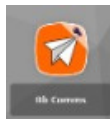




Finalsite Messages XR Enterprise for Teachers

Finalsite Messages XR Enterprise (formerly BBComms) allows teachers the ability to notify parents and students via a text or email message.

For teachers to send text messages to students through Finalsite Messages XR Enterprise, 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**.



From Launchpad, click on Finalsite Messages XR Enterprise (BBCOMMs) or go to <http://www.cpsb.org/bbcomms> (Enter your CPSB username without @cpsb.org and password).

One Time Set up

- At the top/right of the screen click **your initials** and choose **profile**.
- Make sure you have a **Reply-to email address**.
- Do **not** enter a phone number in the call back field.
- Click **Save**.

Creating and Sending Messages



- Click **Messages** in the left navigation menu
- Click **Create a Message**.
- Enter a **Title**. Once you add your title, it will auto populate into the Subject field.
- Type the name of the recipient of the message in the Search recipient's area or choose one of following:
 - **To send to All Classes**, place a checkmark by **All classes**. By default, text or email will be sent to parents and students. If you want to remove a group, click Open list and deselect the group.
 - **To send to select classes**, place a checkmark by the class that you would like to send to. By default, text or email will be sent to parents and students. If you want to remove a group, click Open list and deselect the group.
 - **To send to individuals**, begin typing their name in the search box. Then, click on the student and or parent to send a message.
- In the Content area, type your message into the box beneath the Subject field. Your message text will sync into the delivery method channels you choose to utilize, such as Email or Text message.
- Click the **Email icon** to modify the details that will be sent out as an Email message. Click << More to expand out your editing toolbar so you can customize your Email message.
- Click the **Text Message icon** to modify the content that will be sent as a Text Message. You may need to shorten the content that appears in the Text Message box. Text messages are limited to 140 characters only.
- Auto-translate is on automatically. If you want to review or edit a translation, simply toggle the Auto-translate on Send option off.
- Click **Send Message** to send the message now. If you want to schedule the message for a different time, click **Now** and set your send date and time, then click **Schedule**.
 - 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 & Translation**-if you have parents/students that have a primary language other than English, 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.)

Get the CommHQ App (Allows the teacher to send email or text via the app.)

- Search the Apple App Store or the Android store and download.
- On the first app launch, type Calcasieu in the search box.
- Select Calcasieu Parish School Board.
- Log in with your username and password.

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