

## Administering Making the News for your school

Registering your school with Making the News (MTN) means that all your school's stories appear together in your school's own MTN website known as a Rostra.

Registered schools manage their own stories locally. An administrator is required from the school, to moderate and allow the stories to go 'live'.

The Administrator is normally a teacher, who checks the stories for quality and consistency, and hopefully will encourage the pupils to improve their fitness for audience and purpose, for example by adding suitable media. More than one administrator per school can be created.

You can still use MTN without registering by submitting your stories to the "Guest Submissions" category. However, you will have no control over the administration and moderation of your stories.

### Registering your school with MTN

To register, send the following information to Jeff Howson, the E2BN super administrator, on [jeffrhowson@gmail.com](mailto:jeffrhowson@gmail.com).

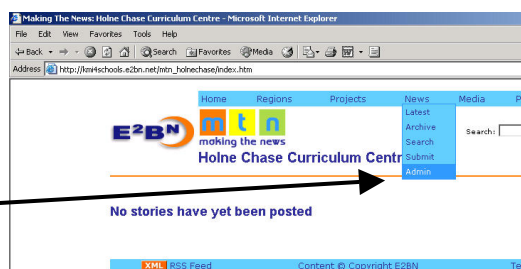
- Name of school
- Local authority
- Name of administrator
- Administrator's email address

### How to manage stories

As an administrator you can publish stories and have them appear immediately, or at a specific time on a specific date. You can edit stories, either your own, or those submitted by others, even if the story has already gone live.

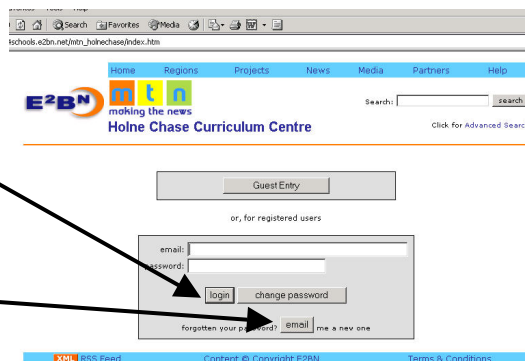
Any given school should have at least two administrators so that even if one administrator is absent, another administrator can continue to publish new stories.

- Go to your school's page on the MTN site <http://mtn.e2bn.net> (see the MTN User Help Sheet for instructions).
- Click on "News" and select "Admin" from the drop down menu.



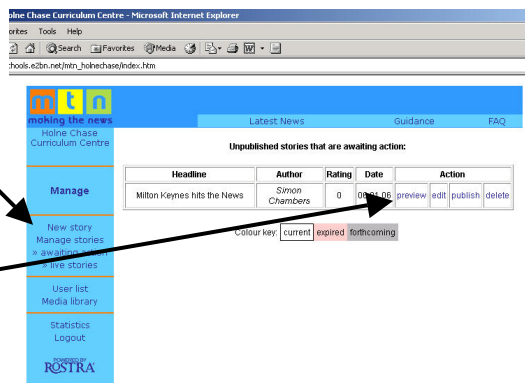
- Enter your email address and password and click the "login" button.

If this is the first time you have used the system enter your email address and click on the "email" button. This will email you a password that you can change at a later date.



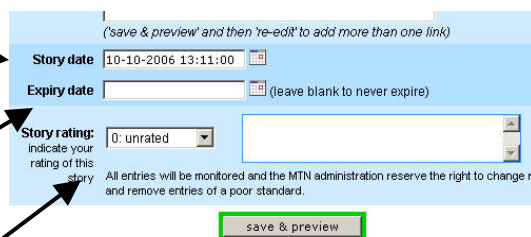
- Choose "Manage Stories" then "awaiting action" for stories that have not yet been published, or "live stories" for stories that have been published.

- You are able to preview, edit, publish/hide or delete stories.



When editing stories administrators can:

- Set a starting "Story Date" so the story will not appear until this date.
- Set an optional "Expiry Date" to remove a story automatically from the site.
- Rate the story. Higher rated stories are more likely to appear on the Regional and National pages.



## Making the most of MTN

- Make sure that you have up-to-date Flash Player, QuickTime and WMV players installed.
- At present only QuickTime and WMV movies can be uploaded. This will be changed in the near future
- Make sure that pictures aren't too big to be uploaded. If you don't have a graphics program to edit your images you can use a free package such as Irfan View (<http://www.irfanview.com>).
- Ensure that all your reporters are aware of issues such as copyright.

## **School ICT/image consent policies**

Schools will need to look at MTN in the light of their ICT, Internet use, image consent and other policies, and guidance should be issued. This is the responsibility of the individual school.

## **More issues and ideas**

- Administrators can preload images in the Media Library ready for use (be aware of copyright issues).
- FlashBlogging is a neat way of recording a small "talking head" using a webcam plugged into your computer.
- Look beyond E2BN at the other RBCs in the "Regions" menu for ideas and inspiration