

# Blackboard Mass Notification Instructions

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

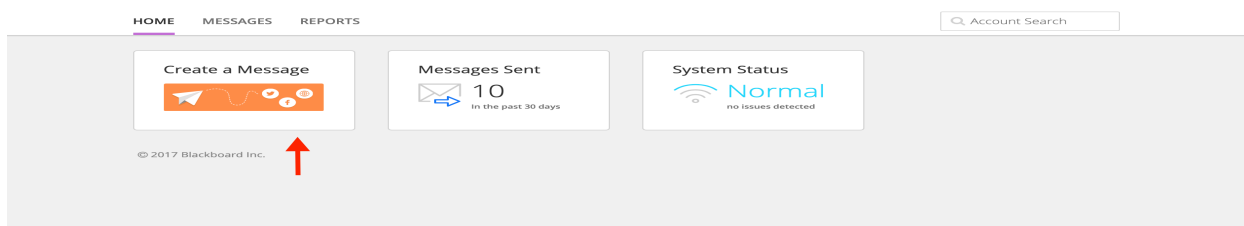
**Where:** <https://stclaircountyschools.parentlink.net/main/login> or through downloading the app: Blackboard Communications HQ and logging in. The app often requires you to log into the computer version first.

**How:** Log in with your normal computer login. (firstname.lastname)

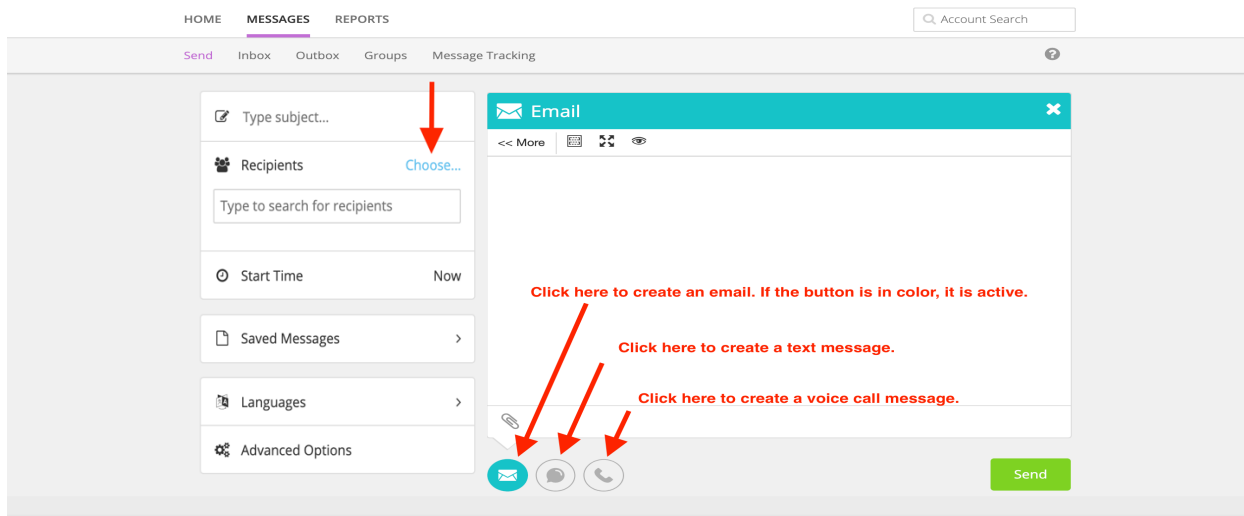
- If it is the first time you are logging in, it may not accept your login.
- If your login does not work, click on the Forgot Password link, check your email, and follow the prompts.

## Online Version:

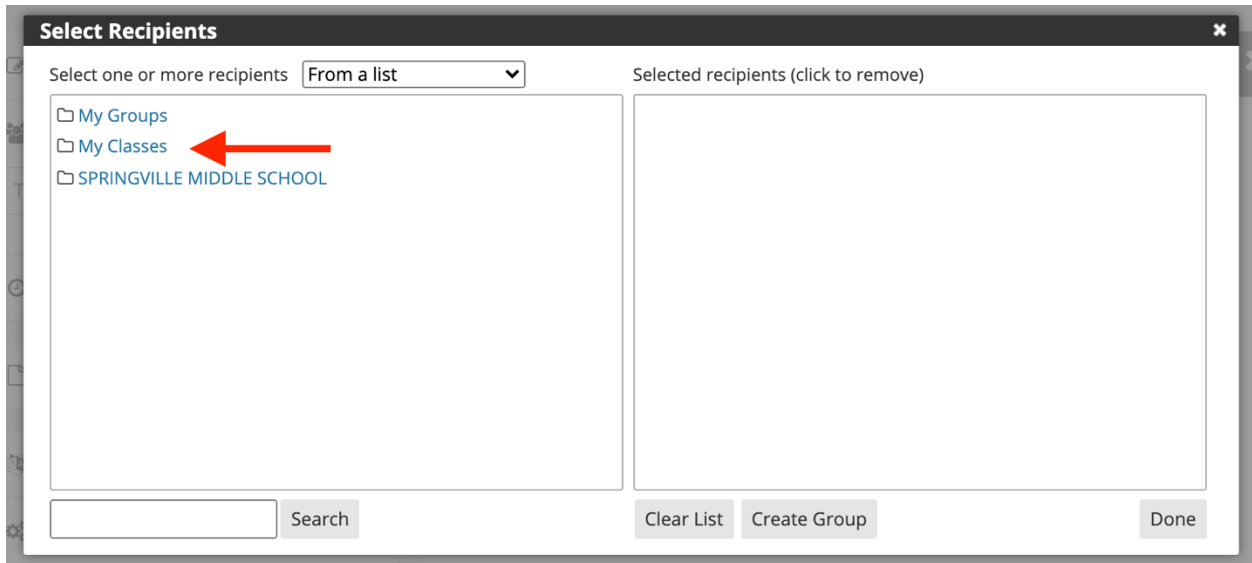
1. Once you log in, click on “Create a Message”



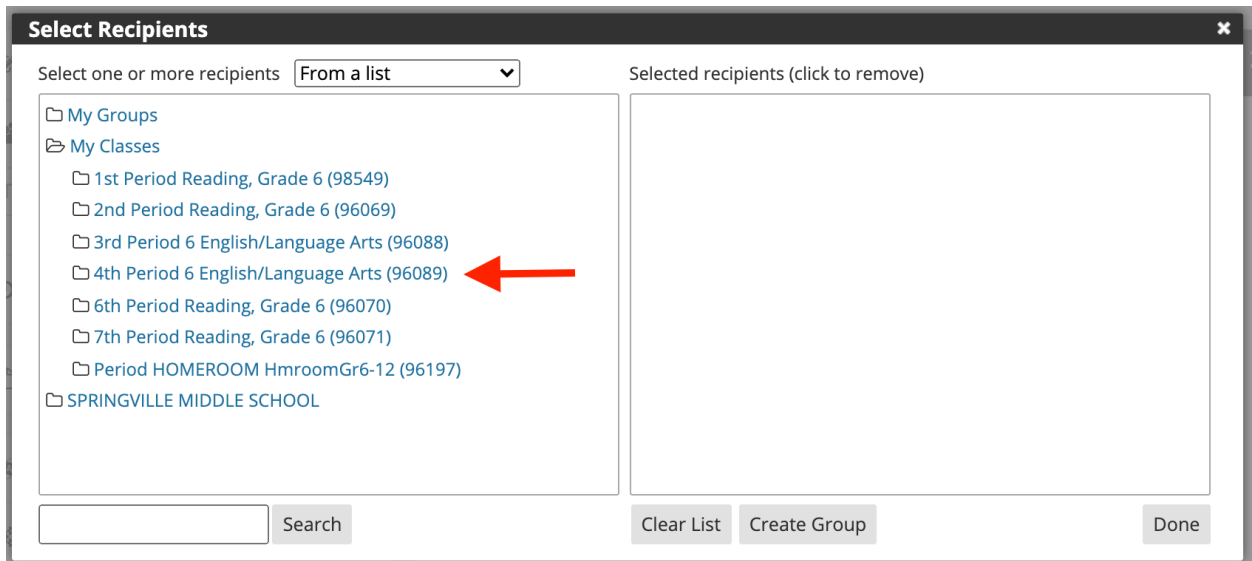
2. Select the type of communication by clicking on the icon(s) under the text box. Most common will be Email or Text. (Remember that texts are limited to 120 characters.)
3. \*\*Classroom students are no longer showing\*\* Click on the blue Choose next to Recipients.



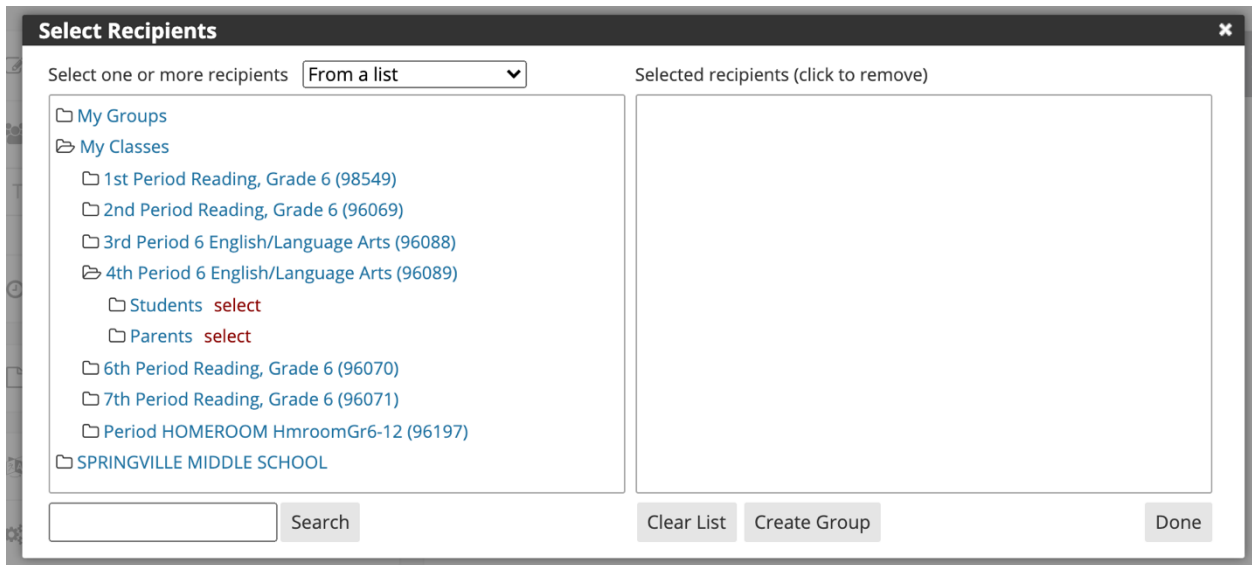
4. A new box will open.
5. Click on My Classes to view your students/parents.



6. Sub-groups will open under the My Classes folder.
7. Click on the blue sub-group to open the choices.

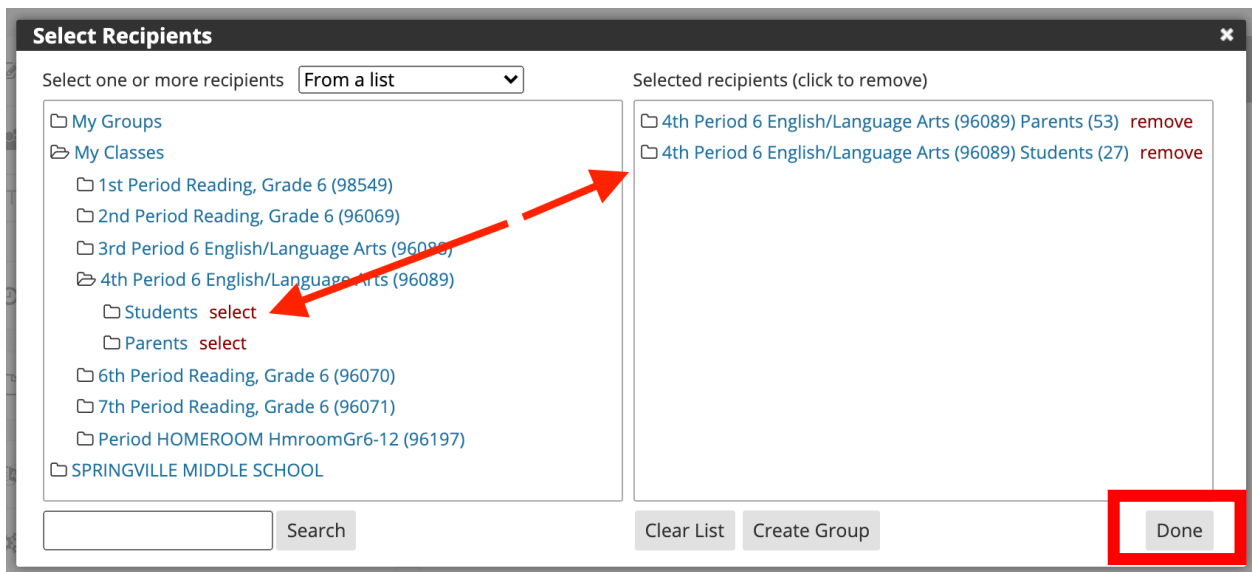


8. Within each sub-group, a Student and Parent group will appear.



9. Click the red **Select** to send to a Student/Parent group.

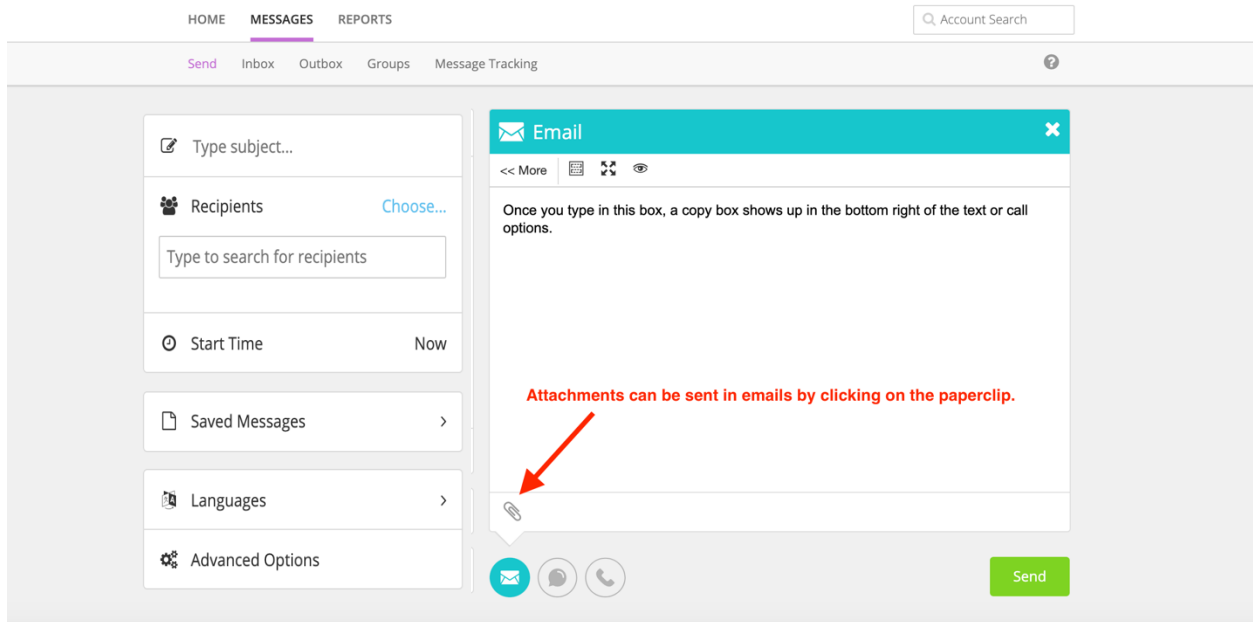
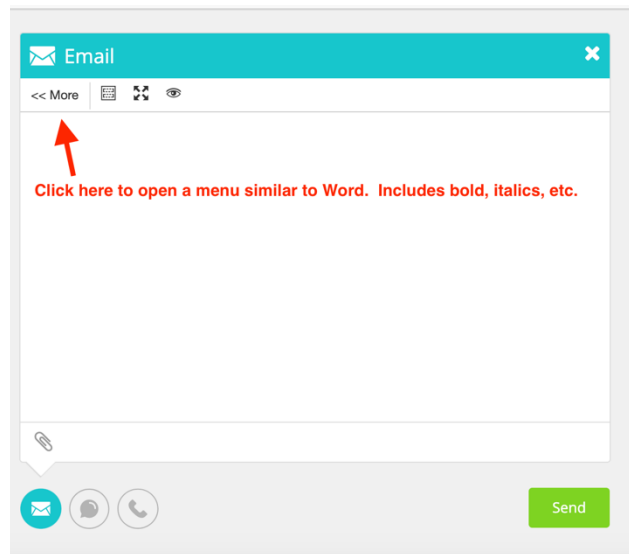
10. If you want to send to individual students/parents or just one student/parent, click on the needed blue **Students/Parents** word and select the student(s)/parent(s).



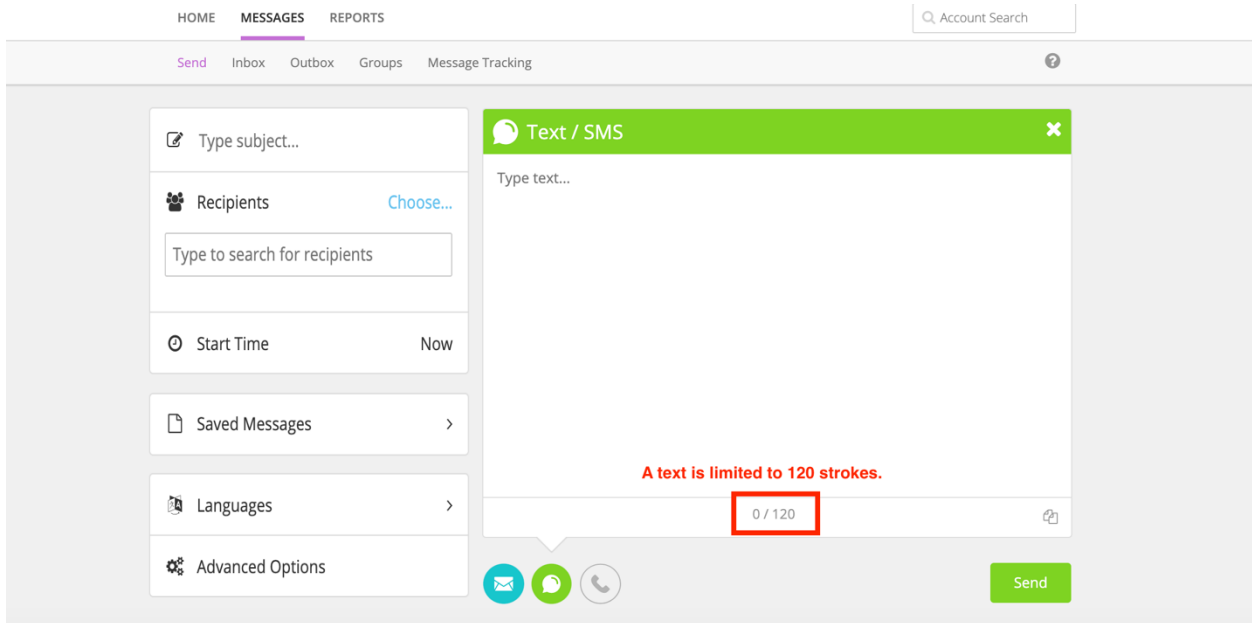
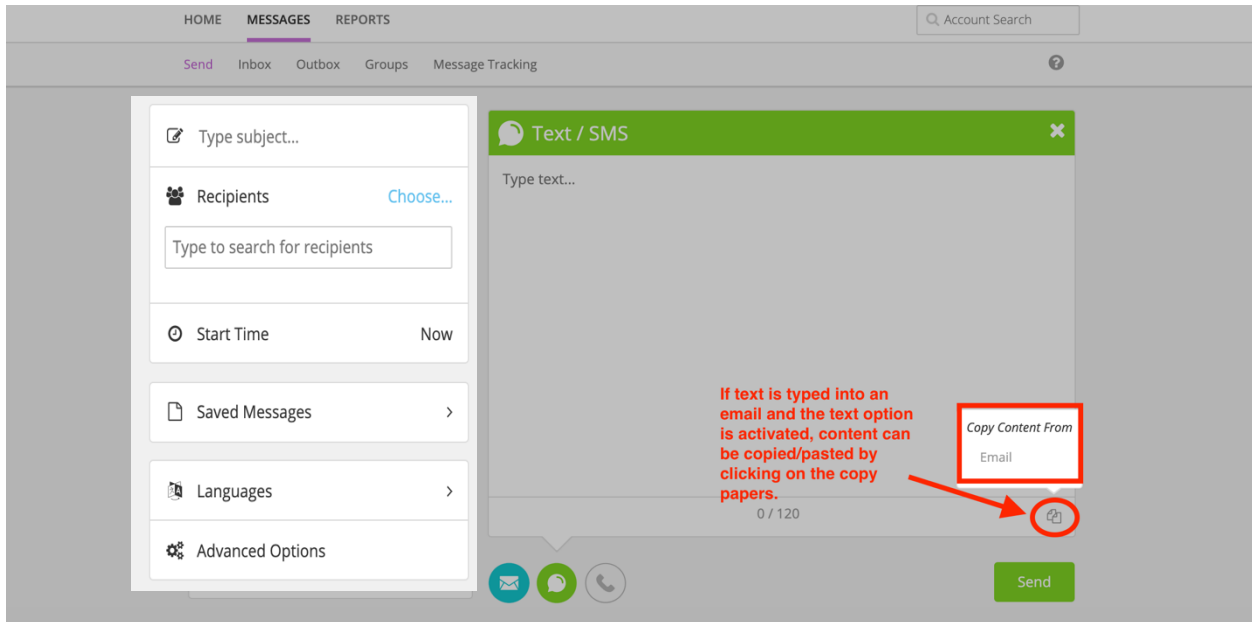
11. After you have selected the recipients and they appear on the right side of the box, click Done in the bottom right corner.

\*\*FYI: The information is pulled from iNow. If parents have not updated or do not have correct information, it will not go through. Student emails should automatically generate each student's sccboe.org email address. So, students will need to know how to access their O365 Outlook email accounts.

12. After selecting recipients, the screen should return to the message screen where you can continue composing your email/text/call.



13. After clicking the Text option (green circle at the bottom of the screen), you can create your text message or copy content from an email if you have already typed it.



14. If you choose to send a call-out, click the circle with a phone in it at the bottom of the page.

The screenshot shows a messaging application interface. At the top, there are navigation tabs: HOME, MESSAGES (highlighted), and REPORTS. A search bar labeled 'Account Search' is on the right. Below the navigation, there are sub-tabs: Send, Inbox, Outbox, Groups, and Message Tracking. The main content area is divided into a left sidebar and a right main panel. The sidebar contains sections for 'Type subject...', 'Recipients' (with a 'Choose...' link and a search box), 'Start Time' (set to 'Now'), 'Saved Messages', 'Languages', and 'Advanced Options'. The main panel features a 'Phone' modal window with an orange header. Inside the modal, there is an 'Audio' section with a 'Call me to record' dropdown, an 'Enter phone #' input field, and a 'Call Me To Record' button. Below this is a 'Type script...' text area containing red text instructions: 'Selecting the phone option allows voice calls to be sent. Follow the prompts above this text area.', 'Please remember that the calls are sent from the local school and says to contact the school with questions.', and 'It is good practice to state your name so that parents/students understand who the call is from.' At the bottom of the modal, there are three circular icons: a blue envelope (email), a green speech bubble (text), and an orange telephone (phone). A red arrow points to the phone icon. To the right of the icons, there is a green 'Send' button. A red arrow points from the 'Send' button to the phone icon. A text box with red text says: 'Click send when email/text/phone is complete. The message(s) will be sent in every format showing up in color.'