How to write a news article on Bods Connect

Step-by-step guide
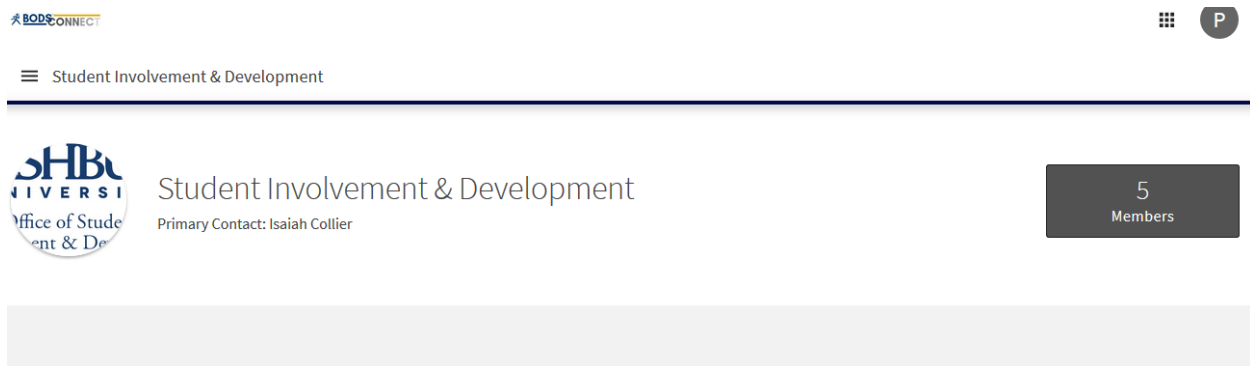
Go to Bods Connect at www.washburn.edu/bodsconnect

Log into Bods Connect your single sign on (Washburn Username and password).
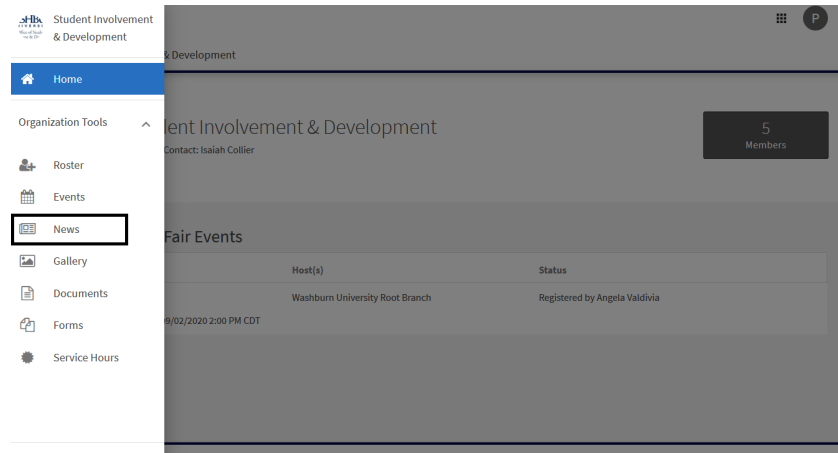
Navigate to your organization that you want to write an article for and then click on manage organization in the top-right corner.
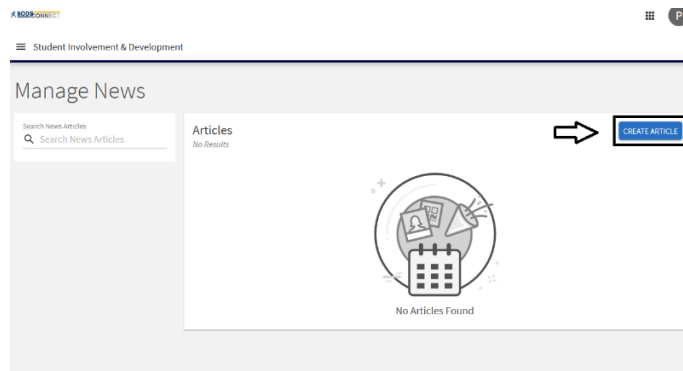

You will be presented with the description of the organization. You will click on the three lines on the top-left corner.

Then, you will have a panel with different options, click on "News".

You will be prompted with a list of previous articles and an option to "Create Article"

You are now able to write your article. Once you have completed the title, summary and Body. You may include a picture for the article, notify members and determine the visibility.

For instance, if the article is for members only, you may select "Organization members" on the visibility.

We strongly encourage that you input a picture as it will boost the engagement with your article.

Create News Article

Title *

Article Title *

Summary *

Article Summary *

(up to 250 characters)

Body *

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Body *

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Tip: If you create a link to a YouTube or Vimeo video in your article, it will embed the video at the location of your link.

Notify Members

☐ Notify all 5 members of this organization about this news article.

Article Actions

CREATE ARTICLE

Image Upload Tip:

Images will be cropped in different views, so for the best experience try to upload an image with the subject in the center. Text in images should be avoided for accessibility reasons.

Image Caption

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Image Caption

Visibility

Visibility
Public

You have successfully written an article, you will now have a page with the option of "Edit Article" or to 'Delete Article".

N/A

Organization
Student Involvement & Development

P Author
Paul Mismaque

Post Date
Wed, Sep 2, 2020 at 10:02 AM CDT

Summary

n?A

Body

NAN

Article Actions

✏ EDIT ARTICLE

🗑 DELETE ARTICLE

NEWS

Visibility

If you still have questions, feel free to contact student involvement and development at: studentinvolvement@washburn.edu