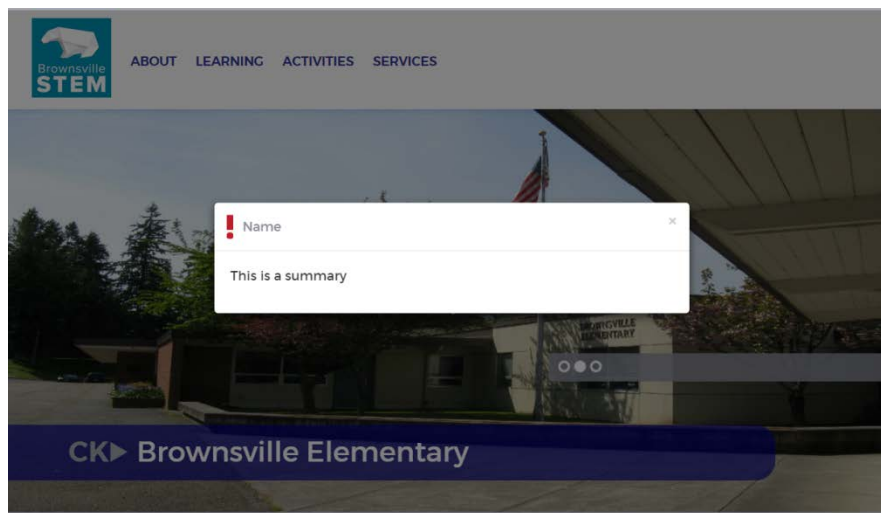


EMERGENCY BANNER

If you need to draw extra attention to an announcement, you can use an alert feature called a pop-up emergency notification. When activated, it will appear the first time anyone visits your website. Users must close it before continuing to use your site. Once they've closed it, it will disappear for the rest of their visit, even if they visit later in the day.

See an example below:



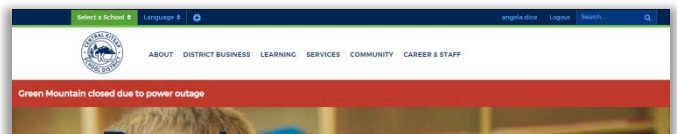
The message should be brief. Since this alert appears only once for users, it's helpful to have the information in your School News section or elsewhere on your site. For school closures, delays, emergency releases and other highly urgent information, we have a red banner (more on that below). If you'd like, you can use the pop-up alert *in addition to* the red banner with the help of Community Relations.

Some instances that it may be helpful:

- Reminders about important deadlines (Impact Aid forms, scheduled half days, etc.)
- Important, short school news (parking changes, rescheduled events, etc.)
- School surveys

RED BANNER

Red banners (see right) that go across all pages of your website must be set via the district website. This allows the district to post snow closures, etc. to all schools or individual schools. Contact Angela Dice, RandaLyn or David Beil. We're all happy to help, anytime.

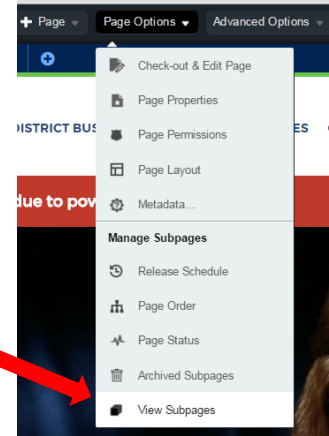


SETTING A POP-UP ALERT

STEP 1: OPEN BANNER NOTIFICATIONS CENTER

Go to the homepage of ckschools.org and log in. From the Page Options dropdown menu, choose View Subpages.

Click on the page called “Emergency Notification Center.”



STEP 2: OPEN THE PAGE

You will likely see a blank-looking page. Go to View Subpages under the Page Options menu and click on the page. (Just like you had to do from the home page).

If your page is not blank, and you see a Notifications story, click on the “Read More” button.

STEP 3: EDIT THE PAGE

You will overwrite the content in the existing alert.

From the Page Options dropdown menu, choose **Check out & Edit Page**. Opening the page in Design mode will not work correctly for this feature.

Update each of the data fields in the checklist below:

- Name:** A few words about the alert. This appears as a headline in the pop-up page
- *Summary:** You don't have to limit yourself to the visible space in the box, but keep this info to one or two short sentences. This is the text that appears in the alert box. (You can use html code in the summary box: Use the Content box to add a link, view it in HTML mode and copy the html.)
- Release On/Until:** Change this to today's date.
- Enable content:** Make sure this box is checked.
- Content:** Many of your visitors will not see this. Do not put essential information here.
- Release and Expiry Date:** In the page administration box at the bottom of the page, change the Release Date and Expiry Date. Do not use “Now” for release date. Click the button to the right, and set your release date (even if it's today's date) and time. The “Expiry Date” will place the alert in archive at the specified date and time.

A screenshot of the 'Alert' edit form. It has tabs for 'Edit Data' and 'Settings'. Below are buttons for 'Save Draft', 'Publish', and 'Cancel'. The form is divided into 'PAGE PROPERTIES' and 'PAGE CONTENT'. 'PAGE PROPERTIES' includes fields for Title (Alert), Name (alert), Summary (a large text area), Category (a dropdown), and Featured Image (a field with a plus icon). 'PAGE CONTENT' includes 'Link of Current Page' (a text field with a URL), 'Page Title' (Alert), 'Page Last Modified' (14 December, 2015 07:18 AM), and a table for alert details: Title (Alert), Name (Power Outage), Summary (Green Mountain closed due to power outage), Release On (14 December, 2015), and Release Until (15 December, 2015). There is an 'Enable' checkbox checked and a 'Content' area with a rich text editor.A screenshot of the 'PAGE ADMINISTRATION' form. It includes 'Page Owner' (angela.dice), a checkbox for 'Propagate the Change of Ownership to All Sub-Pages', 'Last Modified' (Monday, January 11, 2016 at 11:48 AM), 'Release Date' (Now, 11 January, 2016 07:00 AM), 'Expiry Date' (Never, 01:00 AM), and 'Follow-up Tasks' (None). At the bottom are 'Save Draft', 'Publish', and 'Cancel' buttons.