

Make an Emergency Broadcast

Admin→Emergency Broadcast

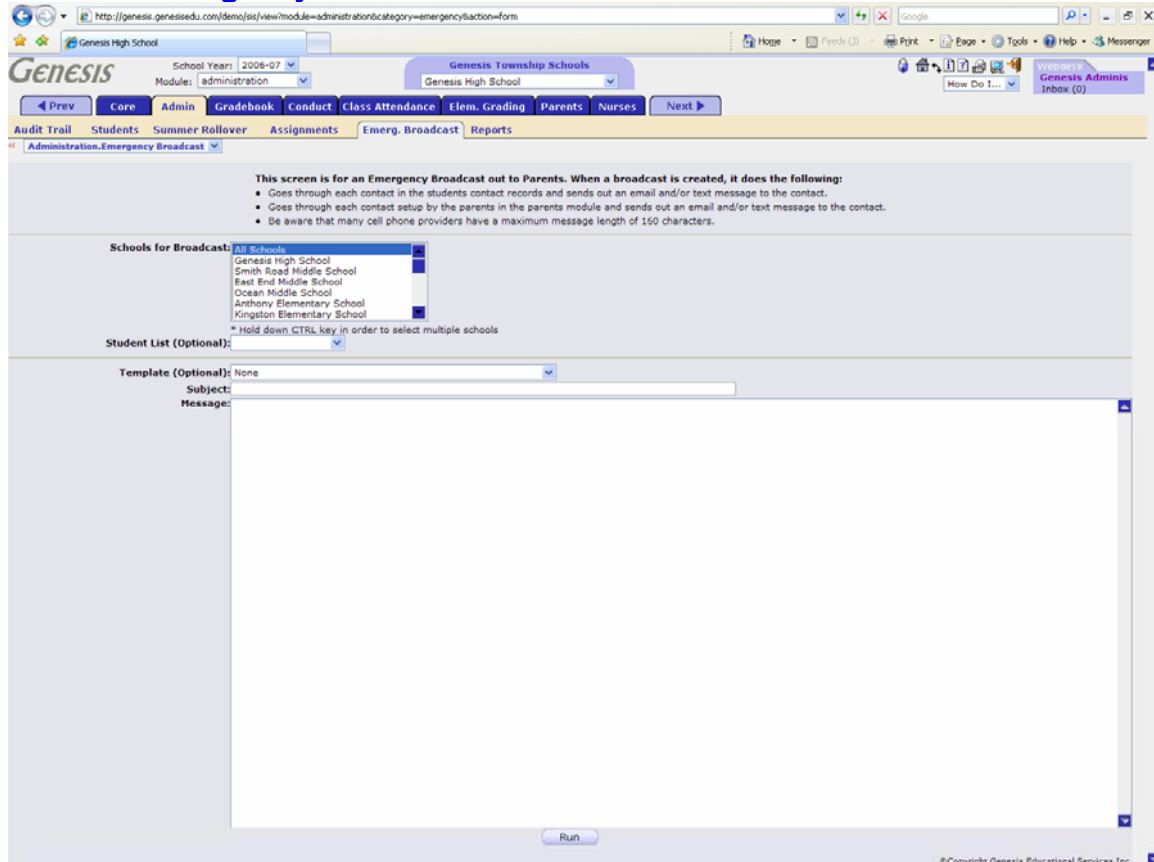


Figure 1 – The Admin→Emergency Broadcast screen

Procedure to send an Emergency Broadcast

1. Go to the **Admin→Emergency Broadcast** screen
2. Select **“All Schools”**, one school, or a group of schools from the **“Schools for Broadcast”** list. To select a group of schools:
 - I. Click on a school.
 - II. Hold down the “CTL” key and click on additional schools
 - III. Do not let the “CTL” key up until you have selected all schools to which you want to send the broadcast.

OR – Select a student list.

3. **Optionally** – select an Email Template (don’t do this unless you are sure of what the template says).
4. Enter the Subject line for the message in the **“Subject”** field.
5. Enter a short message in the **“Message”** field. Remember that this message is can be going to cell phones. Text Messages for cell phones may be limited to 180 characters.
6. Click the **“Run”** button