

On-Screen Alerts—Site Manager

Blackboard Web Community Manager

Blackboard®

Trademark Notice

Blackboard, the Blackboard logos, and the unique trade dress of Blackboard are the trademarks, service marks, trade dress and logos of Blackboard, Inc. All other trademarks, service marks, trade dress and logos used in Blackboard and the Website are the trademarks, service marks, trade dress and logos of their respective owners.

Copyright Notice

© 2017 Blackboard Inc. All rights reserved.

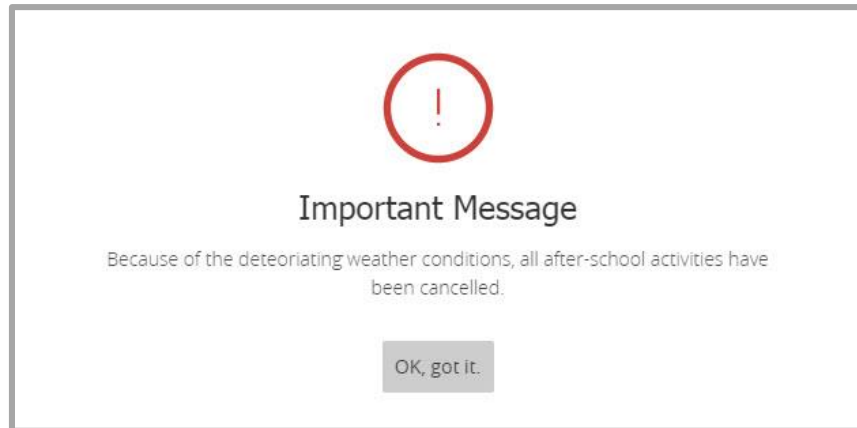
This guide covers all available features and functionality. Features included in your contract may vary.

Table of Contents

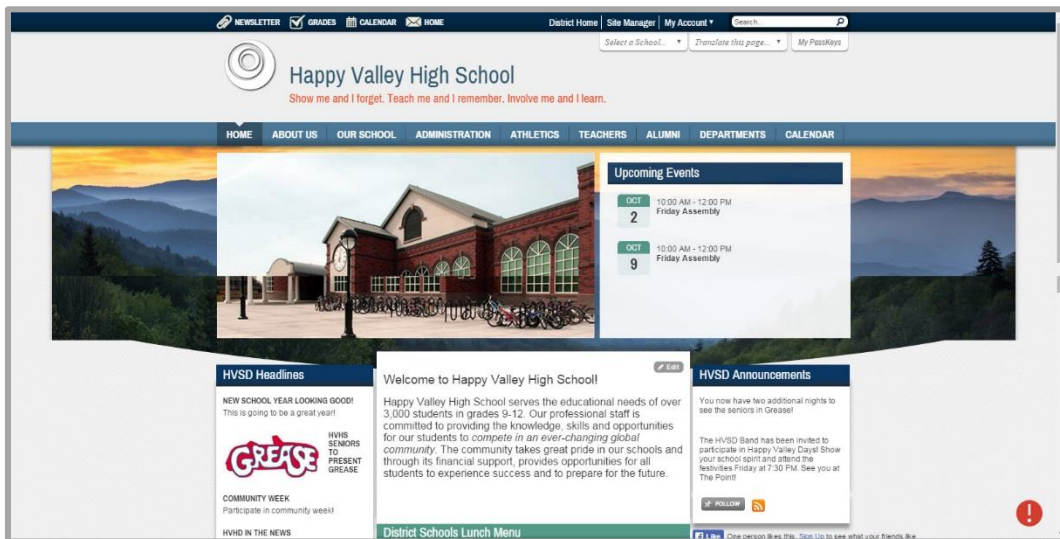
Introduction	1
Manage On-Screen Alert Messages	2
Add an On-Screen Alert Message	2
Edit an On-Screen Alert Message	5
Copy an On-Screen Alert Message	7
Expire an Active On-Screen Alert Message	8
Delete an On-Screen Alert Message	9

Introduction

On-Screen Alerts allow you to rapidly create and immediately send highly visible messages to some or all of your website visitors. You can direct a message to display on the screen for everyone on all website pages, for selected sites, or for groups of registered users. Within the body of the alert message, you can include links to locations on your website, to Email Addresses or to other website addresses. You can specify a display duration for the message.



Once you read the alert messages, click **OK, got it** to dismiss the window. It collapses into an *Exclamation icon*. Click the icon to display the Important Message window.



Manage On-Screen Alert Messages

You create On-Screen Alert messages using the **Tools** tab on the District Site Workspace in *Site Manager*. Here you add and edit messages. You also have options to copy and delete messages and expire *ACTIVE* ones.



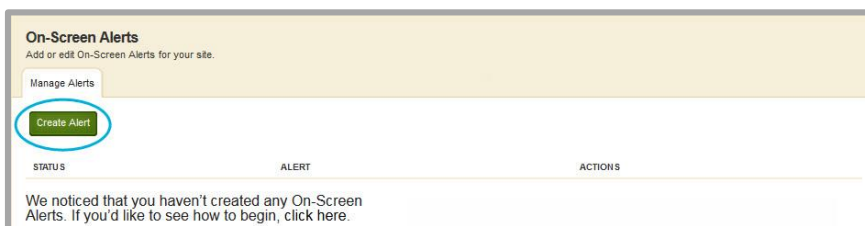
Add an On-Screen Alert Message

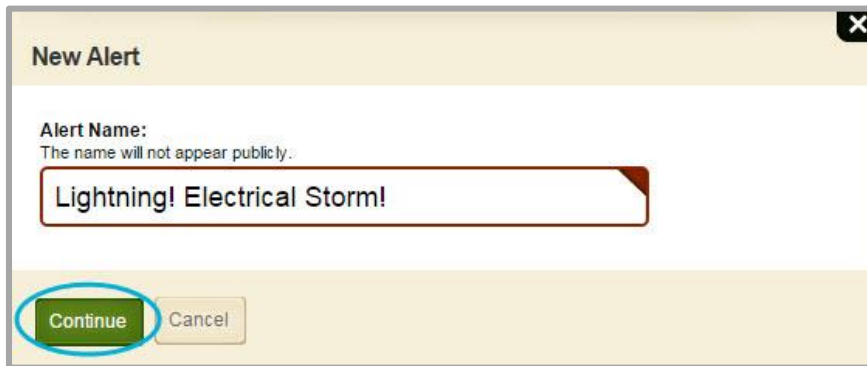
Here's how you add an alert.

1. In *Site Manager*, navigate to the District Site Workspace.
2. Click the **Tools** tab.



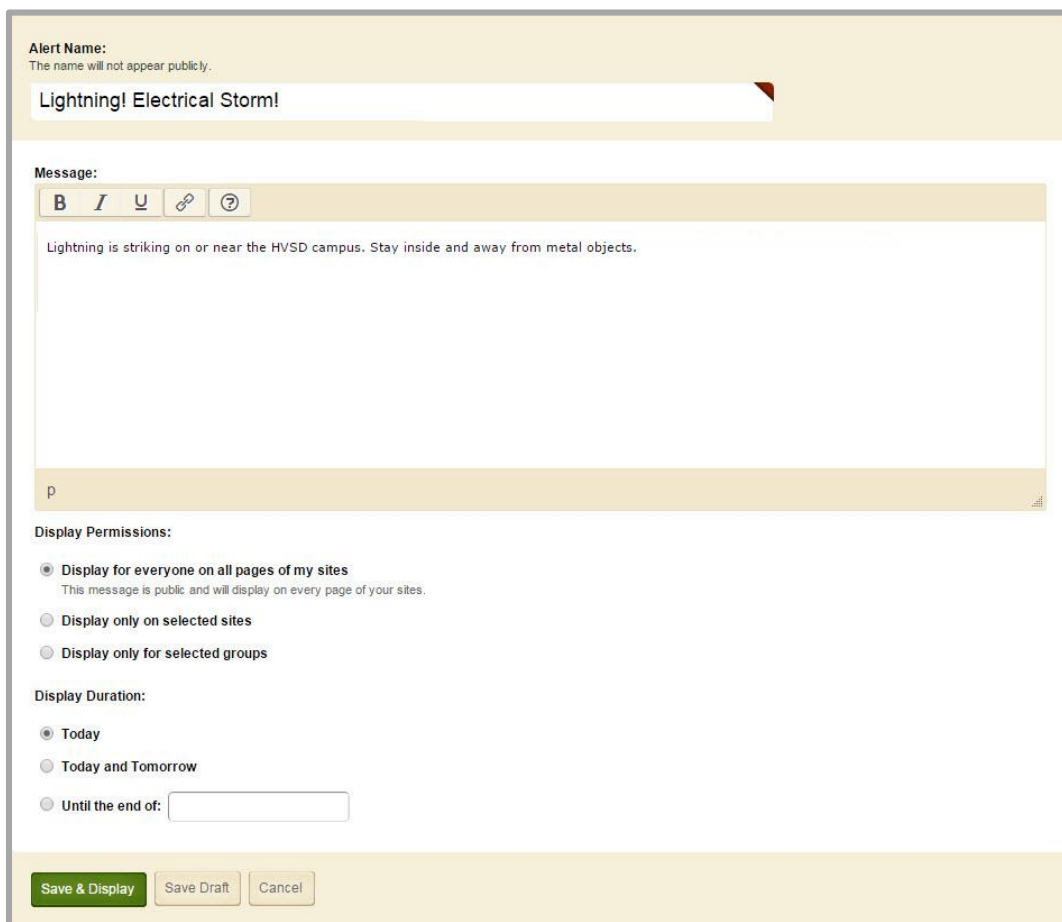
3. Click *On-Screen Alerts*. The On-Screen Alerts dialog displays.





The image shows a 'New Alert' dialog box with a title bar containing a close button (X). The main content area has a label 'Alert Name:' followed by the instruction 'The name will not appear publicly.'. Below this is a text input field containing the text 'Lightning! Electrical Storm!'. At the bottom of the dialog, there are two buttons: 'Continue' (highlighted with a blue circle) and 'Cancel'.

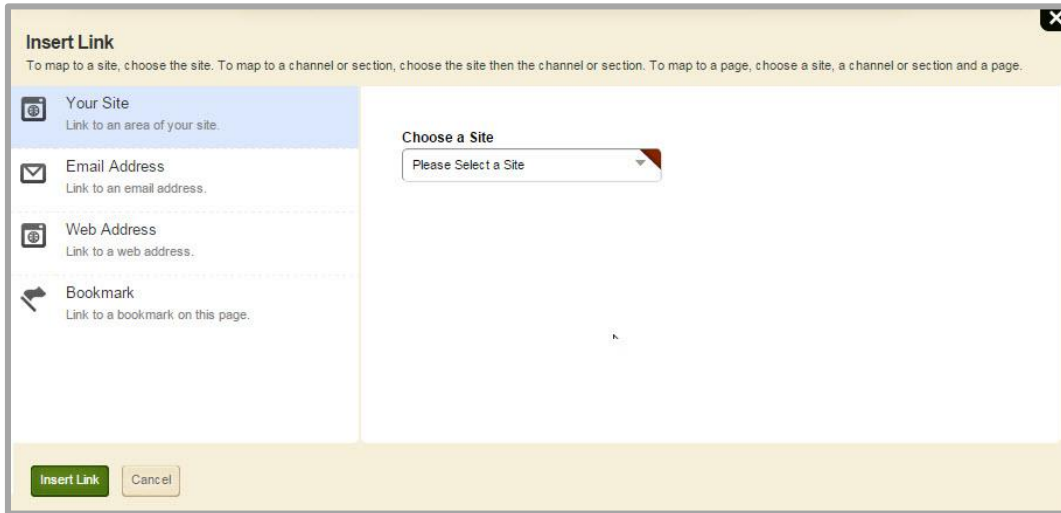
4. Click **Create Alert**. The New Alert dialog displays.
5. Enter a name for the Alert and click **Continue**.



The image shows a larger dialog box for configuring the alert. It has a title bar with a close button (X). The main content area is divided into several sections: 'Alert Name:' with the text 'Lightning! Electrical Storm!' in a text field; 'Message:' with a rich text editor containing the text 'Lightning is striking on or near the HVSD campus. Stay inside and away from metal objects.' and a toolbar with icons for bold (B), italic (I), underline (U), link, and unlink; 'Display Permissions:' with three radio button options: 'Display for everyone on all pages of my sites' (selected), 'Display only on selected sites', and 'Display only for selected groups'; and 'Display Duration:' with three radio button options: 'Today' (selected), 'Today and Tomorrow', and 'Until the end of:' followed by an empty text field. At the bottom, there are three buttons: 'Save & Display' (highlighted in green), 'Save Draft', and 'Cancel'.

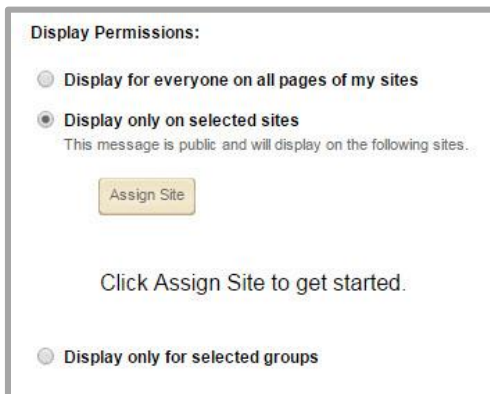
6. Enter text for the alert in Message. Note that you have options to make text bold, italics and underlined. You can also insert links.

To insert a link, highlight text to which you wish to apply a link and click the *Insert Link* Icon. The Insert Link dialog displays.



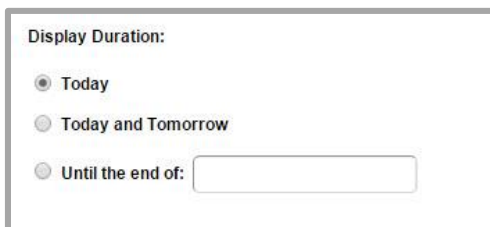
You can link to an area within your site, to an Email Address or to a Web Address. The Link Wizard guides you through the process.

7. Select a Display Permission. You can select only one option.



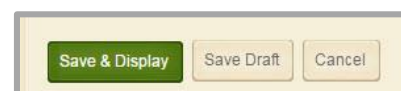
You can choose to have the message *Display for everyone on all pages of all my sites*. If you choose *Display only on selected sites*, click the **Assign Site** button to make site selections. If you choose *Display only for selected groups*, click the **Assign Groups** button to make group selections—only registered users who are members of the group or groups you select will see the message.

8. Select a Display Duration.



Choose *Today*, *Today and Tomorrow* or select *Until the end of:* and enter a date manually or click in the field to display the date picker.

9. Click **Save & Display** to activate the message. Click **Save Draft** to save the message as a draft for later editing.



Edit an On-Screen Alert Message

Here's how you edit an alert.

1. In *Site Manager*, navigate to the District Site Workspace.
2. Click the **Tools** tab.
3. Click *On-Screen Alerts*. The On-Screen Alerts dialog displays.



4. Under *ACTIONS*, click **Edit** to the right of the alert that you wish to edit. You can edit alerts having the status of *ACTIVE* or *DRAFT*.

The screenshot shows the 'Edit On-Screen Alert' form. It includes the following sections:

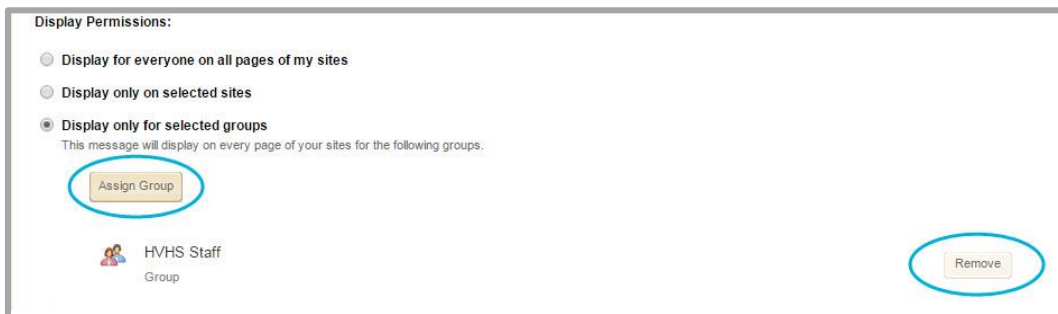
- Alert Name:** A text input field containing 'Police Activity'. A note below it says 'The name will not appear publicly.'
- Message:** A rich text editor with a toolbar (Bold, Italic, Underline, Link, Unlink) and a text area containing the message: 'Lightning is striking on or near the HVSD campus. Stay inside and away from metal objects.'
- Display Permissions:** Three radio button options:
 - Display for everyone on all pages of my sites (This message is public and will display on every page of your sites.)
 - Display only on selected sites
 - Display only for selected groups
- Display Duration:** Two radio button options:
 - Until the end of: 10/05/2015
 - Expire Now
- Buttons:** A 'Save' button (circled in blue) and a 'Cancel' button.

5. Make changes to the message.

If you previously selected the Display Permission *Display only on selected sites*, you can **Remove** sites that you selected. You can also click **Assign Site** and add additional ones.



If you previously selected the Display Permission *Display only for selected groups*, you can **Remove** groups that you selected. You can also click **Assign Group** and add additional ones.



Note also that your Display Duration edit options for an *ACTIVE* alert include *Until the end of date* or *Expire Now*. For *DRAFT* alerts the Display Duration option *Today* is available as well.



6. Click **Save**.

Note that you should never significantly change the body of an alert message—just edit to make minor changes such as correcting typographical errors or punctuation. If users have iconified the Import Message window, an edited alert message will not force the Important Message dialog to redisplay. If you must make significant changes to the alert message, expire or delete it and then add a new one. New alert messages cause the iconified Important Message window to redisplay when users navigate to somewhere else on the website.

Copy an On-Screen Alert Message

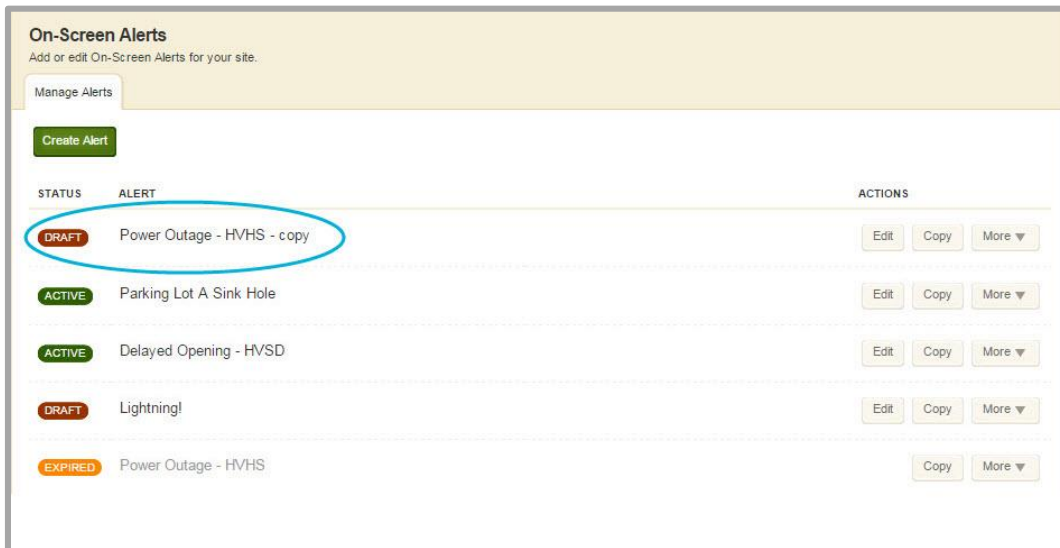
You can copy an alert and then edit it to create a new alert. When you copy an alert, the Alert Name is appended with the text – *copy* and status is set to DRAFT.

Here's how you copy an alert.

1. In *Site Manager*, navigate to the District Site Workspace.
2. Click the **Tools** tab.
3. Click *On-Screen Alerts*. The On-Screen Alerts dialog displays.



4. Under *ACTIONS*, click **Copy** to the right of an alert that you wish to copy.
5. Click **Yes** on the confirmation dialog. The alert is copied and set to *DRAFT* status.

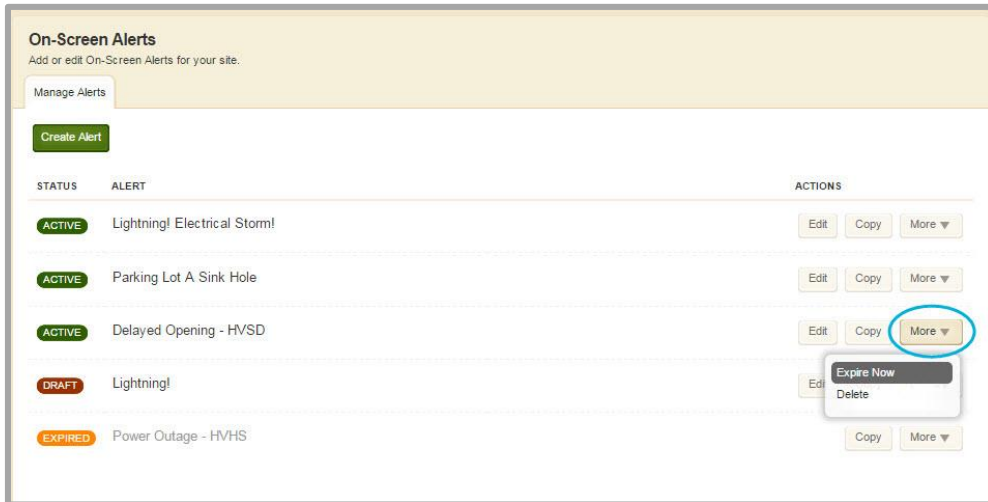


6. Edit the copy of the alert.

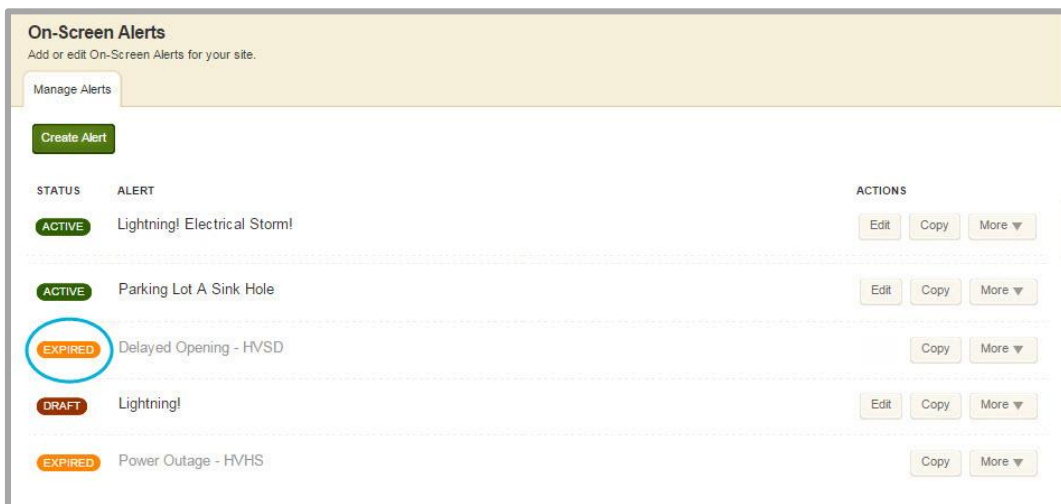
Expire an Active On-Screen Alert Message

Here’s how you quickly expire an ACTIVE alert. Note that you can also expire an alert by selecting **Edit** under *ACTIONS* to the right of an alert and choosing the Display Preference *Expire Now*.

1. In *Site Manager*, navigate to the District Site Workspace.
2. Click the **Tools** tab.
3. Click *On-Screen Alerts*. The On-Screen Alerts dialog displays.



4. Under *ACTIONS*, click **More** to the right of an alert that you wish to expire and select *Expire Now*.
5. Click **Yes** on the confirmation dialog. The alert status is set to *EXPIRED*.

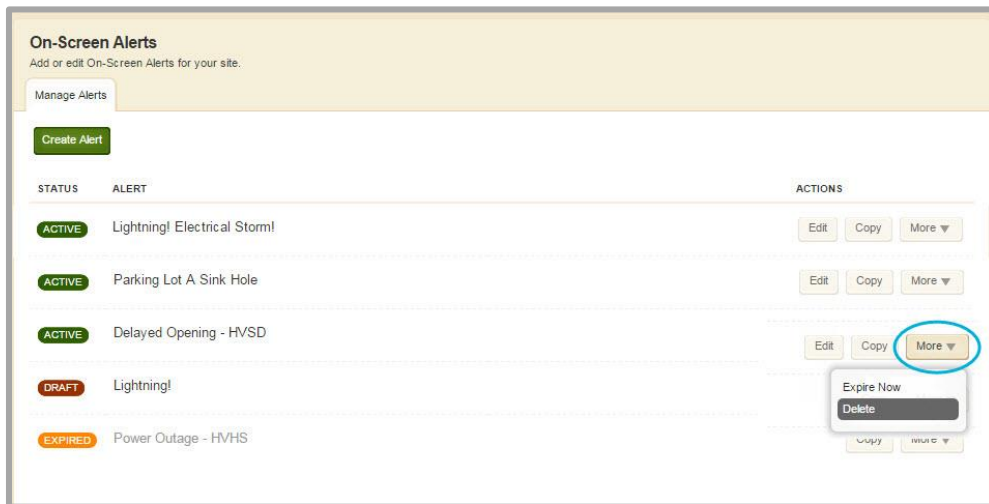


Delete an On-Screen Alert Message

When you delete an alert, it is permanently removed from the **Manage Alerts** tab. If you delete an **ACTIVE** alert, it no longer displays on the Important Messages window on your end-user website.

Here's how you delete an alert.

1. In *Site Manager*, navigate to the District Site Workspace.
2. Click the **Tools** tab.
3. Click *On-Screen Alerts*. The On-Screen Alerts dialog displays.



4. Under *ACTIONS*, click **More** to the right of an alert that you wish to expire and select *Delete*.
5. Click **Yes** on the confirmation dialog. The alert is removed.