

# Announcements for State Edition Users

Last Modified on 05/23/2024 7:46 am CDT

Announcements Editor | Create State Edition Announcements | View Publish History | Delete a Announcement

#### **PATH:** User Communication > Announcements

State Edition Announcements allow personnel at the state level to create announcements and select which districts see the announcement. These announcements can be published to statewide users (those who have statewide tool rights), to state-linked districts or to both and are viewable on the Campus Home Page.

Announcements can also be created by District Edition users. See the Announcements for District Edition Users documentation for more information.

Index Search Help <	Announcements
System Administrator	Save 🛇 Delete 📀 New 🎄 View Publish History
<ul> <li>Student Information</li> </ul>	Announcements List
▶ Census	KING INTEGRATION TEST OF STATE X X 02/10/2015
Behavior	KIMS integration test of a state announcement for X X 02/10/2015
Attendance	KMH test state notification for delivery to all d X X 10/01/2014
▶ Programs	
Ad Hoc Reporting	
<ul> <li>User Communication</li> </ul>	
Announcements	
<ul> <li>Assessment</li> </ul>	Announcement Detail  Start Date published to all selected districts
<ul> <li>System Administration</li> </ul>	2/10/2015 TE
<ul> <li>Accountability</li> </ul>	Publish to Statewide Users Publish to District(s) Sticky
► Auditing	
▶ FRAM	Ad Hoc Filter District Ad Hoc Filter:     none selected ▼
▹ SD State Reporting	District Selection
▶ Federal Reporting	All Districts Selected Districts
► Data Integrity Tools	All Districts A Pierre 32-2 A
Account Settings	Aberdeen 06-1 ABERDEEN CATHOLIC SYSTEM Ability Building Services Inc. Advance ATC Agar-Blunt-Onida 58-3 Alcester-Hudson 61-1 Alpena 36-1 American Horse Andes Central 11-1 Artington 38-1 Armour 21-1 Aspire, Inc. Avon 04-1 Baan Dek Montessori ▼

State Edition Announcements

# **Announcements Editor**

A list of existing Announcements displays in the Announcements List. This list includes the date the announcement was available (Start Date), when it was no longer visible on the Campus Home



Page (End Date), and where the announcement displayed - State level, District Level or both. Each of these columns can be clicked to re-sort the announcements by the desired column. By default, Announcements are sorted by the Start Date.

When a message is selected from the Announcement List, an **Announcement Detail** editor displays, where the items displayed in the Announcement List are chosen.

The Announcement Detail editor is displayed in three sections:

- Announcement Information
- District Selection
- Text Entry

### **Announcement Information**

The Announcement Information section determines when an announcement is visible and to whom an announcement is visible. These fields are also replicated in the Announcement List.

Announcement Detail	published to all salested districts				
	published to all selected districts				
Publish to Statewide Users Publish to District(s) Sticky					
Ad Hoc Filter District Ad Hoc Filter:					
District Selection					
All Districts	Selected Districts				
All Districts Aberdeen 06-1 ABERDEEN CATHOLIC SYSTEM Ability Building Services Inc. Advance ATC Agar-Blunt-Onida 58-3 Alcester-Hudson 61-1 Alpena 36-1 American Horse Andes Central 11-1 Arlington 38-1 Armour 21-1 Aspire, Inc.	> <				
Avon 04-1 Baan Dek Montessori	•				
*Text					
KIMS INTEGRATION TEST OF STATE ANNOUNCEMENT for all districts					

Image 2: State Edition Announcement - Announcement Information Fields

#### The following table defines the fields in the outlined area.

Field Description



Field	Description
Start Date	Entered date determines when the message will first display. Dates are entered in <i>mmddyy</i> format or can be selected by using the calendar icon. This date displays in the Start Date column in the Announcement List view. Dates are inclusive, meaning the announcement will display on the Campus Home Page at midnight on the entered start date.
End Date	Entered date determines when the message will stop being displayed. Dates are entered in <i>mmddyy</i> format or can be selected by using the calendar icon. This date displays in the End Date column in the Announcement List view. Date are inclusive, meaning the announcement will display on the Campus Home Page through midnight on the entered end date.
Publish to Statewide Users	When selected, indicates the announcement will be viewable to statewide users. An X displays in the State column in the Announcement List, indicating the message is viewable to those users.
Publish to District(s)	When selected, indicates the announcement will be viewable to districts. An X displays in the District column in the announcement list, indicating the message is viewable to those users.
Sticky	When selected, the announcement displays at the top of the list. This only applies to announcements viewable in Campus Instruction.

### **Message Display Options**

The following images show how to determine if the announcement should display for a Statewide user or a District User.

Any of these options can be marked, or no option can be marked. If no option is marked, the message will not be viewable to anyone but will still be available in the announcements list.

### **State Announcements - Visible to Statewide Users**

Announcements marked as **Publish to Statewide Users** can be viewed on the Campus Home Page in the **State Announcements** section.

If no state announcements exist, the Campus Home Page will NOT display an area for state announcements. This area will display if and when a state announcement exists for a district.

npus				
Announcemen	t Detail			
*Start Date 02/10/2015		End Da	te	published to all selected districts
Publish to Statev	vide Users	Publish to Distri	ct(s) Sticky	
O Ad Hoc Filter	, Dist	rict Ad Hoc Piller		
Oistrict Se	Index	Search	Help	Statewide Announcements
	System	System Administrator    Student Information		KIMS INTEGRATION TEST OF STATE ANNOUNCEMENT for all districts
	► Studer			KIMS integration test of a state announcement for delivery
► Census			• [02/02/2015]	
	► Behav	ior		• [10/01/2014]
	► Attend	ance		KMH test state notification for delivery to all district users
	. Des ses			

State Wide Announcements

### **State Announcements - Visible to Districts**

Announcements marked as **Publish to District(s)** can be viewed on the Campus Home Page under State Announcements.

*Start Date 02/02/2015	End Date	published to all selected districts				
Publish to Statewide Users	Publish to District(s) Sticky					
O Ad Hod	triot A.d. Hoo Filtor					
State Annou	ncements					
District	District • [ 02/02/2015 ]					
Testing the	Testing the SE WYSIWYG editor					
• [10/01/2014]						
KMH test sta	te notification for delivery to all district users					
District Ann	ouncements					
No district an	nouncements at this time.					
School Anno	ouncements					

State Announcement Displayed in Campus

### **State Announcements - District Count**

When a message is sent to a selection of districts, a total count of districts that received the communication displays in the State Announcements section. This count only displays when specific districts are selected. If all districts received the message, the count does not display.

When an announcement is marked for both Publish to Statewide Users and Publish to Districts, the communication only displays once and will not show the district count.

## **District Selection**

The District Selection area allows users to choose which districts see the communication.



- **Districts can be chosen from a pre-existing ad hoc filter.** Only those filters with the Filter Type of **Selection Editor** and the Data Type of **District** are available for selection. If this option is selected, the District Selection radio button is disabled and the ability to select districts is removed.
- **Districts can be chosen from the District Selection list**. Once a district is selected, that name displays in the Selected Districts column. To select a district, the name of the district or the All Districts option must be selected and the arrow key must be clicked to move the district name to the Selected Districts Column.

Announcement Detail *Start Date D2/10/2015	End Date	published to all selected districts		
Ad Hoc Filter     District Selection	District Ad Hoc Filter: none selected			
-	All Districts	Selected Districts		
	All Districts Aberdeen 06-1 ABERDEEN CATHOLIC SYSTEM Ability Building Services Inc. Advance ATC Agar-Blunt-Onida 58-3 Alcester-Hudson 61-1 Alpena 36-1 American Horse Andes Central 11-1 Arlington 38-1 Armour 21-1 Aspire, Inc. Avon 04-1 Baan Dek Montessori	> <		
*Text				
<> ¶ B		∞ = — ≜		
KIMS INTEGRATION TEST OF STATE ANNOUNCEMENT for all districts				

State Edition Announcement - District Selection

## **Text Entry**

The body of the announcement is entered in this area by using the WYSIWYG editor to add formatting and hyperlinks if desired. The first 46 characters of the text appear as the name of the communication in the Announcement List.



State Edition Announcement - Text Entry

Infinite Campus

# **Create State Edition Announcements**

- 1. Click the New icon. An Announcement Detail editor displays.
- 2. Enter the **Start Date** of the message for when the message should display to the selected districts.
- 3. Enter the **End Date** of the message for when the message should no longer display to the selected districts.
- 4. Mark the appropriate checkboxes for where the message should be viewable.
- 5. Determine how districts will be chosen by Ad hoc Filter or by District Selection.
  - 1. If districts are selected by ad hoc filter, select the **Ad hoc Filter** radio button and choose the desired **Ad hoc Filter**.
  - If districts are chosen by selection, select the **District Selection** editor and move the desired districts to the **Selected Districts** column using arrow keys.
- 6. Enter the body of the message in the **Text** area.
- 7. Review the content of the message, the selected districts and the start and end dates.
- 8. Make any necessary changes.
- 9. Click the **Save** icon. The new announcement displays in the **Announcement List** and is viewable on the Campus Home Page as of the entered start date to those districts matching



the criteria of the announcement.

# **View Publish History**

Click the **View Publish History** button to see which districts received the announcement. This displays a Publish History pop-up window that lists the districts chosen to receive the message and a Status, indicating if the districts have received it. This column will read either **Delivered** (announcement is viewable) or **Pending** (announcement is in the process of being delivered).

Read Tool Rights to View Notice Publish History are required in order to see this icon.

Announcements				
🕒 Save 🗴 Delete 🕂 New 🔥 Vi	ew Publish Histor	у		
KIMS integration test of a state appouncement X	x	02/10/2015		
Testing the SE WYSIWYG editor X	x	X 02/02/2015		
KMH test state notification for delivery to al X	х	10/01/2014		
Announcement Detail *Start Data End Data	_	published	to all selected districts	
02/10/2015		publialieu	to an acted to annota	
Publish to Statewide Lisers Publish to District/s) S	tichy			
O Ad Hoc Filter District Ad Hoc Filter:				
none selected				
District Selection				
All Districts		Selected Districts		
All Districts	<b>•</b> •	District 4		
	•			
Publish History			×	
Refresh				
Publish History				
District Number District Name		Queued Time Status		
32002 District 4		02/11/2015 13:55 Delive	ered	
			T	

View Publish History

# **Delete a Announcement**

- 1. Select the Announcement to delete from the Announcement List.
- Click the **Delete** icon. The announcement will be deleted from the Announcement List and the Campus Home Page for the selected districts of that announcement. Deleted announcements cannot be retrieved.