

Glenville State University – Drupal Tutorials

How to Use Sitewide Alerts

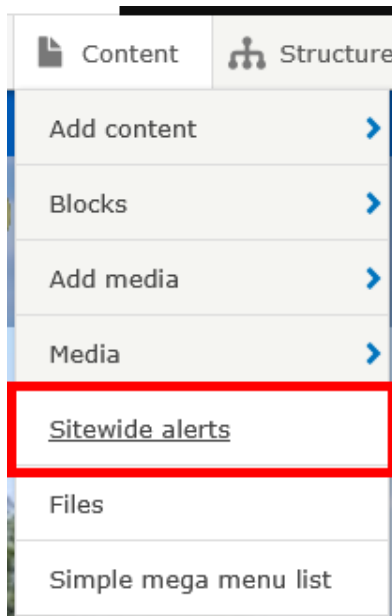
Last Updated: July 7, 2026 (By: Josh Chambers)

Sitewide alerts allow website managers to add banners at the top of pages to alert website visitors of important information such as school closings or major events.



NOTE: Sitewide alerts are only manageable by users with the Content Manager or Site Admin roles.

To manage or add a new alert, hover over the Content menu item and click “Sitewide alerts:”



This opens the Sitewide Alerts management page. This page lists all alerts in the system including Alert Name, Alert Style, whether the alert is active, whether the alert is scheduled, and page visibility.

To add a new alert, click the “Add new Sitewide Alert” button:

+ Add new Sitewide Alert

This opens a form:

Name*

A brief description of this Sidebar Alert. Used for administrative reference only.

Alert Style*

- Select a value - v

The style of this alert. This mainly can be used to change the color of the alert.

Alert Message

Paragraph v

B I U Link Image Table

↶

↷

X²

X₂

T_x

“ ”

—

E

Source

Text format

Rich Text v

Dismissible

Not Dismissible

☐ Dismissible

If selected, visitors will be able to dismiss the alert so it will not be

Scheduling

Not scheduled

Page Visibility

All pages

Revision information

No revision

☒ Active

If selected this Sidebar Alert will be active and will show if all other conditions are met.

The **Name** field is the name that will identify this alert on the Sitewide Alerts management page.

The **Alert Style** field is a dropdown with several color options for the alert that will display on the page.

- **Blue Alert:** Typically used for event or informative alerts. It is meant to be noticeable but not overpowering.
- **Yellow Alert:** Typically used for important events like campus closings, etc.
- **Red Alert:** This would be used in a campus emergency. The only time it has ever been used was during a Tornado warning.
- **Green Alert:** This alert has never been used, and there is currently no use case for it. Possibly for a low-grade notification that needs higher visibility than a Blue Alert.

The **Alert Message** field is the actual text of the alert. This text should be as succinct as possible as to not clutter the page and be easy to read. A link can be added if additional information is required.

Below this are four tabs that allow for additional configurations.

First is the **Dismissible** tab. This has a checkbox that toggles whether an alert is dismissible or not. Alerts are not dismissible by default. If they are marked as dismissible, an “x” icon will be added to the alert, allowing a user to permanently dismiss it from all pages.

It is up to the manager to decide whether an alert should be dismissible. However, standard practice up to this point is that Blue Alerts are typically dismissible while yellow and red alerts are not.

The next tab is the **Scheduling** tab. If an alert is not scheduled, it will display as long as the alert is marked as Active. To schedule an alert, click the “Schedule Alert” checkbox. This will allow you to set dates and times for the alert to begin and end.

Please note that a scheduled alert must be within its scheduling window **and** set to Active for it to display.

The next tab is the **Page Visibility** tab. By default, an alert will display on every page on the website. To change this, click the “Limit by Page” checkbox.

This displays a text box where you can enter pages, by URL path (e.g. “/current-students”), with one page per line. The * wildcard is allowed in these URL paths.

Alternatively, if there are only a select number of pages the alert should not display on, you can enter those pages and click the “Negate for listed pages” checkbox.

The final tab is the **Revision information** tab. This tab has not typically been used but can be used to include change notes if an alert gets updated if desired.

The final field in this form is the **Active** checkbox. An alert must be active to display.

However, having active alerts also causes the system to check the alert to see if it should display, even if it is scheduled and has expired. This can result in unnecessary server loads. As a result, **make sure to uncheck the Active checkbox once an alert is finished.**