

SENDING ANNOUNCEMENTS WITH BLACKBOARD CONNECT

1. Log into Blackboard Connect. Click on Send a Message, select Outreach.
2. Title message
3. Click on **TO...** and select recipients –OR–
4. (Optional) To upload a custom list of student/family recipients, drop down **Select By:** and select Import Call List.
 - Select **Site** and then **Upload File**. Select file with the following properties (usually downloaded from Powerschool):
 - Saved as CSV File
 - Column 1: Student_number (replace column header to: **ReferenceCode**)
 - Column 2: SchoolID (replace column header: **Institution**)
 - Successful upload message “You’ve successfully imported X selected contacts.”
 - Select **Review Selection** to check recipients. Click **View All**, then **Done**.
5. Blackboard Connect automatically designates the Language preferences of the selected recipients.

* English (2687)

T Spanish (234)

Orange-highlighted language indicates the selected language. Toggle to the other language selection to compose message in alternate language.

6. Select **Add Voice**, type script, and call numbers at right to record message.
7. Toggle through different modes of message delivery to send voice, email, or SMS text message. Reminder: Text messages are limited to 300 characters, including spaces. If content in a mode is left blank, no delivery will be made to that mode.



Note: Click **Save As Draft often, in case of interruption.

8. Select the date and time of delivery, then choose to **Add Selected Date**. Select **Next**. *Note: a warning will pop up if more than 75% of a site recipients are chosen.* Review selections, confirming the Send Time(s). If all is correct, select **Send**.

