

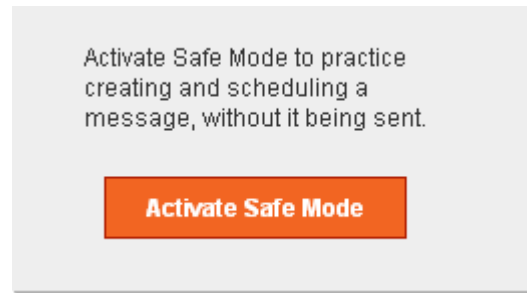
BLACKBOARD CONNECT – SENDING ALERT MESSAGES

Updated 2/20/13

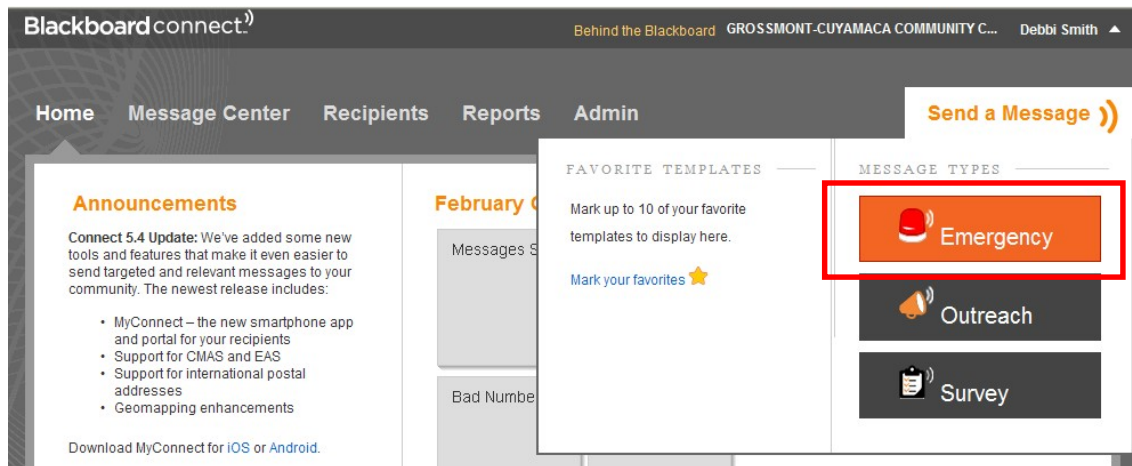
1. Go to the web site <https://www.blackboardconnect.com>

Sign In with your email address and your Blackboard Connect password.

Note: Click Activate Safe Mode if you are practicing.



2. Hover over 'Send a Message' and select the EMERGENCY option




3. Enter a Title, then click on the  button

Send a Message

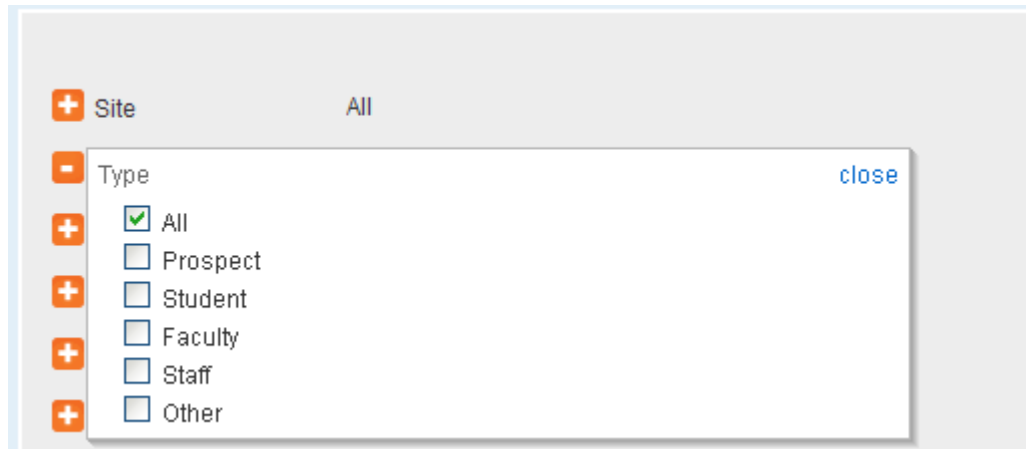
Message Type

Title

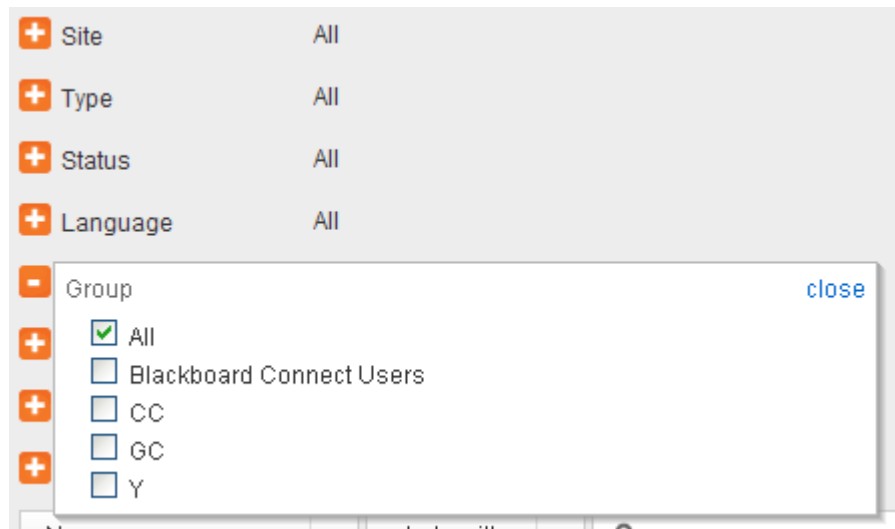


4. Select the contacts you wish to send the message to:

- If you want to send to **only Faculty & Staff**, select Type + plus sign and check the Staff box
- If you want to send to **only Students**, select Group + plus sign and check the Student box
- **Otherwise, leave the Type selection as All**



- If you want to send to **only Cuyamaca**, select Group + plus sign and check the CC box
- If you want to send to **only Grossmont**, select Group + plus sign and check the GC box
- **Otherwise, leave the Group selection as All**



5. Now check the Select all box, and click Done

+ Site All
+ Type All
+ Status All
+ Language All
+ Group All
+ Gender All
+ Country All
+ Map All

Name starts with Search

79162 contacts found. 79162 selected Select all

Cancel Review Selections Done

The To... box will be filled in:

Send a Message

Cancel

Save as Dr

Message Type Emergency

Title Emergency Alert from GCCCD

To...

Recipients x

6. To send a TEXT message, click the SMS icon



under Delivery Modes

Note: the number underneath the icon is the number of recipients for that delivery mode

Either Insert a Script or type the text to be sent:

Delivery Modes

77892	77461	50460	0	0	0	0
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Text

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

This is (NAME and TITLE) with an important message from Grossmont-Cuyamaca Community College District. (ROAD NAME) is closed due to construction. Use alternate route.

-6 Characters remaining

Copy from Mode ▼ Insert Script ▼ Save Script

Make sure you have the right time zone selected and check either **Now** to send immediately or select a date and time (click Add Selected Date for this option). Then click **Next**.

Time Zone (GMT-08:00) Pacific Time (US & Canada) ▼

When

Now

Later

Select a date: 20 Feb 2013 02:15 PM Add Selected Date

No Dates Selected. Please add a date.

Cancel Save as Draft **Next**

7. Then send the message through other Delivery Modes:



Add Audio and/or Text if desired.

Make sure you have the right time zone selected and check either **Now** to send immediately or select a date and time (click Add Selected Date for this option). Then click **Next**.

Phone

CallerId

Delivery Options TTY Call phones one time only