

Communication within MyCampus

MyCampus makes use of the 3Cs.

Communication

- Mainly concerned with communication to students or external bodies
- Can be automated by particular processes in the system
- Used by Admission and Finance, disability...
- Communication record held against a student record and dated
- Can be in the form of an email or message sent to a printer

Checklists

- Appears as **to do's** in the student self service
- Can be set against individuals or groups

Comments

- Not visible to students but can be requested through freedom of information
- Comment appears against a particular process (e.g. financial bill)
- Can be set against a certain row of the plan






The Notify Button

- Allows you to communicate person to person within the system

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.

Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details		Lookup Recipient	Delivery Options
To:	<input type="text"/>		
CC:	<input type="text"/>		
BCC:	<input type="text"/>		
Priority:	<input type="text" value=""/>		
Subject:	<input type="text" value="<Enter Subject here>"/>		
Template Text:	<input type="text" value="Workflow Notification"/> <input type="text" value="Priority: %NotificationPriority"/> <input type="text" value="Date Sent: 2011-06-17"/>		  
Message:	<input type="text"/>		

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.

Click Apply to send this notification and remain on this page.

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>
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