newline VCS

powered by TSN

TSN Users Guide

UPGRADE YOUR DIGITAL SIGNAGE TO A POWERFUL

VISUAL COMMUNICATIONS SOLUTION

Contents

Welcome!

The Newline Interactive Visual Communication System powered by TSN turns static digital signage into a powerful, visual communication broadcast network designed to solve unique communication challenges in schools and businesses by providing unified campus/building, virtual & community communication. Leaders broadcast important & engaging messages to students, employees, customers, your community, and key stakeholders through one simple, digital display network.

Use this User Guide to see the steps to manage your TSN portal. Or, to see the system in action, check out the Newline VCS powered by TSN playlist to see things in action.

Or join the TSN Professional Learning Community to access just-in-time training, connect with other users, request white-glove services, or join an online session.

Login to The Scholastic Network

If you already have a TSN login, navigate to https://portal.thescholasticnetwork.com/ in your browser:
1. Enter your email address (username).
2. Enter your password.
3. Click **Login**.

If you've never had a login associated with your school/district/business email address, your TSN administrator will need to create one for you:
1. Open your email program and look for an email from TSN (The Scholastic Network) with your invitation to the TSN Portal. Click on the link in the email.
2. Enter and confirm a password and then click **Create New Password.**
3. Use your email address and new password to login to The Scholastic Network.

Manage Users and Groups

Create a new user

1. From the **Dashboard** or menu waffle, click on **Users**.
2. Click the **Create user** dropdown button in the upper right corner.
3. If you're a school or district, select either **School user** or **Student user.**
4. In the **Create user** dialog box, enter the new user's information.
5. Select the **Edit groups** button to add the user to at least one group.
6. In the **Edit groups** dialog box select the desired district/school or company/building options.
7. Select a group or groups from the list.
8. Click the **Done** button to save the selected group(s).
9. Select the required access - either Full access or No access. (Use No access for users on prolonged leaves of absence.
10. Place a checkmark in the "**Notify user after creation**" box if you want the new user to receive an email with their access information. Otherwise, personally give the new user their login information along with the TSN URL.
11. Click the **Done** button to save the user.

Edit a user

1. From the **Users** portal, select the appropriate tab for the user you want to edit (School or Student or Business)
2. Click on the name of the user.
3. In the Edit user dialog box make your desired changes
4. Click the **Done** button to save your changes.

Add a user to a group

1. In the **Users** portal, click on the name of the user.
2. In the **Edit user** dialog box, click on the **Edit groups** button.
3. In the **Groups** dialog box, select the district and the school or the company and the building.
4. Select the desired group from the list.
5. Click the **Done** button to save your changes.

Change the role of a user in a group

1. In the **Users** portal, click on the name of the user.
2. In the **Edit user** dialog box, click the **Edit** button to the right of the name of the group that you want to adjust the user's role in.
3. If no role suits the new user, create a custom role:
4. Click the **Edit** button.
5. Choose a role template for ease of customization (click on the icons at the top of the dialog box.)
6. Edit the required access.
7. Click the **Done** button to save your changes.

Create a new group

1. In the **Users** portal, click on the **Groups** tab in the upper left.
2. Click on the **Create group** button in the upper right.
3. Use the dropdown lists to select the appropriate district/school or company/building.
4. To immediately add existing users to the group, click on the **Edit users** button.
5. In the **Add users** dialog box, select the desired district/school or company/building from the dropdown lists.
6. Select the users from the list.
7. Click on the **Done** button in the **Add users** dialog box to save the selected users.
8. Save the new group by clicking the **Done** button in the **Create group** dialog box.

Edit a group

1. In the **Users** portal, click on the **Groups** tab in the upper left.
2. Click on the name of the group.
3. Use the **Edit group** dialog box to make your changes.
4. Click the **Done** button to save your changes.

Managing Screens & Assigning Content

Assign Content to Screens (from the Content Portal)

1. From the **Dashboard**, click on the **Content** icon.
2. Click on the name of the content below the thumbnail.
3. In the **Content** dialogue box, click on the **Edit screens** button.
4. In the **Add to screens** dialog box, select the screens where you want the content to display.
5. Click the **Done** buttons in the **Add to screens** dialog box and in the **Content** dialog box.

Assign Content to Screens (from the Screens Portal)

1. From the **Dashboard**, click on the **Screens** icon.
2. Select the desired screen by clicking on the screen name underneath the thumbnail.
3. Click on the **Add content** button.
4. In the dropdown, select the type of content to be added.
5. In the **Add content** dialog box, choose the content by activating the checkboxes and clicking on the **Add** button.

Unassign Content to Screens

1. Open the **Content** portal.
2. Click on the name of the content below the thumbnail.
3. In the **Content** dialog box, click on the **Detach** option to remove the piece of content from the screens.
4. Click the **Done** button to save your changes.

Change the Content Display Settings for a Screen

1. From the **Dashboard**, click on the **Screens** icon.
2. Select the desired screen by clicking on the screen name underneath the thumbnail.
3. Click on the **Settings** button.
4. In the **Screen settings** dialog box, click on the **Customize** button.

Change the content display queue from a Content group

1. Content assigned to a screen is organized by groups.
2. In the **Screens** portal, click on the name of a screen.
3. Find the content group and click on the **Queue** button in line with the group name (on the right side.)
4. Use the cross-arrow buttons in the right corner of the thumbnails to click and drag the content into your desired order.
5. Click the **Done** button to save your changes.
6. To return to the default queue, click on **Queue**, then **Reset to default queue**.

Change the content display queue from the Screen Settings dialog box

1. Click on the screen name to open the screen page.
2. Click on the **Settings** button.
3. In the **Screen settings** dialog box, click on the **Settings** button in the **Groups queue** area.
4. In the **Groups queue** dialog box, you can swap groups by dragging the ellipsis button up or down.
5. To add an extra unit to any of the assigned groups, click on the **Add group** button and select the group name in the dropdown.
6. To save changes, click the **Done** button in both the **Groups queue** and the **Screen settings** dialog boxes.

Change the screen type

1. Click on the screen name to open the screen page.
2. Click on the **Settings** button.
3. Select the appropriate screen type in the **Screen view** block.
4. Click on the **Done** button.

Link a virtual screen to a website

1. Click on the virtual screen name to open the screen page.
2. Click on the **Share** button.
3. In the **Share Virtual Screen** dialog box, copy the link to the screen in a form convenient for you and add it to your site.
4. NOTE: This option is only available for virtual screens.

Integrate a virtual screen with an LMS

1. Navigate to your virtual screen in the **Screens** portal.
2. Once inside of the screen, click the **Share** button.

3. Depending on your LMS, you will need to select either the code integration or the simple link integration. If your LMS accepts HTML embedding, you will want to select the code integration.
4. Example of embedding the code integration: Canvas
5. Inside your Canvas **Dashboard**, go to Pages.
6. Create a new page.
7. Name the screen anything you'd like, conventionally something that includes "Virtual" and then click the cloud icon.
8. Grab the code integration from earlier.
9. Paste it and change the width and height to 1920 x 1080.
10. Click **Submit** and then **Save & Publish**.
11. The page is now created and published and is ready to be added into your navigation sidebar.
12. Copy the link to the page you've just created.
13. Go to **Settings** and search for the **Redirect app**.
14. Click on the **app** and click **+ Add App**.
15. Name the navigation tab anything you'd like, conventionally something that includes "Virtual" and then paste the link to the page we created earlier. Lastly, select the placements of where you would like to show this navigation tab to your virtual screen and then click **Add App**.
16. Now, when you refresh your browser, you should see the navigation tab.
17. Students inside your course will have access to your virtual screen!

Adjust the screen view timing settings

1. Click on the screen name to open the screen page.
2. Click on the **Settings** button.
3. In the **Screen settings** dialog box, click on the **Customize** button.
4. In the **Content update** dialog box, adjust the settings to change the speed that static content changes, the scroll speed for RSS and Twitter feeds, as well as the font type and font size.
5. To save your changes, click the **Done** button.
6. To restore default settings, click on the **Restore default** button.

Adjust the font size and type for text or Twitter feeds

1. In the **Screens** portal, click on the name of the screen that you want to edit.
2. Click on the **Settings** button.
3. In the **Screen settings** dialog box, click the **Customize** link.
4. Make your changes to the font size and font type.
5. Click the **Done** button to save your changes.

Turn off the broadcast on a screen

1. In the **Screens** portal, click on the name of the screen that you want to edit.
2. Click on the **Settings** button.
3. Turn off the **Broadcasting** toggle switch.
4. Click on the **Done** button.
5. After deactivating the toggle switch, nothing will be shown on the screen.

View your Devices

1. In the **Screens** portal, select the **Devices** tab in the upper left.
2. The list shows you all the devices at your location or across your district.

Create Content

Specifications to keep in mind when uploading images and videos to The Scholastic Network:

Landscape Image:

- Size in Pixels: 1920x1080
- Format: 16:9 PNG, JPG

Landscape Video:

- <250MB. The best time length is between 15-30 seconds. Maximum allowed is <5 minutes.
- Format: MOV, MP4

Left Image:

1. Size in pixels: 444x842
2. Format: 9:16, PNG or JPG
3. Portrait Image
4. Format: 9:16 PNG or JPG

Portrait Video: Same as Landscape Video above.

Create content by uploading an image or video

1. From the **Dashboard**, click on the **Content** icon.
2. Click on the **Upload content** button and select the type of content (Landscape, Left, Portrait) you want to upload.
3. In the **Upload content** dialog box, use the **Group** dropdown arrow to select the group to add the content to.
4. Click the **Upload** button and upload an appropriate format file.
5. To save the content without adding it to screens (this can be done later), click the **Done** button.

Create content by using the Creative Editor

1. Click on the **Upload content** button and select the type of content (Landscape, Left, Portrait) you want to create.
2. If you are a part of multiple groups, they will all be listed when you click on the Groups dropdown. Use the **Add groups** dialog box to decide who you are uploading content for.
3. In the **Upload content** dialog box, click on the **Use creative** button.
4. In the **Creative Editor** you can do the following:
5. Upload a background or choose one of the existing themes.
6. Add text, customize font, color, and layout
7. Add images from your media, stickers, and branded images
8. After uploading a creative image without selecting screens or schedules, click on the **Done** button.

Create content using the library portal

1. From your **Dashboard**, select the **Library** icon.
2. Make sure that at least one Content-type library shows in your list of Local libraries.
3. Click the **Upload** button and select the type of content you want to upload (landscape, left, or portal).
4. Or click on the district/company name and then click the **Upload** button next to a library and select the desired content type.
5. If you selected the first upload method, choose the destination library from within the **Upload content** dialog box.
6. Click the **Upload** button to upload content or the **Use creative** button to use the built-in graphics editor.
7. Use tags to define content topics (group visual communication assets by topic). Select an existing tag or create your own.
8. Click the **Done** button to save the content.

Create bottom (text)

1. From the **Dashboard**, click on the **Content** icon.
2. Click on the **Upload content** button and select **Bottom text**.
3. In the **Add bottom** text dialog box, fill in the **Name** field.
4. Click on the **Groups** dropdown to select where you want the text content to display.
5. Click on the **Text** field and type the text you want to show on the screen(s).
6. You may assign the content now or at a later time/date.
7. Click the **Done** button to save your work.

Create content using an RSS feed or Twitter feed

1. From the **Dashboard**, click on the **Content** icon.
2. Click on the **Upload content** button and select **Social feed**.
3. In the **Add social feed** dialog box, fill in the **Name** field.
4. Click on the **Groups** dropdown to select where you want the text content to display.
5. Click on the **Link to RSS or Twitter** field and paste the link to your RSS feed.

6. To save the content without adding it to screens (this can be done later), click the **Done** button to save your work.

Edit content in the content dialog box

1. From the **Dashboard**, click on the **Content** icon.
2. Use the tabs across the upper left to select the type of content you want to edit (Landscape, Left, Bottom, Portrait).
3. Click on the content name shown below the thumbnail.
4. In the **Content** dialog box, edit the information.
5. Edit text or images from inside your TSN portal.

Assign or Unassign (Schedule) Content

Assign/Unassign content from the Screen

1. From the **Dashboard**, click on the **Content** icon.
2. Use the tabs across the upper left to select the type of content you want to assign (Landscape, Left, Bottom, Portrait).
3. Click on the name of the piece of content beneath the thumbnail.
4. Click on the **Add screens** button.
5. From the **Add screens** dialog box, select the desired screen(s) from the list.
6. To save the changes, click on the **Done** button.

Unassign content from the Screen

1. From the **Dashboard**, click on the **Content** icon.
2. Use the tabs across the upper left to select the type of content you want to unassign (Landscape, Left, Bottom, Portrait).
3. Click on the name of the piece of content beneath the thumbnail.
4. Click on the **Detach** button next to the screen that you'd like to remove.
5. To save the changes, click on the **Done** button.

Assign content to a specific period

1. From the **Dashboard**, click on the **Content** icon.
2. Click on the name of the piece of content beneath the thumbnail.
3. If there are no periods in the **Schedule block**, deactivate the **Full day** toggle switch.
4. Check the desired period.
5. To save the changes made, click on the **Done** button.

Assign content to specific days

1. From the **Dashboard**, click on the **Content** icon.
2. Click on the name of the piece of content beneath the thumbnail.

3. Deactivate the **Display always** toggle switch.
4. Click on **Select Days**.
5. Check the desired days of the week from the list.
6. To save the changes made, click on the **Done** button.

Assign content to specific days

1. From the **Dashboard**, click on the **Content** icon.
2. Click on the name of the piece of content beneath the thumbnail.
3. Deactivate the **Display always** toggle switch.
4. Click on the **Unlimited** dropdown to the right of Start date.
5. Select the desired date from the calendar that appears.
6. Repeat steps to select an end date, if needed.
7. To make content show indefinitely, click on the **Unlimited** button in the expanded calendar.
8. To save the changes made, click on the **Done** button.

Set content to always show

1. From the **Dashboard**, click on the **Content** icon.
2. Click on the name of the piece of content beneath the thumbnail.
3. Activate the **Full day** and **Display always** toggle switches.
4. To save the changes, click on the **Done** button.

Change the content queue

1. From the **Dashboard**, click on the **Content** icon.
2. Click on the **Queue** button next to the desired group.
3. Select the crosshairs icon in the upper left corner of the content thumbnail to click-and-drag the content into a new order.
4. After you line up the queue, click on the **Done** button to save your changes.

See the history for a piece of content

1. From the **Dashboard**, click on the **Content** icon.
2. Click on the name of the piece of content beneath the thumbnail.
3. Click on the **History** button at the bottom of the **Content** dialog box.
4. The **History** dialog box displays the following information:
   a. Changes made
   b. Who made the changes
   c. When changes were made.

Delete one piece of content

1. From the **Dashboard**, click on the **Content** icon.
2. Click on the name of the piece of content beneath the thumbnail.
3. In the **Content** dialog box, click on the **Delete** button.
4. Confirm the deletion.

Delete multiple pieces of content at one time

1. From the **Dashboard**, click on the **Content** icon.
2. Hover over the content preview and click on the checkbox. Choose as many pieces as you need to delete.
3. Click on the **Delete** button.
4. Confirm the deletion.

Use your Scholastic Network Libraries

Upload content to a library

1. From the **Dashboard** or navigation waffle, click on the **Library** icon.
2. In the **Local library** area, click the **Upload** button and select the type of content you want to upload.
3. Or click on the company, district name and then click the **Upload** button next to a library and select the desired content type.
4. If you selected the first upload method, choose the destination library from within the **Upload content** dialog box.
5. Click on the **Upload** button to upload ready-made content from your device. Or click on the **Use creative** button to create new content in the built-in graphics editor. You can also use drag and drop to upload a ready-made file.
6. After uploading the content, edit it in the built-in graphical editor (only images), rename, or delete it.
7. Use tags to define content topics (group visual communication assets by topic). You can select an existing tag or create your own.
8. Click the **Done** button to save the content.

Edit content from within a library

1. From inside of a **Local library**, click on the desired tag (category).
2. On the right side of the screen, click on the name beneath the piece of content.
3. In the **Edit content** dialog box click the **Use creative** button (Available only if the content is an image).
4. Use the built-in graphic editor to make changes to the image.
5. Click the **Create** button in the editor to save your work. Then, click the **Done** button in the **Edit content** dialog box.

Change the tags for a piece of content

1. From the **Dashboard** or navigation waffle, click on the **Library** icon.
2. In the **Local library** area, use the dropdown arrow to the right of a library to expand its contents.

3. Click the tag that holds the piece of content you want to edit.
4. Click on the content name beneath the thumbnail of the image or video.
5. In the opened **Edit content** dialog box, delete a tag by clicking on the cross (x) button next to it. Start typing to find and select an existing tag or create your own.
6. Click the **Done** button in the Edit content dialog box.

Delete content from a tag

1. From the **Dashboard** or navigation waffle, click on the **Library** icon.
2. In the **Local library** area, use the dropdown arrow to the right of a library to expand its contents.
3. Click the tag that holds the piece of content you want to remove from that tag.
4. Hover over the content preview and click on the checkbox to activate it. Choose as many pieces as you need to delete.
5. Click on the **Delete** button.
6. In the **Delete Content** confirmation window select the **Remove from tag** option and then click the **Remove** button.
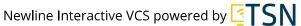
Move content to a different library

1. From the **Dashboard** or navigation waffle, click on the **Library** icon.
2. In the **Local library** area, use the dropdown arrow to the right of a library to expand its contents.
3. Click the tag that holds the piece of content you want to move to a different library.
4. Click on a content name on the right side of the page.
5. In the **Edit content** dialog box, use the dropdown menu under Library to choose a new location for the content.
6. Click the **Done** button.

Preview a piece of content

1. Open the page with Local, Global (TSN), or Partner content.
2. Open the tag the content belongs to.
3. Hover over the thumbnail and click on the white round button that is in the middle of the item.
4. The content image or video will display in a larger window.

Copy an image or video to the Content portal for scheduling to screens

1. Open the page with Local, Global (TSN), or Partner content.
2. Open the tag the content belongs to.
3. Hover over the content preview and click on the checkbox to activate it. Choose as many pieces as you need.
4. Click on the **Copy to group** button and then click the desired group name.
5. After the content is successfully copied, find it in the **Content** portal and assign it to screens through the **Content dialog** box.

Delete content

1. Open the page with Local, Global (TSN), or Partner content.
2. Open the tag the content belongs to.
3. Click on the content name directly beneath the thumbnail on the right side of the page.
4. In the **Edit content** dialog box click the **Delete** button.

Create and Manage Announcements

Create an announcement

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Announcements** tab at the upper left.
3. Click on the **Upload content** button and select **Announcement**.
4. In the **Add announcement** dialog box, select the district/school or company/building.
5. Click on the **Upload** button if you want to upload ready-made content from your device. Or click on the **Use creative** button if you want to create new content.
6. Make any desired changes to the announcement (name, graphics, etc.)
7. To immediately assign the announcement to screens (optional), click on the **Add screens** button and select the necessary screens in the **Add to screens** dialog box.
8. Click the **Done** button to save your changes.
9. If you have added the wrong screen, you can easily remove it using the **Detach** button.
10. Select the date, start time and duration of the announcement.
11. Click the **Done** button to save the new announcement. After saving, the announcement appears in the **Messages** portal in the **Announcements** tab.

Preview an announcement

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Announcements** tab at the upper left.
3. Hover over the preview and click on the yellow and white image button.

Edit an announcement

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Announcements** tab at the upper left.
3. Click on the title of the announcement beneath the thumbnail image.
4. In the **Edit announcement** dialog box, click the **Use creative** button (Available only if the announcement is an image).
5. Change whatever you want using the built-in graphic editor.
6. Save changes by clicking on the **Create** button in the editor and then click the **Done** button in the **Edit announcement** dialog box.

Select locations and screens for the announcement to display

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Announcements** tab at the upper left.
3. Click on the title of the announcement beneath the thumbnail image.
4. In the **Edit announcement** dialog box, click on the **Add / Edit screens** button.
5. In the **Add to screens** dialog box, select the necessary screens.
6. To save the changes, click on the **Done** button in both dialog boxes.
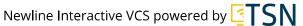7. To quickly remove screens, use the **Detach** button.

Replay/reshow an announcement

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Announcements** tab at the upper left.
3. Click on the title of the announcement beneath the thumbnail image.
4. In the **Edit announcement** dialog box select a new date and, if necessary, a new start time and duration.
5. To save the changes, click the **Done** button.

Delete an announcement

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Announcements** tab at the upper left.
3. Click on the title of the announcement beneath the thumbnail image.
4. In the **Edit announcement** dialog box, click the **Delete** button.
5. To delete the announcement from the announcement list, hover over the announcement preview and activate the checkbox.
6. Click the **Delete** button.

Bulk Edit announcements

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Announcements** tab at the upper left.
3. Use the checkboxes to select the **Announcements** for which you want to change screens.
4. Click on the **Add to screens** button.
5. In the **Add to screens** dialog box, choose the screens you need.
6. Click the **Done** button to save your changes.

Manage Live Feeds

Create a live feed

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Live feeds** tab at the upper left.
3. Click on the **Upload content** button and select Live feed.
4. In the **Create live feed** dialog box, enter the name of the feed.
5. Select the district and school.
6. Enter the link of the broadcast you want to show. **NOTE**: The selected live feed must already be live for it to be added to the portal.
7. You <u>must</u> immediately assign the live feed to the screens. To do this, click on the **Add screens** button and select the desired screens in the **Add to screens** dialog box.
8. To remove a screen, select the **Detach** button.
9. Click the **Done** button to save the live feed.
10. After saving, it will appear on the **Messages** portal in the **Live feeds** tab and will begin to be displayed on the screens to which it was assigned. (NOTE: It may take up to 10 minutes for the Live Feed to appear)

Change the link for a live feed

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Live feeds** tab at the upper left.
3. Click on the live feed`s title directly beneath the image thumbnail.
4. In the **Edit live feed** dialog box, replace the link with a new one.
5. To save the changes, click on the **Done** button.

Select a location where the live feed will display

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Live feeds** tab at the upper left.
3. Click on the live feed`s title directly beneath the image thumbnail.
4. In the **Edit live feed** dialog box, select the desired location from the school/building dropdown list.
5. To save the changes, click on the **Done** button.

Select screens for the live feed to display on

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Live feeds** tab at the upper left.
3. Click on the live feed`s title directly beneath the image thumbnail.
4. In the **Edit live feed** dialog box, click on the **Add/Edit screens** button.
5. In the **Add to screens** dialog box, select the desired screens.
6. To save the changes, click on the **Done** button in both the **Add to screens** and **Edit live feeds** dialog boxes.
7. To quickly remove screens, click the **Detach** button.

Delete a live feed

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Live feeds** tab at the upper left.
3. Click on the live feed`s title directly beneath the image thumbnail.
4. In the **Edit live feed** dialog box, click on the **Delete** button.
5. To delete the live feed from the feeds list, select the live feed's checkbox and click the **Delete** button. To see the checkbox, hover over the live feed preview. To activate the checkbox, click on it.

Bulk edit live feeds
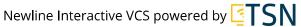
1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Live feeds** tab at the upper left.
3. Select the live feeds that you want to change screens for by activating the checkboxes. (Hover over the live feed thumbnail to see the checkbox.)
4. Click on the **Add to screens** button.
5. In the **Add to screens** dialog box, choose the screens you need and click on the **Done** button.

Create and Manage Alerts

Create an alert

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Alerts** tab in the upper left.
3. Click on the **Create alert** button and select Upload.
4. In the **Add alert** dialog box, select the district and school.
5. In the **Add alert** dialog box, click on the **Upload** button if you want to upload ready-made content from your device or click on the **Use creative** button if you want to create new content in the built-in graphics editor. You can also use drag and drop to upload a ready-made file.
6. After uploading the content, you can edit, rename, and delete it.
7. To immediately assign the alert to the screens (optional), click on the **Add screens** button and select the necessary screens in the **Add to screens** dialog box.
8. To remove a screen, use the **Detach** button.
9. Click on the **Done** button to save the alert. After saving, the new alert appears on the **Alerts** page.

Preview an alert

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Alerts** tab in the upper left.
3. Hover over the preview and click on the yellow and white button in the middle of the thumbnail.

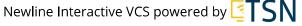## Edit an alert

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Alerts** tab in the upper left.
3. Click on the name of the alert underneath the thumbnail.
4. If the alert was created inside the your TSN portal, click on the **Use creative** button to use the built-in graphic editor
5. Save changes by clicking on the **Create** button in the editor and then the **Done** button in the Edit alert dialog box.
6. If the alert was created as Alertus integration, click on the **Change** theme button, in the **Edit Alertus** dialog box, use a checkbox to select a new theme and click on the **Done** button in both the Change theme and **Edit Alertus** dialog boxes.
7. NOTE: Only inactive alerts may be edited.

Activate or deactivate an alert

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Alerts** tab in the upper left.
3. Click the **Enable** button under the alert you want to activate.
4. If the alert is already activated, click on the **Disable** button to deactivate the alert.

Assign the alert to screens and locations

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Alerts** tab in the upper left.
3. Click on the name of the alert.
4. In the **Edit alert** dialog box, click on the **Add/Edit screens** button.
5. In the **Add to screens** dialog box, select the necessary screens.
6. Click the **Done** button in both dialog boxes.
7. To remove screens, select the **Detach** option.

Delete an alert

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Alerts** tab in the upper left.
3. Click on the name of the alert.
4. In the **Edit alert** dialog box, click on the **Delete** button.

Bulk edit alerts

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Alerts** tab in the upper left.
3. Hover over the alerts to bulk edit and select them by placing a checkmark in the box on the thumbnail.
4. Click on the **Add to screens** button.
5. In the **Add to screens** dialog box, choose the screens you need and click on the **Done** button.

Setup and Manage the Breaks Timer/Tardy Clock

Create a break timer

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Breaks** tab in the upper left.
3. Click on the **Create break** button.
4. In the **Create break** dialog box, enter break`s name.
5. Select the district/school or company/building.
6. Enter a text you want to display with the timer.
7. Select the timer display period.
8. Select the days of the week or dates to show the timer.
9. Select the background color.
10. To immediately assign the break timer to the screens (optional), click on the **Add screens** button and select the necessary screens in the **Add to screens** dialog box.
11. To quickly remove a screen, select the **Detach** option.
12. Click on the **Done** button to save the break timer. After saving, the new timer appears on the **Breaks** page.

Edit a break timer

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Breaks** tab in the upper left.
3. Click on the name of the timer beneath the thumbnail.
4. In the **Edit break** dialog box, enter new text in the **Timer text** field.
5. To save the changes, click on the **Done** button.

Change the break timer's assigned school

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Breaks** tab in the upper left.
3. Click on the name of the timer beneath the thumbnail.
4. In the **Edit break** dialog box, select the desired location/building from the available dropdown list.
5. To save the changes, click the **Done** button.

Assign a break timer to screens

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Breaks** tab in the upper left.
3. Click on the name of the timer beneath the thumbnail.
4. In the **Edit break** dialog box, click on the **Add / Edit screens** button.
5. To save the changes, click the **Done** buttons in both dialog boxes.
6. To remove screens, select the **Detach** option.

Delete a break timer

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Breaks** tab in the upper left.
3. Click on the name of the timer beneath the thumbnail.
4. In the **Edit break** dialog box, click on the **Delete** button.
5. Hover over the break timer thumbnail and select it with a checkmark.
6. Click the **Delete** button.

Bulk edit break timer screens

1. From the **Dashboard** or navigation waffle, click on the **Messages** icon.
2. Select the **Breaks** tab in the upper left.
3. Select the break timers you want to change by hovering over the thumbnails and placing a checkmark in the box.
4. Click the **Add to screens** button.
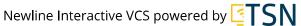5. In the **Add to screens** dialog box, choose the screens you need and click the **Done** button.

Create and Manage Student Projects

Create a Student Project
1. From the **Dashboard** or Navigation menu, select the **Student** portal.
2. Click on the **Create** button in the upper right.
3. Fill in the information about the project.
4. Give it a meaningful name
5. In the **About project** area, type the description of the project and the directions that you want the students to see.
6. In the **Information for Teacher** area, enter the information that you want other educators to be able to see. Students will not see this information.
7. Select the **Add groups** button to assign the project to specific groups within your school or across your district.
8. Click the **Upload cover** button to add an image that relates to your project. Visuals help engage students in projects.
9. After finishing the setup of the project, click the **Done** button to save it.
10. The project will now display on the page with local student projects.

Edit a student project
1. Open the **Student project** portal.
2. Click on the name of the project.
3. On the opened project page, click on the **Settings** button in the upper left corner.
4. In the **Edit local project** dialog box, make the desired changes. You can change:
    a. Project description
    b. Project status
    c. If you turn off an Active project students will not see the project.
    d. Project cover image
    e. Assigned groups
5. Click **Done** when you are finished.
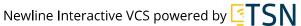
Assign a student project to one or more groups
1. Open the **Student project** portal.
2. Click on the name of the project.
3. On the opened project page, click on the **Settings** button in the upper left corner.
4. In the **Edit local project** dialog box, click the **Add groups** button.
5. In the **Add groups** dialog box, select the desired schools and locations.
6. Click the **Done** button in both the **Add groups** and the **Edit local project** dialog boxes.

Review student project submissions
1. Open the **Student project** portal.
2. Click on the name of the project.
3. Click on the **Pending** tab to see all the submissions for that project.

4. Hover over the submission thumbnail and click on the yellow and white circle to review the submission.
5. If you'd like to comment on the submission and have the student do more work on it, close the review window by clicking on the X in the upper right corner.

Provide feedback on student project submissions

1. Open the **Student project** portal.
2. Click on the name of the project.
3. Click on the **Pending** tab to see all the submissions for that project.
4. Hover over the submission thumbnail and click on the yellow and white circle to review the submission.
5. Close the review by clicking the X in the upper right corner.
6. Click the name of the submission under the thumbnail.
7. In the **Comment** area, type further instructions or suggestions on how the student can improve their submission.
8. Click **Send**. The student will see your comment the next time they log into the Student portal and access their project submission.

Approve a student project

Before scheduling the visual communication submitted by students, the content must be approved by a teacher or administrator. By default, the content is assigned the **Pending** status and is located in the **pending tab**.

1. Check the **Pending** tab in the **Student project** portal.
2. Hover over the preview and click on the white round button. The content displays in full size.
3. Review the content and select the **Accept** or **Accept for...** or **Reject** button.
4. The **Accept** button is used for TSN/Global, postsecondary, or business projects.
5. The **Accept for** button is used for Local projects.
6. Once you select the **Accept for** button, use the **Accept for** dialog box to select the library you want the approved content to reside in (optional)
7. Accepted content moves to the **Live** tab.
8. Rejected content moves to the **Rejected** tab. If you reject content, we encourage you to write a comment explaining the reason for the rejection. This helps the student understand the problem and fix it.

Accept a global/TSN, postsecondary partner, or business partner project for submission to TSN or partner for approval

1. Open the **Student project** portal.
2. Click on the Global, Postsecondary, or Business tab at the upper left.
3. From the selected project library, use the search icon (at the far right of the search bar) to select pending submissions from the **Pending** dropdown list.
4. Click the name of the project beneath the thumbnail.
5. Click the **Pending** tab on the left side of the screen.

6. Hover over the thumbnail and click the yellow and white circle to review the submission.
7. Click either the **Reject** button or the **Accept** button.
8. The accepted submission then goes to TSN, the postsecondary partner, or the business partner for review and approval before it is shared throughout TSN.
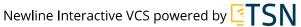
Create and Manage Menus

Use the menu calendar

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. When you first open the **Menu** portal, you see the calendar.
3. Use this area to see menus for specific groups and screens during any month.
4. To look at a different group or screen, click the **Screen name** button in the upper right and select a different group/screen.
5. Menus can be assigned to different time periods, such as breakfast or lunch. To view a different time period, click on the name of the time period directly beneath the calendar name.
6. To change to a different month, use the **<Previous** or **>Next** links to move between months.
7. To view the time period (food service time), click on the name of the serving time (i.e. full day, breakfast, lunch)

Create a menu

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Click on the **Menu** tab in the upper left.
3. Click on the **Create menu** button and select **Menu**.
4. Click on the **Upload** button if you want to upload ready-made menus from your device or click on the **Use creative** button to create new menu images in TSN Creative editor. You can also use drag and drop to upload a ready-made file.
5. In the **Create menu** dialog box, select a group. Only groups with the Menu icon support this functionality.
6. To immediately assign the menu to screens (this is optional), click on the **Add screens** button and select the necessary screens in the **Add to screens** dialog box.
7. Select the desired screens, then click **Done** in the **Add to screens** dialog box.
8. Click **Done** in the **Create menu** dialog box to save your work.

Import a menu

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Click on the **Menu** tab in the upper left.
3. Click on the **Create menu** button and select Import XLS menu.
4. In the **Upload menu** file dialog box, enter the menu's title.
5. Select a group to upload the menu to.

6. Click on the **Upload XLS** button to upload menus from your device. You can also use drag and drop to upload a ready-made file. *Download the menu template here.*
7. If you uploaded the wrong file, you can delete it by clicking the **trash can** icon.
8. After uploading a file, choose a background.
9. Click on the **Change theme** button and select a theme by activating the checkbox. To see the checkbox, hover over the theme preview. To activate the checkbox, click on it.
10. Click the **Done** button to save your changes.
11. To immediately assign the menu to screens (optional), click on the **Add screens** button and select the necessary screens from the **Add to screens** dialog box.
12. If you assign a menu to a screen, the schedule block in the **Create menu** dialog box appears. Click the edit link to adjust the display schedule.
13. Display schedules can be adjusted for each individual screen or for all screens at the same time. If you assign a menu to a screen, you will be able to edit its display schedule.
14. Choose when the menu will be shown on the screen - at specific periods or full day.
15. The Screen schedule dialog box shows the calendar with the dates that the menu will be displayed on the screens. These dates cannot be changed since they were set in the upload file.
16. Click the **Done** button to save the menu. After saving, it will appear on the **Menu** page.

Preview a menu

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Click on the **Menu** tab in the upper left.
3. Hover your mouse over the thumbnail and click on the yellow and white image button.

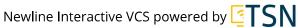## Edit the appearance and text of a menu

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Click on the **Menu** tab in the upper left.
3. From the **Menu** portal, click on the menu title directly below the thumbnail image.
4. In the **Edit menu** dialog box, click on the **Use creative** button.
5. Use the built-in graphic editor to make your desired changes.
6. Save changes by clicking on the **Create** button in the editor and then click on the **Done** button in the **Edit menu** dialog box.

Assign a menu to a group

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Click on the **Menu** tab in the upper left.
3. From the Menu portal, click on the menu title directly below the thumbnail image.
4. In the **Edit menu** dialog box, select a group in the **Group dropdown** list.
5. To save the changes made, click the **Done** button.

Edit the screens where the menu will display

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Click on the **Menu** tab in the upper left.
3. From the **Menu** portal, click on the menu title directly below the thumbnail image.

4. In the **Edit menu** dialog box, click on the **Add / Edit screens** button.
5. In the **Add to screens** dialog box, select the necessary screens.
6. To save the changes, click the **Done** button in both the **Add to screens** and the **Edit menus** dialog boxes.
7. To remove screens using the **Detach** icon.

Change the menu display schedule

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Click on the **Menu** tab in the upper left.
3. From the **Menu** portal, click on the menu title directly below the thumbnail image.
4. In the **Create menu** dialog box, edit the schedule for each screen separately. Click on the **Edit** button next to Screen`s title in the **Schedule block** of the dialog box.
5. To edit a schedule for all screens, click on the **Bulk Edit** button.
6. If the menu is assigned to only one screen, then editing its schedule is carried out directly in the **Create menu** dialog box.
7. Choose when the menu will be shown on the screen - at specific periods or full day.
8. After the display time has been selected, select the dates that the menu will be displayed on the screens.
9. To save the changes, click the **Done** button.
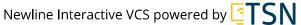
See the changes that have been made to a menu

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Click on the **Menu** tab in the upper left.
3. From the Menu portal, click on the menu title directly below the thumbnail image.
4. In the **Edit menu** dialog box, click on the **History** button.

Delete a menu

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Click on the **Menu** tab in the upper left.
3. From the **Menu** portal, click on the menu title directly below the thumbnail image.
4. In the **Edit menu** dialog box, click the **Delete** button.
5. You can also delete the menus from the list (Menu tab). Select the menu clicking the checkbox and click on the **Delete** button. To see the checkbox, hover over the menu preview. To activate the checkbox, click on it.

From the Calendar, assign a menu to a screen

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Click on the **plus sign** in the center of the day you want to assign a menu to and select the desired menu in the **Add content** dialog box.
3. Select the menus that you want to assign to a screen by activating the checkboxes. To see the checkbox, hover over the menu preview. To activate the checkbox, click on it.

4. To edit the menu image before adding it, click on its title beneath the thumbnail and the **Edit menu** dialog box will open. Make any desired changes and click the **Done** button to save your changes.

From the Calendar, assign several menus for the same day

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. To add a second and subsequent menu for the day, hover over the preview of the already added menu and click on the **Plus** icon.
3. In the **Add content** dialog box, choose the menus you want to add.
4. To save your work, click on the **Done** button.

From the Calendar, remove a menu from a day

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Click on the middle of the calendar box for the selected date.
3. Hover over the menu preview.
4. Click on the **Trash can** icon or select multiple menu items using the checkboxes and clicking the **Delete** button.

From the Calendar, copy a menu to a new day

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Hover over the image.
3. Click on the **Document** icon.
4. Hover over the day you want to assign the menu to and click on the **Document** button.
5. The menu can be copied to multiple days at the same time.

From the Calendar, change the queue of menus

1. From the **Dashboard** or menu waffle, choose the **Menu** icon.
2. Click on the middle of the menu image on the calendar date.
3. Click on the **Queue** button.
4. Change the menu display order by moving the thumbnail images with the arrow buttons.
5. Click on **Done** to save your changes.

Access the Partners portal

1. From the **Dashboard** or menu waffle, choose the **Partners** icon.
2. To view a partner's content, click on the thumbnail beneath the partner name.
3. To locate more information for one of the partners, click on the **More info** button to the right of the partner's website address.

Access Help and Support

Access the help system inside of your TSN portal

1. From anywhere within the portal, click on the **Help** icon (bubble with ?) in the upper right.
2. The TSN Help System presents help suggestions based on where you are within the portal.
3. On each help screen, click on the **Open Course** button to take our free mini Get Started course.
4. To submit a Help Ticket, click on the **Create request** button, enter your request information, and click the **Done** button.

Your TSN Customer Support Team

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