



An
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Learning
Community**

NIS Ed-Tech Support Guides

Daily Bulletin Post

This guide will teach you how to make a post to the NIS
Daily Bulletin Platform.

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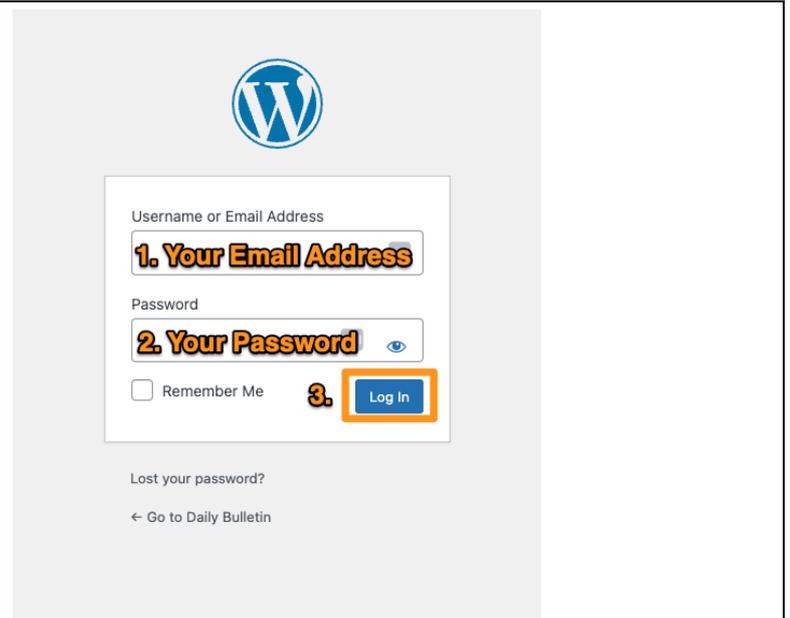


Nanjing International School

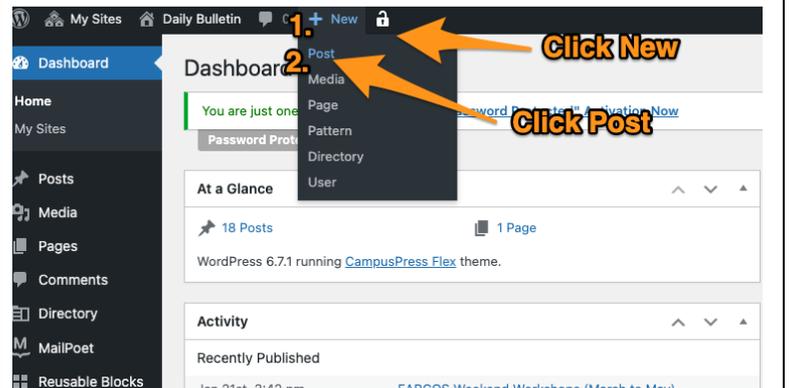
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Posting to the Daily Bulletin

1. Navigate to <http://dailybulletin.nischina.org.cn/wp-login.php>
2. Use your school email address and password to login.



3. To create a new post, hover over +New and then click Post.

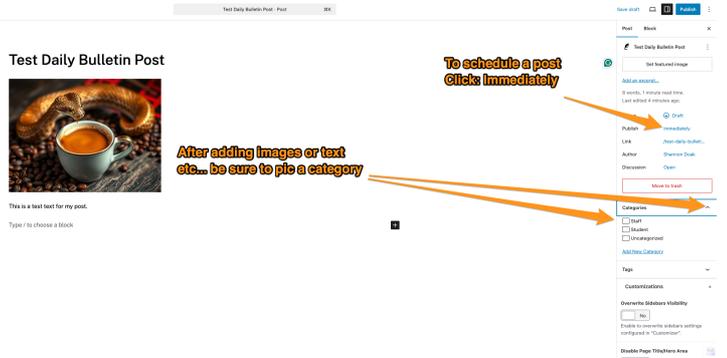
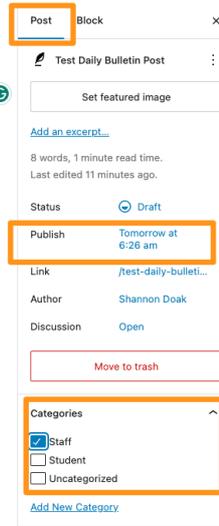


4. Add a title and then choose your block. If you aren't sure what type of block you want to use, click the + then browse to see what is available.



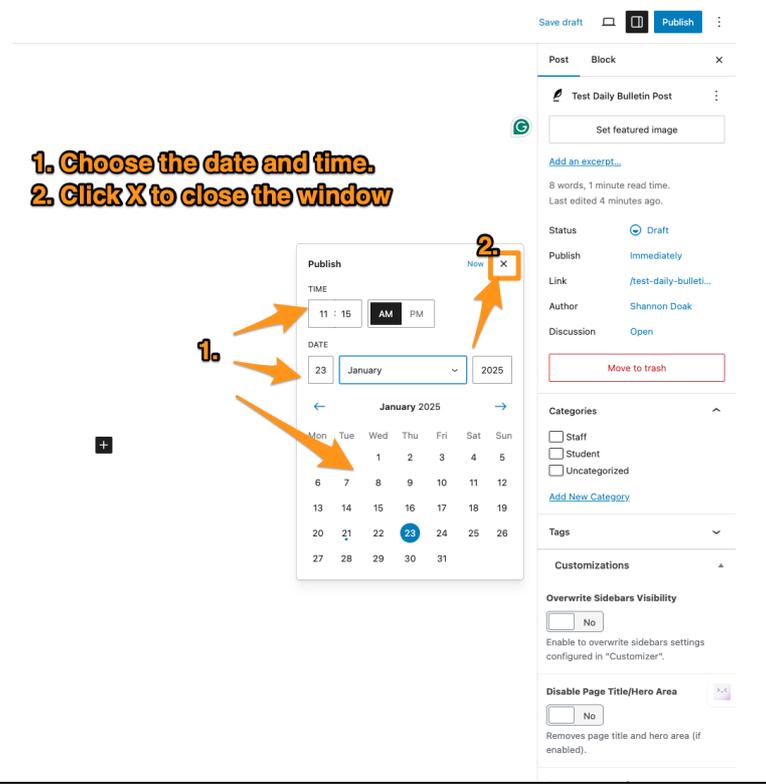
5. After you have added your post ensure that you have chosen the proper category. (Staff or Student or both) If you don't see these options, click "post" in the top right of the screen.

6. Then you can schedule your post by clicking the word "Immediately"



7. Next choose the date and time you want your post to go live. Keep in mind that the Daily Bulletin is published at 7:00 am every day. Please schedule at least 30mins before that time.

1. Choose the date and time.
2. Click X to close the window



8. After clicking the X to close the dialog box, check to ensure you have the right category
9. Next check that the scheduled post date is correct.
10. Finally you can click "Schedule"

3. Click "Schedule"

2. Check your post time and date

1. Check your category

Save draft **Schedule** ⋮

Post Block ×

Test Daily Bulletin Post ⋮

Set featured image

[Add an excerpt...](#)

8 words, 1 minute read time.
Last edited 11 minutes ago.

Status Draft

Publish **Tomorrow at 6:26 am**

Link /test-daily-bulleti...

Author Shannon Doak

Discussion Open

[Move to trash](#)

Categories

Staff

Student

Uncategorized

[Add New Category](#)

Tags

