

Welcome to Today at CC, CC Digest's new and improved website!

While it may look different, **posting to the new system is still quite simple!** Simply [log in to the website](#), then click the button with a "+" symbol in the upper right corner. For more details about posting, see the "Making a New Post" section below. If you have any questions regarding the website, please contact the [ITS: Solutions Center](#).

[Click here](#) to subscribe or re-subscribe to the daily emails from Today at CC.

NOTE: Posting in Today at CC will **not** post to the campus event calendar; public events posted to the campus event calendar will be considered for inclusion in Today at CC. Today at CC is a promotional tool; posting events to Today at CC does not reserve a venue or space on campus. Please continue to use the CC Events Management System for space and logistical needs.

By using Today at CC, you agree to abide by Colorado College's Acceptable Use Policy. Please also note that the website performs best on Safari and Google Chrome.

Before we dive into where to find the various features to this site, here is a quick rundown of what the Today at CC provides:

- **[A concise display of all the events occurring today](#)** and all the announcements posted in the past 24 hours
- Visually organized views of [events](#) and [announcements](#) by the week
- A new "sponsor" field to indicate what club, organization, department, or office is sponsoring the event you're posting
- A new "tags" field to quickly provide key terms that are related to your event (ex. Dinner, concert, symposium, or make your very own tag!)
- The ability to filter events and announcements by audience (Student, Staff, Faculty, Public) and date, and to filter events by sponsors and tags
- The ability to view, edit, and delete [all events and announcements that you've posted](#)
- **Only one daily email** for each of students, faculty, and staff:
  - The email contains all of the announcements for that audience posted in the past 24 hours (the equivalent of the former Student, Faculty, or Staff Digest)
  - The email also contains all of the events for that audience (as well as public events) happening during the next 72 hours, sorted by time. This means that **each event only needs to be posted once!**
- *Automatic* inclusion of many approved events that have been posted to the [campus event calendar](#); please check to see if Today at CC is already showing your event prior to posting.

## Should I post an event or announcement?

You should post an announcement if you are spreading information regarding an opportunity, classes, or anything that isn't something people actually attend (like an event).

Examples of announcement titles:

- Construction on N. Cascade Ave
- Bon Appetit is looking for students to conduct a taste test survey
- Looking for a job after graduation? Look at these Career Center resources

Events are what they sound like; something with a time, date, and location for people to assemble. However, you do not need to include these other details in the title since they can now have their own designated section for each event.

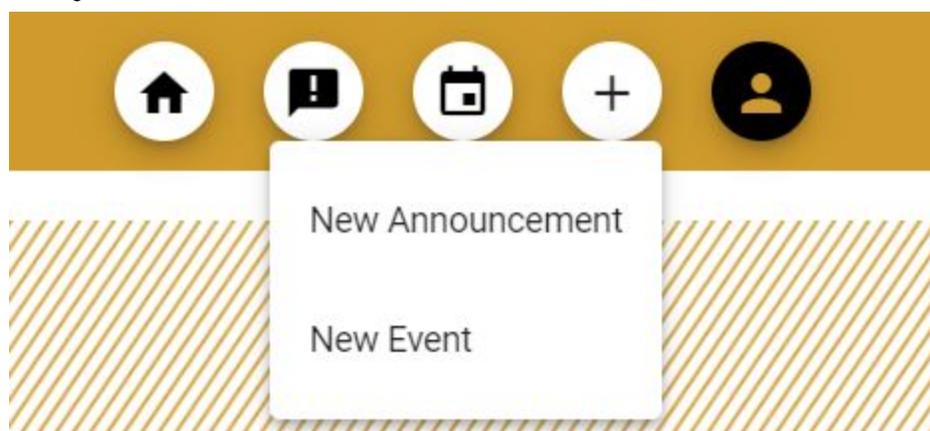
Examples of event titles:

- ORC Gear Sale
- Asian Cultures Night
- Midnight Rastall

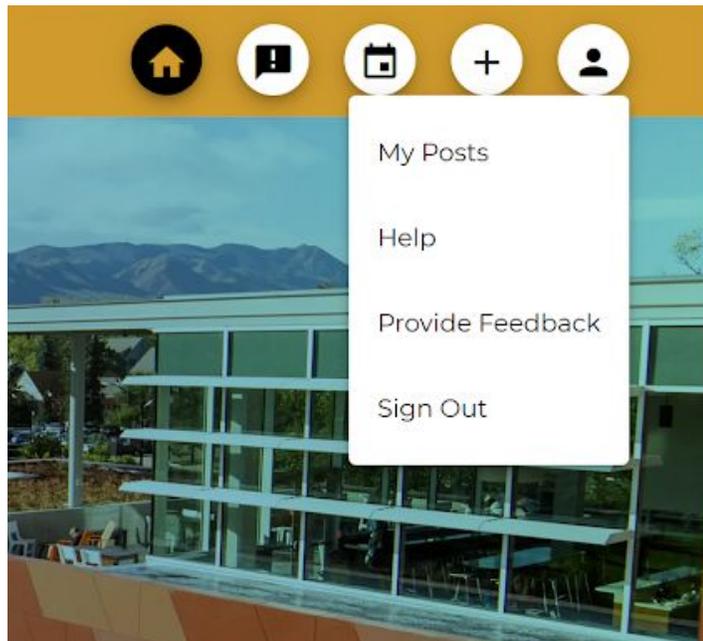
## Menu Header



The Menu Header is your primary way to navigate the various pages on Today at CC. The five buttons are in order: Home, Announcements, Events, New Post, and Profile. The button turned black and gold will correspond to the page you are currently on.



Some of these buttons have sub-menus. Clicking the “New Post” button will offer the menu shown here. From here you can create a new announcement or new event. If you are not signed in to SSI, you will be prompted to sign in before you can make a post.



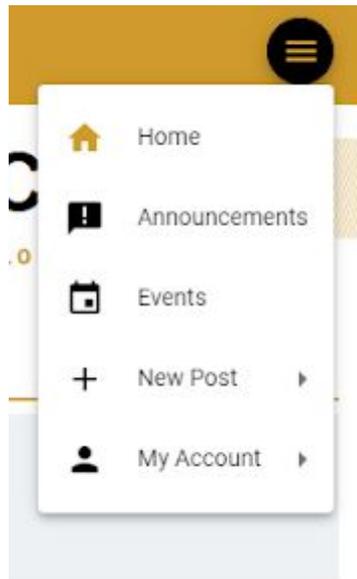
Clicking the Profile button will also prompt this sub-menu. Note that you will only be able to access “My Posts” if you are signed in. “My Posts” will redirect you to the My Posts page where you can manage all of your posts. “Help” opens this document. “Sign Out” does exactly that, signs you out of SSI. Lastly, “Provide Feedback” will take you to a survey for this website—we would appreciate any feedback you offer!

### **Mobile Menu Header**

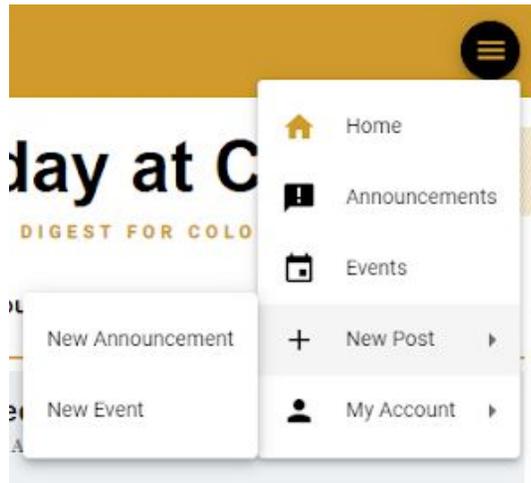
The mobile version of the menu header is functionally the same as the desktop.



To see all the other buttons and submenus, first tap the hamburger menu button on the right.



The page you are currently on will be gold on the menu.



Tapping “New Post” and “My Account” will open their respective submenus. From here you can perform all of the same functionalities on mobile as on desktop.

## Home Page

The screenshot shows the top navigation bar with the CC logo and icons for home, messages, calendar, a plus sign, and a user profile. Below the navigation bar is the header "A DAILY DIGEST FOR COLORADO COLLEGE". The main content area is divided into two sections: "Recent Announcements" and "Today's Events".

**Recent Announcements**

**Upcoming Message from CC President**  
December 1, 2020 / Audience: Students  
Please keep an eye out for an upcoming message from the CC President.

[Past Announcements](#) →

**Today's Events**

**Tuesday, December 1, 2020**

- 8:00 a.m. | Shove Side Chapel | **Morning Meditation and Muffins**
- 5:00 p.m. | Zoom | **Communities of Praxis: Capstone Project**

[All Events](#) →

Home is where you start when you view Today at CC. Home always features announcements from the last 24 hours and events occurring on the current date. In addition to the Menu Header, you can click “Past Announcements” and “All Events” to navigate to their respective pages so you can view more announcements and events.

### Paginated Posts

Often, there will be more than four posts in a given day. To view these additional posts, you can view different pages in each day holding posts.

The screenshot shows a day viewer for Thursday, December 3, 2020. It features a list of four events, each with a time, location, and title. Navigation arrows are visible on the top right, and a "Next Page" button is present.

**Thursday, December 3, 2020**

- 12:00 a.m. | Online | **Of Spacious Skies: An Audio Play Anthology Series Episode Launch**
- 9:00 a.m. | Online | **Excel at CC - Project Management**
- 2:00 p.m. | Worner Campus Center | **Colorado College Food Pantry**
- 4:00 p.m. | CCE House | **Issue-Based Programming**

[Next Page](#)

Notice the arrows on the top right of the day viewer. You can click these to move forward and backward by four posts as available.

Thursday, December 3, 2020



12:00 a.m. Online	Of Spacious Skies: An Audio Play Anthology Series Episode Launch
9:00 a.m. Online	Excel at CC - Project Management
2:00 p.m. Worner Campus Center	Colorado College Food Pantry
4:00 p.m. CCE House	Issue-Based Programming



Page 2

The dots below the day viewer also indicates how many pages there are. You can also click them to change the page you are viewing.

## Viewing Posts

At first glance, events and announcements only show a few of their details. Once you click on them you can see much more.

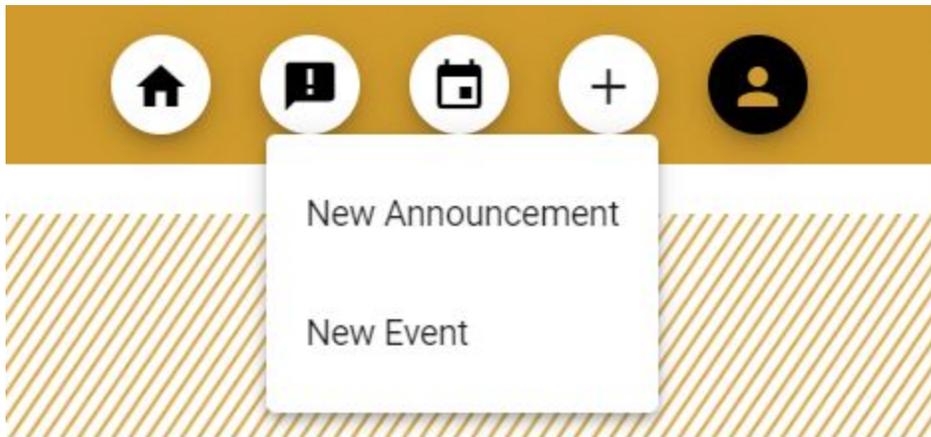
The screenshot shows a web interface with a navigation bar at the top containing a home icon, a notification bell, a calendar icon, a plus sign, and a user profile icon. Below the navigation bar is a section titled "Recent Announcements" with a left and right arrow. A modal window is open over the content, displaying details for a post titled "Communities of Praxis: Capstone Project". The modal includes a date and time "Tuesday, December 1, 2020, 5:00 p.m. to 6:00 p.m.", a location "Zoom", and a detailed description: "After this session, students should be able to: 1) In community with peers, design an engaged capstone project. This event is intended for third-year students, but all are welcome. This workshop is a part of the CCE Changemaker Curriculum. Zoom (994 0554 9268) This event is not open to the general public. <https://www.coloradocollege.edu/newsevents/calendar/details.html?EventID=43323&booking=1SEQUENCE.0>". It also lists "Sponsor: Collaborative for Community Engagement", "Tags: Capstone, Third-year students", and "Audience: Students, Staff, Faculty". The post is attributed to "Posted by e\_merenstein". At the bottom of the modal are three icons: a link icon, a document icon, and a calendar icon. To the right of these icons are buttons for "Edit", "Delete", and "Close". The background of the page shows a "Today's Events" section for "Tuesday, December 1, 2020" with two event cards: "8:00 a.m. Shove Side Chapel" and "5:00 p.m. Zoom Communities of Praxis: Capstone Project". An "All Events" link is visible at the bottom right of the page.

When looking at the details of a post, you will see more things like description, sponsors, tags, audience, and the author of the post. If you are the author of the post, you can also edit and delete the post by clicking the "edit" and "delete" buttons.

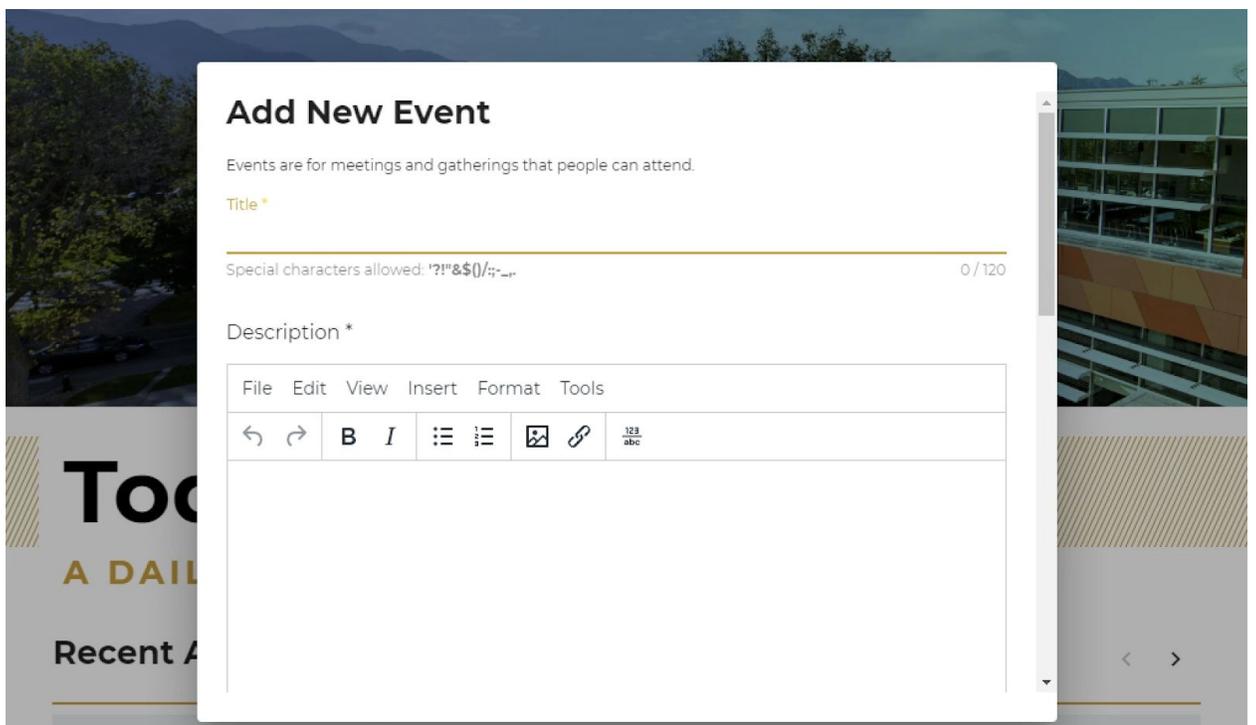
There are also three buttons in the bottom left of the details window. The left one will copy the link for that post so you can paste and share it wherever you'd like. The middle one will open the post in its own tab so you can save it for later. The right one (which may not be present for events before December 2020) allows you to add the event to your iCalendar-supporting calendar (e.g. Apple, Outlook) or your Google calendar.

## Making a New Post

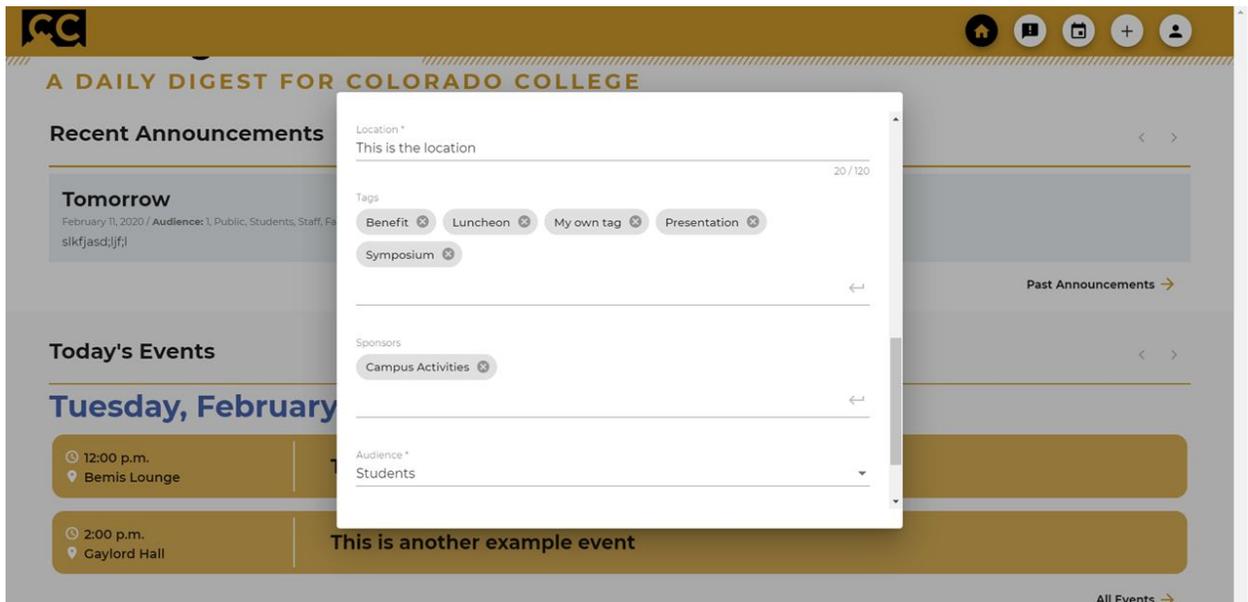
Making a new post has been made relatively simple, the only prerequisite is that you are signed in to SSI.



Click the “New Post” button (+) and select the type of post you want to make.



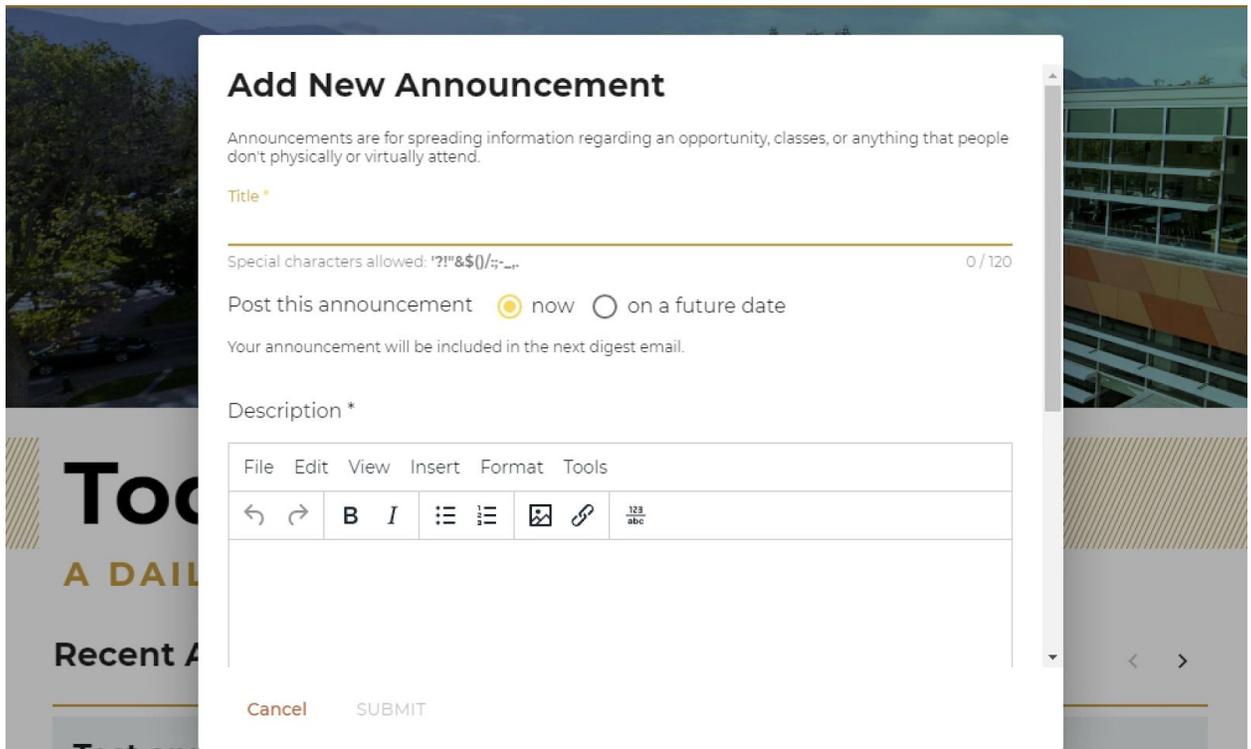
From here you will be prompted with the form for the type of post you clicked. All fields except tags and sponsors (only exist for events) are required. There are character restrictions set for the title and character count limits set for the title, description, and location.



Tags and Sponsors can be filled out via the premade list or you can enter your own. Keep in mind that while users are able to filter events by any tag, only the premade list will appear as suggestions for tag filtering. You can enter up to 10 tags and sponsors each. Please limit each tag to 35 characters and each sponsor to 60 characters; any that are longer will be truncated.

The event (and announcement) description field comes with a WYSIWYG editor to provide you with basic styling abilities, such as bolding text and creating custom-text hyperlinks. Additionally, URLs entered into the description and location fields will automatically be converted to hyperlinks. To create a hyperlink that displays custom text in the location field, use the following format, making sure to include the angle brackets, quotation marks, and forward slash exactly as shown:

`<a href="insert_URL_here">Text you want to display</a>`

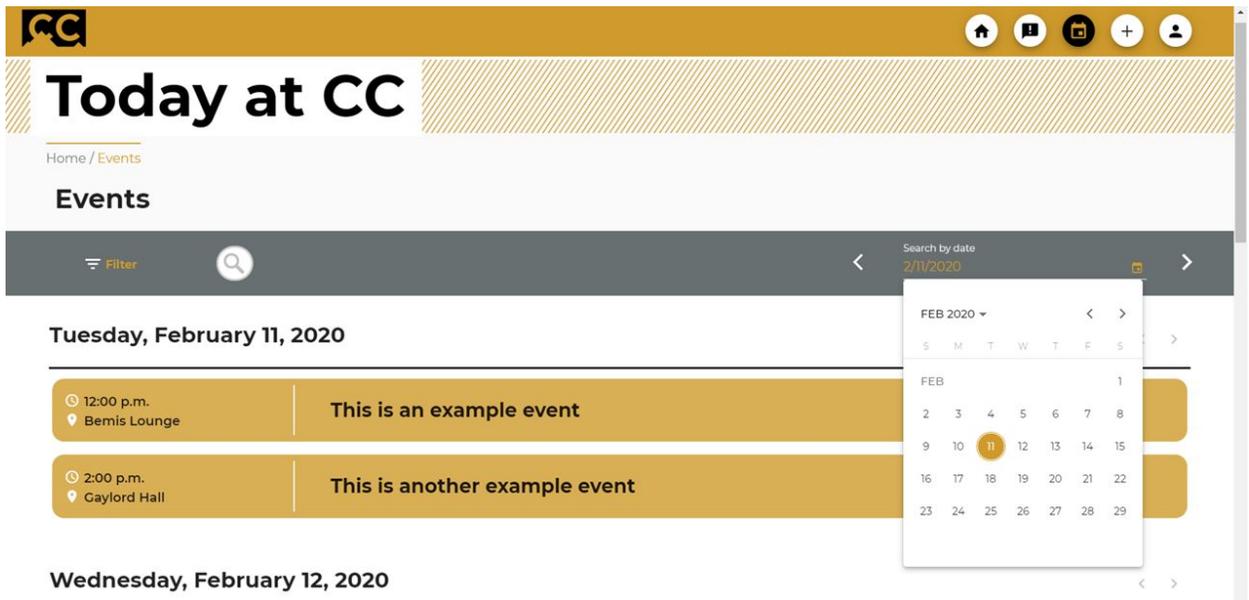


When you are creating a new announcement you have two options: post it now or in the future. If you choose to post it now, your announcement will immediately appear publicly on the website and will be included in the next digest email. If you choose to post in the future you are required to put in a date. At midnight on that date, your announcement will appear publicly on the website, and your announcement will be in that day's digest email.

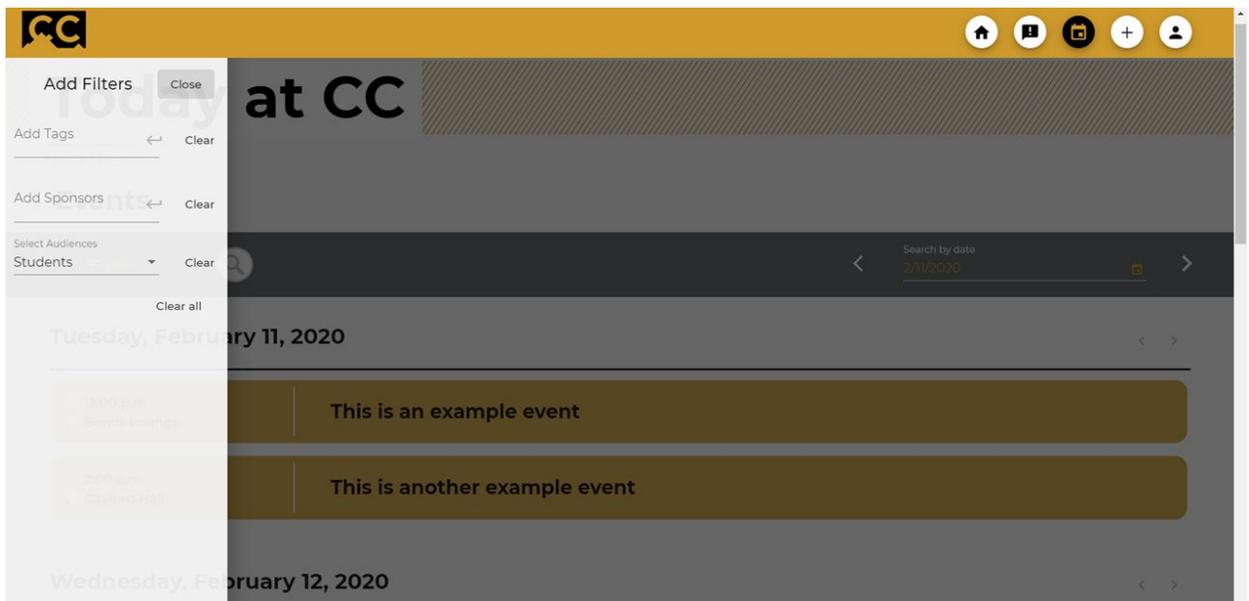
If you are a student, you can post announcements for students only.

### Events Page

The events page displays all events happening during the next seven days, including the current date. Events are also set in chronological order within each day.



The dark gray header will be where you can filter the events being shown. On the right is the “Search by date” filter. By default it is set to the current date, but you can quickly change this by one week via the arrows flanking the filter on either side. You can also click the calendar icon to pull up a calendar view and select the exact date of your choice.



On the left is the “Filter” button. Clicking this opens this side bar that offers three additional filter options. You can fill them in by selecting or typing in any tags and sponsors, and the events shown will automatically update. Audiences can only be filtered for Student, Staff, Faculty, and Public. If you are signed in, the audience filter will be pre-populated with your audience and the Public audience. You can clear each filter category independently by clicking their respective “Clear” buttons, or simply reset them all by clicking “Clear All.”

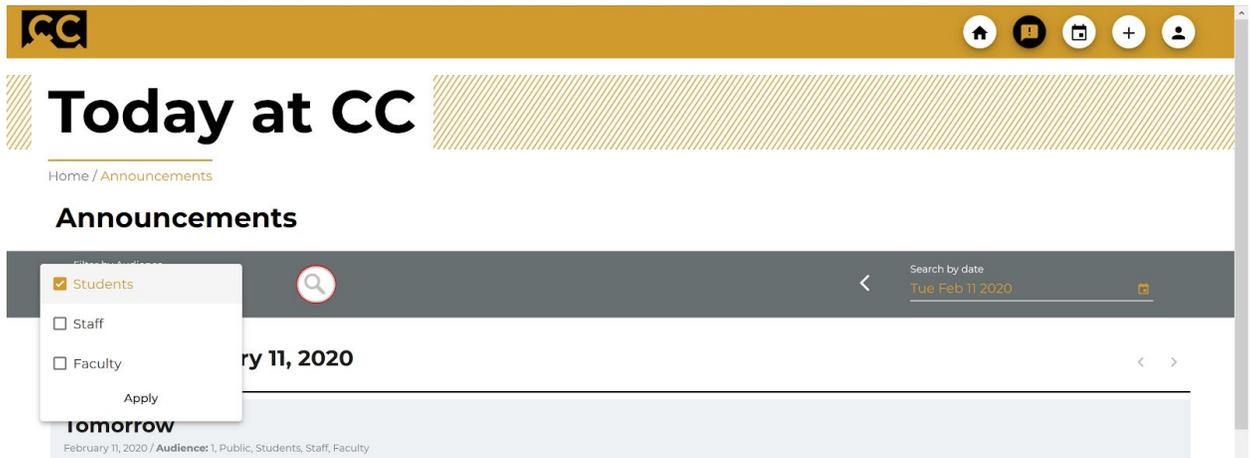
Lastly, in the middle, there is a search bar. The search bar expands to its full size shown above when clicked on. The search bar will search the events within the selected week for the entered phrase, and will only display those where a match is found in the title, description, location, tags, or sponsors.

### Announcements Page

The announcements page is almost identical to the events page in features, except even simpler. Although there is not a visible time field, announcements are ordered with the most recently posted ones at the top.

Unlike the events page, the announcements page begins at the current date and displays the previous 6 days. This is because announcements are

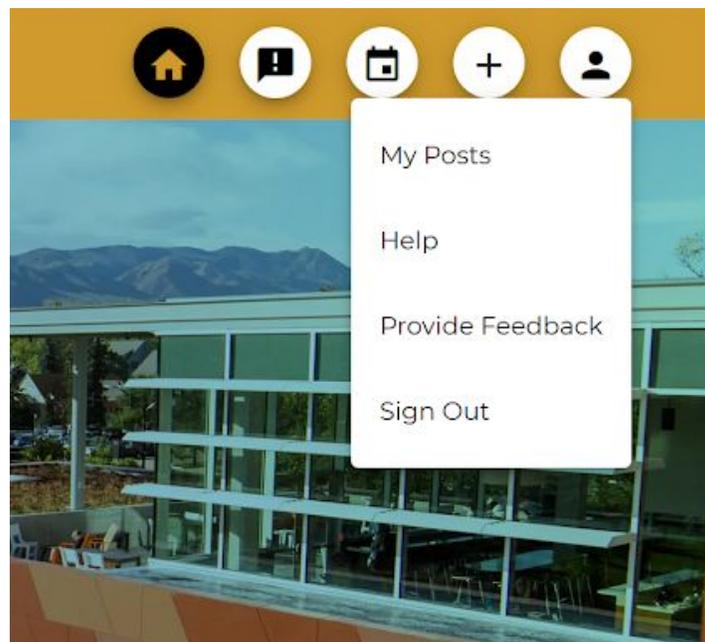
designed to be featured for the next 24 hours after they are posted, so you will never see announcements posted for the future. (To view announcements that *you've* scheduled to be posted in the future, visit the My Posts page, described below.)



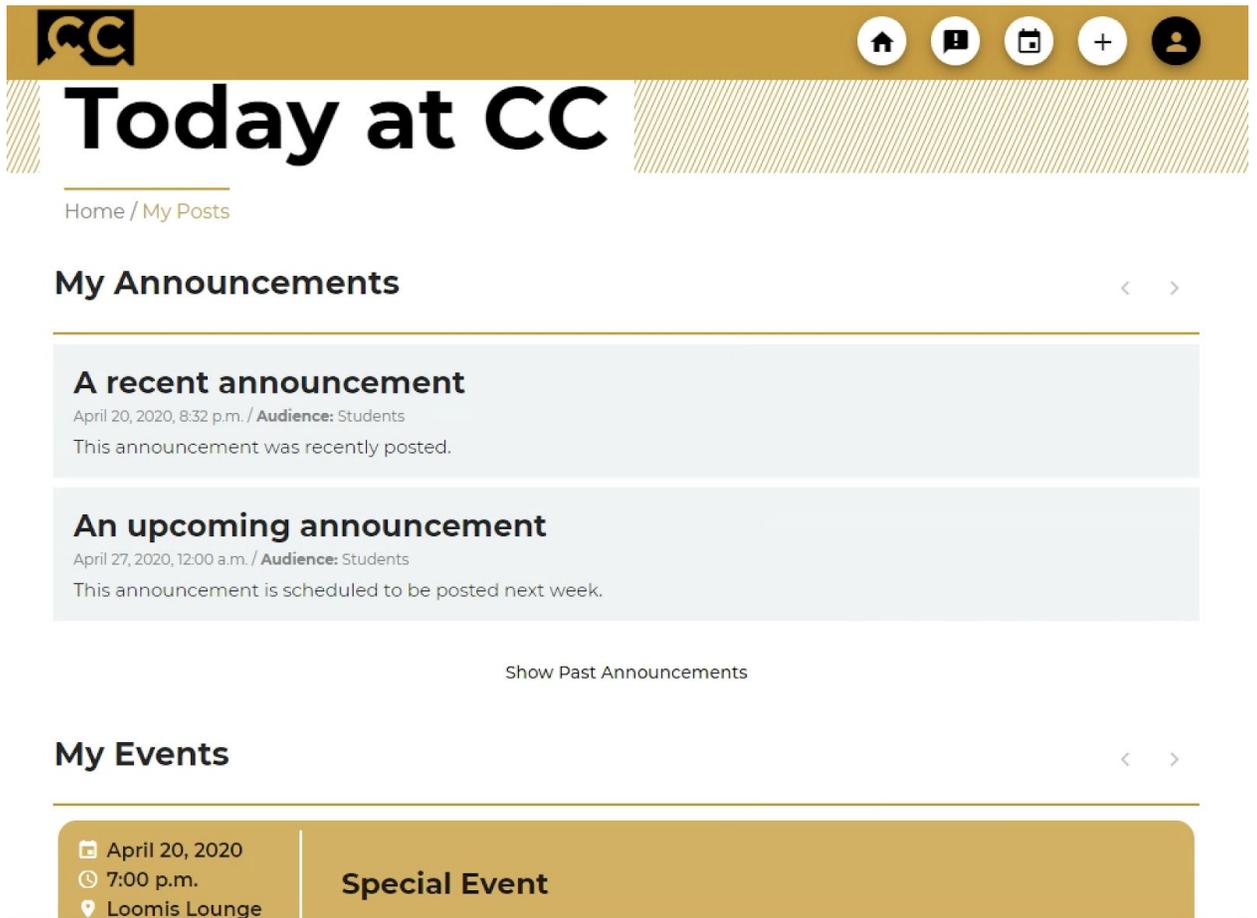
Like the events page, the announcements page has a filter header that allows you to selectively view announcements. On the right, there is the same date picker that you can use to change the week being displayed. To the left, there is an audience filter to allow viewing of different announcements for various groups of the CC community. If you are signed in, the audience filter will be pre-populated with your audience.

Again there is a search bar in the middle and this operates the same way as described for events.

## My Posts



The My Posts page is very useful for finding and managing either type of posts you've made. When you are signed in, you can find it in the submenu after clicking the Profile button.



The screenshot shows the top navigation bar with the CC logo and icons for home, messages, calendar, a plus sign, and a profile. Below this is a header with the text 'Today at CC' and a breadcrumb 'Home / My Posts'. The main content is divided into two sections: 'My Announcements' and 'My Events'. The 'My Announcements' section contains two items: 'A recent announcement' dated April 20, 2020, at 8:32 p.m. for students, and 'An upcoming announcement' dated April 27, 2020, at 12:00 a.m. for students. A 'Show Past Announcements' link is located below these. The 'My Events' section features a 'Special Event' card for April 20, 2020, at 7:00 p.m. in the Loomis Lounge.

**Today at CC**  
Home / My Posts

### My Announcements

**A recent announcement**  
April 20, 2020, 8:32 p.m. / **Audience:** Students  
This announcement was recently posted.

**An upcoming announcement**  
April 27, 2020, 12:00 a.m. / **Audience:** Students  
This announcement is scheduled to be posted next week.

[Show Past Announcements](#)

### My Events

April 20, 2020  
7:00 p.m.  
Loomis Lounge

**Special Event**

By default, you will only be shown your recent/future announcements and current/future events. Just like your posts on the other pages, you can click on any of these posts to see the details window and edit and delete the post as you wish.

## My Announcements



### A recent announcement

April 20, 2020, 8:32 p.m. / **Audience:** Students

This announcement was recently posted.

### An upcoming announcement

April 27, 2020, 12:00 a.m. / **Audience:** Students

This announcement is scheduled to be posted next week.

[Hide Past Announcements](#)

## My Past Announcements



### A previous announcement

April 19, 2020, 7:32 p.m. / **Audience:** Students

This announcement was posted more than 24 hours ago.

To view announcements that were published more than 24 hours ago or events that have already occurred, click the “Show Past Announcements/Events” buttons. This will display past posts just underneath the upcoming ones. You can hide them again by pressing the “Hide Past Announcements/Events” buttons.