

# Students Sending/Posting Announcements and Information in the UMKC School of Pharmacy – *Kansas City, Columbia, Springfield*

10/5/12

7/25/14 Revised

Students can make announcements and send information to other students, staff and faculty by several methods. The School Administration and Office of Student Affairs (OSA) seek to minimize email fatigue. As such, mass emails WILL ONLY be sent to all of the school's constituents if the event is of broad interest or has importance for all constituents as determined by OSA or School Administration.

Please review the following methods of communication to determine the best way to relay your message to the intended audience. See Appendix A for a review of the Blackboard Calendar and Announcement Communication Tools.

## WAYS TO RELAY YOUR MESSAGE

### **Posting Materials on Bulletin Boards**

*Posted materials often will need approval (see below for specifics at each site). Exceptions will be made for situations such as class cancellations and meeting directions, but these will be determined by the Office of Student Affairs or the School of Pharmacy administration.*

#### ***Kansas City***

All materials posted in the HSB **must be approved** through the School of Pharmacy Office of Student Affairs. Please do NOT post signs on walls, doors, windows, lockers, display cases, free-standing easels and elevators. The School of Pharmacy reserves the right to remove any materials that are posted on the school property. Posters/flyers must be posted with **push pins only**.

Signs may be posted on bulletin boards in the following locations:

- First- floor lobby by elevators
- Third-floor student lounge
- Fifth-floor student lounge

#### **Note:**

- Student organizations can also check out an easel from Student Services to display signs in the lobby and near elevators.

#### ***Columbia***

A dry erase board is available in ASC 20 and a table is available in each classroom (ASC 20) for students to post information about upcoming events and activities. The following procedures should be used:

- Only post on designated areas in ASC 20. If you have other signs that you would like displayed, please contact the UMKC SOP at MU main office so we can seek approval from the Academic Support Center. Signs must not be posted on walls, in elevators, on doors or windows or in bathrooms.
- All signs and sign-up sheets must be approved through either the SOP Office of Student Affairs or the UMKC SOP at MU main office
- Posters/flyers must be posted with **scotch tape only**.
- For large signs, please contact the UMKC SOP at MU main office to determine how best to display these items.

NOTE: The School of Pharmacy reserves the right to remove any materials that are posted on the school property.

#### ***Springfield***

A dry erase board and two tables are available in the Student Lounge area for students to post information about upcoming events and activities. Dry erase markers/erasers are available in the main administrative office (Room 430).

The following procedures should also be used:

- To display signs, posters/flyers please contact personnel in the UMKC SOP at MSU main administrative office (Room 430) to attain the necessary approvals.
- Signs, posters/flyers must only be posted on designated areas, including the two large bulletin boards in area 442 (Student Lounge) and the two large bulletin boards on either side of the south facing student lockers (one bulletin board is outside Room 401 and the other is outside Room 409).

- Signs, posters/flyers must not be posted on walls, in elevators, on doors, windows or in bathrooms.
- All signs, posters/flyers, and sign-up sheets must be approved through either the UMKC SOP Office School of Student Affairs or the UMKC SOP at MSU main administrative office (Room 430).
- Signs, posters/flyers must be posted with **scotch tape only**. Push pins must be used on student bulletin boards.
- For large signs, please contact the UMKC SOP at MSU main administrative office (Room 430) to determine how to best display these items.

**NOTE:** The School of Pharmacy reserves the right to remove any materials that are posted on the school property.

**Health Sciences Building (HSB) Lobby Monitor**

- The HSB Lobby Monitor has limited capacity and will be reserved for school wide events only. Please contact Bryce Punttenney ([punttenneyb@umkc.edu](mailto:punttenneyb@umkc.edu)) to determine if your event can be posted on the monitor.

**Blackboard Sites**

- Blackboard allows communication with site members through email, announcements and/or calendar postings.
  - Each person has two types of Blackboard sites – “My Courses” and “My Organizations”. Student organizations and classes can request their own organizational Blackboard Site. The following table describes the different sites and who can *send and who receives* communications sent from the site.

Black Board Site	Who Receives the Message	Who can Send/Post the Message	Available Communication Tools
Office of Student Affairs Site	All faculty, students and staff	Mary Swick ( <a href="mailto:swickml@umkc.edu">swickml@umkc.edu</a> )	Announcements and Calendar Postings only.
Organization/Class Site	All members of that class or organization and other people specifically added to the site (e.g. faculty advisors)	Contact your specific organization to determine who has privileges to use communication tools	Announcements Calendar Postings Email
APhA-ASP Site	Pharm.D., BSPS and Provisional Students.  Note this site will allow email to be sent to students subgroups: <ul style="list-style-type: none"> <li>• Each class (by campus)</li> </ul>	Presidents of groups falling under the Pharmacy Student Council or those with a student member on the APhA-ASP Executive Board	Announcements Calendar Postings Email

**Required Content for a Posting on a Blackboard Site**

**1. Announcements**

- Your request should include:
  - Subject Line
  - Content - Be specific (e.g., provide purpose & pertinent information; time/date/place; provide a contact name for more information, if appropriate).
  - How long you want the announcement displayed
- NOTE: Site leaders reserve the right to remove announcements at any time.

**2. Calendar**

- Off-campus events – event name, date, time, location address, contact number or website for the location and the point person and their contact information.
- On-campus events – event name, date, time, location and the point person and their contact information.
  - *Events already confirmed through an official room reservation do not need to be posted separately on the calendar as they are posted to calendar as part of the reservation process.*

**3. Email (Organization sites and ASP site Only)**

- Your request should include:
- a. Subject Line
  - b. Who should receive the email

- c. Content - be specific (e.g., provide purpose & pertinent information; time/date/place; provide a contact name for more information, if appropriate).

### **Organization or Class Outlook Contact Group:**

- Create by opening your Address Book and click on New Entry then New Contact Group.

### **Student Involvement Resources:**

- [Roo Groups](#) has an email feature for members who join through the Roo Groups page

## Appendix A

### **Blackboard Homepage Calendar and Announcement Tools**

Everyone who is enrolled in Blackboard has a calendar. The calendar is viewed under “Tools” or “My Calendar” on the Blackboard homepage. Your calendar only displays events from the courses and organizations for which you are a member. Additionally, you can add personal events to the calendar. A drop down menu allows you to filter for specific types for specific types of events. The Blackboard homepage also has the “My Announcements” feature which summarizes recent announcements from your different Blackboard sites

The screenshot displays the Blackboard homepage for Patricia Marken. The top navigation bar includes 'My Places', 'Home', 'Help', and 'Logout'. Below the header, there are tabs for 'Blackboard Dashboard' and 'Notifications Dashboard', and an 'Add Module' button. The main content area is divided into four sections:

- Tools:** A list of links including Announcements, My Grades, Send Email, Calendar, Goals, Personal Information, Tasks, User Directory, Foliotek, and Address Book. An arrow points to the 'Calendar' link.
- My Announcements:** A section titled 'No Institution Announcements have been posted today.' Below this, there is a list of announcements, including 'PHARM 7101 0001- Professional Skills I FS2012' with a sub-item 'Follow up from today's quiz'. An arrow points to this announcement.
- My Messages:** A section indicating 'You have no new unread messages!' and 'Last Updated: September 25, 2012 7:55 PM'.
- My Calendar:** A section showing a list of events: '12:00 PM - 1:00 PM on 9/25/12: Kappa Psi General Mtg NHSB 5309', '12:00 PM - 12:50 PM on 9/25/12: NCPA General Meeting NHSB 5301', and '8:00 AM - 12:00 PM on 9/26/12: KC HFL Flu Shot Clinic'. An arrow points to the 'Kappa Psi General Mtg' event.

At the bottom, there is a 'Course Search' section with a search box and a 'Go' button.