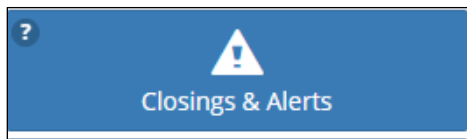


Summary: **Pop Up Alerts** will appear the first time a visitor clicks on your homepage. The user can choose to read more (if applicable) or continue to the website. **Lockdown Alerts** stick and do not allow the user to close the alert or move to the school website

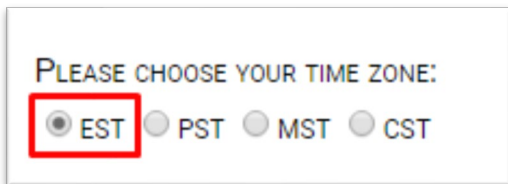
Prerequisites: Must have proper administrative credentials to add the message

Steps:

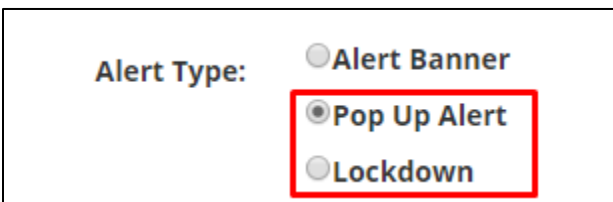
1. Log in to eSchoolView. Under Administration Options, click **Closings & Alerts**.



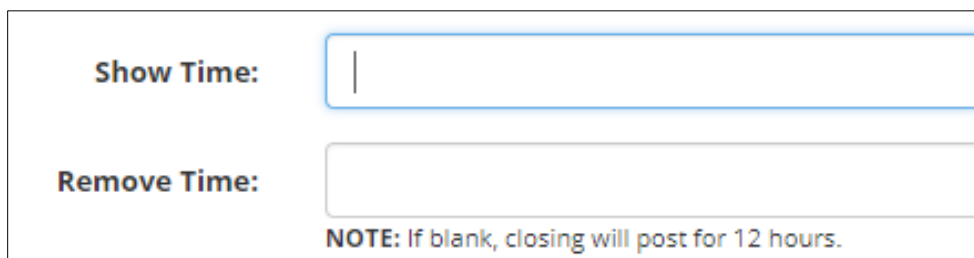
2. Time zone default is Eastern

A white rectangular form with the text "PLEASE CHOOSE YOUR TIME ZONE:" at the top. Below the text are four radio button options: "EST", "PST", "MST", and "CST". The "EST" radio button is selected and highlighted with a red rectangular box.

3. Choose the Alert Type:

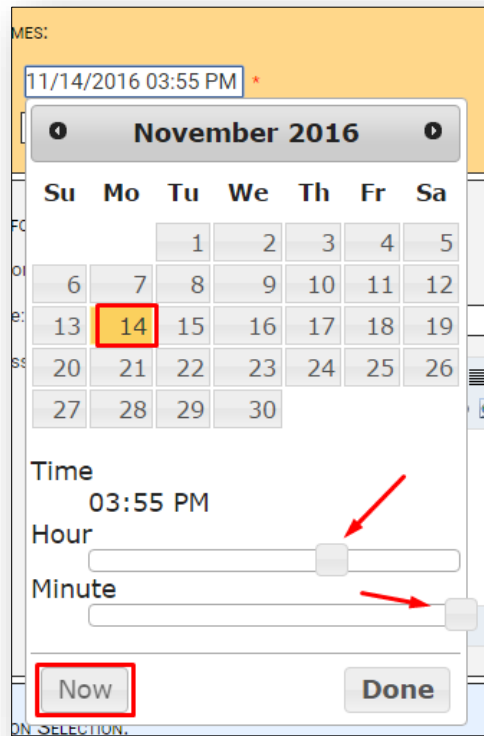
A white rectangular form with the text "Alert Type:" on the left. To the right are three radio button options: "Alert Banner", "Pop Up Alert", and "Lockdown". The "Pop Up Alert" radio button is selected and highlighted with a red rectangular box.

4. Click in the fields to choose when you want your Banner to Show and when you want it to be removed

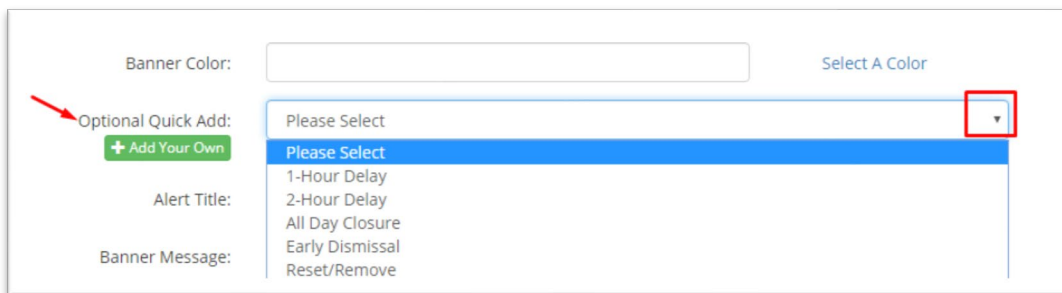
A white rectangular form with two input fields. The first field is labeled "Show Time:" and is empty. The second field is labeled "Remove Time:" and is empty. Below the second field is a note: "NOTE: If blank, closing will post for 12 hours."

Note: Banners can post UP TO ONE WEEK. If "Remove" is blank, the Closing will post for 12 hours by default

- Click the date on the calendar and use the sliders to choose the hour/minute. If you want the banner to appear immediately click the **Now** button on the lower left



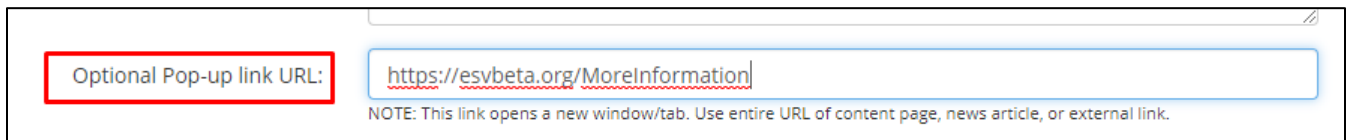
- Add the Banner Information.
 - The default color is **red**, but click on 'Select A Color' to change the color.
 - The Banner Title text is **WHITE**. This cannot be changed
 - Add a message. There is the **Optional Quick Add** messages that will autofill the Alert Title and Banner message for you. You can choose to **Add Your Own**, BUT if you do this, these new Quick Add messages will overwrite the 4 defaults. You can have up to 10 Quick Add messages saved.



NOTE: If using Chrome and you notice you can't add spaces between words in the message, highlight all the text, hit delete and try typing again.

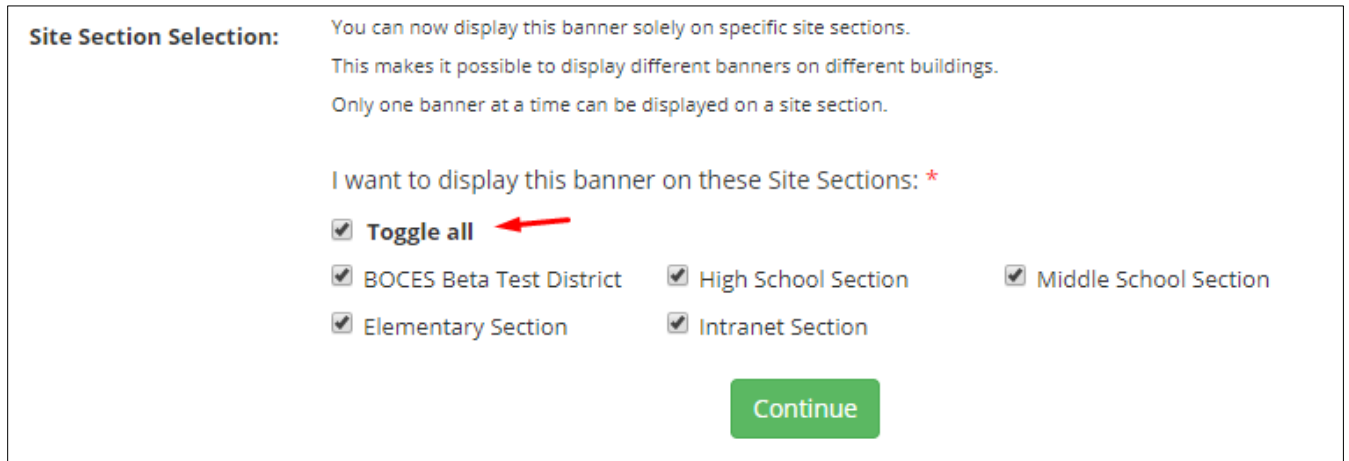
- If no Optional Quick Add is selected, type in your own **Alert Title** and **Pop-up Message**

8. You can add an **Optional Pop-up link URL** as well. This can be to an internal page or external site



A screenshot of a web form. On the left, there is a red-bordered box containing the text "Optional Pop-up link URL:". To the right of this box is a text input field containing the URL "https://esvbeta.org/MoreInformation". Below the input field, there is a note: "NOTE: This link opens a new window/tab. Use entire URL of content page, news article, or external link."

9. **Site Section Selection.** Choose 'Toggle all' for the Closing to go on every page of your website. Or, just choose one school to display the alert on just THAT schools pages.



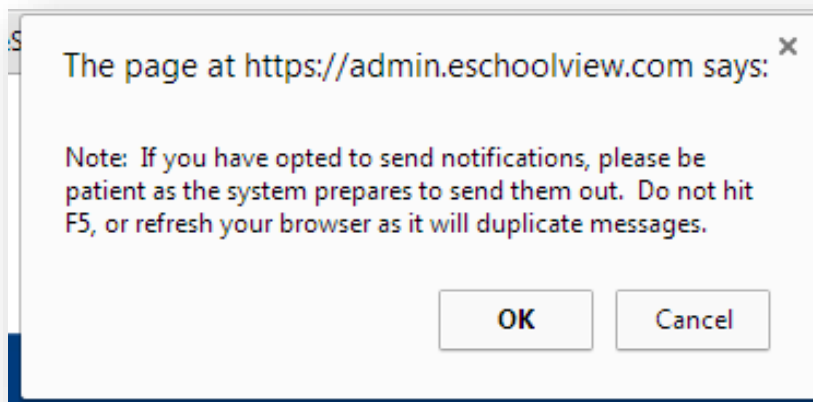
A screenshot of a form titled "Site Section Selection:". The text below the title reads: "You can now display this banner solely on specific site sections. This makes it possible to display different banners on different buildings. Only one banner at a time can be displayed on a site section." Below this is a heading: "I want to display this banner on these Site Sections: *". There are five checkboxes, each with a label: "Toggle all", "BOCES Beta Test District", "Elementary Section", "High School Section", and "Intranet Section". A red arrow points to the "Toggle all" checkbox. To the right of these are two more checkboxes: "Middle School Section" and "High School Section". At the bottom right of the form is a green "Continue" button.

10. Click **Continue**

11. **Step 2- Website Alert Notifications** ***NOTE: SchoolMessenger users will NOT need to use this feature.**
- ***Pop up message ONLY – NOT SENDING NOTIFICATIONS-** leave both boxes **UNCHECKED**
 - Click **Save** – then OK

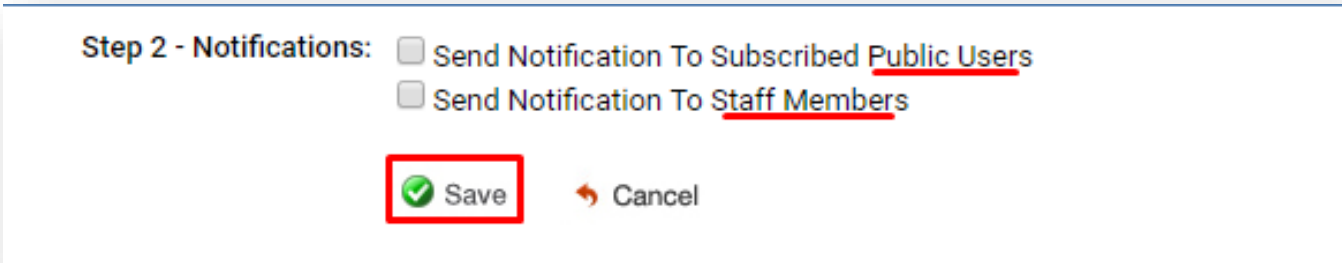
To Send Public User Notifications Skip to Step 13

12. A Note to be patient when notifications are sent will pop up (*even if you don't send them*).



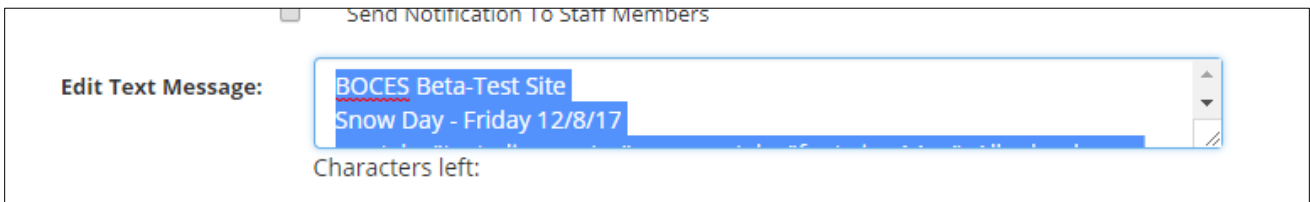
13. Sending Website Alert Notifications

- a. Check **Public Users**: Only if your district offers a public user registration and notification
- b. Check **Staff Members**: To send an email to staff

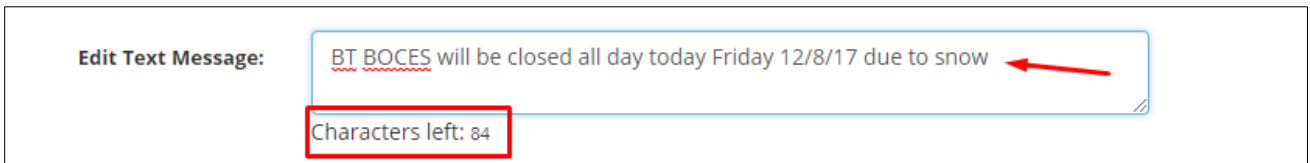


14. EDITING the DEFAULT Notifications prior to sending:

- a. *Changing the Text Message is recommended. HIGHLIGHT ALL or PART of the default Text Message*

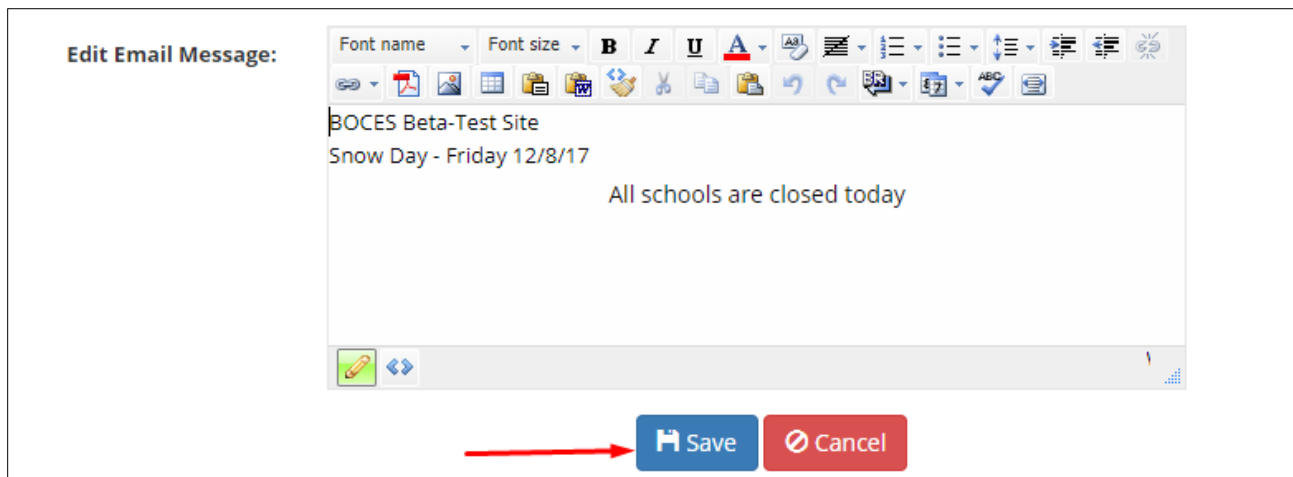


- b. Hit **Delete** to clear the default text. Notice the character limit for the text. Max is 145
- c. **Type** in your new text message.



The amount of characters left will display below the text message area. **Do not exceed this text limit**

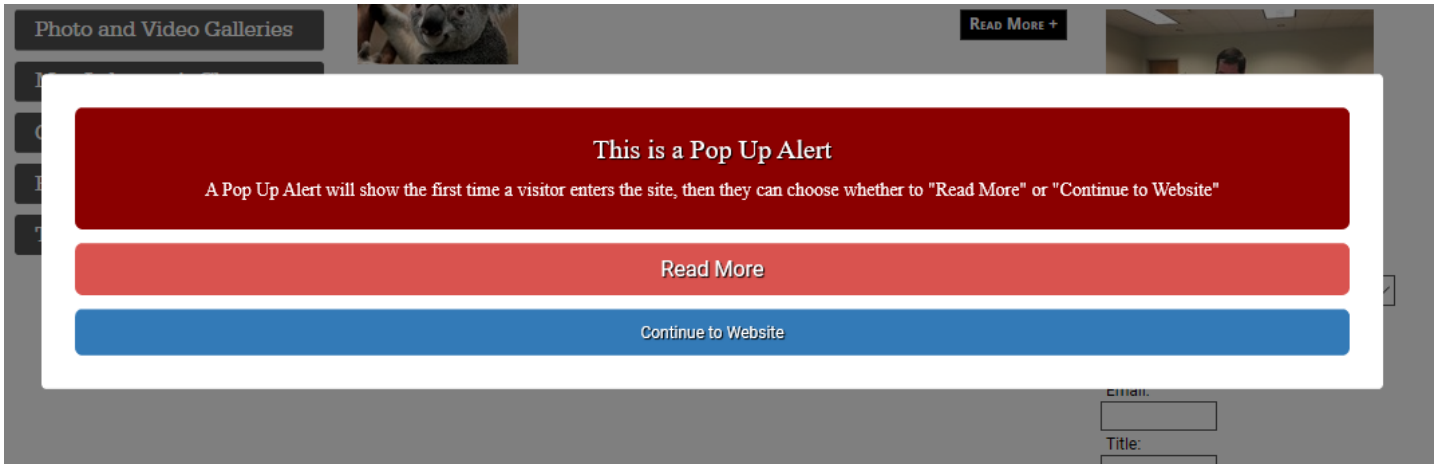
- d. Now, edit the Email message IF DESIRED (*no character limit*).



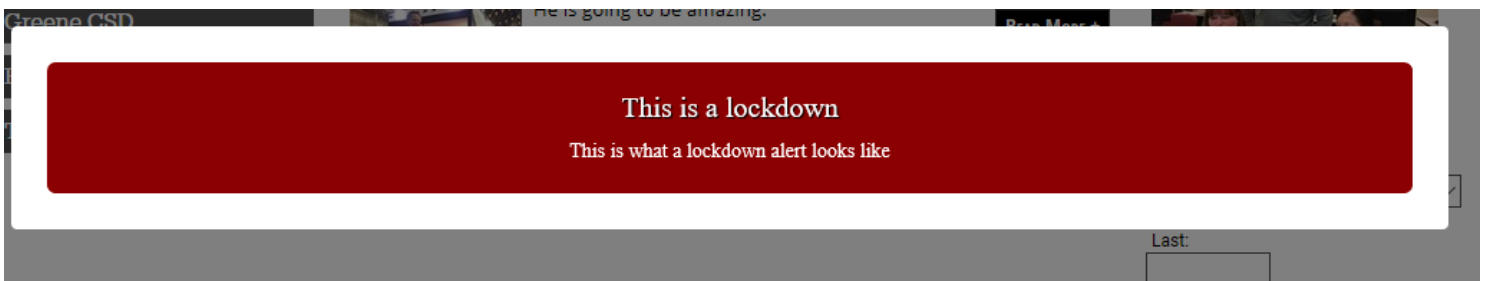
e. Then click **Save**

Hitting send again or refreshing your browser will result in multiple notification messages being sent

A Pop Up Alert will look like this:



A Lockdown Alert looks like this:



Tip:

You can Remove or Edit any Message at any time by clicking Remove or Edit for either ALL messages or a message displayed on one school site only

Banners Created from 12/1/2017 to 12/8/2017

[✕ Remove All Alerts](#) [✎ Edit & Overwrite All Alerts](#) [↑ Hide Banners](#)

Date	Section	Title & Message	Actions
Show - 12/8/2017 at 6:00 AM EST Remove - 12/8/2017 at 5:00 PM EST	BOCES Beta Test District	Snow Day - Friday 12/8/17 All schools are closed today	✕ Remove ✎ Edit Created on