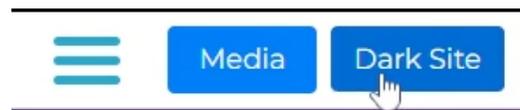


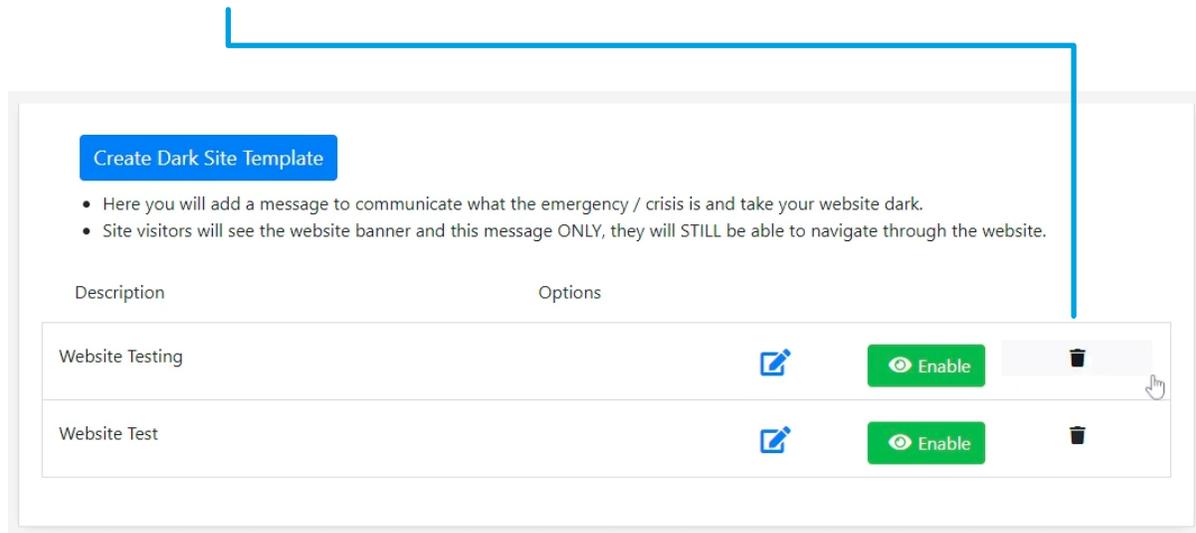
This is a walkthrough on how to edit and enable a dark site.

*The Dark Site is used to post emergency updates to parents and the community for our School Districts. Enabling this will remove the homepage information besides the chosen emergency message*

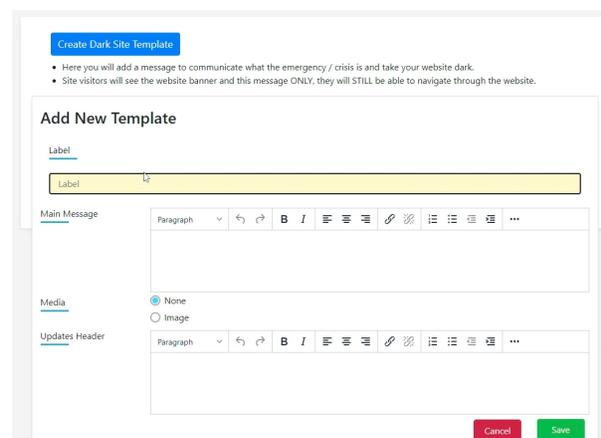
1. To begin, you will select Dark Site at the top left of your Admin Tools.



2. This will take you into the Dark Site tools. Here, you will have options to create Dark Site Templates, edit those templates, or enable those templates. You may delete the templates as well by selecting the trash can icon.



3. To create a new template, select the Create Dark Site Template button. This will populate the options for a new template.



**4. Anything highlighted in yellow will be required. The first box is for the Label. This will be the title of your template.**

Label

Website Test Template

**5. We will have all the typical text block options for our Main Message. The Main Message is the message that will be seen when the dark site is enabled.**

Main Message

Paragraph	↶ ↷	<b>B</b> <i>I</i>	☰ ☱ ☲	🔗 🔗	☰ ☱ ☲ ☳	⋮

**6. Next, you will have the option to create media. You can choose to have none OR to have an image. If you decide to have an image, the image options will appear.**

Media

- None  
 Image

Upload Image

Choose File No file chosen

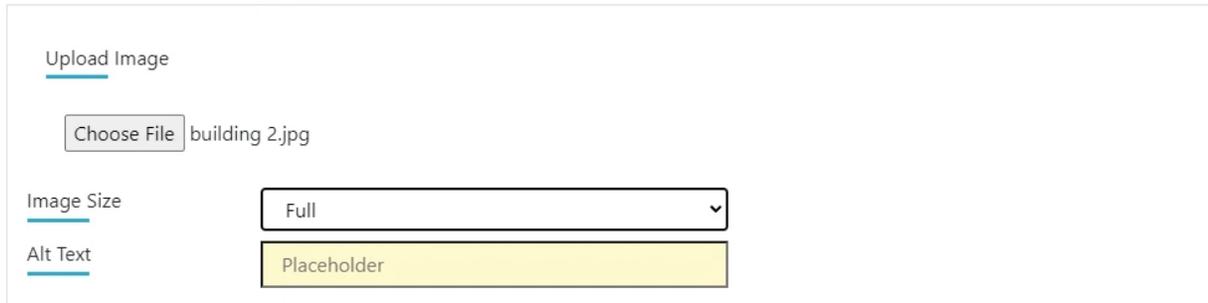
Image Size

Standard

Alt Text

Placeholder

7. To upload an image, select Upload Image. Then, you can decide if the image size should be standard or full. Lastly, be sure to input Alt Text. This is usually a brief description of what is happening in your image. The purpose of Alt Text is to be ADA compliant. If someone is using a screen reader because they are visually impaired, they will be able to understand your image. Alt Text is required since it is highlighted in yellow.

A screenshot of a web editor's "Upload Image" section. It includes a "Choose File" button followed by the text "building 2.jpg". Below this is an "Image Size" dropdown menu currently set to "Full". Underneath is an "Alt Text" input field containing the word "Placeholder", which is highlighted in yellow to indicate it is a required field.

8. Lastly, you have the option to have an Updates Header. This will be the message that will appear above your Main Message. Here, we have all the same options as a normal text block.

A screenshot of a text editor's "Updates Header" section. At the top left is the label "Updates Header". To its right is a rich text toolbar with icons for Paragraph (dropdown), Undo, Redo, Bold (B), Italic (I), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, and Unlink. A mouse cursor is hovering over a three-dot menu icon at the end of the toolbar. Below the toolbar is a large empty text area with a vertical cursor at the beginning.

9. Once you are finished editing your Dark Site Template, select the save button to save your changes.

Cancel

Save

10. You will then see your new template highlighted in green in your list of Dark Site Templates.

[Create Dark Site Template](#)

- Here you will add a message to communicate what the emergency / crisis is and take your website dark.
- Site visitors will see the website banner and this message ONLY, they will STILL be able to navigate through the website.

Description	Options
Website Testing	  
Website Test	  
Website Test Template	  

11. To edit a template, select the pencil icon. This will populate the same options that you had when creating the template. When you are ready to enable a Dark Site, select the enable button.

12. When a Dark Site is enabled, you will see a preview of the Dark Site. To enable this, select Enable.

Preview

Please confirm that you want your site to go dark.  
Site visitors will initially be sent to the home page where this message and any updates you make will be visible.

### Website Test Template

Current Information

This is a test.

### Message Updates

Test Header

Current Image



[Enable](#) [Cancel](#)

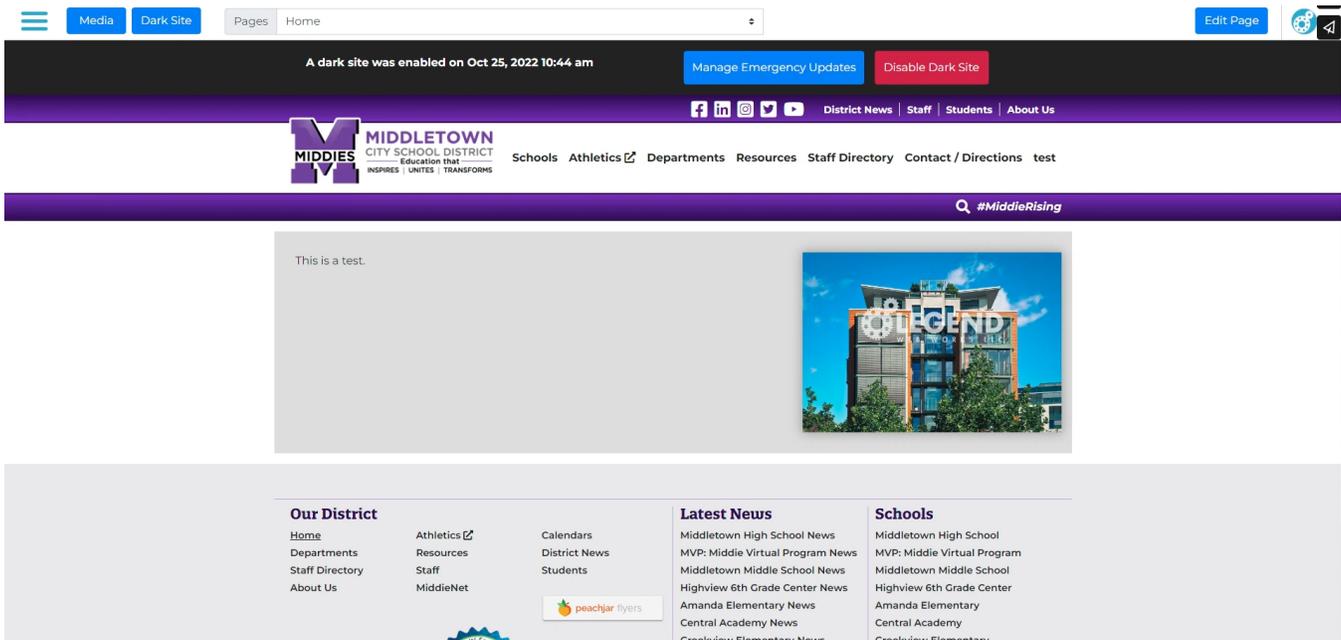
13. You will now see that the enable button is now disable and the other enable buttons have become greyed out.

[Create Dark Site Template](#)

- Here you will add a message to communicate what the emergency / crisis is and take your website dark.
- Site visitors will see the website banner and this message ONLY, they will STILL be able to navigate through the website.

Description	Options
Website Testing	 <a href="#">Enable</a> 
Website Test	 <a href="#">Enable</a> 
Website Test Template	 <a href="#">Disable</a> 

14. When you return to the homepage, you will see that everything besides the navigation bar and footer bar have been removed to display the emergency update. We will also see a black bar at the top of the screen letting us know when the dark site was enabled. From here, we can add updates and disable the dark site.



The screenshot shows the website homepage with a dark theme. At the top, a black bar displays the message: "A dark site was enabled on Oct 25, 2022 10:44 am". Below this bar are two buttons: "Manage Emergency Updates" and "Disable Dark Site". The navigation bar is visible, including links for "Media", "Dark Site", "Pages", and "Home". The main content area is mostly greyed out, with the text "This is a test." and a small image of a building. The footer contains sections for "Our District", "Latest News", and "Schools".

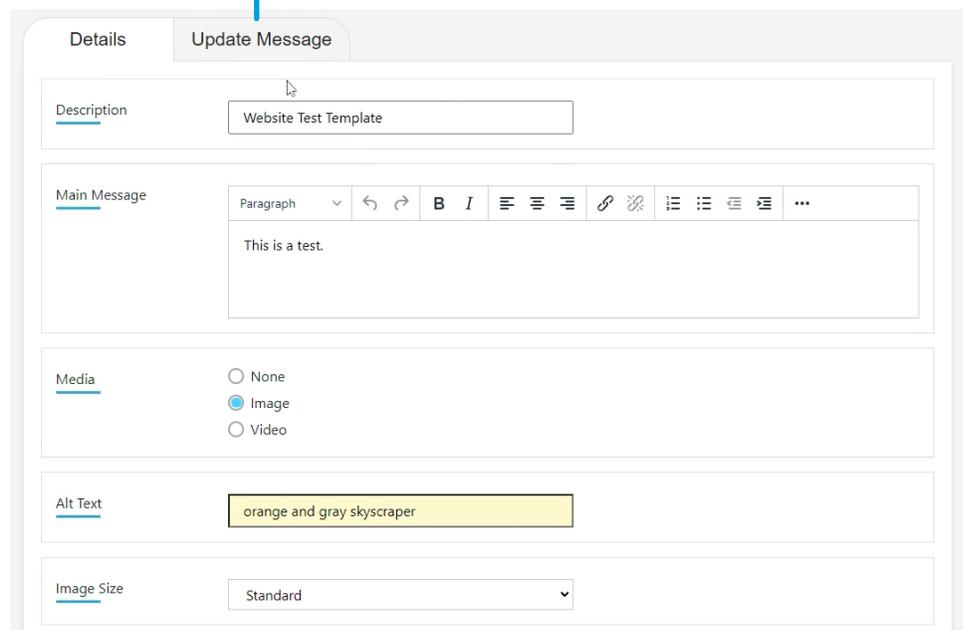
15. To add emergency updates with time stamps, select the Manage Emergency Updates button. This will take you into the template.

A dark site was enabled on Oct 25, 2022 10:44 am

Manage Emergency Updates

Disable Dark Site

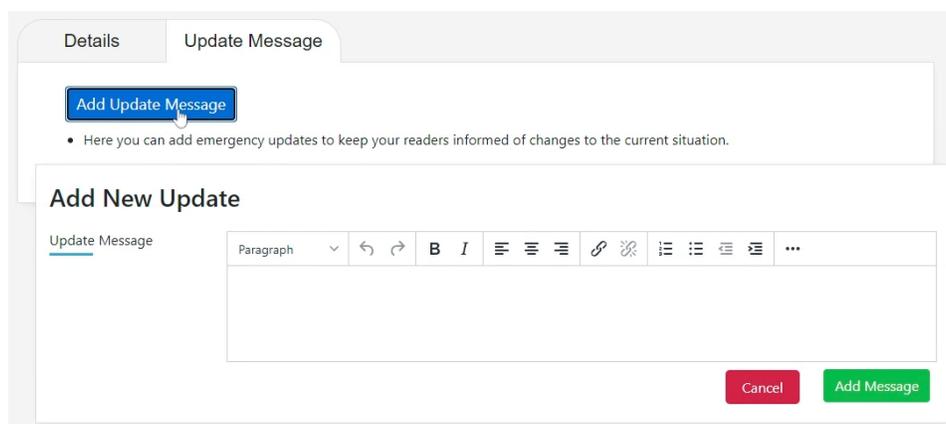
16. You will then select the second tab that says Update Message.



The screenshot shows the 'Update Message' tab with the following fields and options:

- Description:** Website Test Template
- Main Message:** Paragraph (selected), This is a test.
- Media:**  None,  Image,  Video
- Alt Text:** orange and gray skyscraper
- Image Size:** Standard

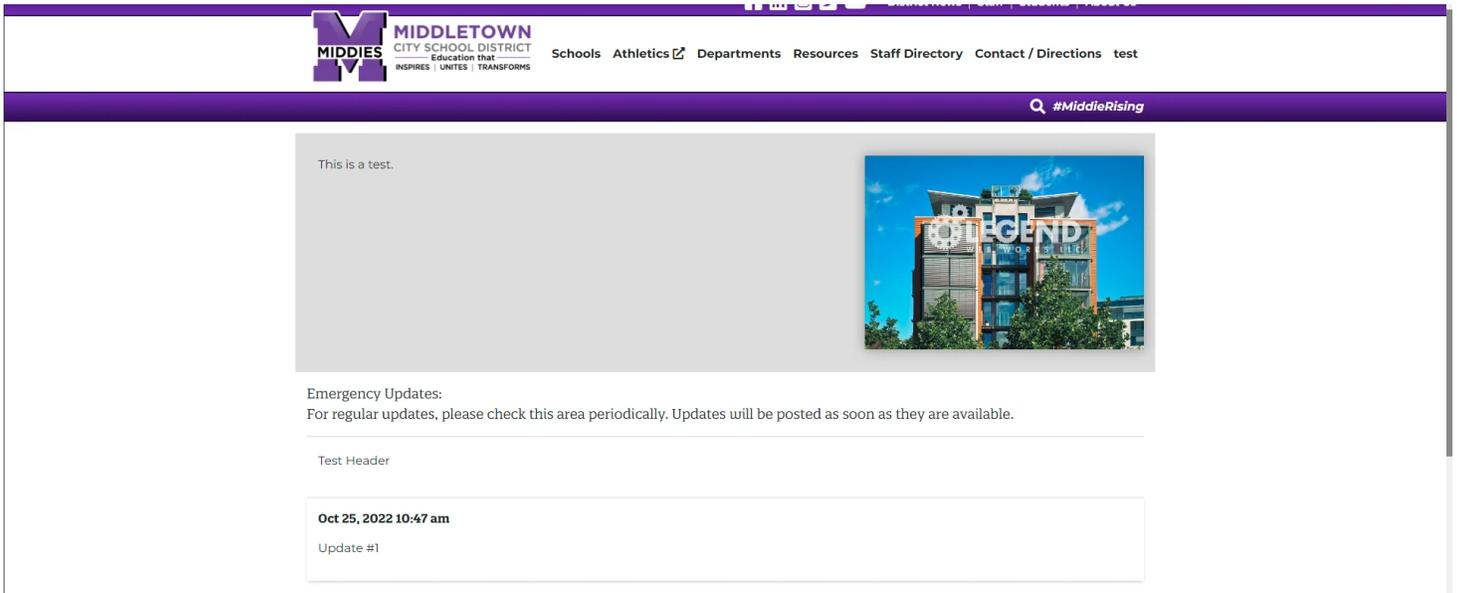
17. Then select Add Update Message. This will populate a text block where you can add in an update. Once you have created your message, you will select Add Message.



The screenshot shows the 'Add New Update' dialog box with the following elements:

- Add Update Message** button (highlighted)
- Here you can add emergency updates to keep your readers informed of changes to the current situation.
- Add New Update** section with a text editor (Paragraph selected) and a **Add Message** button.
- Cancel** button

18. To see your update, go back to the homepage of your website. You will see your message now displaying here.



19. You will see a section for emergency updates, as well as an updates header if you have created one. You will also see your emergency updates posted with a time stamp.

20. When you are completed with your Dark Site, select Disable Dark Site. The site will revert back to its original state.



A dark site was enabled on Oct 25, 2022 10:44 am

Manage Emergency Updates

Disable Dark Site