

Who: Administrators

What: Blackboard Mass Notification—The ability to email, text, or send a call-out message to students, faculty, and parents

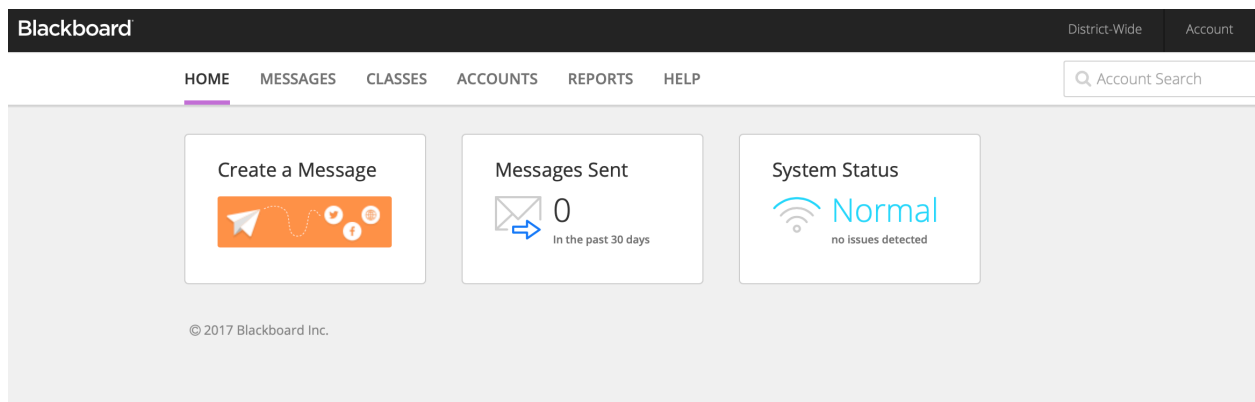
Where: Go to sccboe.org > Academics > Technology Integration Resources > Bb Mass Notifications > Click on the link. The link is here: <https://stclaircountyschools.parentlink.net/main/login> or download the app: Blackboard Communications HQ and logging in.

How: Log in with your normal computer login. (first.last/computer password)

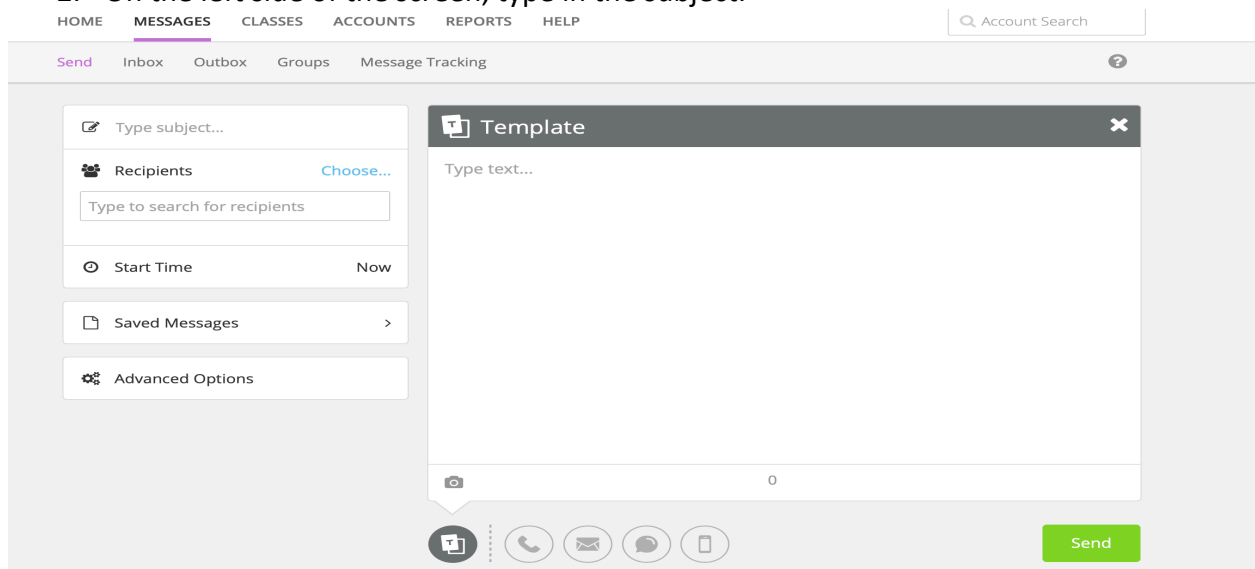
- If your login does not work, click on the Forgot Password link

Online Version:

1. Once you log in, click on “Create a Message”

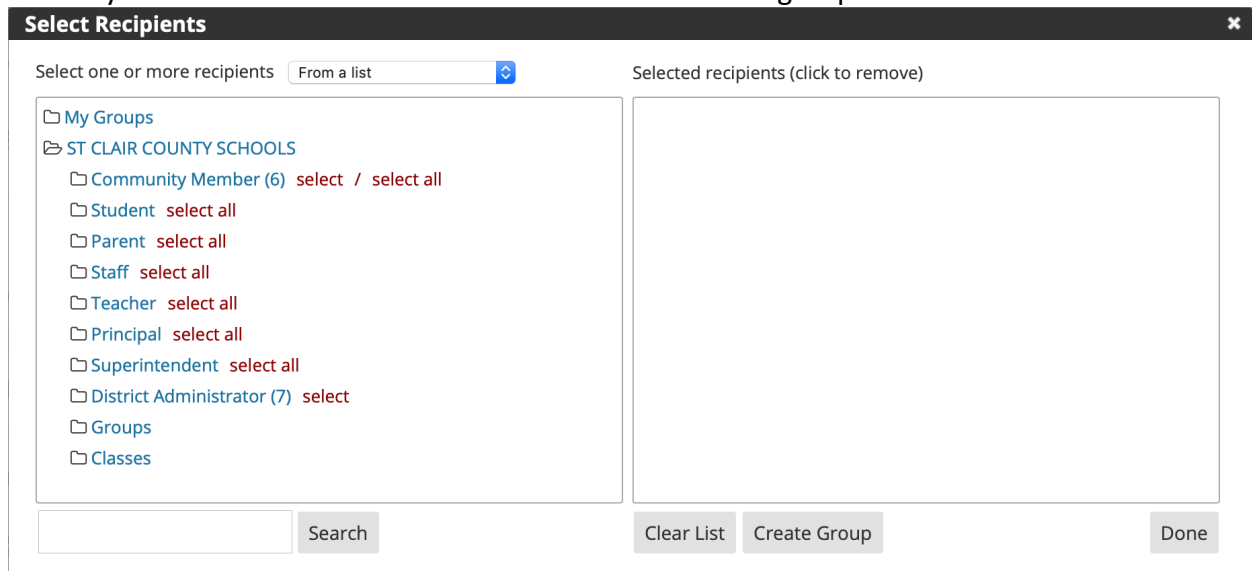


2. On the left side of the screen, type in the subject.

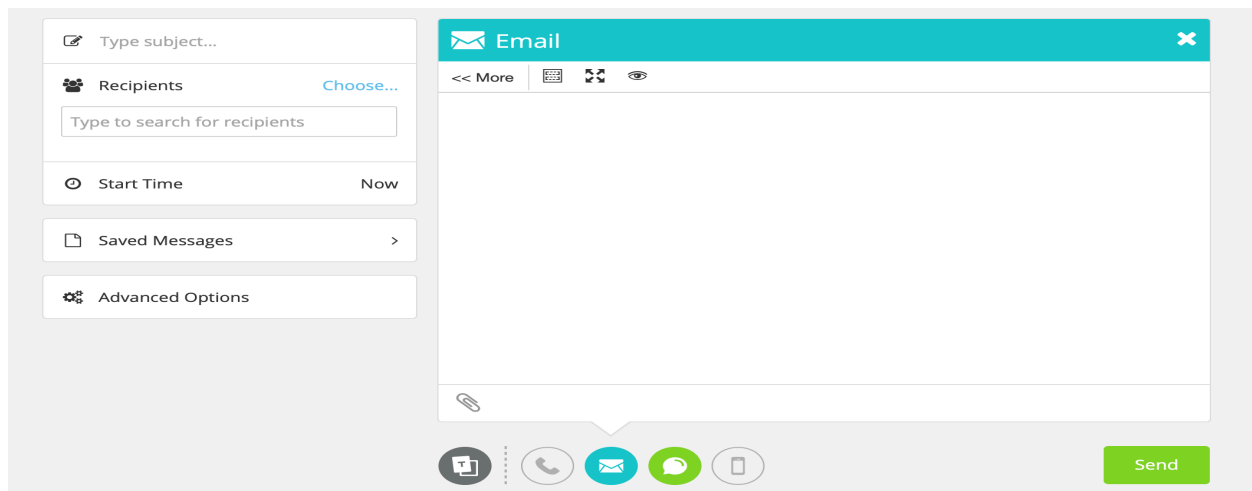


3. Select who you are sending to, click on “Choose” next to Recipients.

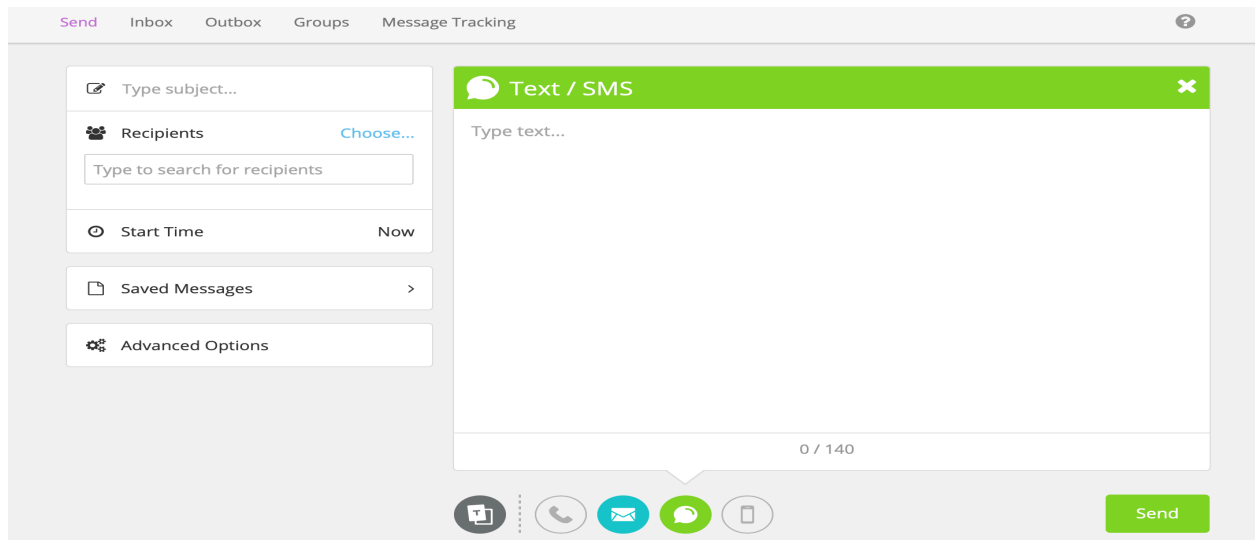
4. You can open different files by clicking on them and selecting groups or individuals, or you can click "Select All" in red to select that whole group.



5. When the correct recipients are showing up on the right side, click done.



6. Select the type of communication by clicking on the icon(s) under the text box. Most common will be Email or Text. (Remember that texts are limited to 140 characters.)
7. FYI: The information is pulled from PowerSchool Enrollment/iNow. If parents have not updated or do not have correct information, it will not go through.



8. Once the message has been created, click the Send button at the bottom right corner.
9. When sending a call out, it works best to have the system call you to record your voice or use text to speech. The end of the message automatically says it is from your school and provides the main number.

For additional help or training, please contact Shelley McCoy.
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