

Broadcast E-Alerts

Blackboard Web Community Manager

Blackboard®

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This guide covers all available features and functionality. Features included in your contract may vary.

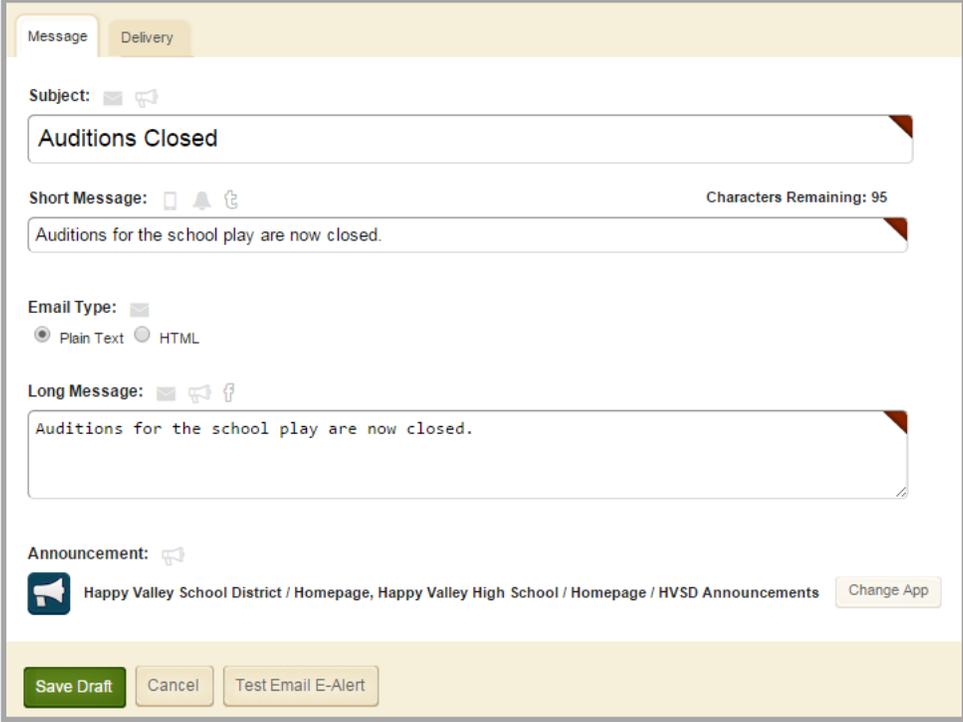
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Introduction

Broadcast E-Alerts allow you to mass communicate with users. You use Broadcast E-Alerts to relay important information such as school closings, events and early dismissals. You send them from within the **Tools** tab of the Site and Subsite workspaces. The Broadcast E-Alert types include Email, Push Notification, Announcement, Facebook and Twitter.

When sending a Broadcast E-alert, choose any of the E-Alert types. Fields that are required for each E-Alert type are marked with a corresponding E-Alert Type icon next to the field name text. Other required fields are marked with red triangles in the top right corner.



The screenshot displays the 'Message' creation interface with a 'Delivery' tab selected. The interface includes the following fields and options:

- Subject:** A text input field containing 'Auditions Closed'. A red triangle icon is in the top right corner.
- Short Message:** A text input field containing 'Auditions for the school play are now closed.' with a character count of 'Characters Remaining: 95'. A red triangle icon is in the top right corner.
- Email Type:** Radio buttons for 'Plain Text' (selected) and 'HTML'.
- Long Message:** A text input field containing 'Auditions for the school play are now closed.' with a red triangle icon in the top right corner.
- Announcement:** A section with a megaphone icon, the text 'Happy Valley School District / Homepage, Happy Valley High School / Homepage / HVSD Announcements', and a 'Change App' button.

At the bottom of the form are three buttons: 'Save Draft' (green), 'Cancel', and 'Test Email E-Alert'.

Email E-Alerts

You can send Email E-Alerts to specific registered users or a group of users.

Create an Email E-Alert

Here's how you create a new email E-Alert.

1. In *Site Manager*, navigate to the Site Workspace from which you wish to send your Broadcast E-Alert.

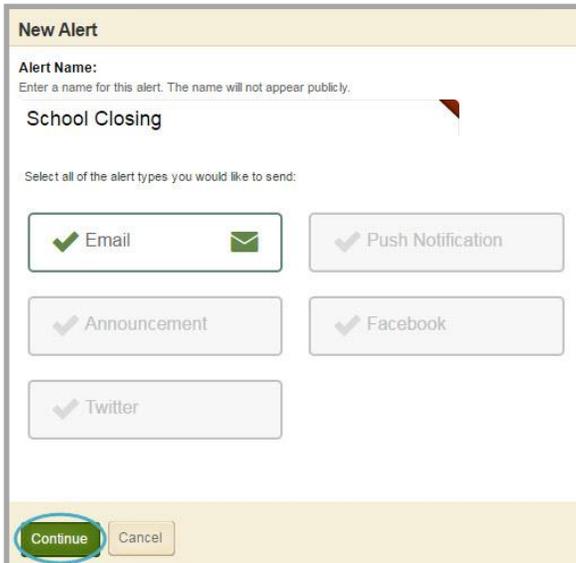


2. Click the **Tools** tab and select Broadcast E-Alerts.

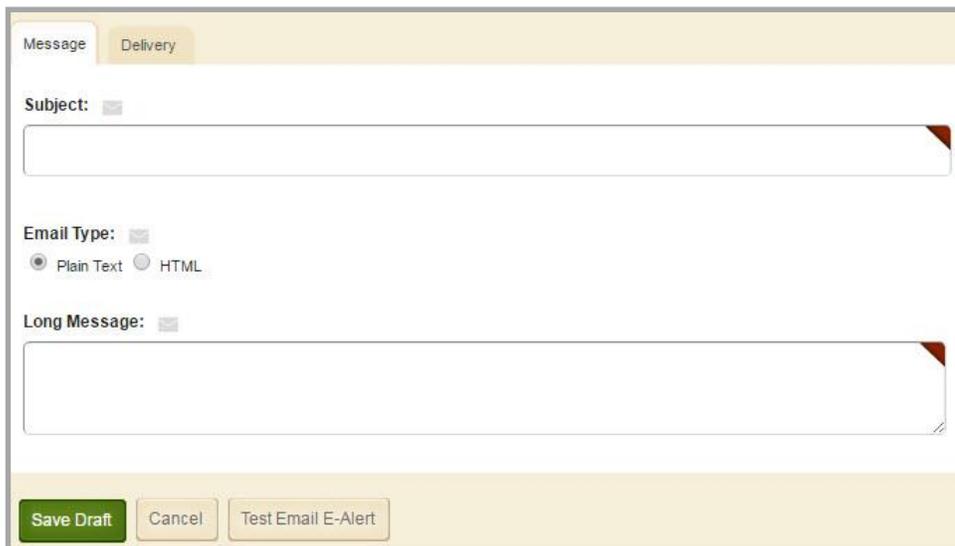


3. Click **New E-Alert**. The New Alert window displays.

4. Enter a name for your Broadcast E-Alert in the Alert Name field. Note that the Email E-Alert type is the default selection.
5. Click **Continue**.



6. On the **Message** tab, enter the Subject for your E-Alert email.



7. Select an Email Type. Choose the *Plain Text* radio button to add only text. Choose the *HTML* radio button to add photos, links and format the text in your email using HTML code.

- If you selected the Plain Text Email Type, enter the body of your email message in the Long Message field. If you selected the HTML Email Type, enter the body of your message in the HTML Message field.

- Click the **Delivery** tab and enter a Sender Name and Sender Email address.

- If you wish to test your Broadcast E-Alert, click **Test Email E-Alert**. The Test E-Alert window displays.

Message Delivery

Subject:

Email Type: Plain Text HTML

Long Message:

Save Draft Cancel **Test Email E-Alert**

- Enter the email address to which you wish to send the test E-Alert in the Email Address field.

Test E-Alert
To test your E-Alert before you send it, enter an email address and click Send Test E-Alert.

Email Address:

Send Test E-Alert Cancel

- Click **Send Test E-Alert**.
- When finished, click **Save Draft** or navigate to the **Delivery** tab to send or schedule your Broadcast E-Alert.

Message Delivery

Subject:

Email Type: Plain Text HTML

Long Message:

Save Draft Cancel Test Email E-Alert

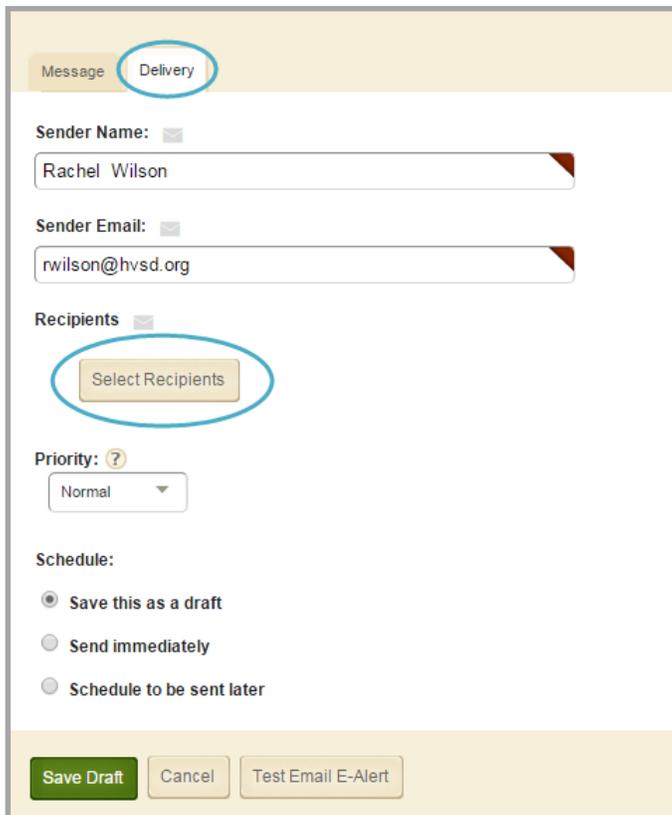
- You are returned to the Alerts List View and the status of your E-Alert is marked as Draft.

DRAFT	School Closing		
	School Closing		
	Created by Sara Goss on 1/27/2015 3:06:32 PM		
			Copy Delete

Send an Email E-Alert

Here is how you send an email E-Alert.

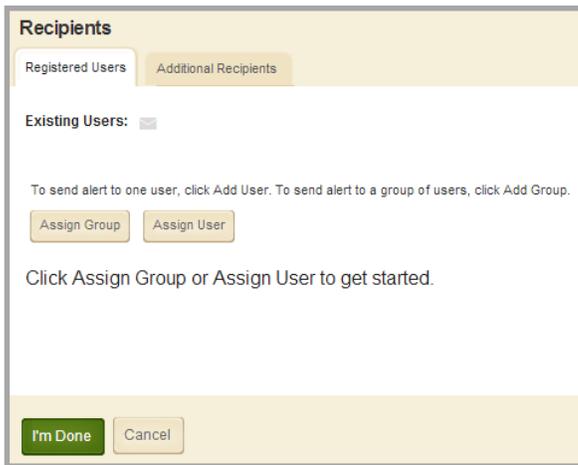
1. In *Site Manager*, navigate to the Site workspace from which you wish to send your Broadcast E-Alert.
2. Navigate to the **Tools** tab and select Broadcast E-Alerts.
3. Select the E-Alert you wish to send.
4. Navigate to the **Delivery** tab.



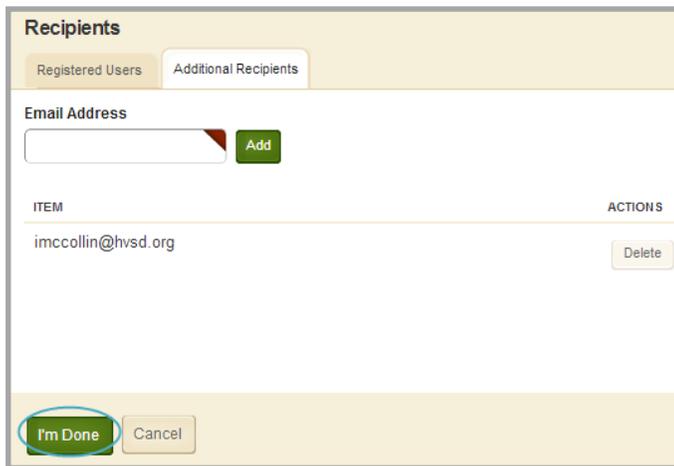
The screenshot shows the 'Delivery' tab of the Broadcast E-Alert configuration interface. The 'Delivery' tab is highlighted with a blue circle. Below it, the 'Sender Name' field is set to 'Rachel Wilson' and the 'Sender Email' field is set to 'rwilson@hvdsd.org'. The 'Recipients' section has a 'Select Recipients' button highlighted with a blue circle. The 'Priority' dropdown is set to 'Normal'. Under the 'Schedule' section, the 'Save this as a draft' radio button is selected. At the bottom, there are three buttons: 'Save Draft' (green), 'Cancel', and 'Test Email E-Alert'.

5. Click **Select Recipients** to choose the users who will receive this E-Alert.

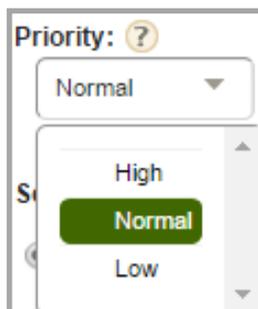
- In the Recipients window you can add existing users or groups on the **Registered Users** tab.



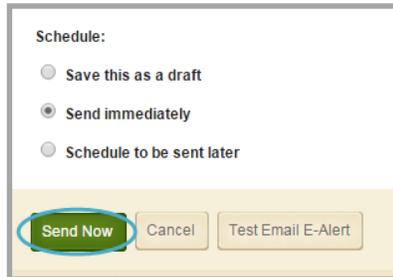
- To send this E-Alert to users who are not registered users, add their email addresses on the **Additional Users** tab. Enter the email address you wish to add in the Email Address field and click **Add**.



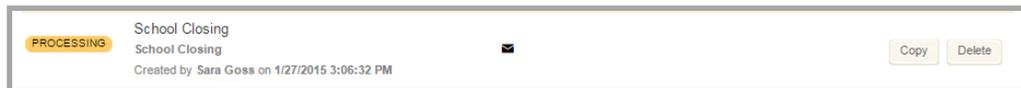
- When finished, click **I'm Done**. You will be returned to the **Delivery** tab.
- Select the Priority for your Broadcast E-Alert. You can choose from High, Normal or Low priority. The priority of your E-Alert will determine how quickly it is sent.



- 10. There are two different options you can use to send your E-Alert.
 - a. To send your E-Alert immediately, select *Send immediately* under Schedule. Then click **Send Now** to send your Broadcast E-Alert.



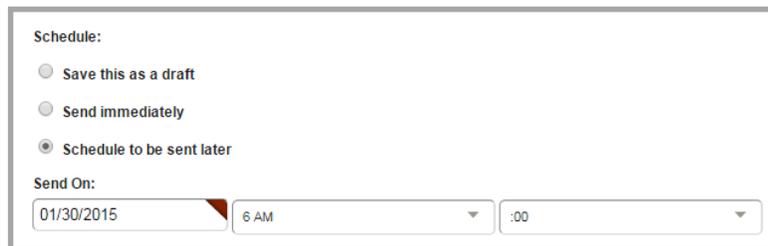
You will be returned to the Alerts List View and the status of your E-Alert will be marked as Processing.



When your E-Alert has been sent, the status will be marked as Complete.



- b. To schedule your E-Alert to be sent, select *Schedule to be sent later*. Choose the date and time you wish to send your Broadcast E-Alert, and then click **Send Later**.

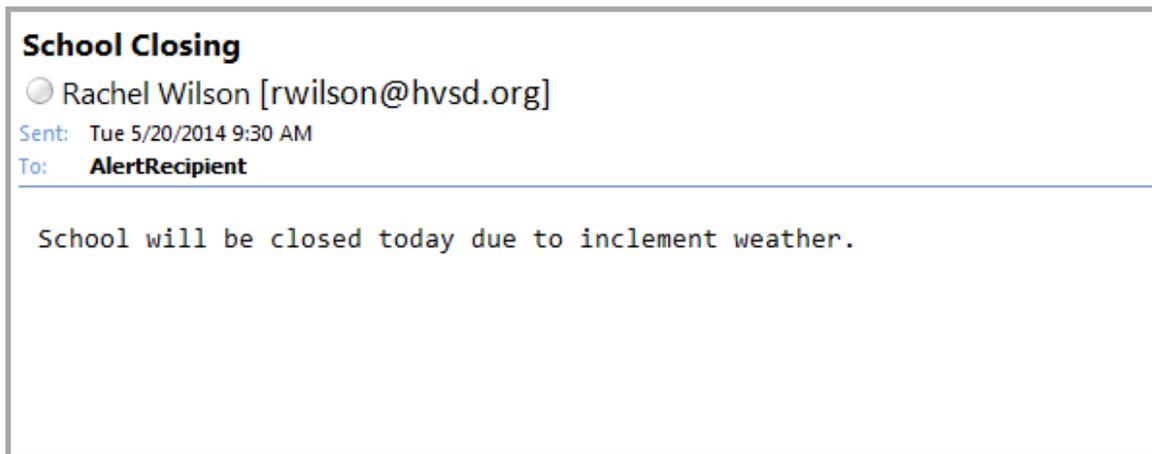


You will be returned to the Alerts List View and the status of your E-Alert will be marked as Scheduled.



Example of an Email E-Alert

Here is an example of an email E-Alert that has been sent.



Push Notification E-Alerts

You can send Push Notifications to registered users who have downloaded and installed the Centricity2 Mobile Communications App (C2MCA). You will not see this option unless your district has C2MCA.

Create a New Push Notification E-Alert

Here is how you create a new push notification E-Alert.

1. In *Site Manager*, navigate to the Site workspace you wish to send your Broadcast E-Alert.



2. Navigate to the **Tools** tab and select Broadcast E-Alerts.



3. Click **New E-Alert**, the New Alert window displays.

4. Enter a name for your Broadcast E-Alert under Alert Name.
5. Deselect the Email alert type then select the Push Notification alert type.
6. Click **Continue**.

New Alert

Alert Name:
Enter a name for this alert. The name will not appear publicly.
School Closing

Select all of the alert types you would like to send:

Email

Push Notification 

Announcement

Facebook

Twitter

Continue Cancel

7. On the **Message** tab, enter the body of your push notification in the Short Message field. This field has a limit of 140 characters. Notice the Characters Remaining counter decrease as you enter text.

Message Delivery

Short Message:  Characters Remaining: 87

School will be closed today due to inclement weather.

Save Draft Cancel

8. Once finished, click **Save Draft** or navigate to the **Delivery** tab to send or schedule your Broadcast E-Alert.
9. You will be returned to the Alerts List View and the status of your E-Alert will be marked as Draft.

DRAFT School Closing 

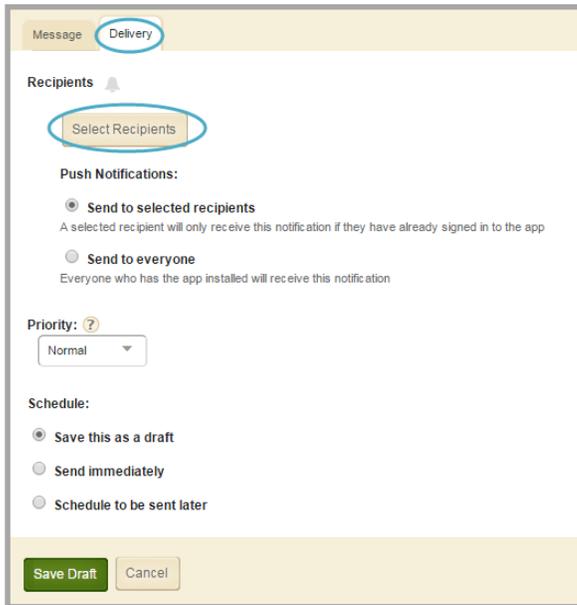
School Closing
Created by Sara Goss on 12/10/2014 2:21:26 PM

Copy Delete

Send a Push Notification E-Alert

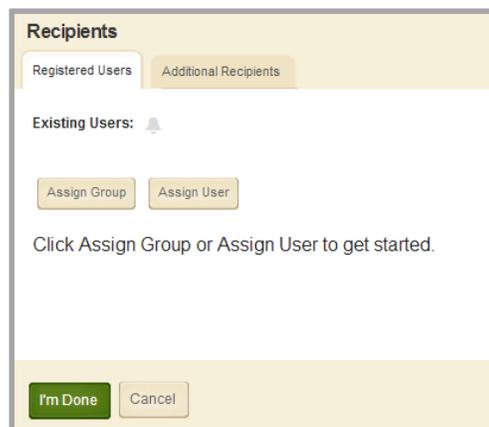
Here is how you send a push notification E-Alert.

1. In *Site Manager*, navigate to the Site workspace from which you wish to send your Broadcast E-Alert.
2. Navigate to the **Tools** tab and select Broadcast E-Alerts.
3. Select the E-Alert you wish to send.



The screenshot shows the configuration form for a Broadcast E-Alert. At the top, there are two tabs: "Message" and "Delivery", with "Delivery" selected and circled in blue. Below the tabs is the "Recipients" section, which includes a bell icon and a "Select Recipients" button circled in blue. Underneath is the "Push Notifications:" section with two radio button options: "Send to selected recipients" (selected) and "Send to everyone". Below that is the "Priority:" section with a dropdown menu set to "Normal". The "Schedule:" section has three radio button options: "Save this as a draft" (selected), "Send immediately", and "Schedule to be sent later". At the bottom of the form are two buttons: "Save Draft" and "Cancel".

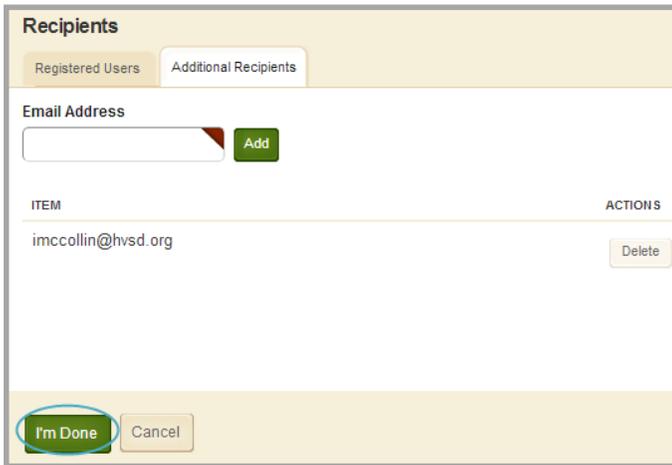
4. Navigate to the **Delivery** tab.
5. Click **Select Recipients** to choose the users who will receive this E-Alert.



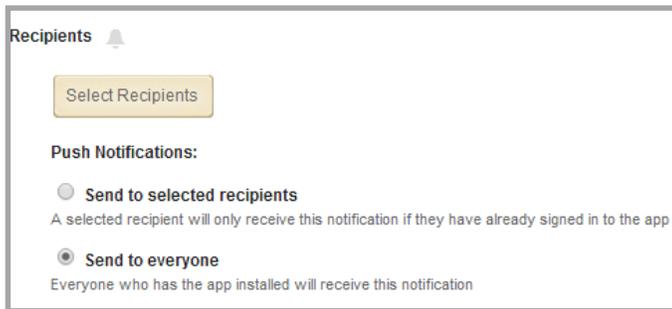
The screenshot shows the "Recipients" selection window. At the top, there are two tabs: "Registered Users" and "Additional Recipients", with "Registered Users" selected. Below the tabs is the "Existing Users:" section with a bell icon. Underneath are two buttons: "Assign Group" and "Assign User". Below that is the text "Click Assign Group or Assign User to get started." At the bottom of the window are two buttons: "I'm Done" and "Cancel".

6. In the Recipients window you can [add existing users or groups](#) on the **Registered Users** tab.

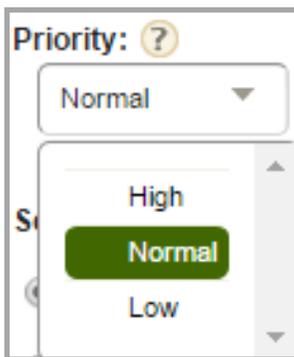
- To send this E-Alert to users who are not registered users, add their email addresses on the **Additional Users** tab. Enter the email address you wish to add in the Email Address field and click **Add**.



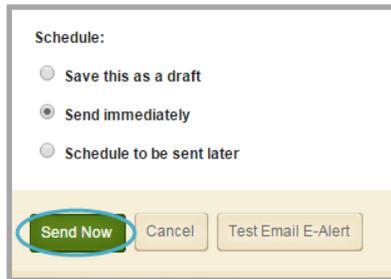
- You can also select *Send to everyone* to send the E-Alert to all users having the Mobile Communications App installed on their Smartphones.



- Select the Priority for your Broadcast E-Alert. You can choose from High, Normal or Low priority, the priority of your E-Alert will determine how quickly it is sent.



10. You have two different sending options to send your E-Alert.
 - a. To send you E-Alert immediately, select *Send immediately* under Schedule. Then click **Send Now** to send your Broadcast E-Alert.



You will be returned to the Alerts List View and the status of your E-Alert will be marked as Processing.



When your E-Alert has been sent, the status will be marked as Complete.



- b. To schedule your E-Alert to be sent, select *Schedule to be sent later*. Choose the date and time you wish to send your Broadcast E-Alert, and then click **Send Later**.



You will be returned to the Alerts List View and the status of your E-Alert will be marked as Scheduled.



Example of Sent Push Notification Broadcast E-Alert

Here is an example of what users see when they receive a Push Notification Broadcast E-Alert. They can then tap the icon to read the alert.



Announcement E-Alerts

You can send an Announcement E-Alert that displays in an Announcement App.

Creating a New Announcement E-Alert

Here is how you create a new Announcement E-Alert.

1. In *Site Manager*, navigate to the Site workspace you wish to send your Broadcast E-Alert.



2. Navigate to the **Tools** tab and select Broadcast E-Alerts.



3. Click **New E-Alert**, the New Alert window displays.

4. Enter a name for your Broadcast E-Alert under Alert Name.
5. Deselect the Email alert type then select the Announcement alert type.
6. Click **Continue**.

7. On the **Message** tab, enter a Subject and Long Message for your announcement.

8. By default, the alert will be added to the Announcement App located on the site homepage. To select a different Announcement app, click **Change App** and choose a one from the list. This list includes all Announcement Apps located within the current workspace as well as those located in other workspaces that you have shared with yourself.
9. Once finished, click **Save Draft** or navigate to the **Delivery** tab to send or schedule your Broadcast E-Alert.
10. You will be returned to the Alerts List View and the status of your E-Alert will be marked as Draft.

Send an Announcement E-Alert

Here is how you send an announcement E-Alert.

1. In *Site Manager*, navigate to the Site workspace from which you wish to send your Broadcast E-Alert.
2. Navigate to the **Tools** tab and select Broadcast E-Alerts.
3. Select the E-Alert you wish to send.
4. Navigate to the **Delivery** tab.

The screenshot shows the 'Delivery' tab of the Broadcast E-Alert configuration form. It features a 'Priority' dropdown menu set to 'Normal' and a 'Schedule' section with three radio button options: 'Save this as a draft' (selected), 'Send immediately', and 'Schedule to be sent later'. At the bottom, there are 'Save Draft' and 'Cancel' buttons.

5. Select the Priority for your Broadcast E-Alert. You can choose from High, Normal or Low priority. The priority of your E-Alert will determine how quickly it is sent.
6. You have two different sending options to send your E-Alert.
 - a. To send you E-Alert immediately, select *Send immediately* under Schedule. Then click **Send Now** to send your Broadcast E-Alert.

This close-up screenshot focuses on the 'Schedule' section of the form. The 'Send immediately' radio button is selected. The 'Send Now' button is circled in green, indicating it is the next step to click.

You will be returned to the Alerts List View and the status of your E-Alert will be marked as Processing.

The screenshot shows an alert entry in the Alerts List View. The alert title is 'School Closing' and its status is 'PROCESSING' (indicated by a yellow tag). It was created by Sara Goss on 1/27/2015 at 3:24:31 PM. There are 'Copy' and 'Delete' buttons to the right.

When your E-Alert has been sent, the status will be marked as Complete.

This screenshot shows the same alert entry as above, but now its status is 'COMPLETE' (indicated by a green tag). The 'Copy' and 'Delete' buttons remain visible.

- b. To schedule your E-Alert to be sent, select *Schedule to be sent later*. Choose the date and time you wish to send your Broadcast E-Alert, and then click **Send Later**.

Schedule:

Save this as a draft
 Send immediately
 Schedule to be sent later

Send On:

You will be returned to the Alerts List View and the status of your E-Alert will be marked as Scheduled.

SCHEDULED

School Closing

School Closing

01/30/2015 Created by Sara Goss on 1/27/2015 3:24:31 PM

Copy

Delete

Example of an Announcement E-Alert

Here is an example of an Announcement E-Alert.

HVSD

Announcements

School will be closing due to inclement weather.

Volunteers needed for HVSD Days!
Contact Eric Sparks at 814-555-1212.

If you hear any noise today, it is just our HVAC technicians repairing our systems.

It's that time again...Come to Sparks Field at 7:30 PM for the bonfire & spirit rally!

Haunted Gymnasium October 30th
6:30 - 9:00 PM - Admission \$5
IF YOU DARE!!!

★ FOLLOW



Twitter E-Alerts

You can send an E-Alert as a *Tweet*—provided social media is enabled for your site and has been connected to your district’s respective Twitter account.

Create a New Twitter E-Alert

Here is how you create a new Twitter E-Alert.

1. In *Site Manager*, navigate to the Site workspace you wish to send your Broadcast E-Alert.



2. Navigate to the **Tools** tab and select Broadcast E-Alerts.



3. Click **New E-Alert**, the New Alert window displays.

4. Enter a name for your Broadcast E-Alert under Alert Name.
5. Deselect the Email alert type then select the Twitter alert type.
6. Click **Continue**.

New Alert

Alert Name:
Enter a name for this alert. The name will not appear publicly.

School Closing

Select all of the alert types you would like to send:

Email Push Notification

Announcement Facebook

Twitter 

Continue Cancel

7. On the **Message** tab, enter a Short Message for your tweet. This field has a limit of 140 characters. Notice the Characters Remaining counter decrease as you enter text.

Message Delivery

Short Message:  Characters Remaining: 87

School will be closed today due to inclement weather.

Save Draft Cancel

8. Once finished, click **Save Draft** or navigate to the **Delivery** tab to send or schedule your Broadcast E-Alert.
9. You will be returned to the Alerts List View and the status of your E-Alert will be marked as Draft.

DRAFT School Closing 

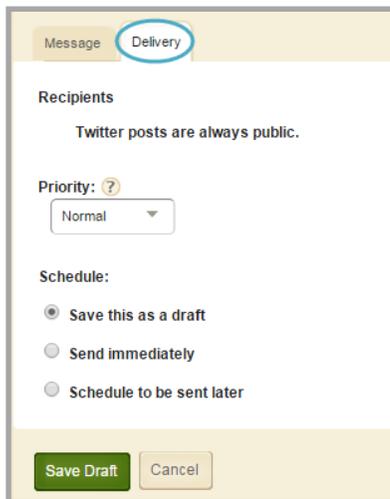
Created by Sara Goss on 12/22/2014 3:50:09 PM

Copy Delete

Send a Twitter E-Alert

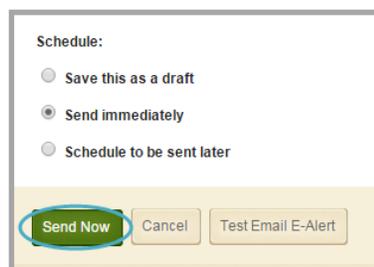
Here is how you send a Twitter E-Alert. Before you can send a Twitter E-Alert, Social Media Posts must be enabled for your site or subsite in *System Settings* and the site must be connected to a Twitter account in *Site Settings*.

1. In *Site Manager*, navigate to the Site workspace from which you wish to send your Broadcast E-Alert.
2. Navigate to the **Tools** tab and select Broadcast E-Alerts.
3. Select the E-Alert you wish to send.
4. Navigate to the **Delivery** tab.



The screenshot shows the 'Delivery' tab selected in a configuration window. The 'Recipients' section contains the text 'Twitter posts are always public.' Below this, the 'Priority' is set to 'Normal' in a dropdown menu. Under the 'Schedule' section, three radio buttons are visible: 'Save this as a draft' (selected), 'Send immediately', and 'Schedule to be sent later'. At the bottom, there are two buttons: 'Save Draft' and 'Cancel'.

5. Select the Priority for your Broadcast E-Alert. You can choose from High, Normal or Low priority. The priority of your E-Alert will determine how quickly it is sent.
6. You have two different sending options to send your E-Alert.
 - a. To send you E-Alert immediately, select *Send immediately* under Schedule. Then click **Send Now** to send your Broadcast E-Alert.



The screenshot shows the 'Schedule' section with three radio buttons: 'Save this as a draft', 'Send immediately' (selected), and 'Schedule to be sent later'. Below the radio buttons, there are three buttons: 'Send Now' (highlighted with a red circle), 'Cancel', and 'Test Email E-Alert'.

You will be returned to the Alerts List View and the status of your E-Alert will be marked as Processing.

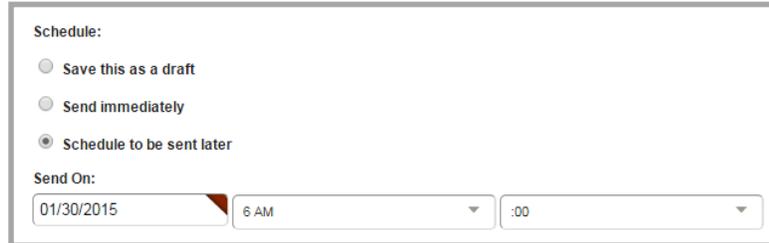


The screenshot shows a single alert entry in a list view. The entry has a status of 'PROCESSING' in a yellow box. The text of the alert is 'School Closing' and it was 'Created by Sara Goss on 12/22/2014 3:50:09 PM'. To the right of the text is a small icon. At the bottom right of the entry are two buttons: 'Copy' and 'Delete'.

When your E-Alert has been sent, the status will be marked as Complete.



- b. To schedule your E-Alert to be sent, select *Schedule to be sent later*. Choose the date and time you wish to send your Broadcast E-Alert, and then click **Send Later**.

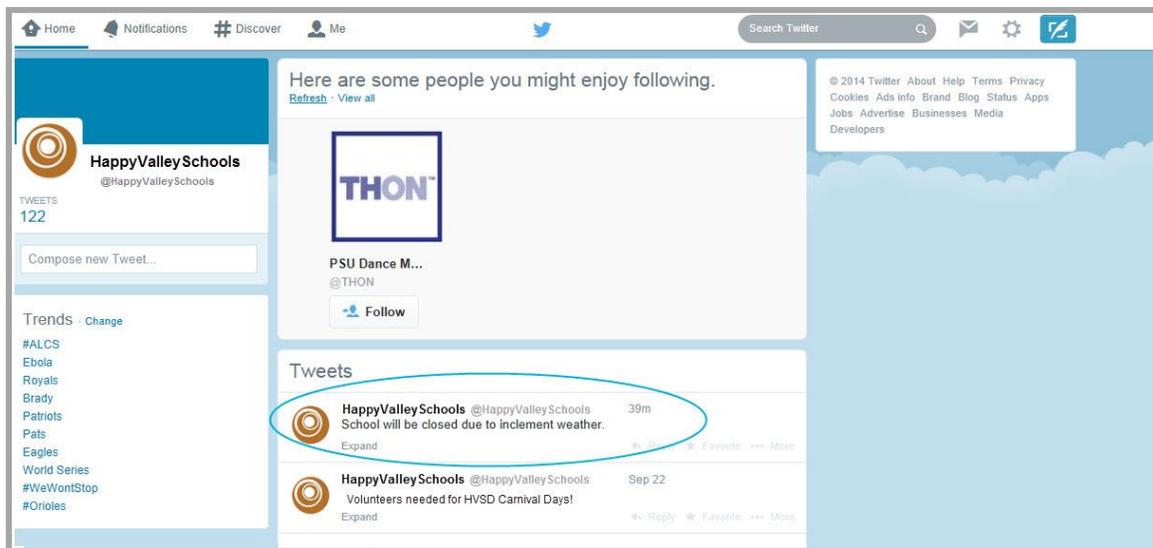


You will be returned to the Alerts List View and the status of your E-Alert will be marked as Scheduled.



Example of Twitter E-Alert

Here is an example of a Twitter Broadcast E-Alert.



Facebook E-Alerts

You can send an E-Alert as a Facebook post—provided social media is enabled for your site and has been connected to your district’s respective Facebook account.

Create a New Facebook E-Alert

Here is how you create a new Facebook E-Alert.

1. In *Site Manager*, navigate to the Site workspace you wish to send your Broadcast E-Alert.



2. Navigate to the **Tools** tab and select Broadcast E-Alerts.



3. Click **New E-Alert**, the New Alert window displays.

4. Enter a name for your Broadcast E-Alert under Alert Name.

New Alert

Alert Name:
Enter a name for this alert. The name will not appear publicly.

School Closing

Select all of the alert types you would like to send:

Email Push Notification

Announcement Facebook 

Twitter

Continue Cancel

5. Deselect the Email alert type then select the Facebook alert type.
6. Click **Continue**.
7. On the **Message** tab, enter a Long Message for your Facebook status.

Message Delivery

Long Message: 

School will be closed today due to inclement weather.

Save Draft Cancel

8. Once finished, click **Save Draft** or navigate to the **Delivery** tab to send or schedule your Broadcast E-Alert.
9. You will be returned to the Alerts List View and the status of your E-Alert will be marked as Draft.

DRAFT School Closing
Created by Sara Goss on 12/22/2014 3:50:09 PM 

Copy Delete

Send a Facebook E-Alert

Here is how you send a Facebook E-Alert. Before you can send a Facebook E-Alert, Social Media Posts must be enabled for your site or subsite in *System Settings* and the site must be connected to a Facebook account in *Site Settings*.

1. In *Site Manager*, navigate to the Site workspace from which you wish to send your Broadcast E-Alert.
2. Navigate to the **Tools** tab and select Broadcast E-Alerts.
3. Select the E-Alert you wish to send.
4. Navigate to the **Delivery** tab.

The screenshot shows the 'Delivery' tab of the Broadcast E-Alert configuration form. At the top, there are two tabs: 'Message' and 'Delivery', with 'Delivery' selected and circled in blue. Below the tabs, the text 'Recipients' is followed by 'Facebook posts are always public.' There is a 'Priority:' section with a help icon and a dropdown menu currently set to 'Normal'. Below that is a 'Schedule:' section with three radio button options: 'Save this as a draft' (selected), 'Send immediately', and 'Schedule to be sent later'. At the bottom of the form are two buttons: 'Save Draft' and 'Cancel'.

5. Select the Priority for your Broadcast E-Alert. You can choose from High, Normal or Low priority. The priority of your E-Alert will determine how quickly it is sent.
6. You have two different sending options to send your E-Alert.
 - a. To send you E-Alert immediately, select *Send immediately* under Schedule. Then click **Send Now** to send your Broadcast E-Alert.

This screenshot focuses on the 'Schedule:' section of the form. It shows three radio button options: 'Save this as a draft', 'Send immediately' (which is selected), and 'Schedule to be sent later'. Below these options are three buttons: 'Send Now' (circled in blue), 'Cancel', and 'Test Email E-Alert'.

You will be returned to the Alerts List View and the status of your E-Alert will be marked as Processing.

The screenshot shows a row in the Alerts List View. On the left, there is a yellow 'PROCESSING' status tag. The alert title is 'School Closing' and it was 'Created by Sara Goss on 12/22/2014 3:50:09 PM'. On the right side of the row, there are 'Copy' and 'Delete' buttons.

When your E-Alert has been sent, the status will be marked as Complete.

This screenshot shows the same row in the Alerts List View as the previous one, but the status tag is now green and labeled 'COMPLETE'. The rest of the information (title, creator, date) and the 'Copy' and 'Delete' buttons remain the same.

- b. To schedule your E-Alert to be sent, select *Schedule to be sent later*. Choose the date and time you wish to send your Broadcast E-Alert, and then click **Send Later**.

Schedule:

- Save this as a draft
- Send immediately
- Schedule to be sent later

Send On:

01/30/2015 6 AM :00

You will be returned to the Alerts List View and the status of your E-Alert will be marked as Scheduled.

SCHEDULED School Closing
01/30/2015 Created by Sara Goss on 12/22/2014 3:50:09 PM ? Copy Delete

Example of Facebook E-Alert

Here is an example of a Facebook Broadcast E-Alert.

Happy Valley School District
Just now · Schoolwires DEV · ?

School will be closed today due to inclement weather.

Like · Comment · Share

Write a comment... ? 😊
Press Enter to post.

Manage Broadcast E-Alerts

You are able to edit, copy, delete and filter E-Alerts. You can check the status of sent E-Alerts.

Alerts List View

In the Alerts List View, you can view, create, edit, copy, delete and filter your E-Alerts. You can also run E-Alert reports.

Broadcast E-Alerts
Communicate with groups of users through Broadcast E-Alerts.

[New E-Alert](#) [Filter Alerts](#)

STATUS	ALERT	TYPE	ACTIONS
DRAFT	Two Hour Delay Two Hour Delay Created by Sara Goss on 10/26/2016 12:23:47 PM	✉	Copy Delete
DRAFT	School Closing School Closing Created by Sara Goss on 10/25/2016 4:39:27 PM	✉ 📢 📣 📧 High Priority	Copy Delete

Copy an E-Alert

Here is how you copy an E-Alert.

1. In *Site Manager*, navigate to the Site workspace from which you wish to copy your Broadcast E-Alert.
2. Navigate to the **Tools** tab and select Broadcast E-Alerts.
3. To the right of the E-Alert you wish to delete, click **Copy**. A confirmation window will display.

Broadcast E-Alerts
Communicate with groups of users through Broadcast E-Alerts.

[New E-Alert](#) [Filter Alerts](#)

STATUS	ALERT	TYPE	ACTIONS
DRAFT	Two Hour Delay Two Hour Delay Created by Sara Goss on 10/26/2016 12:23:47 PM	✉	Copy Delete
DRAFT	School Closing School Closing Created by Sara Goss on 10/25/2016 4:39:27 PM	✉ 📢 📣 📧 High Priority	Copy Delete

4. Click **Yes**. The new E-Alert will display at the top of the list.

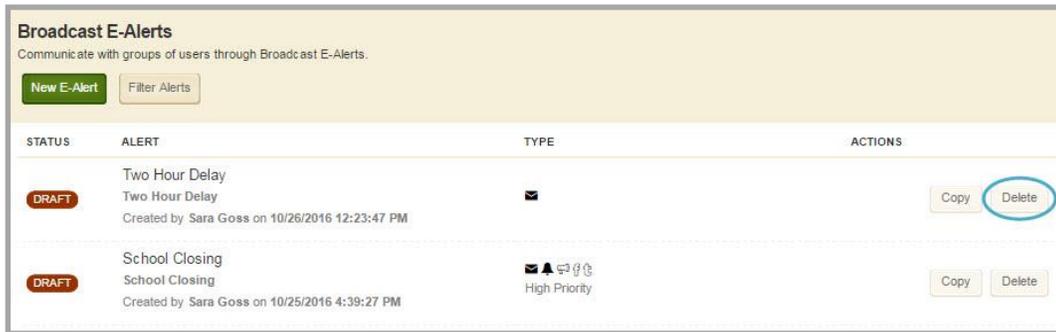
Are you sure you want to copy this E-Alert?

[Yes](#) [No](#)

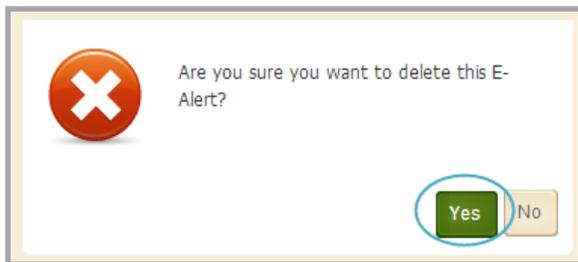
Delete an E-Alert

Here is how you delete an E-Alert.

1. In *Site Manager*, navigate to the Site workspace from which you wish to delete your Broadcast E-Alert.
2. Navigate to the **Tools** tab and select Broadcast E-Alerts.
3. To the right of the E-Alert you wish to delete, click **Delete**. A confirmation window will display.



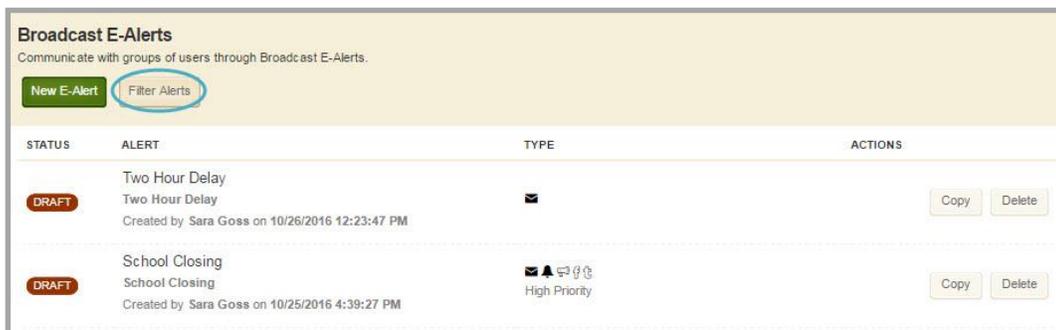
4. Click **Yes**. You are returned to the Alerts List View.



Filter E-Alerts

Here is how you filter E-Alerts.

1. In *Site Manager*, navigate to the Site workspace from which you wish to filter your Broadcast E-Alert.



2. Navigate to the **Tools** tab and select Broadcast E-Alerts.
3. Click **Filter Alerts**, the Filter window will display.

- Specify filter criteria.

Filter
Filter your E-Alerts by entering any of the criteria below.

Creation Date:
 to

Sent Date:
 to

Sender Email:

Subject:

Alert Types:
    

Status:
 Processing Scheduled Complete Draft

Priority:

Sort By:

- Click **Filter**.
- Your filtered E-Alerts will display in the Alerts List View.
- To remove the filter, click **Reset Filter**. You are returned to the Alerts List View.

Broadcast E-Alerts
Communicate with groups of users through Broadcast E-Alerts. They can be sent via email and text message.

List is currently being filtered. To remove the current filter [Reset Filter](#).

E-Alert Reports

Use the Report action to learn the status of completed Broadcast E-Alerts you have sent. Delivery status is reported on an individual basis for each E-Alert. Tools are available to select the email type sent, to filter results, to page through result details and to filter report results. You can export results to a file.

Display Results for a Broadcast E-Alert

When sending a Broadcast E-Alert, you have the option of choosing multiple email types. Here is how you display the results for individual email types.

1. In *Site Manager*, navigate to the Site workspace from which you wish to run a Broadcast E-Alert report.
2. Navigate to the **Tools** tab and select Broadcast E-Alerts.
3. Click **Reports** for the E-Alert whose results you wish to view. The Report dialog displays.

Broadcast E-Alerts
Communicate with groups of users through Broadcast E-Alerts.

[New E-Alert](#) [Filter Alerts](#)

STATUS	ALERT	TYPE	ACTIONS
DRAFT	HVHS PARCC OGT March 2015 Testing Schedule Click here to see the PARCC/OGT March 2015 HVH Testing Schedule which includes Delayed Start times. Created by Christian Carpenter on 2/25/2015 3:10:25 PM	✉ 📢 🔔	Copy Delete
COMPLETE	Permission Slips Due Friday Permission Slips Due Friday Created by Christian Carpenter on 12/4/2014 10:50:48 AM	✉ 📢 🔔	Reports Copy Delete

4. Click an email type in the list to display report results.

School Closing
Created by Sara Goss on 10/25/2016 4:39:27 PM
Delivery results generated 10/26/2016 12:31:08 PM | [Refresh](#)

Email Report

Sent (10/10)
 Sent (37/37)
 Sent
 Sent
 Sent

Result Details

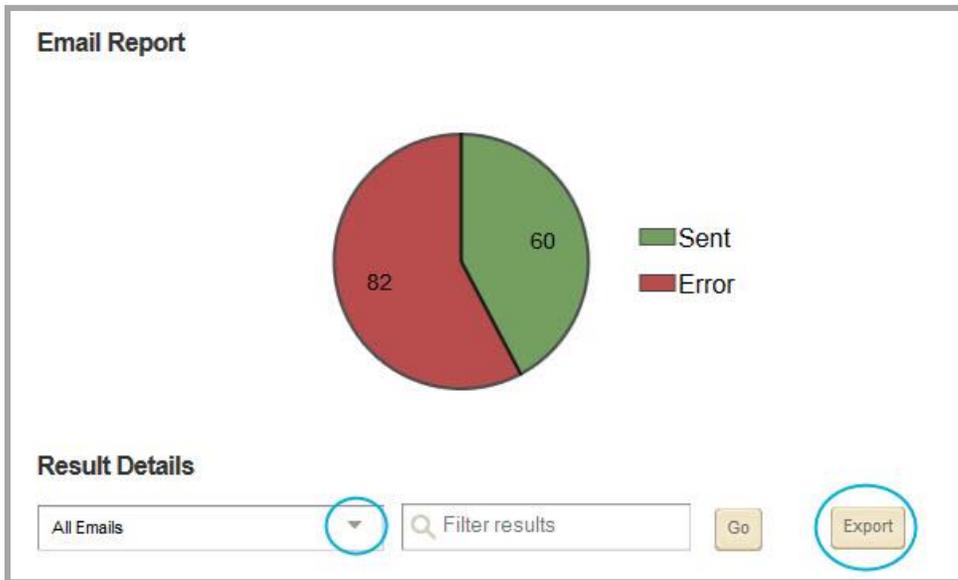
All Emails [Go](#) [Export](#)

EMAIL	RESULT	CONTACT	DATE & TIME
kcraig@schoolwires.com	Sent	Kathe Craig	10/26/2016 12:30:08 PM
chris.gallagher@blackboard.com	Sent	Chris Gallagher	10/26/2016 12:30:08 PM
Mike.Kuzniar@blackboard.com	Sent	Michael Kuzniar	10/26/2016 12:30:08 PM
Mike.Kuzniar@blackboard.com	Duplicate Email Address	Eric Sparks	10/26/2016 12:30:08 PM
Mike.Kuzniar@blackboard.com	Duplicate Email Address	Eric Sparks	10/26/2016 12:30:08 PM
mambrose@mail.com	Sent	Marie Ambrose	10/26/2016 12:30:08 PM
christian.carpenter@blackboard.com	Sent	Christian Carpenter	10/26/2016 12:30:08 PM
cjweyandt@schoolwires.com	Sent	CJ Weyandt	10/26/2016 12:30:08 PM
mkuzniar@schoolwires.com	Sent	User x	10/26/2016 12:30:08 PM
billcarpenter@hvssd.k12.us.org	Sent	Bill Carpenter	10/26/2016 12:30:08 PM

For Emails, a pie chart and text results display indicating status. You also see result details.

For Push Notification, Announcement, Facebook and Twitter, a text message displays indicating status.

- You can filter the result details for alert types email and text. Select an option from the drop-down list. For Email types you can filter *All Emails*, *Sent*, *Errors* and *Processing*. For Text Message types you can filter *All Text Messages*, *Sent*, *Errors* and *Processing*.



- Click **Remove Filter** to stop filtering.

Result Details

Errors [Filter results] [Go] [Export]

Your list of result is currently being filtered. [Remove Filter x]

EMAIL	RESULT	CONTACT	DATE & TIME
esparks@hvdsd.org	Duplicate Email Address	Eric Sparks	10/6/2014 11:47:45 AM

- You can export the result details for alert types email and text to a CSV file. Click **Export**.