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MyEd Announcements Administration

Contents

Introduction

In the new version of MyEd we are are moving to use the JA-SIG Announcements portlet. This document summarises how to administer announcements in this new solution.

Managing Topics (Administrator Role)

Requesting a Topic

New topics can be requested by filling in the "Request a topic" form on the IS website. The form requires you to supply various information about the topic you need, including:

- Name and description
- Preferred subscription methods (see Subscription Methods)
- Users who need to have access (see Roles in the System below)
- Target audiences (see Setting up Topic Permissions)

Roles in the System

As a topic administrator, you give other users permission to be Contributors or Editors of the topic. The table below shows the different permissions each role has.

	Create Topic	Edit Topic	Delete Topic	Edit Topic Permissions	Add Ann.	Edit Ann.	Delete Ann.	Publish Ann.	Unpublish Ann.
Portal Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Topic Admin		Yes		Yes	Yes	Yes	Yes	Yes	Yes
Editor				Yes	Yes	Yes	Yes	Yes
Contributor					Yes	Yes (if author)	Yes (if author)		

The permissions are inherited, so no user needs to be assigned more than one role.

Once have access to your topic, you can assign other users to roles in the same way that you assign Audience Members (see Setting up Topic Permissions).

Subscription Methods

The different subscription methods describe how you want the audience of this topic to receive the announcements.

Subscription Method	Definition
Pushed, required	This method forces all audience members to be subscribed to this topic at all times. Audience members may not unsubscribe.
Pushed, optional	This method puts this topic into all audience members' subscriptions, but allows them to unsubscribe if they wish.
Pulled, optional	This method makes this topic available to any audience member, but it is up to the user to manually subscribe the topic in order to view it.

Setting up Topic Permissions

Once you have a new topic, you must, at a bare minimum, define the audience of the topic. From the home screen of the Announcements Admin portlet, click the "Manage" link next to your new topic.

This brings up the topic management screen. The topic management screen is divided into two sections: Announcements on top and Permissions below. In the Permissions section, locate the column labeled "Audience Members" and click the "Edit" link.

You may select any combination of groups or individual users. Enter users by their UUNs. When you are finished, click "Update".

Contributing Announcements

Click on "Add Announcement" to bring up the new announcement screen. Here you must fill in all fields except Link (URL), which is optional. When announcements are displayed, the abstract is not shown when users view the full announcement. So if you have important information in the abstract, be sure to repeat it in the message body. You must also set a date to begin displaying the announcement and a date to stop displaying it. Dates can be typed in the MM/DD/YYYY format or selected from the date-picker by clicking the calendar icon.

Save the announcement to place it into the queue for the topic.

Publishing Announcements (Editor Role)

Publishing an Announcement

Announcements must be published by a user with Editor privileges or higher. When announcements are edited, they must be published again.

Announcements in the queue show a status of "Pending" with a red background in the topic management screen. Click the green checkmark icon ("Publish") in order to publish the announcement. If the announcement is scheduled to display today, the status changes to "Showing" with a green background. However, if the announcement is post-dated, it will show a status of "Scheduled" also with a green background. When an announcement has expired (and before it is automatically deleted) it will show a status of "Expired" with a red background.

Unpublishing an Announcement

Similar to publishing an announcement, to unpublish an announcement, click the red stop sign icon ("Take Down") in order to unpublish the announcement. The announcement is immediately changed to a status of "Pending" and is no longer displayed to users.

⊖
Notice!
An announcement in the pending state will still be automatically deleted once its end date has passed.

Deleting an Announcement

Announcements that expired the previous day are automatically deleted at 3 a.m. each morning. This includes announcements with a "Pending" status. You may also delete an announcement manually by clicking the trash can icon ("Delete") in the topic management screen.

Known Issues

1. Message field does not save in IE 9, documented by JA-SIG.