

University Announcements

Tip Sheet

Florida State University offers a unified event and general announcements distribution system. The university announcements website pulls together campus updates in one place, then sends weekly announcements emails—one to students and one to faculty and staff—highlighting the latest announcements and featured events.

Announcements

University announcements are gathered from this website: announcements.fsu.edu/

Submit an Announcement

Follow the steps below to post an announcement, paying particular attention to the in-form instructions.

1. Go to announcements.fsu.edu/caslogin
2. Sign in with your FSUID and password
3. Click **Submit An Announcement**
4. Fill in the form; fields marked with an asterisk are required
 - Image – select a banner or flyer image for your announcement
 - Alternative Text – brief phrase describing the nature or contents of the image
 - Title – concise title or headline of your announcement
 - Article Date – the desired date of the announcement
 - Summary* – brief summary of the announcement to appear in the Announcements email
 - Body – message content and details
 - Requested Post Dates – intended post date(s) for the announcement
 - Audience – audience to receive announcement
 - Approved By – approval statement from your dean, director, department head or vice president
5. Click **Save**





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NOTE: In order to post to the university announcements website, you must have departmental approval from a dean, director, department head or vice president.

* It is strongly recommended that you enter a **Summary** for your announcement. Otherwise, a trimmed portion of the body text will display in its place. A summary is not created automatically; you must click the **Edit summary** link above the **Body** section to add one.

This text is used for announcements only.

Body (Edit summary)



Post Dates

The **Requested Post Dates** field defines when an announcement will display. Announcements may be posted on the website and in the email digest up to three times. Each post date begins on a Thursday and runs for one week, allowing an announcement to display on the website through the following Wednesday.

When an announcement is first created, the **Requested Post Dates** section will be pre-filled based on the current date.

Post Date 1 – Upcoming Thursday

Post Date 2 – Upcoming Thursday + 1 week

Post Date 3 – Upcoming Thursday + 2 weeks

REQUESTED POST DATES

Post Date 1 *

08 / 16 / 2018 ✕

Thursdays ONLY. Field automatically populates with the nearest upcoming Thursday.

Post Date 2

08 / 23 / 2018 ✕

Thursdays ONLY. Field automatically populates with the nearest upcoming Thursday plus 1 week.

Post Date 3

08 / 30 / 2018 ✕

Thursdays ONLY. Field automatically populates with the nearest upcoming Thursday plus 2 weeks.

All of these dates can be modified, but there must be a valid future entry for **Post Date 1**. If there is not a valid **Post Date 1**, an announcement will not display. **Post Date 2** and **Post Date 3** can be empty.

Display

All current announcements are sorted by their most recent **Post Date** (newest to oldest) then **Title** (A-Z).

Image



Open File Browser

Choose File No file chosen

Since the image will be automatically cropped to 1200 pixels wide x 400 pixels high, please size your image accordingly to avoid undesirable cropping.

One file only.
256 MB limit.

Allowed types: png gif jpg jpeg.

Title *

Title is required and used for sorting.

Article Date

The date of the article you are posting.

Body (Edit summary) *

Body and summary are separate fields and both are required.

DELETE THIS PARAGRAPH: Please Edit Summary (above) and write something short. The summary and title are the only items that will appear in the Announcements email sent to students and employees.

Text format Full HTML [About text formats](#)

REQUESTED POST DATES

Post Date 1 *

Thursdays ONLY. Field automatically populates with the nearest upcoming Thursday.

Post Date 2

Thursdays ONLY. Field automatically populates with the nearest upcoming Thursday plus 1 week.

Post Date 3

Thursdays ONLY. Field automatically populates with the nearest upcoming Thursday plus 2 weeks.

At least one Post Date is required and used for sorting.

Audience *

- Students
- Faculty/Staff

Please select: Students, Faculty/Staff or both.

NOTE: Targeting students between semesters and over the summer presents challenges. During these times, few if any students will receive your announcement. Before you post, please consult the FSU Registrar's semester calendars.

Audience is required and controls which feed(s) will display the announcement.

Approved By *

This message has been

- Text format Full HTML [About text formats](#)
- Lines and paragraphs break automatically.
 - You can align images (data-align="center"), but also videos, blockquotes, and so on.
 - You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.


All announcements must be Approved By a dean, director or department head.

Example: This message has been approved by Dr. Sally McRorie, Provost and Executive Vice President for Academic Affairs, for distribution to students, faculty and staff.

The **Title** and **Summary** are the only fields that will display in the Announcements email.

View this email in a browser.
View this email in a browser.

FLORIDA STATE UNIVERSITY



ANNOUNCEMENTS FOR FACULTY AND STAFF

• JUNE 14, 2018 •

ANNOUNCEMENTS

Exam security: Cover all your bases in Canvas

If you use Quizzes in Canvas for tests and exams, make sure that your quiz settings and security are rock solid. Check out the articles below for what you need to know.


[Read More](#)

Canvas Gradebook setup: Start well to end well!

As the Summer semester gets up and running, don't forget to set up your Canvas Gradebook to save time and avoid headaches at the end of the semester. It is especially important to ensure that your

[Read More](#)

FLORIDA STATE UNIVERSITY



ANNOUNCEMENTS FOR STUDENTS

• JUNE 14, 2018 •

ANNOUNCEMENTS

Ever use Blackboard? It's going away.

Before you embark on your summer journey, don't forget that Blackboard is embarking on its complete retirement on June 30, 2018.

[Read More](#)

UPCOMING EVENTS


June 15: International Coffee Hour at Global and Multicultural Engagement Building (GME)

Join us every Friday from 5-6:30 p.m. in The Globe Dining Room. Every Friday, international and U.S. students, scholars, and faculty gather for coffee and snacks at the Center for Global Engagement. It's a great place to meet new people from various parts of the world, see old friends and make plans for the weekend. View on site | Email this event


[Read More](#)

The website will display the **Title**, **Summary** and **Image**. If you do not add an image, no image will display.


Faculty and Staff Announcements



WESTCOTT PLAZA, PARKING AND TRAFFIC IMPACTS 9/15 TO 9/26



2018-19 UROP RESEARCH MENTOR PROPOSALS DUE 8/10



FLORIDA STATE UNIVERSITY HAS RELEASED A NEW AND UPDATED EMAIL POLICY

[View Past Announcements](#)



UNIVERSITY ANNOUNCEMENTS

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New Oglesby Union coming soon



This message has been approved by Dr. Amy Hecht, Vice President for Student Affairs, for distribution to all students, faculty and staff.

The Oglesby Union is thrilled to share that we are building a brand-new student union! The project will begin **Summer 2018** with a near total demolition of current union facilities to make way for our new building.

The new Oglesby Union is anticipated to open **Fall 2020** and will include features such as:

- New expansive FSU Campus Store (Bookstore)
- Large state of the art ballrooms
- Flexible meeting rooms
- Study and leisure areas
- Synergistic student organization spaces
- New food destinations
- Brand-new Crenshaw Lanes
- Brand-new Art Center
- Brand-new Club Downunder
- Brand-new Market Wednesday plaza

The Oglesby Union will continue to provide programs, events, and services during construction. For a full list of where to find your favorite union departments, food services, and retail services during construction, please visit <http://new.union.fsu.edu>. Maps coming soon!

Events

University events are gathered from this website: calendar.fsu.edu

Submit an Event

To post an event, follow the steps on the [University Events Calendar Tip Sheet](#).

Post Dates

Calendar events appear on the university calendar website. Every Thursday, a subset of featured events appear in the Announcements email.

Display

A subset of **Featured Events** are selected for each Announcements email.

The calendar events display in the email the same as the announcements, with a **Title** and a **Summary** or trimmed version of the **Description**. Events are displayed in chronological order.

UPCOMING EVENTS

Oct 23, 2017: Illuminations: Highlights from Special Collections & Archives at Strozier Library

Illuminations: Highlights from Special Collections & Archives features new acquisitions and other exciting finds from FSU's manuscript and rare books collections, Heritage & University Archives, and the Claude Pepper Library. Showcasing the diverse scope of our collections, topics include Emmett Till, the Pride Student Union, children's literature, Florida history, the National Organization for Women, World War II, the World's Fair, and more. Illuminations will be on display through the ...

[Read More](#)

Oct 24, 2017: The Mud Angels: Florence During the Flood at Strozier Library

Now on display in the Norwood Reading Room, The Mud Angels: Florence During the Flood highlights materials from the inaugural FSU study abroad program to Florence, Italy in 1966. Drawing from the newly acquired FSU International Programs Collection, the exhibit commemorates the 50th anniversary of the program as well as the devastating flood of the Arno River. With ephemera, photographs, books, correspondence, official records, and newspaper clippings, the exhibit tells the story of the ...

[Read More](#)

Oct 24, 2017: Garnet and Gold Toastmasters at FSU Training Center

Garnet and Gold Toastmasters provides a comfortable, helpful environment for members of the FSU and Tallahassee community to develop public speaking skills. Come join us on Tuesdays at 11:00 a.m. at FSU Training Center at Stadium Place. (We do not meet on Tuesdays that immediately follow an official state of Florida holiday). View on site | Email this event

[Read More](#)

Weekly Emails

Every Wednesday, the Announcements email is drafted and sent to University Communications for editing and review. Once approved, the email is distributed by ITS to the appropriate audience on Thursday afternoon.

All “Read More” links for announcements in the emails will direct individuals to the specific post on the university announcements website (announcements.fsu.edu), and all “Read More” links for events will link to the event listing on the university calendar website (calendar.fsu.edu).