



MyOxford

Newsroom Publishing V1.1

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Introduction

This guide will demonstrate how to add a news item, so it appears on the newsroom of the students’ MyOxford app. This guide describes the browser version of how to add a news item - news items can also be added using the MyOxford app.

The newsroom feature allows staff to publish the latest news on the portal. There are University-wide, and college level newsfeeds. These can be used to direct students to important news affecting them. It is important that this functionality is not over-used to avoid overwhelming students.

News items can be used as a complement if information is essential to students, for example exam deadlines, but can also be used as a replacement if you are sending out emails about weekly events in college that are just for students’ information.

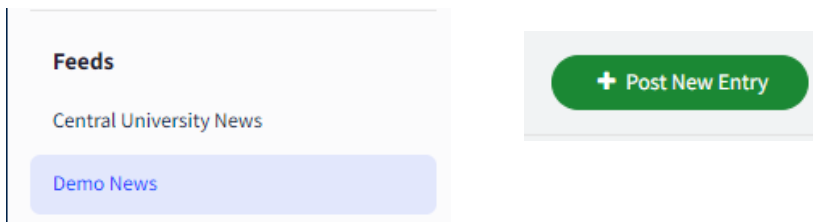
Approach summary

The table below outlines the communications approach that is recommended by the University:

Type of functionality	Should be used for	Examples	Should <u>not</u> be used for	Recommended frequency
Newsroom	Latest updates that are relevant to all students, or students by level of study (UG, PG)	Significant changes to operational activities The launch of new campaigns Events in college	Low-level operational information relevant only to specific subsets of students	College level: 2 to 3 items per week

Adding a new post to a Newsfeed

1. To log into MyOxford:
 - Go to <https://myoxford.ox.ac.uk/>
 - Use Single Sign-On (SSO) and multi-factor authentication (MFA) processes to log in
2. To get to the Newsroom part of MyOxford either press on any **News tile** or follow the [link to MyOxford Newsroom](#)
3. Select the relevant **Newsfeed** in the **left-hand menu**
4. In the top-right corner, select **Post New Entry**



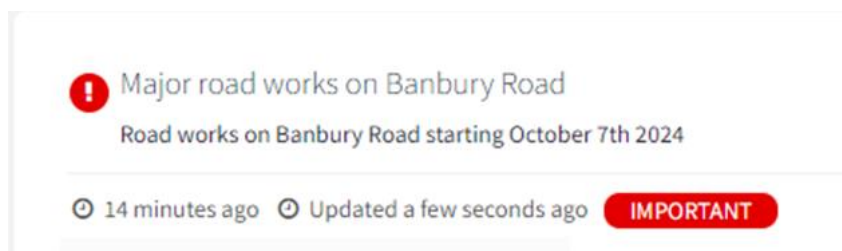
If you can't see Post New Entry button first time, try repeating step 3

If you do not see the Post New Entry button, please contact myoxford@admin.ox.ac.uk

5. Enter a **Title, Summary and Author** for the post. The title and summary will be displayed on the tile in the students' dashboard. The Author can be an individual an organization, or a team

Note: The Action URL and Feed image fields are optional. We advise to add any URLs in the Body and NOT to use the Feed Image due to some file management functionality issues. If you would like to use it, please contact myoxford@admin.ox.ac.uk

6. Enter the news item details into the **Body** field. It contains a rich content editor so the text can be formatted appropriately
7. The **Enable post scheduling** toggle button is optional, this will set a publish date. Select the **Schedule date and time** field and use the **Calendar** to set the publish date
8. The **Mark as Important** toggle button is optional. This will mark your newsfeed as Important on the students' mobile phones. It will display an exclamation mark symbol with a red background and the word IMPORTANT, with a red background. Please do not overuse this option, as it will lose its impact. Please Try to keep Mark as important messages short and simple.



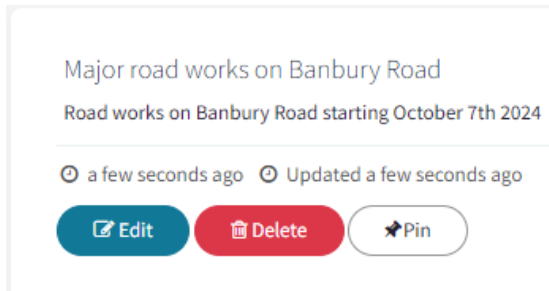
9. The **Pin Entry** Toggle button is optional. This will fix your news item to the top of the newsfeed. Newsfeeds will automatically be in date order, newest at the top, unless a news item has been pinned. A news item can also be pinned after the news item has been posted by selecting the **Pin** button. The Pin button will then change to an Unpin button. Select **Unpin** to remove the news item from the top of the list
10. Select **Post Entry** to submit your news item or **Cancel** if you wish to cancel the newsfeed post.



Note: If the Post Entry button is not enabled, review whether you filled out all mandatory fields, which are Title, Summary, Author and Body.

If you wish to delete a news item after it has been posted, select the **Delete** button.

The **Delete entry** box will appear. It will say: '**Are you sure you want to delete**', select **Yes**.



If you wish to edit/update the newsfeed after it has been posted, select the **Edit** button.

Note: editing can sometimes duplicate a news item.

Project team MANAGE FEED configuration

The Project team have configured your Newsroom newsfeed to a standard setting, if you wish to have it changed, please contact the Project team on myoxford@admin.ox.ac.uk

Feed visibility is set to **Mandatory**.

Mandatory	Opt-in	Opt-out
The students always see college news items in their college newsfeeds.	The students opt-in to receive the newsfeed.	Allows students to opt-out / unsubscribe from the newsfeed.

The **bell icon** in the top right of the screen, is **Feed alerts**. It is set to **Opt-in**.



Opt-in	Opt-out	Mandatory	Disabled
Allows the students to opt-in to receive the newsfeed alerts within the app, if they want to be notified whenever a new news item is published for that newsfeed.	The students get feed alerts by default but can opt-out of the newsfeed alerts.	The students always receive newsfeed alerts.	Students can't receive any newsfeed alerts for the newsfeed.