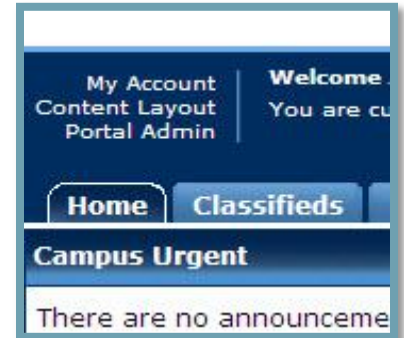




Posting a Targeted Announcement:

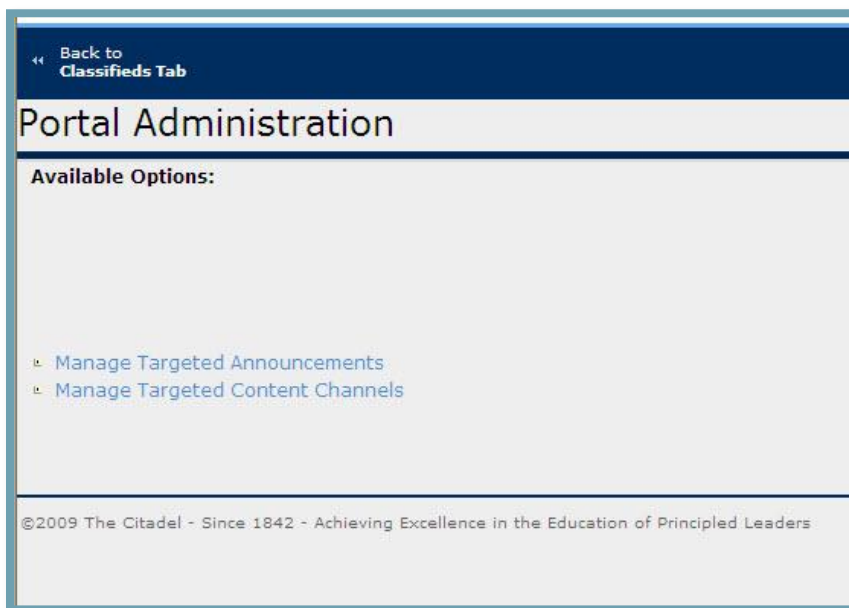
Step 1:

Log in to [Lesesne Gateway](#) and click **Portal Admin**.



Step 2:

Choose **Manage Targeted Announcements**





Step 3:

Choose the *Capacity* for the Announcement. (Note: You will only see the Roles for which you have given posting privileges.)

A screenshot of a web form. At the top, there is a label "Capacity:" followed by a dropdown menu. The dropdown menu is open, showing "All Capacities" as the selected option. Below the dropdown menu, there is a text input field containing "All Capacities". To the left of the dropdown menu, there is a label "Delivery Date ↓" and a date "1/24, 2009". Below the date, there is a label "list above". At the bottom of the dropdown menu, there is a blue bar with the text "Role = Campus-Announce" highlighted with a green border.

Step 4:

Click *New Announcement*.

A screenshot of a web form. At the top, there is a navigation bar with icons for "E-mail", "Groups", "Logout", and "Help". Below the navigation bar, there is a button labeled "New Announcement" highlighted with a green border. Below the button, there is a table with three columns: "Channel", "E-mail?", and "Wireless?". The table has one row with the following values: "Campus", "No", and "No". To the right of the table, there is a button labeled "Refresh List". Below the table, there is a text input field. At the bottom right of the form, there is a button labeled "Done". At the bottom center, there is a link labeled "Top". At the bottom right, there is a small image of a bulldog.



Step 5:

Add Content to your Announcement. Your Subject Line will be the text seen from the Home Tab. Keep your content brief. You can add a hyperlink to any website to share information that is more detailed.

Schedule New Targeted Announcement

Workflow: Message Content Target Audience

Message Content: Please provide a subject and message for this announcement

Announcement Subject [maximum of 255 characters]
Test - Subject is what they will see in the Tab View of the Announcement

Announcement Message: Announcement Uses HTML

Rich Text Editor:

- Buttons: Bold (B), Italic (I), Underline (U), ABC, x₂, x², Cut, Copy, Paste, Undo, Redo, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, Source.
- Format: Normal
- Font: [Dropdown]
- Size: [Dropdown]

This space is for you to actually write the brief announcement or description of a longer announcement. You have several options in the tool bar above for writing your announcement.

You can type a website address to direct them to more detailed information: ex: www.citadel.edu

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Step 6:

Click **Next**.

Next > Review Cancel

Top 





Step 7:

Refine Your Audience. Choose Refine Audience and **click *Refine Audience***.

Target Audience: Please identify the people who you wish to receive the message

Target Audience

Entire Campus

Refine Audience

(Role = public)

Imported Group(s)

Imported Group 1
Imported Group 2

Using *Boolean Operators* choose your targeted populations. (For more instructions on how to use Boolean Operators, please see the Boolean Operators section of the Targeted Announcements tutorial.)

Target Audience: Role = public

Capacity: Campus_Announcement_ITS

AND

Role = public

Change Target Audience

Grouped Expression	Evaluation Expression
AND	Enrolled Courses
NOT	Group Studio
OR	Roles
	User Attributes

Cancel

*If you are sending an *Urgent Announcement*, choose *Entire Campus*.

Target Audience: Please identify the people who you wish to receive the message

Target Audience

Entire Campus (using the Campus Announcements Channel)

Refine Audience In your capacity as Role = Campus-Announce

(Role = public)

Imported Group(s)

Imported Group 1
Imported Group 2





Step 8:
Click *Next*.



Step 9:

Set the Time for your announcement by choosing a *Delivery and Expiration Date and Time*. Several Month/Date/Year/Time formats are acceptable. See the list to ensure you use an approved format.

Schedule New Targeted Announcement

Workflow: Message Content Target Audience

Delivery Options: Please specify how and when you want the message delivered

Delivery Destination
Campus Announcements Channel


Delivery Date and Time

Expiration Date and Time
(Announcement Channel only)

Logging
(Currently Not Activated)

Available Date/Time Formats:

- 1: June 24, 2009 3:11:33 PM EDT
- 2: Jun 24, 2009 3:11:33 PM
- 3: 6/24/09 3:11 PM
- 4: June 24, 2009
- 5: Jun 24, 2009
- 6: 6/24/09

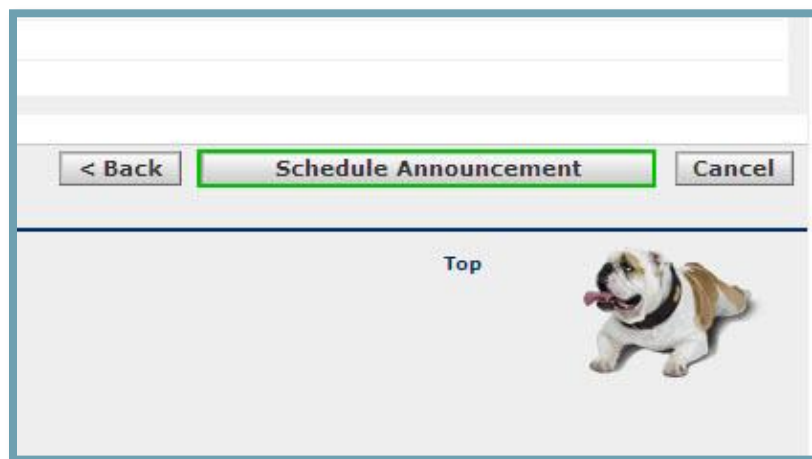




Step 10:
Click **Next**.

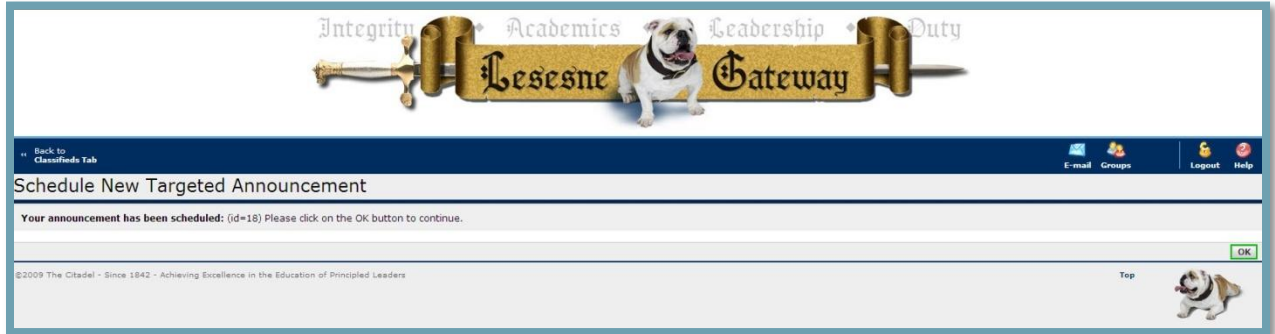


Step 11:
Review your message and **click Schedule Announcement**.

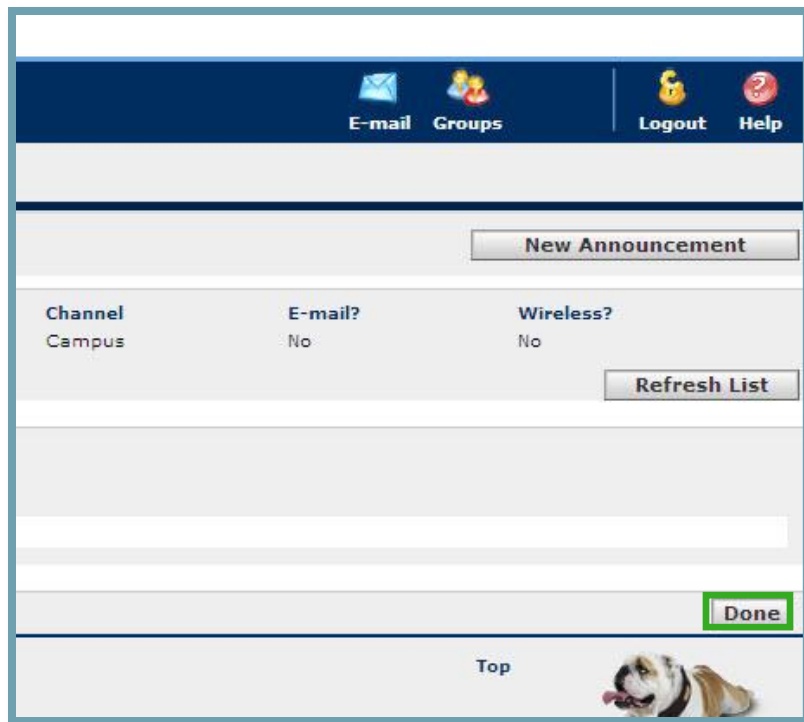


Step 12:
Click **OK**.





Step 13:
Click **Done**.*



*Note: If you have more than one Announcement to schedule at a time, you can **click New Announcement** again to start over the process of creating an Announcement.





To return to the Tab view, simply **click** *Return to the Home Tab* in the top left of the Lesesne Gateway. You should see your Announcement right away (unless it is scheduled to start at a later date and time.) If not, Log out and Log Back in, and your Announcement will show in the Campus Announcements Channel.



Congratulations!

You have successfully sent a Targeted Campus Announcement!

