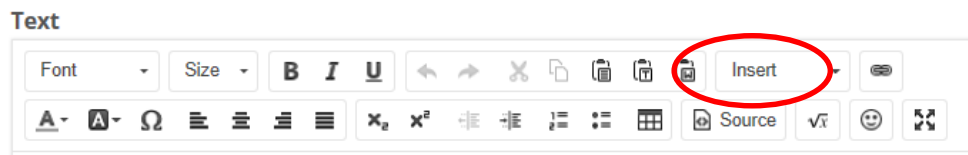# Edmodo Transition Series: Using Bulletins as Your Newsfeed

In Edmodo, the majority of the communication with students is done through the use of the Newsfeed on the group's home page. Of the tools that are available to teachers in Edmodo, one of the most commonly used tools is the Note. Notes in Edmodo allow the teacher to post a message with file attachments or links to websites, and allows teachers to schedule when the message is posted. Teachers can achieve a similar functionality using the **Bulletins** block on their Course Dashboard in the HUB.

Bulletins Basics

The Bulletins blocks is one of the default blocks that are added to a course. There are three basic steps for adding a bulletin to the board.

1. Click **+add bulletin** in the Bulletins block.
2. On the **Add Bulletin** page, fill out the following fields:
   - **Title**
   - **Publish**: If you want to set when the message posts to the board, use the "At a specific time" option, otherwise it will post immediately after you save.
   - **Remove**: Set when you want to post to be hidden from the board, otherwise it will stay active indefinitely.
   - **Draft**: If you are still working on a post and are not ready for it to go live, check the box.
   - **Disable Comments**: By default, the ability to respond to a post is turned on. This allows users to mimic the functionality of Edmodo more closely. However, if you do not want to allow them to comment, then you can check the box to turn it off.
   - **Text**: Enter the body of your message using the Rich Text Editor box. To insert things like files course links, and images, you can use the Insert menu.

3. Click **Save**.