

How-To Add A Closing/Alert Message to the District Website

Summary: School Closings and Alerts can be displayed in red at the top of every page on your district website.

Prerequisites: Must have proper administrative credentials to add the message

Steps:

1. Log in to eSchoolView. Under Administration Options, click **Closings & Alerts**.
2. Step 1-Complete these fields:
 - a. **Closing Date:** use the calendar icon
 - b. **Remove Closing Time:** time the closing/Alert message should come **OFF** the website
 - c. **Closing Type:** Choose from Dropdown
 - d. **Show now:** Alert goes up immediately on website
 - e. **Message:** Type a short, descriptive message. Text can be bolded, centered etc.
 - f. **Site Sections affected:** "Site wide" **means all buildings in district are affected**, or choose from the list of schools. (The message will still go on every webpage, but will designate certain buildings only)
3. Click **Continue**



Please provide as much information as possible about your closing:

Closing Date: 10/12/2015

Remove Closing Time: 12 : 00 AM Note: If time is 12:00 AM, closing will be posted all day

Closing Type: Other Closure

Show Now: (Immediately Show Banner on Website)

Message:

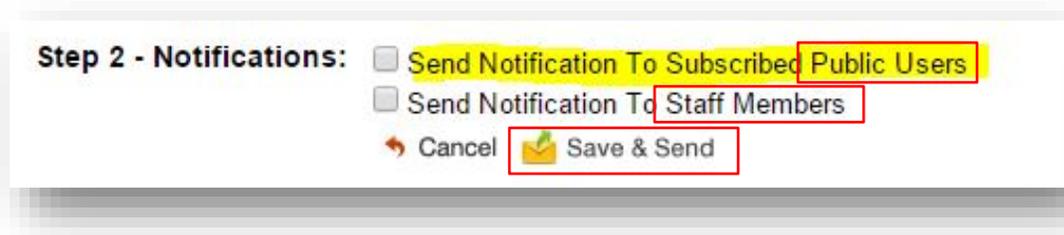
After school activities today have been canceled at the High School due to water main break

Site Sections Affected:

Site-Wide
 OR
 Broome Tioga BOCES Test High School Test Middle School
 Test Elementary School

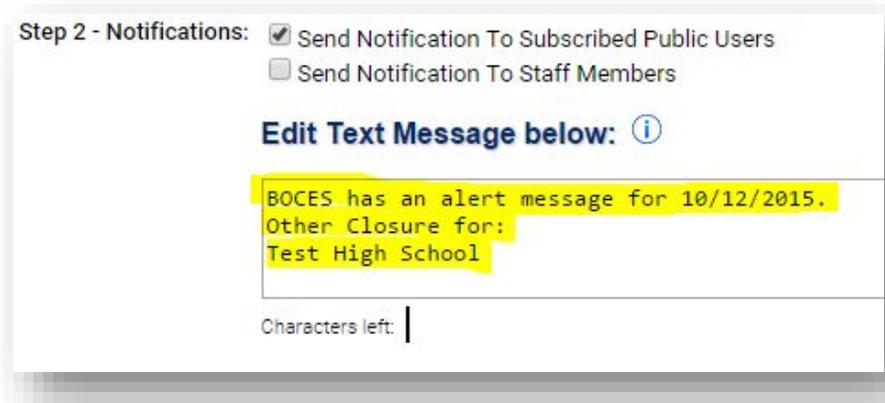
Continue

4. **Step 2- Notifications** (*SchoolMessenger users will not need to use this feature*)
 - a. Check **Public Users**: Only if your district offers a public user registration and notification
 - b. Check **Staff Members**: Click here to send an email to staff
 - c. **Message only – NO** notifications- leave both boxes **UNCHECKED** (*skip steps 5a-5e*)
 - d. Click **Save and Send** (*even if no notifications*)

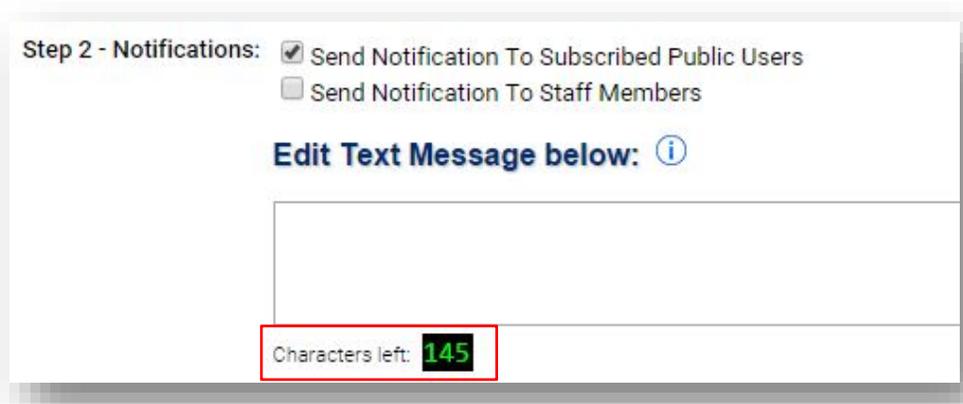


5. **EDITING the DEFAULT Notifications** prior to sending:

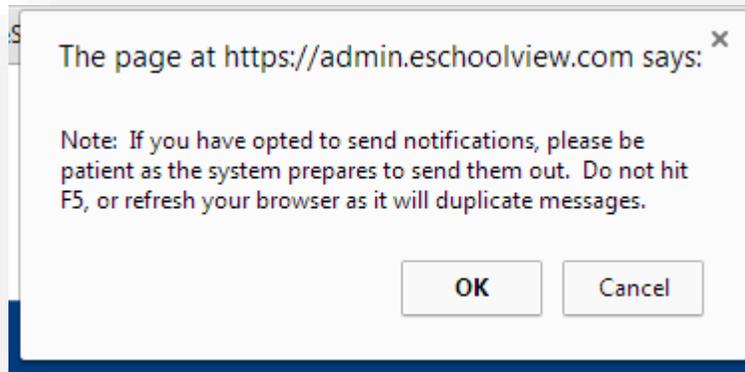
- a. *Changing the Text Message is recommended.* **HIGHLIGHT** ALL or PART of the default Text Message



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



- 6. 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 Edit All Closings under Closings/Alerts in Effect

Closings/Alerts In Effect

School Closings In Effect For Today

[Remove All Alerts](#) [Edit All Closings \(NEW\)](#)

Date	Type	School	Message	
11/4/2014	2-Hour Delay	Broome Tioga BOCES	Due to snow, there will be a 2 hour delay today	Remove <small>Created on 11/4/2014 [Stephens, Deb]</small>