What is this feature?

The News tab on MyBC allows you to send out information through a news post. This feature is similar to updating a social media account, writing a blog, or sending out a message to a group. News posts will show up on your portal members MyBC homepage.

How to create a News Post-

Keep your members up to date with all the latest information.

- Click on the News tab to access your organization’s news posts.
  - Here you will see any news post created by your organization. On the right hand side will also see news posts from the Student Life portal.
- Create a News Post-
  - Title: You are required to give your news post a title. The best ones are short, but informative! Example: Important info from last weeks meeting! Or, General Members - Read!
  - Post Content: This is where you fill in the information for your news post. You can add links to other webpages, images, tables, etc. Similar to creating a blog post.
  - Header Photo: This image will appear at the top of the news post. Can be advertisement for an event, a picture from your organization, a logo, etc. Will help grab people’s attention.
  - Who can see this: This will determine who can see your news post.
    - Public + Website: Visible to anyone, will be posted to the OSI website. Use only for large scale information.
    - Boston College: Visible to anyone within the Boston College community on MyBC
    - (Your Org) @ BC: Visible to your organization members homepages. They must have joined your portal on MyBC to see post.
    - Selected Groups: This will make your event visible only to selected groups of your organization’s portal, such as your officers or your freshmen class representatives.
  - Email Newsletter: Selecting to send this as a email will send it out to the group you selected to make this visible to. This can be useful if information needs to be seen in a timely manner.

Why to use News posts-

Give your members easy access to information.

- If you need to get a message out to your entire organization, or specific groups in your organization.
- Great way to publicize updated information for an event, advertise and event, or share information others within and outside your organization may want to know.
- Can send a message out from any place without having to log into email or utilize listservs.