Blackboard Mass Notifications Training

Blackboard Mass Notifications is the new district "call out" system replacing School Messenger. It is integrated with your school website and the district mobile app. This integration allows you to COPE (Create Once Publish Everywhere)

www.cpsb.org/bbcomms (enter your CPSB username and password)

One Time Setup

- Account Update
    - At the top/right of the screen click "Account"
    - Make sure you have a "Reply-to email address"
    - Uncheck the box next to "Limited Use"
    - Click "Save" then "Close"
- Merge Accounts
    - Click the "waffle" icon located to the left of "Account"
    - Select "BB Website" and follow the on-screen prompts.
- Set Default Delivery Options (Recommended for Elementary & Middle)
    - Click on "Settings"
    - Click on your school's name
    - At the bottom of the screen, click "Delivery Options"
    - Check the box next to "Deliver to the parents of students by default"
    - Click "Save"
- Link Social Media Accounts
    - Click on "Settings"
    - Click "Social Media"
    - Click on your school's name
    - Click the Facebook, Twitter or Instagram icons to link your accounts
        - You will need the login credentials for your accounts
        - If you don't yet have these accounts and would like them, go to https://www.cpsb.org/Page/9239 for CPSB Social Media Guidelines and the link to request accounts.

Get the BB Communications App

- Search the Apple App Store or the Android store and download

Types of Messages (Delivery Options)
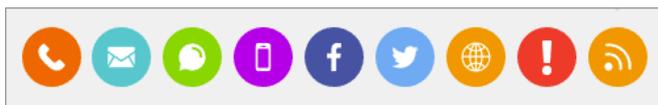
- With Bb Mass Notifications and the integration with our other systems, you can now send messages via phone, email, text, push notification, website headline and website on-screen alert. Individually or all at once.

To learn more: https://help.blackboard.com/Community_Engagement/Administrator/Mass_Notifications

Creating Messages

- Click the "Create a Message" button
- Enter a subject
- Choose Recipients
  - Either type in a name or click "Choose" then either open a folder to select specific people or click the word "Select" next to the folder to send message to everyone in the folder.
- Start Time – this is if you want to schedule the message to be sent at a specific time/date
- Template – type or paste your message in the template
  - What you enter in the template will automatically be on the other delivery options
- Select the delivery options

Create a Message

Call – choose from the dropdown list how you want to add your audio

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

Text – There is a 140 character limit on text so you can edit the message to fit that limit if needed.

Mobile App – This will be sent as a "Push Notification" to users who are "following" your school from the CPSB mobile app. You can click "More" to format the notification. You can also add attachments.

Facebook & Twitter – Will post to your Facebook and Twitter pages.

Website Headline – Will post to your school website under "Headlines & Features". You can add a photo if you like.

On-screen Alert – This will add an on-screen alert to your school website. You can insert links and add a little text formatting.

To learn more: https://help.blackboard.com/Community_Engagement/Administrator/Mass_Notifications