An integrated, campus-wide announcement system
What do you need to say?

- Performance tickets are available
- Today's class is cancelled
- Your midterm grades are ready
- The system will be down
- Training opportunities are coming up
- Advisees need to meet with me
- Come to the game tonight
- Staff Council wants your input
- Streets are closed due to construction
What do you need to hear?

Announcements come from everywhere, filling your inbox throughout the day, making it difficult to identify important ones.
Big Picture

Idea: Submit all announcements to a central system, giving the sender the ability to choose recipients and delivery method.

Expanded delivery methods increase consumer options.

Message type groups help users identify the important ones.

A centralized message system between announcement authors and consumers provides greater options for both with less effort.
UM Today framework

- Message formatting
- Announcement Web page built easily
- Attachments
- Scheduled delivery and lifespan
- Announcements delivered in single email
- Messages are available outside the Inbox
- Message acknowledgment, if necessary
Message Types
Priority Categories

- **Emergency Alerts** (Crisis, bad weather…)
- **My Messages & Alerts** (Advising, class news…)
- **Essential*** (Chancellor, HR, Dean of Students…)
- **Recommended*** (Everything else…)

*Message types in the Essential and Recommended categories may be prioritized by the recipient. A "do not show" option is available for Recommended message types.
Targetable groups

- Gender, zip code, campus
- Student classification, program of study
- Department affiliation
- EEO categories, employed students, etc.
- Roles in myOleMiss
- Your students, your advisees
- Your department's students
- Employees/instructors (now or future)
- Building mayors
- Recursive department/organization selection
Instructions

Log into myOleMiss.

Navigate:
Employee → UM Today → Administration

Note: If you plan on being a frequent user, consider adding it to your portal bookmarks by using the bookmark icon.
Instructions

Decide the type of group to address, then…

1. Select format
2. Enter message and/or upload file
3. Choose recipients
4. Set options
5. Review message
6. Submit
UM Today Administration

SUBMIT A MESSAGE TO UM TODAY

Please select one of the following target groups:

- Advisees with Type: Academic Advisor
- Students in Sections Taught by You
- Students in Sections Offered by Your Department
- UM Employees and Students (Oxford, Desoto, Tupelo) using Selection Criteria
- UM Employees and Students by List of WebIDs

Send an Immediate Email or SMS Message (Text Only)

FROM ADDRESSES

The table below shows the "from addresses" that you are authorized to use along with any others who are also authorized to use these. If you think there is a mistake or if you need to have a new "from address" added, please contact the IT Helpdesk.

<table>
<thead>
<tr>
<th>FROM ADDRESS</th>
<th>NAME</th>
<th>AFFILIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:emergency@olemiss.edu">emergency@olemiss.edu</a></td>
<td>RACHEL R BOST</td>
<td>employee, staff</td>
</tr>
<tr>
<td><a href="mailto:emergency@olemiss.edu">emergency@olemiss.edu</a></td>
<td>LINDA C CHRISTIAN</td>
<td>employee, staff, instructor</td>
</tr>
</tbody>
</table>
Step 1 – Select format

The “event” option opens date/time, location, and other information so that the event can be listed on the campus calendar.
Step 2 – Enter message

UM Today Administration ~ Step 2: Enter Message

Very Important: Please select the most appropriate message type to help the reader determine relevance. Please include a descriptive subject and summary with enough information for the reader to determine if this item is of interest.

Message: Academics

Type:

From address: rseitz@olemiss.edu

Subject:

Limited to 50 characters. Use title case. Example: SAP to Be Unavailable This Weekend

Summary:

Limited to 140 characters. Summary will be used as the content for SMS text messages. Be very specific if you plan to send this as a text message. For example, include your name since there is no "From address" associated with text messages.

Message Details:

Warning: Cutting and pasting from a Word document, Outlook, or other text editors that include embedded formatting produces unreliable results. Specifically, text brought over from Word or Outlook often contains extraneous text and commands that interfere with the display. If you cut and paste from other editors, please use "HTML" below to make sure that any extra characters are removed.

Preview

B / I / U / strike-through / text / link / HTML
Step 3 – Choose recipients

Mutually exclusive selections.

**UM Today Administration ~ Step 3: Select Recipients**

- **SELECT UM STUDENTS AND EMPLOYEES BY MYOLEMISS PORTAL ROLE:**
  - All students and employees: All students with a current or future course booking and all current employees. Includes emeritus employees.
  - New students: Students who have been admitted for a future term.
  - Students: Students and employees who have at least one current, future, or past course booking.
  - Employees: All employees including faculty, staff, administrators, and student employees. Includes emeritus employees with an active role.
  - Faculty: Those who have taught a course in the past, present, or future, employees who are designated as EEO Category 2 (Faculty).
  - Advisors: Employees who have at least one advisee assigned plus those who are designated as Orientation advisors.
  - Academic administrators: Deans and academic department chairs plus any other administrators designated as an academic chair in myAccess.
  - Administrators: Academic and non-academic chairs as well as employees designated as EEO category 1 (Executive).
  - Guest
  - Analytics
  - Parents: Parents and guardians who have been authorized to receive WebID. Non-emergency text messaging is not available to parents.

**Very Important:** The groups listed above are defined by myAccess portal roles. Please pay close attention to how each group is defined. If you need additional information, please contact your university's IT department.

- **OR SELECT UM STUDENTS AND EMPLOYEES DYNAMICALLY BASED ON THE FOLLOWING OPTIONS:**
  - Students admitted for a future term
  - Students enrolled in a current term
  - Students enrolled in a future term
  - Current employees (Does not include student employees.)
  - Emeritus employees
Step 4 – Set options

- Depending on your authorizations and earlier selections, you may see different options available.

- Validity dates define the lifespan of the message.

- Is it Bulletin Board-worthy?

- Confidential messages only send an alert via email, while the full message is given in myOleMiss.

- Message priority determines position of item within its message type.
Step 5 – Review message

- Full details or attachments not yet in final location, so review of those isn't possible... yet.

- Use the “Preview Recipient List” link to determine if you've targeted the correct people.
Step 6 – Submit message

- Once you've submitted the message, you can check it immediately in the myOleMiss version.
- If you see a problem, you can edit it and try again.
Helpful Hints

- Understanding how the parts fit together

![Recommended Announcements]

- Message Type
- Special indicators
- Subject links to more details
- From address
- UMT message number
- First date this will be displayed
- Summary
Helpful Hints

- Subject and Summary are the two most important details since they are all that appear in the UM Today announcement list.
- Subject should be the 'title' of the announcement.
- Summary should contain a brief overview of the announcement.
- Indicate "campus event" if date and time information is needed.
Helpful Hints

- Proofread your message, especially if you want it to appear on the Bulletin Board.
- Edit messages if you need to!
- View, delete, and update messages in your accounts.
- Monitor others who also use your accounts.
My Pet Peeve

Assume your audience already understands what a link is and how to use it.

- Avoid references to the 'attachment'
  - "See the attached for…"
  - "Click the link to…"
- Instead, create interest:
  - "Learn more"
  - "Discounts available"
And as a recipient...

- Use "Do not show" option to prevent repeated messages.
- Use Preferences to prioritize Essential and Recommended announcements.
UM Today

… tomorrow, the world!

For an overview and a copy of this presentation, go to www.olemiss.edu/today

For assistance or authorization, contact the IT Helpdesk at 915-5222 or helpdesk@olemiss.edu.

Send suggestions for improvement to it@olemiss.edu.