Automated Phone Message System
BlackBoardConnect

1. Goto our home page  www.nestucca.k12.or.us
2. Click on any site (District Office, Elementary, Jr/Sr High)
3. Click on staff access
4. Click on the “BlackBoard Connect - Login” link

or  Goto https://www.blackboardconnect.com/signin

5. Login with your user name and password
6. To send a pre-recorded message
   a. Click Message Center
   b. Under outreach use the pull down menu to select a template. For this example let’s select School Delayed
   c. Build the list of contacts
      i. Click the To... button
      ii. For this example we want to send to everyone in NVSD so we will click on the + button next to Site.
      iii. Uncheck All
      iv. Check Nestucca Valley SD, Nestucca Valley Elem, Nestucca Valley High, Nestucca Valley Middle.
   d. In the When section select Now
   e. Next
7. To send a new message
   a. Click Message Center
   b. Click Outreach
   c. Give it a title like “Teacher conference Jan 22 2013”
   d. Build the list of contacts
      i. Click the To... button
      ii. Click the + next to any group to expand the group. For this example I want to send it to all students & staff at the elementary school.
      iii. Click the + next to Site
          (1) Place a check next to Nestucca Valley Elem
          (2) Click close
      iv. Notice the number of contacts found at the bottom changed to 274.
      v. Place a check next to Select All
      vi. Click Done
   e. Notice English is high lighted in the next section along with the picture of the phone. Click Add Voice
      i. In the Voice Audio section type (or paste from a pre-typed document) the message you will read.
      ii. Follow the instructions on the right to use your phone to record the message.
      iii. If you would like it to be sent out as an email as well:
(1) Click the Email tab (next to the phone tab under Delivery Modes)
(2) Give the email a subject and then paste your message in the body of the email.

f. Click the Spanish button (above Delivery Modes)
   i. Click the Add text to speech text button
   ii. Paste your message in the “Text to Speech” window
   iii. Click Translate, Translate, Apply

g. Select when to send the message
   i. In the When section under Later click the calendar button (to the right of the current date and time)
   ii. From the pop-up calendar select the date to send the message.
   iii. Click the clock button (to the right of the date button)
   iv. From the pop-up list select the time you would like the message to go out.
   v. Once the date and time are correct, click the “Add Selected Date” button.
   vi. If you would like to have the message go out an additional time repeat steps i. to v.

h. Click Next
i. Click Send