BBComms for Teachers

BBComms (Blackboard Teacher Communications) allows teachers the ability to mass notify parents and students via a text or email message.

1. For teachers to send text messages to students through BBComms, a student phone number must be entered in JCAMPUS in the **student phone number field**. To send email to parents, an email must be in the **parent email field**.

2. From Launchpad, click on BBComms.
   or go to **www.cpsb.org/bbcomms** (Enter your CPSB username and password)**.**

One Time Set up

   o At the top/right of the screen click **Account**.
   o Make sure you have a **Reply-to email address**.
   o Do not enter a phone number in the Reply-to field.

Creating and Sending Messages

- Click the **Create a Message** button.
- Enter a **subject.**
- **Choose Recipients**
  o **To send to All Classes**, click on **All classes.** By default, text or email will be sent to parents and students. If you want to remove a group, click the "x".
  o **To send to select classes,** click the **Periods** that you would like to send to. By default, text or email will be sent to parents and students.
  o **To send to individuals,** begin typing their name in the search box. Then, click on the student and or parent to send a message.
- **Start Time**-this is if you want to schedule the message to be sent at a specific time/date. The default is to send now.
  o Blackout times that messages cannot be sent are 8:50 PM to 8:00 AM.
- **Saved Messages**-this is if you want to use some of the generic messages that are provided.
- **Language-**if you have parents/students that have a primary language other than English, this will be noted by the language having a percentage. You may select to have the message sent in the parent/student's primary language by selecting the language. (The parent indicates language preference in JCAMPUS.)
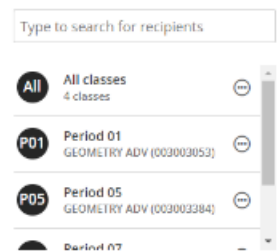- **Select the delivery options**

  Email – In addition to what is in the template, you can click "More" to format the email. You can also add attachments. **Type the email in the box.**

  Text – There is a 120-character limit on text. Type the text message in the box. Be sure to include your name as part of the text.
- **Click Send.**

Important Tips

- Student and parent information is pulled from JCAMPUS. Therefore, if you find an error with a phone number or email address, the change must be made in JCAMPUS, not in BBComms.

- All text messages come from the BBComms general number. Be sure to include your name in your text. (i.e. Text message could start, From Mr. Chow.)
- **For support on BBComms, submit an Incident IQ ticket at www.cpsb.org/helpticket.**