

Blackbaud Teacher Portal Guide ECP, PRI & LS Educators

Log In

Log in to the Blackbaud Faculty Portal by going to ASHMI.myschoolapp.com which is listed on www.ashmi.org/faculty.

Use your **school email** as your login. Instead of having a unique password for the teacher portal, you will use your school Gmail account to access the portal.



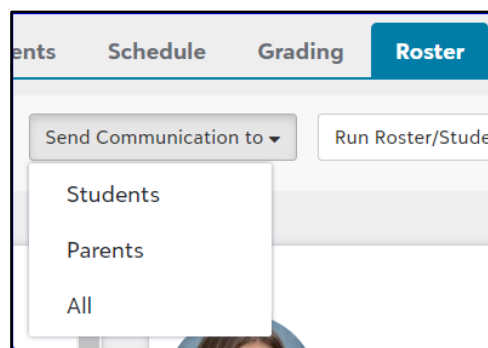
Database Security: Your Google account gives you access to the Teacher Portal. Ensure you don't share your computer and always log off from your school Google account on other devices before letting others use them.

Class Pages

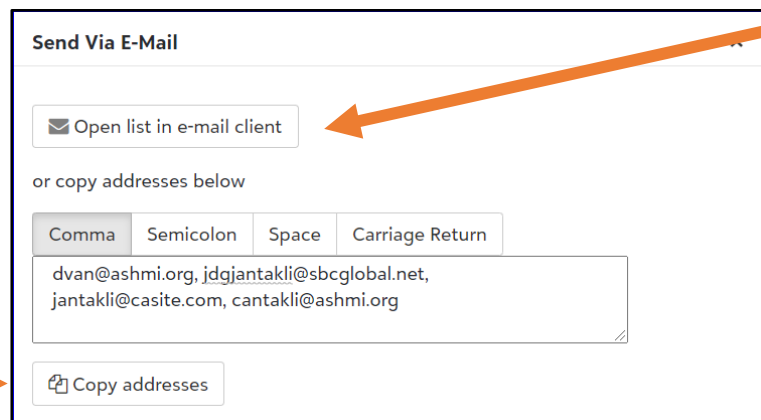
Class Pages are located under the “**Classes**” menu option in the Faculty Portal. You are asked to complete a **Bulletin Board** for homebase classes. Use of the **Topics** tab is optional. (Topics can be used to create units of study with a Pinterest-like layout.) **Grading** is for report cards. The **Roster** tab lists your students and gives you access to student and parent emails. Learn more below.

Bulk Emails and the Roster Page

Bulk emails to parents and/or students are started from the **Roster** screen of each class. Look for the “**Send Communication to**” button and select the appropriate group.



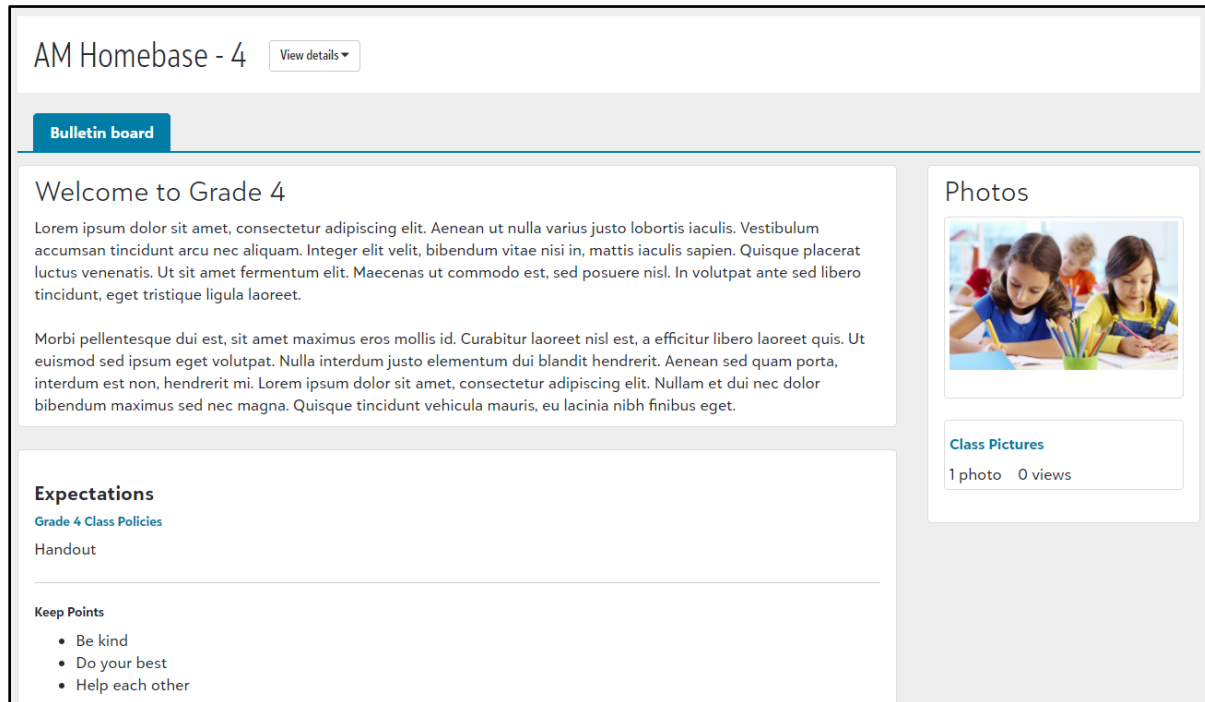
You can copy the email addresses to your school Gmail account. Be sure to paste the emails in the “**BCC**” field when emailing parents. Place your own email address in the “**To**” field.



The “**Open list in e-mail client**” button will automatically open a new message in your school Gmail account if your browser is configured to handle this. See the ITHelpdesk if this is not the case.

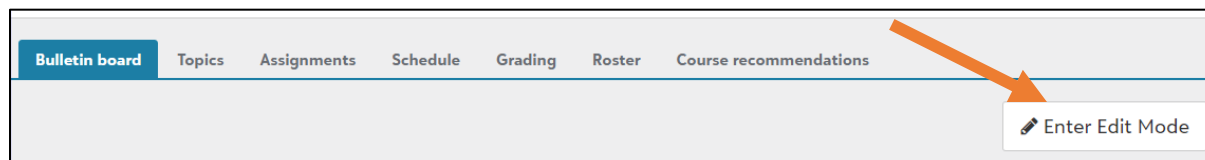
Class Pages and Bulletin Boards

When you open a class, you land on the **Bulletin Board** tab. Here you will post general information about your homebase if you have one. The page can house a variety of content types such as text, links, videos and more. Below is a sample Bulletin Board as a parent or student would see it.

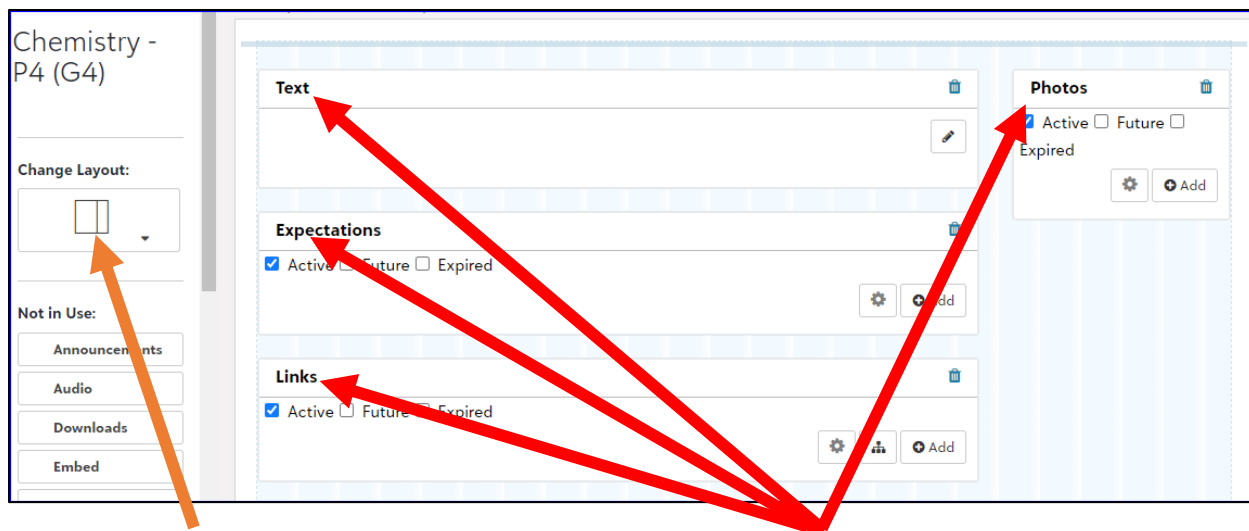


BULLETIN BOARD SET UP DIRECTIONS

Go to a class Bulletin Board and click the **“Enter Edit Mode”** button.

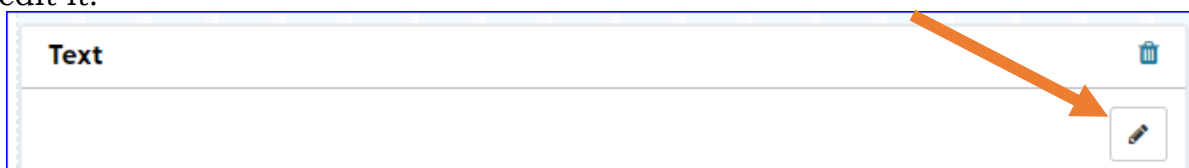


You will see a default layout has already been created for you. Please use this layout so parents and students see a consistent look for all bulletin boards.

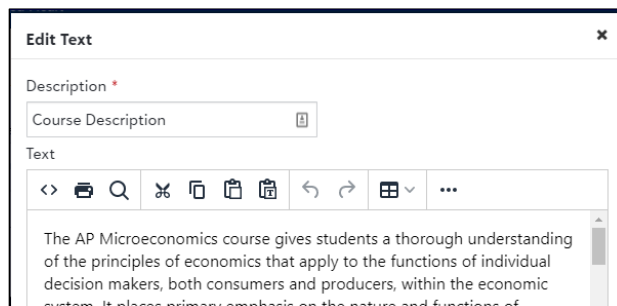


Keep this **layout**. You should see these **four content blocks**. You can add blocks that are “Not in Use” from the left side if need be.

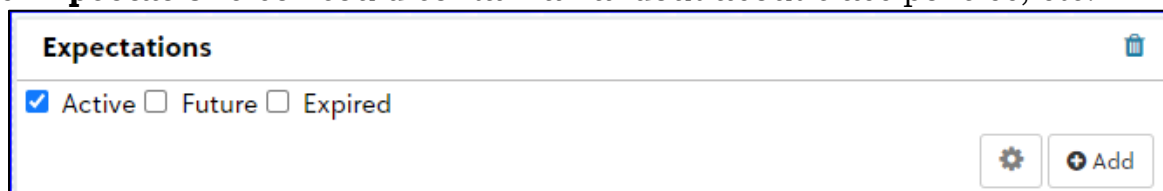
The **Text** box will contain your writings about homebase. Click the **pencil icon** to edit it.



- For the **Description** field type a greeting/welcome heading for your viewers.
- For the **Text** section, feel free to add useful information and links such as your learning platform, best way to contact you, etc.

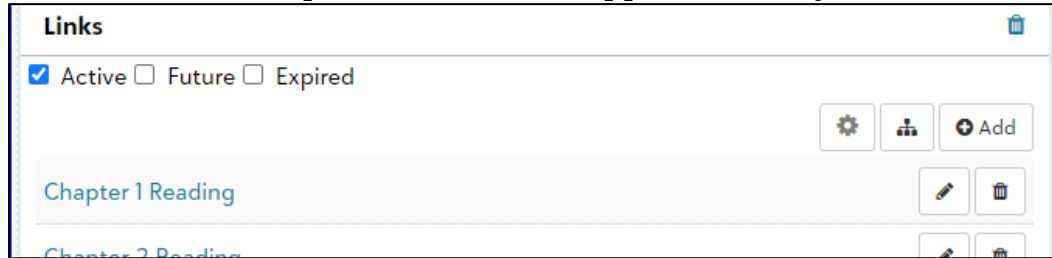


The **Expectations** box could contain a handout about class policies, etc.



- The Header Text of this section will be “Expectations” unless you click the **gear symbol** and enter something different.
- Click the **Add button** to upload a handout or enter text.
 - You will need to give this item a title.
 - You can attach a file from your computer or from Google Drive. **Please upload PDF files and not Word docs for this section.** Google Doc files will be converted to PDF for you.
 - You can also add text without uploading files if you wish.

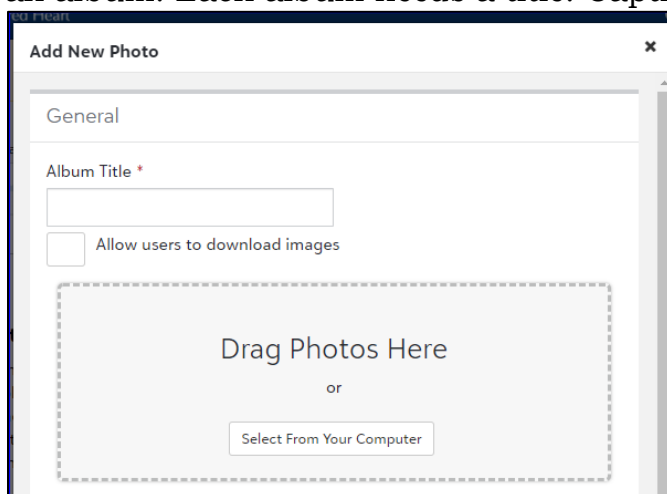
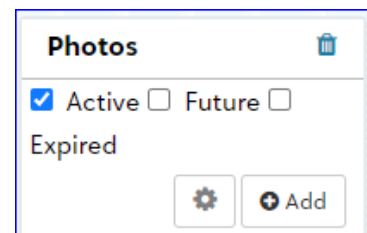
The **Links** section is optional and won't appear unless you use it.



- Click the **Add button** to add a link.
 - A Title is required.
 - The link can be any URL.
 - Once working with multiple links, use the organize button () to sort links.

The **Photos** section will be used to add some visual appeal to the page. Images should be of high quality.

- Click the **Add button** for each photo album you wish to create.
- You can add many photos at once when creating an album. Each album needs a title. Captions for pictures are optional.



Those are four common content types you can add to a Bulletin Board. You can add additional items to your Bulletin Board if you wish. Once you use a content element, you cannot use it again except for the layout elements (i.e., horizontal lines and spacers).

A video can be added two ways: You can use the **Video** content type which assumes you have a video on your computer to upload, or you can use the **Embed** content type and get the embed / share code from a content source such as YouTube.

Make sure to Preview the page as you work and publish your work when done.