

Accessing Teacher Controls

To manage all settings for Connect-ED Teacher, go to www.blackboardconnected.com and click **SIGN IN HERE** located in the top right corner.

Once signed in, click on the **Connect-ED Teacher** link **A**.



Settings Tab

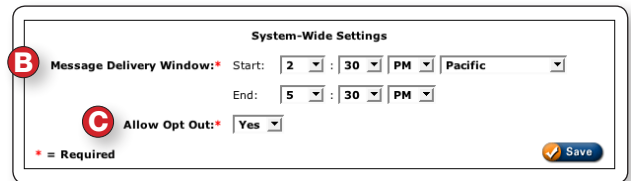
Settings Select Comments View Teachers

System-Wide Settings

Changes to this section affect all schools under the District's management. Remember to click **Save** when done.

B Delivery Window: The **Delivery Window** allows you to adjust what time each day Connect-ED Teacher sends messages to students' homes. Messages not scheduled by the Start Time are delivered the following day. End Time is when the service delivery attempts stop.

C Allow Opt-Out: The District Administrator determines whether parents can opt out from receiving calls. Enabling this feature gives School Administrators access to the **Opt-Out** tab.



NOTE: Changes to this section affect all schools under the District's management. **ONLY District Administrators** can access **System-Wide Settings**.

Site-Level Settings

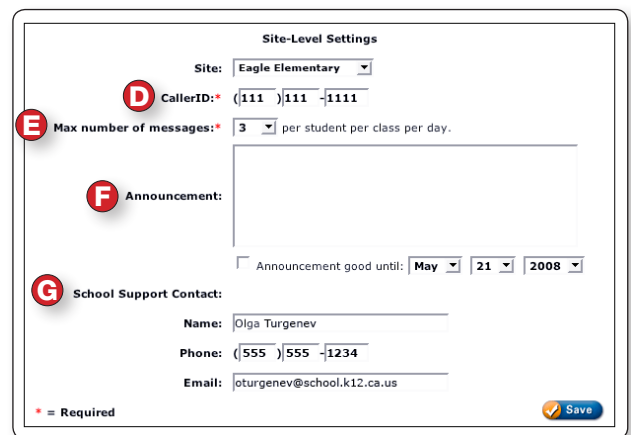
Changes to this section are applied site-by-site. Remember to click **Save** before switching between sites. The Teacher Administrator can access and make changes to **Site-Level Settings**.

D Caller ID: The phone number entered as the CallerID for each site appears on recipients' phones when the Connect-ED Teacher calls arrive.

E Max number of messages: The maximum number of messages is set on a site-by-site basis and indicates the number of comments each teacher can send to a student per class per day.

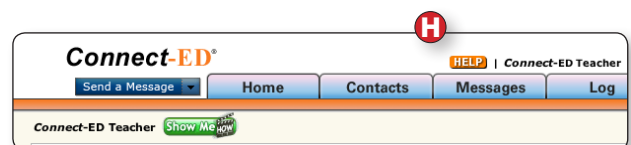
F Announcements: Enter announcements you want to show on the **Home** tab for teachers. Click the checkbox to set the expiration date in the **Announcement good until:** date field to run the announcement for a specified period.

G School Support Contact: You must assign a **Support Contact** for each site. This contact information displays on Teacher accounts associated with the site.



Need Help?


Need help? Click **Help** button above the **Messages** tab **H**, or the **Show Me** button to watch a short training video.



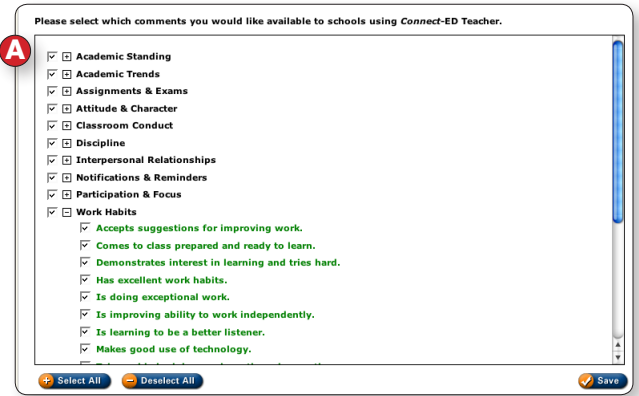
Select Comments Tab Settings Select Comments

The complete list of comments are pre-recorded in over 20 languages and categorized for convenient access.

Click the **+** or **-** button to expand/minimize the comments within a category.

Administrators can remove messages by unchecking the box  next to a comment and/or category.

Unchecked comments and categories do not appear for selection on Teacher accounts.



View Teachers Tab Comments View Teachers Opt-Out

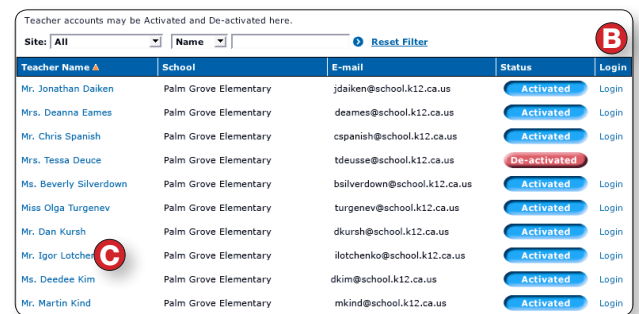
To activate a Teacher account, click the **De-activated** button. The button turns blue and changes to **Activated**. Upon activation, teachers receive a Welcome e-mail that contains individual sign-in information.

Click the **Activated** button to temporarily or permanently deactivate a Teacher account.

You may also click the **+ Activate All** button to initiate all Teacher accounts associated with a specific school.

To assist a teacher, an Administrator may log in to a Teacher account. Click the **Login** link next to the teacher's name **B**.

To correct the pronunciation of a teacher's last name, click their name **C** and enter a phonetic spelling for the text-to-speech engine to read, then click the **Done** button.



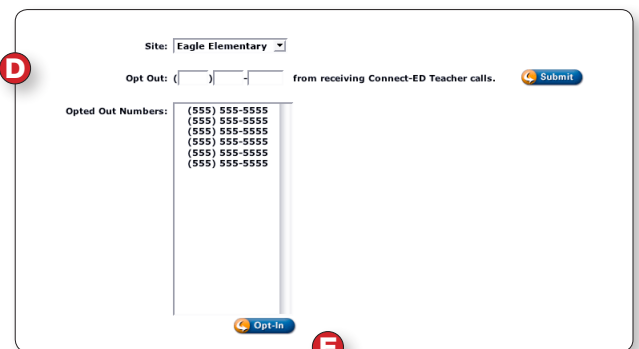
NOTE: To create new Teacher accounts, you must follow the instructions outlined in the **Connect-ED Teacher Importing Data Guide**. New Teacher accounts are not automatically activated.

Opt-Out Tab Comments View Teachers Opt-Out History

If the District Administrator deactivates this feature, families cannot opt out from receiving Connect-ED Teacher calls.

D Opt-Out: To prevent a family from receiving Connect-ED Teacher calls, enter their phone number and click the **Submit** button. The service will add the number to the **Opted Out Numbers** list. Parents with children enrolled in multiple schools must opt out their phone number from each site.

E Opt-In: By default, all phones are opted in. To remove a number from the **Opted Out Numbers** list, select the phone number and click the **Opt-In** button.



24/7 CLIENT CARE SUPPORT:

Please call Blackboard Connect's 24-Hour Client Care Line at (877) 435-7684 or e-mail us at support@blackboardconnected.com.

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