



MT 4050 User Notices

August 2009

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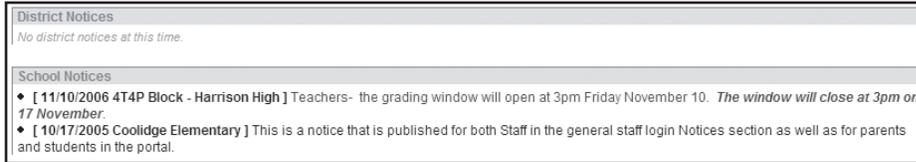
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USER COMMUNICATION



OVERVIEW

User notices are messages that can be placed on the Portal login screen, the Campus home page for staff members, or both. These messages are created using the User Notices tool found in User Communication.

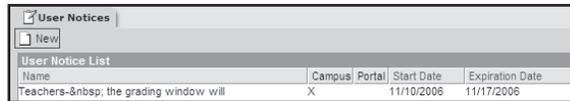


OBJECTIVES

- Create and modify User Notices.
- Learn best practices for using User Notices.
- Learn how to modify the Infinite Campus banner.

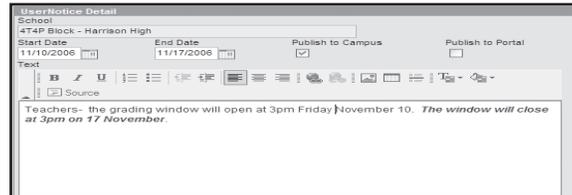
Creating a User Notice for a School

A school user notice can be viewed by people with rights to that school. Rights are determined for staff members by calendar rights, and for parents or students by the enrollment in the school for that year.



To create a user notice:

1. Select the appropriate school from the school dropdown list in the Campus toolbar.
2. In the index outline, expand User Communication and select User Notices.
3. On the User Notice tab, click the New icon.
4. Enter a start and end date for the notice. The notice will appear at midnight on the start date and will disappear at 11:59 PM on the end date. If no end date is entered, the message will display until it is deleted.
5. Select if the notice will be published to Campus (where it will be viewed by staff members) only, to the Portal (where it will be viewed by parents and students) or to both.
6. Enter the text of the notice in the text field. The WYSIWYG editor may be used to format the user notice for color and layout options. In addition, web links, tables or images may be inserted into the user notice.
7. Click Save when finished.



WYSIWYG- “what you see is what you get”. A type of editor that shows how the final result will look as it is edited.

