



Updated July 27, 2021

ISADORA INTRANET CRITERIA FOR ANNOUNCEMENTS:

- + Any University matter that does not fall within the criteria of University Communications
- + University events and activities
- + Academic calendar, registration information and deadlines
- + Textbook orders or announcements
- + Carlow monthly-in-the-news links
- + Carlow monthly hires announcements
- + Special anniversaries and announcements
- + Fundraisers
- + Holiday notices
- + Hosted speakers
- + Newsletters
- + Student events
- + Christmas holiday toy drive and other fundraisers
- + Training opportunities
- + This list will continue to grow

PROCESS FOR REQUESTING AN ANNOUNCEMENT TO ISADORA INTRANET:

- + Secure approval from your supervisor prior to making the request
- + Click "Manage Announcements" and select "Add announcements to entire portal"
- + Follow the easy-to-use prompts
- + Submit your request, which will be reviewed by a moderator who will make the post live

ISADORA INTRANET CRITERIA FOR CALENDAR POSTINGS:

- + University-hosted events
- + Training opportunities
- + Academic deadlines
- + Faculty/staff deadlines
- + Financial aid deadlines
- + Academic calendar
- + Events
- + University-sponsored speakers
- + Student events
- + Holidays

PROCESS FOR REQUESTING A CALENDAR POSTING TO ISADORA INTRANET:

- + Secure approval from your supervisor prior to making the request
- + Visit Isadora Intranet and go to the "Campus Events" section
- + Click "Manage Events" and select "Add an event to the entire portal"
- + Submit your request, which will be reviewed by a moderator who will make the post live



CRITERIA FOR UNIVERSITY COMMUNICATIONS:

(these are designed as communications of highest importance to the University community)

- + Level 1 crisis
(as defined in Carlow's Crisis Communications Plan)
- + COVID-19 re-entry and resiliency information
- + Annual Jeanne Clery email
- + Training on or information related to University-supported platforms (IT)
- + System failures and outages
- + University policy announcements, benefit information, Human Resource and Finance deadlines
- + Cabinet level or Executive Council hires and (as appropriate) departures
- + Condolence notices for students and employees and family members of employees
- + Road closures and delays that affect travel
- + Parking information

PROCESS FOR REQUESTING A UNIVERSITY COMMUNICATION:

Email Marketing and Communications at sdmcfarland@carlow.edu and emfazzini@carlow.edu to request a University Communication.

CRITERIA FOR CELTICONLINE

- + This is the University's Learning Management System and will no longer be used as a mode of mass communication as of February 15, 2021.
- + **Effective, February 15, 2021, all members of the internal community should reroute all announcements** that have historically been disseminated via CelticOnline through All-Employees or All Students to Isadora Intranet – or University Communications, if applicable.
- + Faculty should communicate with students in courses or academic groups only within CelticOnline. **Non-academic announcements should be placed on Isadora Intranet.** An academic announcement might be "Your paper is due Friday" or "Clinical forms are due Wednesday."
- + **Academic groups are not being removed from Celtic Online** and will remain on CelticOnline. An example of an academic group would be "DNP students" or "MSW graduate students" or "Adjunct Art Faculty Resources."

BEST PRACTICES ON ISADORA INTRANET:

- + If you choose to publish a PDF or Word copy of deadlines, there must be a corresponding centralized "Campus Events" calendar entry.
- + All uploaded forms should be in Microsoft Forms format. If they are not internet fillable forms, they should be fillable PDFs.
- + Old forms, documents, policies and procedures should be updated and removed/substituted with new ones.
- + There will be semi-annual reviews of Isadora Intranet by IT and Marketing and Communications for content compliance in these best practices.
- + Directories and organizational charts should be avoided where possible and be supplemented by a main office number and email.
- + The top-level horizontal sites (for example, Home, Academics, Campus Life, etc.) will not be modified.
- + Be mindful of the user experience, purpose, and audience of the Intranet or specified subsites.