

Notices on the OLE

Targeting to the correct audience



Notices

Notices allow you to publish brief, relevant and timely messages to an intended audience. There are two ways you can post notices but, in most situations, using '**Create Composite Audience**' is the most targeted way. Please remember that we do not wish to inundate users with trivial and/or improper messages. When posting a notice to parents, this is done on 'the parents **need** to know' basis and NOT 'it would be **nice** for parents to know'.

Selecting Audience

Sends to entire campus including parents - should only be used in very rare circumstances

Sends to classes and groups that you belong to - only those members and their parents receive notice

Sends to all members of the role - **NOTE** if parents or staff are selected, this will go to SKP, SKB, SKG & SKC

The screenshot shows a 'Select Audience' interface with two tabs: 'Select Audience' (circled in red) and 'Create Composite Audience'. Below the tabs are five selection boxes: 'Campuses' (with a location pin icon), 'Houses' (with a house icon), 'Classes & Groups' (with a group of people icon), 'Year Levels' (with a graduation cap icon), and 'Roles' (with a person icon). Red arrows point from the surrounding text to each of these boxes.

Send to all students within a House - can select their teachers and parents - **NOTE** will send to students across all campuses

Sends to all students in year levels you select - can select their teachers and parents - **NOTE** Yr 7 & Yr 8 will go to all students at SKB, SKG and SKC

Create Composite Audience

The best way to send targeted notices is to use the '**Create Composite Audience**'. This will allow you to select multiple roles and the desired campus. **NOTE** Since 'Parents' is a group, if you select it, it will send the notice to every parent at the campus you select.

1. Select all of the roles who you wish to receive the notice

The screenshot shows the 'Create Composite Audience' interface. At the top, the 'Create Composite Audience' tab is circled in red. Below it, there is a sub-header: 'Choose audience types and select the appropriate tickboxes to create a composite audience. E.g. Parents and Students only in the Senior Campus.' There are two columns of selection options: 'Audience Type 1' and 'Audience Type 2'. 'Audience Type 1' has a 'Role' dropdown menu and a list of roles with checkboxes: Staff, Parents, Preschool, Students Year 0 G, Students Year 1 G, and Students Year 2 G. 'Audience Type 2' has a 'Campus' dropdown menu and a list of campuses with checkboxes: SKC, SKG, SKB, and SKP. Red arrows point from the surrounding text to the 'Role' dropdown and the 'Campus' dropdown.

2. Then select the campus who you wish to target