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 <u>http://mymcc.middlesex.mass.edu</u>.

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 <u>KB308</u>: <u>Newscaster Posting Policy</u>. 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 Figure 1).
- 2. Click on the "Admin" link at the top of the page to view any pending messages and begin the approval process .

🔀 Home 🛛	Admin Admin	
Nev	vscaster	
	Personal News - Boston Marathon Participation ! NEW @ by MCC\gaudettee Please see the attached file.	4/12/2005 4:09 PM

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.

-]New Item 🎦 F	ilter	
	Title	Modified	🔏 Created By
	Approval Status	: Rejected (1)	
	test message ! NEW	- 4/	CC\arbogast
	View Item Edit Item	Approved (69)	
×	Delete Item Alert Me	2/28/2005 10:27 AM	mcc\scalesm
	Approve/reject Exhibit	2/28/2005 10:28 AM	mcc\scalesm

- 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

New	scaster	test message				
	Use this page to a item can still view	Use this page to approve or reject submissions. Note that rejecting an exact users who know the exact URL of a rejected item can still view it. More information on content approval.				
	Approvel Sta Approve, reject, Menage Lists righ	tus or leave the status as Pending for others with the It to evaluate the item.	 Approved. This item will become visible to all users. Rejected. This item will be returned to its creator and not appear in public views. Pending. This item will remain visible to its creator and all users with the Manage Lists right. 			
	Comment Use this field to a approved or reje	nter any comments about why the item was cted.	3			

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.

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