



Information Management
and Technology

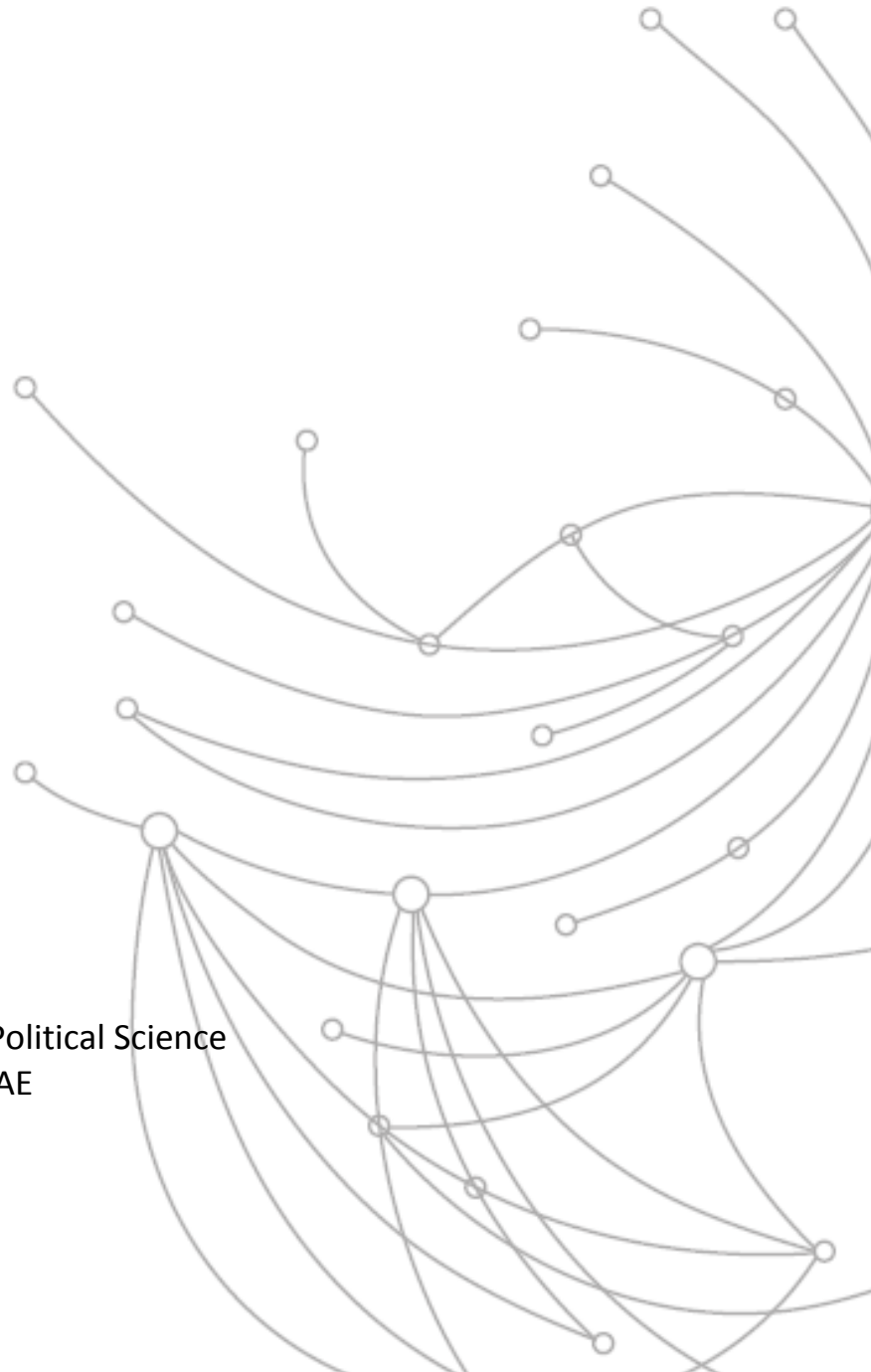
LSE for You:

Messages

User Guide

Version 1.0

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1 MESSAGES

1.1 What is 'Messages'?

'Messages' is an application on LSE For You that allows authorised personnel to post messages to the LSE for You message board. Any posts made under the system will be displayed to members of the school when the user logs in to LSE for You. Different parts of the school community may be targeted, for example students or staff.

To access 'Messages', the user must first log in to LSE for You. The application can be found under the 'Everyone' tab.

2 MESSAGES FUNCTIONALITIES

2.1 Preferences

Upon first time usage of the 'Messages' application, you will be prompted to select your target audience preferences. This narrows down the target audiences that your messages are intended for. Only the audiences that you select on this screen will appear during subsequent usage of the 'Messages' application.

Everyone

- Accommodation
- Account Management +
- Addresses +
- Certification and Documentation +
- LSE for You Options +
- Language Centre +
- Library +
- News +
- Messages -**
- Introduction
- Messages Publishing**
- All Current Messages
- Rooms +

Prospective Student

Messages Publishing

targets

- STAFF (STAFF)
- STUDENT (STUDENT)
- APPLICANT (APPLICANT)
- CONTINUING POSTGRADUATE STUDENT (CONTINUING POSTGRADUATE STUDENT)
- INTERNATIONAL STUDENT (INTERNATIONAL STUDENT)
- UNDERGRADUATE APPLICANT (UNDERGRADUATE APPLICANT)
- GENERAL COURSE APPLICANT (GENERAL COURSE APPLICANT)
- GRADUATE APPLICANT (GRADUATE APPLICANT)
- TAUGHT MASTERS STUDENT (TAUGHT MASTERS STUDENT)
- UNDERGRADUATE STUDENT (UNDERGRADUATE STUDENT)
- CONTINUING UNDERGRADUATE STUDENT (CONTINUING UNDERGRADUATE STUDENT)
- RESEARCH DEGREE STUDENT (RESEARCH DEGREE STUDENT)
- ADMIN USE ONLY (ADMIN USE ONLY)

update

[HOME](#)

If you decide at any point of time to edit your preferences, you can do so by scrolling to the bottom of the 'Messages Publishing' page and click on 'Preferences'.

2.2 Posting a New Message

Messages Publishing

[Add Messages Content](#) ← 2.2

Select/Current Category: STAFF

ID (click to view)	Title (click to open link)	Content (hover to see more)	Validity Periods
1006	Proofreading, 1-2-1 and private group language tuition	The LSE Language Centre offers services such as 1-2-1 and private group tuition, proofreading, translation and document authentication. Whether it...	1

In order to post a new message, navigate to the 'Messages Publishing' screen as shown below, and click on 'Add Messages Content'.

Subsequently, you will be presented with a screen that allows new message posts to be created.

Add New Message

title → **Title:** The title of the message

link → **Link:** Enter the URL related to the message. Message readers will be redirected to this URL if they click on the message.

category
 STAFF (STAFF)
 STUDENT (STUDENT) → **Category:** Select the audiences that will be able to see the message.

description → **Description:** The main body of the message

publish as group
 eDevelopment Team | ITS → **Publish as Group:** Select the publisher that the message will be associated with (ie: Student Services, Language Centre, etc)

Add → **Add:** Click this to create the message.

The following example shows the different elements of the message.

[Visa letters requests for graduates](#) → **Title**

Students and guests who plan to travel from outside the EU to attend the graduation ceremonies may require a visa to enter the UK. Check with the British Embassy in your home country to see if you will require a letter from LSE to support a visa application. To request a letter confirming that you have been invited to attend the graduation ceremony and that you are able to bring guests to the ceremony, visit the links provided. [Student Services, 23-May-2014] → **Description**

→ **Publish as Group**

2.3 Configuring Messages

Once the message is added, it is not immediately published. Instead, it appears under the 'Draft Messages' section. In order to have the message published, the validity period needs to be configured.

Messages Publishing

Add Messages Content

Select/Current Category | STAFF

← 2.3.1

ID (click to view)	Title (click to open link)	Content (hover to see more)	Validity Periods	Categories/Targets	Actions
1006	Proofreading, 1-2-1 and private group language tuition	The LSE Language Centre offers services such as 1-2-1 and private group tuition, proofreading, translation and document authentication. Whether it...	1	STAFF STUDENT APPLICANT	

← After adding a new message, it will appear here. →

ID (click to view)	Title (click to open link)	Content (hover to see more)	Validity Periods	Categories/Targets	Actions
5826	Test	Test content	0	STAFF STUDENT	Edit Remove

2.3.2

← 2.3.3

← 2.3.4

2.3.1 Select/Current Category

The category selector allows for toggling of user category's messages. For example, selecting 'Staff' will display all messages that the 'Staff' audience can view.

2.3.2 Validity Period

In order for the message to be displayed, the validity period needs to be set. The validity period specifies the duration which the message will be displayed.

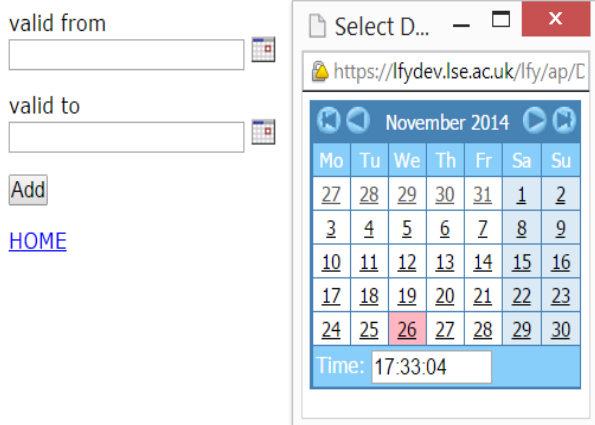
Validity Periods for [5826 \(Test\)](#)

no period is currently available (therefore the content is not active)

[Add new validity period here](#)

→ Click to add a new validity period

Messages Publishing



You can set the validity period by entering the appropriate periods in the boxes.

Clicking on the calendar symbol brings up a date selector in a new window. You can also choose the exact start and end times.

After you have made your selections, click 'Add' to confirm your selection.

You can add multiple validity periods if needed. During the validity period, the message will move from 'Draft Messages' to 'Published Messages' and will be viewable by your intended message audience.

2.3.3 Edit Message

You can still make changes to the Title/Link/Category/Description/Group of the message by clicking on the 'Edit' button

2.3.4 Remove Message

The message can be removed by clicking on the 'Remove' button

2.4 View Current Messages

All currently active messages can be viewed by clicking on the 'All Current Messages' tab.

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All Current Messages

[Visa letters requests for graduates](#)

Students and guests who plan to travel from outside the EU to attend the graduation ceremonies may require a visa to enter the UK. Check with the British Embassy in your home country to see if you will require a letter from LSE to support a visa application. To request a letter confirming that you have been invited to attend the graduation ceremony and that you are able to bring guests to the ceremony, visit the links provided. [Student Services, 23-May-2014]

[Beware of phishing scam](#)

Please be aware that LSE students are being targeted by a phishing scam claiming to be the Students Loan Company. Students are receiving an email which asks students to confirm bank details to avoid delay or cancellation of loan/grant payments. Be careful not to click the link or to give out personal details! See our link for ways to protect yourself from malicious emails. [Student Services, 27-Mar-2014]

[International students and internships](#)

International students who are looking for internships during vacation periods or after the end of your studies are reminded that the rules on internships are the same as the general rules for working. This is regardless of whether your internship is paid or unpaid. Don't get caught out! Visit the link (halfway down the page) for details. [Student Services, 17-Feb-2014]