

Modifying Automated Messages in the D11 Loop

1. Select Messages>Automated Messages
2. Below the "Custom Message Content" section, click on the "Add" box.
3. MessageType:
 - a. For Attendance, select "Daily Attendance Message"
 - b. For Cafeteria Balance, select "Cafeteria Balance Message"
4. Recipient Role: Select Parent or Student
5. Language: Select language; system WILL NOT auto translate so it MUST be typed in the language selected
6. Optional Data: Leave Blank
7. Text: Type in desired message using merge tags as needed
8. Text(SMS): Type message as needed. Maximum 140 characters are allowed and merge tags have limited support.
9. Audio: Follow directions to call Blackboard and record message without merge tags. If merge tags is selected, type script in box that will appear and insert merge tags from link located at the bottom left of the box. Select "Call Blackboard" and follow directions to record message using directions on page.

For more help with this feature or any other questions, please call Blackboard at 1-800-829-8107.

