

MyYSU Channels Policy Guidelines

Terms

Tab – organization of channels. Five tabs represent the current maximum limit that one can have.

Content Channel – channel with content targeting either entire campus or specific roles (i.e., finance, student, faculty, employee, etc.). Departments, offices, plus established campus organizations may request a content channel.

Default Channel – channel that appear on the Home, Student, Faculty/Staff, and initially on the MyTab tab. These channels were determined by the MyYSU Implementation Team and are intended for long-term usage at YSU.

Content Owner – determines channel content.

Content Administrator – creates channel.

Content Provider – adds content to channel.

Criteria for Requesting a Channel

Content Channel

- Departments, offices, and established campus organizations may request a channel by completing an online form http://www.ysu.edu/channels_groups_admin.pdf. The completed form must be approved by the head of the department, office, or organization.
- The channel should serve either a campus-wide audience or one of the current MyYSU roles (i.e., student, employee, etc.). It is encouraged that similar content be combined into one channel (i.e., Athletics and Campus Recreation & Intramural Sports, Student Employment and Career Services, etc.).
- The department, office, or organization must identify a content owner, administrator, and provider for the channel. These roles can overlap as well as be shared among multiple individuals.
- To serve as a channel administrator and/or provider, one must attend a training session on setting up and maintaining channels or review online materials available in the “Tips & Tricks – MyYSU Portal” channel.
- The channel must meet above criteria in order to be approved.
- The channel can then be added to MyTab or MyTab2 tab by users.

Default Channel

- Must meet above criteria.
- In addition, requests must be approved by the MyYSU Advisory Committee.
- If approved, the channel will be added by the MyYSU system administrator to the appropriate tab (i.e., Home, Student, Faculty/Staff, or MyTab).

Channel Modifications

- Content corrections should be directed to the designated owner of the specific channel. See <http://cfweb.cc.ysu.edu/portal/index.cfm> for a list of owners.

Channel Maintenance

- If there is a change in channel maintenance (i.e., owner, administrator, or provider), or a need to have channel removed, it is the responsibility of owner to complete http://www.yzu.edu/channels_groups_admin.pdf requesting service.

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