

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.
 - v. Click the close button
 - vi. Click the Search button
 - vii. Check next to Select all
 - viii. Click Done with finished selecting contacts
 - 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