

KSU Today is tool for campus-wide delivery of announcements and notifications to faculty and staff. Submitted messages are compiled and delivered via email at a scheduled time each day on an opt-in basis. To access instructions on viewing and searching posts, please refer to the *KSU Today: Read and Search Posts* documentation found at the [UITS Documentation Center](#). The following explains how to create a new post for publication:

1. Once logged into KSU Today, in the *User Menu*, click **Create Post**.

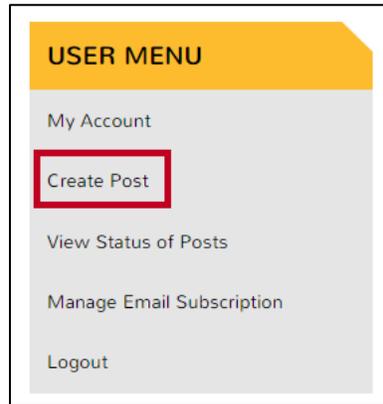


Figure 1 - Click Add Post

2. The *Create Post* entry form will open to allow you to enter the content of your post.
3. In the *Post title* field, enter the **subject** of the message (See Figure 2).
4. The *Category* field is mandatory, and will determine where in the Digest your post will be listed. Click the **button** that corresponds to the appropriate category (See Figure 2).

Note: Tool tips will appear to describe the category when hovering over the category.

5. Optional topic tags appear based on the *Category* selected. Place a **checkbox** next to all that apply to your post (e.g., KSU Community Member News) (See Figure 2).

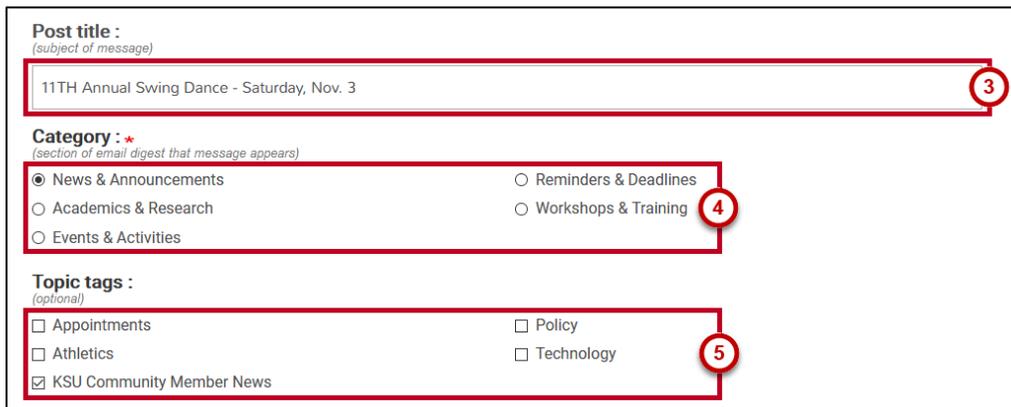


Figure 2 - Post Settings

- By default, the *Post From Account* is pre-selected as the person whose account is being used to create the post. To select an alternate account, such as a resource account, click the **drop-down arrow** to make an alternate selection (See Figure 3).
- The *Summary* field is used as a teaser to the full message, and is what appears in the Digest email message. To enter text, insert your cursor and begin **typing** or **copy/paste** prepared text (See Figure 3).

Note: This is a text only field limited to 300 characters.

Post From Account : * 6

Summary : *
(brief description that appears in email digest) 7

1940s Swing Dance at [KSU](#)
Saturday, Nov. 3
7:00-10:00 p.m.

Content limited to 300 characters, remaining: 240

Figure 3 - Message Summary

- Under *Full Message*, enter the content of the message. To enter text, insert your cursor and begin **typing** or **copy/paste** prepared text.

Note: To paste without formatting applied, press the Ctrl + Shift + V (PC) or Command +Shift + V (macOS) buttons to paste copied text.

Full Message : *
(entire content of message)

B I U | Format |

1940s SWING DANCE at [KSU](#)
Saturday, Nov. 3 | 7-10 p.m.

Open to the public | No reservations required
FREE with the donation of one non-perishable food item

[KSU Center](#)
3333 [Busbee Drive](#)
[Kennesaw, GA 30144](#)

The 11th Annual 1940s Swing Dance is coming up Saturday, November 3, at the [KSU Center](#)! We will commemorate the 1940s era with an evening of dancing to the live Big Band tunes of the [Peachtree Jazz Edition](#)'s 18-piece orchestra. The program supports Feed the Future, a [KSU C.A.R.E.](#) initiative to assist students in need; bring a non-perishable food item for donation to receive free admission!

Event highlights include:

- Big Band music by the [Peachtree Jazz Edition](#)
- Swing dance lessons (7:00 p.m.)
- 1940s-style photo shoot
- Refreshments and costume contest

Join in the fun by wearing 1940s attire! (not required)

For more information, visit historymuseum.kennesaw.edu.

body div

Figure 4 - Enter the Message Content

Note: The toolbar above the *Full Message* field provides buttons for text formatting, spacing, and creating hyperlinks.



Figure 5 - Formatting Toolbar

- An image will be inserted into the message automatically based on the *Category* selected in step 5. If you want to insert a custom image into the message, click the **Browse** button to locate an image file to insert.



Figure 6 - Click Browse

Note: Click the **Upload requirements** link to view allowed file types and size limits.

- There is also an option to allow you to upload and attach files to the message for viewers to download. Click the **Browse** button to locate a file to attach to the message.



Figure 7 - Click Browse

Note: Click the **Upload requirements** link to view allowed file types and size limits.

- Once you have completed your message entry, you have two options:
 - Submit for Review:** Sends the message to the moderator for approval to post (See Figure 8).
 - Preview:** Allows you to view the message as it will appear in Today (See Figure 8).



Figure 8 - Preview or Submit Message

- To preview, click **Preview**.

13. The message appears with the information entered in the submission form along with the attachments.

The screenshot shows a message preview for the "11th Annual Swing Dance - Saturday, Nov. 3". At the top, there are buttons for "View", "Edit", "Delete", and "Workflow". The message is posted by a user under the "News & Announcements" category of "KSU Community Member News". The main text of the message includes the event title "1940s SWING DANCE at KSU", the date and time "Saturday, Nov. 3 | 7-10 p.m.", and details about the event being open to the public with no reservations required, but a donation of one non-perishable food item is needed for free admission. The location is listed as the KSU Center, 3333 Busbee Drive, Kennesaw, GA 30144. A photograph shows a group of people walking past a large globe sculpture on a campus. The message highlights event features such as Big Band music, swing dance lessons, a 1940s-style photo shoot, and refreshments. It also encourages attendees to wear 1940s attire. At the bottom, there is a link to "historymuseum.kennesaw.edu" and a PDF attachment named "mhheswingdance.pdf" with a size of 1.96 MB.

Figure 9 - Message Preview

14. Click **Back to Editing** if you want to make changes (See Figure 10).

15. When satisfied with the message, click **Submit for Review** to submit to the moderator for review and approval (See Figure 10).



Figure 10 - Back to Editing or Submit for Review

View Status of Posts

The following explains how to view the status of any post submitted for approval/posting to the site:

1. In the *menu*, click **View Status of Posts**.

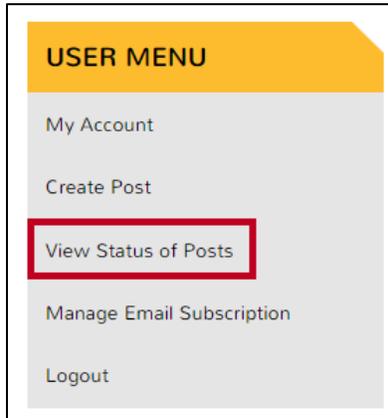


Figure 11 - View Status of Post

2. The *Status of posts* page will load, showing the status of all posts that you have written, including the *Title*, *Post State* (e.g., Submitted, Published, Rejected, etc.), and *Updated* date.

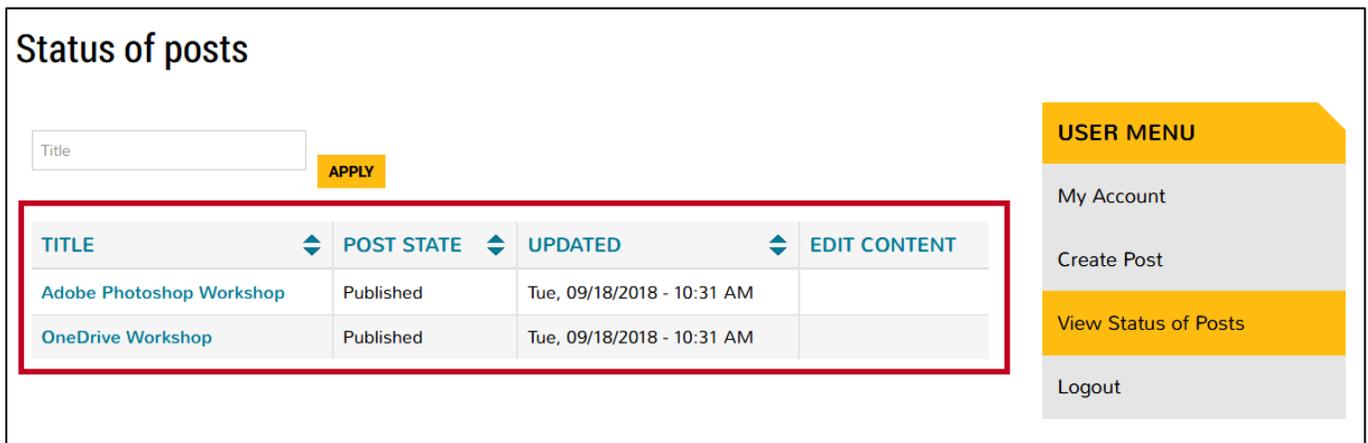


Figure 12 - Status of Posts

3. Submitted posts can be sorted in ascending/descending order by *Title*, *Post State*, or *Updated* columns.

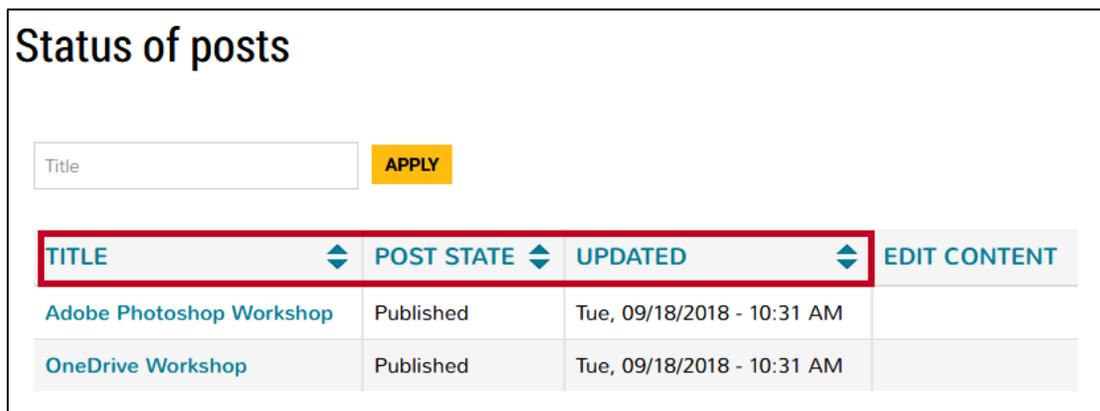


Figure 13 - Sorting Submitted Posts

- You can also search for a specific post using the *search field*. Simply enter terms from the **title** (See Figure 14).
- Click **Apply** (See Figure 14).

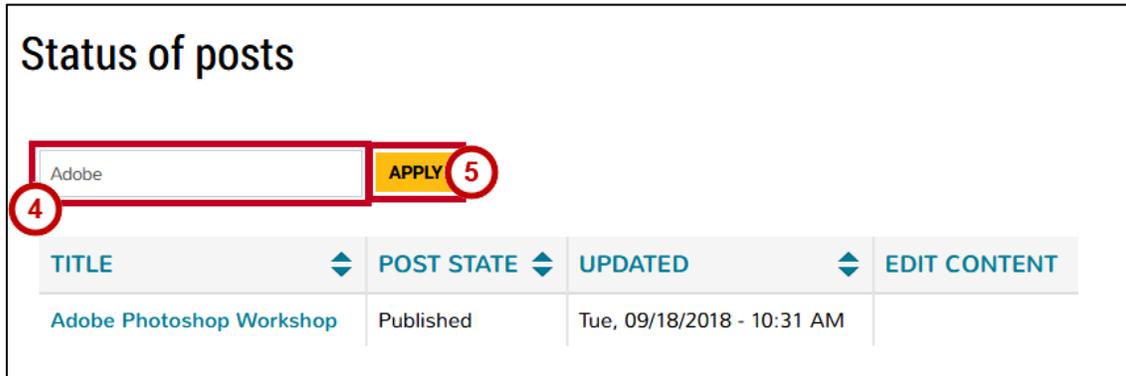


Figure 14 - Search for Submitted Post

- To view a post, click the post **title**.

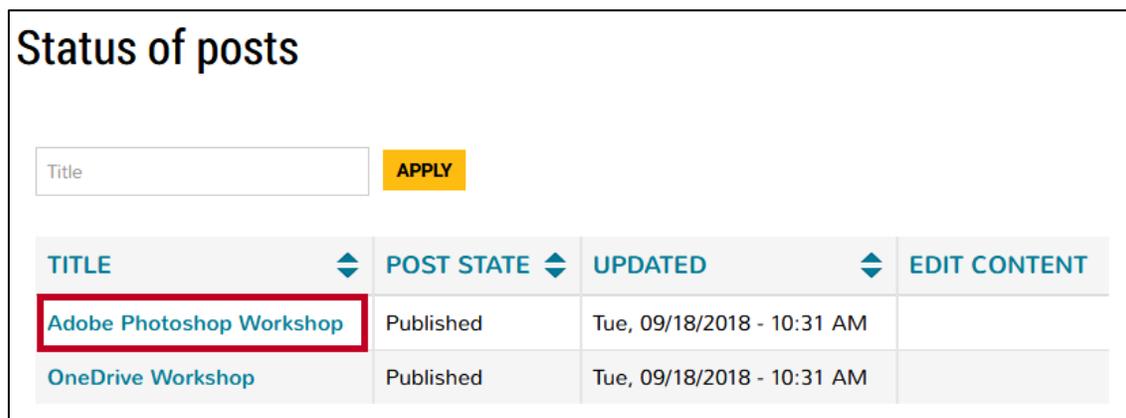


Figure 15 - Click the Post Title

- The post you selected will appear. Once in a post state of *Published*, you may not alter it. If you determine that a change is necessary prior to being included in the Digest, you must contact the moderator.

Note: If the post is in a post state of *Rejected*, you will be able to edit and resubmit.



Figure 16 - Published Post

8. When ready to exit, in the *User Menu*, click **Logout**.

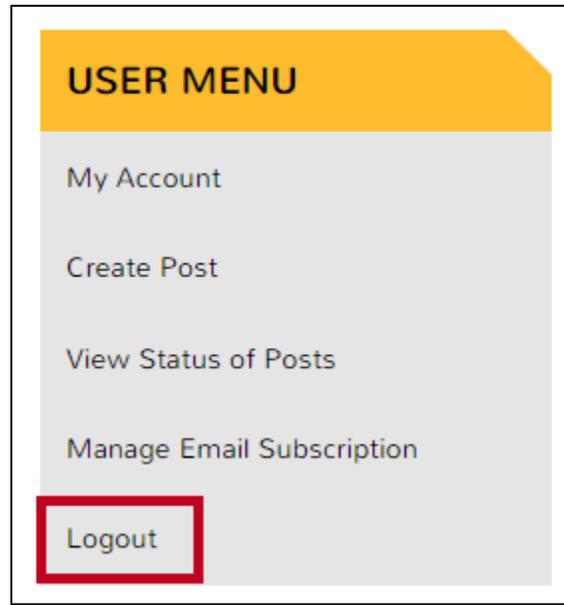


Figure 17 - Logout