

Signing In

1. Go to <http://teacher.blackboardconnected.com/>.
2. Enter your **E-Mail Address** and **Password**.
3. Click the **Sign In** button.

Did you forget your password? Click the link **A** next to **Forgot your Password?** Enter your registered e-mail address and we will send a new, temporary password.

Changing Your Password

The first time you sign in, you will be required to change your password. You can change your password anytime by clicking **Account Preferences** at the top of the screen **B**. This will take you to the **Account Preferences** screen.

1. Enter your **Old Password** (or your temporarily assigned one).
2. Enter your **New Password**. For security purposes, your password must adhere to all of these requirements:
 - ▶ At least eight characters, with a maximum of 50.
 - ▶ Must contain at least one uppercase letter. *Ex: A, B, C, D...*
 - ▶ Must contain at least one lowercase letter. *Ex: a, b, c, d...*
 - ▶ Must contain at least one number. *Ex: 1, 2, 3, 4...*
 - ▶ For security purposes, should not contain your name, your room number, or other easily guessed words such as "password".
3. **Re-type New Password** and click the **Update** button to save the new password, or **Cancel** to exit the process without making changes.

The Home Tab

The **HOME** tab displays the latest results of your delivered and undelivered messages **D**, and school announcements **E** from your school's designated support contact **F**.

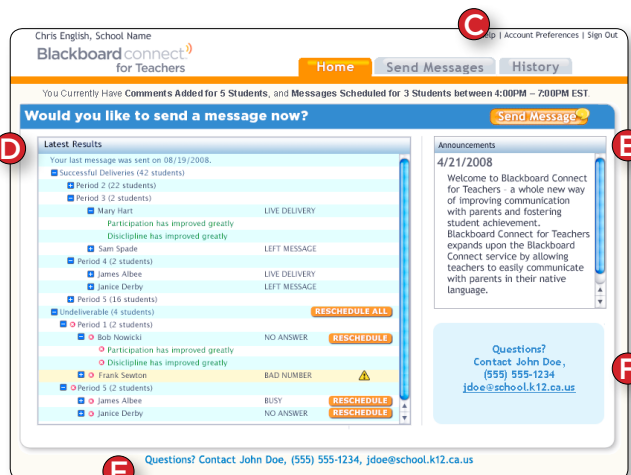
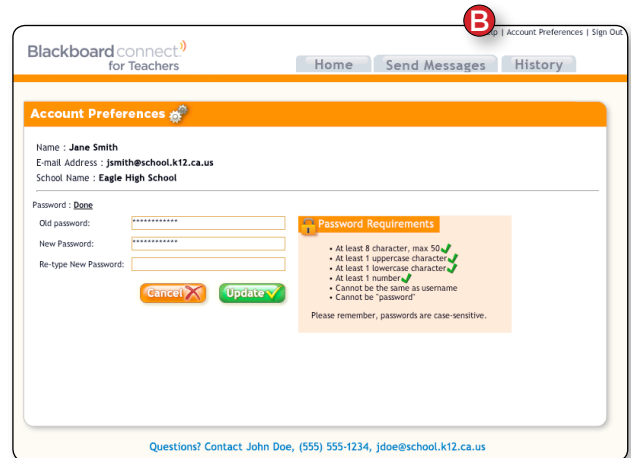
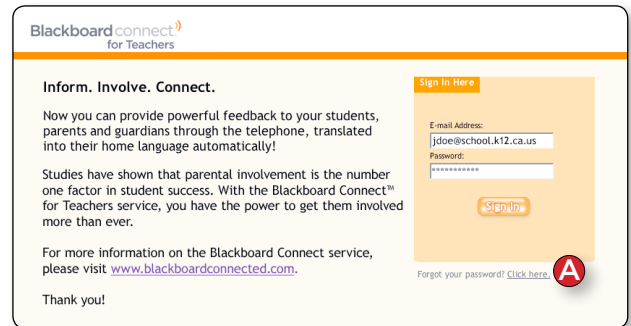
If you would like to resend an undelivered message, click the **RESCHEDULE** button next to student's name in the **Latest Results** section. Click the **RESCHEDULE ALL** button to resend all undelivered messages.

These messages will be scheduled for delivery during the next Message Delivery Window, and will appear in your **Current Selections** section in **STEP 2**.

Need help? Click the **Help** link in the upper right corner **C**,

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STEP 1: Make your selections

From the **Home** tab, click the **Send Message** button to begin sending messages to students' homes, or click the **Send Messages** tab **A**.

1. Click a student's name under **Select Student(s)** section.
2. Click the appropriate comment(s) in the **Select Comment(s)** section.
3. Click the **Add Selections** button to assign the highlighted comment(s) to the student.

TIP: To assign a comment to more than one student, highlight multiple students' names, choose the comment, and then click **Add Selections**.

Click the number icon (**3**) to the right of student's name to review comments assigned to them. Click **+** to remove a comment.

If you want to de-select all highlighted student(s) or comment(s), click the **CLEAR** button in the appropriate section.

Click the **NEXT Review & Schedule Messages** button **B** on the right side of your screen to submit selections.

STEP 2: Review your messages

Verify your added selections in the **Current Selection** section.

Click **+** to remove any students or messages before scheduling. Strikethrough text (example) indicates canceled selections.

Click the **BACK Make Selections** button **C** to add more comments.

STEP 3: Schedule

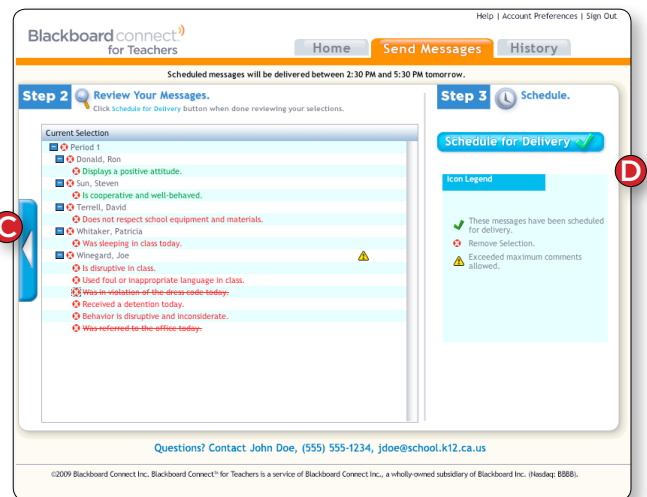
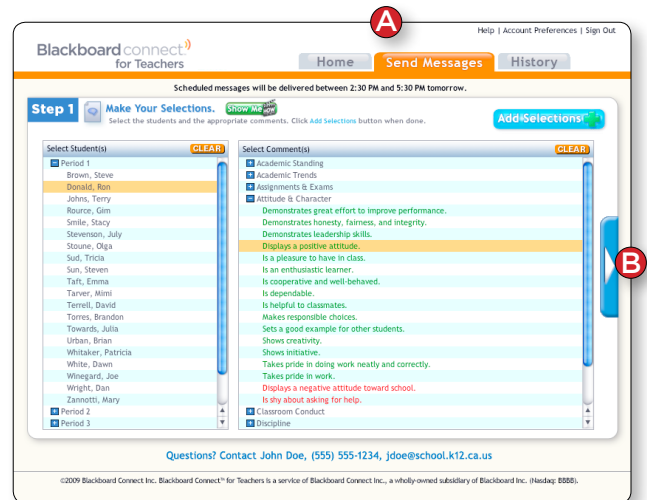
YOU MUST CLICK THE **Schedule for Delivery BUTTON TO SUBMIT YOUR MESSAGES FOR DELIVERY BEFORE NAVIGATING TO ANOTHER TAB OR SIGNING OUT.**

When you schedule messages, the system updates and submits all your changes for delivery. Successfully scheduled messages are marked with a **✓**.

The top of each screen displays the Message Delivery Window, the period during which the system delivers messages. All messages scheduled outside that window will be sent to the students' home on the next day.

An on-screen reminder **D** appears at 15 minutes, 5 minutes and 1 minute prior to delivery time to remind you to schedule all your changes.

Once all messages are verified and scheduled, you may log out.



NOTE: Messages sent to a student's home from more than one teacher will receive all messages concatenated into a single delivery to the family in their home language.

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