# Widgets: Notice Board

Clara Hardarsson - 2026-02-26 - Widgets

The Notice Board widget keeps you informed about important events within your organization or school directly in My Apps.

## 1. Widget Overview

- **Notice details:** View the creator's name, profile picture, and publication time.
- **Notifications:** A red icon shows if you have new, unread messages.
- **View all:** Click on the widget to open a list of all current notices.

## 2. Who sees what?

Your role determines which messages you see:

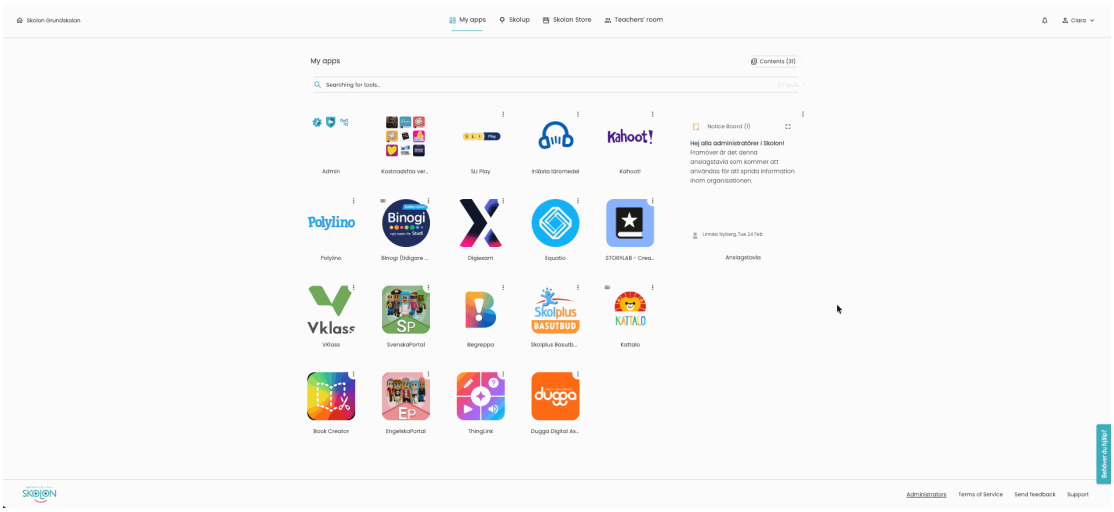
- **Admin:** Sees everything in the organization/school.
- **Teacher/Student:** Sees messages targeted at their school or specific classes.

## 3. Manage notices

As an administrator, you can manage notices directly in the widget:

- **Recipient info:** Shows who can see the notice.
- **Edit:** Opens the notice for changes. This is only possible for notices you have created yourself.
- **Delete:** Removes the notice. This is only possible for notices you have created yourself.

## 4. Create new message




1. Select **New message** in the menu.
2. Enter a name and select target groups (e.g., Students, Staff).
3. Select recipients (Organization, school, or class).
4. Set a date (optional) and write your content.

- **Tips:** Links open automatically in a new tab.

## 5. Settings & Permissions

Organization administrators control who is allowed to post messages via the **Settings** tab.

- **Role-based:** Activate "All staff" or "All administrators" with one click.
- **Individual:** Search for a specific user in the table and mark them as **Active**.

## 6. Menu

Click the menu icon in the corner to:

- Create a **New message**.
- Open **Settings** (Org-admin only).
- Remove the widget from your home page.

See this guide: Add, manage, and remove widgets for info on how to add the Noticeboard as a widget.