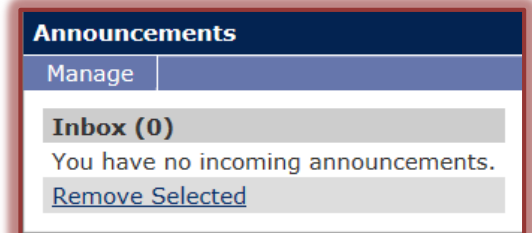
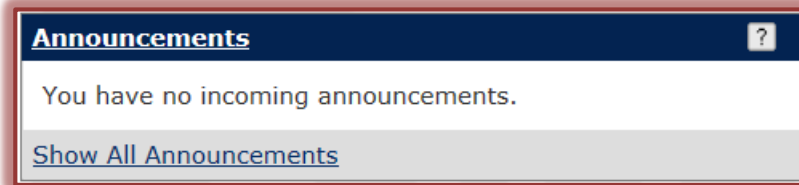


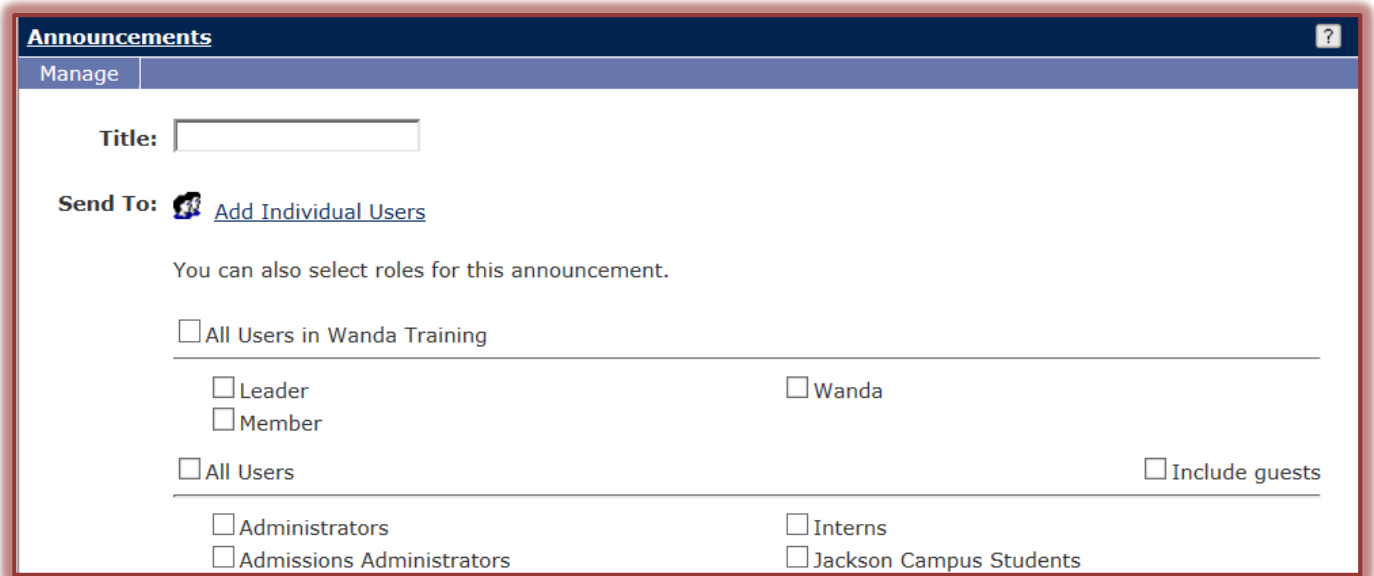
Announcements Feature

This feature is used to add an Announcement to a page, and to allow visitors to view announcements.

- ✦ If a **Announcements** feature is not displayed, follow the instructions under the **Adding a Feature** document to add the **Document** feature.
- ✦ Click the **Show all Announcements** link in the **Announcements** feature (see illustration below).

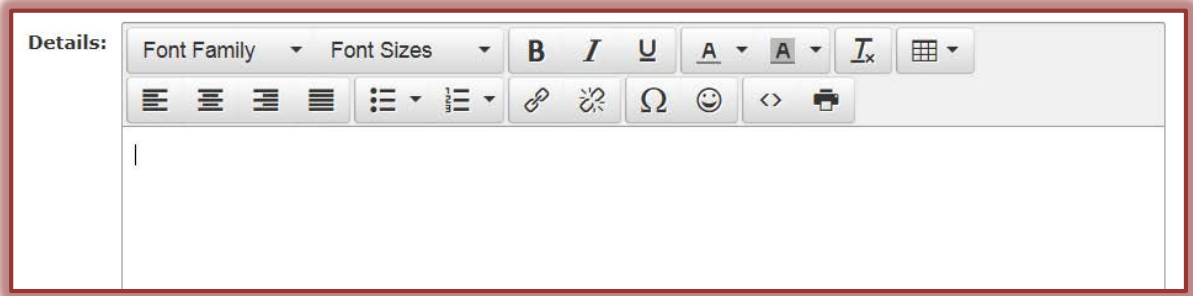


- ✦ The **Announcements** feature window will display (see illustration above).
- ✦ In this window, click the **Manage** tab.
- ✦ Click **New Announcement**.
- ✦ The **Announcement** window will display (see illustration below).

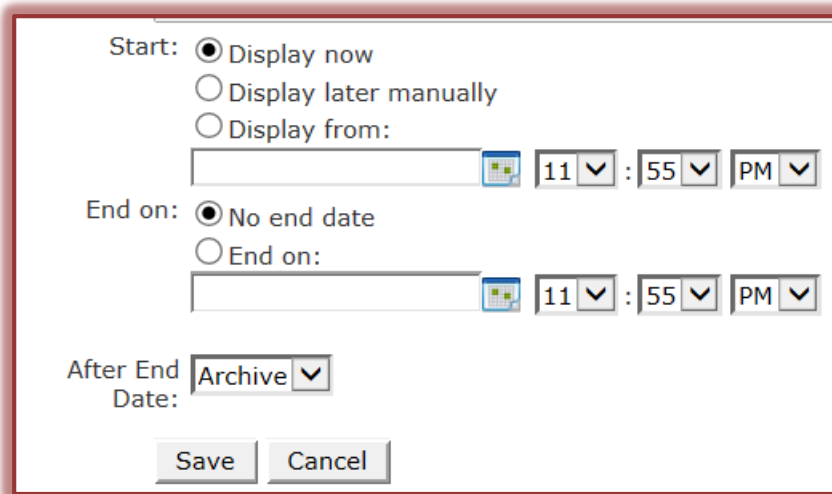
A screenshot of a web interface titled "Announcements" with a question mark icon in the top right corner. Below the title is a "Manage" tab. The main content area contains a form for creating a new announcement. It includes a "Title:" label followed by an empty text input box. Below that is a "Send To:" label followed by a user icon and the text "Add Individual Users". Underneath is the instruction "You can also select roles for this announcement." followed by several checkboxes: "All Users in Wanda Training", "All Users", "All Users in ___", "Include guests", "Leader", "Member", "Wanda", "Administrators", "Admissions Administrators", "Interns", and "Jackson Campus Students".

- ✦ Input a title for the **Announcement** in the **Title** box.
- ✦ To specify who can see the announcement, do one of the following.
 - ✦ Click the **Add Individual Users** link to search the list of current students, faculty, and staff.
 - ✦ Click one or more of the options as shown in the illustration on the next page.
 - ✦ **All Users in ___** - This option will allow all the users that have permission to you're my Siena site to view the announcement.
 - ✦ **All Users** - A list of different user groups will appear under this option. Select one or more of the user groups to allow them access.
 - ✦ **Include Guests** - To allow guests who access My Siena the right to view this announcement, select this option.

- ✦ Scroll down to the **Details** area of the window to add the **Announcement** (see illustration below).



- ✦ Specify when the **Announcement** is to be displayed by clicking the proper option button in each section as shown in the illustration below.



- ✦ **Display Now** - This option is to be used when the Announcement is to be displayed immediately after the page is saved.
- ✦ **Display Later Manually** - When this option is chosen, the Announcement will not display. The page will have to be edited and one of the other options chosen in order for the Announcement to display.
- ✦ **Display From** - Click this option if the beginning and ending dates and times are to be specified.
- ✦ Select one of the **End on** options.
 - ✦ **No End Date** - The item will display until it is removed from the page or until the **End On** option is chosen.
 - ✦ **End On** - Use this option to specify the date and time that the item will no longer be available on the page.
- ✦ Specify how the **Announcement** should be handled after the **End Date**. The options are **Archive** or **Delete**.
- ✦ When all the options have been specified, click the **Save** button.
- ✦ Click the **Page** link in the **Breadcrumb Trail** to return to the page (see illustration below).

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