





## Emergency Alerts

### Overview

Emergency Alerts allows administrators to quickly and easily create custom emergency announcements that are prominently displayed on the homepage of the website. The module can be accessed from the desktop version of OU Campus and OU Campus for Mobile, so administrators can post an alert while on the go if necessary.

## Emergency Alerts

-  Active Alert
-  Archived Alerts
-  Settings
-  Send Feedback

### Active Alert

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#### WARNING

#### Weather Warning

Light rain expected in Southern California.

Water is coming down from the sky in hitherto-unseen quantities.

<https://weather.com/>

Published Yesterday

EDIT DELETE ARCHIVE

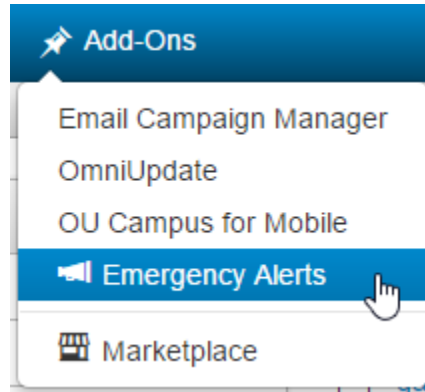
Today at  
9:59 AM

#### Rain Continues

Some places have reported receiving up to half an inch of rain. Please use caution when driving and venturing outdoors.

EDIT DELETE

Emergency Alerts can be purchased from the [Marketplace](#). Once activated, the Emergency Alerts screen can be found under the **Add-Ons** menu in the Global Navigation bar.



Alerts are posted on a site-by-site basis and cannot be shared across an entire account. By default, Emergency Alerts will be available to level 9 and 10 administrators only, though this can be changed via group access.

### Active Alert

The Active Alert screen will display the current alert, or, if there is none, give you the option to create a new one.



No active alert at this time.



Selecting **New Alert** will bring you to the New Alert Screen.

## New Alert

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### Severity

Warning ▼

### Title

Weather Warning

### Subtitle

Light rain expected in Southern California.

### Description

Water is coming down from the sky in hitherto-unseen quantities.

### Date and Time

- Use Current Date and Time  
 Custom

### URL

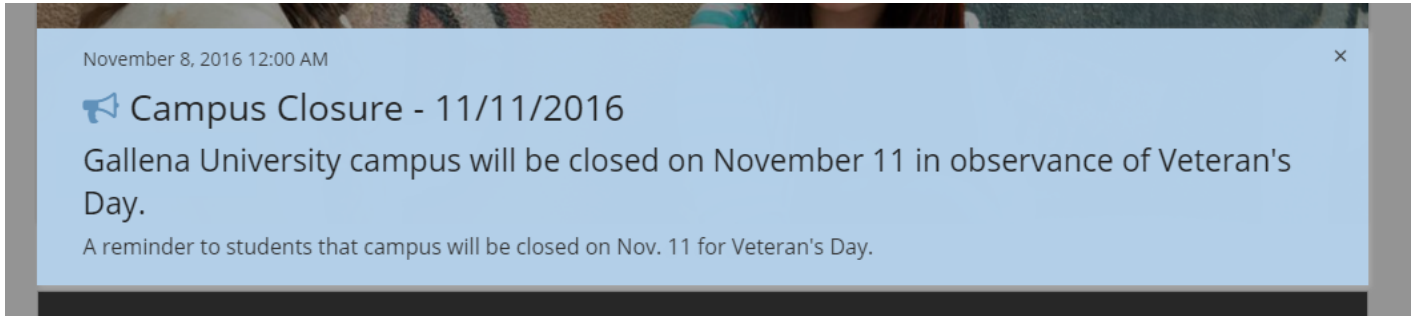
https://weather.com/

### Social Media

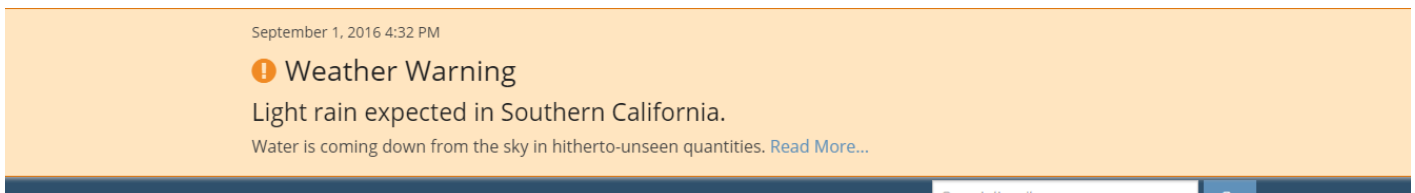
The New Alert creation form contains the following fields:

- **Severity:** Choose a severity level for the alert; options are Announcement, Warning, or Emergency. Keep in mind that alerts may look different depending on how they are configured for your institution. Required.

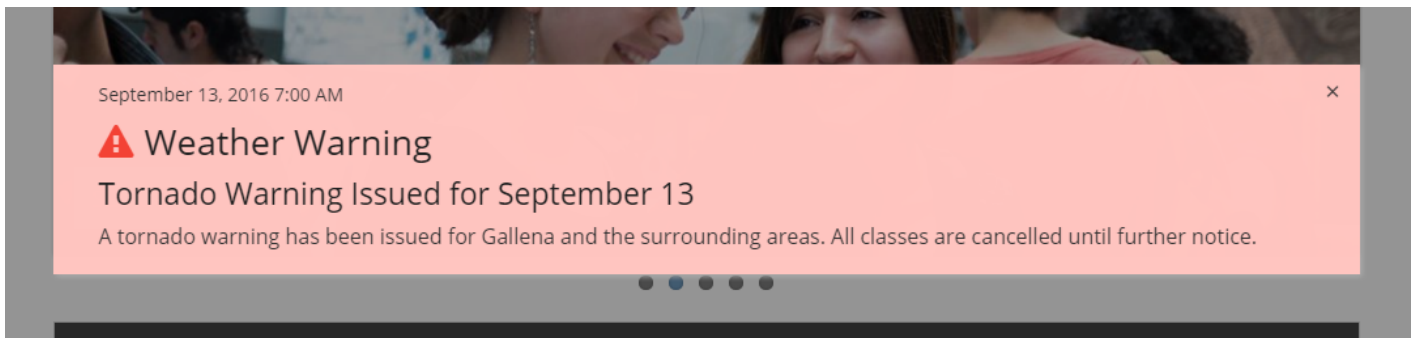
### Example of an Announcement Alert



### Example of a Warning Alert



### Example of an Emergency Alert



- **Title:** Type a title for your alert. Required.
- **Subtitle:** Type a subtitle for your alert. Optional.
- **Description:** Provide for information about the event or emergency. Required.
- **Date and Time:** Select the date and time that the event referred to in the alert occurred. You can use the current date and time, or select **Custom** to choose another. Required.
- **URL:** If there is a news article or other web page you wish to link to, place the URL here. Optional.
- **Social Media:** If you have Facebook and/or Twitter accounts configured with your OU Campus account, you can select which ones you want to have a post generated as the alert is published. Selected accounts will automatically be enabled for updates on that alert. Optional.
  - When publishing an alert to a social media channel, only the title and link are published, not the description, severity, or subtitle.

Once you have filled out the fields, select **Publish** to publish the alert. It will now display in the Active Alert screen.

Once an alert is active, it can be edited, deleted, or archived. Selecting

#### **Edit**

brings up the same fields as when you created the alert. Selecting

#### **Delete**

removes it permanently. Selecting

#### **Archive**

takes the alert down from the website and moves it to the

#### **Archived Alerts**

folder, from where it can potentially be restored.

There can only be one alert active at a time.

### **Updating an Active Alert**

After an initial alert has been posted, administrators can post updates to it as well by selecting the **New Update** button at the bottom of the Active Alert screen.

Updates contain the following fields, with the same functionality as they did when creating a new alert:

- Title
- Description
- Date and Time
- URL
- Social Media

Select **Publish** to publish the update. Updates can be edited and deleted. If the original alert is archived, any attached updates are archived with it as well. An alert can be updated multiple times.

In the Active Alert screen, updates will display below the original alert. How updates display in regards to the pop-up or banner alert is configured per each implementation of Emergency Alerts.

### **Archived Alerts**

Once archived, alerts are stored here.

## Archived Alerts

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ARCHIVED	Today at 11:32 AM
<b>WARNING</b>	
<b>Weather Warning</b>	
Light rain expected in Southern California. Water is coming down from the sky in hitherto-unseen quantities.	
<a href="https://weather.com/">https://weather.com/</a>	
Published Yesterday	

ARCHIVED	Today at 8:10 AM
<b>ANNOUNCEMENT</b>	
<b>Campus Closure - 11/11/2016</b>	
Gallena University campus will be closed on November 11 in observance of Veteran's Day.	
A reminder to students that campus will be closed on Nov. 11 for Veteran's Day.	
Published 11/8/2016	

Selecting an alert lets you view it and any updates it might have had, as well as the option to **Set as Active** or **Delete**. An archived alert cannot be Set as Active if there is already an active alert in place. Deleting an archived alert removes it permanently.

### Settings

Settings controls who can access Emergency Alerts and which Facebook and Twitter profiles can have alerts posted on them.

## Settings

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Group Access

(Administrators Only) ▼

Notified Users

(Administrators Only) ▼

Users will receive emails on any changes made.

Social Media

Selected accounts are displayed for new alerts and updates.

Facebook Pages

Gallena University



Twitter Accounts

@gallena\_univ



Settings contains the following fields:

- **Group Access:** Determines the group of users who will be able to access the module from the Add-Ons menu. The default is (Administrators Only), which includes all level 9 and 10 administrators.
- **Notified Users:** Determines the group of users who will receive email notifications from OU Campus when an alert is posted or when an update is made to an active alert. The default is (Administrators Only), which includes all level 9 and 10 administrators.
- **Social Media:** Lists all Facebook and Twitter accounts that have been linked with the site from the **Setup** menu. Activating a social media account will have that account appear as an option when creating an alert or update. This only allows that account to appear as an option; users still need to select the account when making the alert or update itself.

## Send Feedback

Your continued feedback is very important to us as we strive to improve Emergency Alerts and the OU Campus user experience! The **Send Feedback** screen lets you rate the module and give us your feedback on how it has worked for you.

## Send Feedback

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How would you rate Emergency Alerts?



Your feedback

## OU Campus Setup

In addition to the Emergency Alerts interface, two pages will be added to your website as typical PCF files in a location of your choice. Each of these pages contains a script, one that displays the active alert (if applicable), and one that lists any archived alerts. These pages must be initially published after Emergency Alerts is implemented, but after that will be automatically updated as alerts are.

An `ou-alerts` folder will also be created, to store xml files and allow users who don't have the ability to publish directly to the production server to publish alerts. This folder *must* be named `ou-alerts` and be located at the root of the site.