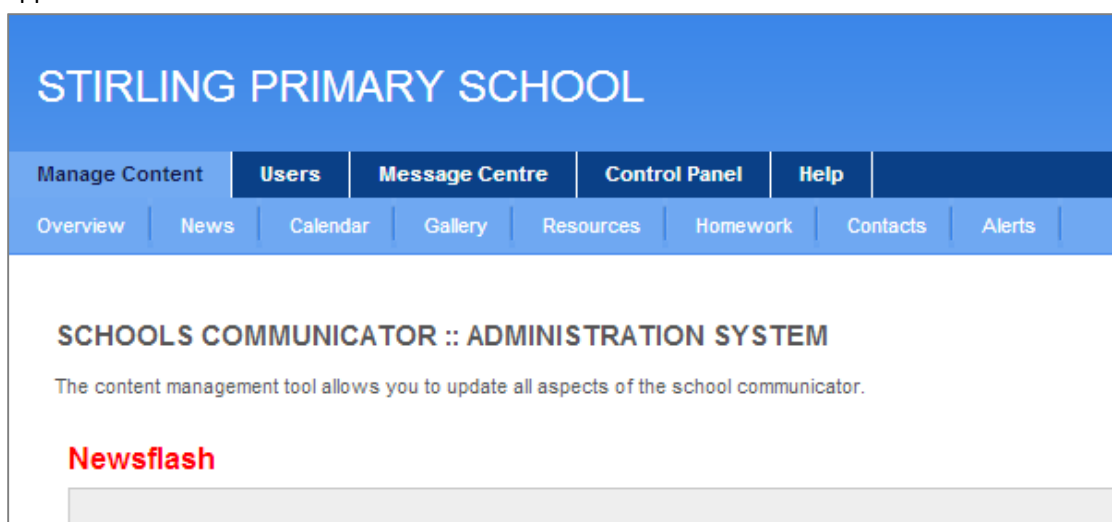


Alerts

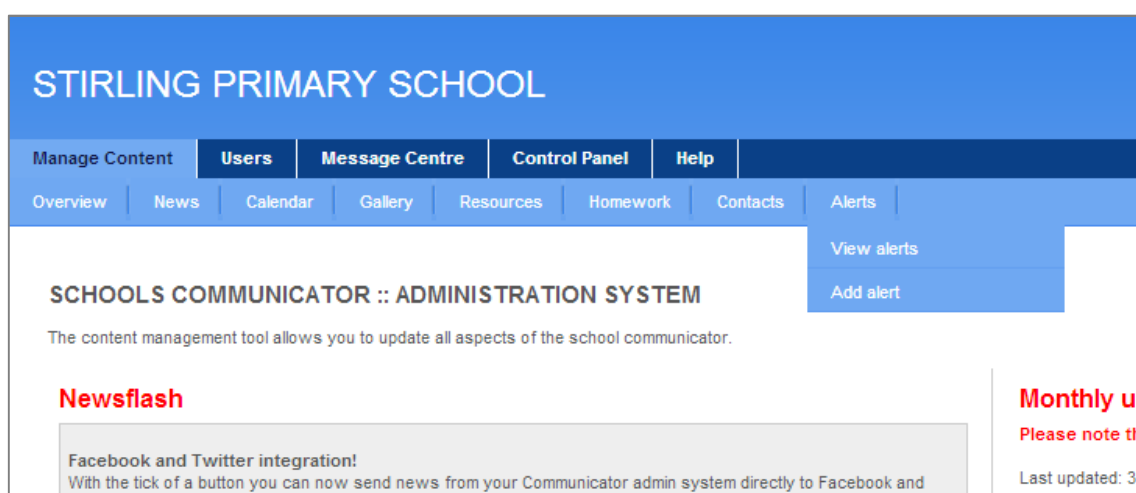
Cricket practice cancelled due to rain! School closing early on Friday! When you need to get your parents' attention, use the Alerts function to ensure that they can see the message. When an alert is added, a pop up message is displayed in a red block in the middle of the Communicator. Parents will not be able to navigate through the rest of the Communicator until the red pop up window is read and closed manually (by clicking on the close cross on the top right hand corner). This function is the most effective way to get urgent messages to parents.

Adding an Alert

1. Move your mouse over the [Manage Content] tab. The Communicator's list of features will then appear.



2. Move your mouse over the [Alerts] tab and click on the [Add alert] button at the top of the page.



3. A new window will load where you enter all the details of your alert.

STIRLING PRIMARY SCHOOL

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ADD HOMEWORK

Name:

Description:

Category: [Add category](#)

Homework type: File Link Text only

Please note:
Only the following file types can be uploaded:
- Document files (.pdf, .doc, .docx)

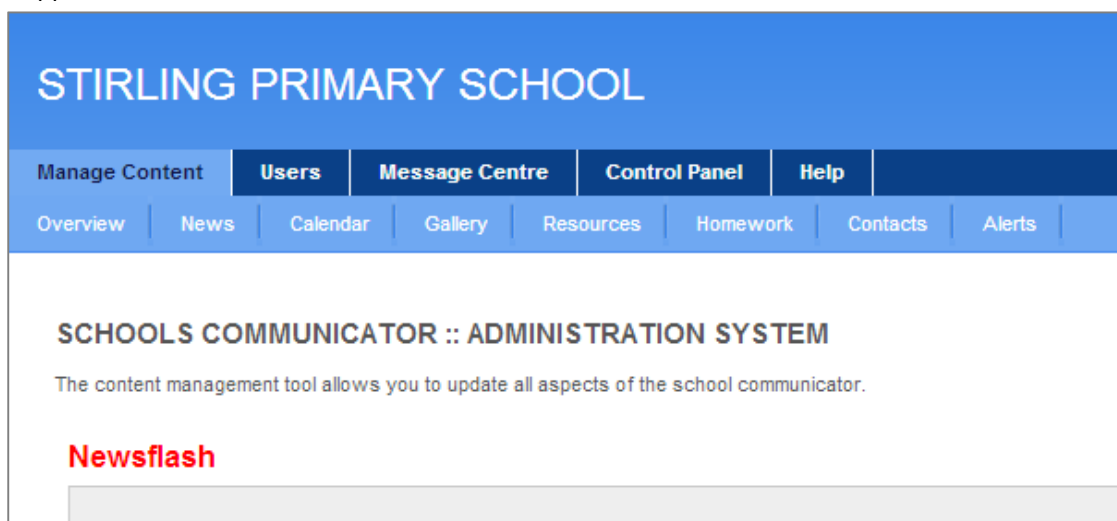
<i>Alert text</i>	Enter the text for your alert message (maximum 125 characters)
<i>Audience (channels)</i>	Select the channels your alert applies to. Click the [Submit] button.

It is possible to have more than one alert active at a time for different channels. If you parents have the same channels selected, the first alert will force the Communicator to open the pop-up window. Once the first pop-up is closed the second alert will appear.

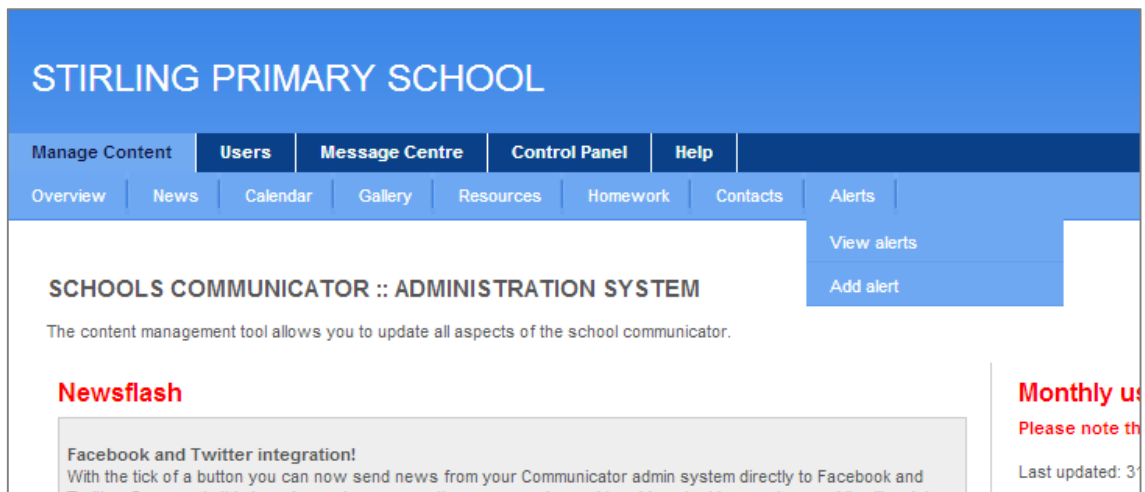
The admin system will automatically delete any alert that has been in the system for more than 7 days.

Deleting an Alet

1. Move your mouse over the [Manage Content] tab. The Communicator's list of features will then appear.



2. Move your mouse over the [Alert] tab and click on the [View alerts] button at the top of the page.



STIRLING PRIMARY SCHOOL

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SCHOOLS COMMUNICATOR :: ADMINISTRATION SYSTEM

The content management tool allows you to update all aspects of the school communicator.

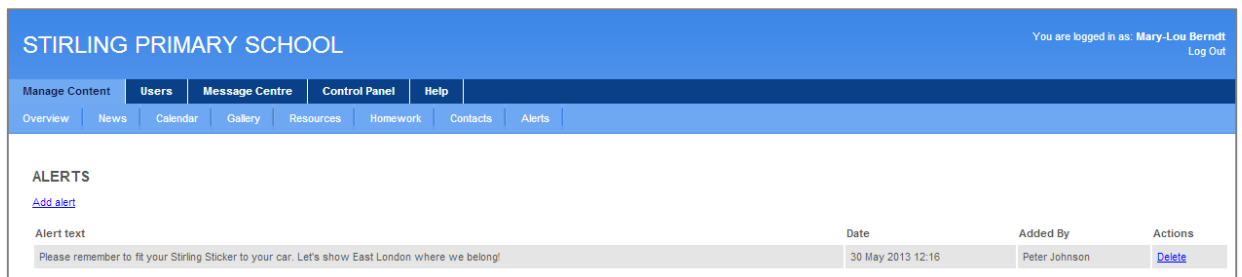
Newsflash

Facebook and Twitter integration!
With the tick of a button you can now send news from your Communicator admin system directly to Facebook and

Monthly us
Please note th
Last updated: 31

View alerts
Add alert

3. Scroll down the Alerts list until you have found the item you are looking for.



STIRLING PRIMARY SCHOOL

You are logged in as: Mary-Lou Berndt
Log Out

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ALERTS

[Add alert](#)

Alert text	Date	Added By	Actions
Please remember to fit your Stirling Sticker to your car. Let's show East London where we belong!	30 May 2013 12:16	Peter Johnson	Delete

4. Once you have found the relevant alert, click the blue [Delete] button.