TA Tidbit

MWMA Notifications, Announcements, and Tasks

Notifications:

Notifications are to let you know that something has happened within MWMA for someone your agency supports. **Notifications are similar to email,** but are compiled into your Message Center rather than being sent to your individual email account. When you click into the Message Center, the top part of the screen is for you to be able to search for notifications regarding a particular person, type of notification, and/or date range of notifications. Below that is a listing of the 10 most recent notifications. You can click on the page numbers below those to continue to see other notifications. You also have the capability of setting notification preferences to limit the notifications you receive. Each provider agency can determine which notifications are not needed and allow users to set preferences accordingly.

Important: Check your message center every work day.

Announcements:

Announcements are periodically emailed to the email address listed for a person in their MWMA account. Those announcements can also be found by clicking on the "View Announcements" link on the MWMA Home Page. The default is for the announcements to be listed with the most recent first, but you can click on the heading of each column to sort as you choose. Ten announcements are listed on each page.

For Example, the announcement about registering for the MWMA Adobe Learning Manager, which has replaced TRIS, was sent on 6/25/2024.

Tasks:

Some tasks are for the specific MWMA user and others are group tasks until an MWMA user starts the task and then it becomes theirs. The default task queue on the MWMA home page is the individual MWMA user queue (titled "My Tasks"). To view the group tasks, click the down arrow beside "My Tasks" and then select the group queue.

Each MWMA User can control what information they see in their task queues by choosing which columns they want on their task table. To filter, click on the down arrow beside the words "Filter Columns" Make sure the information you want to see is selected, and unselect the information you do not need on your dashboard.

Resources:

For more details, refer to these materials in the Adobe Learning Manager (ALM):

- Tasks and Notifications Tip Sheet
- Viewing Announcements
- MWMA User Manual pages 26-42

For more information, or if you have topics you would like to see included in a future TA Tidbit, please send an email to DDID.ProviderEnrollment@ky.gov

TEAM KENTUCKY.