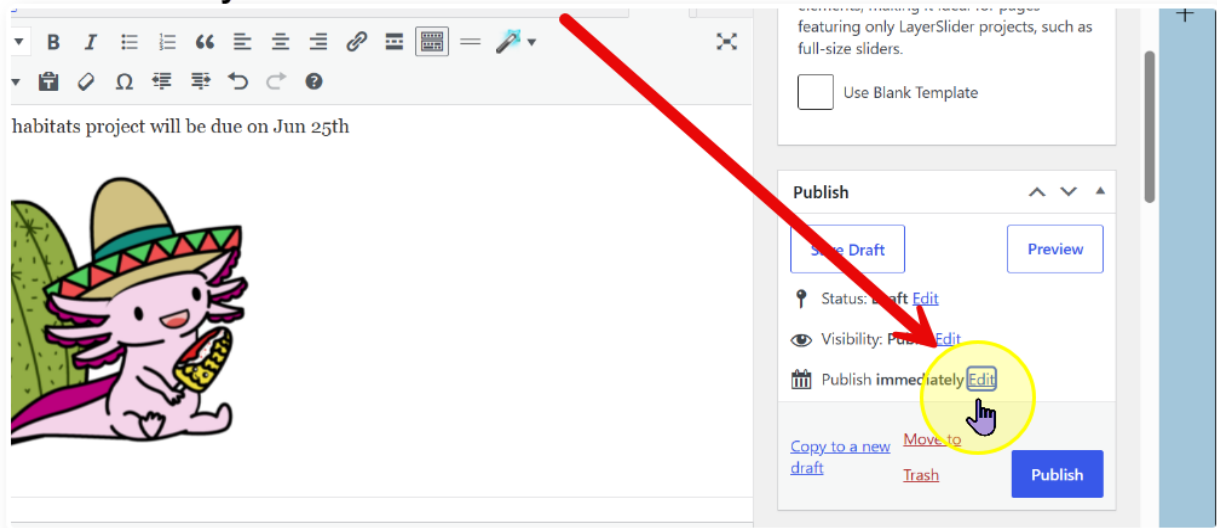


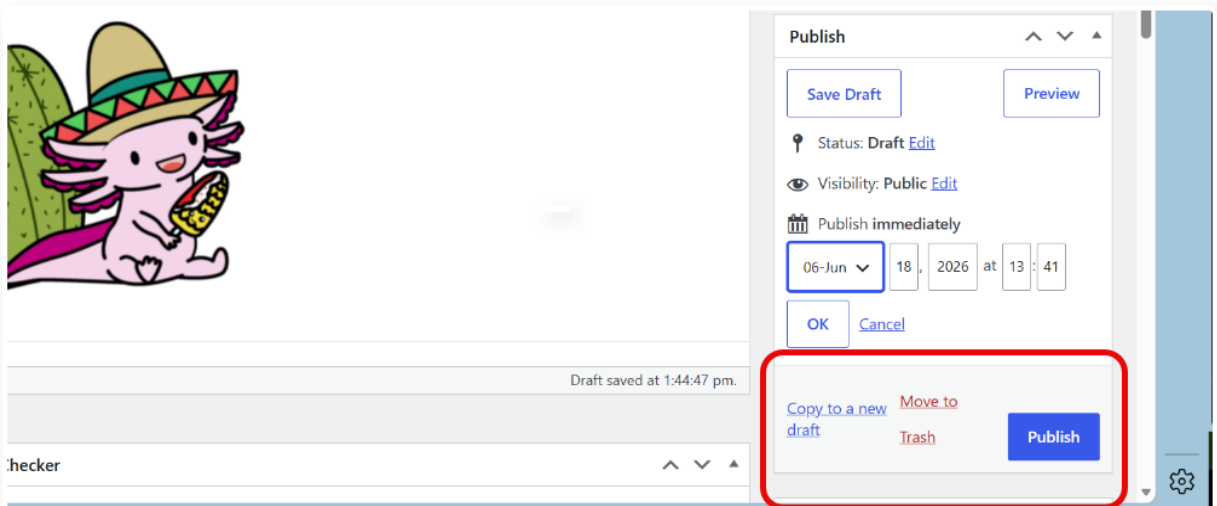
How to Schedule when your Blog Post will be Published

You can decide the exact date and time that you would like your Blog post to be published on your site.

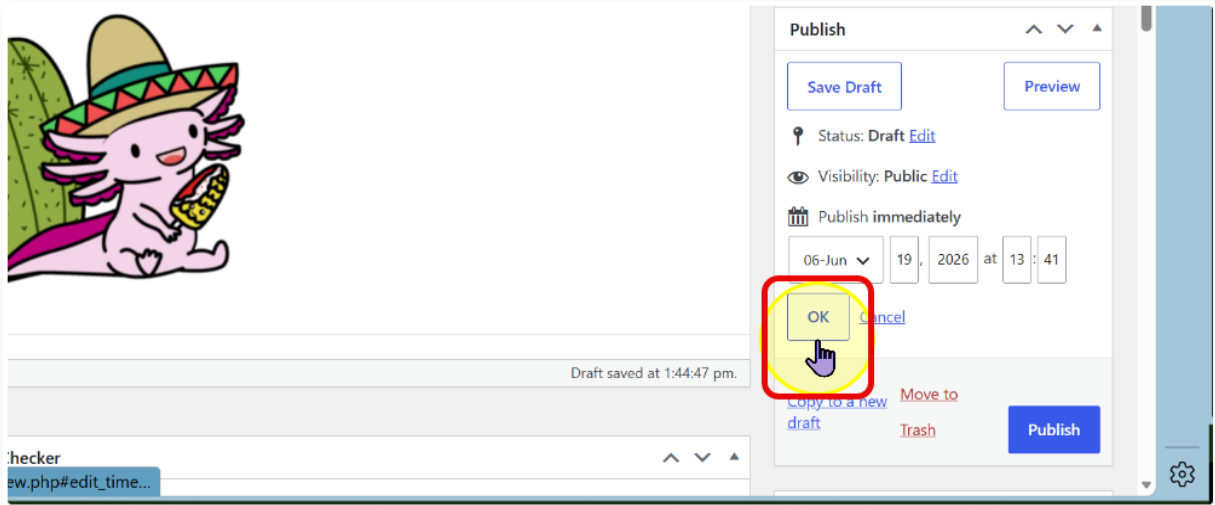
- 1 Create your Blog post. On the right side of the screen you will see **"Publish Immediately Edit"** Click on **Edit**



- 2 Change the date and time to when you would like your students/parents to see the post.



3 Click **Ok** when you are done



4 Click **Schedule**. Now your Blog post will be visible on your website up at your desired time.

