



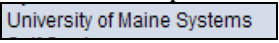
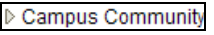
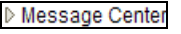

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Create Communication Template

Concept

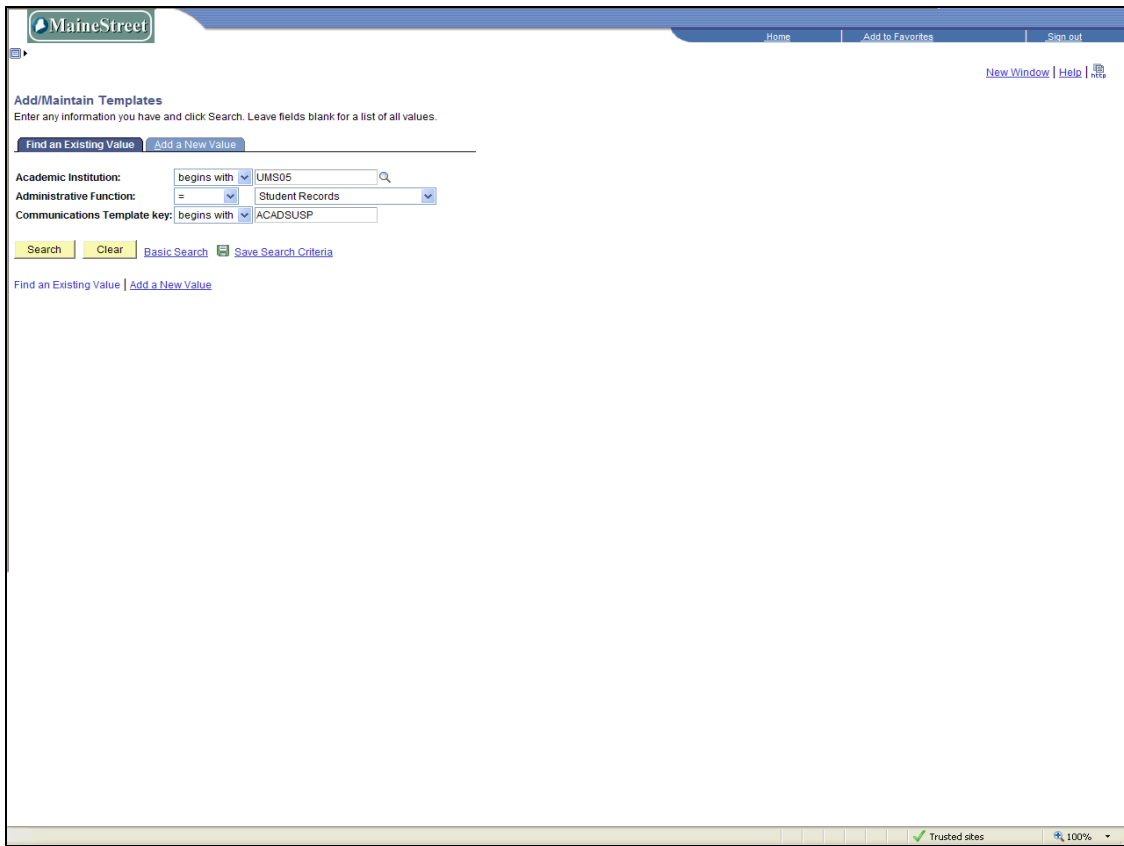
If you frequently send the same Message Center communication to selected students, you can use the Communication Template page to setup and save all components of the communication and save it. When the need arises to send the communication, you can import the template into a new communication. This topic covers how to create the template.

Navigation

Step	Action
1.	From the Campus Solutions menu, click the University of Maine Systems link. 
2.	Click the Campus Community link. 
3.	Click the Message Center link. 
4.	Click the Message Center Template link. 



Procedure



Step	Action
5.	On the Add/Maintain Templates page, click the <i>Add a New Value</i> tab. Add a New Value



Process Document

Campus Community: Create Communication Template

Academic Institution: UMS05

Administrative Function: [Dropdown]

Communications Template key: [Text Input]

Add

Step	Action
6.	On the Add/Maintain Templates page, your <i>Institution</i> will enter by default. Click on the drop-down arrow in the <i>Administrative Function</i> field to select the Administrative Office creating the communication (e.g. Student Records, Student Financials, Financial Aid, Admissions).

Process Document

Campus Community: Create Communication Template



MaineStreet

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Add/Maintain Templates

[Find an Existing Value](#) | [Add a New Value](#)

Academic Institution: UMS05

Administrative Function: Student Records

Communications Template key:

[Find an Existing Value](#) | [Add a New Value](#)

Done Trusted sites 100%

Step	Action
7.	In the Communications Template key field, enter a Communications Template Key (i.e. UMacadSusp) that will help you look up the template in the future.
8.	Click the Add button. <input type="button" value="Add"/>



Process Document

Campus Community: Create Communication Template

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Message Center Template

Academic Institution UMS05 University of Maine

Template Key ACADSUSP

Administrative Function Student Records

Self Service Description

Message Text

Communication type Find | View All First 1 of 1 Last

*Communication Item Type

File/HTML Path

Message Text

From Email Address

Email Subject

Save Refresh

Done Trusted sites 100%

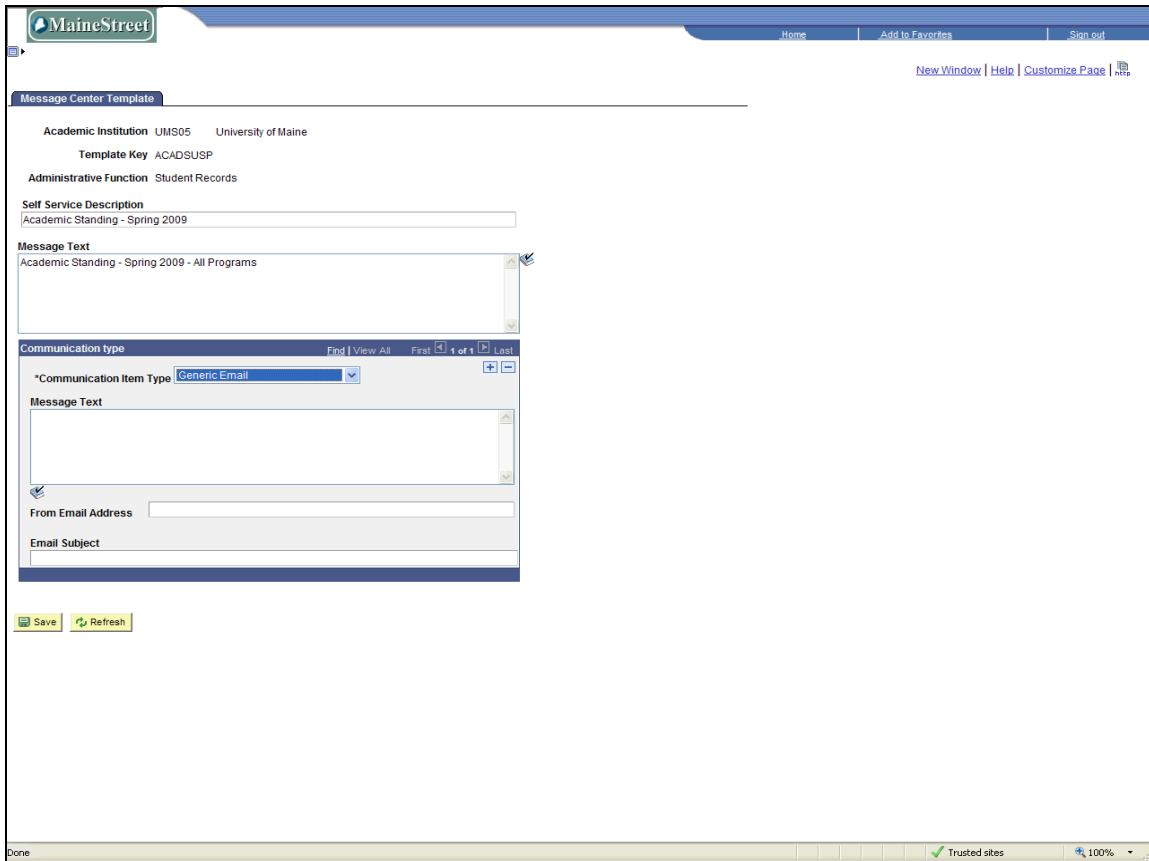
Step	Action
9.	In the <i>Self-Service Description</i> field, enter the description you would like to appear in the Student Message Center for the communication.

Process Document

Campus Community: Create Communication Template



Step	Action
10.	<p>In the <i>Communication Type</i> section, click on the drop-down arrow in the <i>Communication Item Type</i> field to select the appropriate type of communication.</p> <p>The options are:</p> <p>Generic Email – will send email to selected students. HTML Link – will add link to web page to the Message Center Communication. Message Center Communication – message text that will appear in Message Center.</p> <p>Note: typically, a communication will include both a generic email message and a Message Center Communication. the generic email can be used to alert students they have a new Message Center Communication.</p> <p>For the first <i>Communication Type</i>, we will select Generic Email.</p>



Academic Institution UMS05 University of Maine
Template Key ACADSUSP
Administrative Function Student Records
Self Service Description
 Academic Standing - Spring 2009
Message Text
 Academic Standing - Spring 2009 - All Programs
Communication type Find | View All First 1 of 1 Last
 *Communication Item Type Generic Email
Message Text
 From Email Address
 Email Subject
 Save Refresh

Step	Action
11.	<p>In the <i>Message Text</i> field for the generic email, enter text you want to appear in the generic email message to inform selected students about a Message Center communication. Please be aware that student specific information or information about the nature of the Message Center communication should NOT be included in the generic email message.</p> <p>Note: Later in the process you will use a query or select a file to select students to receive the communication.</p>

Process Document

Campus Community: Create Communication Template



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Message Center Template

Academic Institution UMS05 University of Maine
 Template Key ACADSUSP
 Administrative Function Student Records

Self Service Description
 Academic Standing - Spring 2009

Message Text
 Academic Standing - Spring 2009 - All Programs

Communication type Find | View All First 1 of 1 Last

*Communication Item Type Generic Email

Message Text
 You have an important message from the Office of Student Records regarding your academic status. Please go to your MaineStreet Student Service Center (locate the "Message Center" in the upper right hand side and select the "details" link to open the Message Center. Here is the link to the MaineStreet Portal: <http://mainestreet.maine.edu>

From Email Address

Email Subject

Save Refresh

Trusted sites 100%

Step	Action
12.	<p>In the From Email Address field, enter the address you want to appear in the message From field.</p> <p>Select [Enter] to continue.</p>



Process Document

Campus Community: Create Communication Template

MaineStreet

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Message Center Template

Academic Institution UMS05 University of Maine

Template Key ACADSUSP

Administrative Function Student Records

Self Service Description
Academic Standing - Spring 2009

Message Text
Academic Standing - Spring 2009 - All Programs

Communication type Find | View All First 4 of 1 Last

*Communication Item Type Generic Email

Message Text
You have an important message from the Office of Student Records regarding your academic status. Please go to your MaineStreet Student Service Center. Locate the "Message Center" in the upper right hand side and select the "details" link to open the Message Center. Here is the link to the MaineStreet Portal: <http://mainestreet.maine.edu>

From Email Address umrecord@maine.edu

Email Subject

Save Refresh

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Step	Action
13.	In the Email Subject field, enter the text you wish to appear in the message Subject line.

Process Document

Campus Community: Create Communication Template



MaineStreet

Home | Add to Favorites | Sign out

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Message Center Template

Academic Institution UMS05 University of Maine

Template Key ACADSUSP

Administrative Function Student Records

Self Service Description
Academic Standing - Spring 2009

Message Text
Academic Standing - Spring 2009 - All Programs

Communication type
Find | View All | First 1 of 1 Last

*Communication Item Type Generic Email

Message Text
You have an important message from the Office of Student Records regarding your academic status. Please go to your MaineStreet Student Service Center. Locate the "Message Center" in the upper right hand side and select the "details" link to open the Message Center. Here is the link to the MaineStreet Portal: <http://mainestreet.maine.edu>

From Email Address umrecord@maine.edu

Email Subject
Your Academic Standing at UMaine

Save Refresh

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Step	Action
14.	To add an additional <i>Communication Type</i> , click the Add a new row button.
15.	Click on the drop-down arrow in the Communication Item Type field.



Process Document

Campus Community: Create Communication Template

MaineStreet

Home Add to Favorites Sign out

New Window | Help | Customize Page |

Message Center Template

Academic Institution UMS05 University of Maine

Template Key ACADSUSP

Administrative Function Student Records

Self Service Description
Academic Standing - Spring 2009

Message Text
Academic Standing - Spring 2009 - All Programs

Communication type Find | View All First 2 of 2 Last

*Communication Item Type
Generic Email
HTML Link
Message Center Communication

Save Refresh

Trusted sites 100%

Step	Action
16.	In this example, we're setting up a template that will be used to create a Message Center communication so we'll click on Message Center Communication to select it.

Process Document

Campus Community: Create Communication Template




Step	Action
17.	<p>In the <i>Message Text</i> field for the Message Center Communication, enter text that provides specific details regarding the student notification. Please be aware you can enter comment variables in the text that will pull student-specific data from a query or file you will run later in a process.</p> <p>Note: After saving the communication, if you need to edit the text of the Message Center communication, you can do so via the View Communications page (see Managing Sent Communications process document).</p>



Process Document

Campus Community: Create Communication Template

Step	Action
18.	You are now finished setting up the template, click Save to save it. See the Create New Communication process document for information about how to import a saved template. 

Process Document

Campus Community: Create Communication Template



MaineStreet

Home | Go to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Message Center | [Learn More](#)

Academic Institution UMS05 University of Maine
 Template Key ACAD9USP
 Administrative Function Student Records

Self Service Description
 Academic Standing - Spring 2009

Message Text
 Academic Standing - Spring 2009 - All Programs

Communication type Edit | View All | Print | 2 of 2 | Help

*Communication Item Type Message Center Communication

Message Text
 Dear %3%

At the conclusion of each fall and spring semester, the University-wide Academic Standing Committee reviews the records of all University of Maine undergraduate students. As a result of the spring 2009 review, you have been placed on Academic Probation. Probation is the logical outcome when one or more of the following situations occur:

Save Refresh

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Step	Action
19.	End of Procedure.