

## College of Fine Arts

### Process for posting all news items

We are committed to embracing the “web first” concept as adopted by the University. This will allow information on events, professional accomplishments, and other subjects of note to be disseminated in a direct and complete manner to all related constituents. Our primary goal here is to tell prospective students how fantastic we all are and to make sure our current and former students are reminded of that. The most effective way of getting that information out is in this manner.

*For the College of Fine Arts, a few specific notes on the process:*

- A faculty or staff member having information about an upcoming event needs to provide that information at least two weeks in advance directly on the "Suggest a News Item" link on each news page.
- Any event submitted as a news item in a timely manner will also be mentioned in The Lively Arts' eLetter to be sent bi-weekly to approximately 1200 contacts (and growing).
- Any faculty or staff wishing to share information about any other professional activity needs to post this information through their department's "Suggest a News Item" feature.
- News posts are the source for various reports such as the Fine Arts annual report, Dean's report, etc. To be sure to have your professional activity included, you need to submit your information through "Suggest a New Item."
- Once posted, this information will automatically be shared with the chairperson, dean, Provost, and others through the IUP news feed system, including "IUP Daily" and to the "IUP Reporter."
- Through other means such as various newer e-mail programs, you can also subscribe to news feeds (usually called "RSS" feeds) so that you are kept informed of College activities and accomplishments.
- As appropriate, News Items will also be posted on The Lively Arts' Facebook page (<http://www.facebook.com/pages/The-Lively-Arts-at-IUP/65588079247?ref=mf> ) and/or The Lively Arts' Twitter account (<http://twitter.com/iuplivelyarts>).

*A Super Quick "How To"*

- Information on professional development and scholarly activity must be posted on the appropriate department's "news" page. Simply go to your department's main page and click the "News" menu item in the far right shadowed navigation column (see direct links below).
- Information on events must be posted on The Lively Arts' news page.
- Once on the "News" page of any area, click the "Suggest a News Item" link at the top of the right column above the list of Categories and/or Recent News.
- After clicking the "Suggest..." link, you will be asked to log into the "CMS Login." Enter the same username and password you use to start up your computer (NOT necessarily your email password). If you are off campus, you will need to have a VPN connection. For more information on setting up a VPN connection, visit the IT Support Center website at <http://www.iup.edu/itsupportcenter/vpn/default.aspx>
- Complete the form and submit.
- Your web approver for your department/area will receive an automatic message that a news item has been submitted. Once that approver has looked at it, edited as necessary, and submitted it to the web team, it should appear live on the IUP site within 24-36 hours. If you do not see it, contact your web approver directly.
- **Note on Photos:** Although you cannot currently submit photos through the "Suggest" form, they can often be included in the news post and at least one graphic is recommended. If you have a good photo, please email it separately to your department's web approver. It is preferred that you send pictures at a maximum width of 200 pixels, 72dpi. If you do not know how to do this, you can email the picture as is and your approver will handle if time allows. Or, you can go to <http://www.iup.edu/page.aspx?id=859> for an easy web-based way to re-size photos.
- More complete step-by-step instructions on this process are available on the Web Team website at <http://www.iup.edu/page.aspx?id=62377>

To Suggest a News Item

Performance/Exhibit/Event

The Lively Arts News: <http://www.iup.edu/finearts/news>

Any performance or exhibit open to the general public and presented by a department or program within the College of Fine Arts

Professional Activity or Student/Alumni Accomplishments

Art News: <http://www.iup.edu/art/news>

Music News: <http://www.iup.edu/music/news>

Theater and Dance News: <http://www.iup.edu/theater/news>

**Current Departmental Web Approvers**

Art: Andy Gillham, Susan Palmisano, Nick Conbere

Music: Jack Scandrett

Theater: Barb Blackledge, Brian Jones, Jason Chimonedes

Fisher: Dave Suratsky

Tech Lab: Tim Estep

College of Fine Arts/Lively Arts/Museum: Hank Knerr

The information below is a “copy and paste” from the web team’s “How to” section and is available directly at: <http://www.iup.edu/page.aspx?id=62377>

## How to Suggest a News Item

Any IUP employee can suggest a news item for the IUP website. This tool is intended for those who are not web maintainers or who are suggesting news on a website for which they are not a maintainer.

### What You Will Need

- Your IUP user name and password
- If you are off campus when suggesting a news item, you will need to be connected to the IUP network via the Virtual Private Network. Find [instructions on using the VPN](#).

### Procedure

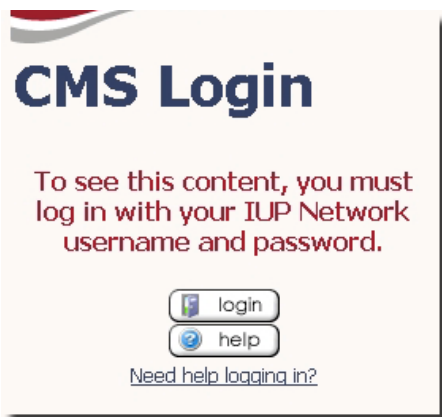
Follow this procedure to suggest a news item.

1. On the IUP website, go to the unit website in which you wish to suggest a news item. **Note: In most cases, you should suggest news on the website of the department or office to which you belong.** For example, if you are a member of the English Department wishing to submit news relating to the department, go to the English Department website.
2. On the unit website menu (on the right-hand side of the screen), go to the unit’s News page. (See the screenshot below for the English Department.) The URL will read “[http://www.iup.edu/unit\\_name/news/default.aspx](http://www.iup.edu/unit_name/news/default.aspx).”



3. On the right side of the screen, follow the link that reads, “Suggest a (unit name) News Item.” (See the screenshot above: “Suggest an English Department News Item.”).

4. A new screen will come up, asking you to log in using your IUP user name and password in order to proceed. (See screenshot below.) Click the **Login** button.



5. A blue box will come up, prompting you to enter your user name and password.



6. After entering your user name and password, click the **Login** button. You will be notified if you logged in correctly. When you receive that message, click **OK** and refresh your browser as indicated. An on-line form will appear.

7. On the form, complete the available fields, as indicated:
  1. Title of News Item (Think of this as the headline for your news item.)
  2. Lead (The first two to three sentences of your news item)
  3. Continuation (The rest of your news item. These supporting details will be included after your lead.)

4. Comments for the approver (Adding comments is optional. These will not be part of the news item; they are notes to the approver(s) only.)
8. At the bottom of the form, click **Suggest a News Item**.

The process for you is complete.

### What Happens Next

The news item you suggested will now go to the approver or approvers for the unit (department, office, division, etc.) in which you posted it. To see a list of approvers, go to the [Web Maintainer List](#), and look for the approver group for the appropriate unit. For example, approvers for the African American Cultural Center website are listed under Group Name WWW-aacc-Approver. (See screenshot below.)

| Group Name        | Members   |
|-------------------|---|
| WWW-aacc-Approver | melko@iup.edu (Mrs. Mary Elisabeth Elko)<br>cdprince@iup.edu (Dr. Carolyn D. Princes)<br>patrickj@iup.edu (Mr. Patrick J. McDevitt) |

Once your submitted news item is approved at the unit level, it is submitted to the [Web Team](#) for final approval before publication.

If your news item is submitted to the Web Team by 2:00 p.m. during a university business day, it will appear on the live website beginning at about 4:00 a.m. the following day. That is the time when the contents of the staging server, where changes to the website are made, are copied to the production server, which houses the live website.

The time at which your suggested news item reaches the Web Team will depend on the time it is approved at the unit/department level. Both the unit approver and members of the Web Team have the option of approving your content as is, approving your content after making changes deemed necessary, or declining your content with an explanation.

Once your content is approved by the Web Team, it will be included in the list of [campus bulletins](#) on the IUP website and will be eligible for inclusion in [IUP Reporter](#) and [IUP Daily](#). It will also be reviewed by the [Office of Media Relations](#) for consideration as an IUP news release.

If you have any questions about this process, please contact your department's approver or the Web Team at [web-team@iup.edu](mailto:web-team@iup.edu).