

Quick Guide to Central Student Communication Channels

My Manchester Student News Feed

Who can see it? All current students

Where can they see it? In the My News portal on the Home tab when they log into My Manchester at <http://my.manchester.ac.uk>. Also when they visit the My Manchester Guest view at <http://my.manchester.ac.uk/guest> or <http://www.studentnet.manchester.ac.uk>.

How often is it updated? Daily

How do I submit items for consideration?

Email them to studentnews@manchester.ac.uk

What should I submit? Ideally 100-200 words with photograph

What format will it appear in? As a headline and paragraph – the full story displays when story is clicked

Anything else? Decisions on inclusion are made according to editorial guidelines—available on request.

Who is responsible for this channel? Enquiries can be made to the Student Communications Team at studentnews@manchester.ac.uk.

My Manchester News Weekly Bulletin

PLEASE NOTE: *If you have already submitted an item to the My Manchester News Feed*, it will automatically be considered for the newsletter.

Who can see it? All current students

Where can they see it? In their email Inbox every Thursday during term time.

How often is it updated? Weekly

How do I submit items for consideration? Email them to studentnews@manchester.ac.uk

What should I submit? Ideally 100-200 words with photograph

What format will it appear in? As a headline and paragraph for feature items and just a headline for 'in this issue' items – the full story displays when a link is clicked.

Anything else? Decisions on inclusion are made according to editorial guidelines—available on request. *Items need to be submitted by 12 noon Wednesday - at the latest - for consideration for that week's newsletter, but ideally much earlier.* If you have a bigger initiative or event that you are trying to promote, we'd love to talk to you about turning it into a feature in the weekly newsletter.

Who is responsible for this channel? Enquiries can be made to the Student Communications Team at studentnews@manchester.ac.uk.



Email not displaying properly?



My Manchester Newsletter



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Contact us

My Manchester News delivers the latest information to support your student experience, straight to your inbox, every week during term time.

We want it to be useful and interesting. If you have any feedback, or you'd like to suggest a story or feature, you can email us: studentnews@manchester.ac.uk



Forward to a friend

Hot topic



Getting the most out of week

Reading week gives you the opportunity to catch up, take on top of your workload. Find students use their time to be

Your Student Life



Make the most of Mar

Whether you've been here five years, there's still plenty of in discover around the Manches

Items that appear in the My Manchester Student News Feed or the My Manchester News Weekly Bulletin can also be found at

<http://www.studentupdate.manchester.ac.uk/>

Noticeboard (aka Today's Announcements or Student Message of the Day)

Who can see it? Current students

Where can they see it? When they log into the My Manchester portal (<http://my.manchester.ac.uk>) in the My News portlet. It can also be accessed via the My Manchester Guest View (<http://my.manchester.ac.uk/guest>).

How often is it updated? Daily

How do I submit items for consideration? Email them to messagesforstudents@manchester.ac.uk. These items will also be considered for the My Manchester News Weekly Bulletin.

What should I submit? [Click here](#) for more details.

What format will it appear in? As a headline and paragraph – the full story displays when a link is clicked.

Anything else? This channel is very much intended to be for 'announcements', the type of which you would see on physical noticeboards, or hear through word of mouth, rather than hard news and information. Decisions on inclusion are made according to editorial guidelines ([see here](#)).

Who is responsible for this channel? Enquiries can be made to the Student Communications Team at studentnews@manchester.ac.uk.

The screenshot shows the 'MY NEWS' section of the My Manchester portal. At the top, there are tabs for 'Student news' and 'Student noticeboard'. The main heading is 'THE UNIVERSITY OF MANCHESTER : NOTICEBOARD'. Below this, there are three news items:

- Watch American Football - Manchester Tyrants vs. UCLan Rams**
Drink, cheer and wince as the Manchester Tyrants begin their dominance of the Big North Conference
- Methods@Manchester events**
Workshops and 'What is...?' Talks' from methods@manchester
- Ideas Factory #5 - Guest entrepreneur event with Professor Panikkos Poutziouris**
Monday, 29 October 2012 at 12.30 - 13.30, Alumni Club Room (within the Cafe Bar), Ground floor, MBS West

A 'Help' link is visible at the bottom left of the noticeboard area.

My Manchester Feature Box

Who can see it? All current students

Where can they see it? When they log into the My Manchester portal (<http://my.manchester.ac.uk>)

How often is it updated? As needed

How do I submit items for consideration? Email studentnews@manchester.ac.uk where your item will also be considered for the newsletter and newsfeed.

What information should I submit? Ideally 50-75 words with photograph

What format will it appear in? As a headline and paragraph – the full story displays when story is clicked

Anything else? Only items that are highly relevant to all students will appear in the Feature Box.

Who is responsible for this channel? Enquiries can be made to the Student Communications Team at studentnews@manchester.ac.uk.

The screenshot shows the My Manchester portal home page. At the top, there is a navigation bar with 'My Home', 'My Course', 'My Blackboard', 'My Library', 'My Services', 'My Campus Life', 'My Future', and 'My Applications'. Below this is a 'CUSTOMISE' button. The main content area features a 'STUDY SKILLS: ESSAY WRITING' section with a laptop icon and text: 'Our second instalment of the study skills series gives you advice about how to plan, structure and reference your academic essays.' Below this is a calendar section titled 'CALENDAR' with a view of '31 Oct' and a date picker. On the right side, there is a 'HELLO' section with 'MY DOCUMENTS' (0MB Used, 100MB Left) and 'EMAIL' (112 En, 50 Nav). Below this is a 'THE UNIVER' section with 'Student news' and 'My Manchester' (This Month: Have you Manchester research i). Further down are 'Fruit stall retu' (Popular fresh fruit and) and 'Freebies and fc' (Food tasting, new gift). At the bottom right, there is a 'What's on this' section (Details of events and) and a 'Help | Edit new' link.

Cluster Screensavers

Who can see it? Current students using computer clusters

Where can they see it? On idle computer cluster screens that are owned by Central IT Services.

How often is it updated? Images will normally appear on the screensaver for a two week period, starting on Mondays, subject to space availability

How do I submit items for consideration? Email them to screensavers@manchester.ac.uk

What should I submit? There are submission guidelines which need to be adhered to - contact studentnews@manchester.ac.uk for advice.

What format will it appear in? As a JPG or GIF image which stays on screen for 10 seconds (and then appears in a cycle at regular intervals)

Anything else? A maximum of 10 images can be loaded into the system any one time. Information needs to be as brief as possible and should be of interest to a substantial proportion of the student community.

Who is responsible for this channel? Enquiries can be made to the Student Communications team on studentnews@manchester.ac.uk.



Digital screens in buildings

Who can see it? Campus building users, including current students.

Where can they see it? On digital screens around campus.

How often is it updated? As items are submitted

How do I submit items for consideration? Items for consideration by digital screen 'owners' around the campus can be emailed to

digisignmessages@listserv.manchester.ac.uk

What should I submit? A PNG seems to be preferred by many owners and systems. As most screens are widescreen, a 16:9 aspect ratio (eg 1360 x 768 pixels) is recommended.

What format will it appear in? If approved by owners, the image will appear for a set number of seconds before changing, as part of a cycle.

Anything else? Some screen owners have the ability to include videos on their digital screens, but you should offer this as an extra option, not instead of a still image. Remember that screens have no sound!

Who is responsible for this channel? Screens are owned locally, and are populated using a variety of technologies and systems, so there is no one central owner. However, Linda Callaghan

(Linda.callaghan@manchester.ac.uk) in Internal Communications can advise on work to standardise technology and software across the University, with view to creating a network.

