Campus Announcements

How to Create and Submit a Campus Announcement

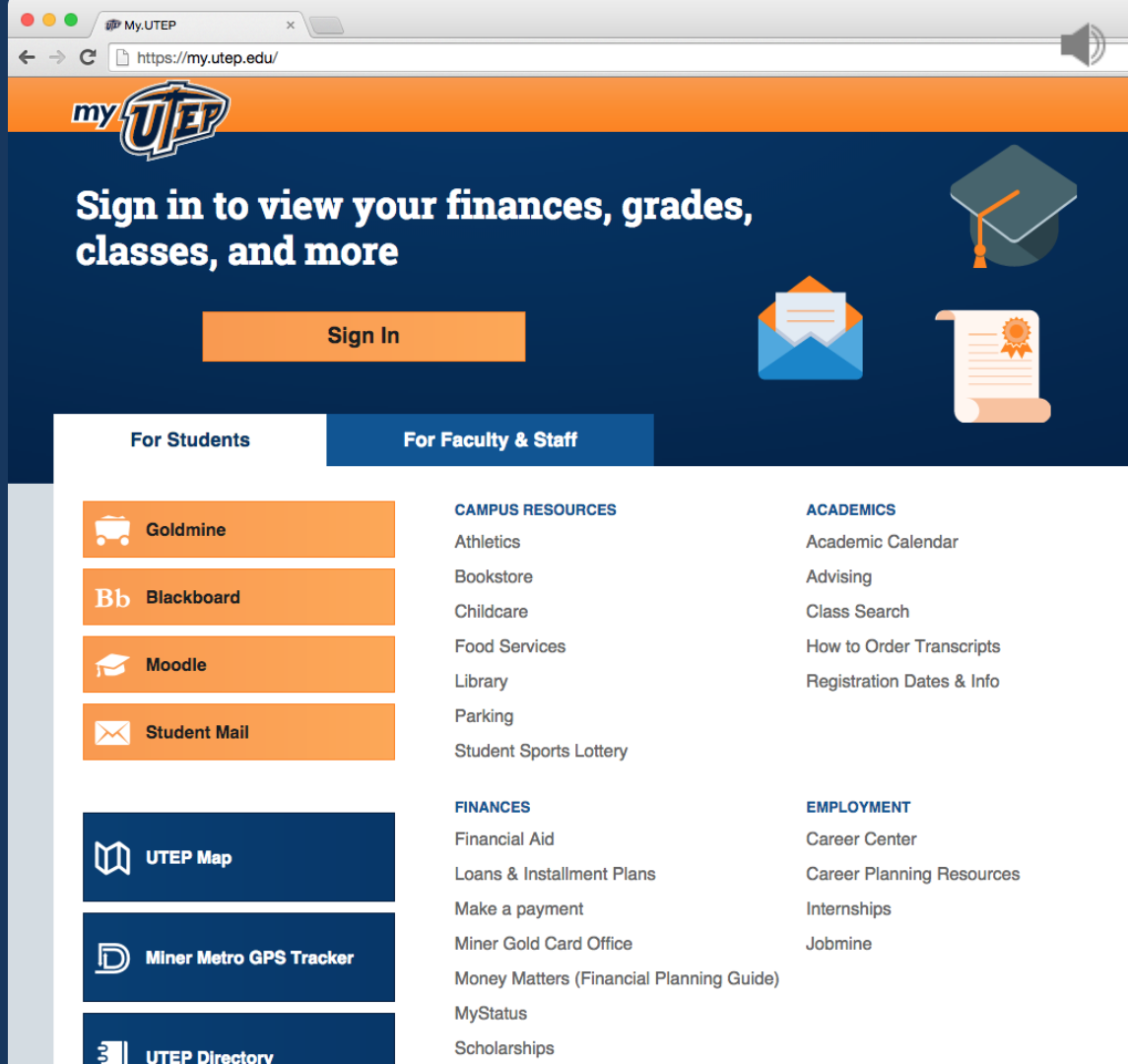
Hi Miners!

If you are a staff, faculty member or an official University Organization, you can submit a request for a Campus Announcement (bulletin). This video tutorial will show you how to create and submit an announcement.

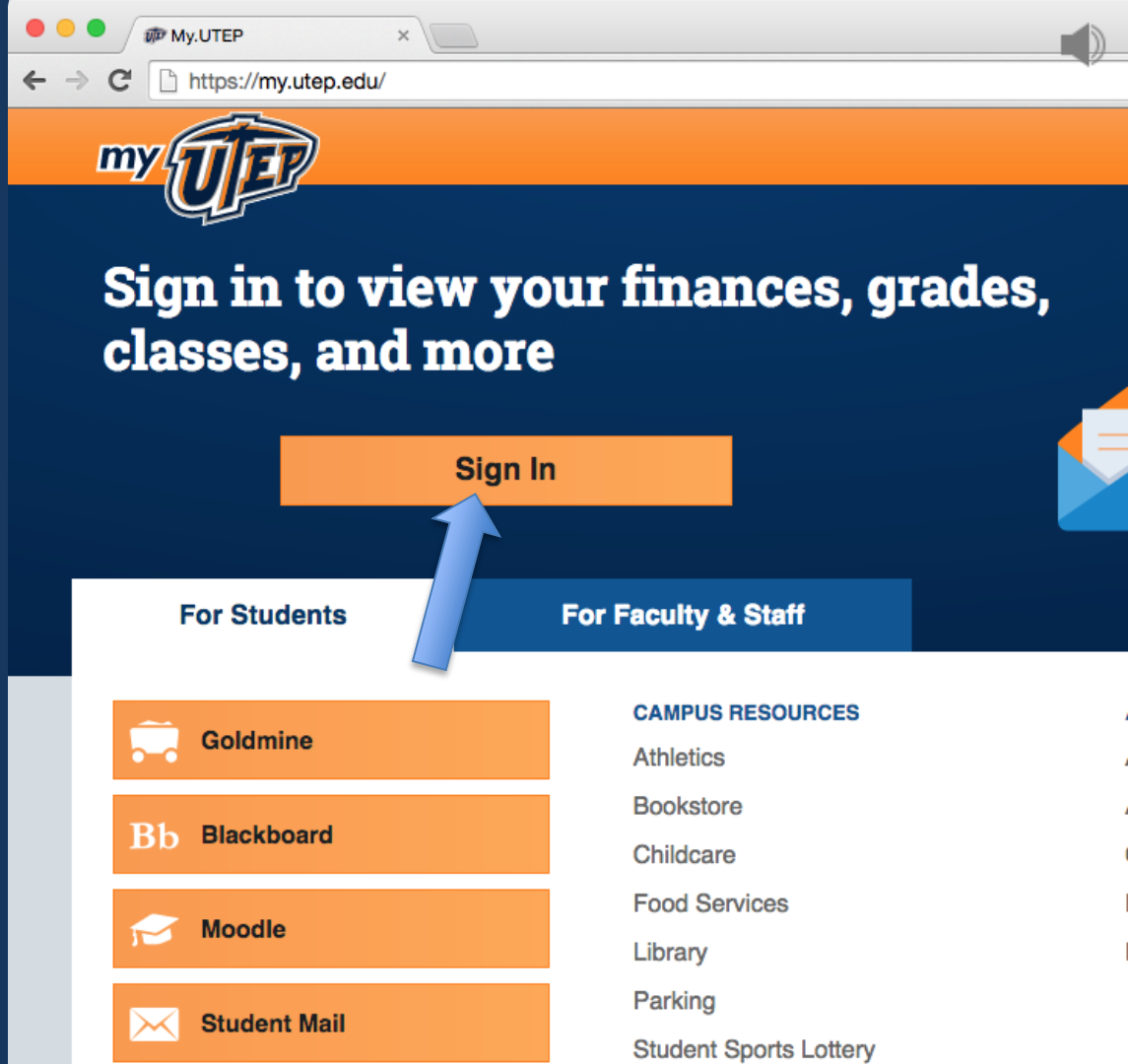
Creating a Campus Announcement (bulletin)

Let’s get started!

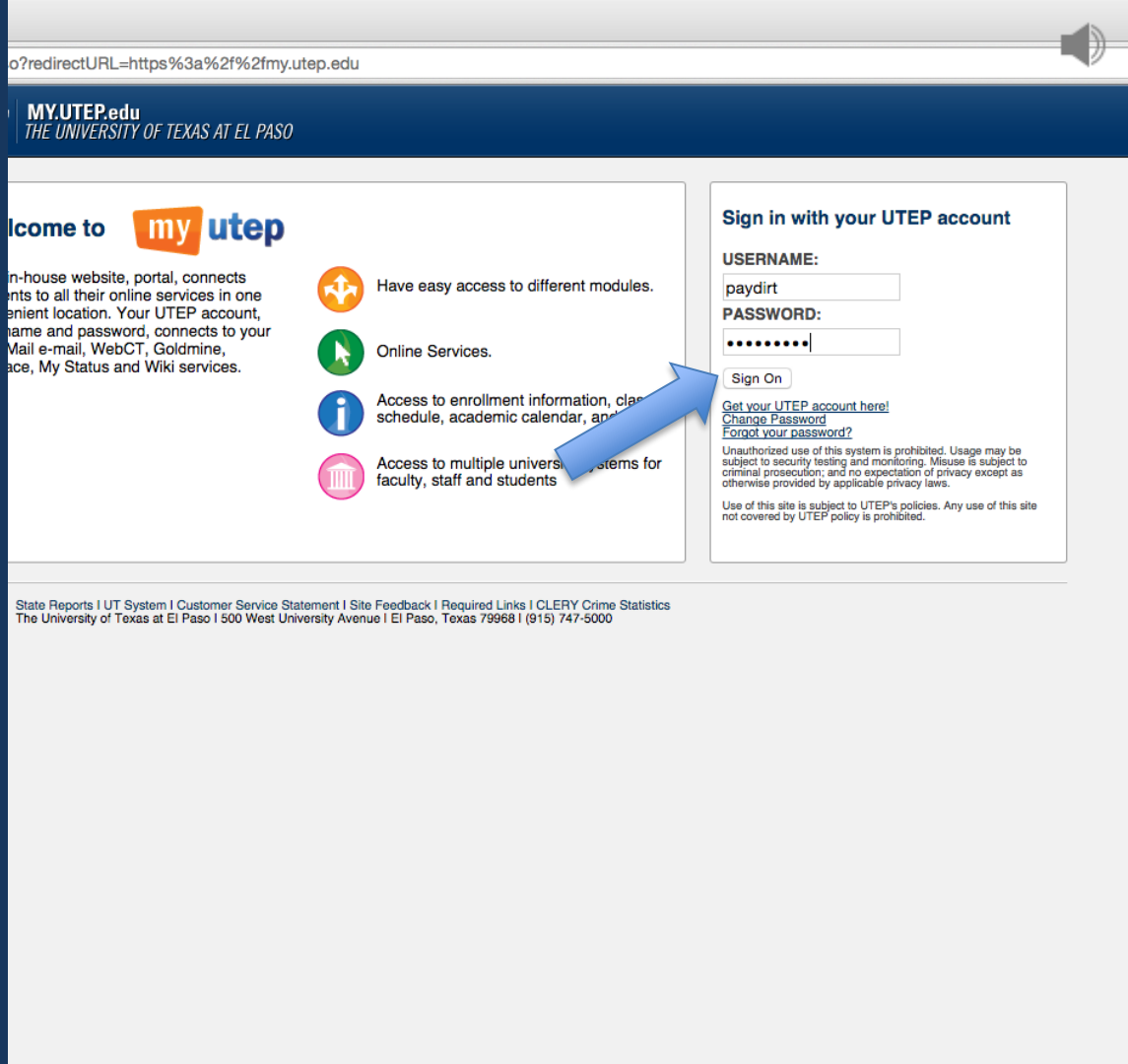
Go to my.UTEP.edu



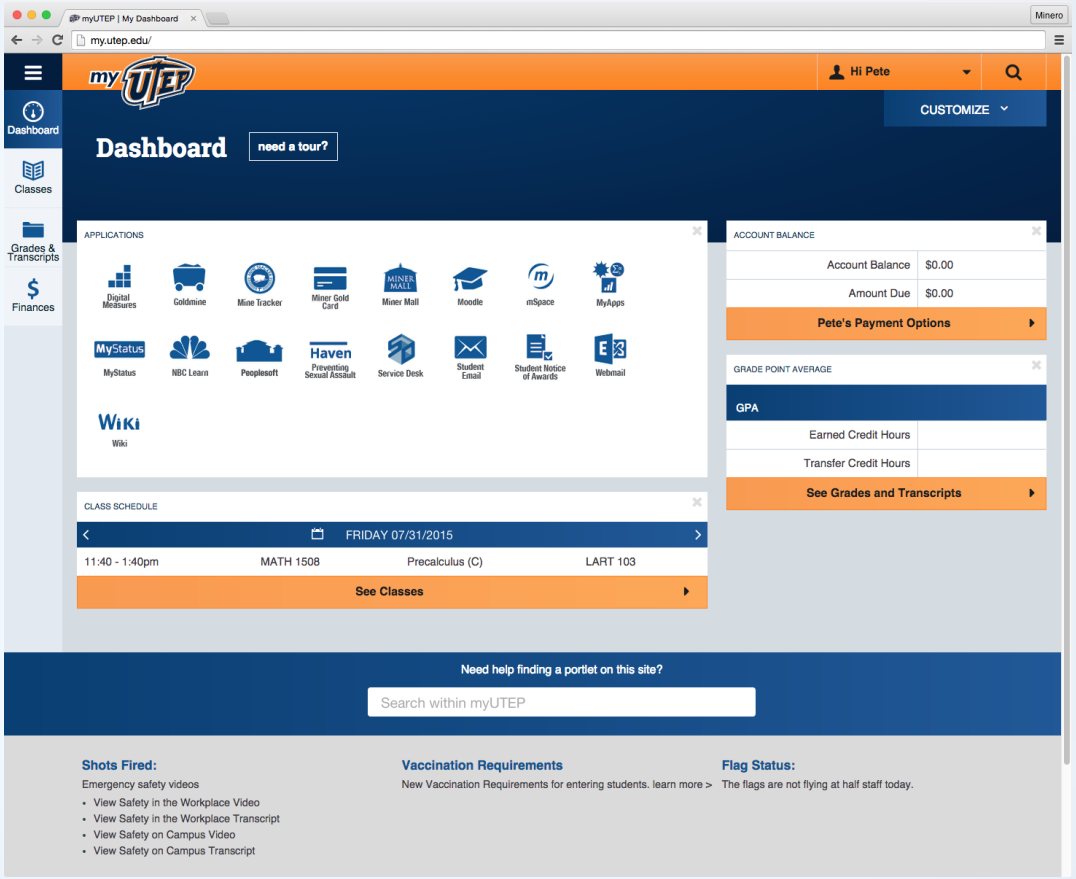
Click “Sign In”



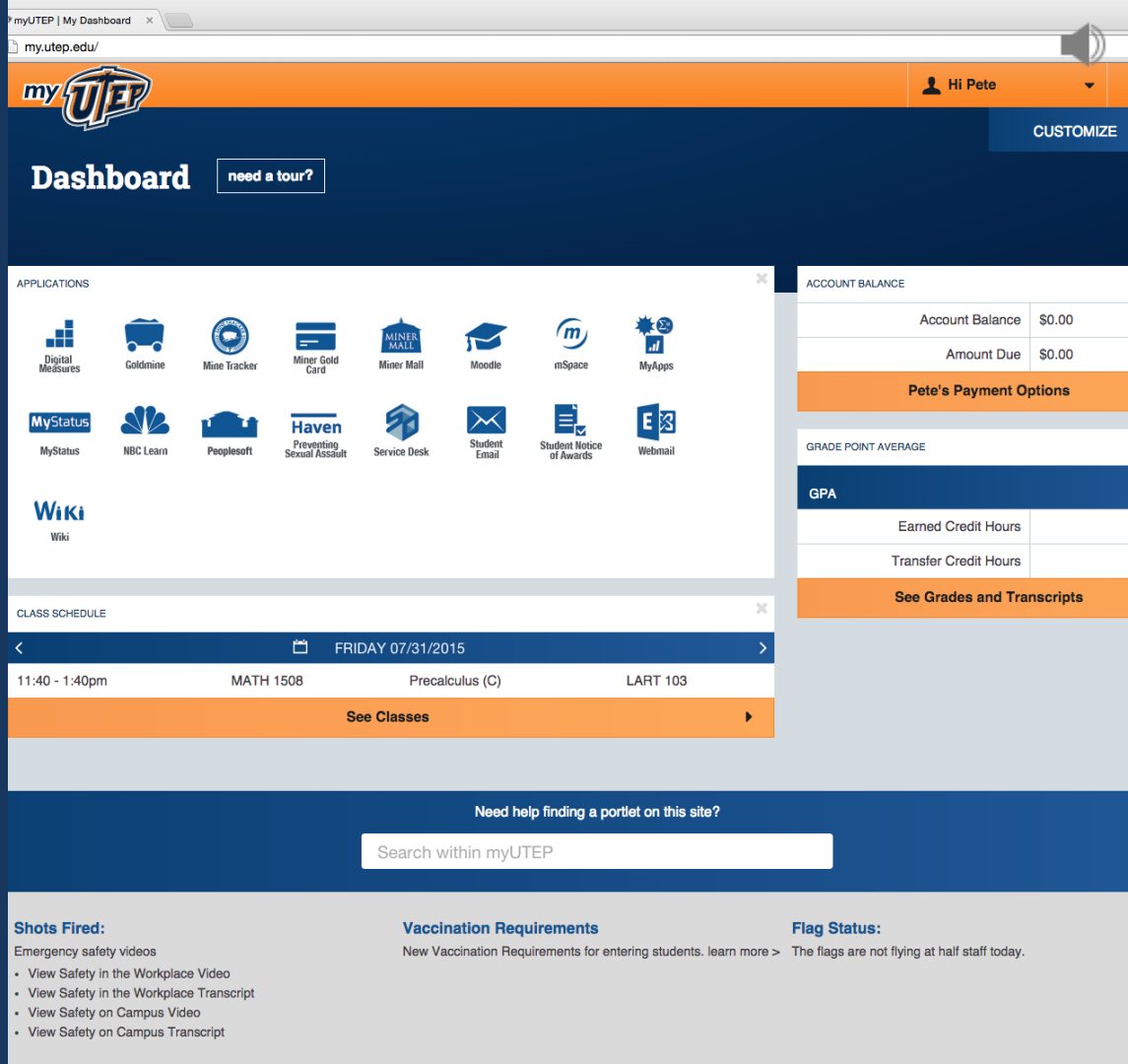
Enter Your UTEP Login and Password



The “Dashboard” page will appear

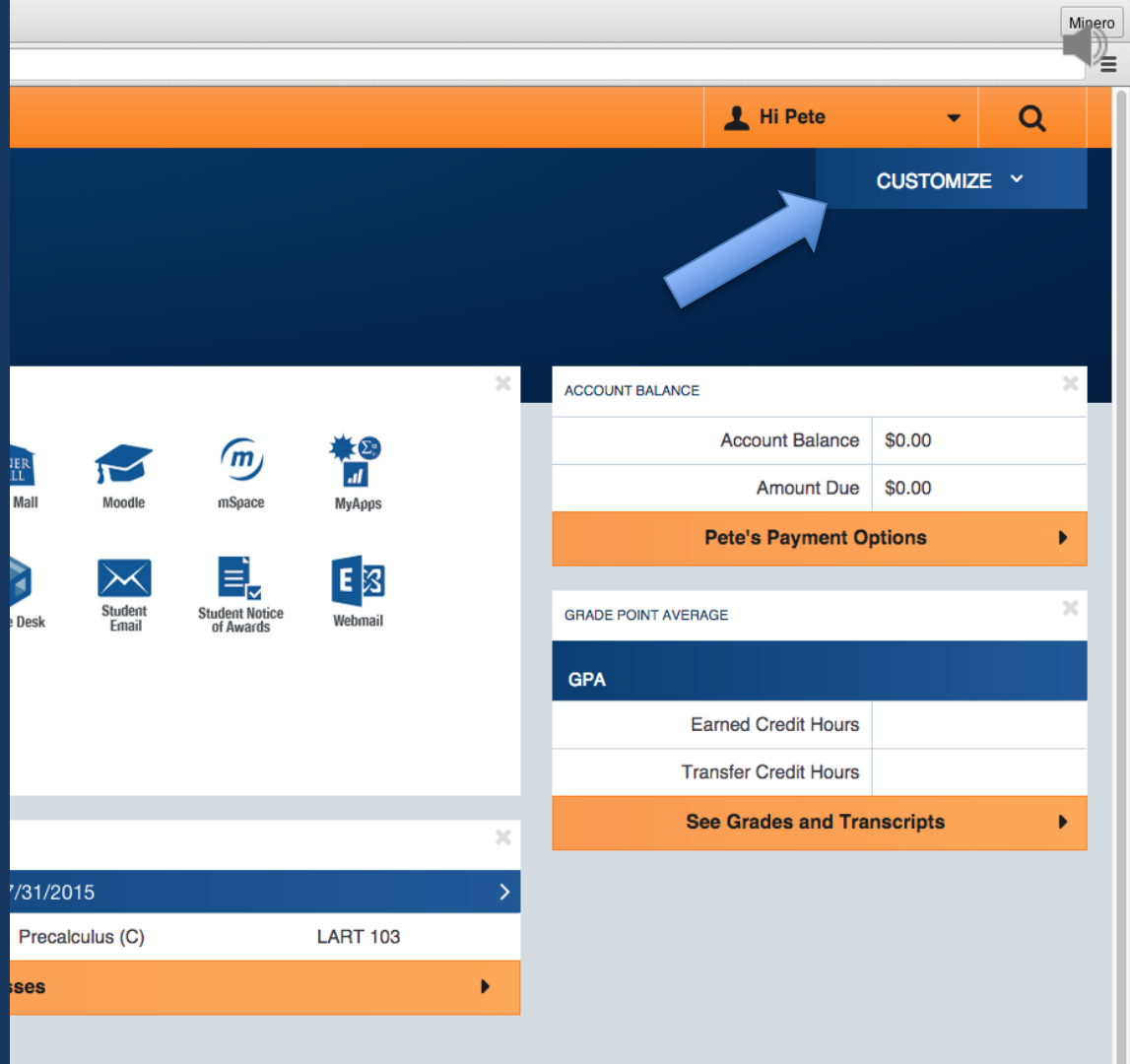


Look for the “Announcements” portlet.

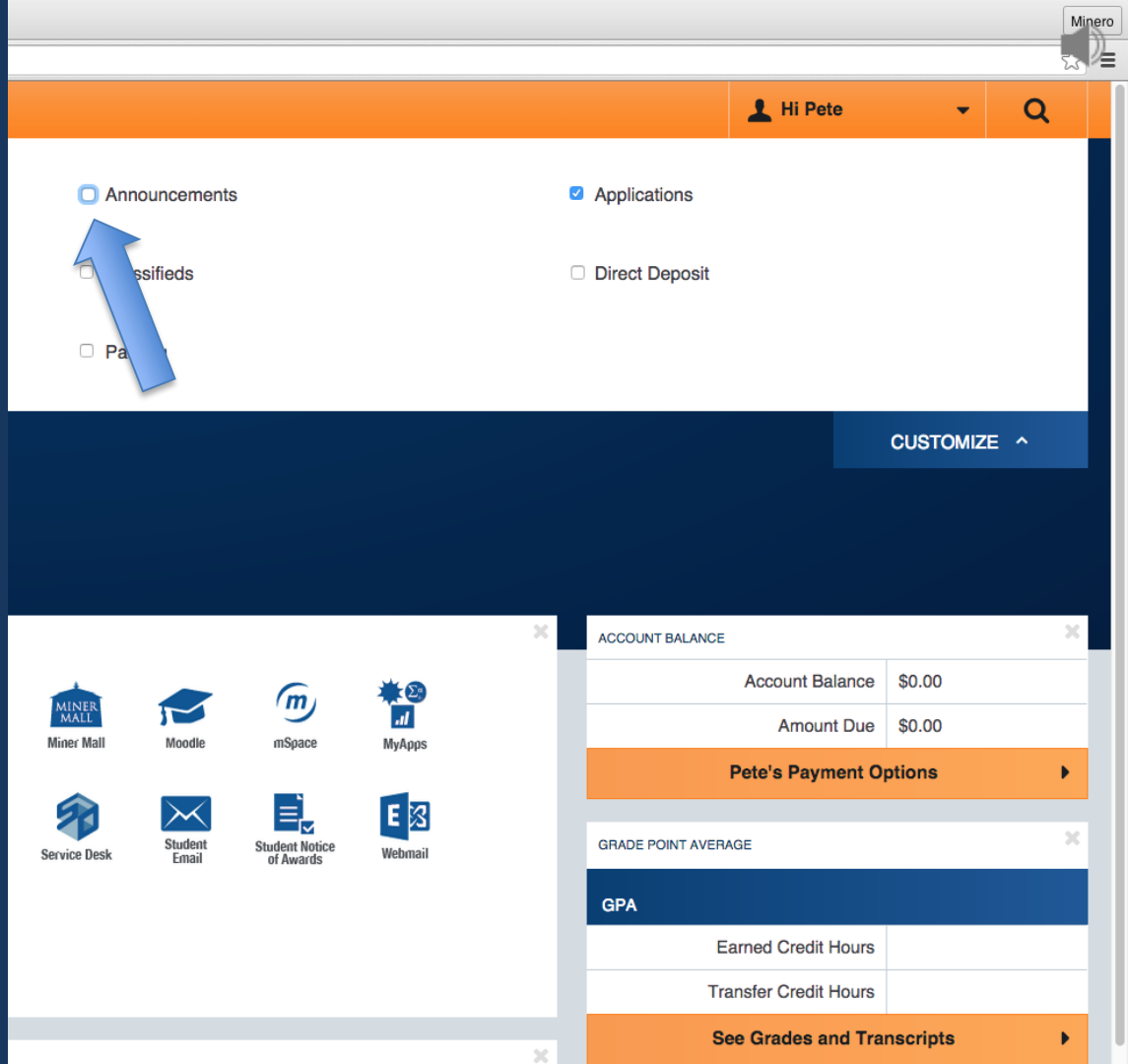


If you don’t see it:

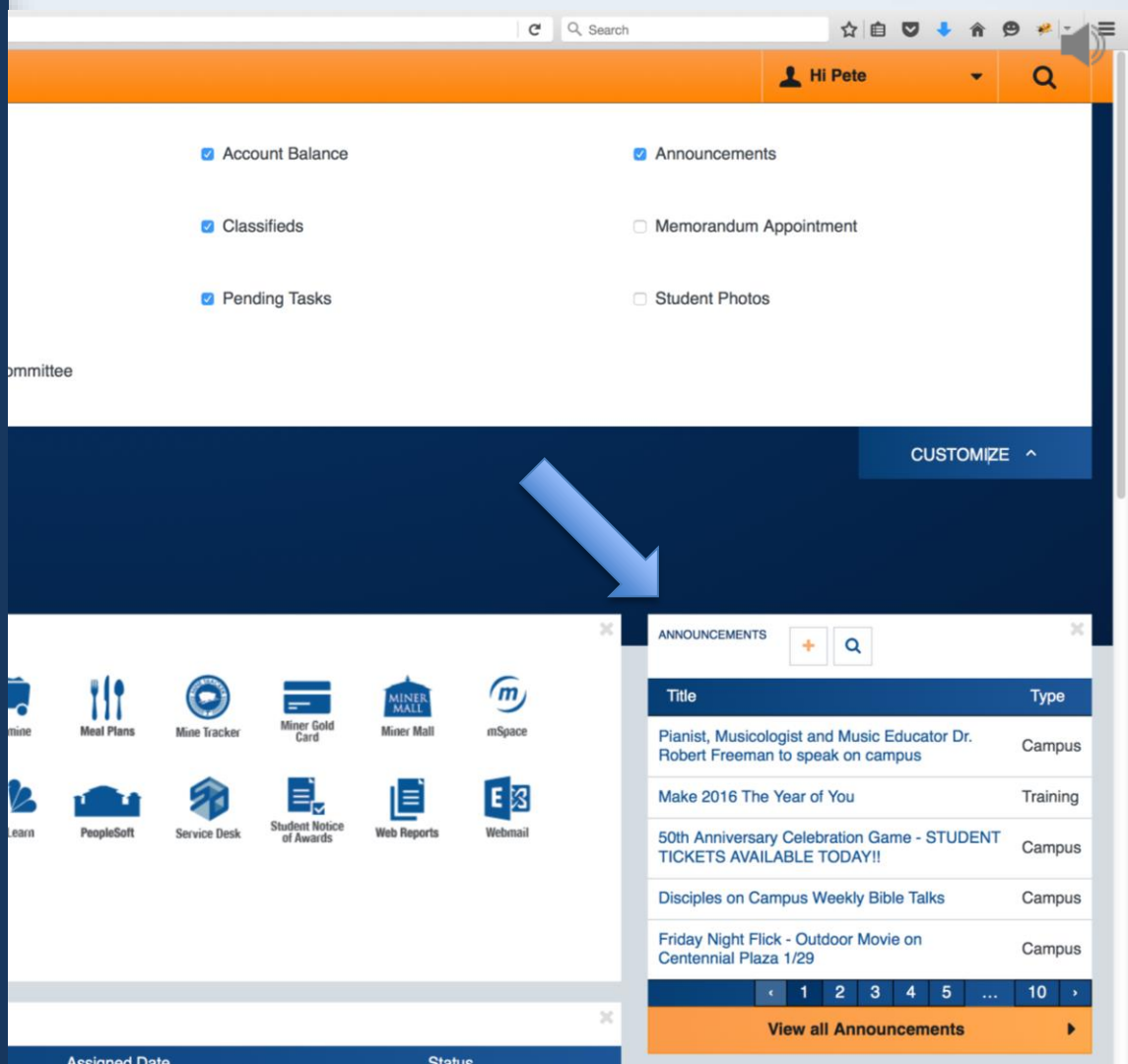
Click on the “Customize” button



Select the “Announcements” checkbox

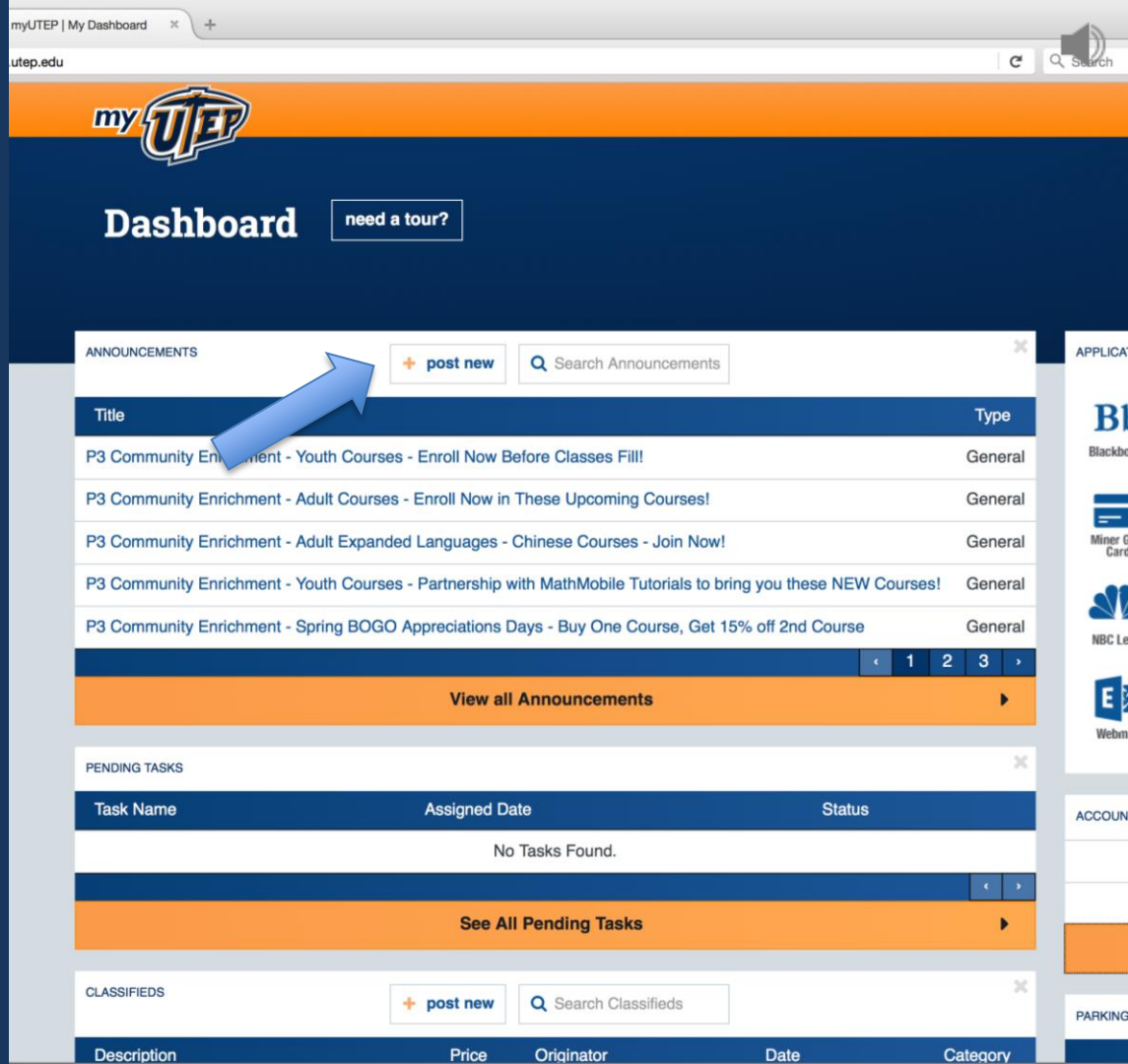


The “Announcements” portlet will appear at the top of the dashboard.



To create a new “Announcement” (bulletin):

Click on the plus sign”+” or “+ post new” button.



When you click the post new button, the Campus Announcements form will open, you will notice that it is preloaded with your information.

Please verify that all information is correct before continuing on to create your campus announcement (bulletin).

Submitter Name: Paydirt Pete
Submitter E-mail: paydirtpete@utep.edu
Contact Phone Number: 747-5000 (i.e. 747-5000)
Department/Association: UTEP Mascot

Campus announcement audience

Faculty/Staff | Students | All Campus

Announcement content

Category: Administrative | Campus | Training | General

Bulletin Type: Campus-Weekly | Special

Bulletin Expiration: 48 hours | 7 Days | 14 Days

Bulletin Subject:

Announcement: Choose a previous bulletin

**If you wish to use a UTEP logo, please only use the official logos that are provided. DO NOT modify the size, col the logos or alter them in any other way.*

Font Name | S... | Apply CSS ... | Custom Links | Paragraph S...

Next, you will need to select the **Campus announcement audience**, which is the target audience you want to address the bulletin to:

- Faculty / Staff
- Students
- All Campus

Submitter Name: Paydirt Pete
Submitter E-mail: paydirtpete@utep.edu
Contact Phone Number: 747-5000 (i.e. 747-5000)
Department/Association: UTEP Mascot

Campus announcement audience
Faculty/Staff | Students | All Campus

Announcement content
Category: Administrative | Campus | Training | General
Bulletin Type: Campus-Weekly | Special
Bulletin Expiration: 48 hours | 7 Days | 14 Days
Bulletin Subject:
Announcement: Choose a previous bulletin

**If you wish to use a UTEP logo, please only use the official logos that are provided. DO NOT modify the size, col the logos or alter them in any other way.*

Font Name | S... | Apply CSS ... | Custom Links | Paragraph S...

Next, you will need to select the option for the **Announcement Content**:

Category

- Administrative
- Campus
- Training
- General

Bulletin Type

- Campus-Weekly – the announcement will appear in a list of other campus announcements at the end of the week.
- Special – the announcement will be emailed to the audience that was selected as soon as it is approved.

Submitter Name: Paydirt Pete
Submitter E-mail: paydirtpete@utep.edu
Contact Phone Number: 747-5000 (i.e. 747-5000)
Department/Association: UTEP Mascot

Campus announcement audience

Faculty/Staff | Students | All Campus

Announcement content

Category: Administrative | Campus | Training | General

Bulletin Type: Campus-Weekly | Special

48 hours | 7 Days | 14 Days

Bulletin Subject:

Announcement: Choose a previous bulletin

**If you wish to use a UTEP logo, please only use the official logos that are provided. DO NOT modify the size, col the logos or alter them in any other way.*

Font Name | S... | Apply CSS ... | Custom Links | Paragraph S...

Bulletin Expiration

- 48 Hours
- 7 Days
- 14 Days

Bulletin Subject - Remember to make your subject title interesting for your readers. This subject field will be populated by Category in Friday's weekly roll-over e-mail as well as the **Campus Announcements Website.**

Submitter Name: Paydirt Pete
Submitter E-mail: paydirtpete@utep.edu
Contact Phone Number: 747-5000 (i.e. 747-5000)
Department/Association: UTEP Mascot

Campus announcement audience

Faculty/Staff | Students | All Campus

Announcement content

Category: Administrative | Campus | Training | General
Bulletin Type: Campus Weekly | Special
Bulletin Expiration: 48 hours | 7 Days | 14 Days
Bulletin Subject:
Announcement: Choose a previous bulletin

**If you wish to use a UTEP logo, please only use the official logos that are provided. DO NOT modify the size, col the logos or alter them in any other way.*

Font Name | S... | Apply CSS ... | Custom Links | Paragraph S...

Announcement -

This list will display all the announcements you have created. You have the option to choose one from the list and either use it as a template and modify it accordingly, or to resend an announcement. You can also omit this step and create a new announcement.

Submitter Name: Paydirt Pete
Submitter E-mail: paydirtpete@utep.edu
Contact Phone Number: 747-5000 (i.e. 747-5000)
Department/Association: UTEP Mascot

Campus announcement audience

Faculty/Staff | Students | All Campus

Announcement content

Category: Administrative | Campus | Training | General

Bulletin Type: Campus-Weekly | Special

Bulletin Expiration: 48 hours | 7 Days | 14 Days

Bulletin Subject:

Announcement: Choose a previous bulletin

- Choose a previous bulletin
- Bulletin Name 1
- Bulletin Name 2
- Bulletin Name 3
- Bulletin Name 4
- Bulletin Name 5

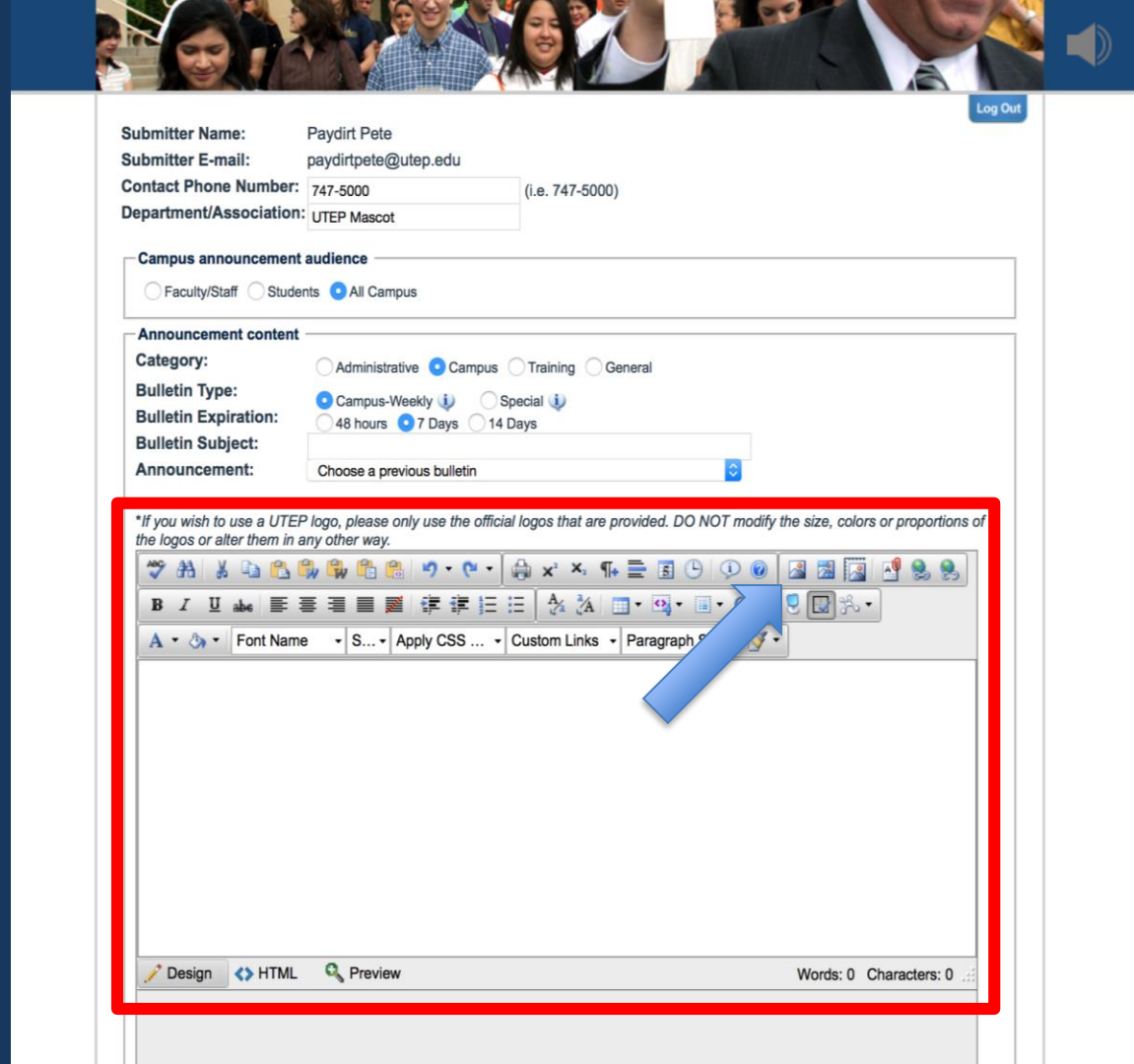
*If you wish to use a UTEP ... the logos or alter them in a ... ify the size, col

Font Name | S... | Apply CSS ... | Custom Links | Paragraph S...

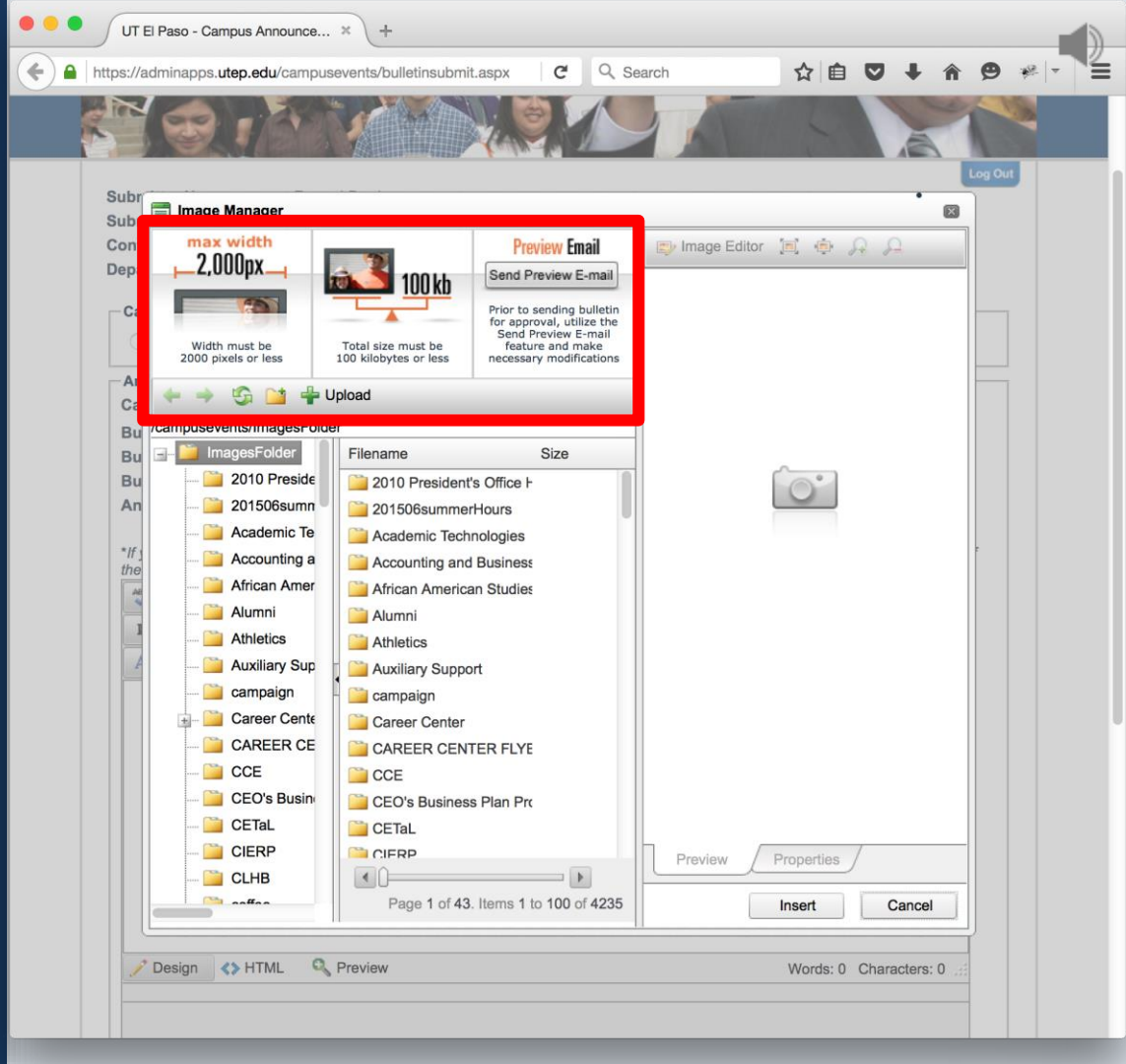
Proceed to the text editor area where the campus announcement content is entered and edited.

<u>Steps to upload an image:</u>

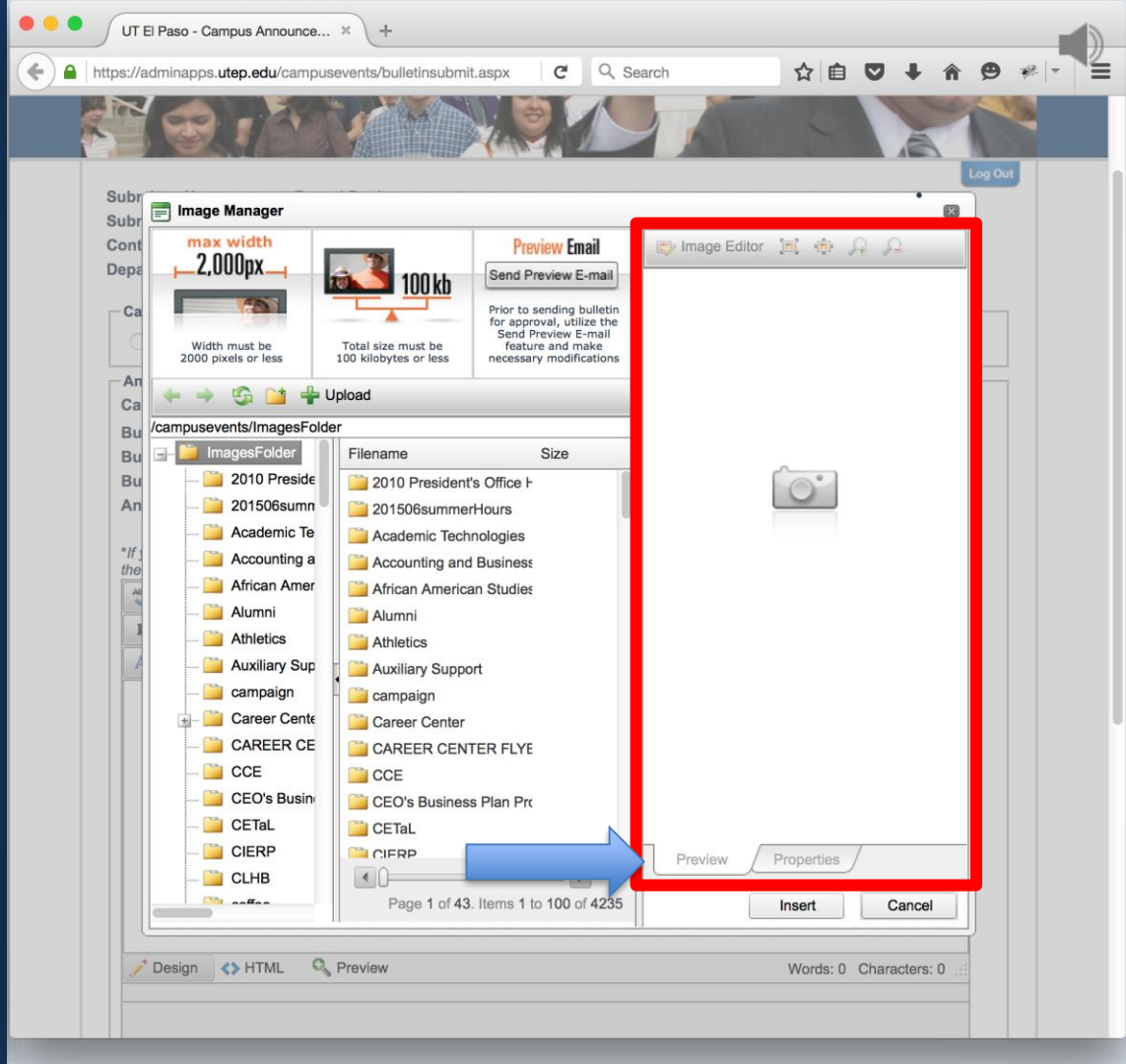
- Click on the Image Manager tab in the editor



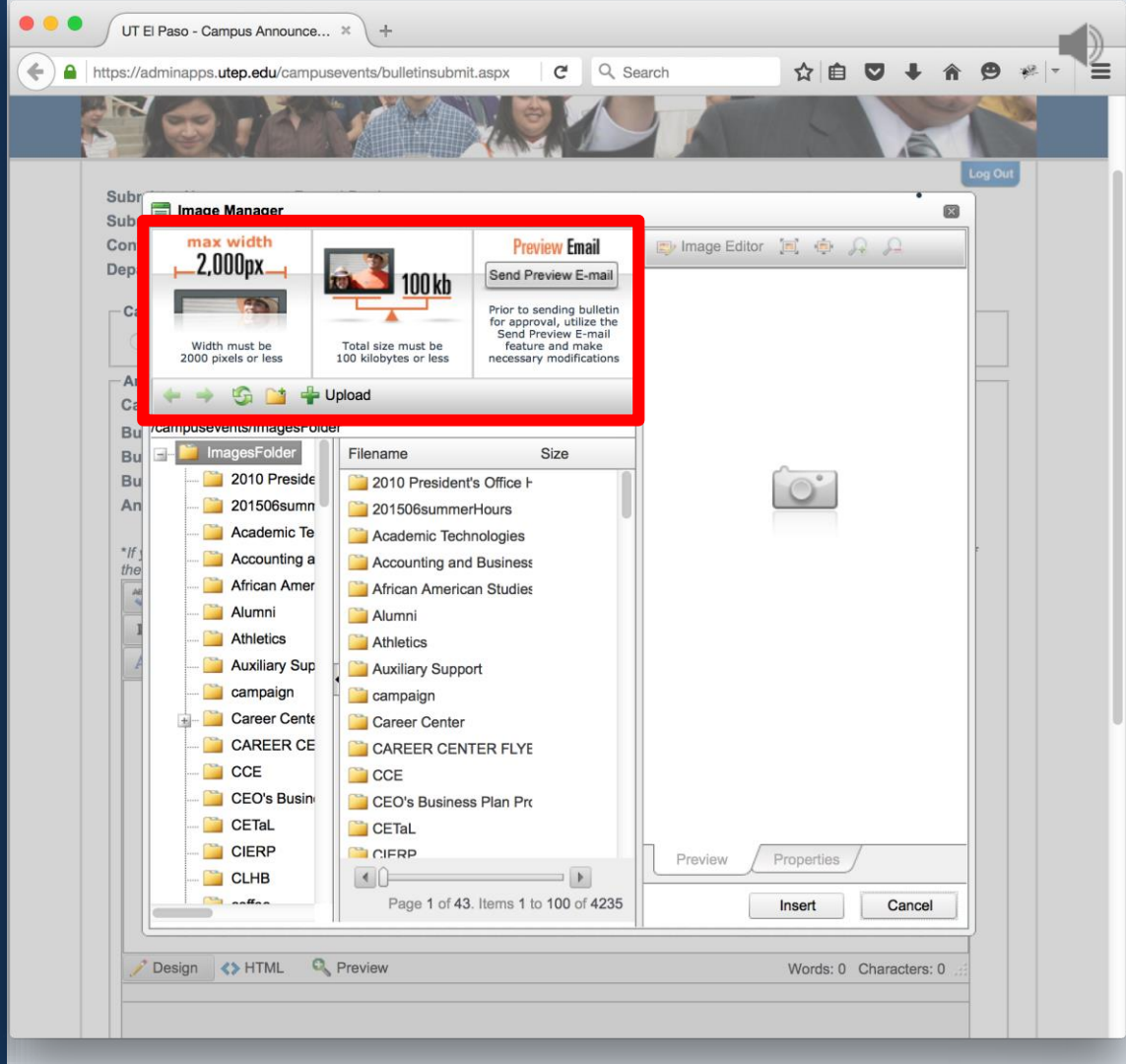
- The Image Manager will display. This is where you can either select or upload an image to a specified folder.



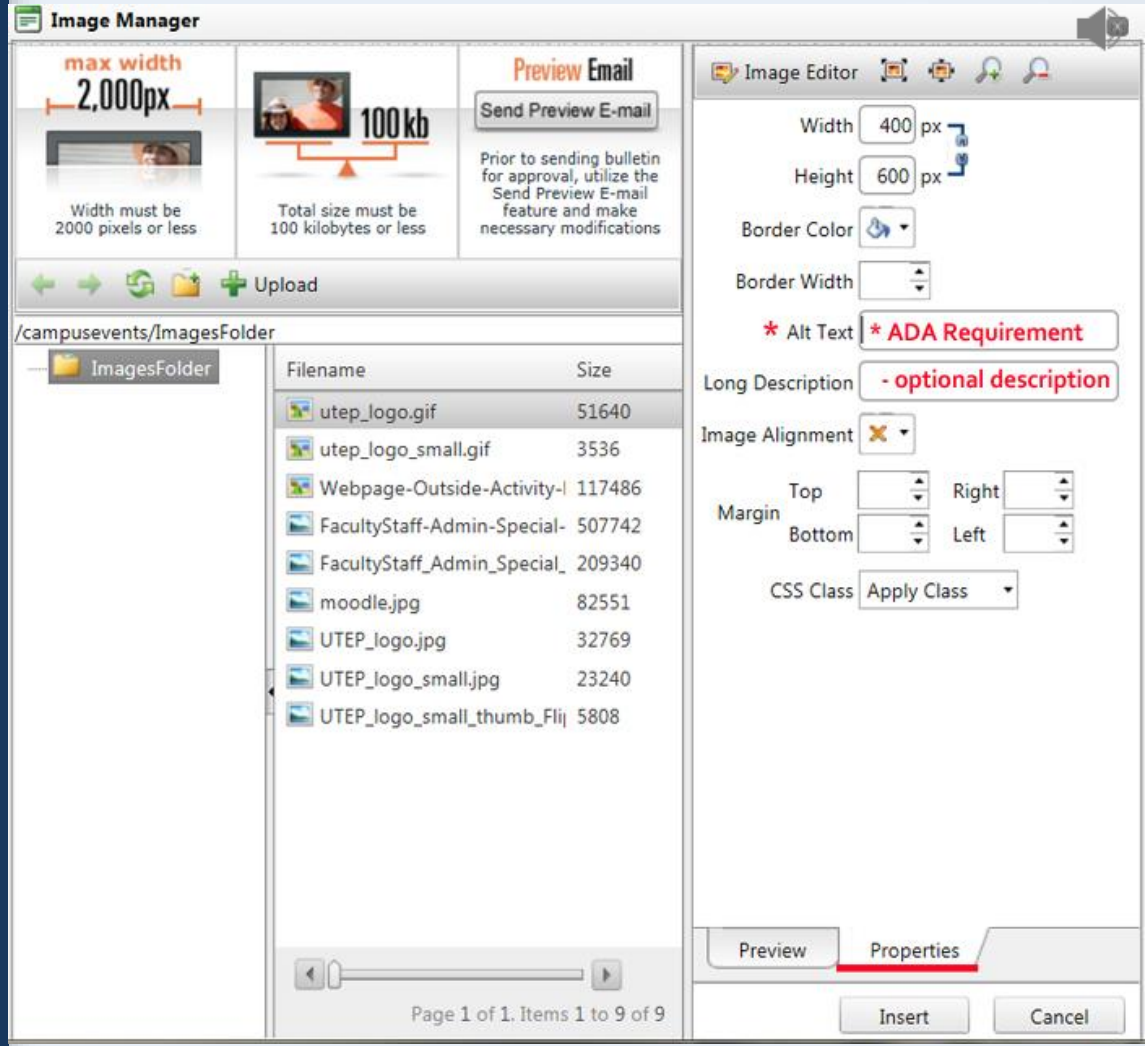
- Preview tab – this is where the image can be previewed once selected or uploaded.
- Properties tab – this is where the image settings can be changed. Also, very important for ADA compliancy, please remember to always add text in the Alt Text box. (Alt-text is a word or short description to tell Web site viewers the nature or contents of an image).



The Image Manager will display when the Image Manager icon is selected. This is also where the bulletin image size is displayed. Once the image has been selected, click on **Properties**.

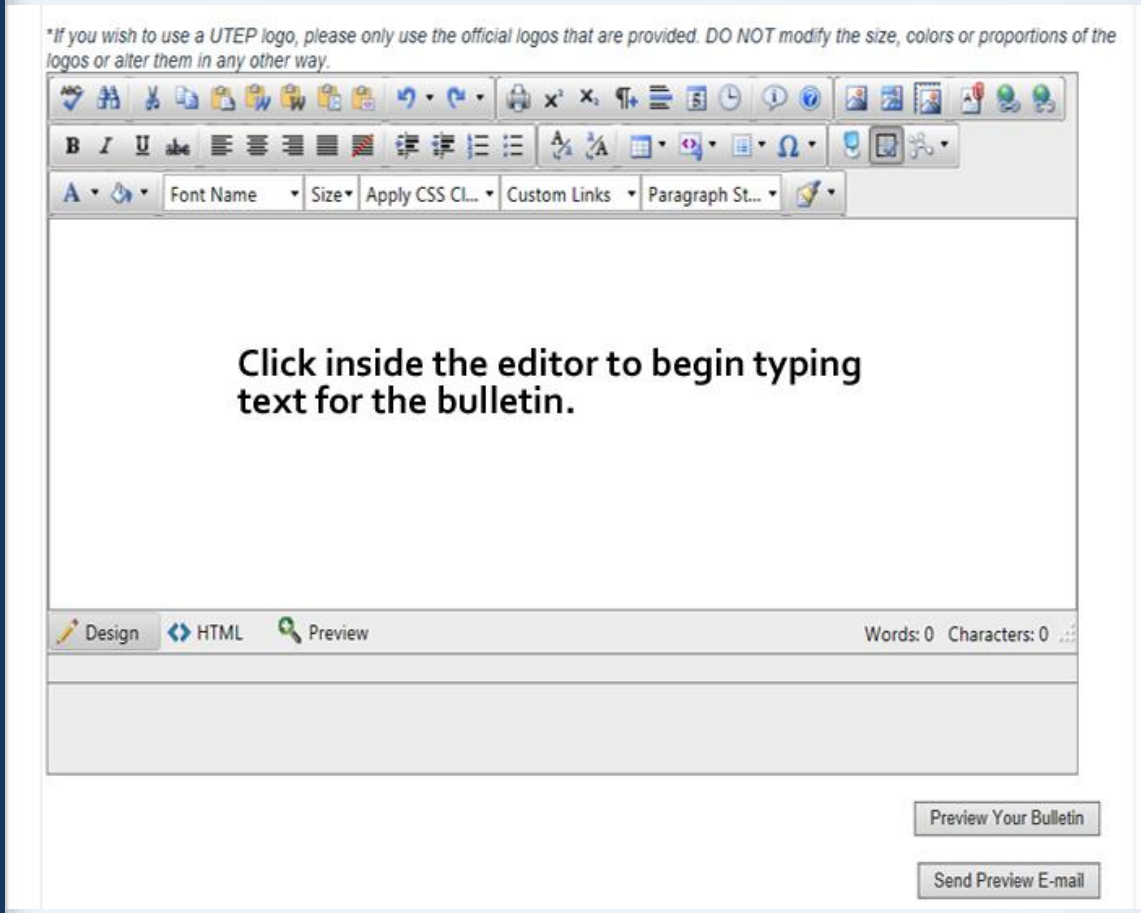


This is where you can change the **image settings** and enter **Alt Text** for compliancy.(Alt Text is a word or short description to tell Web site viewers the nature or contents of an image). After the image has been edited to your liking, click on **Insert**.



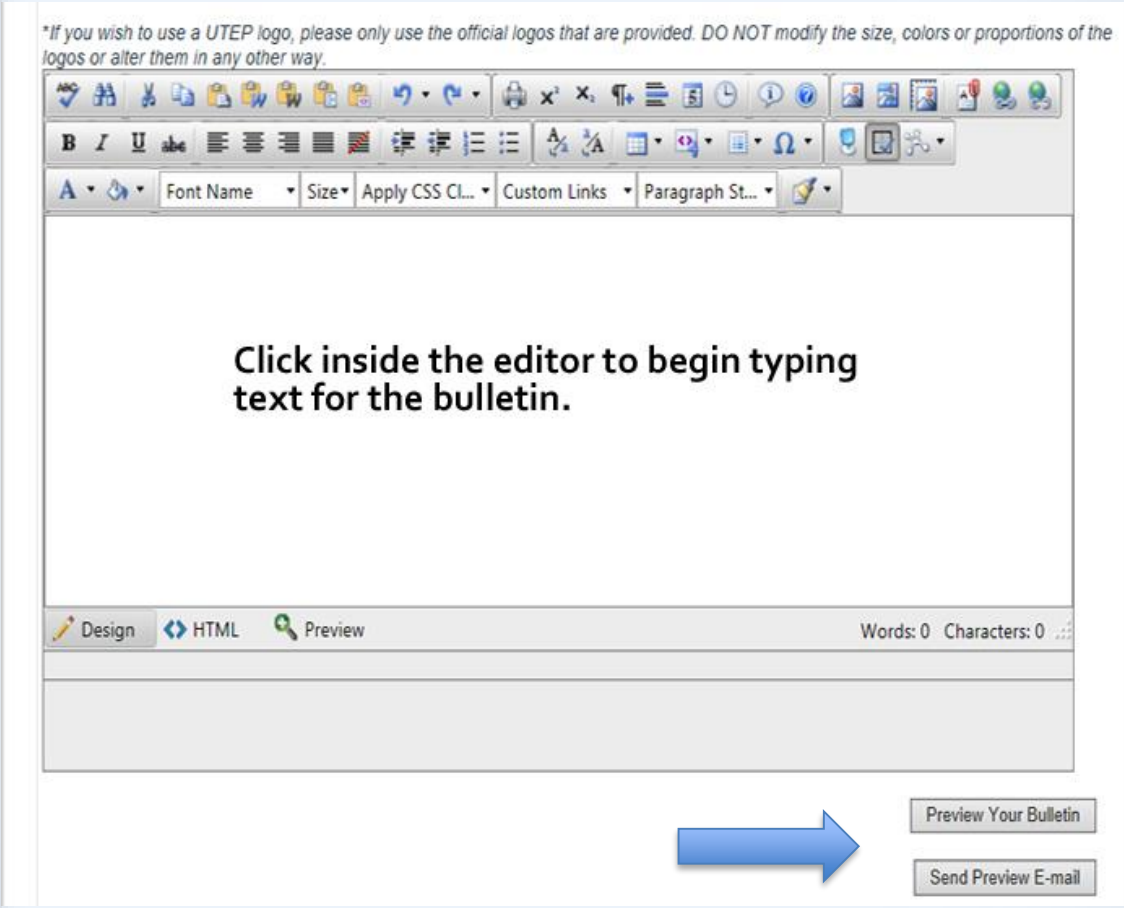
Steps to add text to a bulletin:

Click inside of the text editor and begin adding the text. If you copy and paste text from another document, it is best to first paste the text onto Notepad and then paste it in the editor.



Once the campus announcement has been created, you have the option to either **Preview Your Bulletin** or **Send Preview E-mail**.

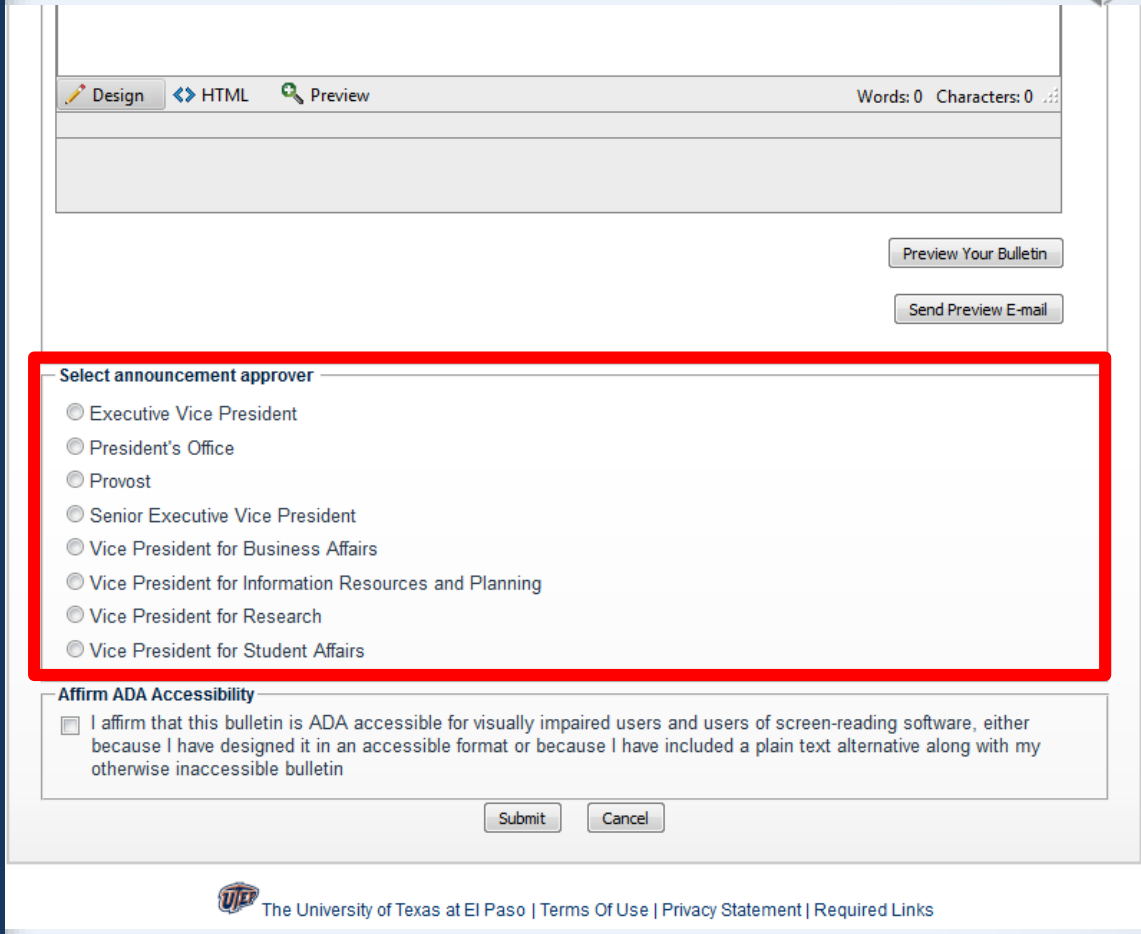
* The recommended process is to select the **Send Preview E-mail** option which will send a preview bulletin to the submitter of the announcement. This process will enable the submitter to review their bulletin and fix any issues identified prior to submitting the bulletin for approval.



Next, you will need to select the correct announcement approver for your assigned area.

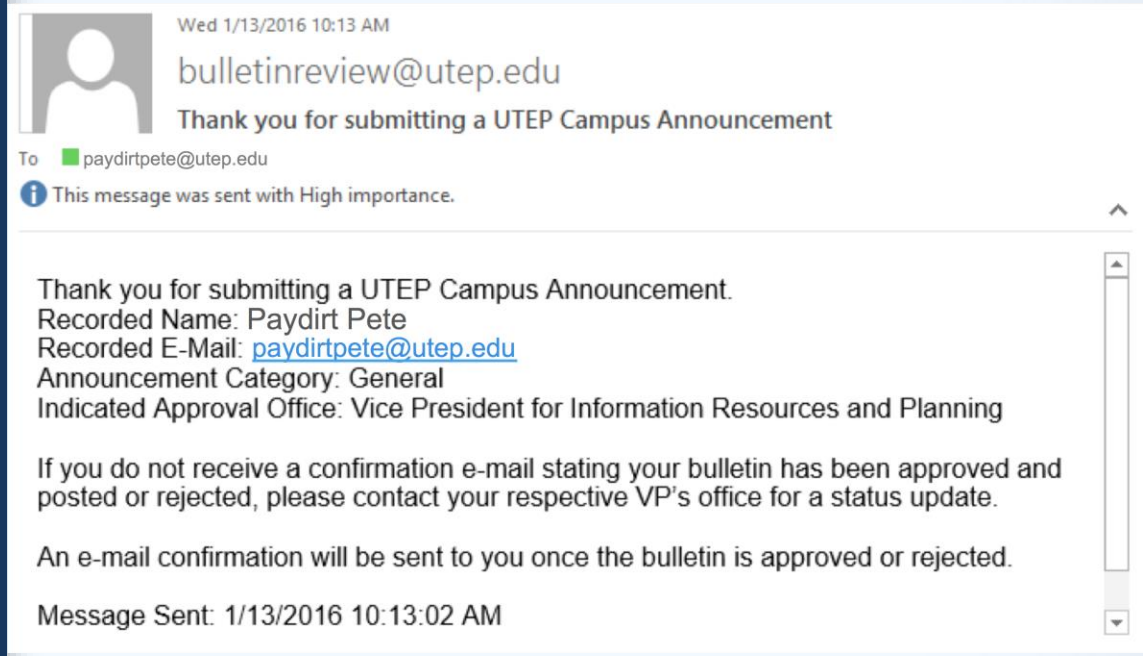
- President's Office
- Executive Vice President
- Vice President for Student Affairs
- Vice President for Business Affairs
- Provost
- Vice President for Research
- Vice President for Information Resources and Planning

- ***Please note**: a student submitting the bulletin will **only** see the Vice President for Student Affairs option.



Once the announcement creator has clicked on the **Submit** button, the campus announcement is then sent to the approver for approval.

The announcement creator will receive a confirmation e-mail with the **subject line**: **“Thank you for submitting a UTEP Campus Announcement.”**

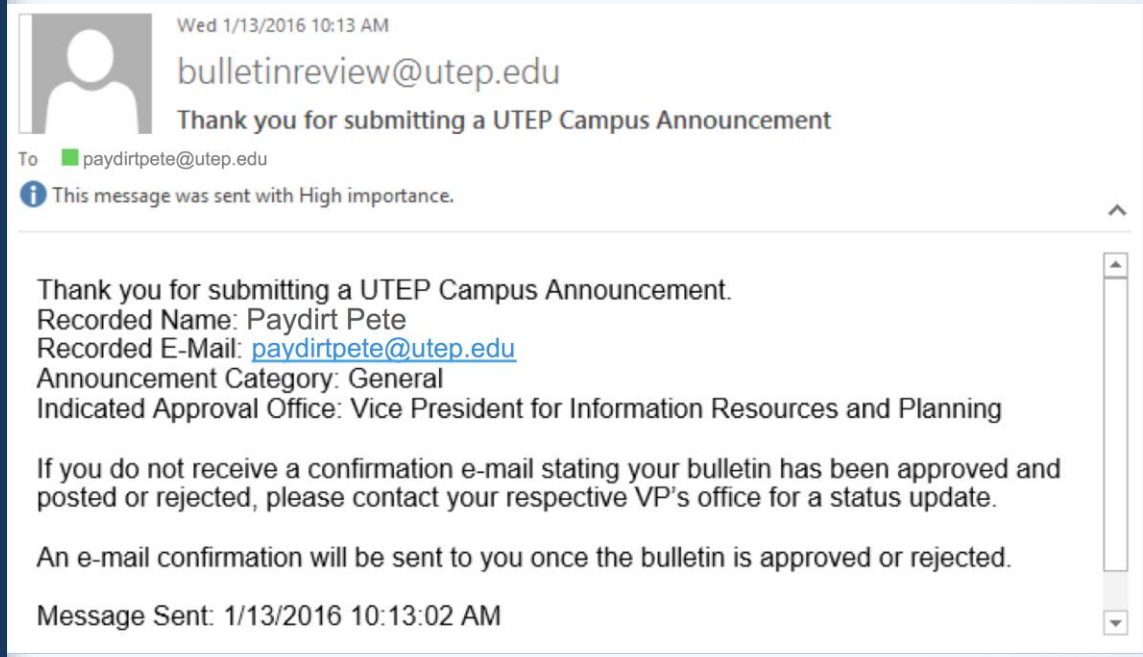


Campus Announcements Tutorial

The following section will describe

How to **Update** / **Approve** / **Reject** a campus announcement once it has been submitted for review.

After the campus announcement has been submitted, the person who created and submitted the announcement will receive a confirmation e-mail.



Wed 1/13/2016 10:13 AM

bulletinreview@utep.edu

Thank you for submitting a UTEP Campus Announcement

To paydirtpete@utep.edu

This message was sent with High importance.

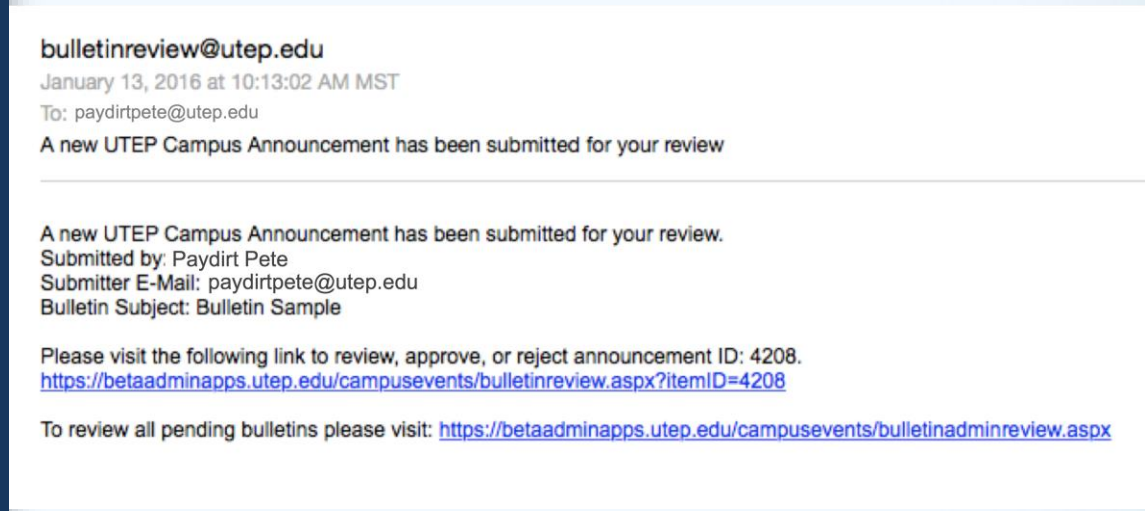
Thank you for submitting a UTEP Campus Announcement.
Recorded Name: Paydirt Pete
Recorded E-Mail: paydirtpete@utep.edu
Announcement Category: General
Indicated Approval Office: Vice President for Information Resources and Planning

If you do not receive a confirmation e-mail stating your bulletin has been approved and posted or rejected, please contact your respective VP's office for a status update.

An e-mail confirmation will be sent to you once the bulletin is approved or rejected.

Message Sent: 1/13/2016 10:13:02 AM

If the Vice President's office approver you selected has a Reviewer, he or she will also receive a confirmation e-mail notifying them that they have a campus announcement ready for review and the Reviewer can either **update** or **reject** the announcement. The email will contain the URL that they will need to click on to view the announcement.



bulletinreview@utep.edu
January 13, 2016 at 10:13:02 AM MST
To: paydirtpete@utep.edu
A new UTEP Campus Announcement has been submitted for your review

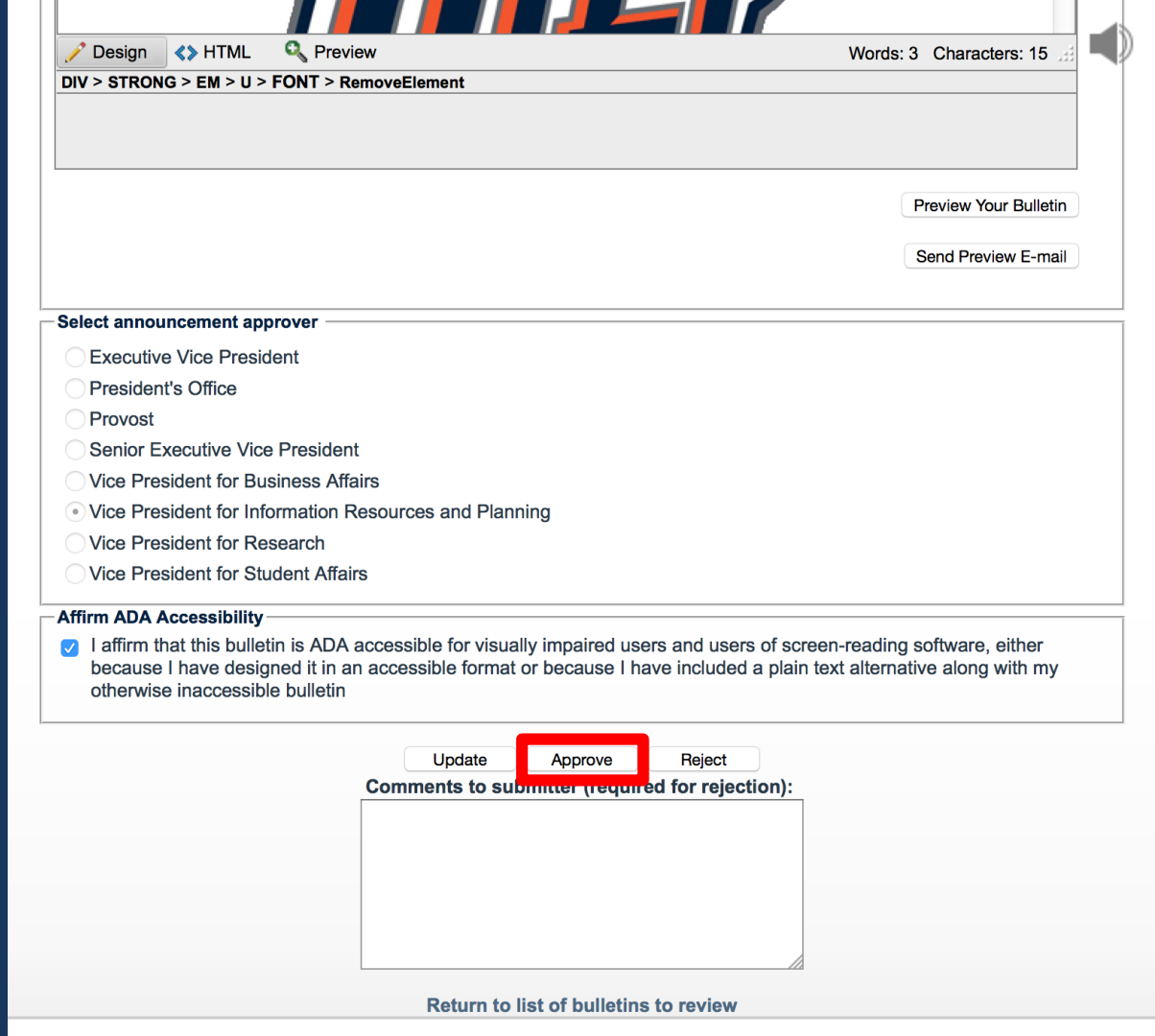
A new UTEP Campus Announcement has been submitted for your review.
Submitted by: Paydirt Pete
Submitter E-Mail: paydirtpete@utep.edu
Bulletin Subject: Bulletin Sample

Please visit the following link to review, approve, or reject announcement ID: 4208.
https://betaadminapps.utep.edu/campusevents/bulletinreview.aspx?itemID=4208

To review all pending bulletins please visit: https://betaadminapps.utep.edu/campusevents/bulletinadminreview.aspx

When the campus announcement displays, the Approver can preview it to ensure it meets their approval.

Then the Approver will need to scroll down to the end of the campus announcement and click on the **Approve** button.

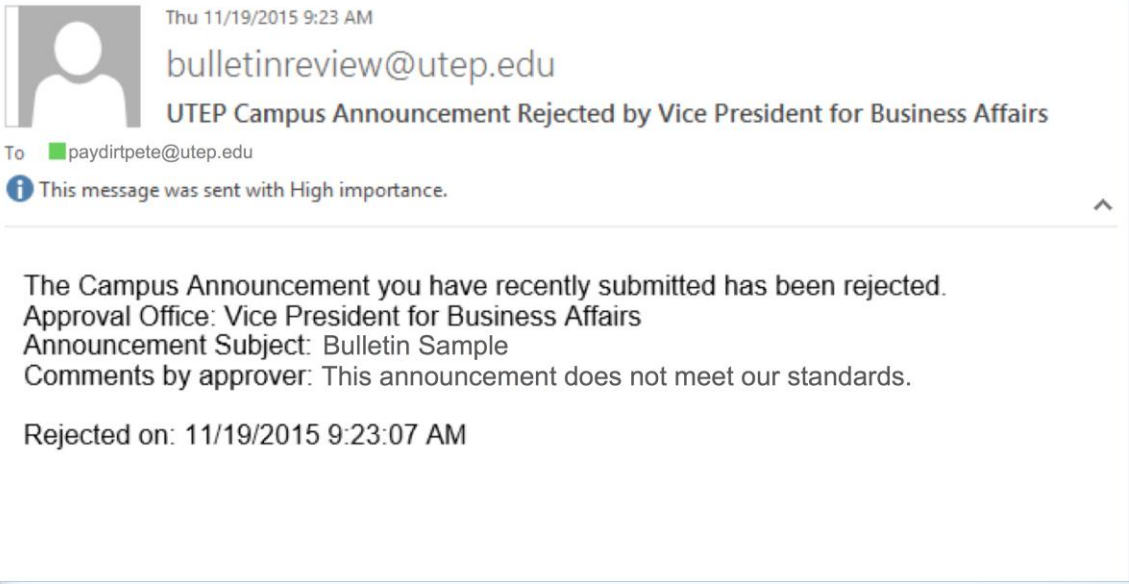


The system will send the bulletin Submitter a notification e-mail if the Reviewer rejects the announcement.

After the Reviewer has reviewed and or updated the announcement, he or she will manually forward the confirmation email to their Vice President's office.

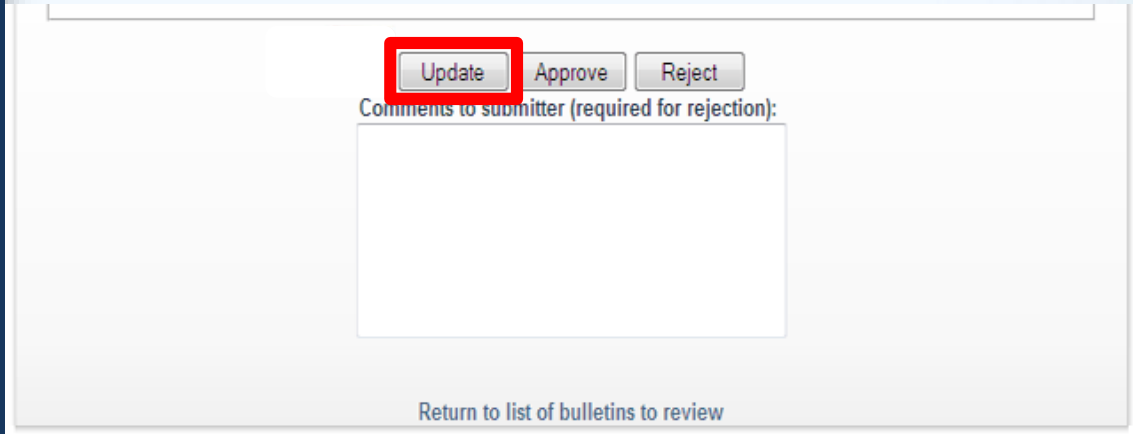
In order to become a Reviewer, the VP of your area would have to designate you as a Reviewer. The request would then come to Enterprise Computing so they can add you as a new Reviewer for your VP area.

If the Vice President you selected does not have a Reviewer, then the Approver will also receive a confirmation e-mail notifying them that they have a campus announcement ready for review.

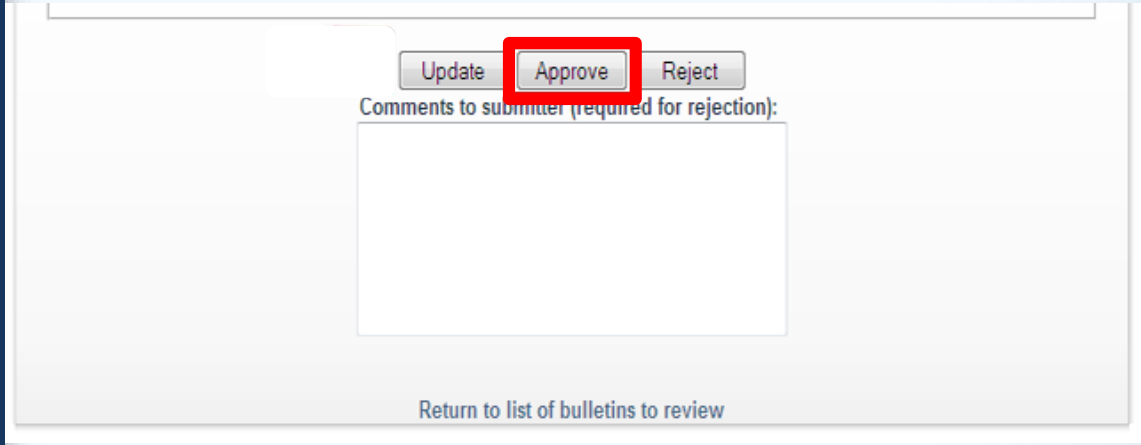


The **Update** button will save changes made within the bulletin. This option will not send out e-mail notifications nor will it post to the Campus Announcements web site.

Example: If you update a bulletin **Category** from ***Campus*** to ***General***.

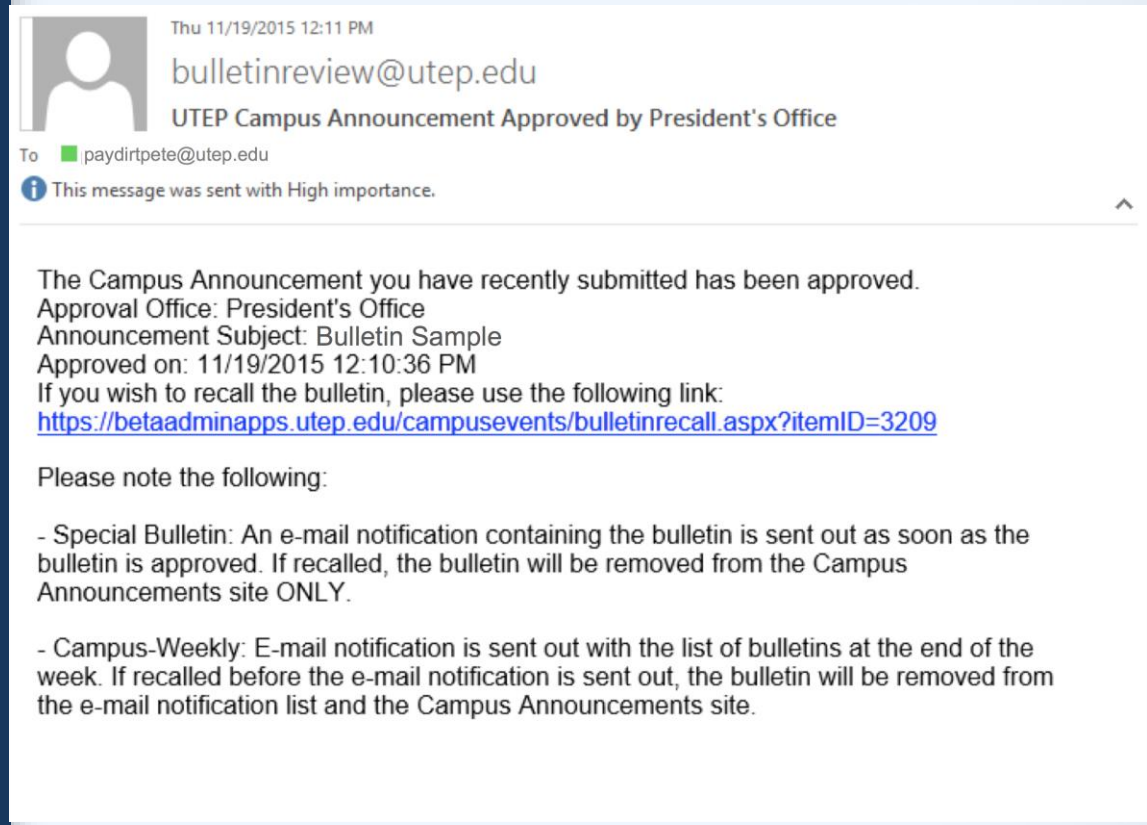


The **Approve** button is only visible to the approver. Once the button has been clicked, the bulletin will post to the selected category – **Campus Weekly** or **Special** and sent to the appropriate audience.



After the campus announcement has been approved, the person who submitted the original announcement will receive a confirmation e-mail. The e-mail will also state “**The Campus Announcement you have recently submitted has been approved**”.

If the approver decides to reject the campus announcement, they will need to click on the URL that is included in the **Bulletin for Review** e-mail.



Thu 11/19/2015 12:11 PM

bulletinreview@utep.edu

UTEP Campus Announcement Approved by President's Office

To paydirtpete@utep.edu

This message was sent with High importance.

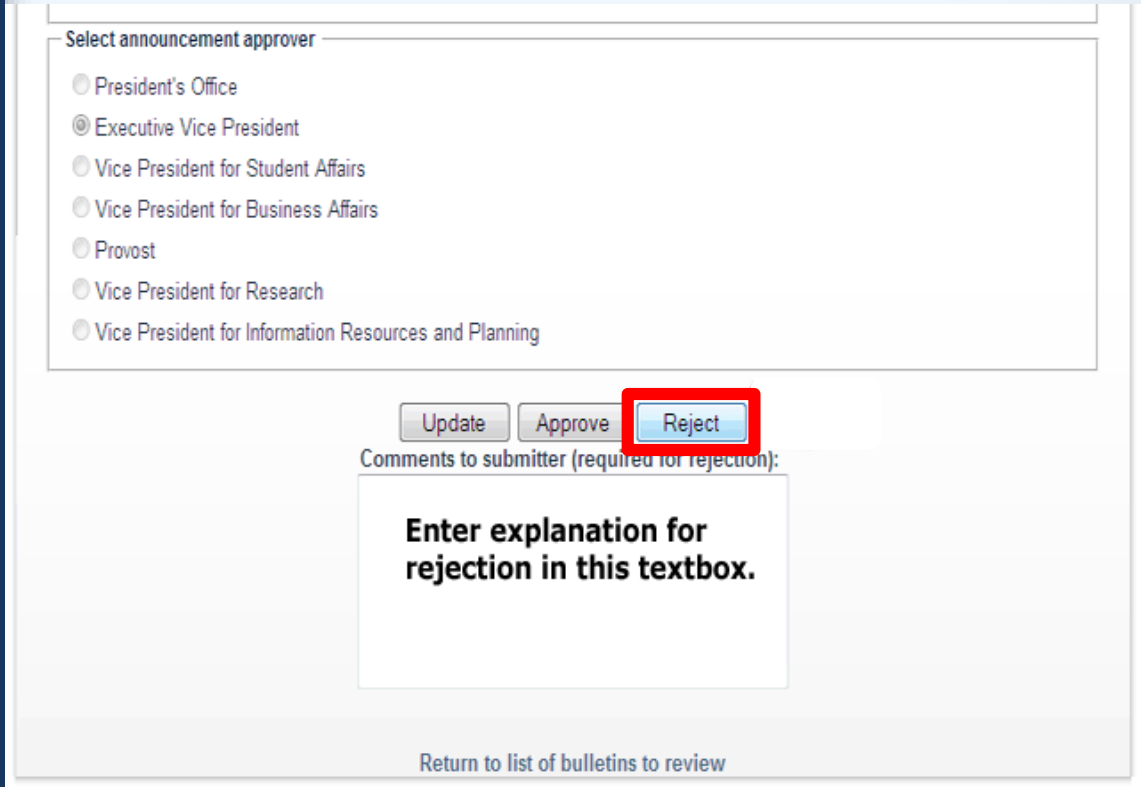
The Campus Announcement you have recently submitted has been approved.
Approval Office: President's Office
Announcement Subject: Bulletin Sample
Approved on: 11/19/2015 12:10:36 PM
If you wish to recall the bulletin, please use the following link:
https://betaadminapps.utep.edu/campusevents/bulletinrecall.aspx?itemID=3209

Please note the following:

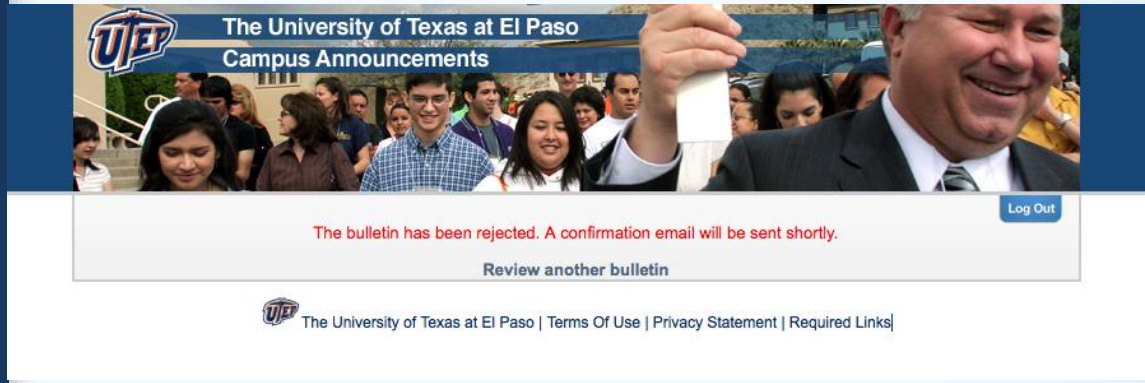
- Special Bulletin: An e-mail notification containing the bulletin is sent out as soon as the bulletin is approved. If recalled, the bulletin will be removed from the Campus Announcements site ONLY.

- Campus-Weekly: E-mail notification is sent out with the list of bulletins at the end of the week. If recalled before the e-mail notification is sent out, the bulletin will be removed from the e-mail notification list and the Campus Announcements site.

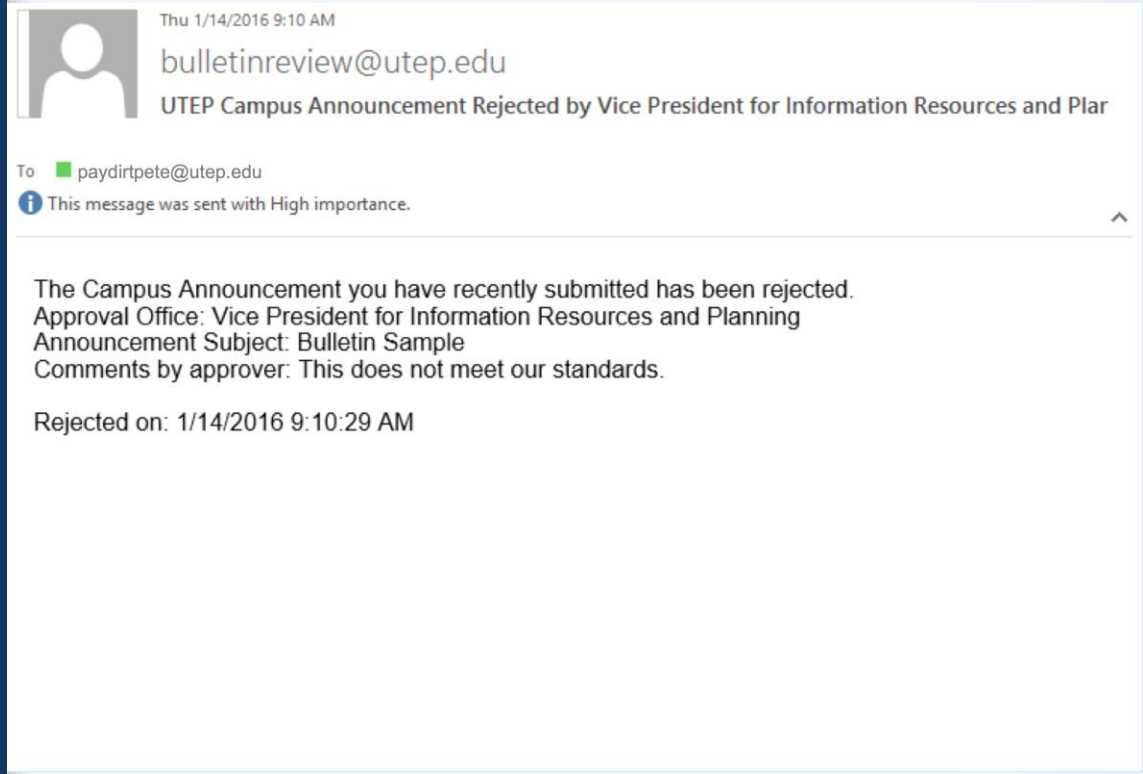
Once the campus announcement displays, scroll down to the **Update** / **Approve** / **Reject** buttons and in the text box enter an explanation for rejection and click on **Reject**.



Once the campus announcement has been rejected, an **email** will be sent out.



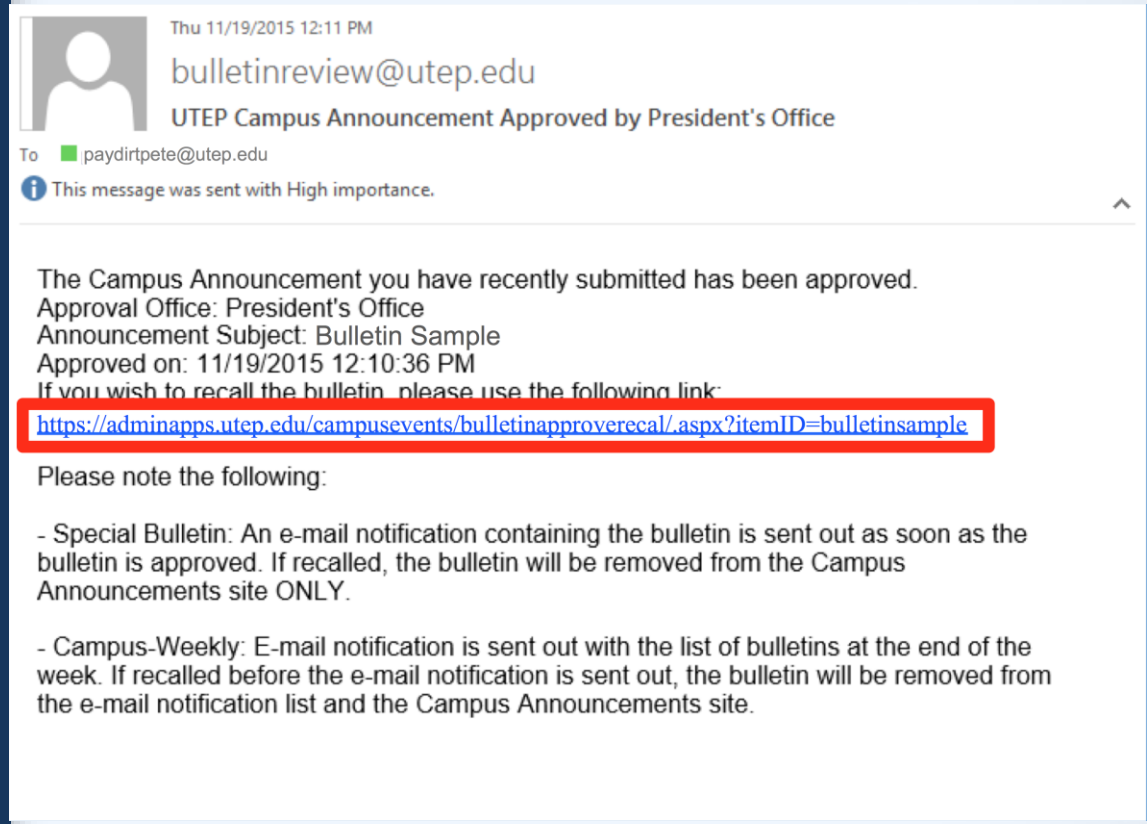
The email will state “**The Campus Announcement you have recently submitted has been rejected**”.



Recalling a campus announcement:

If the submitter wishes to recall the campus announcement, they can initiate this process by using the link provided in the Bulletin Approval e-mail.

In the Submitter confirmation e-mail that is sent, there is a link with the option of recalling a bulletin.



Thu 11/19/2015 12:11 PM

bulletinreview@utep.edu

UTEP Campus Announcement Approved by President's Office

To paydirtpete@utep.edu

This message was sent with High importance.

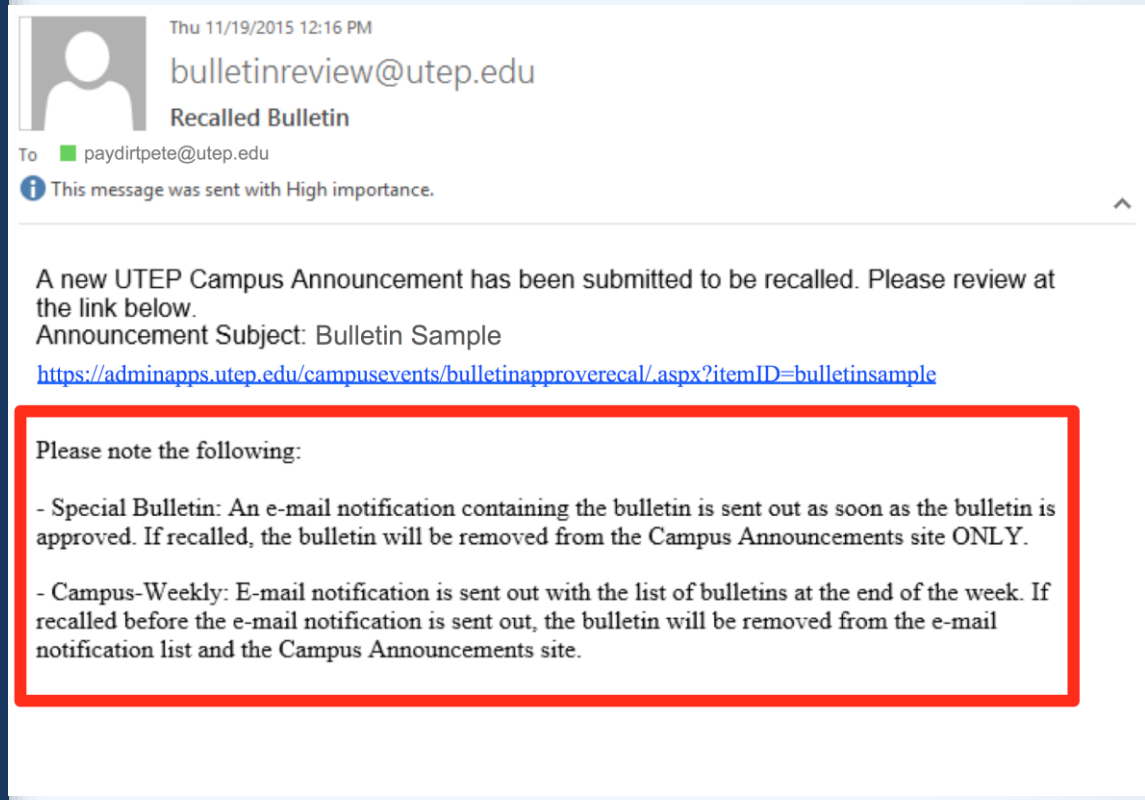
The Campus Announcement you have recently submitted has been approved.
Approval Office: President's Office
Announcement Subject: Bulletin Sample
Approved on: 11/19/2015 12:10:36 PM
If you wish to recall the bulletin, please use the following link:
https://adminapps.utep.edu/campusevents/bulletinapproverecal/.aspx?itemID=bulletinsample

Please note the following:

- Special Bulletin: An e-mail notification containing the bulletin is sent out as soon as the bulletin is approved. If recalled, the bulletin will be removed from the Campus Announcements site ONLY.

- Campus-Weekly: E-mail notification is sent out with the list of bulletins at the end of the week. If recalled before the e-mail notification is sent out, the bulletin will be removed from the e-mail notification list and the Campus Announcements site.

If the approver wishes to approve the recall of the campus announcement, they will need to use the link provided in the Recalled Bulletin e-mail. Otherwise, the campus announcement is not recalled and will be sent as scheduled.



Thu 11/19/2015 12:16 PM

bulletinreview@utep.edu

Recalled Bulletin

To paydirtpete@utep.edu

This message was sent with High importance.

A new UTEP Campus Announcement has been submitted to be recalled. Please review at the link below.
Announcement Subject: Bulletin Sample

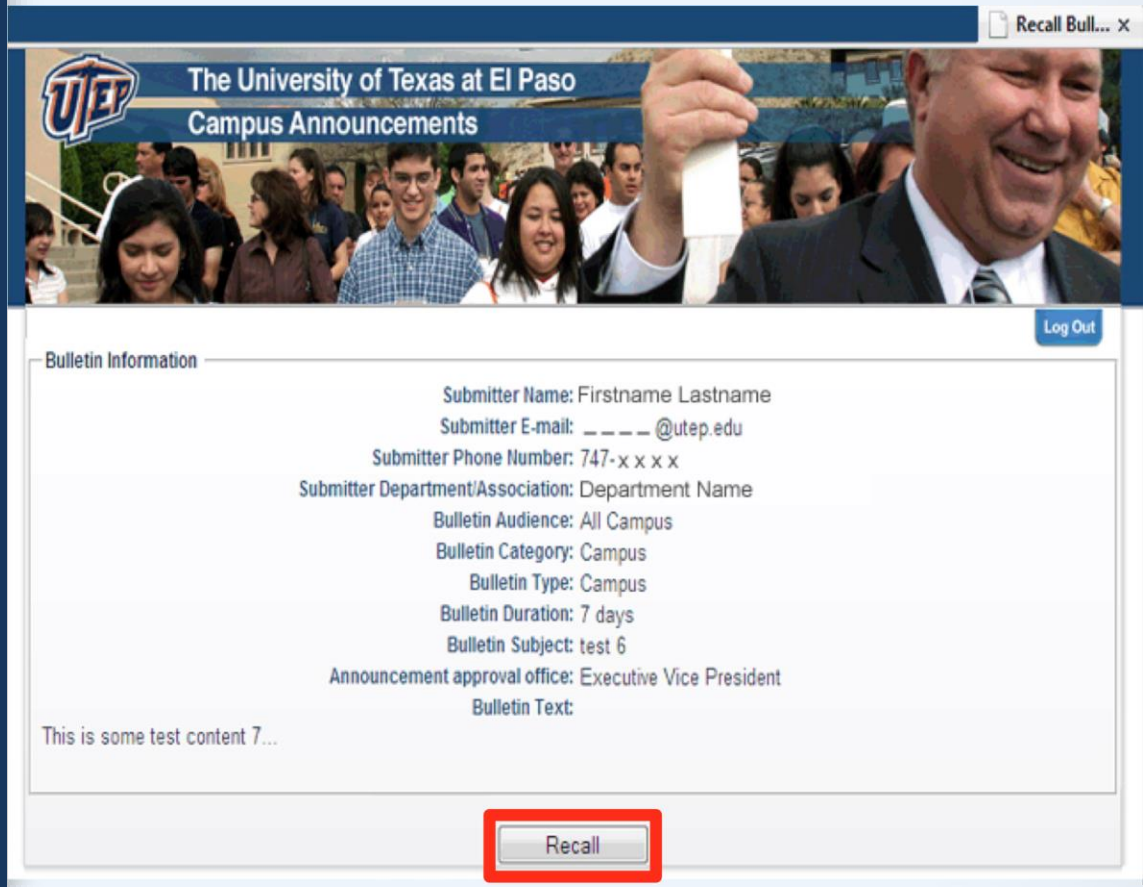
https://adminapps.utep.edu/campusevents/bulletinapproverecal/.aspx?itemID=bulletinsample

Please note the following:

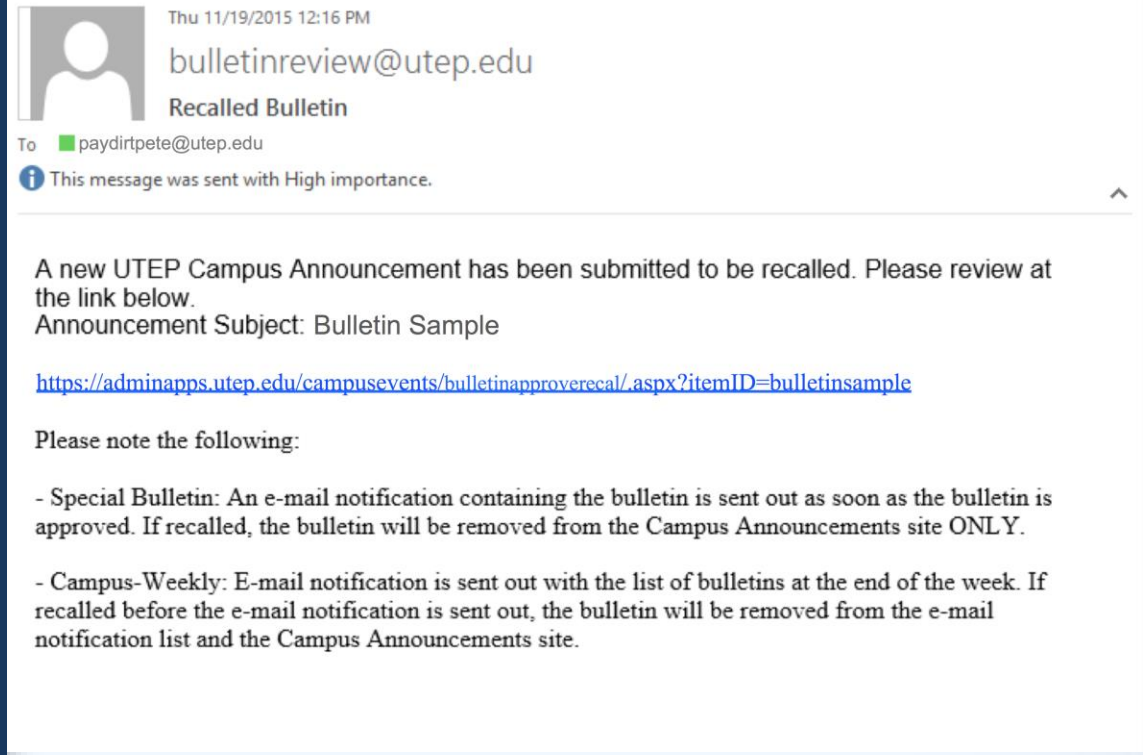
- Special Bulletin: An e-mail notification containing the bulletin is sent out as soon as the bulletin is approved. If recalled, the bulletin will be removed from the Campus Announcements site ONLY.

- Campus-Weekly: E-mail notification is sent out with the list of bulletins at the end of the week. If recalled before the e-mail notification is sent out, the bulletin will be removed from the e-mail notification list and the Campus Announcements site.

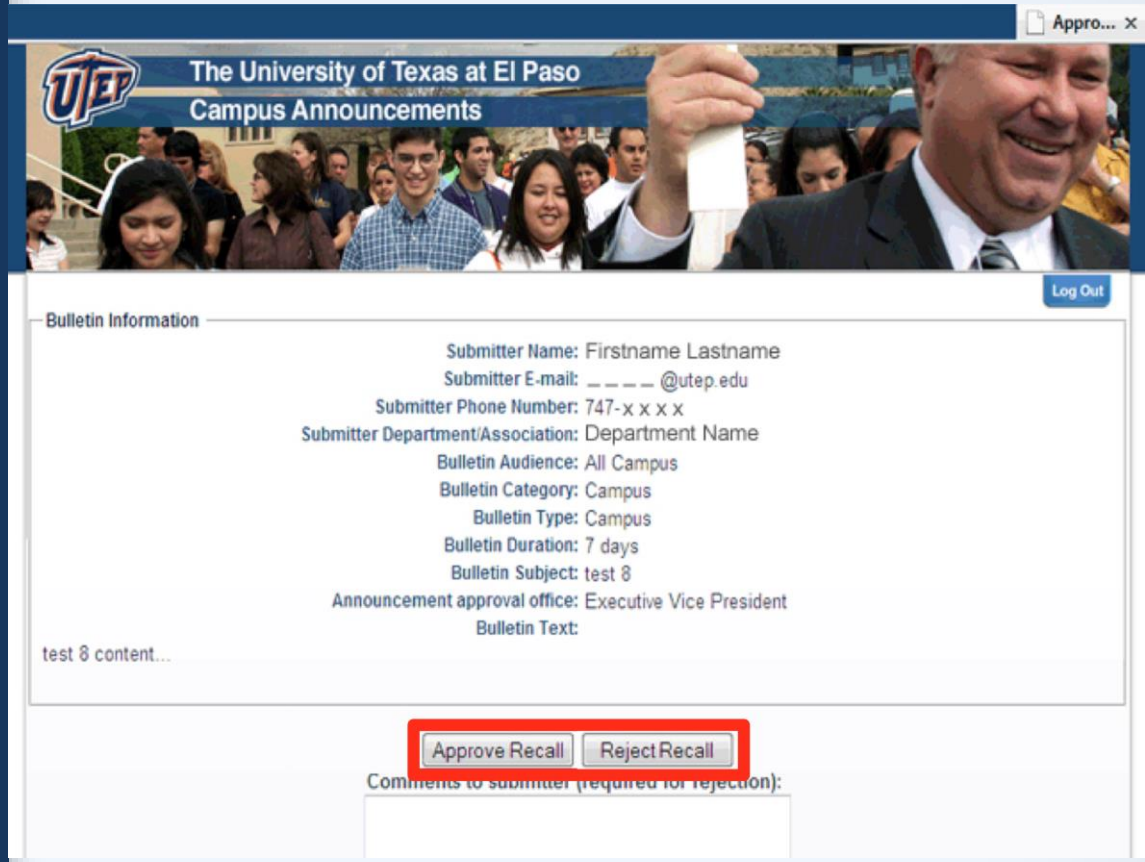
Once you click on the link, a page will open that has the **Recall** button displayed. The submitter will need to click on the button to recall the bulletin.



In the Approver confirmation e-mail that is sent, there will be a link that will take the approver to the page to **Approve or Reject the Recall request**.

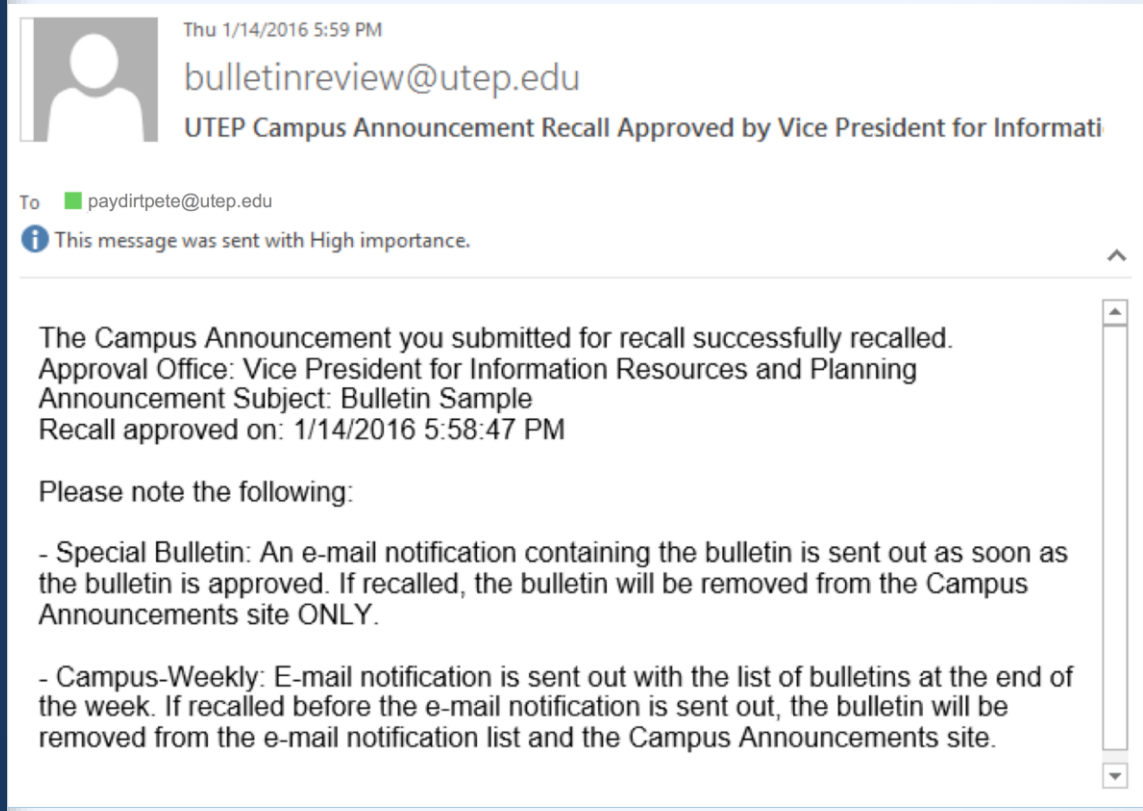


On the Approve or Reject the Recall request page the bulletin information will be displayed. There are two buttons on the screen to Approve or Reject the Recall, a confirmation e-mail will be sent to the submitter.

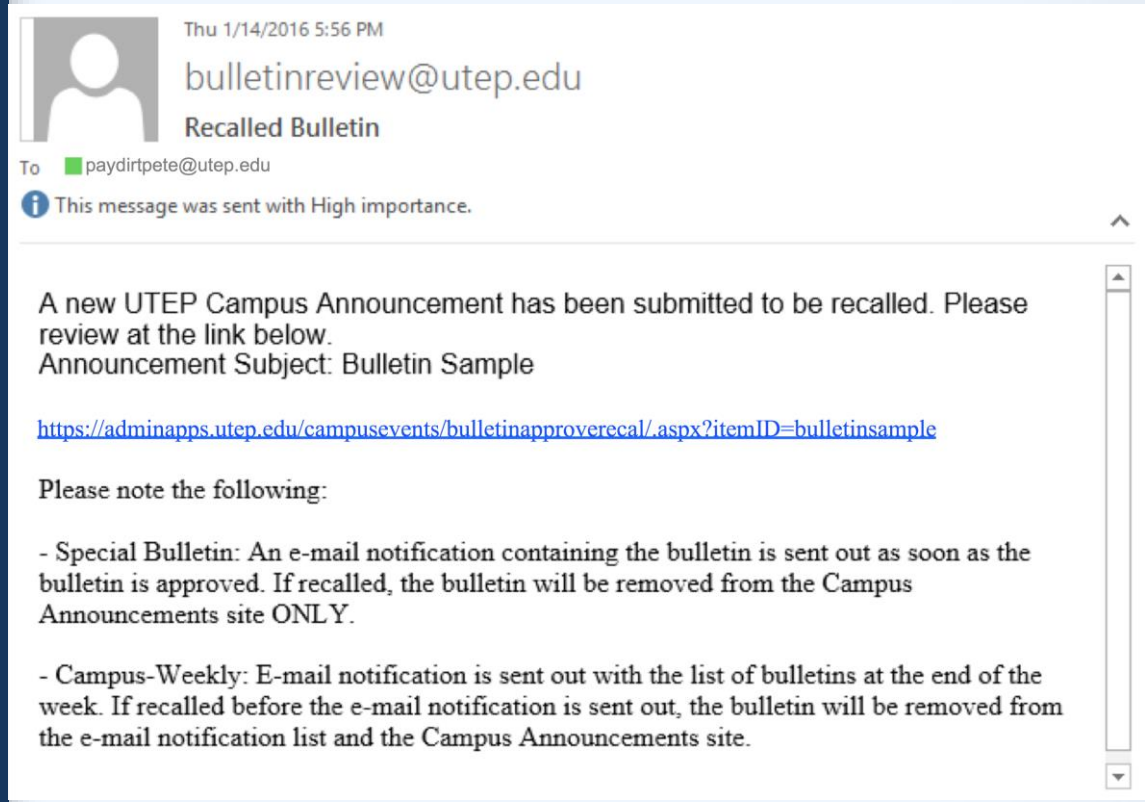


Once you clicked on the Approve Recall button the following text will be displayed “Thank you for approving the recall of this bulletin.”

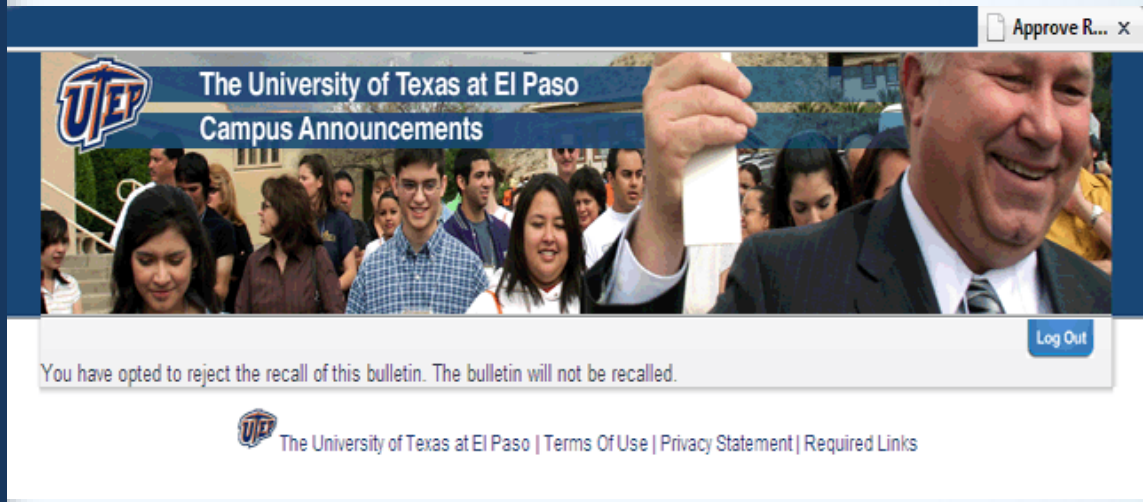
After a bulletin has been approved for recall, a confirmation e-mail will be sent to the submitter. The e-mail states that "**The Campus Announcement you submitted for recall successfully recalled**". The bulletin will be removed from the UTEP Campus Announcements web site.



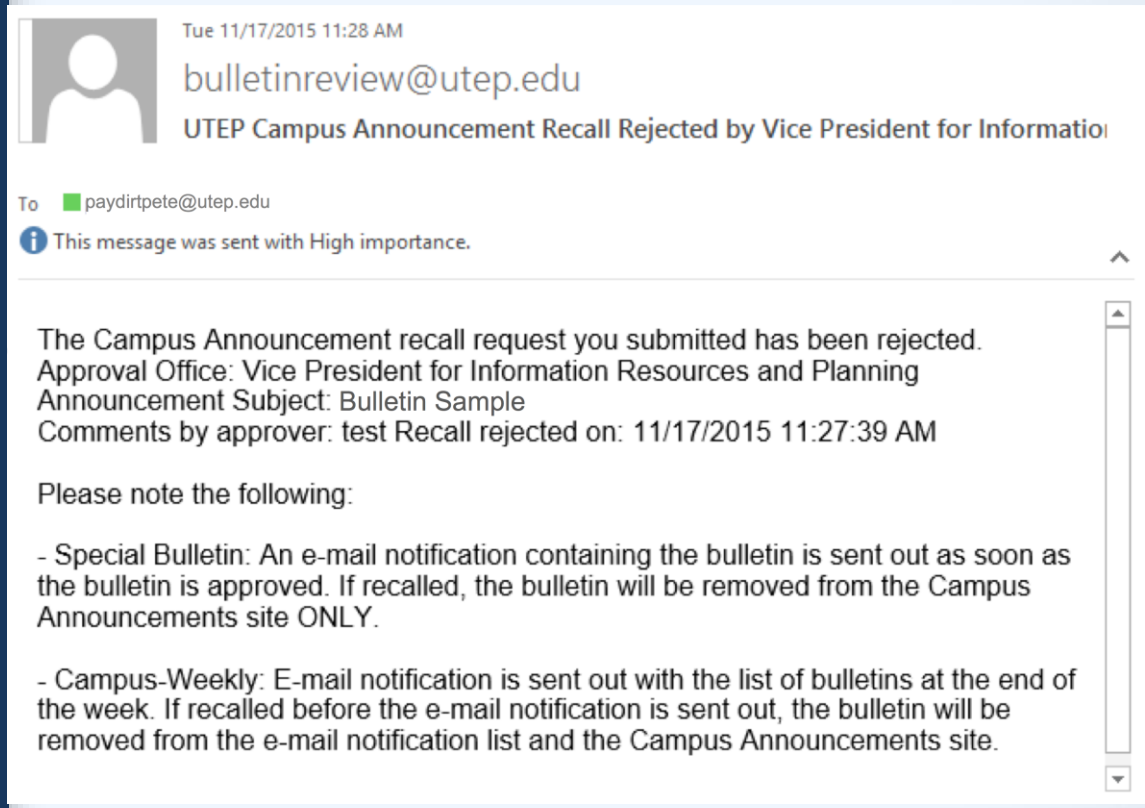
In the Approver confirmation e-mail that is sent, there will be a link that will forward the approver to the option to **Reject Recall**.



Once you clicked on the Approve Recall button the following text will be displayed “You have opted to reject the recall of this bulletin. The bulletin will not be recalled.”

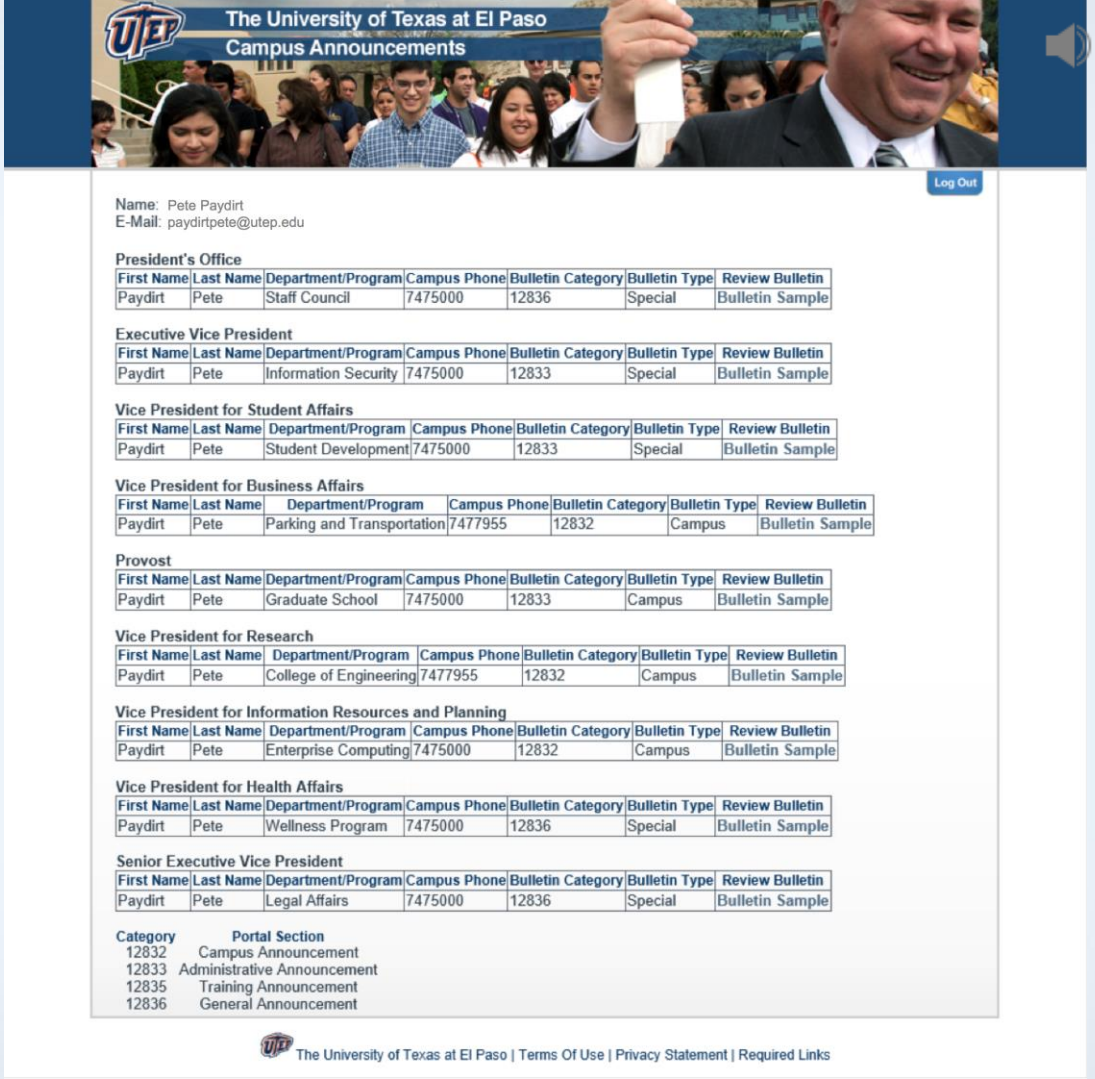


After a bulletin has been rejected for recall, a confirmation e-mail will be sent to the submitter. The e-mail states that "**The Campus Announcement recall request you submitted has been rejected**". The bulletin will remain on the UTEP Campus Announcements web site



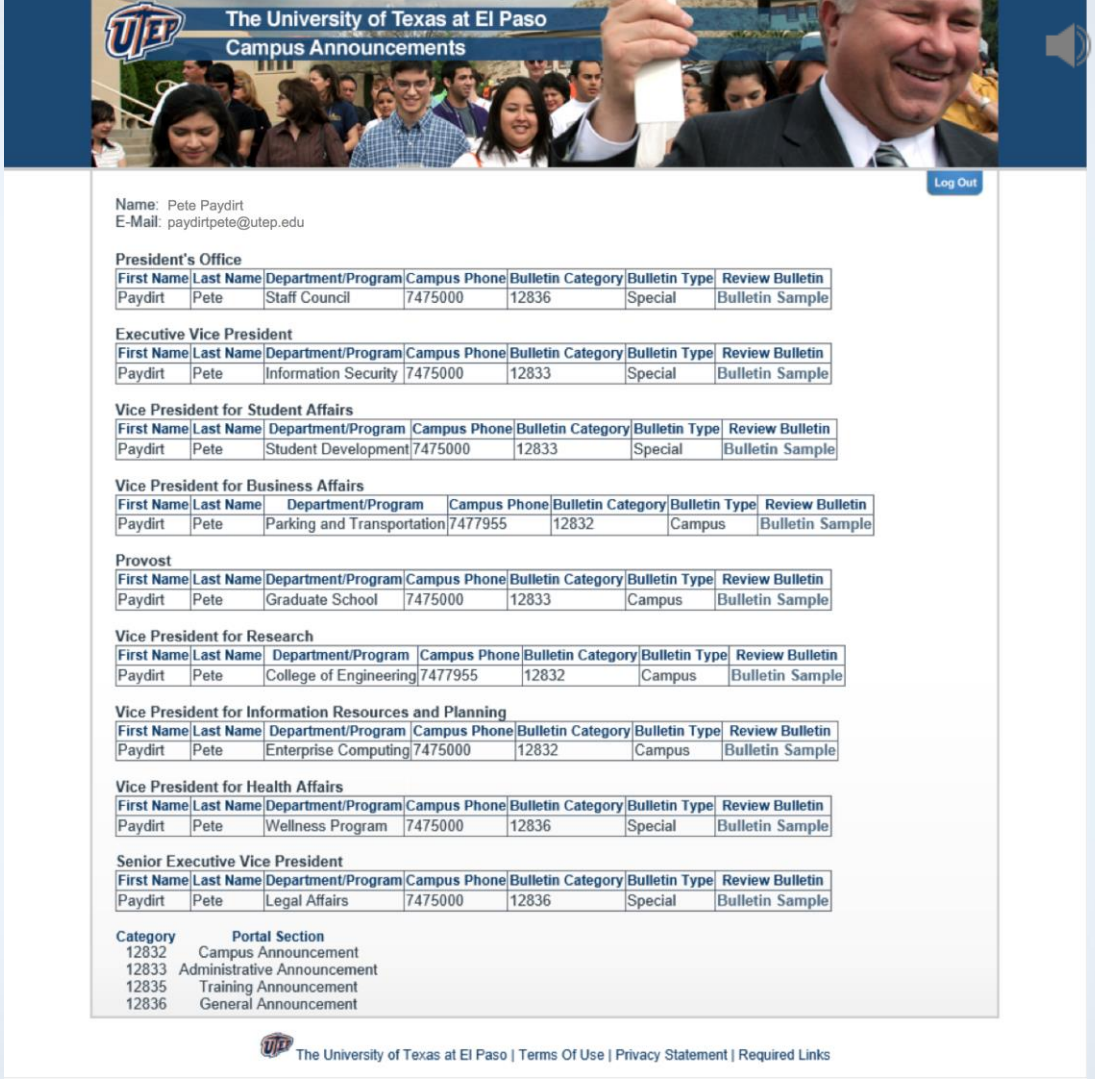
As the Approver, there is also a list of all campus announcements pending review.

Click on the **Return to list of bulletins for review** link to preview.



The following is an example of the Bulletins Pending Review page.

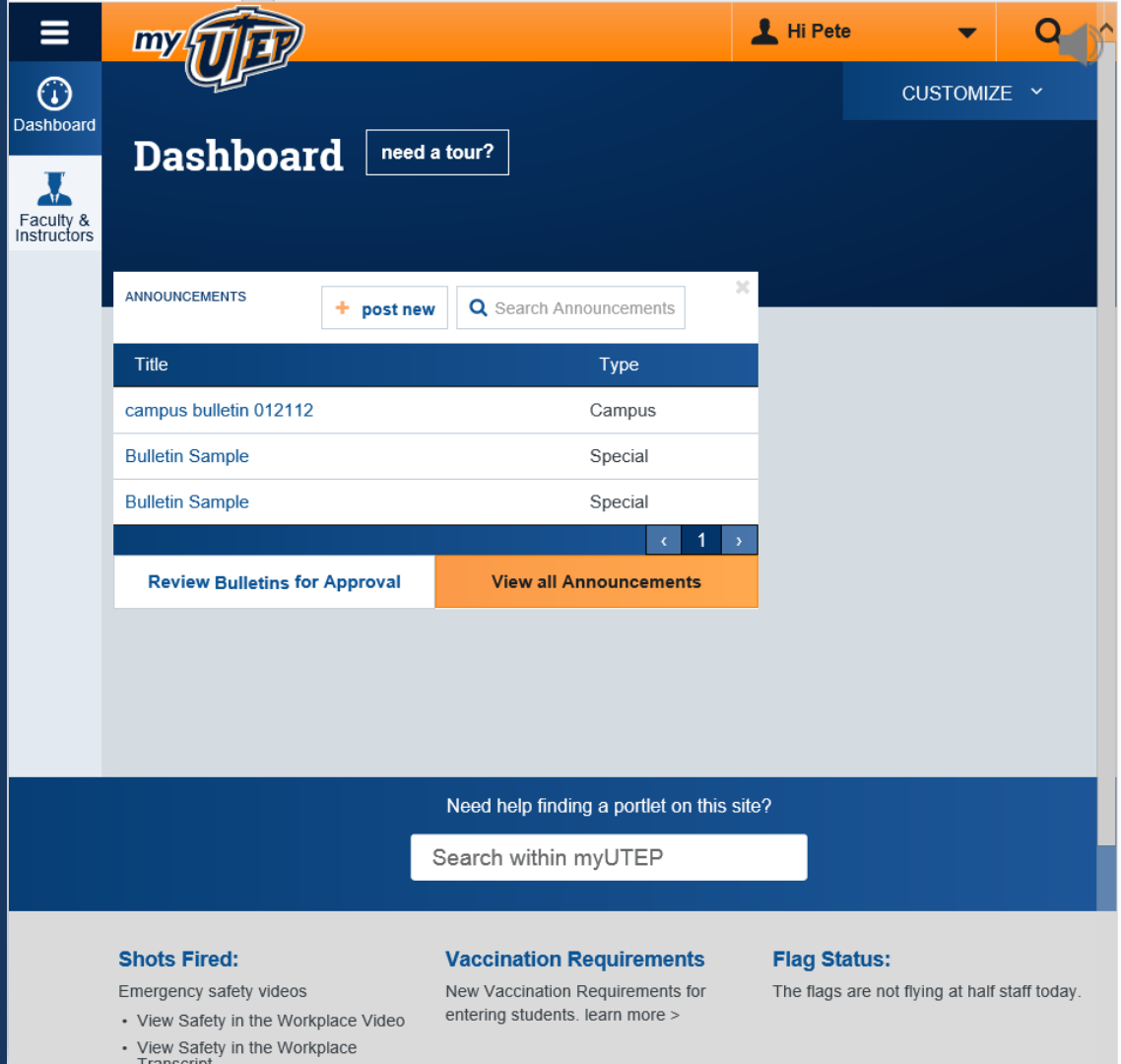
The approver's full name and e-mail will be displayed. A categorized list of the campus announcements will also display. To preview the announcement, click on the link in the **Review Bulletin** column.



The **Review Bulletins for Approval** button is located inside my.utep.edu on the lower left side of the Announcements portlet.

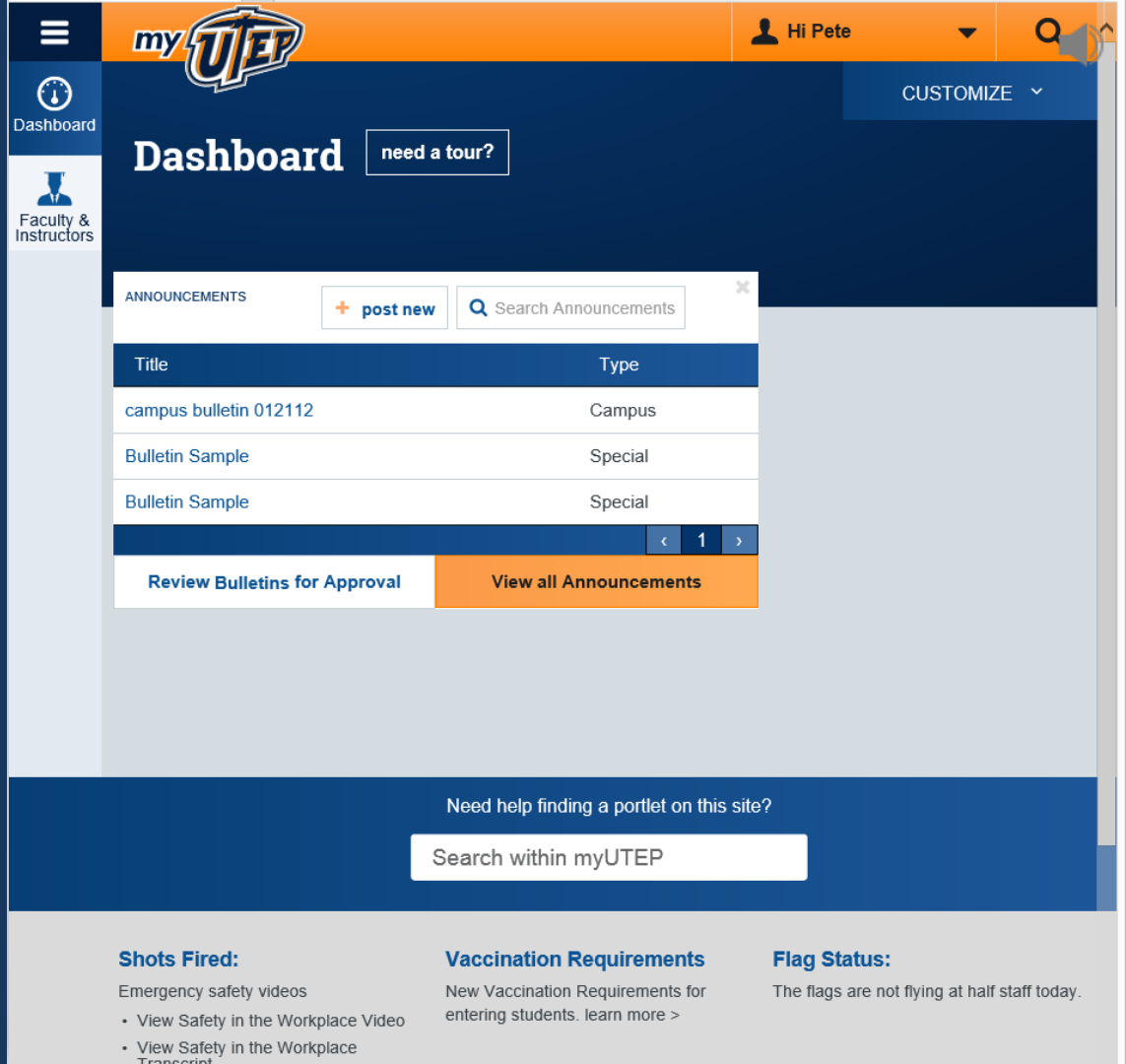
This tab is only visible for those who have view permissions.

When the **Review Bulletins for Approval** tab is clicked, a web page will open displaying bulletins pending review.



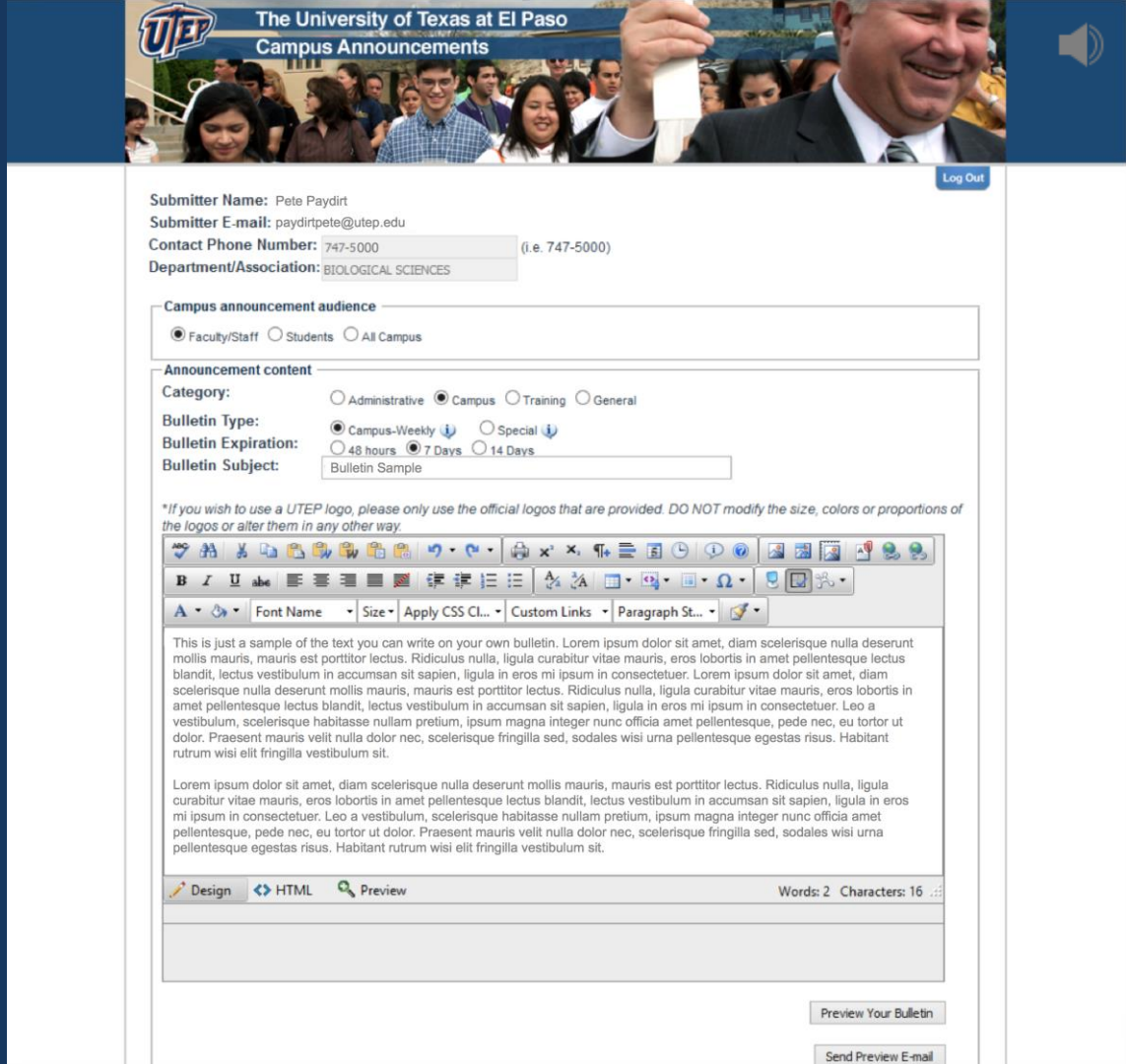
The **View all Announcements** button is located inside my.utep.edu on the lower right side of the Announcements portlet.

When the **View all Announcements** tab is clicked, you will be forwarded to the Campus Announcements web site.



Once you have completed working in the campus announcements application, please do not forget to logout of the application.

To log out, go to the upper right-hand side of the application and click on logout.



For assistance please contact Technology Support Help Desk:

Location:
UTEP Library – Room 300
Phone: 915.747.4357 (Help)
E-mail: **helpdesk@utep.edu**

Regular Semester Hours are as follows:

Mon – Thurs	7:00 am – 9:00 pm
Friday	7:00 am – 8:00 pm
Saturday	9:00 am – 2:00 pm
Sunday	12:00 pm – 5:00 pm

Thank you for viewing the

Campus Announcements Tutorial