Daily RedHawk
Frequently Asked Questions

What is the Daily RedHawk?
The Daily RedHawk is the official mode of mass communication for daily updates for Indiana University Northwest. It is an email news bulletin that is sent out Monday through Friday to all faculty and staff.

When is the Daily RedHawk sent out?
The Daily RedHawk is sent at 6 a.m. Central Time Monday through Friday. If there are no posts submitted, it is not sent.

How do I sign up to receive the Daily RedHawk?
All faculty and staff with IU Northwest email addresses automatically receive the Daily RedHawk.

Does everyone receive every post?
At this time, everyone receives all items.

Can I opt-out of receiving the Daily RedHawk?
No. As the designated official source of news and information for IU Northwest faculty and staff receive the Daily RedHawk through their university email address and cannot opt out.

Who can post?
Only specifically designated users can post to the Daily RedHawk. If you wish to have a message posted and are not an official user, email the Daily RedHawk at dailyrh@iun.edu and provide the subject line, text for your post, attachment (if included) as well as your desired run date.

How do I get approved to post items myself?
If you have the need to post items to the Daily RedHawk regularly you can apply to have access. Contact Tom Wyatt, director of Marketing and Communications, at tcwyatt@iun.edu to request access to post.

What types of information can be posted to the Daily RedHawk?
The Daily RedHawk is for news and information about IU Northwest-related ics that appeal to a wide audience of faculty and staff. The types of non-emergency communication notices disseminated internally will cover a comprehensive range of ics and include organizational changes, new initiatives, status on construction or repairs, physical moves, new technology, technology breakdown, events, open meetings, and health and security alerts.

What types of information cannot be posted to the Daily RedHawk?
Items that may not be shared via the Daily RedHawk include advertising/fundraising for any non-IU Northwest group, even if an IU Northwest community member is affiliated with or sponsoring it. The types of information that should be kept confidential (not released internally and externally) include but are not limited to: personal and personnel issues such as illness or medical information (unless it puts the wider community at risk), grievances, personal legal proceedings, discrimination issues, salaries; and non-factual or unproven information.

Who monitors the Daily RedHawk to make sure posted items are appropriate and correct?
Administrators in the Office of Marketing and Communications monitor the Daily RedHawk and have the authority to edit or delete posts as needed.

What is the deadline for posting a message?
Items must be posted by 2 p.m. Central Time to be included in the following day's Daily RedHawk. For Monday's edition, items must be received by 2 p.m. Central Time the Friday before. However, due to the volume of requests, please email your item to dailyrh@iun.edu at least a day or two ahead of time to be sure it is included.

How do I view past Daily RedHawk posts?
Although Daily RedHawk is sent out as an email, all posts are archived and stored online at https://dailyredhawk.iun.edu/ and can be accessed with your CAS login username and password.

How do I post a message?
If you have been given rights to post to the Daily RedHawk, go to https://dailyredhawk.iun.edu/ and login with your CAS username and password. Click "Board Index" and select from "Faculty and Staff." Click "Post a New ic" and fill in your subject line and body text. Click "Preview" and then either edit to make any changes or click "Submit."

What are my responsibilities as a poster?
All faculty and staff at IU Northwest receive the Daily RedHawk, so it is essential that all posters are conscientious of what they post. If you are given access to post to the Daily RedHawk, it is your responsibility to perform due diligence to ensure your post is appropriate for faculty and staff and is accurate and grammatically correct. While typos occasionally slip through, major formatting errors will typically be caught by a simple preview. The administrator of the Daily RedHawk reserves the right to remove posts and revoke posting permissions for users who violate these standards.

What are some overall best practices for Daily RedHawk messages?
The goal of the Daily RedHawk is to serve as a resource for faculty and staff at IU Northwest to conveniently access the latest campus news. Our goal is to make the messages in the Daily RedHawk as concise and clearly formatted as possible for easy reading. Limit the amount of text you include, utilize bulleted lists instead of blocks of copy when possible, bold important details, and include links for further information instead of trying to place it all in the message itself. Avoid changing text colors, font styles and sizes, or inserting images as these can interfere with the clean, unified look of the Daily RedHawk.

How do I add text formatting to my post?
To add text formatting, highlight your text and then click the "B" for bold, "*i*" for italic, or "u" for underline. Keyboard shortcuts will not work for formatting. The Daily RedHawk uses BBCode, which is similar in style to HTML, but tags are enclosed in square brackets [and] rather than < and >. Note: While formatting changes can also be performed by using BBCode, it is strongly discouraged to use coding to change the look of your message — all messages in the Daily RedHawk should have a consistent look and stay true to the default style guide.

How do I add a hyperlink?
A website URL will automatically be a clickable link once you preview your message. http:// must be included for it to become clickable. Hyperlinking specific words to lead to a website when clicked on is not a functionality that is currently available in the Daily RedHawk.

Can I edit my post after I submit?
You can edit your post, even after you have submitted it, up until the Daily RedHawk is sent out. Log into the Daily RedHawk, click on your post in the forum, and click the edit icon on the right side of the page.

Can I post images?
Posting images is discouraged in the Daily RedHawk because it can negatively affect formatting and interferes with the consistent look.

Can I upload attachments?
When possible, the bulk of your message content should be included directly into your message. However, there are instances in which an attachment is necessary (such as a form or list of extensive rules). To upload an attachment, select "Upload an attachment" under the message editor, click "Choose Files" and select it from your computer and select open, and then click "Add File". File size is limited to 256 KB. Your message will then have an "Attachments" box under your message where users can click to download. Alternatively, you can select "Place Inline" after you add your file to insert a link inside your message for users to click to download. This can be helpful if you want to include a call to action or description along with your attachment. Note: Please do not upload a document or image attachment that

duplicates your message or is used in place of information that could be included directly in the message.

How can I schedule my post to run ahead of time or repeatedly?
There is no functionality available to schedule posts to publish at a future time.

How often can I post the same message?
Due to the volume posts, items may be published three times only, with at least a week between postings.

Why can't I access the Daily RedHawk to post from another device or location?
You must be securely connected to IU Northwest's network to log into the Daily RedHawk. If you are trying to post from off campus, you must connect to the Virtual Private Network (VPN). Directions for VPN access can be found at https://kb.iu.edu/d/ajrq.

How can I find my own posts and ics?
Your own posts can be retrieved either by clicking the "Search user's posts" within the User Control Panel or via your own profile page. To search for your ics, use the Advanced search page and fill in the various options appropriately.

Who do I contact with questions?
Please contact Tom Wyatt, director of marketing communications, at tcwyatt@iun.edu or Marisa Villalobos, associate director of marketing and communications, at villalom@iun.edu