

KB307: Approving Newscaster Messages

Prerequisites: Newscaster Manager access rights to the News Caster web site.

Overview

Newscaster messages are submitted and viewed through the **My MCC** web portal at <http://mymcc.middlesex.mass.edu>.

After logging on to **mymcc**, a link to “**News Caster**” will appear under the **My Links** area of the web page.

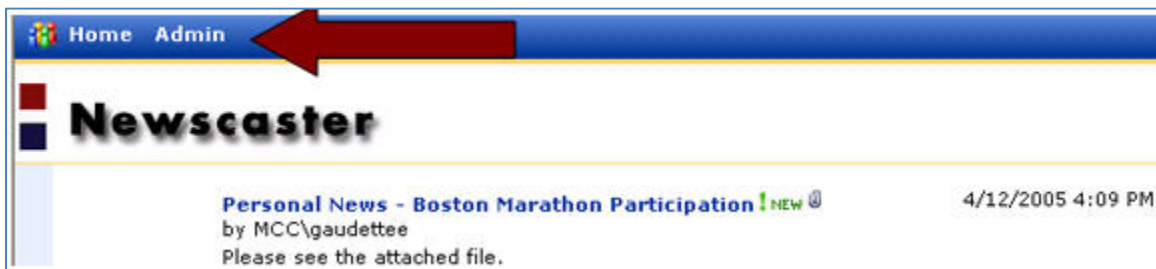
Any MCC employee may submit their own Newscaster message online at the Newscaster page on the **My MCC** web portal. The process and guidelines for submitting Newscaster messages are described in the Knowledgebase article [KB308: Newscaster Posting Policy](#). Messages submitted through Newscaster are kept in a pending state until approved by a Newscaster Manager.

Messages in a pending state are not viewable by the general college community. When a message is submitted by an employee, an email is automatically generated to Newscaster Managers that a message is awaiting approval. Once approved, the message is automatically posted for all Faculty and Staff to view.

Note: Messages submitted to Newscaster by Newscaster Managers will bypass the pending state and be published immediately.

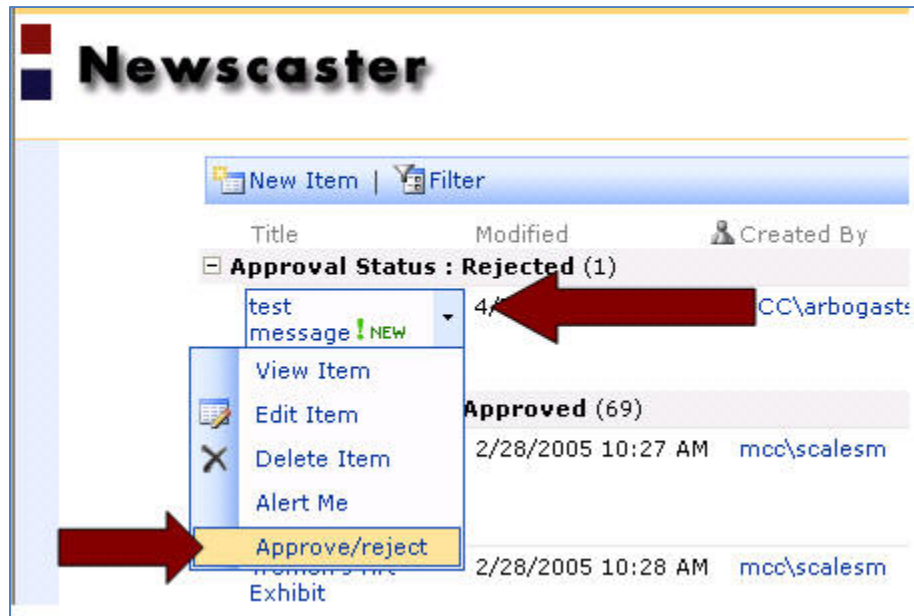
Approving a Newscaster Message

1. After logging on to **My MCC**, click on the News Caster link under the “My Links” section of the webpage (see Figure1).
2. Click on the “**Admin**” link at the top of the page to view any pending messages and begin the approval process .



Note: You will be required to log-in using your **My MCC** user name and password.

3. A list of pending messages awaiting approval will appear.
 4. Click on the down arrow next to the title of the pending message for a menu of options.



5. The drop-down menu offers the following options: **View** the message, **Edit** the message, **Delete** the message, or **Approve/reject** the message.
6. Select **Approve/reject** from the drop-down menu

The following options appear on the Approval screen:



- Select **“Approved”** to automatically post the message for all to view.
- Select **“Rejected”** to return the item to the creator and the message will not appear in the public view. Use the comment section for any reasons why the item was rejected. Note: Rejected messages will stay in a pending state until deleted or resubmitted by the creator or a Newscaster Manager.
- Select **“Pending”** and the message will remain for all users with Manager Lists rights to reject or approve at a later date.

Note: Messages submitted to Newscaster by Newscaster Managers will bypass the pending state and be published immediately.