



# The D11 Loop Mass Notification System for Teachers

## Mass Notification System

The D11 Loop (Blackboard's mass notification system) allows you to communicate with parents/guardians and students concerning assignments, schedule, grades, special events and other notifications by email, text and phone. The system also has preformatted newsletters available. Login Permissions vary by account - login with appropriate ID to manage each account

## D11 Staff Members Access the D11 Loop Portal

All D11 staff may access their system portal using the following credentials:

- The login is your District 11 email (ex: john.doe@d11.org).
- The password is your network password (the password you use to log onto your computer).
- All contact information must be updated through Human Resources in the PeopleSoft system. Even if D11 employees change their contact information in the portal, it will revert back to what is contained in PeopleSoft during the next upload.

## Parent's/Guardians Access D11 Loop Portal

Parents and guardians may log on to the D11 Loop notification system portal any time to check their child's grades, attendance, notifications, and lunch balance. The D11 Loop portal website address is: [d11.org/loop](http://d11.org/loop). The parent/guardian login and password are emailed to each parent shortly after the student enrolls. Contact information for families is uploaded from the District student information system. Parents can also add other contact information such as text numbers, other family email addresses and phone numbers.

## School District 11 Mobile App

The free mobile app allows users to view the same information as the web portal, manage their notifications and receive push alerts to the app. Information is also available on school menus, District directory, District and school calendars and more. Staff, Parents and Students can login to see their account information and notifications as well as set options to "Follow" schools and the District. In addition, grades are now accessible through the mobile app by logging in with your D11 Loop account.

## "Opt In" to Receive Texts

If a text number is not listed on the Parent or Staff account, users MUST log in and "opt in" for text messages

- Login on the D11 Loop web page at [d11.org/loop](http://d11.org/loop) or in the mobile app;
- Click on Account in the upper right corner of the **web page** or tap the User Account icon in the **app**
- On the **web page**, scroll down to Delivery Addresses, click the Add drop-down box;
- In the **mobile app**, select the Edit icon; choose the Text/SMS Number;
- Add the phone number, with the area code, and click save.

## Teacher Messaging App

- Download BB Comms HQ app from the mobile app store
  - login with District email address and network password
- Create and Schedule messages to individual students, parents, classes or other school defined groups
- Saved Messages are available and can be resent or modified
- Message Tracking lets you see a delivery report for any message



Blackboard Communications HQ

Blackboard K-12 Education

★★★★☆ 2

Everyone

This app is compatible with all of your devices.

Installed

## Teacher Messaging Features:

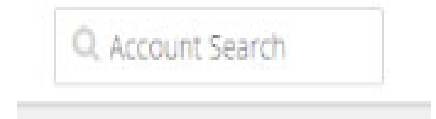
- Notifications sent by email, text and/or phone
- Newsletter Templates
- Personalize notifications using Merge Tags
- Saved Messages – copy of all messages sent and can be resent, copied or edited
- Groups – set up custom groups for special activities; school administrators can create groups if some students are not in your class
- Use Blackboard Help links on each web page for detailed instructions. Contact Blackboard Support at 1-800-829-8107 for additional assistance.

## Saved Messages

- Preset messages for Student Specific Messages, Behavior, Good Work, Class Activities, etc. as well as messages sent previously by you.
- Outbox from top sub-menu displays all messages
  - Click on Message Title for tracking report, message content and sending details
  - Progress tab: click on links below circle graph for details on each result category
  - Content tab: shows message that was sent
  - Details tab: shows time, date, recipients, etc.
- Message Tracking in Report provides similar information using a Search feature

## Account Search

- Use Search box in upper right to search for individual student or parent
- Provides quick links to:
  - Account Information (parent contact info only)
  - Contacts (Messages)
  - Students (All siblings; active link only to students in your class)
  - Student accounts also have: Attendance, Classes, Parents



## Customize your News and Calendar Feeds in the Mobile App:

- Select the News Stream icon
- By default you will see all the District level news feeds
- Select the Edit Icon in the top right hand corner
- Select which school(s) you wish to follow
- Choose which type of news you want to follow
- Select "Back" and then "Done"
- Now your customized selection will display in your News Section
- Select the Calendar icon
- Select the Edit Icon in the top right hand corner
- Select which school(s) you wish to follow.
- Select "Done"
- Your App is now customized.

## Set up Push Notifications and Delivery Preferences in the Mobile App:

Note that Alerts are push notifications that pop-up on your phone and the Notifications icon has any messages regardless of the alert settings.

- To set-up an alert, select the Edit Icon in the top right hand corner.
- You can set up alerts for:
  - Any time a new message is sent
  - When your student's class grades drops below a certain threshold
  - When your student's assignment grade drops below a certain threshold
  - When your student's grade has been updated by the teacher
  - When your student's teacher has posted a new assignment
- To set a threshold select an alert topic
- Change "Off" to "On"
- Then pick your threshold