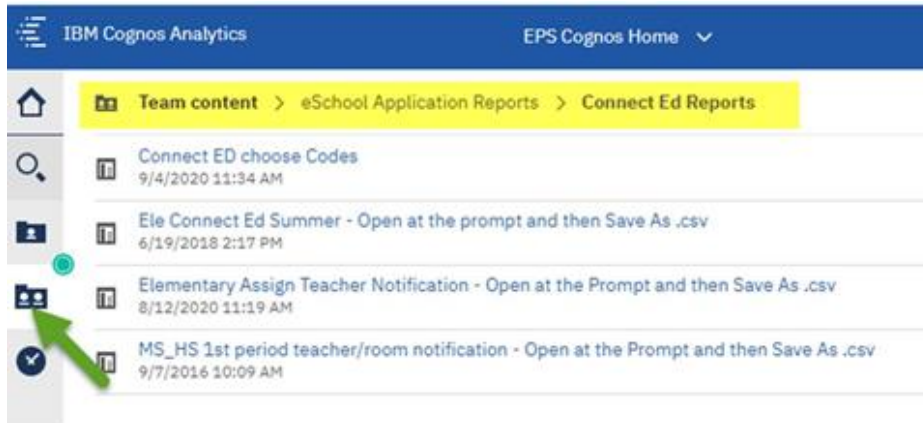
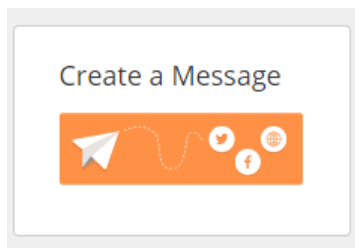


Using attendance templates in Blackboard Connect

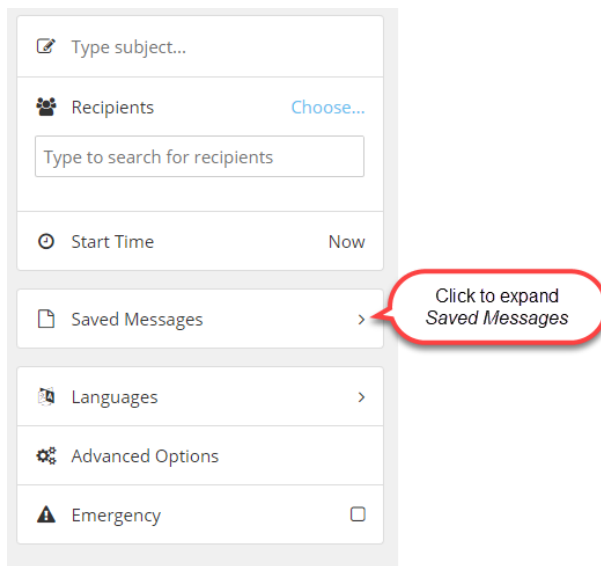
Get your report from Cognos by navigating to Team Content > Eschool Application Reports > Connect Ed Reports folder.



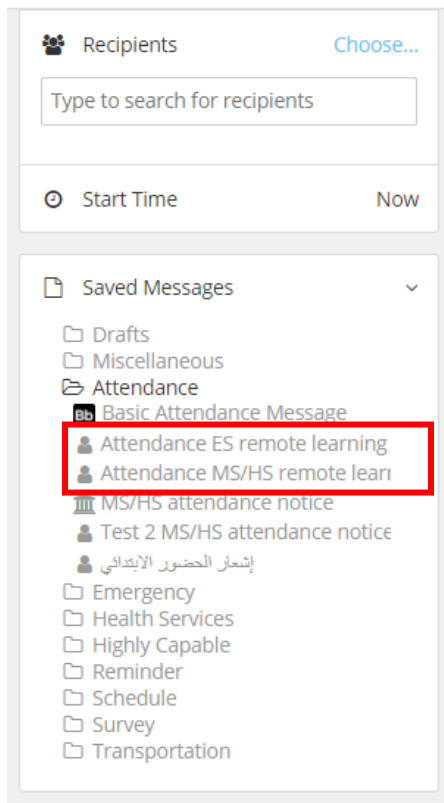
1. Log in to Blackboard Connect at <https://everettsd.parentlink.net>.
2. Click *Create a Message*.



3. Expand *Saved Messages* folder.



4. Select either elementary or MS/HS attendance template (choose for remote learning)



Recipients [Choose...](#)

Type to search for recipients

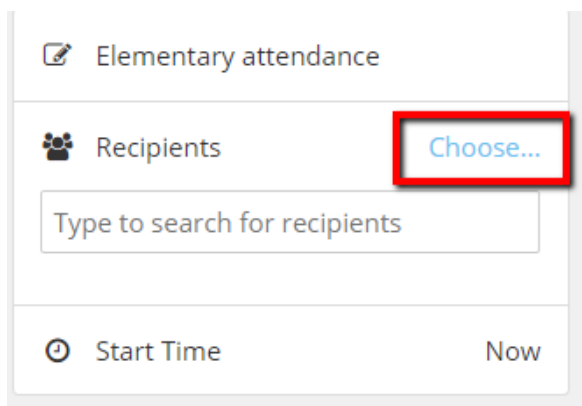
Start Time Now

Saved Messages ▾

- Drafts
- Miscellaneous
- Attendance
 - Basic Attendance Message
 - Attendance ES remote learning
 - Attendance MS/HS remote learning
 - MS/HS attendance notice
 - Test 2 MS/HS attendance notice
 - إشعار الحضور الابتدائي
- Emergency
- Health Services
- Highly Capable
- Reminder
- Schedule
- Survey
- Transportation

5. This will bring up the content for phone, email and text message already recorded.

6. Select your contacts by clicking on *Choose*.



Elementary attendance

Recipients [Choose...](#)

Type to search for recipients

Start Time Now

7. Using the drop down list, select contacts *From a File with IDs* and then click *Upload*.

Select Recipients

Select one or more recipients: **From a file with IDs**

Selected recipients (click to remove)

[Help, how do I upload recipients?](#)

[Upload](#)

[Clear List](#) [Create Group](#) [Done](#)

8. Browse to find your Text (tab delimited .txt) file.

9. Double click your text file to upload.

10. Confirm what is in each column – the first column header should be **Student ID** and the second column should say **Custom** for middle and high school. Elementary schools can select **ignore column**.

Select Recipients

Select one or more recipients: **From a file with IDs**

[Upload](#) [Help, how do I upload recipients?](#)

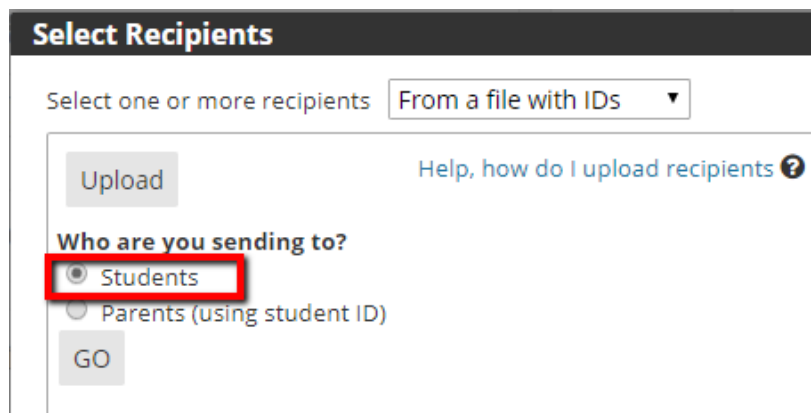
Are these fields set up correctly?

| ReferenceCode | Custom |
|---------------|--------|
| 198062 | "1, 2" |
| 335436 | "1, 2" |

[Looks Good](#)

11. Click *Looks Good*.

12. Select Students for message delivery (it will also go to parents by default).

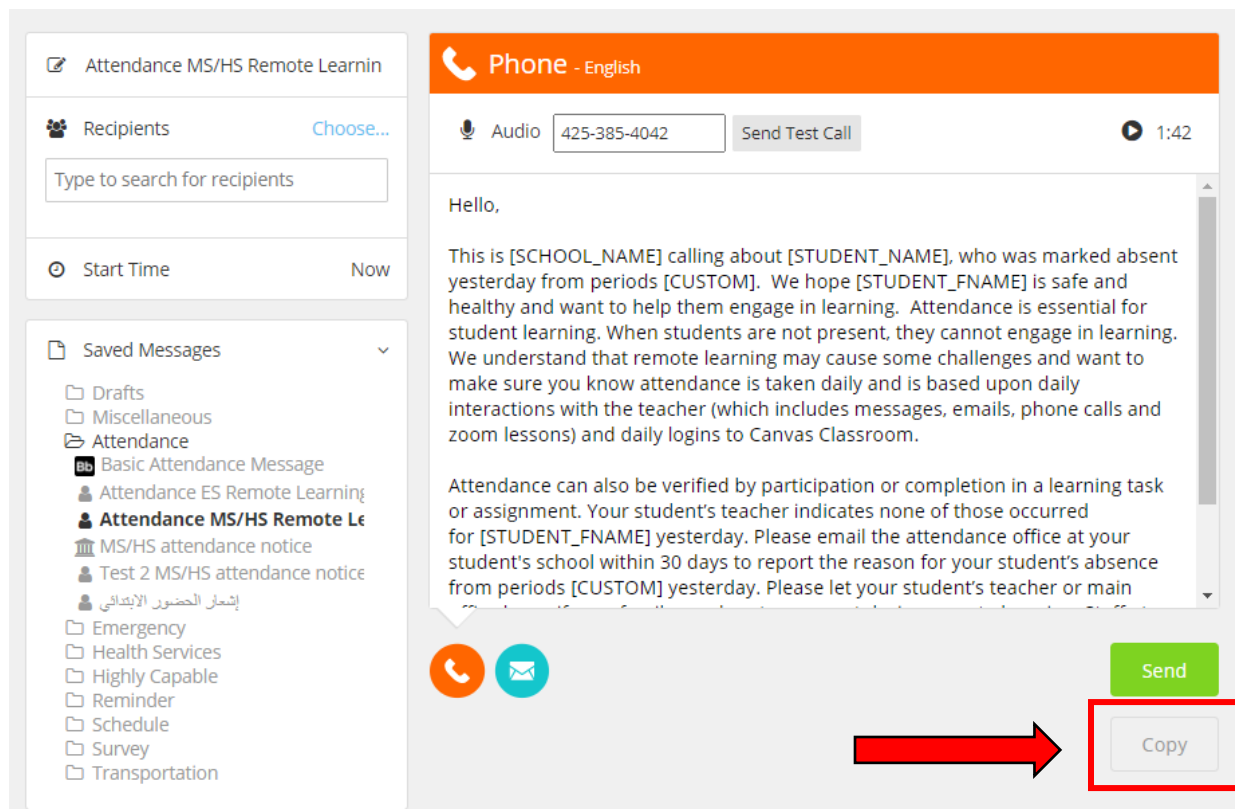


13. Click *Go* and selected recipients should move to the right side of the screen.

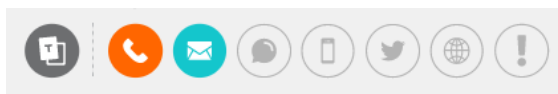
14. Click *Done*.

Elementary attendance calls, skip to STEP 20.

15. **FOR MS/HS TEMPLATE ONLY** - Click on copy at the bottom of the page.



16. Click on the orange phone bubble.

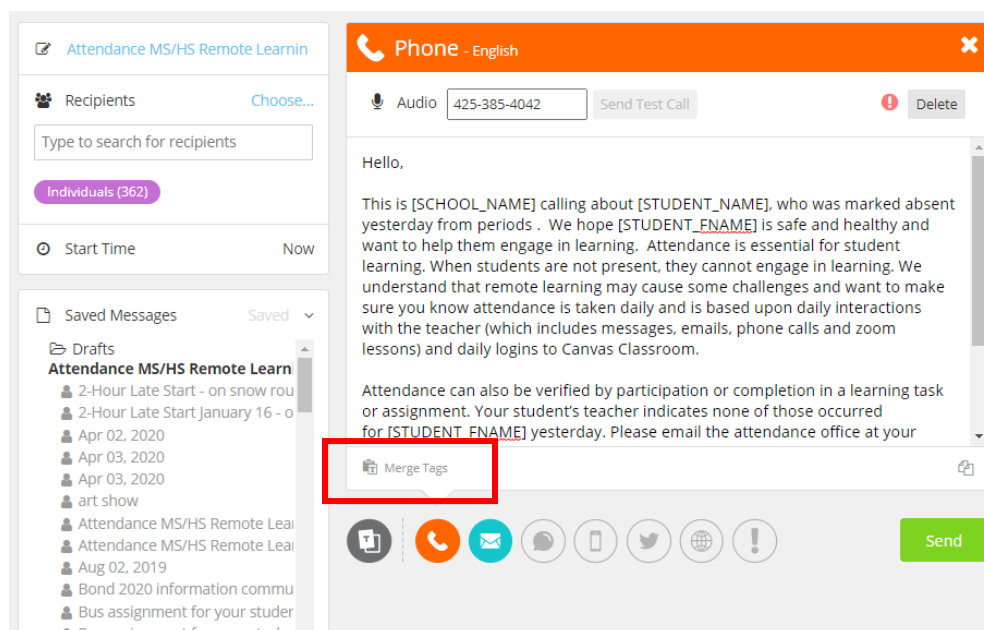


17. Click on “Start Time” on the left side to bring up Advanced Options and check the box next to “Use merge tags with recorded audio.”

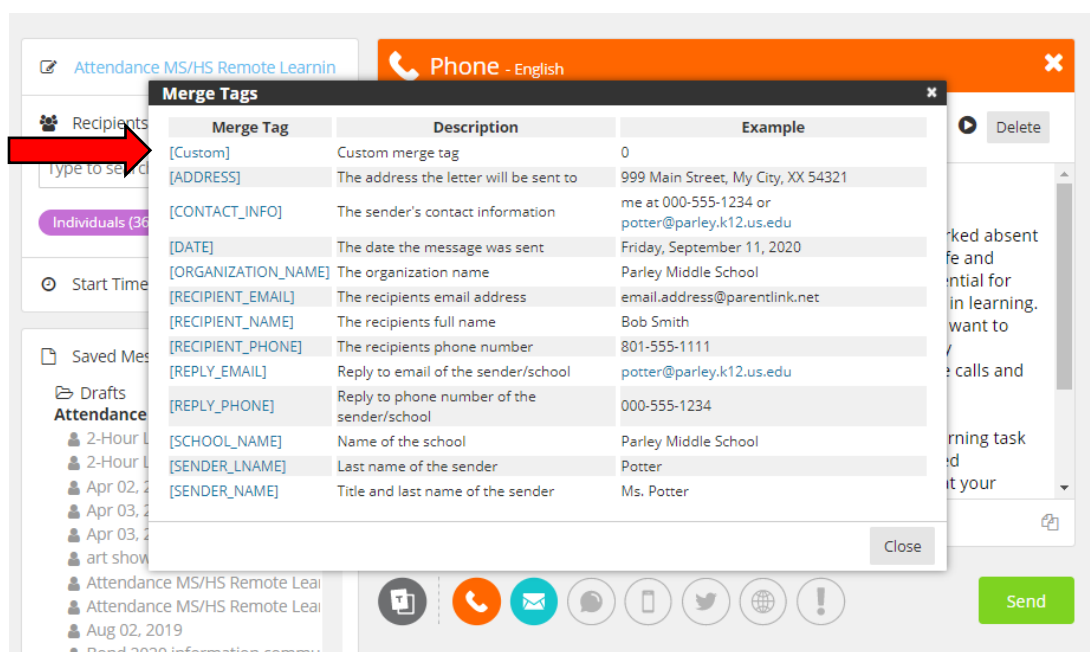
18. Replace the one [CUSTOM] in both the phone message and email by erasing what is there and then inserting the merge tag [Custom] from the menu (see series of screen shots below).

Erase [CUSTOM]

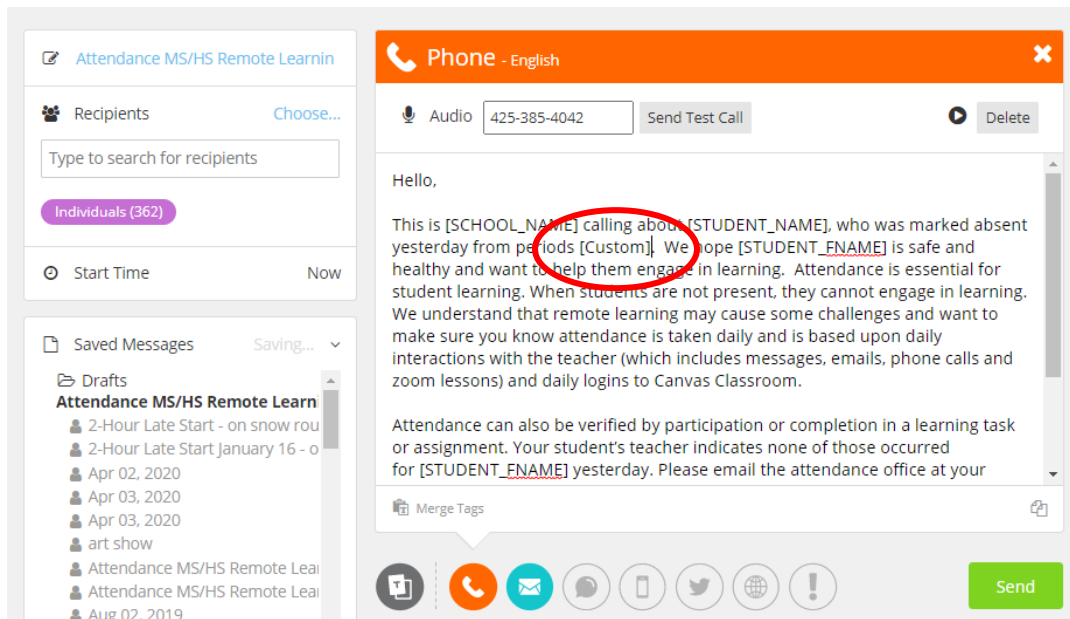
With cursor in the same spot in the message, click on “Merge Tags”



A menu will pop up. Select [Custom] from the top to insert that merge tag.

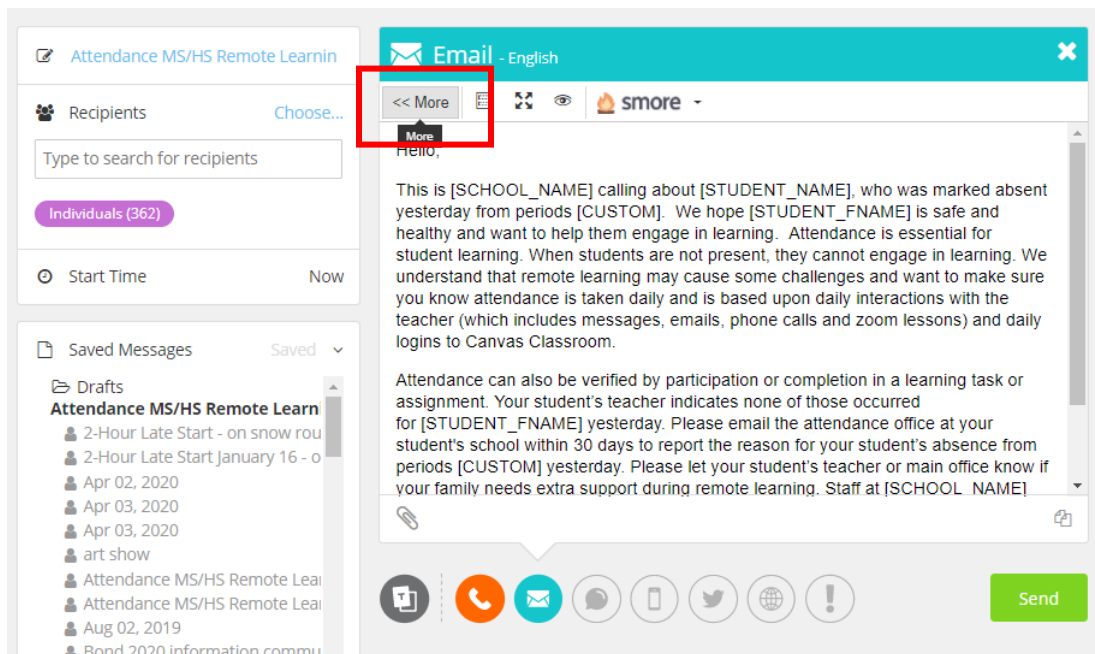


That will insert the tag in the message.



19. Then, you must click on the email bubble to do the same thing in the email. Follow the screen shots below for were to find the merge tag menu.

Click on <<More at the top of the message to bring up the email tool bar.



Erase the [CUSTOM] and replace with the [Custom] in the insert merge tag menu like you did with the phone message.

The screenshot shows the 'Email - English' interface. On the left, there's a sidebar with 'Recipients' (Choose...), 'Type to search for recipients', 'Individuals (362)', 'Start Time' (Now), and 'Saved Messages' (Saved). The 'Saved Messages' list includes drafts like 'Attendance MS/HS Remote Learn'. The main area shows an email draft with a red box highlighting the 'Insert Merge Tag' button in the top toolbar. The email body contains text with merge tags like [SCHOOL_NAME], [STUDENT_NAME], [STUDENT_FNAME], and [CUSTOM].

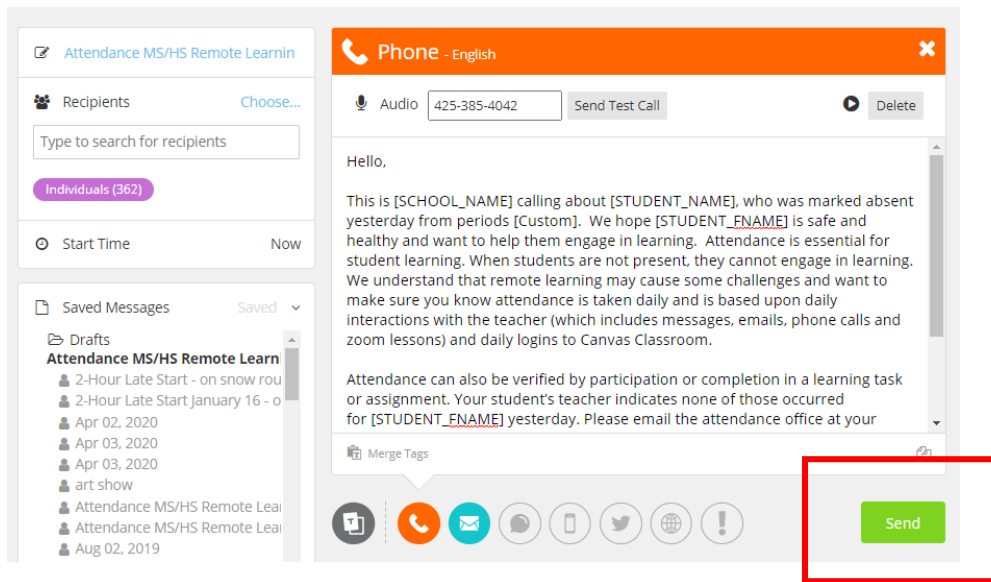
20. Schedule your message under the Start Time tab.

The screenshot shows the 'Elementary attendance' interface. It has a sidebar with 'Recipients' (Choose...), 'Type to search for recipients', and 'Start Time' (Now). The 'Start Time' tab is highlighted with a red box.

21. Select date (if not today) and time. Use the + button to add multiple dates/times for repeating messages.

The screenshot shows the 'Advanced Options' dialog box. It has a 'Sending Organization' dropdown set to 'Everett Public Schools'. The 'Start Time' field is highlighted with a red box, showing 'Sep 5, 2017' and '8:38 AM'. Below this are several checkboxes for message delivery options, and a 'Message Category' dropdown set to 'Attendance'.

22. Click *Send* and confirm message details.



23. Message will go to your *Outbox* until it is time to send.