

EMERGENCY MESSAGES ON WEB SITES

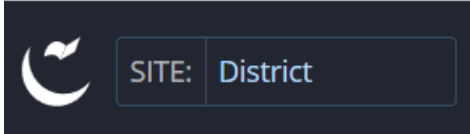
Updated Dec 2020

Log into Cascade from cms.gcccd.edu

DISTRICT WEB SITE

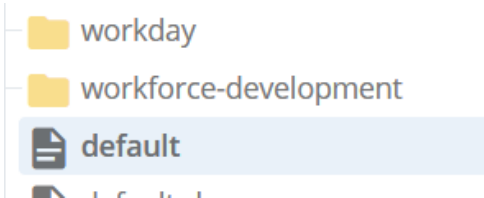
The message will display only on the District home page.

Select District from the drop down:



The screenshot shows a dark header bar with a white logo on the left and a dropdown menu on the right. The dropdown menu is open, showing a search box with the text "Type here to filter Sites list" and a magnifying glass icon. Below the search box, a list of sites is displayed: "Cuyamaca", "Cuyamaca - Main Site", "DebPracticeSite", and "District". The "District" option is highlighted with a light blue background.

then select the main default page (towards the bottom of the list on the left):



The screenshot shows a list of pages in a sidebar. The list includes "workday", "workforce-development", and "default". The "default" page is highlighted with a light blue background, indicating it is the selected page.

Click the Edit link.

 Edit

 Page: District Home

If you have permissions, the Emergency Banner section will show:

District Home Page

Emergency Banner

Display Emergency Text
 Yes

Banner color?
 Blue Red

Emergency Text - NOTE: Use Heading1 format for large text

Edit Format Insert Table View Tools

Undo Redo Bold Italic Underline Text Color Background Color Bulleted List Numbered List Decrease Indent Increase Indent Link Unlink Bookmark

Image Video Link Code Refresh Refresh

Click 'Yes' to Display Emergency Text.

Select a Banner color (recommendation is Blue for important notices and Red for crises)

Type in your Emergency Text. You can use Heading and text styles to emphasize text where needed (Format, Formats):

District Home Page

Emergency Banner

Display Emergency Text
 Yes

Banner color?
 Blue Red

Emergency Text - NOTE: Use Heading1 format for large text

Edit Format Insert Table View Tools

Undo Redo Bold Italic Underline Text Color Background Color Bulleted List Numbered List Decrease Indent Increase Indent Link Unlink Bookmark

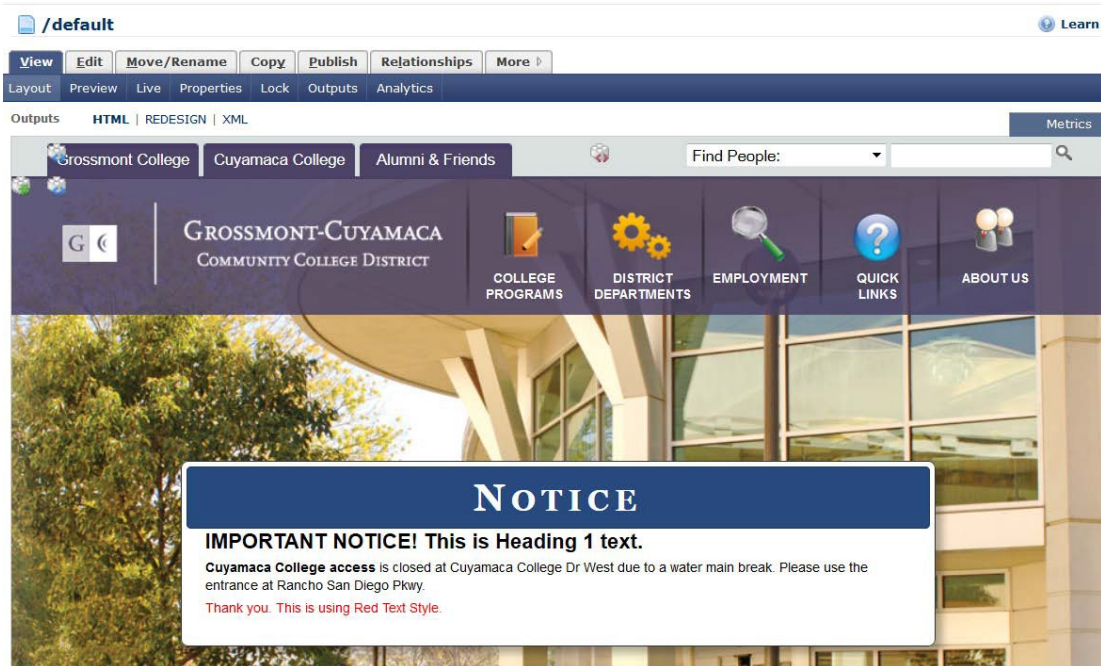
Image Video Link Code Refresh Refresh

IMPORTANT NOTICE! This is Heading 1 text.

Cuyamaca College access is closed at Cuyamaca Dr West due to a water main break. Please use the entrance at Rancho San Diego Pkwy.

Thank you. This is using Red Text Style.

Click the Save & Preview button, then Submit, Submit button. The notice will show on the page in Cascade:



Click on the Publish link,



Page: District Home

then click the Publish button to make the message display on the web site:



To remove the message:

- Click on the default page.
- Click the Edit tab and Uncheck 'Display Emergency Text', then click the Save & Preview button, then Submit, Submit button. The emergency message will no longer show on the page within Cascade.

Click the Publish tab, then click the Submit button to remove the message from the web site.