

Adding a Notice

1. Visit the website <http://sobs.com.au> (Your school may have a link on your intranet – check there first)
2. Click the 'School Notices' icon



3. If prompted to login enter your username and password. Depending on the authentication method your school uses will depend on what username and password you use here. Check with your IT support if you are unsure.

Login

Username:

Password:

4. If you can't remember your password you can click the 'Trouble remembering your password?' link. This will prompt you to enter your email address – assuming your email address is the same as the one registered in Sobs the system will immediately reset your current password and send an email with this new password to the address specified. When you next login you will then be prompted to set a new password. If your email is not registered in Sobs then you will get a message indicating that the email was not found.

[Trouble remembering your password?](#) | [Register as a Guest](#)

5. You may also have the option here to register as a guest. This is normally for parents or friends of the school. Staff should see their IT support about obtaining valid login details.

6. After you have successfully logged in you will be presented with today's notices. Notices will be displayed in groups, the first group is normally the all-of-school notices, arranged by category. The following groups will represent each year level at the school, or more likely the year levels you currently have selected to display. (We will show you how to change these later).

7. **Adding a notice** – click the 'Add a notice' link in the Main menu.



In some instances you may not be able to add a notice. If you don't see this link in the Main menu then check these settings:

- * If your session has expired – try logging in again
- * If you are in the wrong school – check the school name in the top right corner of the page
- * If your school is only licensed for Room Change notices
- * If your school has restricted some security levels – check with your SOBS administrator

8. **Enter the content** of the Notice into this first box. By default notices are plain text. If you have the “*f* Styled entry” link below the box you can click this to allow entry of a styled notice, using different fonts, colours and sizes to layout your notice. If you abuse these features the SOBS administrator has the ability to limit your access to plain text only.

Notice Detail

Content:

[f Styled entry](#) Enter the details for this notice

Select a category from those available. These categories will vary from school to school and help to group the notices for display.

Category: Select the category for this notice

9. **Check all the relevant year levels** for this Notice. If it is a staff notice then check the 'Staff-only' box, the year levels will automatically disappear and will not apply to this notice.

Staff-only: When checked this only displays in the Staff notices

Year levels: yr7 yr8 yr9 yr10 yr11 yr12

Select the year levels this notice applies to
If you select a single year level then the notice will automatically list under this year level. Select multiple year levels and the notice will appear in the general section

The year levels displayed are those that are taught at your school (if they are not correct then check with your SOBS administrator).

10. **Enter the date** for this Notice.

Display notice:

Enter the date to display this notice. The minimum value is 11-08-2015

In order to reduce the number of repeat notices each day the school has imposed a limit of 0 scheduled days for each notice

Display this notice every day over a range of dates

Repeat this notice schedule through to an end date

The default date is the next valid date you are allowed to enter. The system is configured to automatically cut-off at a specific time, all notices entered before that time will be valid for today's notices, notices entered after that time will only be valid for tomorrow.

You can enter a future date in order to schedule a notice for an upcoming event. You can click the 'calendar' icon at the end of the field to popup a calendar and then click the required date.

You will not be able to back-date a notice.

You can also specify a range of dates by checking the option to specify a range, the notice is then valid from the first date entered to the last date you select. The notice will be included in the daily notices on every school day from the beginning to the end of this range.

Alternatively, you can repeat a notice on a schedule, for example 'Weekly'. The notice will then appear on the first date selected, and again after the repeat period, through until the end date selected.

Some schools will limit the number of times you can repeat a notice.

Click 'Save' and the notice is saved and scheduled.

11. **Notices are delivered by email** – for most schools the daily notices are delivered by email to staff, and for some schools also to students.

12. **Check the year levels** to ensure you receive all of your notices. The year levels are displayed in the left hand menu. Ensure all of the year levels you want to see notices for are checked, and then click the 'Set default' button – this will ensure these notices are included in the email sent to you.

As a regular staff member you will likely also receive the 'Staff notices' automatically, if you don't please check with your SOBS administrator to ensure this option is enabled for your login.

Checking and unchecking these options will automatically refresh the display of the current notices, including only the year levels that are checked.

Show notices

Staff notices

yr7

y8

y9

y10

y11

y12

13. You will be able to edit and delete ('Del') your own notices.

Year levels	Category	Notices	
y8			
✓ y8	General	All year 8 students to the hall for Period 1 please	Edit Del

You can also adjust the schedule for your notice. Clicking on the date will allow you to modify the date the notice is displayed. Clicking the “+” icon allows you to add additional scheduled dates for your notice.

Schedule
Tue 11-Aug-2015 

14. The School Notices application is designed to remember all of the notices you use every year. Do not feel like you need to clean these out and delete notices, in fact we encourage you to keep these notices in the system, and each year you can reuse the same notice.

Search for:

Use the 'Search for' box to search your own notices. You can type in any word or part word to locate notices you have previously used. The 'List all' button will list all your notices.

When you have located a notice you would like to reuse, simply click the “+” icon in the Schedule column and select the new date to reschedule this notice.