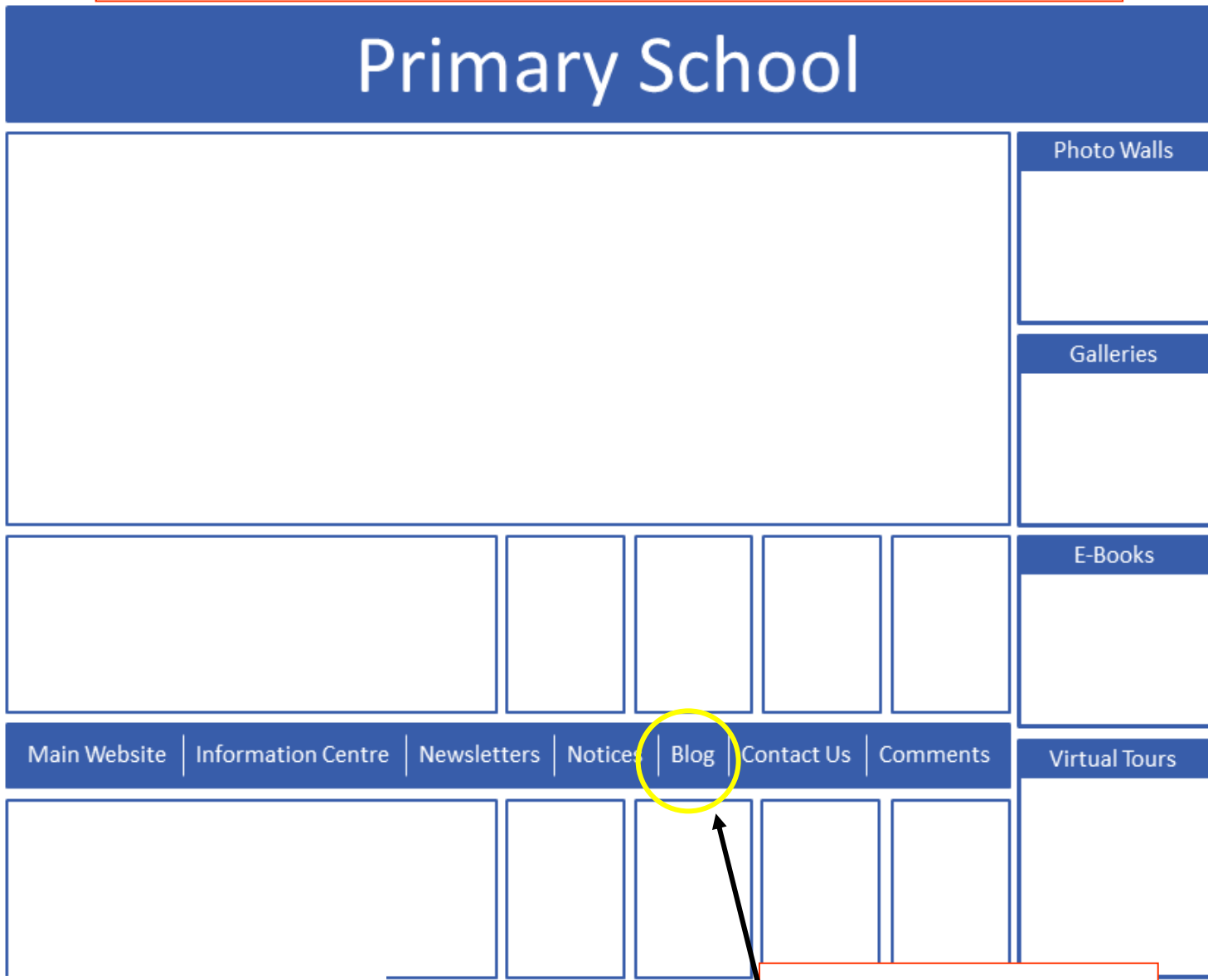


# How to add an emergency message



Emergency Message Page 1

Click on the blog link


Template

Jump to...

Change this-Primary ▶ Template-Forums ▶ Forums ▶ School Blog ▶ School Blog Topics

Search forums

Display replies flat, with newest first

 **School Blog Topics**  
by [School Website Administrator](#) - Thursday, 8 July 2010, 10:21 AM

Here are the different Scho  
you to look through.

Logo  
Icon

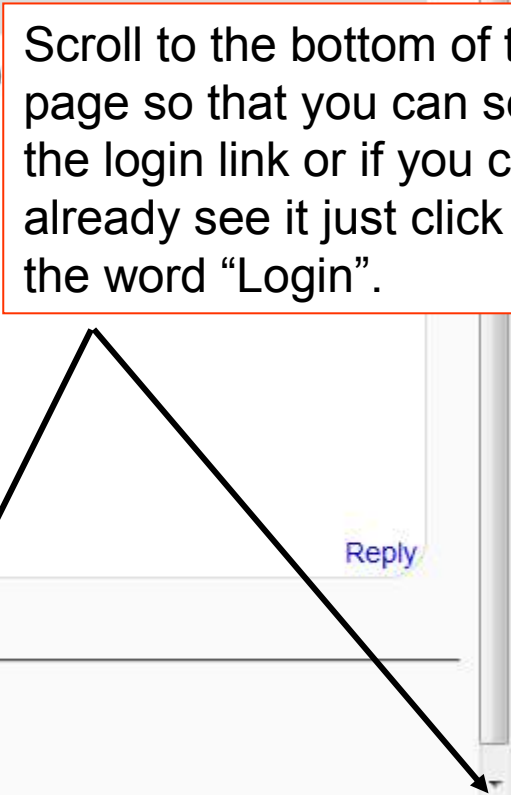
Click on the logo above to  
return to the centre.

Reply

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You are currently using guest access ([Login](#))

Template-Forums



Scroll to the bottom of the page so that you can see the login link or if you can already see it just click on the word "Login".

## Change this Primary School

You are currently using guest access ([Login](#))

[Change this-Primary](#) ▶ [Login to the site](#)

English (en) ▼

### Access our news areas using a login or as a guest

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

Login

You can access our school news through  
this guest login

Login as a guest

Forgotten your username or password?


Yes, help me log in

Enter your login  
name, password  
and then click on  
the login button.

You are currently using guest access ([Login](#))

Home

Display replies flat, with newest first    Move this discussion to ...    Search forums    Move

 **School Blog Topics**  
by [School Website Administrator](#) - Thursday, 8 July 2010, 10:21 AM

**Logo  
Icon**

Here are the different School Blog Topics for you to look through.

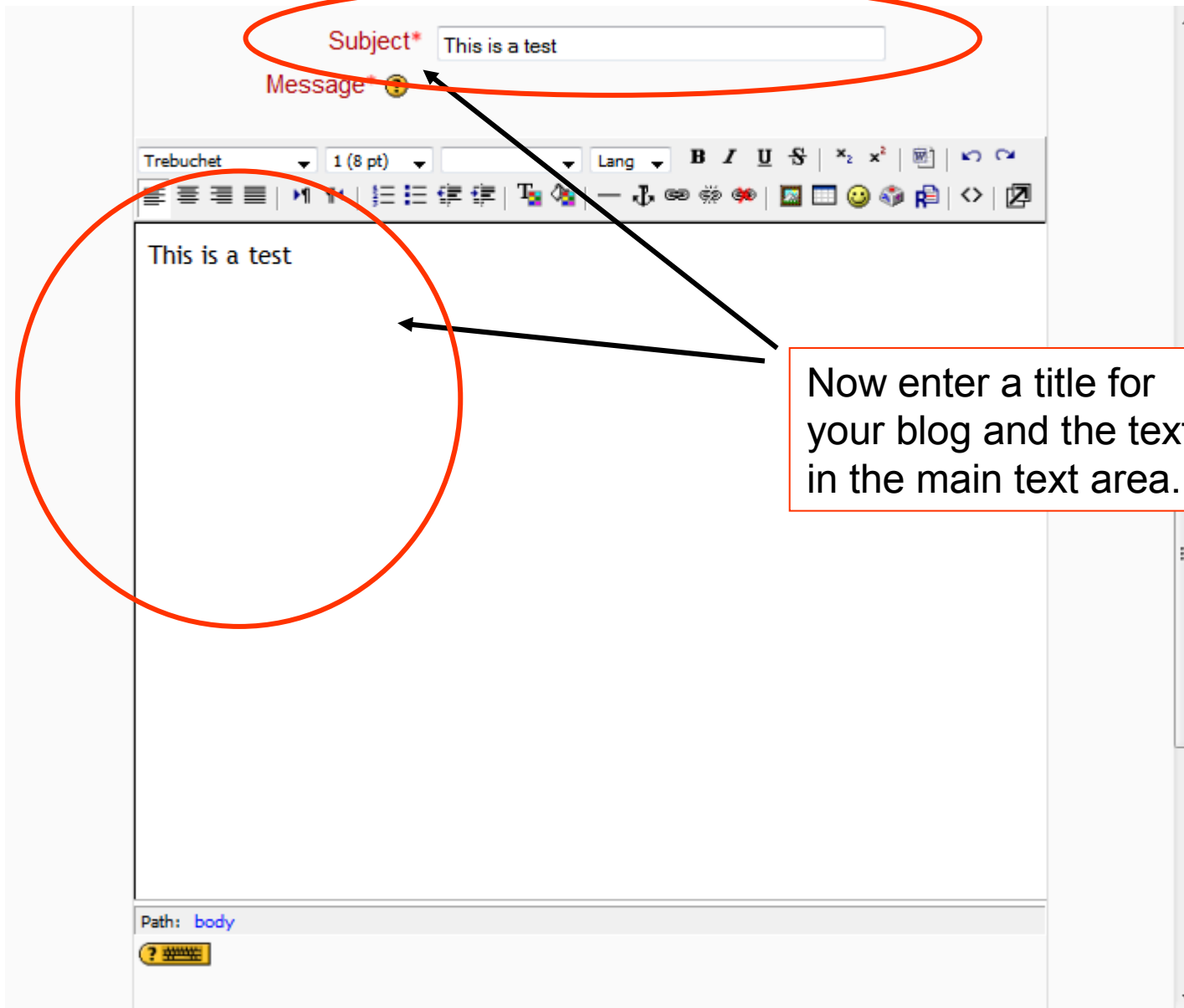
Click on the logo above to return to the centre.

[Edit](#) | [Delete](#) | [Reply](#)

You'll see now a reply option on the posting at the top of the notices forum. Click on this "reply" link.

Template-Forums

The image shows a screenshot of a web browser displaying a school blog post. At the top, the post is titled "School Blog Topics" and is attributed to "School Website Administrator" dated "Thursday, 8 July 2010, 10:21 AM". The main content of the post includes the text "Here are the different School Blog Topics for you to look through." and a large "Logo" placeholder. Below the main content, there is a "Your reply" section with a "Subject\*" field containing "Re: School Blog Topics" and a "Message\*" field with a help icon. A rich text editor toolbar is visible below the message field, featuring various icons for text formatting (bold, italic, underline, strikethrough), alignment, and insertion. A red-bordered text box is overlaid on the page, containing the text: "A new posting will appear at the bottom of the page. Scroll down the page to view it properly." Two black arrows originate from this text box: one points down to the "Message\*" field, and the other points down to the bottom of the page. A large red oval is drawn around the bottom portion of the page, encompassing the reply form and the bottom of the main content area.



Once you've finished creating your text scroll down to the very bottom of the page and click in the "check box" next to the "Mail now" title. (A tick will appear in the box).

Then click on the Post to forum button.

The screenshot shows a forum post creation form with the following elements:

- Path: body
- Format: HTML format
- Subscription: Send me email copies of posts to this forum
- Attachment (Max size: 2MB): [input field] [Browse...]
- Mail now:
- Post to forum button


Annotations include:

- A red box around the "Mail now" checkbox.
- A red box around the "Post to forum" button.
- Two arrows pointing from the top text box to the "Mail now" checkbox and the "Post to forum" button.
- A red text note at the bottom: "There are required fields in this form marked\*."

This post will be mailed out immediately to all forum subscribers.

( [Continue](#) )

You'll see a message on the screen for a few seconds that will tell you that the message will be sent out immediately – i.e. this will be less than 5 minutes.


 **School Blog Topics**  
by [School Website Administrator](#) - Thursday, 8 July 2010, 10:21 AM

Here are the different School Blog Topics for you to look through.

**Logo  
Icon**


Click on the logo above to return to the centre.

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 **This is a test**  
by [School Website Administrator](#) - Tuesday, 1 February 2011, 11:50 AM  
This is a test

[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)

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 [Moodle Docs for this page](#)

You are logged in as [School Website Administrator](#) ([Logout](#))

Your new posting will appear directly beneath the top title posting and an email of this message will be sent out to all parents who have subscribed to the service in less than 5 minutes.