Blackboard Connect 5 Training Session

Presented by: Rebecca Castañeda, Director for Federal/SCE/Migrant Programs

Logging On Website: www.blackboardconnect.com



Next screen....click on Message Center or send a message



Click on "Outreach" OR "Send a Message"



	Send a Mes	sage						(Cancel	Save as Draft	Next
Step 1: Type in the Name of the Message (This is only for your use)	Message Type	Outreach •									
	То										
Step 2: Who is this message going to?	Add Languages * English (0)	Translate All] 1								
	Delivery Modes		¢.	Ê	@1		4	**			
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	Delivery Options	Call p	bhones one ti	ime only				Add	Voice (1/5)	Add Text to Spe	ech (1/5)
	Time Zone	(GMT-06:00) Cer	ntral Time (U	S & Canada)	-						
	When	 Now Later Select a date: 06 No Dates Selected. 	6 Aug 2015 0 . Please add o	15:00 PM 🇰 🖸	Add Se	lected Date					
								(Cancel	Save as Draft	Next

	Send Message To:		
	Select by: Contacts	▼	
Step 2A: Click on Site (Campus staff will only	List 1 🗴 Add	List 🔻	
be able to see your campus on this drop down list. DISD	Build Your Inclu	de List	
administrative staff will			Clear
see all campuses.)	🛨 Site	J.W. CACERES ELEMENTARY 🛞	
	단 Туре	All	
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	🚹 Language	All	
	🚹 Group	All	
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By clicking on the "+"	🔁 Мар	All	
next to each field, you can break down who	Name	✓ contains ✓	Search Hide Advanced Search
you are sending it to			
even more.		466 contacts found. C	selected. 🗆 Select all
NV/			
			Cancel Review Selections Done



Send Message To:





Delivery Modes											
		212	4 6	9] 31		f	*				
		212		050.40			Ū		STEP 3: Dial the "8	00″	
Delivery Options		ohones one <mark>t</mark> i	me only	956-46	4-1600 -				phone number		STEP 4: Enter the User ID #
Voice ⁺ Audio	o										
Record your 1 represent inso learn more.	Voice ⁺ Audio with erted variables. No	variable ins t applicable t	erts by press o Upload Aud	ing (*) on the lio. Click the p	telephone key lay button to	ypad to the right to	, 🕑	Call 800-90 Enter User II Enter Messa RECORD yo To FINISH, p To REVIEW, To EXIT, pre	1-4956 More Numbers D 357143 Ige Box ID 7736766 our message after the tone. oress #. press 2. ss 9 and hang up. OR Upload Audio		STEP 5 Enter the Messag Box ID # STEP 6: Record your message and then pre "#"
approx time: Copy Modes	: 0:00 Download	Variable	▼ Inse	rt Script	▼ Sa	ve as Scrip	t			r F F	message Press 2 to Listen to message Press 9 to Exit
								Add Voice (2/5	i) Add Text to Speech (2/5	5)	





🕞 Spanish (253) 🛞 * English (215) Delivery Modes 9 999) (昗 f 8 Click in white box to type text message. 212 46 31 0 0 0 0 Text Help your Recipient. ntify your message by placing the name of your Institution in your text message.





Text

Help your Recipients identify your message by placing the name of your Institution in your text message.

DISD students return on Mon, Aug 24th. Make sure that your child is ready to start a great school year. Contact your child's school for start times.

Copy Modes...

Insert Variable

Insert Script

Save as Script

12 Characters remaining

* English (215) T Spanish (253)	You are now working in Spanish mode	16	246 will receive a phone message and 16 will receive a text message.
Phone Caller ID Delivery Options	DONNA ISD	956-464-1600		
		Repeat steps as you did for "English"		Add Voice (1/5) Add Text to Speech (1/5)

Shortcut for Recording

No. N	
Phone Delivery Modes	
Delivery Options TTY Call phones one time only	6
Record your Vries ⁴ Audio with variable inserts by pressing (*) on the telephone keypad to bern more. Call 800-901-4956 More Numbers Inter Message Box ID 7736766 Enter User ID 357143 Enter Message Box ID 7736766 To FINISH, press # OR Upload Audio Copy Modes Insert Variable Insert Script Save as Script Audio Save as Script Save as Script	

OPTION A- To send "Now"	Voice* Audio Record your Voice* Audio with variable inserts by pressing (*) on the telephone keypad to represent inserted variables. Not applicable to Upload Audio. Click the play button to the right to learn more.	Nessage recorded. To delete and re-record, click here. It will bring you back to this screen and show that the message is recorded.
	Time Zone (GMT-06:00) Central Time (US & Canada) When Now Later	Add Voice (2/5) Add Text to Speech (2/5) Click "Next" Cancel Save as Draft

Final review before Sending

Review Your Message







Review Your Message

Title Message Type Institution Scheduled By Languages Total Recipients Deliveries

\$ 458

TEST

468

Outreach

DONNA ISD

Lisa Gonzalez

English* 215, Spanish 253

@] 47



46 (No content created to send to these devices)

Send Times

17 August 2015 6:00PM (CT) 23 August 2015 2:00PM (CT)







Creating a Group





	Contacts	New Group	Back to Groups
	Groups	STEP 3: Give the "Group" a name	*Indicates required field
	Maps	Group Name * Site DONNA ISD	
	RSS		
	Social	 Refresh Group by Import Portal 	
	EP 4: Click on	Let's begin by assigning contacts or a dynamic criteria to your new group Assign Contacts Assign Dynamic Criteria	
		o contacts assigned.	
N			Cancel Save

Assign Contacts to this Group



17244 contacts found. o selected.



42 contacts found. o selected. Select all

Name Туре Name Type Name Туре Aguayo, Jennifer Garza, Linda Lugo, Lydia Student Faculty Faculty Alamo, TX Donna, TX Donna, TX 785167312 785372907 785372447 Gomez, Daisy Aispuro, Carlos Luna, Marie Student Student Faculty Select individuals to McAllen, TX Donna, TX Donna, TX 785375921 785374747 785045018 include in group by clicking on the box Arrambide, Felis Gonzales, Alejandro Martinez, Victoria Faculty Student Student next to their name DONNA, TX 78537 San Juan, TX Weslaco, TX 785895088 785962905 Gonzales, Grace Faculty Arrambide, Maribel Martinez Maravillas, Mari... Faculty Student Gonzalez, Sarahfrances Student Carl and the second sec ALAMO, TX 78516 Donna, TX 785373521 Alamo, TX Mata, Nathan Student 785169461 Delgado, Arnoldo Student Hernandez, Martin Student ALAMO, TX 78516 785372467 Alamo, TX Garcia, Carmen Mendoza, Mary Faculty Faculty 785161695 Continue to - -Hernandez, Oscar next page for Faculty Edinburg, TX 785416016 Donna, TX 785375222 more names. Garcia, Julian Montelongo, Martin Faculty Student 785703802 Edinburg, TX Edinburg, TX 785423603 785397017 🔇 🔇 page 1 of 2 🕥 🚫 Click "Done" when finished selecting Done Cancel



Uploading a 'CSV" file

- Create list in Excel
- Import Call list 2 required columns
 - Referencecode (Student ID #) No space
 - Institution (Campus Name as it appears in Blackboard)
- Upload direct contacts 3 required columns with the following headings:
 - lastname (as is, no spaces; can list last and first pame)
 - Homephone (as is, no spaces)
 - Smsphone (as is, no spaces)
- Phone numbers must indicate area code
- No other information is needed
- Does NOT have to be in alphabetical order
- Save as "CSV (Comma delimited)

Sample

lastname	homephone	smsphone
Ansiso, Maria Imelda	9564641234	9564641234
Balderas, Graciela	9564611234	9564631234
Cantu, Margarita	8711239456	9561231234

Direct upload could be used by Coaches, Band or Choir Teachers who are assigned during the day to one campus but coach at a different campus.







end	Sent				٩		earch 🕨
ratis	94 sen	t messages found	DONNA HIGH	SCHO	OL.	Ψ All	-
utbox	Type	Message Title	Delivery Date	Ŧ	Recipients	Status	Se
ent	•	Bus Route for summer school	9 June 2015 6:28PM (CT)		638	Completed	Ou
emplates	•	Graduation Practice Reminder	5 June 2015 5 19PM (CT)		390	Completed	Se
cripts	-	Graduation practice clarification	4 June 2015 5:00PM (CT)		390	Completed	Те
	-	Graduation practice	3 June 2015 5:30PM (CT)		390	Completed	Sci
	٠	Breakfast in Cafeteria	3 June 2015 5 27PM (CT)		2,073	Completed	B
				Clic w app	ck here to ith magi bear whe the	o review. Squa nifying glass wil en you scroll ov message.	ire I ver



To see who did not receive the message, click on the yellow highlighted areas. (Normally we do NOT send emails because not everyone is set up to receive emails.)



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2	INSTITUT	TI <mark>CONTACT</mark>	REFEREN	LASTNAM	FIRSTNAM	RADE	LANGUAG	COUNTRY DE	LIVERY	PHONEEX	LOCATION	RESULT	ADDRESS	CITY	STATE	ZIP			
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17	DONNA	H student	2496	5 Arrambid	Ruben	12	Spanish	1			9.56E+09	Undeliver	311 S 25th	Donna	тх	78537			
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19	DONNA	H student	52513	Barcenas	Velia	12	English	1			9.57E+09	Undeliver	823 Mossy	Alamo	ТХ	78516			
20	DONNA	H student	51710	Barrera	Jorge	10	Spanish	1			9.57E+09	Undeliver	1140 Cama	Alamo	ТХ	78516			
21	DONNA	H student	36043	Becerra	Gabriela	12	Spanish	1			9.56E+09	Undeliver	109 San Vi	Alamo	TX	78516			
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		\checkmark		\mathbf{i}								\smile							

What to do with Delivery Results Report

Review it

- Contact staff members who have incorrect phone numbers and have then email Maricela Cavazos at Human Resources to get it corrected. Make sure if cell phone they indicate they want to receive text messages
- Contact students to get a current/correct phone number. Make sure phone is coded for voice and/or text messaging based on parents request.

ng Blackboard Connect 5 Your Cell Phone

Look for the Blackboard Connect App in the Android Play Store or in the Apple Store Apps Blackboard connect Blackboard Connec Blackboard Connect



SS R R C LTE : 172% 4:05 PM Blackboard		SSI S I S S I S S LTE Stand 22% I 4:05 PM Blackboard connect.
connect"	"Send a New	Send a New Message
Username	Wessage	Send a Template Message
Username	Type in your	Recent Activity
Password	Username and Password	Surse 2015 05 August 2015 04:30 PM (CT) Completed
Remember Me		New to the District Registration 05 August 2015 04:00 PM (CT) Completed
Login		restorative discipline training remi 04 August 2015 03:05 PM (CT) <i>Completed</i>
		6th grade restorative discipline tra 03 August 2015 08:00 AM (CT) <i>Completed With Warnings</i>
		Donna North Football Practice Fres 02 August 2015 02:00 PM (CT) Completed



SSE IS I I I I I I I I I I I I I I I I I		Send a New Message
Apply All Recipients Federal Programs Staff Migrant EOC English Retesters Office Staff	 Select your group (You cannot do specific breakdowns) Click on "Apply" Hit the back button on your cell phone 	Type I Outreach Title test Recipients 4 contacts selected.
3 of 3 groups.	 Click on "Phone" 	Delivery Modes Phone Email Text Send Date & Time







S 🖂 🖃 🐻 🛛 👸 lte 🤆 📶 66% 🛑 4:38 PM
Send a New Message
test
Recipients
4 contacts selected.
Delivery Modes
Phone
🖴 Email
🔁 Text – this is a test
Send Date & Time
Set Delivery Date & Time
Ready to Send

Saving screenshot	
Send a New Message	
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27/////////////////////////////////////	messa

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	🖴 Email
	Text - this is only a
"Now" will appear under "Send Date & Time"	Send Date & Time
send message (you will not	Now
be prompted to review your message, so make sure your	Ready to Send
message is ready to be sent.)	





Through your cell phone you CANNOT do the following:

- Create groups
- Select only certain individuals to send message to
 - Messages will go to all (English and Spanish)
 - If using phone then you must record in English followed by Spanish and type your English and Spanish text in one box (*limited to 160 characters*)
- Review your message before sending

- The date and time will appear under "Send Date & Time"
- Click on "Ready to Send" to send message (you will not be prompted to review your message, so make sure your message is ready to be sent.)

As a courtesy....

When sending out a message please make sure your front office staff knows that you are sending a message and what the message is about.





Rebecca Castañeda Director

Contact Information

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VACANCY

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Lisa E. Gonzalez, CEOP

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Elva Guerrero Clerk Phone: (956) 461-4262 Fax: (956) 464-1953



This Power Point presentation is available for you to download at any time from the Federal Programs website under the "Presentations" tab.

Title IV Presentation (New: 09/10/19)

Business & Finance Symposium Presentation - Federal Programs (August 2019) (Revised - 08/14/19)

2019-2020 Campus Budget Principal Presentation (05/20/19)

Presentation on Summer School/CNA/Student Transfers (April 12, 2017)

Blackboard Connect 5 Training Presentation Revised: 09/16/19

Budget Training (May 2013)

Comprehensive Needs Assessment

Federal Programs PLC - How is this expenditure going to help our Donna ISD students learn?

Review of the Use of Objects and Functions