

News, events and calls

Consult the info below before posting so that you won't clog the news feeds.

This is a trilingual space, ie. you will Finnish, Swedish and English news items mixed.

How to post an item

Aalto staff member with site page creation permissions can add events to this board for other Aalto members to browse. Notices can be posted in Finnish, Swedish or English.

As a rule do not "select all" for your news item targets, as this will clog all news feeds quickly.

News and events

1. Select **News and events** from the menu on the left.
2. **Please make sure that you select the correct year from the menu on the left.**
3. Select *Add > Page*
4. **Select "News item" as page type.** Do not select blank page, blog post etc.
5. Write the name and date of the event in the heading, for example "Speed Metal Student Festival 4.-5.9.2018", all language versions in the same page. (for some reason the window for creating a new news page is very small, but saving the page right after writing something on it and then editing it makes the window regular in size).
6. Write the information into the main content field.
7. Save. This will exit the editing mode.
8. At the bottom of the page select *Edit metadata*.
9. Choose **Uutinen** as the pagetype.
10. Choose the publishing date ("Julkaisupäivämäärä")
11. You can leave the deadline date blank, if it is not applicable in the context of your news item.
12. Choose the target group of your item ("Kohdennettu"). You can also select multiple target groups (mouse click + CTRL key) but think carefully whether your news item is really relevant to some particular target group. **Do not clog the news feeds** but rather prefer targeted posting over broadcasting. **Collaborative Aalto programmes have their own newsfeeds**, so if you just need to publish your news item on their homepages, use their own, specific news [feeds.to](#) reach them. Note that the main navigation news feeds (Student life, Grants and awards and their respective language versions) show all news regardless of your target group choices. This is intentional as target group choice is meant to take effect on programme pages, where choice of target group might prove to be useful.
13. Save the metadata.
14. Do not add labels into the page.

Grants and awards

1. Select **Calls** from the menu on the left.
2. Select *Add > Page*
3. **Select "News item" as page type.**
4. Write the call title in the heading, for example "Society for Putting Things on Top of Other Things Scholarships for 2019" (for some reason the window for creating a new news page is very small, but saving the page right after writing something on it and then editing it makes the window regular in size).
5. Write the information into the main content field.
6. Save. This will exit the editing mode.
7. At the bottom of the page select *Edit metadata*.
8. Choose **Apuraha** as the pagetype.
9. Choose the publishing date ("Julkaisupäivämäärä")
10. Choose the call deadline date ("Deadline")
11. Choose the target group of your item ("Kohdennettu"). You can also select multiple target groups (mouse click + CTRL key) but think carefully whether your news item is really relevant to some particular target group. **Do not clog the newsfeeds** but rather prefer targeted posting over broadcasting. Note that the main navigation news feeds (Student life, Grants and awards and their respective language versions) show all news regardless of your target group choices. This is intentional as target group choice is meant to take effect on programme pages, where choice of target group might prove to be useful.
12. Save the metadata.
13. Do not add labels into the page.

Note that it will take some minutes before the item appears in the newsfeed.

What is shown

Page

Shows the items tagged with the metadata classes of

With description?

N:o items

Student life	Apuraha OR Uutinen	yes	5
Opiskelijana Aallossa	Apuraha OR Uutinen	yes	5
Studielivet	Apuraha OR Uutinen	yes	5
Student Life News and events	Uutinen	yes	20
Opiskelijana Aallossa Uutiset ja tapahtumat	Uutinen	yes	20
Studielivet Nyheter och evenemang	Uutinen	yes	20
Student life Grants and awards	Apuraha	yes	20
Opiskelijana Aallossa Stipendit ja apurahat	Apuraha	yes	20
Studielivet Stipendier och bidrag	Apuraha	yes	20
a B.Sc programme homepage	<SCHOOL NAME>, kandidaattiohjelma	no	5
a Master programme homepage	<SCHOOL NAME>, maisteriohjelmat	no	5
a Doctoral programme homepage	<SCHOOL NAME>, tohtoriohjelma	no	5
Mikkeli campus B.Sc programme homepage	Mikkeli	no	5
Aalto Bachelor's Programme in Science and Technology homepage	ABPST	no	5
Advanced Energy Solutions programme homepage	Energia	no	5
Computer, Communication and Information Sciences programme homepage	CCIS	no	5
Creative Sustainability programme homepage	ACS	no	5
International Design Business Management programme homepage	IDBM	no	5
Life Science Technologies programme homepage	Life	no	5