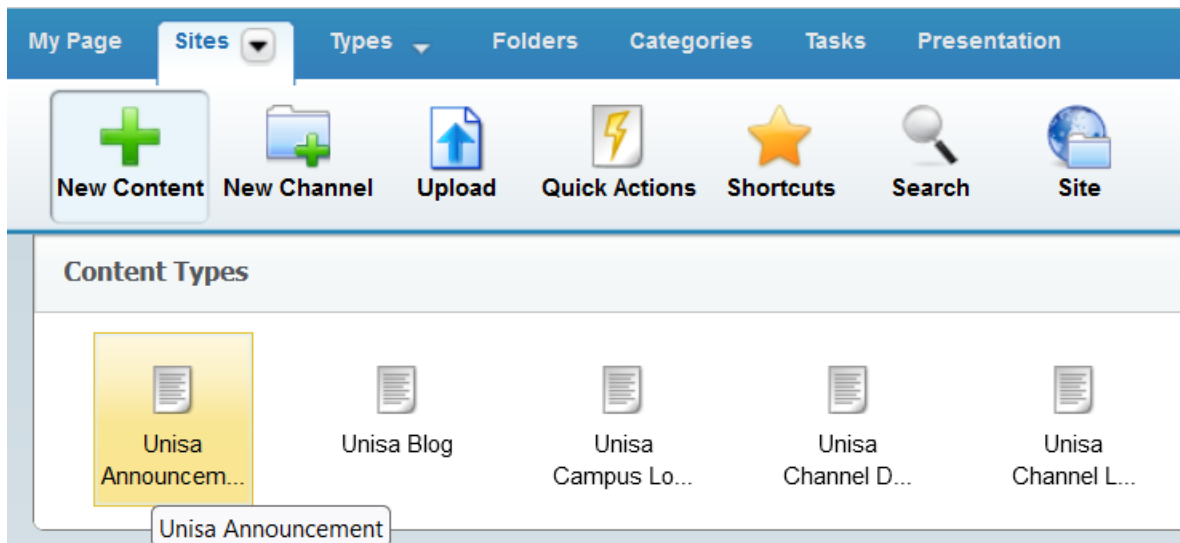
- Log in and navigate to your region.

Myunisa > Home/Student Support & Regions> Regional centres>

- Open the announcements channel.
- You will get a list of announcements, Click **New content** on the ribbon to add a new announcement.

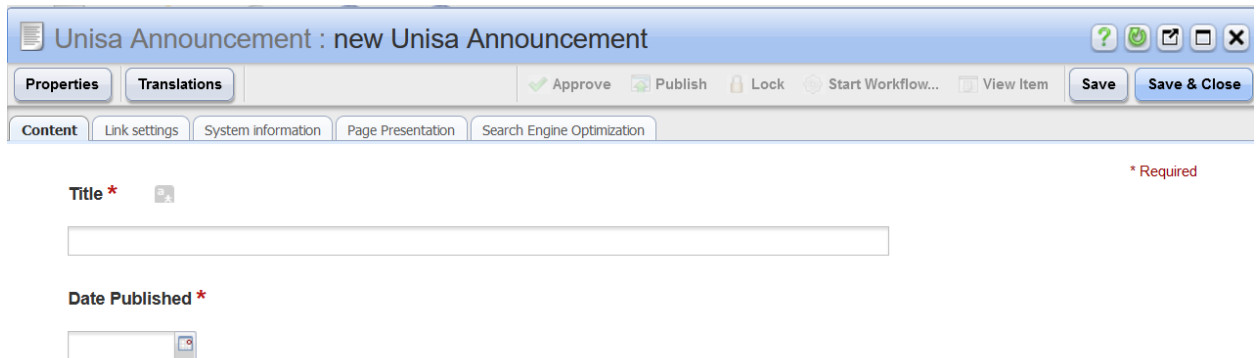


- Select the **Unisa announcement** content type.



Creating an Announcement on Regional Websites

- Complete the required fields with a (*) and **SAVE** (that will prompt the folder structure)



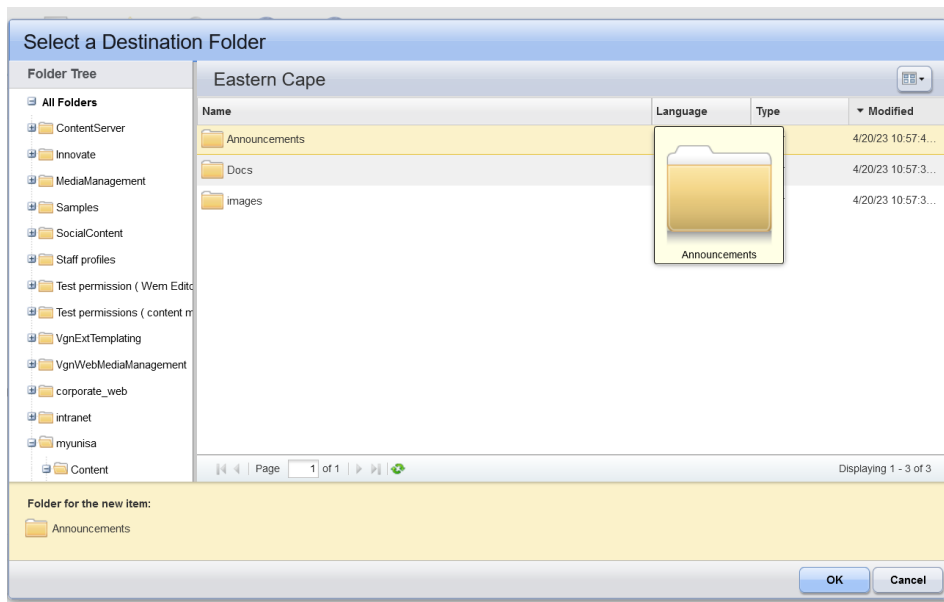
The screenshot shows a web application window titled "Unisa Announcement : new Unisa Announcement". The window has a menu bar with "Properties" and "Translations" tabs. Below the menu bar are buttons for "Approve", "Publish", "Lock", "Start Workflow...", "View Item", "Save", and "Save & Close". A secondary menu bar contains "Content", "Link settings", "System information", "Page Presentation", and "Search Engine Optimization". The main form area has two required fields: "Title *" and "Date Published *", both marked with a red asterisk and a small icon. A red asterisk and the text "* Required" are visible in the top right corner of the form area.

Save on the correct folder

- On the folder structure that appears, navigate to the correct folder (select your region)

Folder / myunisa / Content / Learner support & regions / Regional centre / Eastern Cape / Announcements

- Inside the region's folder, Click the announcement folder



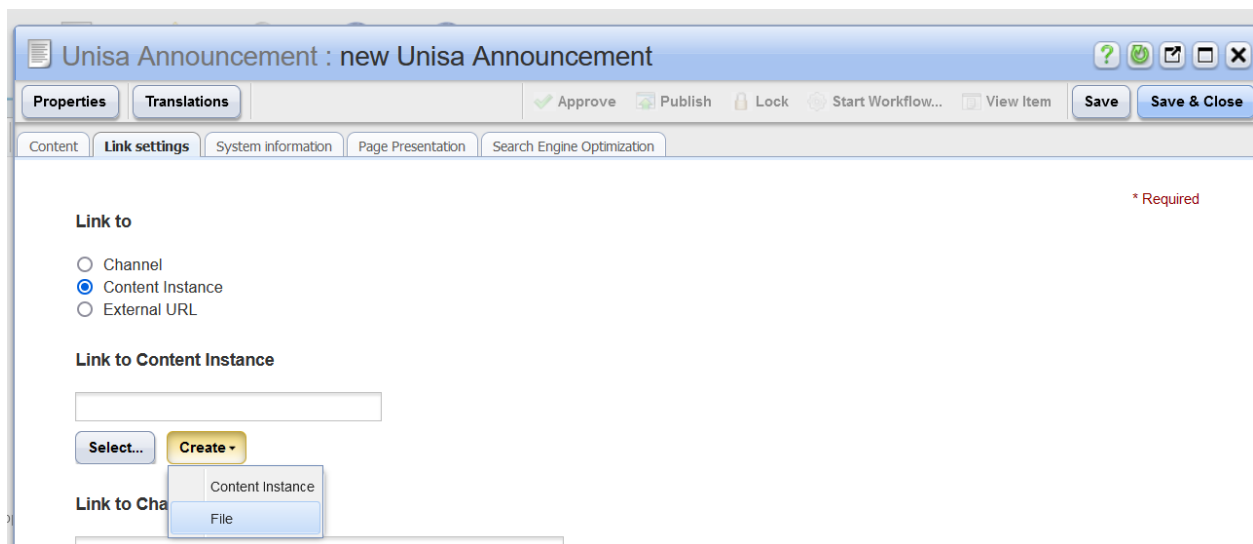
- At the bottom it must indicate the correct selected folder and **Click OK**

Adding content on the page

(Use the body section of the content instance and follow the steps on how to add content from page 9 onwards)

Linking documents

- Click Link setting tab and select content instance.
- Click create and click file



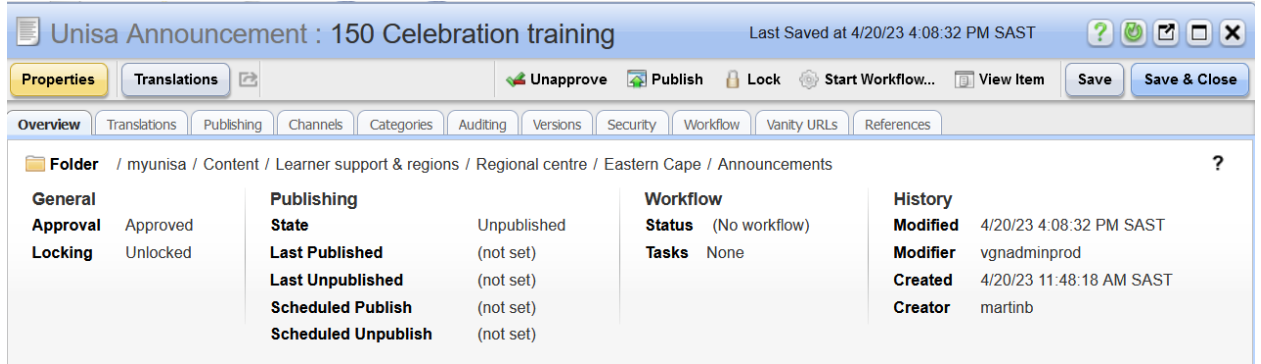
- Then follow the steps of adding a document on the main manual on **page 32 to 36** of the WEM Manual.

Assigning a category

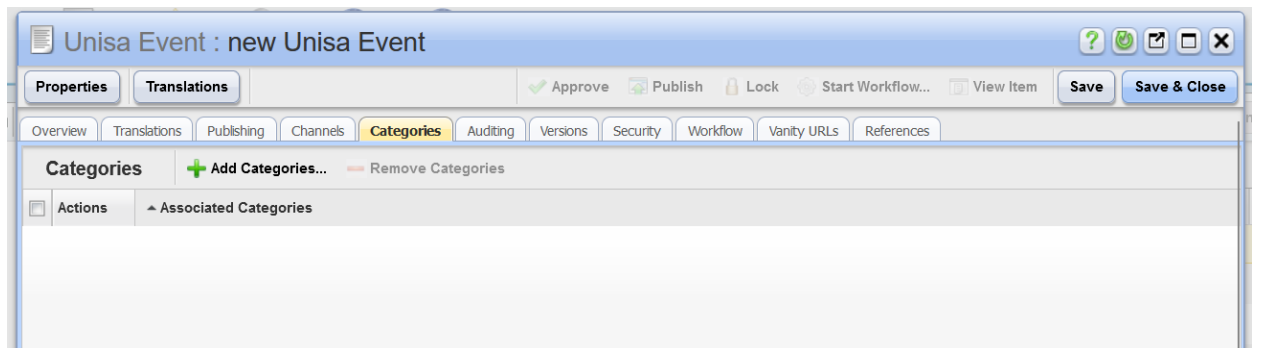
(This will place the announcement on the homepage of the region's website)

- On the top right, Click the **Properties** tab

Creating an Announcement on Regional Websites

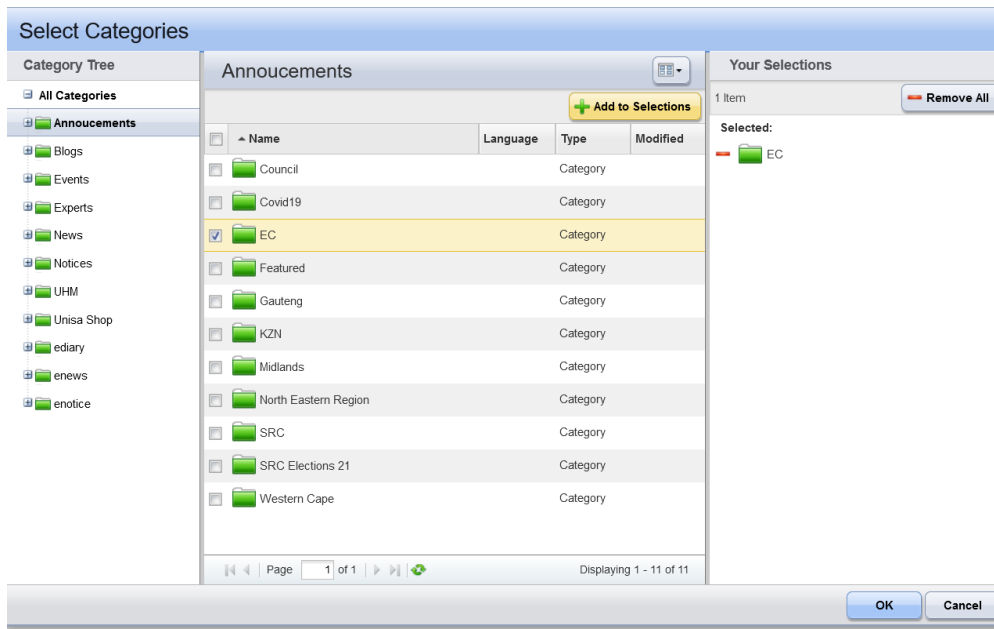


- Click **Categories** tab



Creating an Announcement on Regional Websites

- Click Add Categories



- Select the appropriate **Category** for your Region.
- Click **add to selection** and **Click OK**.

Workflow to submit for publishing

- Start the process of the workflow as on **page 44 – 47 of WEM training Manual**.

- END -