



Bryant University

# Communication Tools

Communication at the university is largely decentralized.





## Communication Tools



Website Content



University Events  
Calendar



Digital Signage



Bulk Email



## Informational Directory – info.bryant.edu

- Audience is external and internal.
- No graphics.
- All academic and administrative departments, dining locations, high profile committees.
- Page layouts are consistent to make information easy to scan.
- Section Headings have a click to copy link feature.
- Document names cannot be overwritten.
- We delete files when we replace them. They can remain indexed in Google until Google re-indexes.



## My Bryant – my.bryant.edu

- Basically, a one-page landing page.
- Audience is internal but most content is available publicly
- Quick Launch short cuts for university applications
- Content Customized by Role (faculty, staff, students)
  - Quick Launch
  - I want to
  - Resources

The screenshot displays the My Bryant Portal interface. At the top right, there is a home icon and the text 'Bryant.edu'. Below this, the main header includes the Bryant University logo, the text 'Bryant University | My Bryant Portal', a 'Logout' button, and a search bar labeled 'Quick Launch ...'. A dark blue horizontal bar below the header contains the text 'About My Bryant'. The main content area is titled 'Additional Resources' and is divided into two columns. The left column, titled 'I Want To...', lists ten links: 'Refer a student of concern', 'Submit a work order', 'Report a technical issue', 'Book a space', 'Use digital signage', 'Request a Guest Pass', 'Pay my bill', 'Upload medical documentation', 'Request A/V equipment', and 'Report a crime or incident'. The right column, titled 'Student Resources', lists seven links: 'Information Services - Getting Started', 'Counseling Services', 'Intramural Sports', 'Learning Disability & ADHD Services', 'ClockWork Portal - Online Accessibility Services', 'Office of International Students and Scholars', 'The Writing Center', 'How to add a calendar event', and 'Student Handbook'.



### Information Services – is.bryant.edu



**Audience is internal  
but content is public**



**Service and System  
Information**



**Technology Policies**



**Security Information**

Service Provider Forms\*



**Getting Started**

\* Please reach out the [IT Service Desk](#) if you're onboarding an application.



### Online Handbooks and Guides

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Student Handbook	<a href="http://studenthandbook.bryant.edu">studenthandbook.bryant.edu</a>	maintained by Student Affairs
Employee Handbook	<a href="http://employeehandbook.bryant.edu">employeehandbook.bryant.edu</a>	maintained by Human Resources
Course Catalog	<a href="http://catalog.bryant.edu">catalog.bryant.edu</a>	maintained by Registrar's Office
Faculty Guide	<a href="http://facultyguide.bryant.edu">facultyguide.bryant.edu</a>	maintained by CTE

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### Main website – [www.bryant.edu](http://www.bryant.edu)

- Audience is external.
- Provides information for prospective students and parents.
- New design and architecture is under development.





## Additional Websites

The exact number of websites is always changing but is around two dozen. Here are a few:

- [career.bryant.edu](https://career.bryant.edu)
- [library.bryant.edu](https://library.bryant.edu)
- [vision2030.bryant.edu](https://vision2030.bryant.edu)
- [accelerator.bryant.edu](https://accelerator.bryant.edu)
- [commencement.bryant.edu](https://commencement.bryant.edu)
- [bryantbullogs.com](https://bryantbullogs.com)

There are online systems that also provide web content in addition to our websites, such as:

- [events.bryant.edu](https://events.bryant.edu)
- [engaged.bryant.edu](https://engaged.bryant.edu)





## Website Content Updates

- Keeping website content current requires cooperation from the entire community.
- Content Update forms are available on the [Marketing and Communications web page](#).
- Avoid copying and pasting links directly from email. The server rewrites the links so it can scan for phishing attacks.

The Web Team **does not** have access to update:

- The [Course Catalog](#) which is maintained by the Registrar's Office
- Faculty Profile information which is synced in from Digital Measures / Watermark



## Web Document Management

- Use the [Branded Template](#) when creating documents to be included in web content.
- Documents should be saved in pdf format and optimized for minimum file size. When saving, click More Options – Optimize for: Minimum File Size.

Contact Web & Integration Services for (email one of us or open a Help Desk ticket):

- Files that require frequent (> once per month) updates.
- Files that need to be available publicly but will not appear in web content.
- Files that require a Bryant login for access.
- Large files > 50 pages.

Avoid:

- Linking documents shared from a personal drive space.



## University Events Calendar – events.bryant.edu

- Localist
- [Service Information](#)
- Anyone with a Bryant account can submit an event to the pending queue.
- Event Editors in each division can approve events.
- Automated Event Newsletters (repeating events excluded)
- Includes a feed of events from Engaged (open to the community)
- Events visible on Digital Signage (repeating events excluded)
- Images
  - [Free graphic design tools](#)
  - Format: png, jpg and gif
  - Avoid text heavy images
  - Size: 940px x 557px with a 30px border
- Localist can provide a basic free event registration.

**BRYANT UNIVERSITY**  
**UPCOMING EVENTS**

**Featured Events**

-  **10/16 Countering Disinformation in Health and Politics : 7:00pm**  
AIC  
Countering Disinformation in Health and Politics with Evelyn Perez-Verdia. Evelyn is the founder of We Are Mas LLC,...
-  **10/17 Flu & Covid-19 Vaccine Clinic (use login ID: bryantu1017) :**  
7:30am Unistructure Rotunda Mezzanine  
Available to all faculty, staff and students. Registration is required - Use login ID: bryantu1017
-  **10/21 IDEA Program Orientation Sessions : 11:15am Unistructure**  
IDEA stands for Innovation and Design Experience for All, and it is our signature design thinking and innovation...
-  **10/23 Flu & Covid-19 Vaccine Clinic (use login ID: bryantu1023) :**  
11:00am BELC  
Available to all faculty, staff and students. Registration is required - use login ID: bryantu1023
-  **10/24 College of Arts & Sciences, Visiting Writer's Series, Erica Berry author of Wolfish : 5:00pm** Heidi & Walter Stepan Grand Hall  
The College of Arts & Sciences' Visiting Writer's Series focuses on social justice, difficult dialogues, diversity,...



## Digital Signage

- AppSpace
- [Service Information](#)
- Public and private channels
- 30 day max
- Event Feed
- Content Editors available in each division
- Images
  - Format: jpg and png
  - Size: 1920px x 1080px
  - Avoid text heavy images



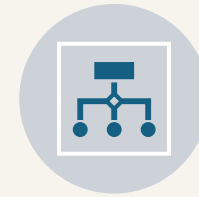
## Bulk Email



[Service Information](#)



Bulk email from [alerts@bryant.edu](mailto:alerts@bryant.edu) should not be confused with Emergency Alerts



Primary Alert Sender (and in most cases a back up) is available in each division



[Guidelines](#)



The more email sent through this channel the more likely people (especially students) are to ignore them.



[Alternative Announcement Channels](#)