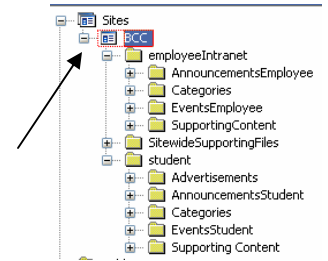


# Creating a New Announcement

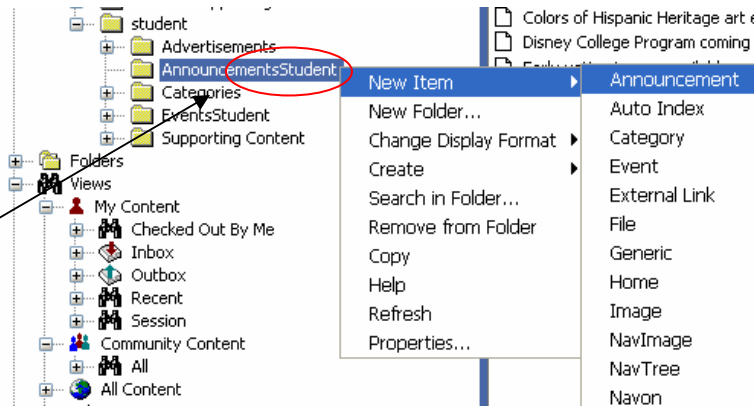
An announcement is used when there is news to share when no specific date, time or location. If there is a specific date, time or location, create an event.

1. Access WAM! from a browser window: <http://wam2.broward.edu>
2. Login using your Novell ID and password.
3. Choose Communications community.
4. Expand the folders by clicking on the plus signs until folders are fully expanded.

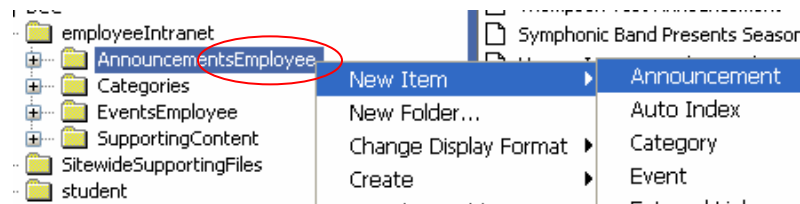


5. Create a new announcement:

- To create a **student announcement** to be shown on the **student** (blue) home page
- Under the **student** folder
- **Right click the AnnouncementsStudent folder.**
- Choose *New Item > Announcement*



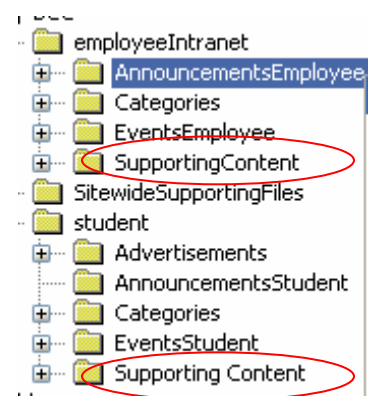
- To create an **employee announcement** to be shown on the **employee** (red) home page
- Under the **employeeIntranet** folder
- **Right click the AnnouncementsEmployee folder.**
- Choose *New Item > Announcement*.



**IMPORTANT:** Place all supporting content (i.e. images, files, external links) in the appropriate SupportingContent folder (student or employee).

If the announcement is for employee **and** student then the supporting content need only be in one SupportingContent folder where the original announcement was created.

**Name your supporting content with the same title as your announcement with image, file or external link at the end of the title.**



Refer to the WAM Manual for specific instructions on importing images (.gif, .jpg), files (.doc, .pdf, .xls), and external web links (i.e. <http://www.cnn.com>).

6. Enter announcement information:

- **System Title (required)** – This is the title by which WAM sorts and identifies content. THIS NAME MUST BE UNIQUE in the folder. No two system titles can be the same.

- **Display Title (required)** - will appear in the browser Title Bar, will be the link name and will be the name in the Content Explorer list under Content Title.

- **Synopsis (required)** shows up anywhere the announcement is displayed in a list format. This field is limited to 90 characters. The title, synopsis and 'more' link will appear on the home page and on the announcement list page.

- **Keywords (required)** important for searching for content within WAM or by a search engine. Be descriptive. You will search by keywords such as author, community or name.

- **Start Date**- is set to default to the current date automatically. Click the calendar pop-up to select a different start date.

- **End Date** - the date your announcement will be archived (removed from the public state).

- **Body** – main content or details of the announcement displayed on the announcement full page.

- **Emergency** - The announcement will appear on the home page in bold red text (if approved by the Communications Editor or Administrator.) Usually reserved for emergency announcements such as hurricane updates, school closings or system down messages.

- **Featured**- check the 'Request a Featured Announcement' checkbox to request that your announcement be placed on the student or employee homepage as a featured announcement. Public Relations will determine which announcements are featured. If you have a specific image you want to display with the featured announcement, send it via email to the Public Relations department at rleffel@broward.edu. Web photos should be in the .jpg format.

- **Default Variant ID** – Ignore

7. Click the **Insert** button at the bottom of the page to save your announcement.

8. Click the **Close** button.

http://wam2.broward.edu:9992 - Rhythmix - Disney College Program coming Nov. 7 & 8 - Edit Conte - Microsoft Inter

Content Properties

\* **System Title:** Disney College Program coming Nov. 7 & 8

\* **Display Title:** Disney College Program coming Nov. 7 & 8

\* **Synopsis:(Limit 90 Chars)** Disney College Program presentation at the FAU Lib. Arts Bldg Nov. 7 and 8 at 1 p.m.

\* **Keywords:** Disney College Program

\* **Start Date:** 2006-10-12 00:00:00.0

**End Date:** 2006-11-08 00:00:00.0

**Body:**

Students live, learn and earn in magical setting

*Disney College Program seeks candidates for internships*

**Orlando, Fla. (Sept. 29, 2006)** – For more than 25 years, college students from across the Unit been experiencing an opportunity of a lifetime – an internship with the Disney College Program

Recruiters from the Disney College Program will host presentations on **Nov. 7 at 1 p.m. in the F 124 and Nov 8 at 1 p.m. in the FAU Liberal Arts Auditorium - 120** for area college students into

Design Code

**Emergency:**  This announcement will appear on the home page in bold red text.

**Featured:**  Request a Featured Announcement.

\* **Default Variant ID:** Announcement Full Page



Text Only | Jobs | BCC Website

**Broward Community College**  
Employee Intranet

Home Departments Employee Resources Faculty Resources Organizations Search BCC Go

**Action Links**

- Calendar - Academic
- Calendar - Instructional
- Calendar - Student
- Education Master Plan
- Events
- Find People & Places
- Forms
- Groupwise Email
- Helpdesk Request
- News & Announcements
- On Target Newsletter
- myIntranet Login

Novell ID:   
Password:

On Target serves as the college-wide newsletter for BCC and reports on the achievements and successes of BCC's employees.

**Featured Stories**

**Employee Health/Benefits Fair & Flu Clinic**  
[\(more\)](#)

**News & Announcements** [\(click here for all\)](#)

**Events:** [\(click here for calendar search\)](#)

**Hispanic Heritage Month**  
Oct 29 / 2:00PM to 4:00PM [\(more\)](#)

**MS Office: EXCEL Workshops (1&2)**  
Oct 30 / 1:00PM to 4:00PM [\(more\)](#)

**I-9 Immigration & Naturalization**  
Nov 2 / 9:30AM to 11:30AM [\(more\)](#)

**CID Overview for New Employees November 2006**  
Nov 7 [\(more\)](#)

**GroupWise: Special Topics**  
Nov 20 / 12:30PM to 2:30PM [\(more\)](#)

**GroupWise: Appointments & Calendars**  
Nov 20 / 2:30PM to 4:00PM [\(more\)](#)

**CID Overview for New Employees November 2006**  
Nov 27 [\(more\)](#)

**CID: Student System Viewer**  
Nov 30 / 9:00AM to 12:00PM [\(more\)](#)

**Employee Search**  
[Click here for more search options](#)

First name Last name

**Broward Community College**  
111 East Las Olas Boulevard  
Fort Lauderdale, FL 33301  
954.201.7400

*Opening doors to a brighter future*

Legal Privacy

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**Broward Community College**  
Employee Intranet

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**Quick Links**

- Employee Sign-on
- Find People & Places
- Forms

**News and Announcements**

Monday, October 23, 2006  
**BCC Intranet Home page redesign**  
The Intranet homepage redesign has been released! [\(more\)](#)

Tuesday, October 17, 2006  
**Employee Health/Benefits Fair & Flu Clinic**  
The fair will be held on Tuesday, October 31, 2006 [\(more\)](#)

Thursday, October 5, 2006  
**BCC presents Bedroom Farce**  
Opening night reception, award presentation Oct. 26; show runs through Nov. 5 [\(more\)](#)

**Broward Community College**  
111 East Las Olas Boulevard  
Fort Lauderdale, FL 33301  
954.201.7400

*Opening doors to a brighter future*

Legal Privacy

http://wam2.broward.edu:9992 - Rhythmyx - Disney College Program coming Nov. 7 & 8 - Edit Conte - Microsoft

**Content Properties**

\* **System Title:** Disney College Program coming Nov. 7 & 8

\* **Display Title:** Disney College Program coming Nov. 7 & 8

\* **Synopsis:** (Limit 90 Chars) Disney College Program presentation at the FAU Lib. Arts Bldg Nov. 7 and 8 at 1 p.m.

\* **Keywords:** Disney College Program

\* **Start Date:** 2006-10-12 00:00:00

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**Disney College Program seeks candidates for interns**

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Recruiters from the Disney College Program will host presentations on **Nov. 7 at 1 p.m. in 124 and Nov 8 at 1 p.m. in the FAU Liberal Arts Auditorium - 120** for area college students.

Emergency:  This announcement will appear on the home page in bold red text.

Featured:  Request a Featured Announcement.

\* **Default Variant ID:** Announcement Full Page

Related Content:

- Announcement Featured
- Announcement Title, Synopsis, Link
- Announcement Full Page

Text Only | Jobs | BCC Website

**Broward Community College**  
Employee Intranet

Home Departments Employee Resources Faculty Resources Organizations Search BCC Go

[Click Here for a printable version](#)

### Employee Health/Benefits Fair & Flu Clinic

You are invited to participate in the annual Employee Health and Benefits Fair hosted by Human Resources, Employee Benefits Office. The fair will be held on Tuesday, October 31, 2006, from 9:00 a.m. to 12:00 noon, and from 1:00 p.m. to 4:00 at the BCC Central Campus, Building 17, Room 146. The fair will be closed from 12:00 noon to 1:00 p.m. to allow the participants time for lunch. Participants include:

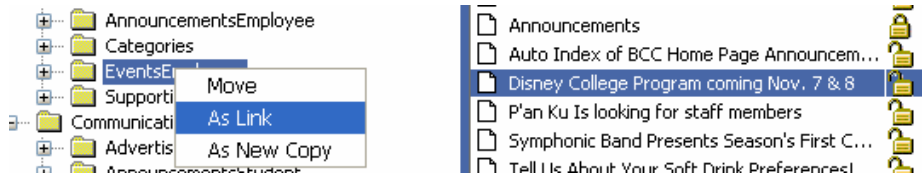
- AAA Auto Club South
- American Cancer Society
- BCC Dental Clinic
- BCC Wellness Center - Central Campus
- BCC Vision Center
- Bright Star Credit Union
- Broward County Health Department
- Broward General Medical Center
- CIGNA Healthcare
- CIGNA Behavioral Employee Assistance Program (EAP)
- Consolidated Credit Counseling
- Express Scripts
- LA Fitness
- Medicare
- Jamba Juice
- Social Security Administration
- U.S. HealthWorks (Urgent Care Center)
- Preferred Legal
- VisionCare
- Wholesale Clubs - BJ's, Costco & Sams

In response to the frequent questions we receive from employees, this year we have added a number of new participants to the Health & Benefits Fair. These include representatives from Medicare and Social Security Administration.

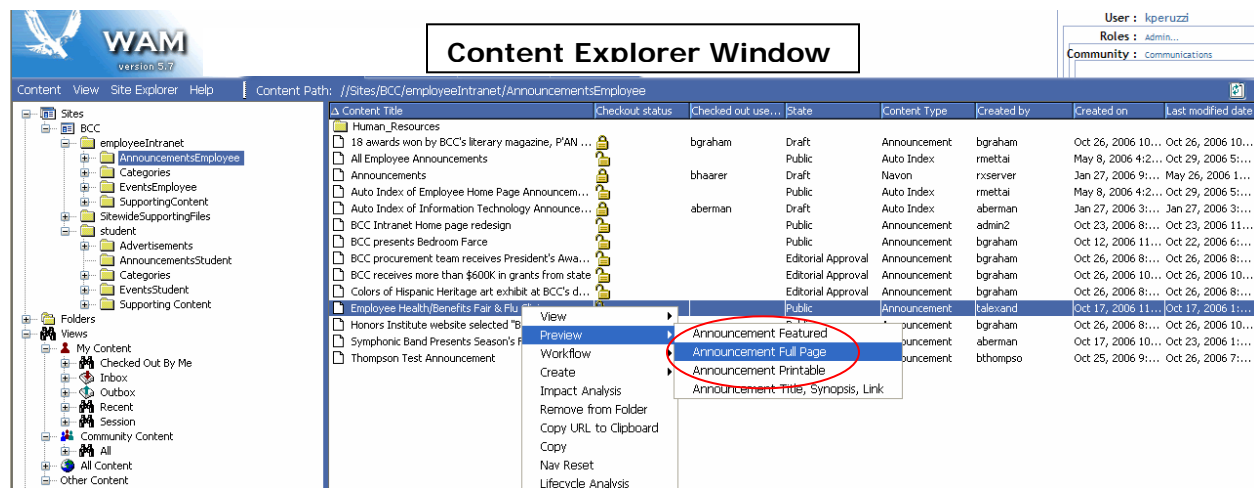
This shows how the title, synopsis, date and body are displayed. It also shows the display of a featured announcement.

The home page will display five of the most current announcements.

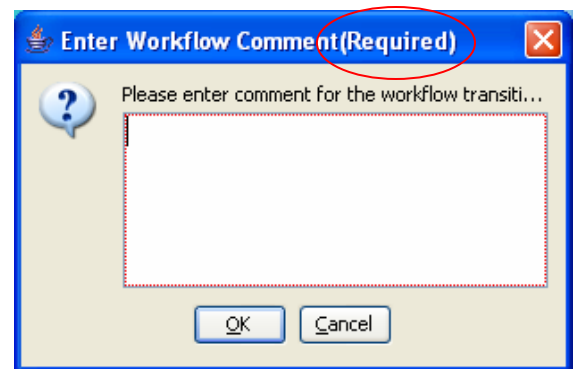
- NOTE:** For the announcement to display on both **student and employee** pages just create one announcement. Left click the completed announcement and holding your mouse down drag it from the announcement folder in which you created the original (i.e. if created in the student announcement folder, then drag it to the employee announcement folder) release the mouse and look for the word **'Move'** then choose **'As Link'**. Whatever changes you make to one will automatically change the other including deleting the announcement.



- From the AnnouncementsEmployee folder find the announcement you created and right click to display the Action Menu.
- Hover over Preview.
  - Choose **Announcement Full Page** to preview the page. Make sure the page is to your liking and no further changes are required
  - Close the window.



- From the Content Explorer window find the announcement you created and right click to display the Action Menu.
  - Hover over Workflow.
  - Click on **'Submit for Approval'** to send it for approval.
  - Enter a comment which will be included in the email sent to the approver. The comment will also be retained in history. This is your opportunity to send a message to the approver.
  - Click **OK**.



- Your content will be available to view on the web after it has been approved by Public Relations, moved to the public state by the approver and the next publishing edition has run. **Publishing editions run every hour. Until it publishes, even if it is in the public state, you will not see it on the live site.**

Your announcement will not be available for you to edit until it is in the public state. Once in the public state right click on the announcement and choose *Workflow > 'Move to Quick Edit'* to edit your announcement. When the edit is complete submit the item for approval again. Plan to reuse your announcements by using the Quick Edit feature.

**Note:** Entering comments is required when submitting an announcement for approval.