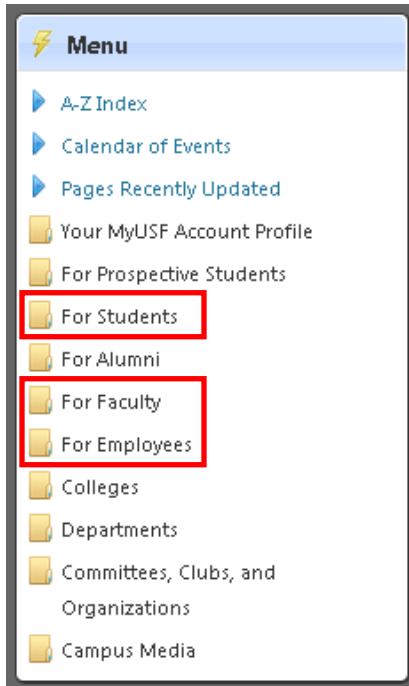
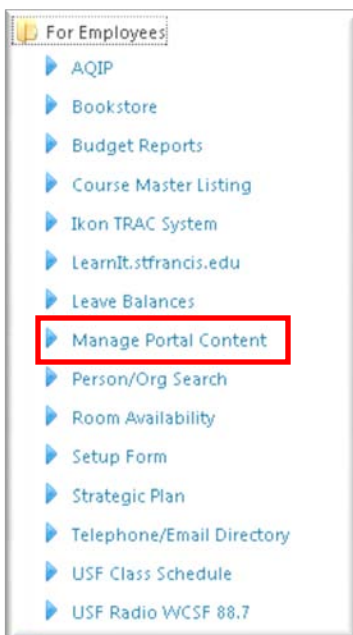


Creating Portal Announcements

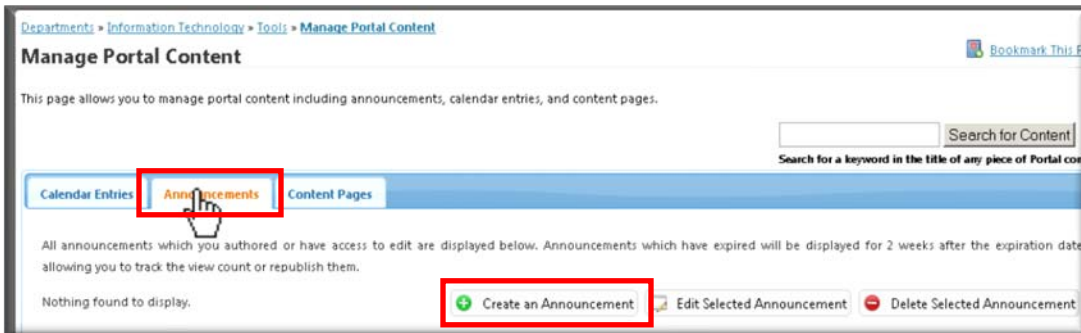
1. Locate the USF Portal menu on the left side of the Portal.
2. Click **For Employees** (or **For Students**, or **For Faculty**) in the left menu of the MyUSF Portal (**below**).



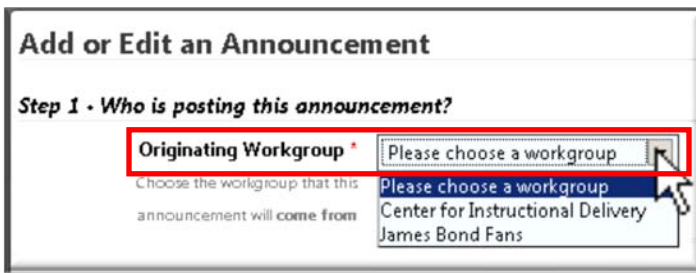
3. Click **Manage Portal Content** (below).



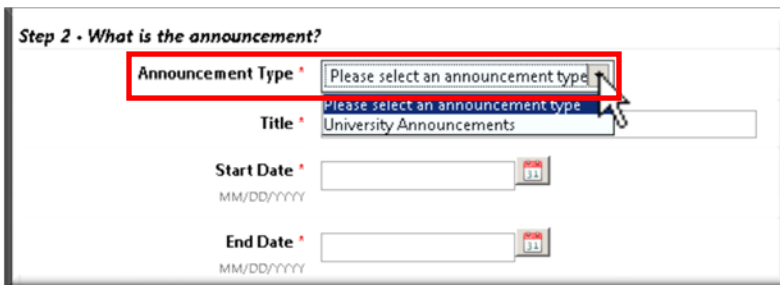
- Click the **Announcements** tab (below).
- Click the **Create an Announcement** button (below). The **Add or Edit an Announcement** page appears.



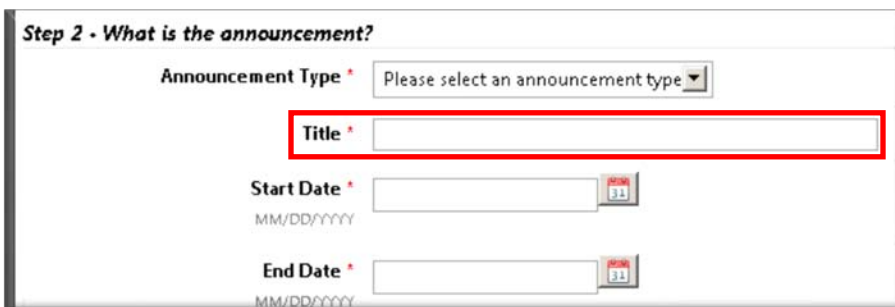
- Select your workgroup from the **Originating Workgroup** list (below). This will show who the announcement is from.



- Select **University Announcements** from the **Announcement Type** list (below).



- Type a title in the **Title** text box for the announcement (below).



9. Click the **Calendar** icon beside the **Start Date** and the **End Date** text boxes to enter the date you want to start and end displaying announcement (**below**).

Step 2 - What is the announcement?

Announcement Type * University Announcements

Title * Camcorder workshop

Start Date * 11/09/2009

End Date *

Nov 2009

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10. Type your announcement in the **Announcement Text** editor (**below**).

Announcement Text

All are welcome to attend the workshop on using a camcorder in the classroom. |

11. Click the **Next** button to navigate to the **Choose who can see your content** page.
12. To target the announcement, click one of the following buttons: **Choose a workgroup** or **Choose a dynamic target**.

Choose who can see your content

You are currently editing a content item entitled "Camcorder workshop"

⚠ Your content is not yet targeted; you do not currently have permission to publish this content publicly. Please select an option below.

You can target your content in two ways:

Choose a workgroup Choose one or more existing workgroups, such as clubs, committees or campus organizations.

Choose a dynamic target This includes, for example, "All Students" as determined from the data in Banner. Additionally, you can create your own dynamic groups based on certain criteria.

Back I'm done targeting!

13. Click checkboxes for all of the groups you want to see your announcement (**below**).

Choose who can see your content

You are currently editing a content item entitled "Camcorder workshop"

Here you can target to workgroups based on attributes in Banner. For instance, "All Students" will display to any user who is currently an active student according to Banner.

Dynamic Workgroups

Built-in Groups

Name	Description
<input type="checkbox"/> All Active Applicants	All applicants to the university are a member of this group.
<input checked="" type="checkbox"/> All Active Employees (Excluding Student Workers)	All active employees excluding student workers are a member of this group. (All active employees with an employee class other than 19)
<input type="checkbox"/> All Active Student Workers	All active student workers/student employees are a member of this group (employee class 19).
<input type="checkbox"/> All Active Students	All active students are a member of this group.
<input type="checkbox"/> All Alumni	All alumni are a member of this group.
<input type="checkbox"/> Anybody logged into the Portal	Anybody who logs into the portal is a member of this group. This group allows you to protect content so that anybody who logs in can see it.

Groups created by me or my workgroup(s)

Name	Description	edit
<input type="checkbox"/> for certain students	there is no bond film today.	edit

Don't see what you want? You can create your own dynamic group! Click the appropriate button to create a new group that targets...

[Students](#) [Employees](#) [Applicants](#) [Faculty](#)

14. Click the **Save** button (**below**).

Groups created by me or my workgroup(s)

Name	Description	edit
<input type="checkbox"/> for certain students	there is no bond film today.	edit

Don't see what you want? You can create your own dynamic group! Click the appropriate button to create a new group that targets...

[Students](#) [Employees](#) [Applicants](#) [Faculty](#)

[Back](#) [Save](#)

15. Click the **I'm done targeting** button (**below**).

Choose who can see your content

You are currently editing a content item entitled "Camcorder workshop"

You can target your content in two ways:

[Choose a workgroup](#) Choose one or more existing workgroups, such as clubs, committees or campus organizations.

[Choose a dynamic target](#) This includes, for example, "All Students" as determined from the data in Banner. Additionally, you can create your own dynamic groups based on certain criteria.

Your message will be displayed to the following groups:

- All Active Employees (Excluding Student Workers)** - All active employees excluding student workers are a member of this group. (All active employees with an employee class other than 19)

[I'm done targeting!](#)

16. Click the **Save** button to save your content.