

Events and Announcements: Documentation

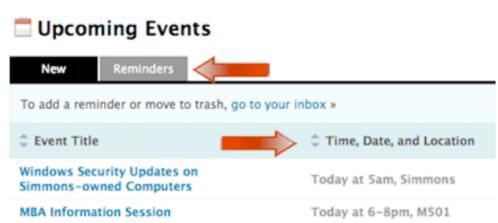
Here is a tour of how to navigate through Simmons alerts, events and announcements, and to manage them by setting your own personalized flags and reminders, moving items to and from the trash, and finding old events, alerts, and announcements. To see all Simmons alerts, events, or announcements (not just public ones) and to flag or remind yourself about any, first you have to Sign In, or Log in to personalize this page.

- Read/Manage Your Events
- Read/Manage Your Announcements
- Manage Your Subscriptions
- Add an Event
- Add an Announcement
- For Moderators

Read/Manage Your Events

Simmons students, faculty, and staff post MySimmons notices about lectures, parties, workshops, Sharks games, and other Simmons happenings. Announcements are date independent for information like policy changes, technology information, and invitations to join an organization.

On the Dashboard Welcome page, you can toggle among Alerts, New events, and Reminders you have set for yourself. Use the triangles to sort either by Event Title, or by Time, Date, and Location. Click on an event's title to see more information about that event.



Alert

Although rare (and so not pictured above), there may be an event posted as an Alert. Alerts are notices that Simmons College believes are important and that you should attend to as soon as you can. Generally, alerts also appear in your email inbox, directly from the sender.

An event you want to attend? Set a Reminder!

You can remind yourself about an event by setting Reminders. You can set or remove a Reminder from a variety of Event views by clicking these plus and minus Reminder icons:

You can set a reminder almost anywhere you can see information about an event. Here is one way to set a reminder:

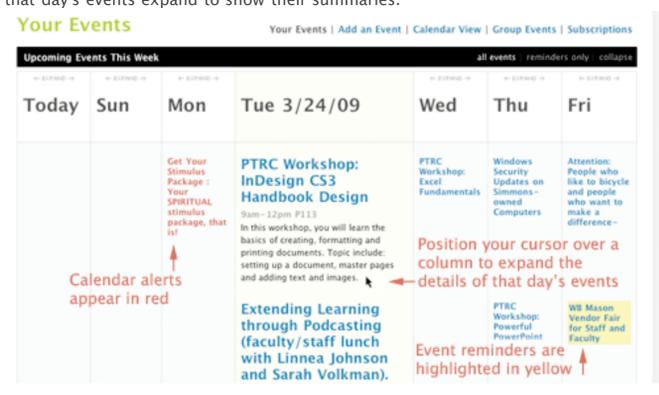
- From the Dashboard Welcome page, under Upcoming Events, click **go to your inbox**.
- On Your Events page, scroll past the calendar of this week's events to the New Events Inbox. Or, in the black bar to the right of "Upcoming Events This Week," click **collapse**, so that you see all new events without the weekly calendar view in the way.
- Pick an event that interests you. Click **More** to see more information about it.
- On right-hand side, under "You can," click **Set a reminder**.
- Now "You can" **Remove a reminder**, if you are no longer interested in the event. Or **See all**, next to "This event is in your reminders."

Once you set a Reminder for an event, that event no longer appears under New Events. To see your reminders, switch to a Reminder view, or look on the calendar for the yellow highlighted events.

Instead of a list of events, look at a calendar

You can see Simmons events for this week starting with today, or by month or day. Events for which you have set a Reminder appear in yellow.

This week's calendar appears on Your Events page. Hover your cursor over a particular day, and that day's events expand to show their summaries.



You can toggle among **all events**, **reminders only**, and **collapse**. Collapse lets you see the new events listings immediately, without having to scroll down the page.

There are different ways you can get to a monthly or daily calendar view. Here is one:

- Just under MySimmons, near the top of the page, click **Events** under Dashboard.
- From the Dashboard Welcome page, click **Events** on the Dashboard navigation bar to see Your Events page. There is this week's calendar, as described above.
- Just to the right of "Your Events," click **Calendar View**.
- You can toggle between **month** and **day** views, and use **prev** and **next** to move from month to month or day to day.
- Click an event title to see the Event Details page, where you can see more information, set a reminder, etc.

Archives and Trash

Simmons events are never actually deleted, they just get archived! One day after an event has passed, the event moves from being "New" or a "Reminder," to the **Past Event Archives**. You can always visit the archives. Here's one way how:

- From the Dashboard Welcome page, click **Events** on the Dashboard.
- This is Your Events page. Below the week's calendar, to the right of New Events Inbox, click **Archives**.

In the Archives, events for which you set a Reminder are not distinguished from any other event. Even if you move an event to your Trash, it still appears in the Archives.

You can move events to your Trash to narrow down the list or calendar of events, using the Move to Trash icon, which is a red circle with a white minus sign. Move to Trash is available from a number of MySimmons screens, including within your New Events Inbox.

Once you have moved an event to your Trash, a green check mark appears letting you know the event has been "moved to trash." What if you trashed an event by mistake? You can move it back to your inbox by visiting your Trash. Here's one way to navigate to your event Trash (which is separate from your announcements Trash) and put an event back in your New Events Inbox.

- On the Dashboard Welcome page, click **Events** under the Dashboard.
- Scroll below this week's calendar. Next to New Events Inbox, toggle to **Trash**.
- Next to an event in your Trash, click the Remove from Trash icon.
- A green check mark appears letting you know the event has been "removed from trash."

Help Contents

- Welcome
- Policies
- Documentation
- Known Issues
- Feedback/Support Form

Policies

Use of this website is governed by the MySimmons Portal Policy, the Acceptable Use Policy and by other applicable College policies. For further information, contact Technology at Simmons College at 617-521-2222 or via electronic mail at helpdesk@simmons.edu.

Feedback

This is a new service for Simmons. We appreciate and encourage your feedback in order to help us improve it.