Notification Center – Managing Notification Groups

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| Script | Direction |
| Notification Groups allow you to send notifications to many users at once. In this session, we'll show how to manage Notification Groups, including: categorizing groups, creating new groups, adding subscribers to a group by enabling self-subscription, adding subscribers by bulk selection, and adding subscribers by user role. | Show a push. |
| To manage Notification Groups, go to the Notification Center > Manage Notification Groups. Here you can see a list of all existing groups. | As Described |
| You will always have an All App Users group. This is useful for urgent messages relevant to all your stakeholders. | highlight |
| Each notification group may belong to a category. Categories help the user when setting up their subscriptions.  To add a new category, click Manage notification group categories. Here you can see all existing categories. Click Add notification group category.  Enter a name for the category. Optionally select a profile, to determine which admins can edit this category. And select the roles to which this category will be available. This means only users with these roles will see the notification groups of this category.  If this field is left blank, the category is available to all users.  Click Save. Our Notification Group Category has been added. You can sort the order in which the categories appear to the end-user. | Add "Extracurricular Activities" category. |
| Back in the Notification Groups page, let’s add a new Notification Group. | As described |
| Enter a name for the group. Select a Category.  By default, app users can't self-subscribe to the group. If you wish to allow self-subscription by the app users to this group, select Yes for User subscribe.  App users can manage their subscriptions within the campusM App under Options > Settings > Alert Settings. Here they can see the Notification Groups available to their roles, listed by category; and subscribe to groups of their choice.  The sort order field determines where this group will appear within the category.  Save your group. The new group has been created. | "Social Dancing"    Show the Receive Alerts area in the App Settings and demoing subscribing. |
| Next, let's populate our group with subscribers. This is especially relevant for groups without self-subscription.  To add subscribers, click Change Subscriptions for your group. | As Described |
| A list of all the end-users appears.  Here you can select users to subscribe them.  You can search this list to filter it, and select and deselect users in bulk to speed up this process.  You can also upload a CSV file that lists the selected users. And conversely, download a CSV of the current subscribers, which can be edited and reuploaded.  Note that as soon as you select a user here, their subscription status is updated – no need to click a save button. | As Described |
| Finally, you can also populate a Notification Group with all users with a certain role by aligning the group with that App Role.  To do this go to App Settings > Enterprise Roles: App Roles. Click on the desired role. Under Standard alert groups, select the Notification Groups you'd like to align with this role. Click Save. Now all users with this App Role will receive the notifications you selected. | As Described |
| So that's how you manage Notification Groups and subscribe users to them.  Thanks for joining! |  |