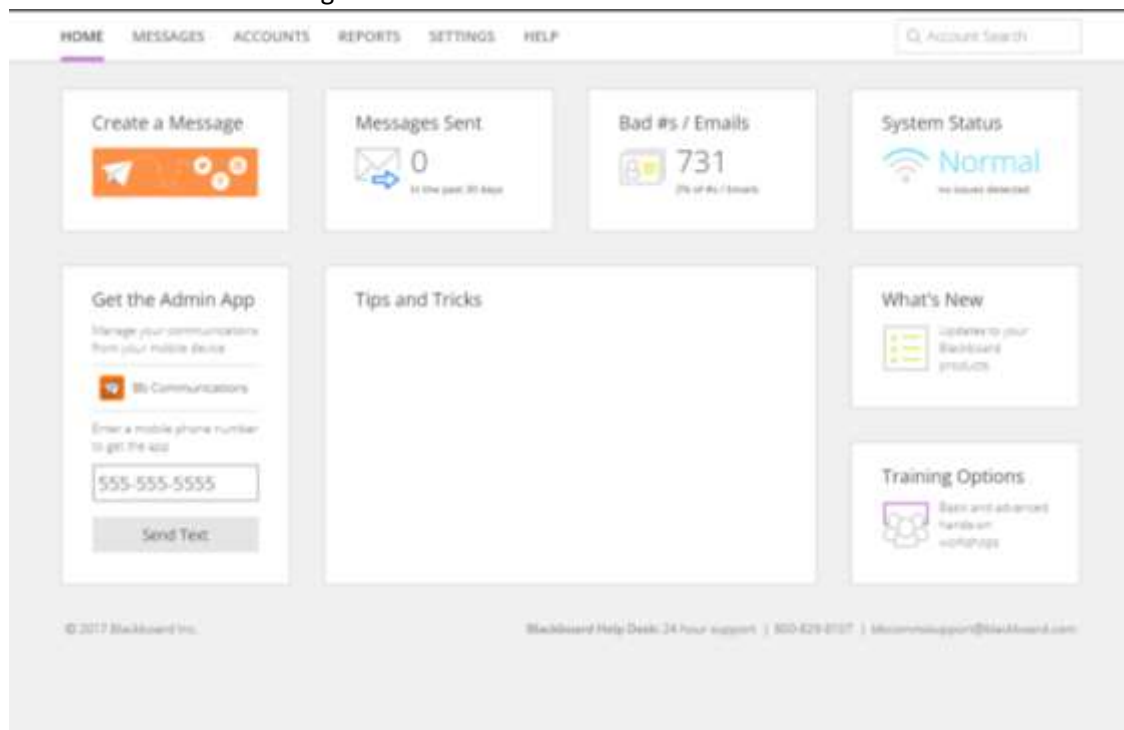
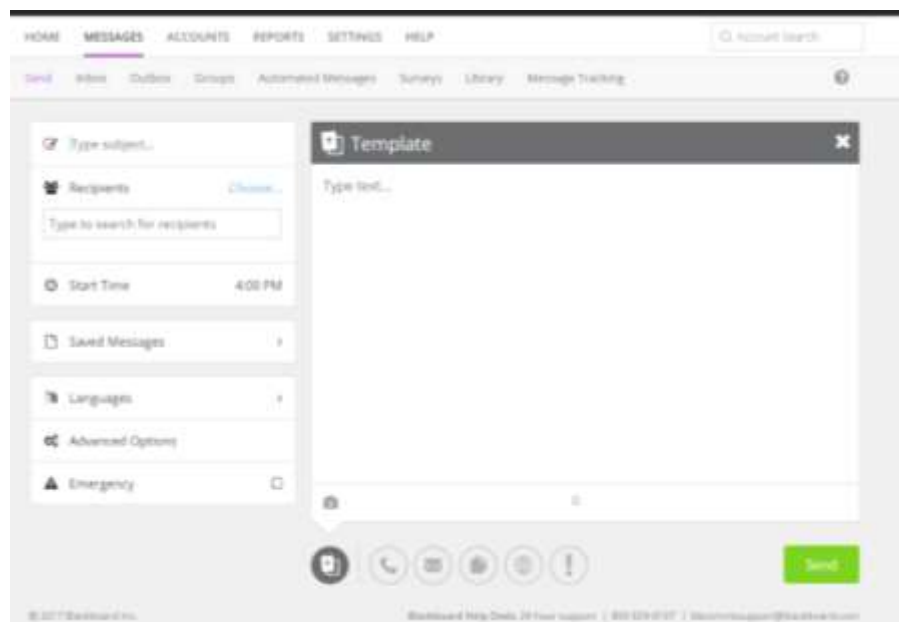


Creating a New Message on the Blackboard Communicate Website.

- 1.) Login to <https://smyrna.parentlink.net/>
- 2.) Choose the Create A Message icon.



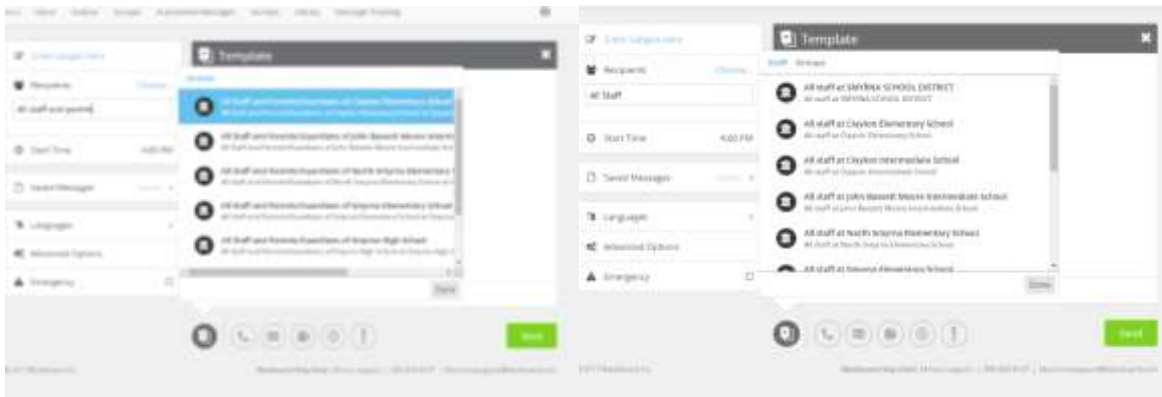
- 3.) Choose the Subject for the Message, The Recipients that will receive the communication, the Start date and time of the message, and whether you would like to use a saved message for



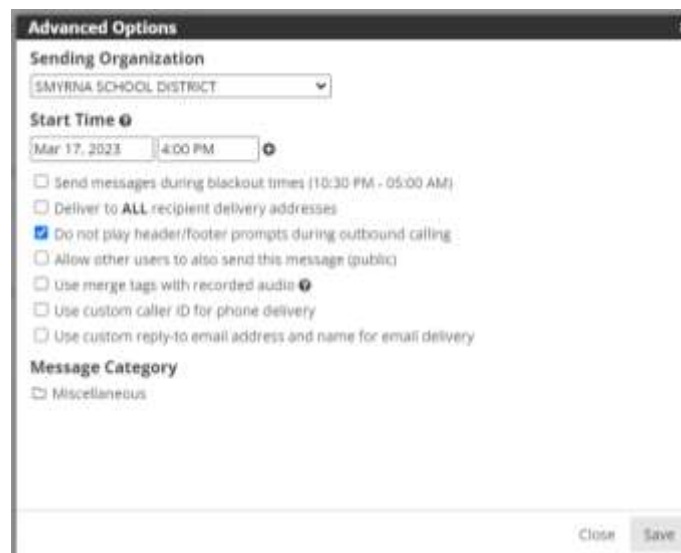
Continued...

Creating a New Message on the Blackboard Communicate Website.

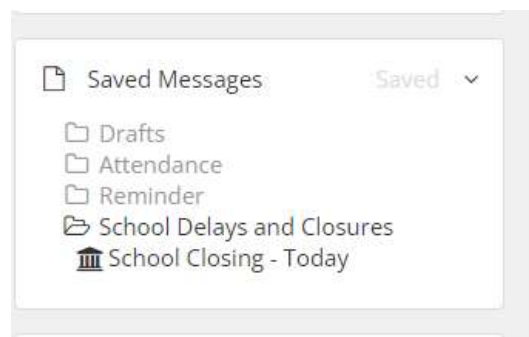
- 4.) When Choosing Recipients, you may Type in All Parents or All Staff to obtain a list by building or district list in the search bar, or by hitting the Choose icon and browsing through the building/districts group lists.



- 5.) The Start Time of the message is defaulted to 4:00pm the same day. By clicking on the Start Time section, a window appears to adjust the start date and start time of the message. Note that your sending organization will reflect your building or district level.



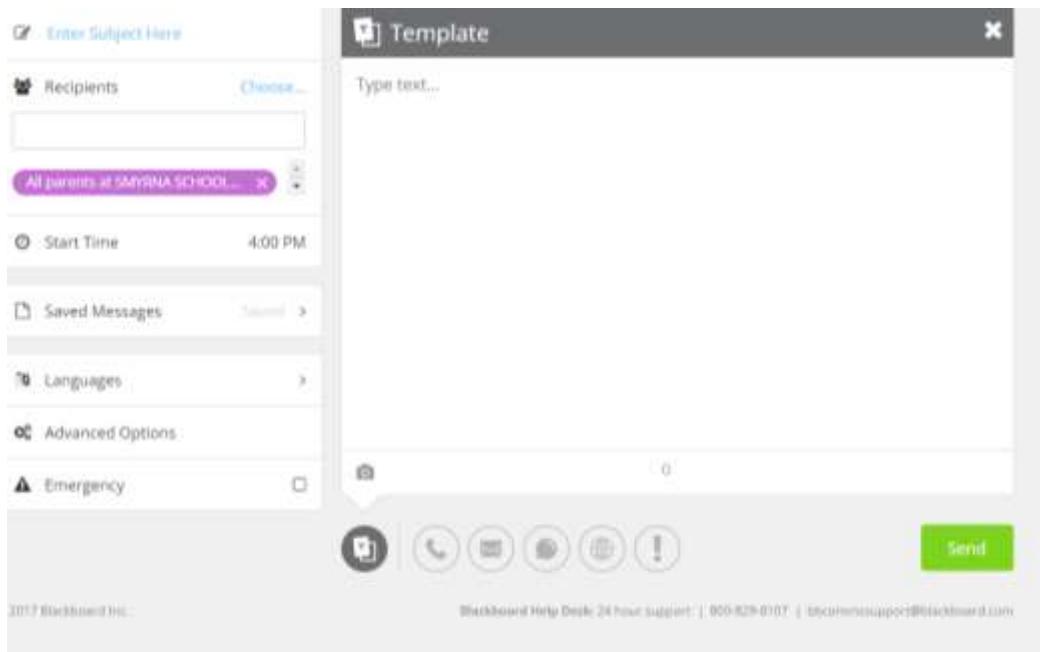
- 6.) Templates of Saved Messages can be apply by expanding Saved Messages section and choosing the message template you are looking to use. Not using a Saved Message, move to step 7.



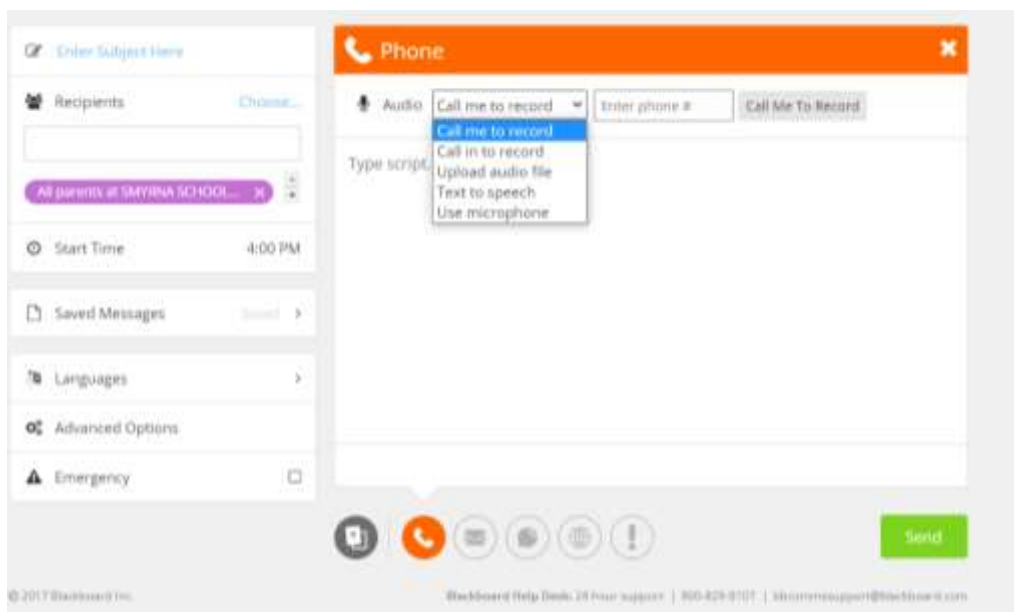
Creating a New Message on the Blackboard Communicate Website.

Continued...

- 7.) To send out a specific type of communication, Choose the icon on the median of communication you choose Phone, email, Text, website headline and announcement, website alert. Steps 8 – 12 share each individual communication type in the system. You can choose to use one, two, or many of these communication options. Each icon is color highlighted if being applied.



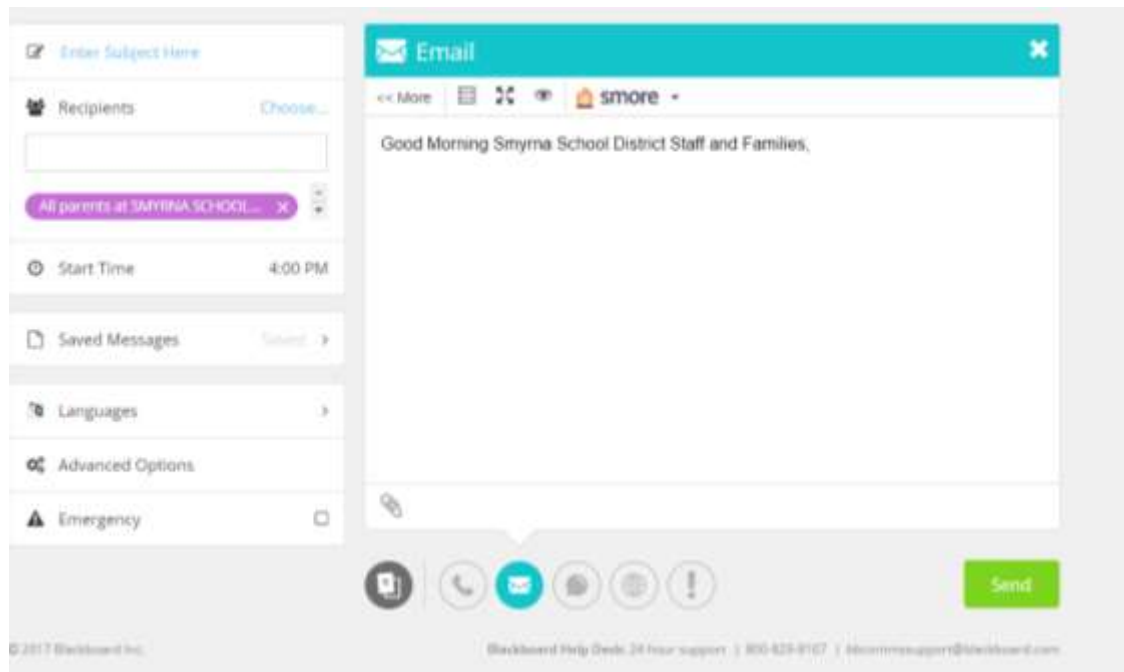
- 8.) For Phone Communications, review the audio options on putting a phone communication together. Options include: Call me to record, Call in to record, Use microphone.



Creating a New Message on the Blackboard Communicate Website.

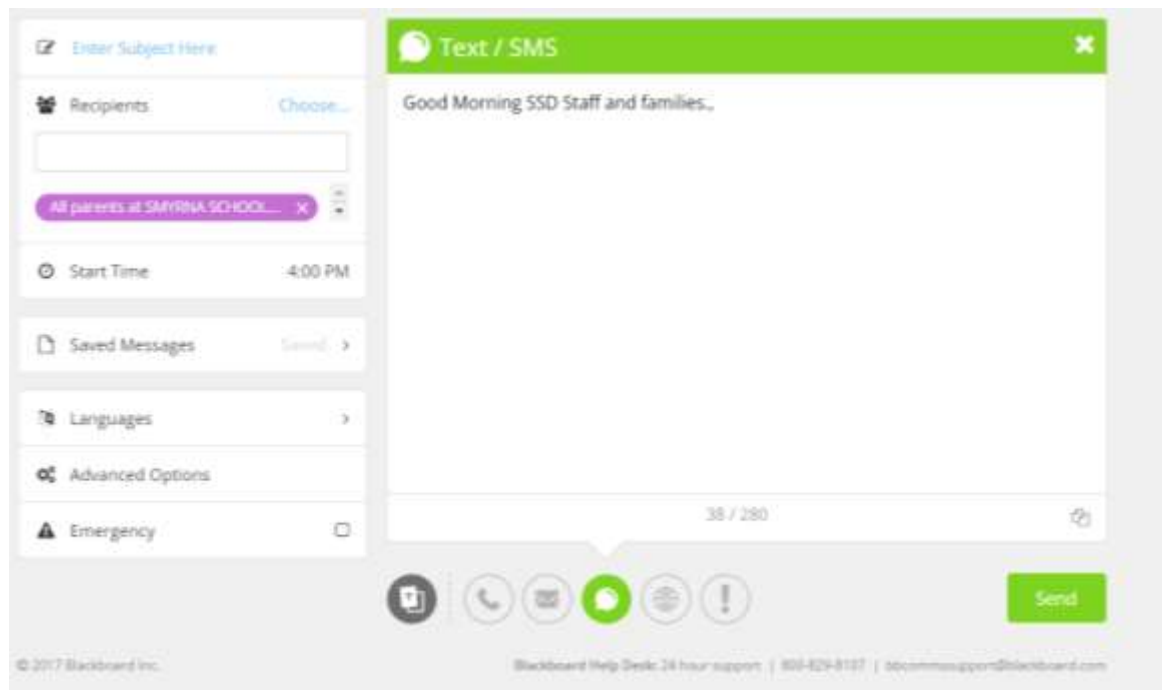
Continued...

- 9.) For Email Communications, Choose the email icon and enter what will be shared in the body of the message.



The screenshot displays the Blackboard Communicate interface for creating an email message. On the left, a sidebar contains several options: 'Enter Subject Here', 'Recipients' (with a 'Choose...' link and a dropdown menu showing 'All parents at SMYRNA SCHOOL...'), 'Start Time' (set to 4:00 PM), 'Saved Messages' (with a 'Send' button), 'Languages', 'Advanced Options', and 'Emergency'. The main area is titled 'Email' and contains a text input field with the message body: 'Good Morning Smyrna School District Staff and Families,'. Below the text field is a 'Send' button. At the bottom, there is a navigation bar with icons for various communication methods, including Email, which is highlighted in blue. The footer includes copyright information for Blackboard Inc. and contact details for Blackboard Help Desk.

- 10.) For SMS Text message, you are limited to 280 characters for this form of communication.

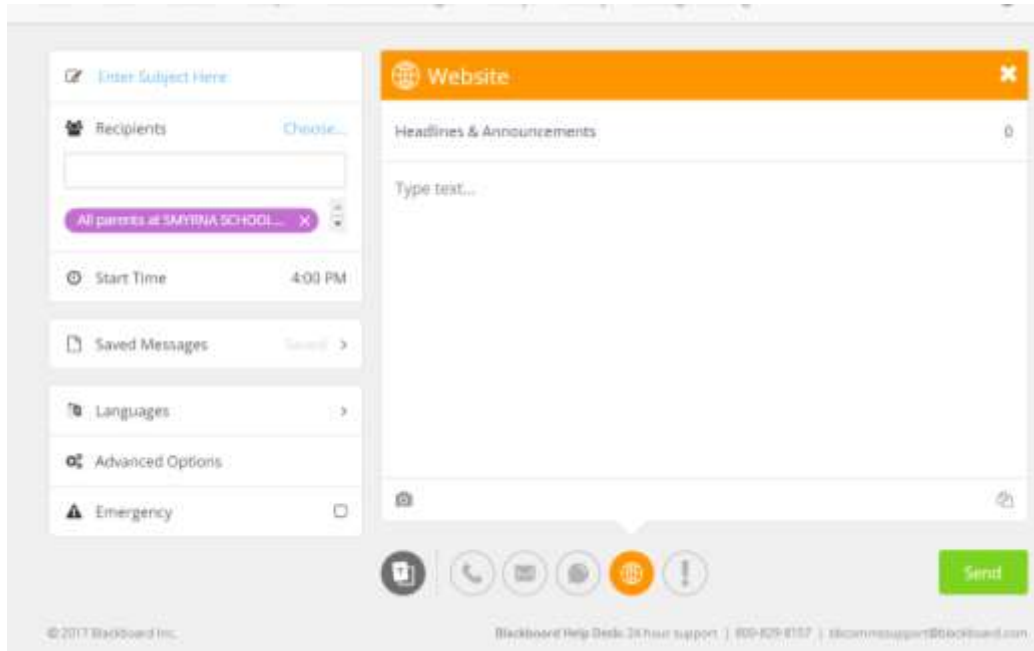


The screenshot displays the Blackboard Communicate interface for creating a Text / SMS message. On the left, the sidebar is identical to the previous screenshot. The main area is titled 'Text / SMS' and contains a text input field with the message body: 'Good Morning SSD Staff and families,'. Below the text field, a character count '38 / 280' is visible. A 'Send' button is located at the bottom right. The navigation bar at the bottom highlights the 'Text / SMS' icon in green. The footer includes copyright information for Blackboard Inc. and contact details for Blackboard Help Desk.

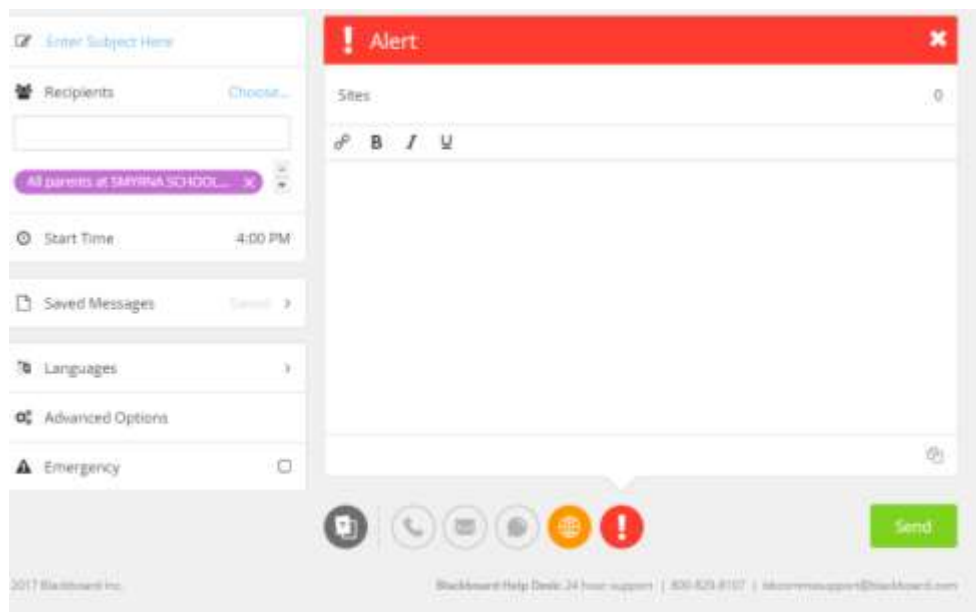
Creating a New Message on the Blackboard Communicate Website.

Continued...

- 11.) To apply communications to the Headlines & Announcements section of your building/district website, Choose the website icon and apply what will be communicated in the body of the message on the website.



- 12.) To apply a communication to the Alert section of the building/district website, choose the final icon. This is common on School Closings or Weather Delays.



Creating a New Message on the Blackboard Communicate Website.

13.) Choose the Send button once have complete the steps above to schedule the comm.

