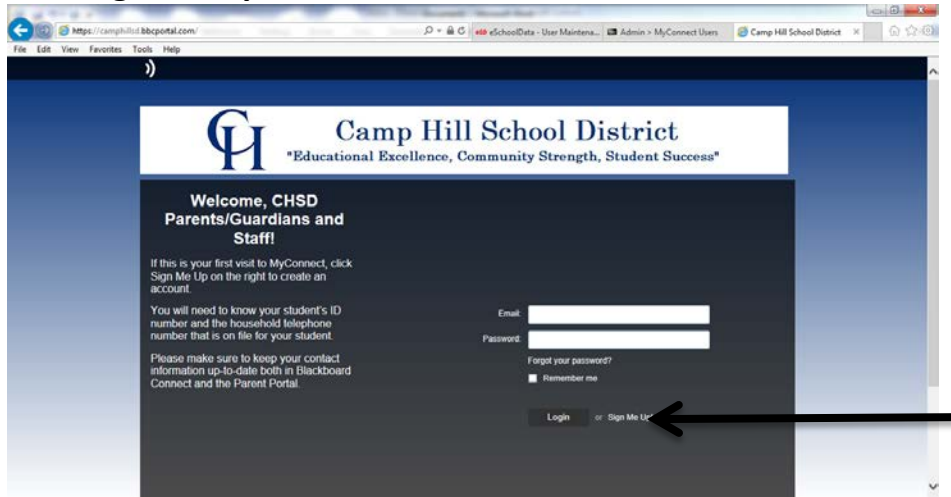


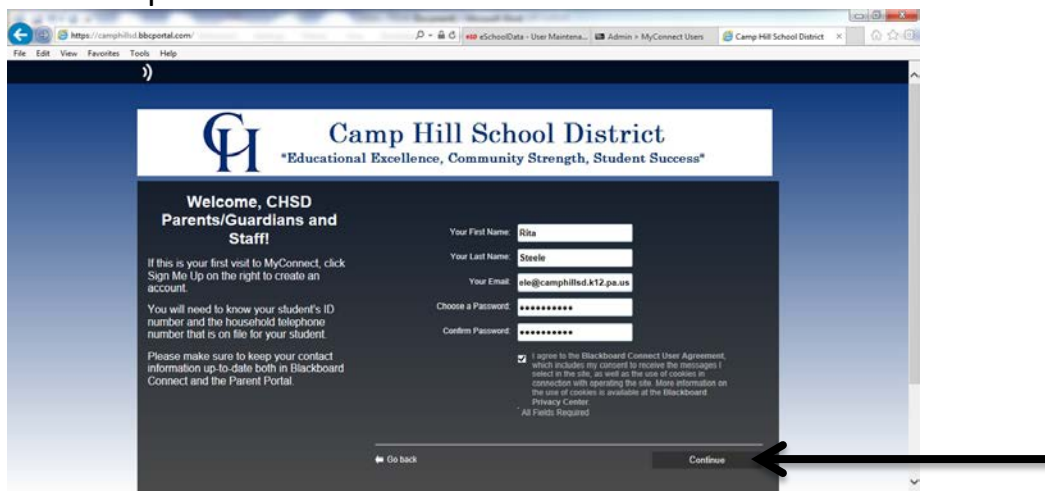
Blackboard Alert User Guide

1. Go to <https://camphillsd.bbcportal.com/>
2. Click **Sign Me Up!**



The screenshot shows the Blackboard Alert registration page for Camp Hill School District. The page features the district's logo and name at the top. Below the header, there is a welcome message for parents/guardians and staff. The main content area contains a registration form with fields for Email and Password. A "Sign Me Up!" button is highlighted with a black arrow pointing to it from the right.

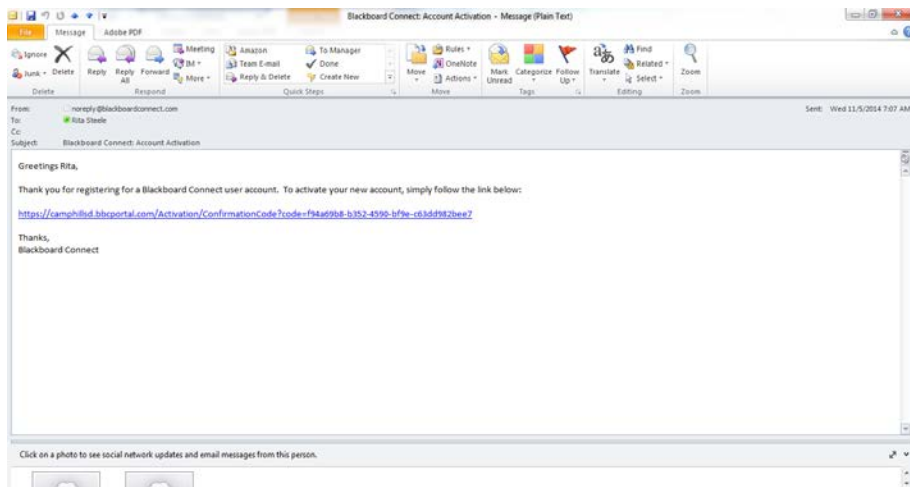
3. Enter Required Information and Click **Continue**



The screenshot shows the Blackboard Alert registration page with the registration form filled out. The fields are: Your First Name: Rita, Your Last Name: Steele, Your Email: rls@camphillsd.k12.pa.us, Choose a Password: [masked], and Confirm Password: [masked]. A checkbox for "I agree to the Blackboard Connect User Agreement" is checked. A "Continue" button is highlighted with a black arrow pointing to it from the right.

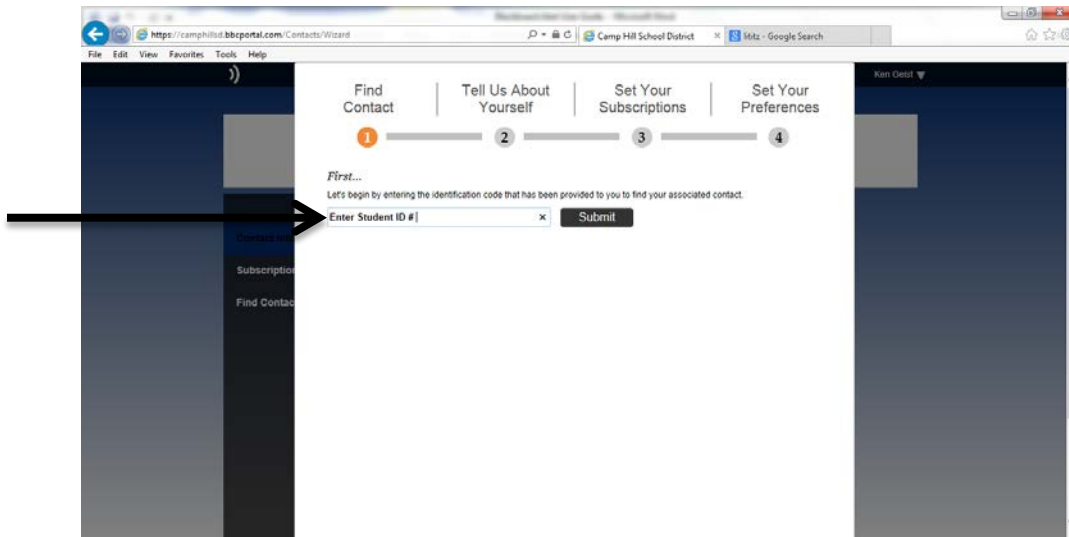
Passwords must be at least 8 characters, include 1 lower-case letter, include 1 capital letter and include 1 number. Spaces and special characters are not permitted.

4. You will be sent an email confirmation; you will need this confirmation to continue the registration process. If you don't get the message right away, check your junk and/or spam folders.

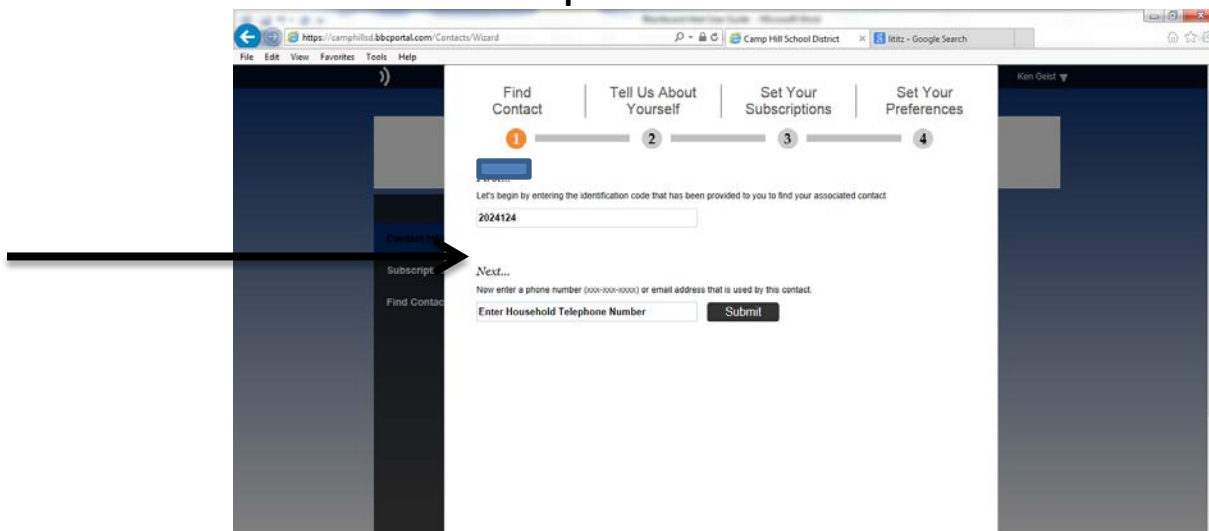


5. Answer Security Questions
6. Login with the credentials you created in Step 3, you will be prompted to enter identifying information for your student(s).
 - 1st Identifier **Student ID**
 - 2nd Identifier **Household Telephone Number**
 - 3rd Identifier **Your Relationship to the Student**Click **Associate**

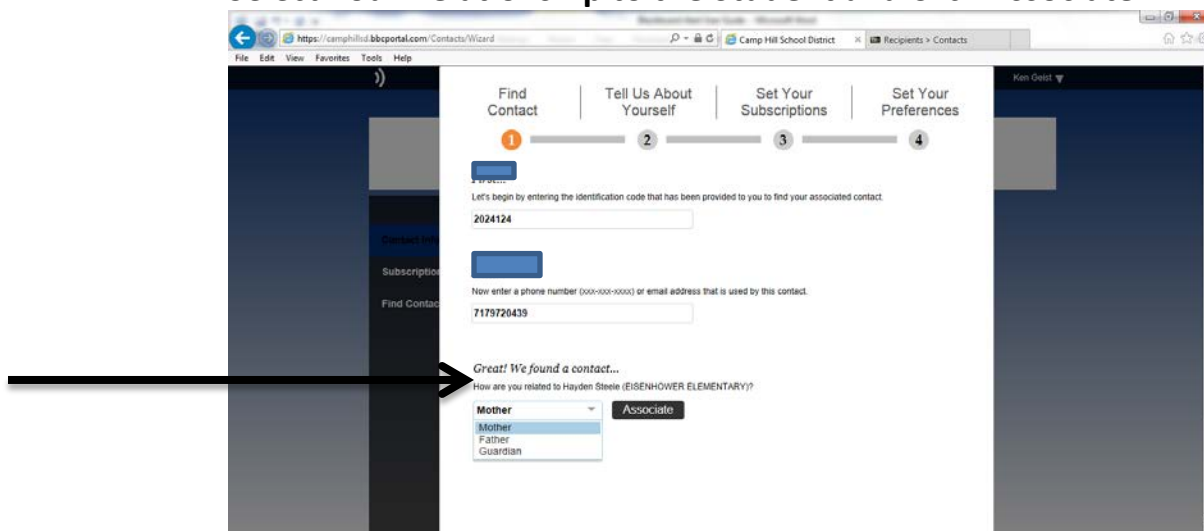
Note: Student ID numbers can be found on Middle/High School Report Cards or Progress Reports. If you need your students' ID number you will need to visit the school office in person to request the ID. Student ID numbers will not be given over the telephone, email, or fax for security reasons. Enter Student ID # and Click Submit



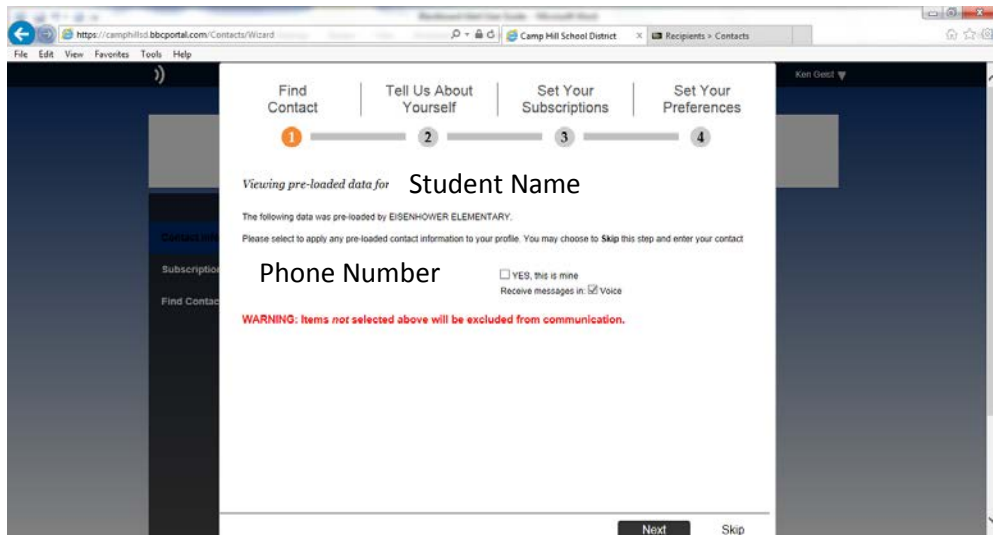
Enter Household Telephone # and Click Submit



Select Your Relationship to the Student and Click Associate



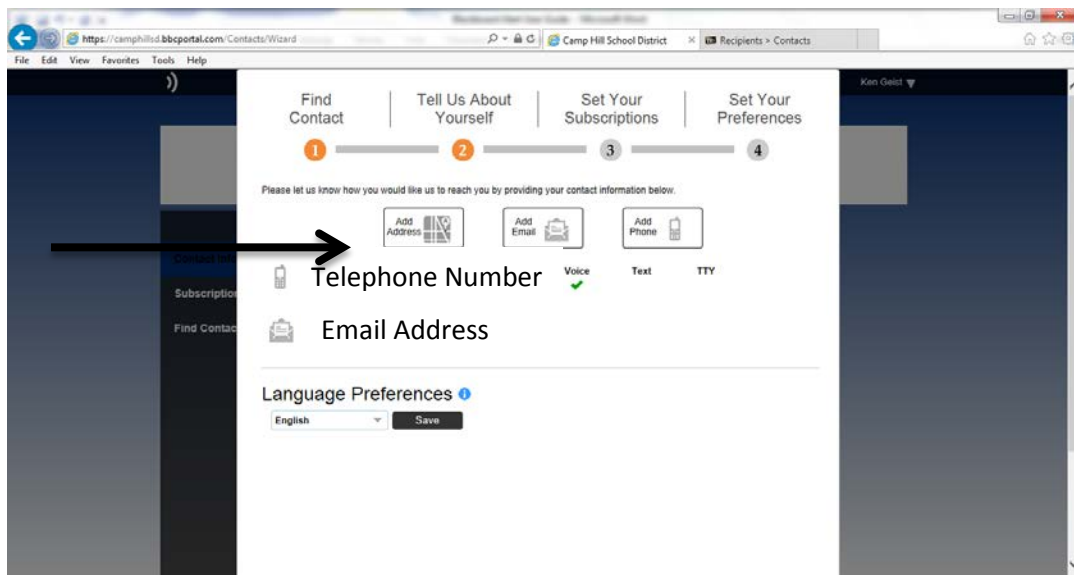
7. If you would like to be contacted via your household telephone number, Click **Yes, this is mine** and check the box beside **Voice**. Click **Next**



- Users can be contacted via Voice, Text, TTY, or Email. The system is capable of sending two types of messages, emergency and outreach. Early dismissals and weather related school cancellations are all examples of emergency calls. **The system will send emergency calls to all contacts entered in the system.** A reminder about a school event would be an example of an outreach call. **Users will be able to specify how (or if) they would like contacted for outreach calls.**

IMPORTANT! Middle and High School Parents may want to enter their students' cell phone number as a contact for emergency notifications.

- Enter any addition contact information by Clicking **Add Address, Email, or Phone**



IMPORTANT! The Blackboard Alert System will be used by both the borough and the school district. Please be sure to add your address, this feature will

be used by the borough should they need to notify a particular area of the borough about a situation.

To Add Address, Click **Add Address** and Enter Address Information. Click **Next**

This screenshot shows the 'Add Address' step of a contact wizard. At the top, there are four numbered steps: 1. Find Contact, 2. Tell Us About Yourself, 3. Set Your Subscriptions, and 4. Set Your Preferences. Below the steps, there are three buttons: 'Add Address', 'Add Email', and 'Add Phone'. A message reads: 'Please let us know how you would like us to reach you by providing your contact information below:'. A form titled 'This website requires an address' contains the following fields: 'Label' (set to 'Home'), 'Country' (set to 'United States'), 'Line 1' (2627 Chestnut St), 'Line 2' (empty), 'City' (Camp Hill), 'County' (empty), 'State' (set to 'Pennsylvania'), and 'Zip Code' (17011). A 'Next' button is visible at the bottom right of the form.

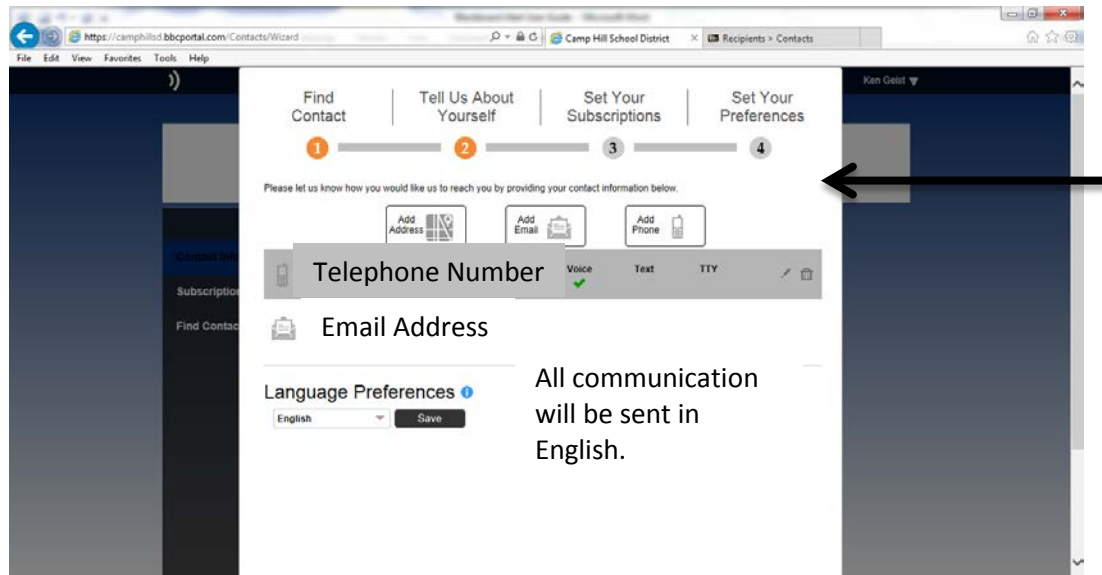
Click **Drop-down Arrow** beside **Address** and Click on **Suggested Address**

This screenshot shows the 'Verify Your Address' step. It features a map of the area around Camp Hill, PA. A dropdown menu is open, showing 'Selected address: 2627 Chestnut St, Camp Hill, PA 17011' and 'Entered Address: 2627 Chestnut St, Camp Hill, PA 17011'. Below these, a 'Suggested Addresses' list is shown, with the first entry '2627 Chestnut St, Camp Hill, PA 17011-4023, Cumberland' highlighted. A black arrow points to this highlighted entry.

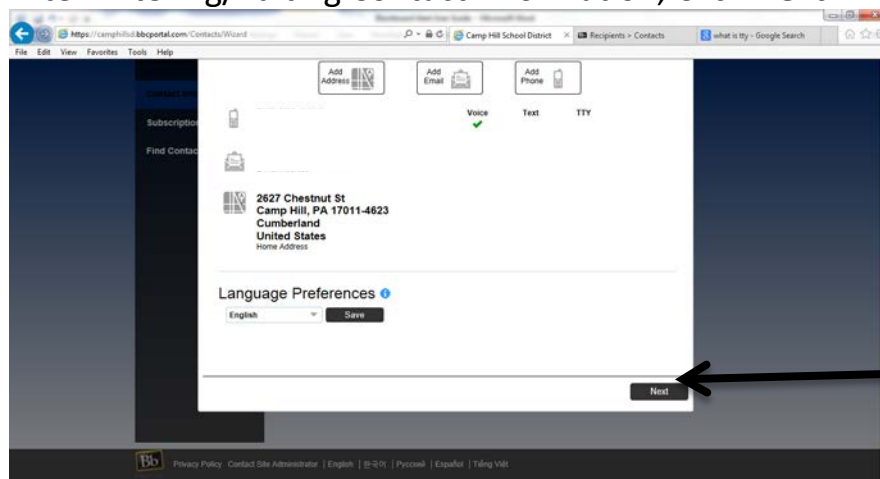
Click **Save**

This screenshot shows the 'Verify Your Address' step with the 'Save' button highlighted. The map shows the address location with a red pin. The 'Selected address' and 'Entered Address' fields both show '2627 Chestnut St, Camp Hill, PA 17011-4023, Cumberland'. A black arrow points to the 'Save' button at the bottom right of the form.

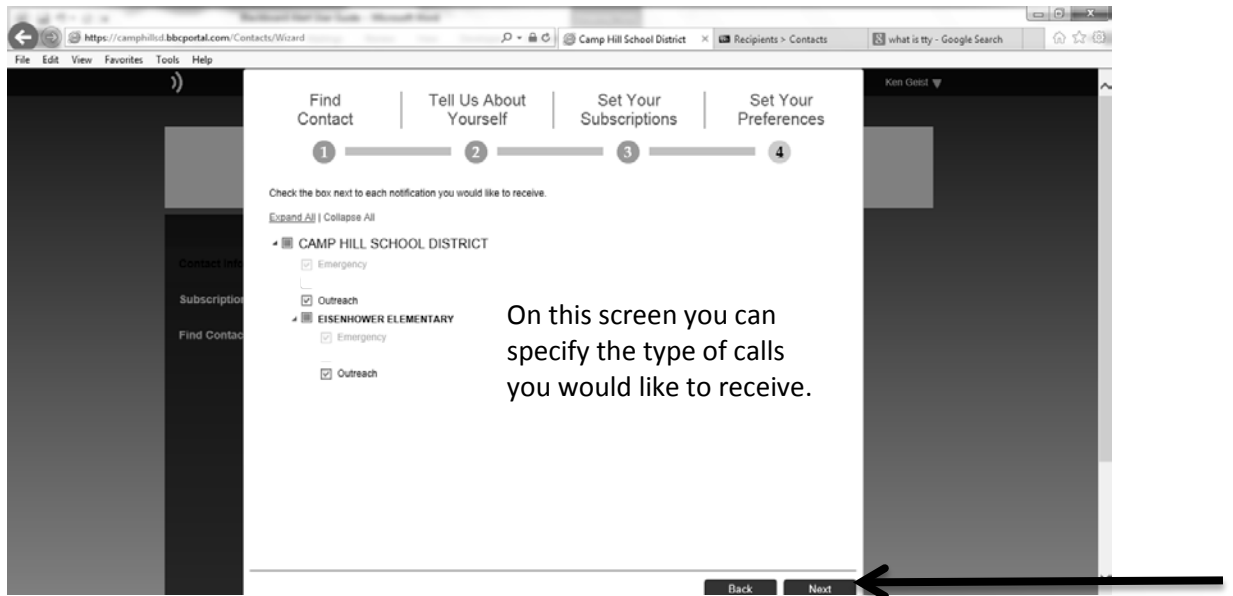
10. To Edit or Delete a Contact Method, **Hover over the Contact and Click the Pen Icon for Edit or the Trash Icon for Delete**



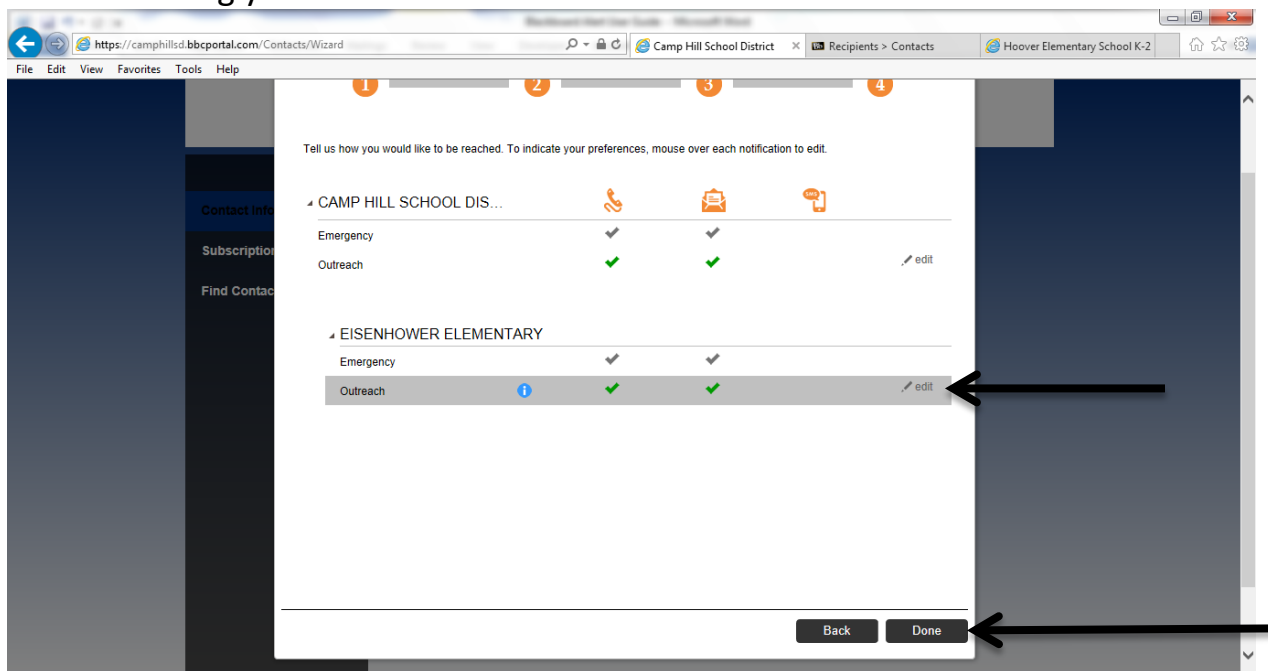
11. After Entering/Editing Contact Information, Click **Next**



12. Click **Expand All**, Click **Next**

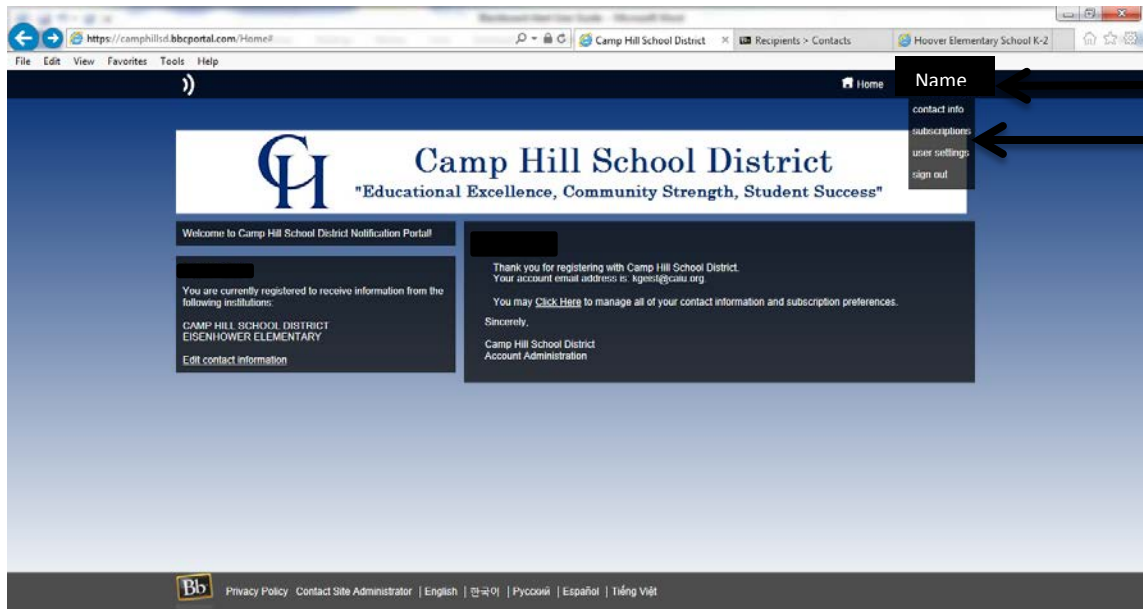


13. From this screen, you can edit the method of contact for outreach calls. Click the **Pen Icon** to edit, you can edit the method for both the district and school building your student attends. Click **Done**

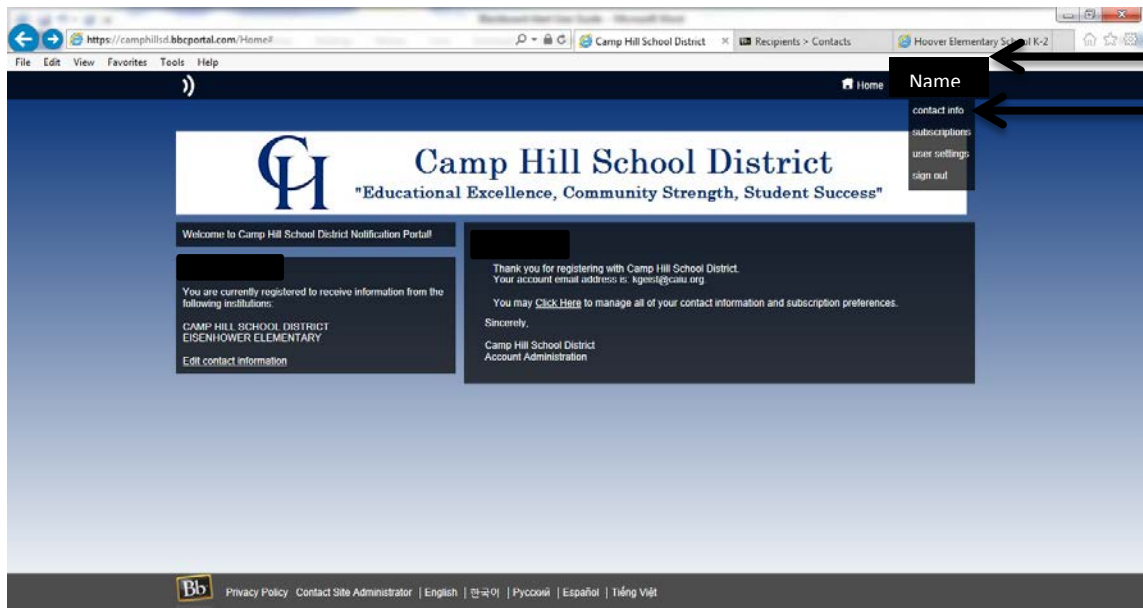


14. You can edit your contact information, subscriptions, or user settings at any time by Clicking **Your Name** and Clicking **Contact Info, Subscriptions, or User Settings**.

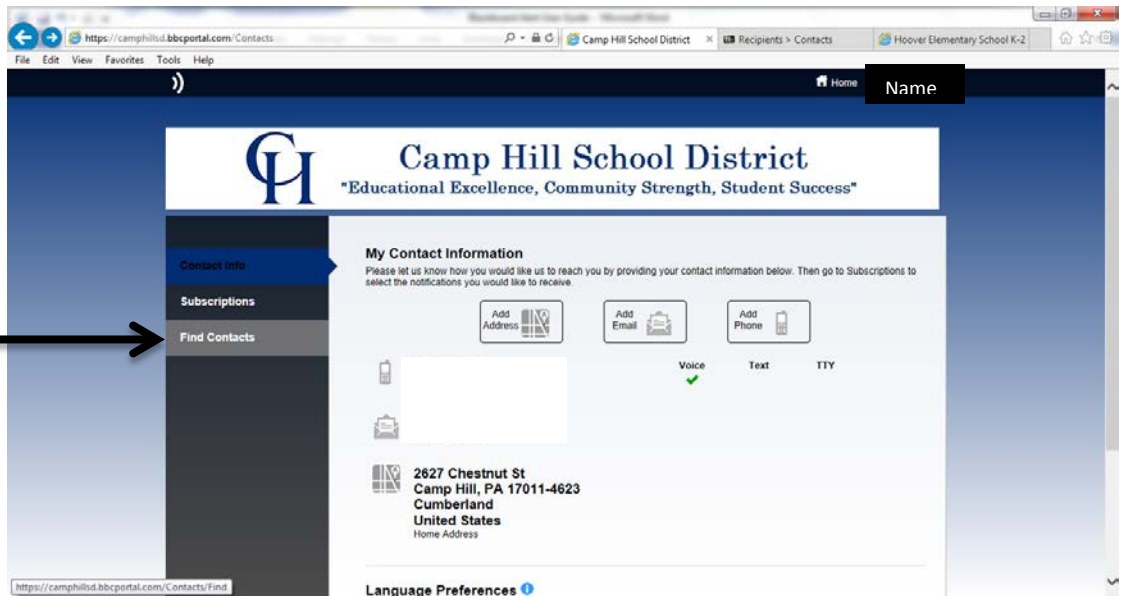
IMPORTANT! Parents/Guardians need to keep their contact information up-to-date in order to continue to receive these communications.



15. If you have more than one student in the district, Click **Your Name** then Click **Contact Info**.



16. Click **Find Contacts**



17. Repeat Steps 6-13

18. Sign out



There is a mobile app, Blackboard MyConnect, available in the iTunes or Google Play Store.

For technical assistance with the Blackboard Alert System, please contact:
Rita Steele, Technology Coordinator/Facilitator at 717-901-2600 Ext 2111
or rsteele@camphillsd.k12.pa.us.