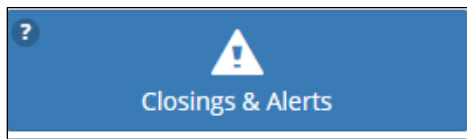


Summary: Alert banners will be displayed at the top of every page on your district website. These are different from Pop Up or Lockdown Alerts. Alert banners are useful for weather-related school closings, because no matter which page a user visits, the banner will display.

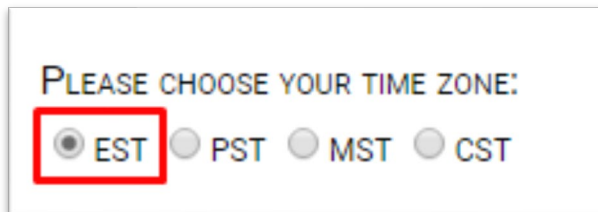
Prerequisites: Must have proper administrative credentials to add the message

Steps:

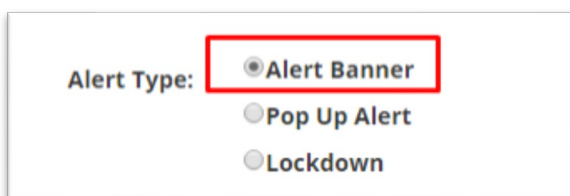
1. Log in to eSchoolView. Under Administration Options, click **Closings & Alerts**.



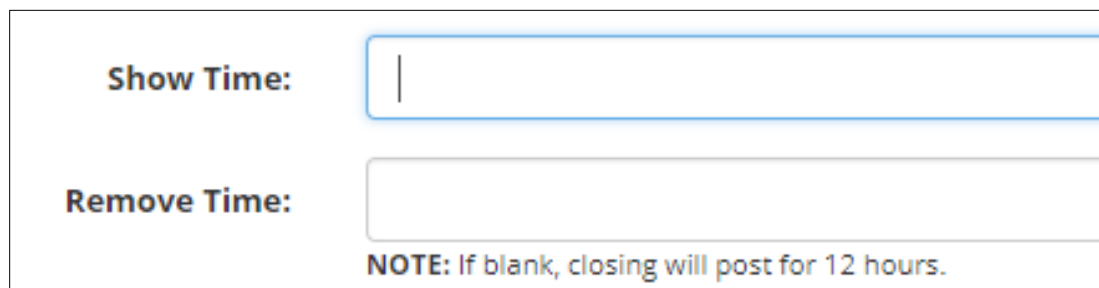
2. Time zone default is Eastern

A white rectangular box containing the text "PLEASE CHOOSE YOUR TIME ZONE:" followed by four radio button options: "EST", "PST", "MST", and "CST". The "EST" option is selected and highlighted with a red rectangular box.

3. Choose the Alert Type:

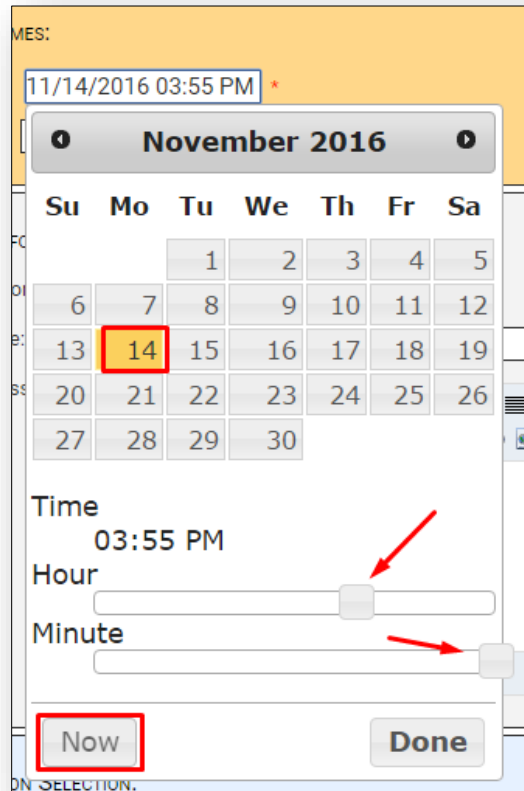
A white rectangular box containing the text "Alert Type:" followed by three radio button options: "Alert Banner", "Pop Up Alert", and "Lockdown". The "Alert Banner" option is selected and highlighted with a red rectangular box.

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 box containing 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 fields is a note: "NOTE: If blank, closing will post for 12 hours."

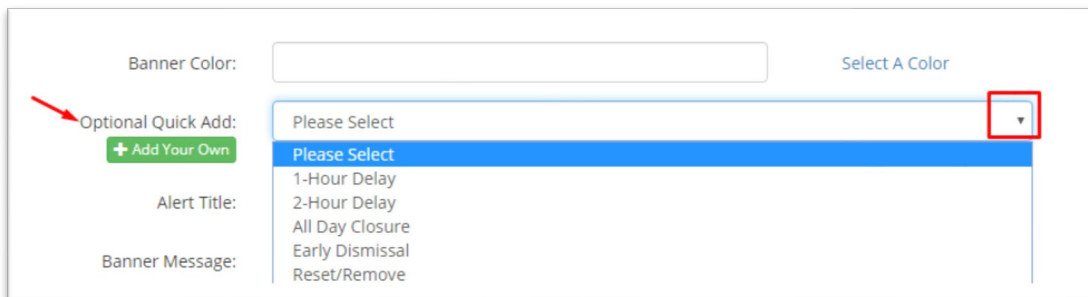
Note: Banners can post UP TO ONE WEEK. If "Remove" is blank, the Closing will post for 12 hours by default

- 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.

7. If no Optional Quick Add is selected, type in your own **Alert Title** and **Banner Message**
8. **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.

Site Section Selection: 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.

I want to display this banner on these Site Sections: *

Toggle all ←
 BOCES Beta Test District
 High School Section
 Middle School Section

Elementary Section
 Intranet Section

[Continue](#)

9. Click **Continue**
10. **Step 2- Notifications** ****NOTE: SchoolMessenger users will NOT need to use this feature.**
 - a. ****Alert message only – NOT SENDING NOTIFICATIONS-** leave both boxes **UNCHECKED**
 - b. Click **Save** – then OK

SKIP TO STEP 12

To Send Public User Notifications:

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

Step 2 - Notifications: Send Notification To Subscribed Public Users
 Send Notification To Staff Members

Cancel

11. **EDITING the DEFAULT Notifications** prior to sending:

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

Send Notification To Staff Members

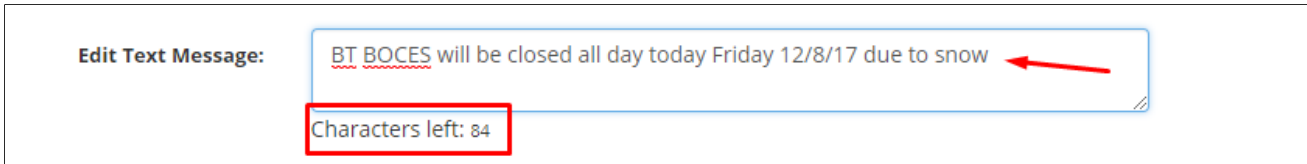
Edit Text Message:

BOCES Beta-Test Site
Snow Day - Friday 12/8/17

Characters left:

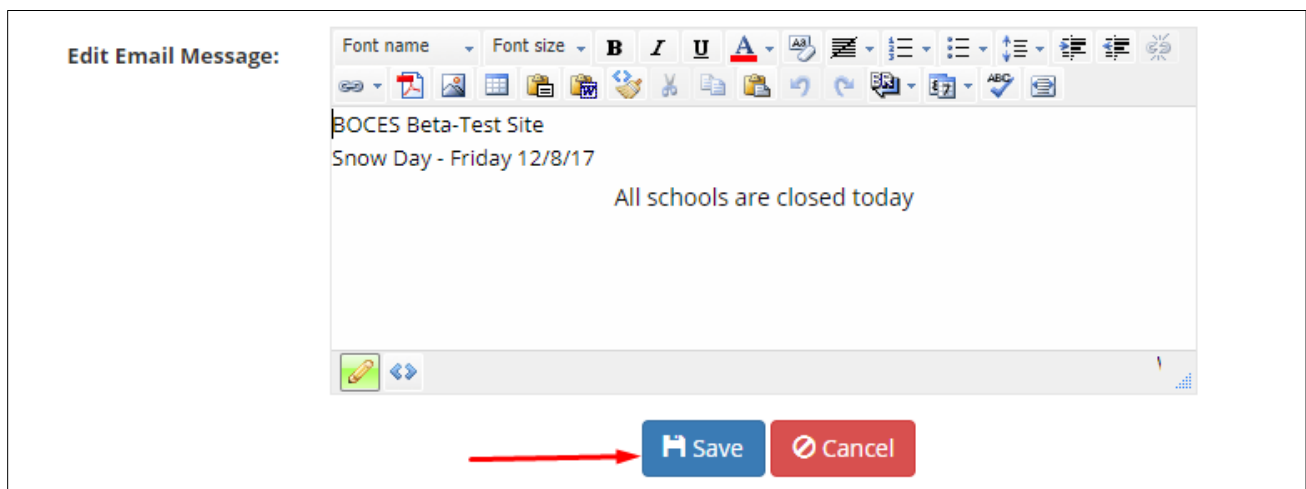
b. Hit **Delete** to clear the default text. Notice the character limit for the text. Max is 145

c. **Type** in your new text message.



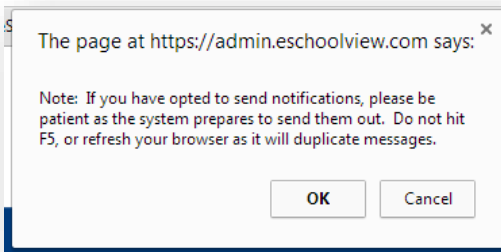
The amount of characters left will display below the text message area. **Do not exceed this text limit**

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



e. Then click **Save**

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



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

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