

Mines Daily Blast for Faculty/Staff Mines Daily Blast for Students

Frequently Asked Questions Updated 4/18/16

Q: Why are we implementing a Daily Blast and eliminating several email distribution lists?

A: The rationale for compiling email messages that are currently distributed to large segments of the campus into a digest format is 1.) to reduce the number of non-critical campus-wide email messages that each member of the Mines community receives and 2.) to create a single source of information for the majority of campus-wide announcements to students and to faculty/staff.

The intention of these efforts is to streamline communications, improve access to important information, and support students' and employees' management of the ever-increasing volume of email messages.

Q: Which email distribution lists will no longer be available for use?

A: The following lists will no longer be used:

Classified announce	Campus-Meetings
Faculty announce	Academic-Student
Ugrad announce	Campus-Notices
Grad announce	Sporting-Events
Scheduled-Activities	Community-Events
Special-Activities	

Q: How do I ensure my announcement is included in the next day's edition of the Daily Blast?

A: Submissions made by 3:00 p.m. will be reviewed by a moderator that day and if approved, will be published in the next day's edition of the Mines Daily Blast. Moderators may review submissions outside of official work hours at their discretion. Submission of content in advance of the preferred publication date is encouraged.

Q: Can I submit an announcement for inclusion in both the faculty/employee Mines Daily Blast and the student version of the Mines Daily Blast?

A: Yes. Just select the intended audience on the submission form when you submit your item.

Q: I am automatically subscribed to the faculty or student list but want to receive both versions of the Mines Daily Blast. How do I subscribe?

A: If you are a faculty or staff member, you may submit a request to receive the student version of the Mines Daily Blast. Instructions for subscription are on the bottom of the faculty/staff Mines Daily Blast.

Q: How do I include a link to a YouTube video in my announcement?

A: To get the YouTube URL: find the video you want to include, right click on the image and select the 'Copy Video URL.' Paste that URL into the "Link to website with additional information (optional)" field of the Daily Blast submission form.

Q: How do I make a correction to an item that I submitted to the Daily Blast?

A: If your entry has not yet been approved by a moderator: After you submit an entry, you will receive an auto-generated response that includes a link to edit the entry. Select this link if to edit your entry and resubmit it.

If your entry has been approved by a moderator: Contact the moderator who approved your item and have them moderate the item again, this time 'rejecting' it. You will receive an email on how to edit the item, and the moderator will receive a notification when you save the edited item. (View the list of moderators [here](#).)

Q: My announcement is urgent. How do I distribute it immediately rather than in an upcoming edition of the Mines Daily Blast?

A: Most announcements should be submitted to the Mines Daily Blast using the submission form. If you believe your message is truly urgent, contact your Vice President, who has the authority to approve your item for distribution to the campus.

Q: I have a suggestion for a new feature or additional functionality for the Daily Blast. Who do I contact?

A: We welcome your feedback. Please share your comments via the "Provide Feedback" link on the Daily Blast home page, which is at <https://webapps.mines.edu/dailyblast>.

Q: What if there is not an existing web page that can be linked to my announcement or event?

A: Linking each announcement or event to a web page is optional.

Q: Can I include an image in my announcement or event?

A: You may include images on a webpage that can be linked to your announcement or event, but images will not be included in the initial versions of the Mines Daily Blast. It is possible that this feature will be added to future versions of the Mines Daily Blast.

Q: The submission form includes a posting begin date and not an end date. How do I specify how many days I want my submission to appear in the Mines Daily Blast?

A: Each announcement or event will be included for one day. You may propose one additional optional reminder date when you initially submit an event or announcement.

Q: The submission form limits the length of the text that I can include in my announcement/event. How do I provide more information?

A: Your announcement/event can include a link to an existing web page that includes graphics, additional text, or whatever information you need to provide. OrgSync provides webpage development functionality that may be of use to you.

Q: How do I unsubscribe from the Daily Blast?

A: The Daily Blast includes important information for faculty, staff, and students, who will be automatically subscribed. The Daily Blast will be a source of critical information such as deadlines, closures, event notifications, etc. so you will not be able to unsubscribe. You will receive approximately 20 Daily Blast email messages per month, one for each day of the week (Monday – Friday.)

In comparison to 20 Daily Blast messages per month, 205 campus-wide email messages were sent to faculty, 188 to staff, and 186 to students in April 2015. We expect that the Mines community will appreciate the reduced volume of email messages that will result from implementation of the Daily Blast.

Q: Who do I contact if I want to be sure that I comply with the on-campus recruiting policy related to recruiting/employer events?

A: Contact the Career Center at careercenter@mines.edu or at 303-273-3233. Please refer to the [guidelines](#) for posting recruitment-related announcements.

Q: Who can I contact if I have additional questions?

A: If you need to contact a moderator, please see this [list](#). You may also submit your questions via the “Provide Feedback” link on the Daily Blast home page, which is at <https://webapps.mines.edu/dailyblast>. You may also contact:

Kay Schneider, Committee chair/project manager

Jenn Mazzotta, Student Life

Karen Gilbert, Public Relations

Bryan Siebuhr, CCIT

Robert Hicks, CCIT

Michael Erickson, CCIT

Julie Lienemann, CCIT

David Lee, CCIT

Peter Han, President’s Office

Corey Wahl, Registrar’s Office