

The Pop-Up Message Extension allows information to be organized in a pop-up box on assigned pages within your school website.

## Location

This extension is made up of two modules:

1. Pop Up Message - Contains information to be placed in the pop-up.
2. Pop Up Settings - Contains the parameters settings for page placement and look of the pop-up

Both items are located under the **Extensions Menu > Modules**

To search for them use the search word 'pop'

## Adjusting Message

Locate the 'Pop Up Message' module (see above). Click on the title

- Edit the module as you normally would. You can:
  - Edit the text
    - Header text
    - Date Updated text
  - Update or add to information linked within the pop up
    - Web Page Information (Content > Articles)
    - Documents via DocMan (Components > DocMan > Documents)
    - External Links NOTE: Be sure to properly highlight and break the link before updating with a new one.
  - Change the image if you wish. Images must be resized to 400px width
- Please note. The pop up used to link to web pages with large amounts of text. Although it is capable of displaying lots of text, please keep mobile users in mind. Once the pop-up reaches beyond the bottom margin of the mobile screen, it is difficult or impossible to scroll. Again, place a lot of text on a separate web page and link to it.
- Remember to click the 'Save and Close' button in the upper corner before leaving.

## Changing Parameters

Locate the 'Pop Up Message' module (see Location area above). Click on title.

- Adding or Removing Pop Up

- Changing the page 'Assignment' means assigning which pages the pop-up appears. Locate the 'Assignment' tab along the top of the module parameters area.
- In the 'Menu Selection' area, click a blank checkbox beside the pages you want the pop-up box to appear. A check will appear in the checkbox.
- Click an active checkbox beside pages you want the pop-up box removed. The check will disappear
- After these edits, click 'Save and Close'
- Other parameter changes
  - Please contact mamboSchools for assistance in adjusting the height, look, etc. of the check box. Do consider mobile devices and low height screens (Chromebooks) when requesting a height adjustment.

## Support

- eMail: [support@mamboschools.com](mailto:support@mamboschools.com)
- Phone: 800--998-3070