

DePaul News and Events FAQ

What is *DePaul News and Events*?

DePaul News and Events is the long-awaited online location for all university news and event information. You can access DePaul News and Events to get the information you want when you want it! You choose the content on your *DePaul News and Events* through a subscription service or you can use the search function to view all available content. This is a great way to share news because you can create content, and choose who views the message.

How can I use *DePaul News and Events*?

DePaul News and Events is your tool to remain informed of university activities. As an individual, you can use *DePaul News and Events* to learn about news and events from all areas of the university. As a member of a group or organization, you can use this site to share information about your news and events with interested members of the university.

Organization:

How is *DePaul News and Events* content organized?

Each message in *DePaul News and Events* is assigned at least one channel and/or category. The channel identifies the message publisher, while the category identifies the message topic. If message content fits into multiple channels or categories, it may be cross-referenced. You can subscribe to receive messages from channels and categories.

What is a channel?

A **channel** is one way in which content will be organized and approved for posting to *DePaul News and Events*. The channel identifies the content publisher. You subscribe to individual channels based on your preferences. Regardless of subscriptions, you will always be able to search through all channels.

What are the present channels?

- Academic Affairs
- Advancement
- Art Museum
- Athletics
- College of Commerce
- College of Law
- College of Liberal Arts & Sciences
- Continuing and Professional Education

The dePaul Leadership Project
Enrollment Management
Facility Operations
Faculty Council
Financial Affairs
Office of General Counsel
Human Resources
Information Services
Library
Mission and Values
Music School
Office of Diversity
Office of the Secretary
School for New Learning
School of CTI
School of Education
Staff Council
Student Affairs
Student Government Association

Can my group get its own channel?

The list of channels will be reviewed, and may change based on usage and need for different organizations.

What is a category?

A **category** is another way content is organized in *DePaul News and Events*. The category identifies the content topic. Content creators will select both a **channel** and a **category** before submitting items to the channel administrators for approval and posting.

Categories will be reviewed on an on-going basis to ensure the list continues to meet the needs of the university community.

What categories are there to choose from?

Auditions
Building Maintenance and Closings
Campus Bookstores
Career Planning
Centers and Institutes
Certificate Programs
Community Service
Conference Services
Copy Services

Dining Services
Distribution Services
Diversity
Employment Information
Enrollment Reports
Exhibits
Facility Operations Project Management
Financial Affairs
Financial Aid Information
Fundraising
Housing Services
Residential Education
International/Cultural Activities
Key dates and deadlines
Leadership
Lectures & Discussions
Meetings
Movies
Music
Parking Services
PeopleSoft Patching and Refresh
Public Safety
Published research/articles
Ray Meyer Recreation & Fitness Center
Religious Events
Special Announcements
Spirituality and Values
Sports
Student Centers
Student organizations
Technology
Theatre
Training
University-wide Event
University Governance
University-wide Project Updates
Vincentian Mission
Vision twenty12
Workshops & Conferences

Subscribing

How do I choose content on *DePaul News and Events*?

You can subscribe to channels and/or categories through the *DePaul News and Events* link in Campus Connection. For detailed instructions, please review “How to Subscribe” <http://secretary.depaul.edu/news>.

Can I change my mind about my subscribed channels?

You can add, delete, or re-prioritize your subscribed channels or categories at any point in time.

What do I need to access *DePaul News and Events*?

To access *DePaul News and Events*, you will need a valid Campus Connection login ID/password. Make sure your preferred e-mail address is up-to-date in the “Demographic Portfolio” in Campus Connection, as it will be used if you elect to receive weekly e-mail digests as part of your subscription.

Creating content

Who gets to submit content to *DePaul News and Events*?

Anyone! Everyone is invited and encouraged to utilize *DePaul News and Events* as the most effective way to share information with the university.

How do I create content?

You can create content through the *DePaul News and Events* link in Campus Connection. For detailed instructions, please review “How to Create Content.” <http://secretary.depaul.edu/news>.

How do I choose my message audience?

When creating content, you choose the appropriate audience for your content from the channel you post to. You can choose all or subset of university students, staff, and faculty in the appropriate channel. If an individual has not signed up to the channel, they may still search for the content.

For detailed instructions, please review “How to Create Content.” <http://secretary.depaul.edu/news>.

Will my created content always be posted to *DePaul News and Events*?

Channel administrators review submitted content for formatting, subject matter, and channel applicability. It is up to the channel administrator’s discretion to decide if content is suitable for posting, needs to be re-worked, or is not appropriate for the channel.

What is a “channel administrator?”

Channel administrators are designated by major university departments to serve as the moderator for a channel. The channel administrator is responsible for making decisions regarding the set-up of the channel, including the university population that is eligible to subscribe to and create content for the channel.

In many cases, the channel administrator is also responsible for communicating key messages from their university area/department. Therefore, the channel administrator approves and posts content to the channel. The channel administrator may create content for the channel, delegate creating content to other individuals, and/or post content submitted by university community members.

Who are the “channel administrators?”

Academic Affairs	Kelly Johnson
Advancement	Brian Decker
Art Museum	Louise Lincoln
Athletics	Karen Loiacono
Career Center	Natalie Guerrero
College of Commerce	Lawrence Hamer
College of Law	Dennis Stone
College of Liberal Arts & Sciences	Linda Greco
Continuing and Professional Education	Sandy Rodriguez
The dePaul Leadership Project	Mary McGuiness
Enrollment Management	Jane McGrath
Facility Operations	Andy Bafia
Faculty Council	Mary Jeanne Larrabee
Financial Affairs	Cheryl Einsele
General Counsel	Joy Boggs
Human Resources	Anna Seledon
Information Services	Dana Tuttolomondo
Library	Elizabeth Ruane
Mission and Values	Alice Farrell
Music School	Rita Mannelli
Office of Diversity	Kevin Collins
Office of the Secretary	Jonathan Foley
School for New Learning	Doug Murphy
School of CTI	Adam Kashuba
School of Education	Amy Bordwell

Staff Council	Victoria Simek
Student Affairs	Gazala Siddiqi
Student Government Association	Ashley Quirke
Theatre School	Leslie Shook

As of 9/18/06

How do I know if my content has been approved and posted?

You can view the status of your content submission through “Create/Edit My Content” in *DePaul News and Events*. You can check the comment box for the channel administrator’s comments about suggestions for revisions or an explanation of why the content was not approved.

Is submitted content censored?

Submissions are not censored, but the channel administrator has final approval over publishing content. The channel administrator may choose to seek out additional information before posting content as necessary.

Accessing DePaul News and Events

How do I access content from channels I subscribed to?

Once you complete your subscription choices, your subscribed content will appear in DePaul News and Events in Campus Connection. If a message is an event it will appear on the appropriate date in your calendar. However, if a message is news without a specific date attached, it will appear below your calendar.

You also have the option to receive a weekly e-mail, *My DePaul News and Events*, that provides you with highlights of the news and event information to which you subscribed. You can then review a posting in detail by logging onto Campus Connection.

Does this mean I won’t get any university e-mail that isn’t from my subscribed channels/categories?

You will still always receive “need to know” university messages via e-mail from authorized departments within the university. There is no “opt-out” option for these messages. You may also receive surveys or e-mails that require an RSVP from university departments.

Can I access content from channels/categories I didn’t subscribe to?

Yes, you can use the search function and look up content using a key word.

How will I know if a subscribed channel/category has a new posting?

You can log into Campus Connection at any time to view new postings. If you signed up for the weekly e-mail, you will see new postings there.

Can I change the order in which the channels/categories appear in *DePaul News and Events*?

You can prioritize your subscribed channels/categories so that the items most important to you are listed first.

Can the content I subscribed to be e-mailed to me?

Yes, you can sign-up for the weekly *My DePaul News and Events* e-mail. This e-mail digest will contain highlights of the content to which you subscribed.