


# UM Today

An integrated,  
campus-wide  
announcement  
system

The screenshot displays the UM Today website interface. At the top, there is a navigation bar with the text "UM TODAY" and a hamburger menu icon. Below this is the UM Today logo, which includes a red circular icon with a white building facade and the text "UM TODAY" in blue and red. To the right of the logo is the tagline "Your one-stop source for alerts and announcements". Below the logo is a blue link that says "View Today's New Announcements and Events" with a downward arrow. There are two tabs: "Announcements" (which is active) and "Campus Events". Under the "Announcements" tab, there is a section titled "Essential Announcements" in a blue header. Below this, there are three categories of announcements: "Research", "Academics", and "Online Learning". Each category has a list of announcements with details and a "Full Details" link. The "Research" section includes an announcement about "Writing More Effective Grant Proposals, 9/19". The "Academics" section includes an announcement about "Lenoir Dining is Back on Tuesday, 8/30". The "Online Learning" section includes an announcement about "ODEL Grant Series: Technology Integration Grant".

UM TODAY

 **UM TODAY** *Your one-stop source for alerts and announcements*

[View Today's New Announcements and Events](#)

**Announcements** | Campus Events

**Essential Announcements**

**Research**

**Writing More Effective Grant Proposals, 9/19**

9/19 Mon. 3pm. Tips for writing proposals that reviewers will read and easily comprehend, not be annoyed by and cast aside.

**Full Details**

[jgladden@olemiss.edu](#) - UMToday #159863 (Added on 08/29/2016)

**Academics**

**Lenoir Dining is Back on Tuesday, 8/30**

Lenoir Dining is back for another great semester of dining. New seating times - 11:30 and 12:30. Make your reservation at [lenoirdining.com](#)

**Full Details**

[jamunson@olemiss.edu](#) - UMToday #160289 (Added on 08/26/2016)

**Online Learning**

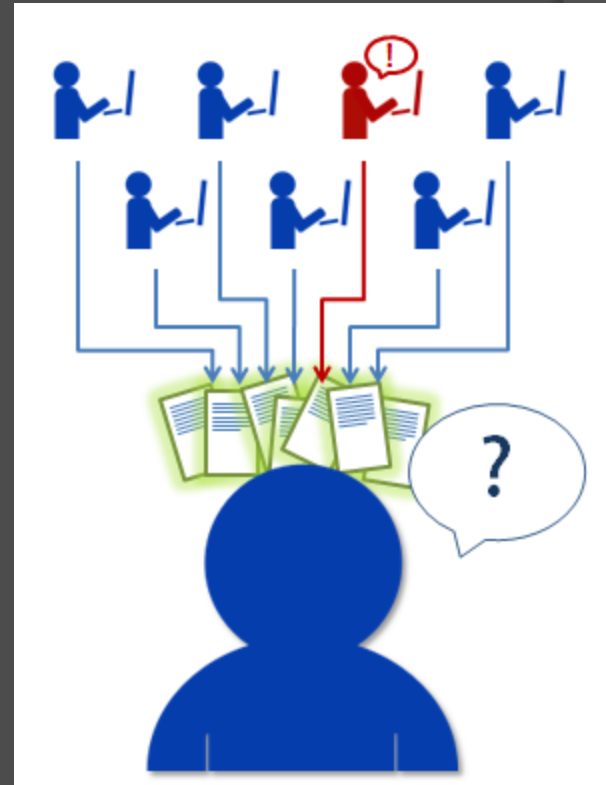
**ODEL Grant Series: Technology Integration Grant**

# 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

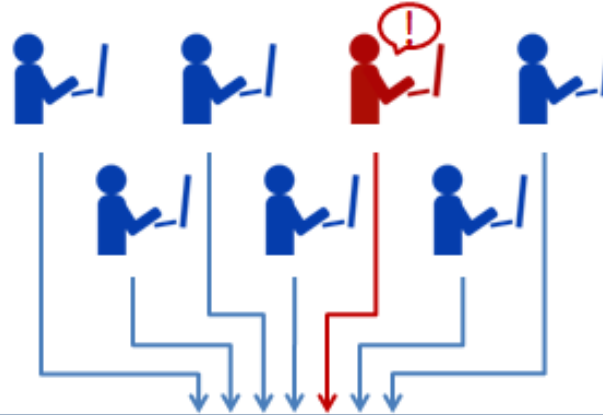
# What do you need to hear?

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.**

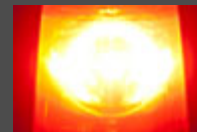
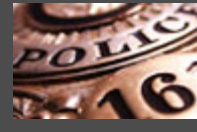
**A centralized message system between announcement authors and consumers provides greater options for both with less effort.**



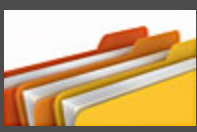
# UM Today framework

- 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



SKILLED b: b  
some knowledge  
ed-u-ca-tion ve-  
educating or of b  
knowledge and c  
man of little ~>  
of teaching and



# 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

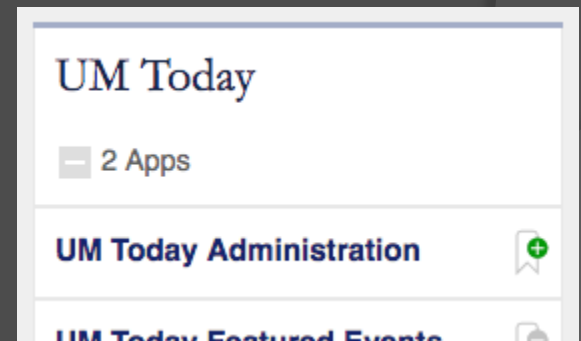
# Instructions

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

# Starting page

## UM Today Administration

### SUBMIT A MESSAGE TO UM TODAY

Please select one of the following target groups:

- Advisees with Type:  
- **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](#).

FROM ADDRESS	NAME	AFFILIATION
emergency@olemiss.edu	RACHEL R BOST	employee, staff
emergency@olemiss.edu	LINDA G CHRISTIAN	employee, staff, instructor

# Step 1 – Select format

## UM Today Administration ~ Step 1: Select Message Format


UM Today Administration



**Continue to Step 2: Enter Message**

All messages consist of a subject that can be up to 50 characters in length and a unformatted summary that can be up to 140 characters in length. Messages may also contain a longer message, an HTML or PDF upload, or a reference to an **Ole Miss Blog** or any other URL (i.e., Web Address).

### What would you like to submit/send?

- Summary only (limited to 140 characters)
- Summary with a longer message that is entered in a text box and an optional uploaded file
- Summary with a PDF upload
- Summary with a reference to a URL (Web Address)

Is this message about an event?  

If you indicate that this is an event then you will be prompted for additional information such as event start / end time and location. Please be aware that messages marked as events will appear in the **UM Event Calendar**  and the **Official Ole Miss App**  regardless of selected recipients unless they are marked as confidential.

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

[UM Today Administration](#) [Go Back to Step 1: Select Message Form](#) [Upload Files \(Optional\)](#)

[Continue to Step 3: Select Recipients](#)

**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 Type:

From address:

Subject:

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

Summary:

characters still available.

*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 ABC ☰ ☷ ✕ ✕ HTML

# Step 3 – Choose recipients

Mutually exclusive selections.

## UM Today Administration ~ Step 3: Select Recipients

[UM Today Administration](#) [Go Back to Step 2: Enter Message](#) [Continue to Step 4: Set Message Options](#)

**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 appointment.
- 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 the current term.
- 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 WebIDs. Non-emergency text messaging is not available to parents.

*Very Important: The groups listed above are defined by myOleMiss portal roles. Please pay close attention to how each group is defined. If you need a*

**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.

UM Today Administration ~ Step 4: Set Message Options

UM Today Administration    Go Back to Step 3: Select Recipients    Continue to Step 5: Review Message

From address:

Send message immediately (now) as a separate email?

*Only use this option for time-urgent messages. Misuse of this option may result in loss of privileges.*

Send summary immediately as SMS text message?

*Message will go to those who have opted in to receive non-emergency text messages.*

Validity dates (mm/dd/yyyy): Start  End

*Please do not make message duration longer than is necessary and absolutely no more than 21 days.*

Is this message a candidate for the UM Web Bulletin Board?

Is this message confidential?

*Confidential messages will only be displayed in myOleMiss where access is through a secure connection.*

Message priority?

# 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.

## UM Today Administration ~ Step 5: Review Message

[UM Today Administration](#)

[Go Back to Step 4: Set Message Options](#)

[Continue to Step 6: Submit Message!](#)

System: University of Mississippi (Oxford, Tupelo, Desoto)

Message Type: IT Helpdesk

Message Format: Summary with a longer message

From Address: rseitz@olemiss.edu

Subject: This is my demo Subject

Message to Send: This is the demonstration summary for this particular announcement

Recipients: Portal Role: All Students and Employees

[\(Preview Recipient List\)](#)

Message Options: Validity start date: 08/30/2016

Validity end date: 09/02/2016

Medium Priority

# 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.

## REVIEW PAST MESSAGES

ACTION	STATUS	MESSAGE ID	START DATE	END DATE	SUBJECT	FROM ADDRESS
<a href="#">View</a>   <a href="#">Delete</a>   <a href="#">Update</a>	Currently Being Displayed	000000160421	08/29/2016	08/31/2016	REBALERT Test Scheduled 8/31/16 at 5:15 p.m.	emergency@olemiss.edu
<a href="#">View</a>   <a href="#">Delete</a>   <a href="#">Update</a>	No Longer Active	000000160167	08/25/2016	08/25/2016	Testing Inauguration	rseitz@olemiss.edu
<a href="#">View</a>   <a href="#">Delete</a>   <a href="#">Update</a>	No Longer Active	000000155981	06/11/2016	06/13/2016	**TEST MESSAGE**	emergency@olemiss.edu

# Helpful Hints

- Understanding how the parts fit together

The diagram shows an email notification interface with several callouts pointing to specific elements:

- Message Type:** Points to the "Recommended Announcements" header and the "Campus News" category.
- Special indicators:** Points to the "NEW" badge on the left of the subject line.
- Subject links to more details:** Points to the subject line text: "Reminder: Technology Summit To Be Held Wednesday".
- From address:** Points to the sender information: "umpr@olemiss.edu".
- UMT message number:** Points to the message ID: "#160471".
- First date this will be displayed:** Points to the date: "(Added on 08/29/2016)".
- Summary:** Points to the main body text: "United States Senator Roger Wicker will provide remarks at 10 a.m. at the Overby Center. All members of the public are invited to attend."

# 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"

*Emerson String Quartet -Jan 21 Discounts Avail.*

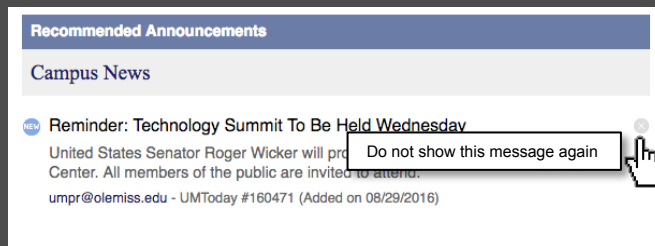
See the attached PDF for the faculty/staff/retiree and passport prices for Emerson String Quartet.

[PDF attachment](#)

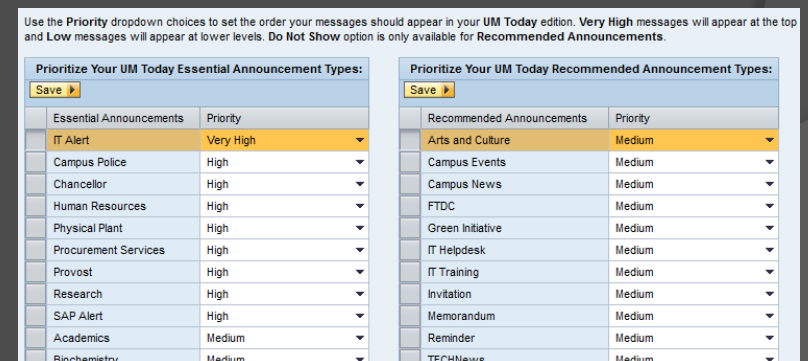
[fordcent@olemiss.edu](mailto:fordcent@olemiss.edu) - UMToday #3414 (Added on 01/14/2011)

# And as a recipient...

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



"Do not show"



Preferences

# UM Today

... tomorrow, the world!

For an overview and a copy of this presentation, go to [www.olemiss.edu/today](http://www.olemiss.edu/today)

For assistance or authorization, contact the IT Helpdesk at 915-5222 or [helpdesk@olemiss.edu](mailto:helpdesk@olemiss.edu).

Send suggestions for improvement to [it@olemiss.edu](mailto:it@olemiss.edu).