

## Step 5

Select the cohort you would like your post to go to in the *Published to* section.

Simply select the course code (the only one displayed)

Then click the little + next to \_RAGGS and then identify your cohort by it's level and if it is full time (FT), part time (PT) or if you have the option of placement (SW).

If you are unsure which one to select please contact the Student Rep team.

Published to ☐ G500 ☐

Published to ☐ Collapse All  
☐ G500 ☐  
☐ G500\_RAGGS ☐  
☐ G500\_TARGETS ☐

Published to ☐ Collapse All  
☐ G500 ☐  
☐ G500\_RAGGS ☐  
☐ G500/1.1\_PT ☐  
☐ G500/1\_SW ☐  
☐ G500/2\_SW ☐  
☐ G500/2P\_SW ☐  
☐ G500/3.2\_PT ☐  
☐ G500/3\_FT ☐  
☐ G500/3\_SW ☐

## Step 6

Once you are happy with your announcement , simply click Submit and your post will be uploaded. You will then be directed to the success page.

Then click finish to return to the Administration page where you can see your announcement and make future edits if required.

**myUWE**

Home Courses Marks My Details

Welcome Library Payments

Quick links: Blackboard UWE e-mail Student Support

MYUWE ANNOUNCEMENTS

myUWE Announcements

Showing 1-1 of 1

Did you know?... - 15 Jan 2015  
 Did you know that you can find out who your Student Reps are by going to Courses ...

Add/edit announcements

## Step 7

You are all done! Go back to the MyUWE homepage to see your message.

## When TO use myUWE announcements

There are several reasons why you might want to use myUWE announcements. The two main reasons being:

- ☐ Posting before a Student Rep Staff Forum (SRSF) to ask for students feedback, not forgetting to leave your UWE email address for people to get in contact with you
- ☐ Posting after a meeting to close the feedback loop by feeding back outcomes from meetings back to students; thinking about inserting any useful links, such as links to minutes, in your posts.

## When NOT to use myUWE announcements

- ☐ For announcements which are not Rep related, for instance you cannot post about a cake sale you are running or to ask for help with your dissertation research.
- ☐ To criticise individual staff or students in your posts. myUWE is a university controlled channel and any abuse of the system will be dealt with under the Universities Acceptable Use Policy and the Student Rep Agreement where applicable. It should not be used to ask for feedback on individual staff members.

## If you'd like any support or have any questions

The Student Rep Team in The Students' Union at UWE are always happy to offer support and guidance on using the MyUWE system. So if you are unsure if a post is appropriate, or want to know how to make the most out of your character limit, then get in touch with the team! The best way is to email [studentreps@uwe.ac.uk](mailto:studentreps@uwe.ac.uk) and if you are experiencing technical difficulties then try to include some screenshots too.

## Tips for writing a good announcement

□ Ensure posts are succinct and to the point. Students won't read long posts, therefore the shorter and clearer the better. Also make sure any call to action is clear, if you want to gather feedback and opinion from your class, make it obvious!

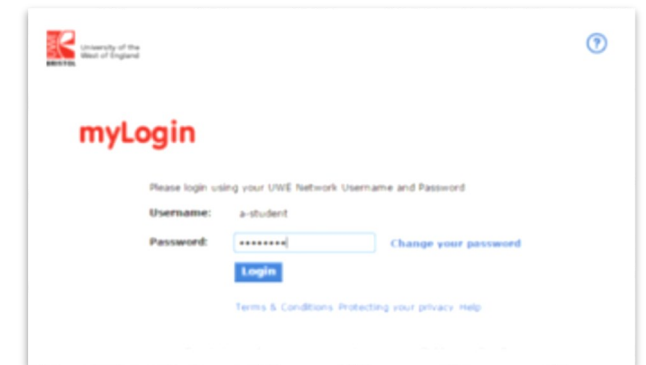
□ Your posts will appear on the myUWE homepage, but only the first 80 characters, or approximately a line and a half, will be displayed here. Make these words count, grab your peers attention and get them to click to read the whole post.

□ Don't forget you can set the timings of your posts. By default posts are limited to a week, but you can set posts to last longer if required. You can also schedule posts to appear in the future, which is useful if you are away at a time you want a post to appear.

□ Finally always remember if you are calling for feedback that you need to take to a specific meeting, to make sure that the post expires just before the meeting as you don't necessarily want the feedback to come after the meeting has occurred. It might be time to move onto another topic of discussion. If students want to still email you about the original topic they of course can but keeping only relevant topics 'live' will make communications more effective.

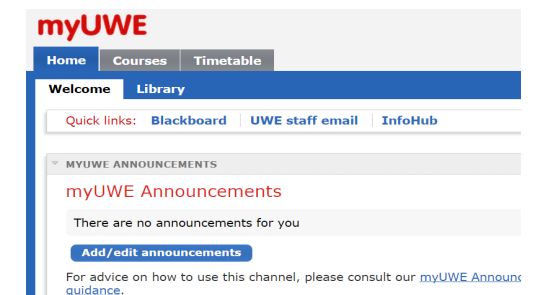
## Step 1

Sign-in to MyUWE, as you normally do with your standard UWE username and password.



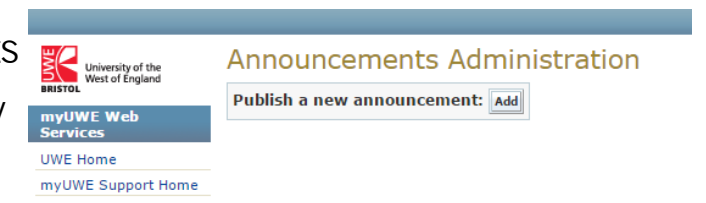
## Step 2

Click *Add/Edit Announcements* on the MyUWE Homepage



## Step 3

This will take you to the Announcements Administration screen where you simply click *Publish a new Announcement*.



## Step 4

Create your announcement with a title, the text, a URL (if appropriate). Also select the dates you would like your post to be valid from. In in doubt don't forget to follow the guidance on page 1 to see if your post is appropriate.

**Add An Announcement**

Title (50 max): Feedback from Student Rep Meeting

Text (1200 max): At last weeks Rep meeting I took your feedback on class moral to the programme team. After a really productive discussion the the programme team have agreed to arrange a tea and coffee morning for all students! You can see the full minutes from this meeting on the SharePoint below.

URL (255 max): https://teams.uwe.ac.uk/sites/srsf/SitePages/Home.aspx (optional)

Valid dates: 14 Jan 2015 to 21 Jan 2015

Published to: G500

**Group publishing instructions:**  
If the groups on the left fail to load, please use our [accessible version](#). Please allow time for the tree to re-draw after you follow a link. You can select multiple groups for any single parent, and you can build up a selection by expanding links.  
Hover over any group's name to view a description (where available).

Submit Reset Cancel