Announcements Portlet

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

† Click the Show all Announcements link in the Announcements portlet (see illustration below).

† The Announcements portlet window will display (see illustration below).

† In this window, click the Manage tab (see illustration above).
† Click New Announcement.
† The Announcement window will display (see illustration below).

† 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 above.
    ☐ All User in ___ - This option will allow all the users that have permission to your 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 on next page).
† Specify when the Announcement is to be displayed by clicking the proper option button in each section as shown in the illustration on the next page.
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).