Using the WSU Bulletin Board

on eWeber
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I. Introduction

Luminis provides the "portal" technology that has supported students at Weber State University (WSU) for several years. Luminis is now supporting the faculty and staff portals. Portal technology provides centralized Web access to information and services in a secure environment. This is a Sungard SCT (Banner) product that serves as a gateway to electronic information at the university. Users enter their username and password for multiple systems. This allows for a one time 'authentication' of a person to access many technology systems at the university.

At WSU, the Luminis software is called eWeber. eWeber provides a number of features designed to help you interact more effectively with students or with colleagues. This manual explains how to use the WSU Bulletin Board feature which allows you to create and post messages on eWeber.

II. WSU Bulletin Board Basics

The WSU Bulletin Board is divided into three areas: Official Notices; Events; and Announcements. The word “NEW” (see graphic to right) shows that one or more messages have not been opened. Also, “Preferences” is listed under the board itself (see arrow). A brief description of each type of message and about Preferences is shown below.

A. Official Notices – All critical notices from academic and non-academic departments that impact specific individuals and/or groups. Official Notices are limited to messages which, if not received by the individual, would have significant negative consequences. These notices will have a tracking function so it can be determined whether an individual “opened” the message. Examples include deadline information, awards notices, billing information, missing application data notices, changes in University policies and/or procedures, reminders, etc.
B. **Events** – Messages regarding upcoming events from either academic or non-academic units, i.e., University, department, club, organization, etc.

**Tip:** The Events and Announcements categories replaced the Daily Bulletins. The classified ads that once comprised a large portion of the Daily Bulletins are now handled by *The Signpost*.

C. **Announcements** – Messages regarding activities or accomplishments of faculty, staff, students, and alumni. This category provides departments and offices with a mechanism for keeping the rest of the University informed about the exciting things taking place in their area.

D. **Preferences** – Allows you to select the option to receive notice of WSU Bulletin Board messages via WSU e-mail (GroupWise). These e-mail notices will include the titles of the messages.

III. **General Information**

A. The WSU Bulletin Board allows the posting of targeted messages – messages that will be displayed only to certain groups of portal users or only to certain individuals. Messages may be posted to faculty in a particular college; classified staff as opposed to professional staff; students taking certain classes; and so forth.

B. All messages will have posting and expiration dates, and will appear on the Bulletin Board (for the designated group) from the posting date until the expiration date.

1. Upon expiration, **Events and Announcements will be deleted**.

2. **Official Notices will be archived** with their posting and expiration dates, the groups to whom they were displayed, and a record of which individuals actually opened them.

C. **Posting of messages will be limited** to department/college “authorized users.”

1. Events and announcements will be posted without review, relying upon the discretion and judgment of the individuals who create them. For example, the message on the next page was posted as a Bulletin and was inappropriate.
It is inappropriate because the sponsor was not a campus entity. Additionally, classified postings (i.e., items for sell) are not appropriate (these types of postings should be placed with The Signpost).

2. Official notices will require the approval of a Vice President or his/her designee.

D. Emergency messages (e.g. snow closures, etc.) are not included. Such messages should be displayed on the home page and login screens rather than on the Bulletin Board.

E. Course-related communication between faculty and students should not be displayed because both Vista and GroupWise provide tools for this kind of communication. The “Group” function on eWeber also allows this type of communication.

IV. How to Post a Message –

A. Add the Bulletin Board Input Form to a tab.

In the “old” Faculty/Staff portal, you added “links” to the purple bar by clicking on “Quick Links.” In eWeber, you add “Channels,” which might be links or web applications. Here’s how to do it.

1. Select or click on the tab that you want the channel to be placed on. For instance, click on the “My Weber” tab.

2. Click on the “Content/ Layout” link located on the top left-hand corner of the page below the eWeber icon (see box in graphic to right). A screen will appear
that allows you to change aspects of your user layout, such as adding tabs or moving or deleting channels. Notice that the "My Weber" tab is highlighted or darker than the other tabs (see (1) in graphic to the right). That means that the new channel will be placed on this tab.

**Tip 1:** If the correct tab is not highlighted, click on the correct tab (where you want the channel to be placed). That will take you to a screen that contains “Options for modifying this tab.” Click [Cancel and return](#). The appropriate tab should now be highlighted.

**Tip 2:** If you want this channel to be placed on a new tab, create the new tab first and then follow the instructions in **Tip 1**.

3. Click on the “Add Channel” button, as shown in the graphic above (2).

4. A screen that provides steps for adding a new channel will appear.
   - Step 1 -- Choose “Select All” from the drop-down menu and press “Go.”
   - Step 2 -- Select a channel:
     - Category: All
     - Bulletin Board Input Form (scroll down and select it so it is highlighted).
   - Step 3 -- Add it by clicking on the “Add Channel” button.

The Content/Layout page will reappear. Notice that you now have the Bulletin Board Input Form placed on your "My eWeber" tab.
Tip: If the Content/Layout page does not reappear, then the system is not allowing you to place the channel in that location. Click on “Cancel/Return” and select another location to place the channel.

B. Now that you have the Bulletin Board Input Form added to a tab, follow these instructions to post a message.

1. Click on the “back to My Weber Tab,” as shown to the right.

2. Click on the “Bulletin Board Input Form” link (see below).
3. The Bulletin Board Input Form will appear.

--- Bulletin Board Input Form ---

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message Type</td>
<td>Event</td>
</tr>
</tbody>
</table>

Complete the form. Most fields should be self-explanatory. For those fields which might need clarification, see items a) and b) below.

a. **Message Type** -- Brief descriptions of Event, Announcement, or Official Notice are found on pages 3 and 4 of this handout.

   **Tip:** When you select the “Message Type,” the form slightly changes to adapt to the type of message you want to send. For example, when you select “Official Notice,” you will need to select a Vice President to approve the Notice from the drop-down list.

b. **Target Audience** – The system displays three default options, “Faculty & Staff,” “Students,” or “Public.” You can select one or all by placing a checkmark in the applicable box. However, if you want to be more selective regarding the audience, you may select “more options.”

   If you select “more options,” you will have several choices.
- **Targeting Individuals** -- To target 30 or fewer individuals, enter each person’s Wildcat Username in the text box shown below. Separate each ID by a comma “,”.

- **Creating a New Group** – To create a “custom” group to more than 30 individuals:
  - Click on the “Create New Group” button (the graphic below will appear).
  - Create a plain text file with each Wildcat Username on a separate line. (To use Notepad, click on “Start,” “All Programs,” “Accessories,” and then “Notepad.”)
  - Enter a group name. Be specific.
  - Use the "Browse..." button to get the text file from your computer.
  - Click the "Create" button to create the custom group.
  - Click the "Done" button to return to the “Audience” screen.

Once you return, you will see your custom group listed in the "Custom Groups" section of the tree.
Targeting Larger Groups -- To target larger groups of individuals, use the expandable menu shown in the box below. Expand the menu by clicking on the plus “+” sign. Continue to click on the + sign until you get the correct group. Select the correct group by putting a checkmark in the appropriate box.

The screen shot to the right shows two targeted individuals (first arrow) and the targeted audiences using the expandable menu (second arrow). Notice that the checks in the boxes designate the selected groups.
Tip: Several groups under the “Target Audience” need clarification.

- The first group is “Students.” This term refers to students who are taking classes during the current semester. As you click on the expandable menu for “Students,” you will see that various colleges are displayed. As you continue, you will find that you can target an entire college, an entire course, or a specific section of a course.

- The second group that needs clarification is “Majors.” This term refers to students who are declared majors in a specific college. As you click on the expandable menu for “Majors,” you will see that various colleges are displayed. As you continue, you will find that you can target an entire college or a specific department or program.
4. When you have finished selecting the Message Type and Targeting the desired audience, click “Done” at the bottom of the page. This will take you back to the Bulletin Board Input Form.

5. Enter the body of the message. You will be able to select font size (small, medium, large, etc.) and font features (i.e., bold, underscore, italic). You will also be able to include bullets or numbering, hyperlink to web sites and remove hyperlinks.

   Tip: To ensure accuracy, you may want to type the message in a Word or WordPerfect document first. Be certain to run it through the spell and grammar check.

6. When you have finished creating your message, click “Preview” to view it.

7. Review the message and if it is correct, click “Submit.” If you want to make changes, click “Make Changes.”

   Tip: The process for posting an event or an announcement is “real time.” So, based on the “Delivery Date,” the Bulletin could be posted on eWeber instantly.

The next page shows a completed WSU Bulletin Board form.
Since you are helping with graduation, I wanted to remind you that you need to be at the Dee Events Center by 12:30 pm.
V. How to Edit a Message

A. Add the “Bulletin Board Admin” channel (link) to a tab. (See instructions for adding a channel on pages 4-6 of this manual.)

B. Click on the “Bulletin Board Admin” link.

C. The “Bulletin Board Admin” form will appear, as shown below. Make certain you are on the “Manage My Bulletins” tab (most individuals will only have access to the “Manage My Bulletins” tab).

D. Check the “Approved” and “Pending” boxes.

E. Click on “Search Messages.” A list of all approved and pending messages will be displayed.

F. Click on the “Title” of the message that you need to change.

G. You will be taken to a form that is very similar to the “Bulletin Board Input Form.”

H. Make the necessary changes.

I. Click on “Save” at the bottom of the form.
VI. How to Approve a Message

The only messages that need approval are “Official Notices.” Only Vice Presidents (or their designees) will have access to official notices for approving and editing.

A. Click on the “Bulletin Board Admin” link. (See instructions for adding a channel on pages 4-6 of this manual.)

B. The “Bulletin Board Admin” form will appear, as shown below. Make certain you are on the “Manage My Bulletins” tab (most individuals will only have access to the “Manage My Bulletins” tab).

C. Check the “Pending” box on the “Approvals” line.

D. Click on “Search Messages.” A listing of those messages needing your approval will appear.

E. Review the messages, if desired, by clicking on the “Title” of the message (it is hyperlinked to the message in a format similar to the “Bulletin Input Form”).

F. If you are ready to approve the message, check the box next to the “Title” of the message(s) you want to approve.

G. Click on the “Approve” button. You can also “Deny” the message by going through a similar process.
VII. How to Manage Designees
(if you have access to the “Manage Designees” tab)

A. Click on the “Bulletin Board Admin” link. (See instructions for adding a channel on pages 4-6 of this manual.)


C. Click on the “Manage Designees” tab, as shown above.

D. Select your Division from the drop-down menu, as shown below.

E. Add the “Name” and “Email” address of your “Designee.”

F. Click on “Add Designee.”

G. Your “Designee” will be added, as shown below.
VII. Where to Get Help

If you need help with the WSU Bulletin Board Process, please call one of the following:

<table>
<thead>
<tr>
<th>Help Desk</th>
<th>626-7777</th>
<th>Any questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Evans</td>
<td>626-8534</td>
<td>Training issues</td>
</tr>
<tr>
<td>Cherrie Nelson</td>
<td>626-7496</td>
<td>Training issues</td>
</tr>
<tr>
<td>Web Development</td>
<td>626-6917</td>
<td>Application errors</td>
</tr>
</tbody>
</table>