

# Blackboard Connect

Blackboard Connect is a new service that allows parents, employees, and community members manage how they receive notifications from Wise County Schools. You can now choose exactly how you would like to receive notifications, either by text, email, or voice. A convenient portal is provided for management of phone numbers and email addresses.

Parents and Employees: <https://wisecpsparent.bbcportal.com>

Community: <https://wisecpscommunity.bbcportal.com>

**If you need to make a change to a number already loaded in Blackboard Connect, please notify the student's school or the School Board Office for an employee. Changes made through Blackboard Connect are not reflected in the school's records.**

To create a user account for Blackboard Connect, please follow the instructions below

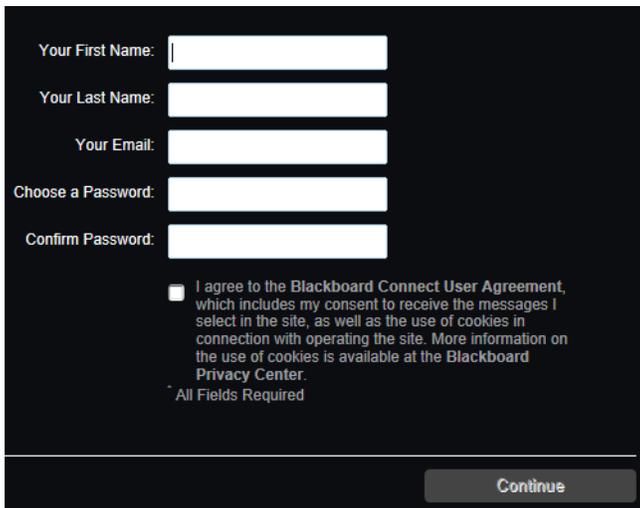
## Step 1: Create a user account

If you are a parent or an employee of Wise County Schools, navigate to the Parents and Employees link. If you are a member of the community wanting to receive notifications from Wise County Schools, navigate to the community link.

1. Click on the 'Sign Me Up!' link beside the login button.



2. Fill out the information requested and click the 'Continue' button.

A dark rectangular form with white text and input fields. It contains the following elements:

- Input field for "Your First Name:"
- Input field for "Your Last Name:"
- Input field for "Your Email:"
- Input field for "Choose a Password:"
- Input field for "Confirm Password:"
- A checkbox with the text: "I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I select in the site, as well as the use of cookies in connection with operating the site. More information on the use of cookies is available at the Blackboard Privacy Center."
- Below the checkbox, it says "All Fields Required"
- A "Continue" button at the bottom right.

- After completing the form, you will receive a confirmation email at the email address you entered. Click the link in the email to complete the registration process. You will be presented with a set of security questions. Choose 3 questions, provide the answers, and click 'Save'

Security Question 1:  
What city were you born in?

Security Question 2:  
What street did you grow up on?

Security Question 3:  
What was your childhood nickname?

Clear Save

- You will now see a message stating that your account created. Click the 'Login' button to sign in.

## Step 2: Associate your account

If you are a parent or an employee, the next step will be to associate your account with either your child or your employee number. If you are using the community portal, then you may skip to number 5.

- Enter your child's student ID or your employee ID. The student ID can be found at the top of the student's report card.

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

First...  
Let's begin by entering the identification code that has been provided to you to find your associated contact.

Submit

- Next, enter a phone number that is already on file for either the student or the employee record

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

First...  
Let's begin by entering the identification code that has been provided to you to find your associated contact.

Next...  
Now enter a phone number (xxx-xxx-xxxx) or email address that is used by this contact.

Submit

- Next you will be presented with the name of the student you are associated with or your name if you are an employee. Click 'Associate'

Great! We found a contact...

How are you related to [redacted] (Central High School)?

- Choose the numbers that are yours so that you can manage how messages are sent to those.

The following data was pre-loaded by Central High School.

Select the box next to each item to indicate a way to reach you. You may also **Skip** this step and enter the information manually afterwards. Click **Next** to continue.

<b>276</b> [redacted] Home 1	<input type="checkbox"/> YES, this is mine Receive messages in: <input type="checkbox"/> Voice
<b>276</b> [redacted] Work 1	<input type="checkbox"/> YES, this is mine Receive messages in: <input type="checkbox"/> Voice
<b>276</b> [redacted] Mobile 1	<input type="checkbox"/> YES, this is mine Receive messages in: <input type="checkbox"/> Voice
<b>276</b> [redacted] Home 2	<input type="checkbox"/> YES, this is mine Receive messages in: <input type="checkbox"/> Voice

- From here, you can add other numbers or emails, and choose if you would like to receive Voice or Text messages. Click 'Next' when you have finished setting up your phones. If you are using the community portal, you will need to click the 'Add Phone' button to add a phone number to the system.



Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses.

<input type="button" value="Add Address"/>	<input type="button" value="Add Email"/>	<input type="button" value="Add Phone"/>
<b>276</b> [redacted] Home 1		<input checked="" type="checkbox"/> Voice <input type="checkbox"/> Text <input type="checkbox"/> TTY
[redacted] E-mail Address		

6. Choose what Notifications you would like to receive. If you would only like to receive notifications about delays and closings, choose 'WISE COUNTY PUBLIC SCHOOLS'. If you would like to also receive notifications for a specific school, choose the school.



Check the box next to each notification you would like to receive.

[Expand All](#) | [Collapse All](#)

- WISE COUNTY PUBLIC SCHOOLS
  - Emergency
  - Attendance
  - Outreach
- Central High School
  - Emergency
  - Attendance
  - Outreach

7. Choose how you would like to be reached for each type of notification, then click 'Done'

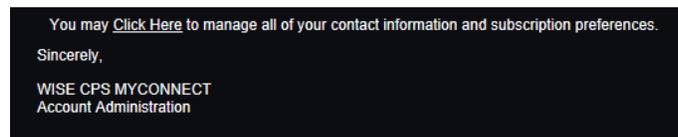


Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.

<b>WISE COUNTY PUBLIC S...</b>				
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">edit</a>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">edit</a>
Outreach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">edit</a>
<b>Central High School</b>				
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">edit</a>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">edit</a>
Outreach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">edit</a>

## Step 3: Manage Preferences

After the initial setup, if you would like to change how you receive notifications, log into the appropriate portal and click on the link to manage your contact and subscription preferences.



This will allow you to manage your preferences in the same way that you did during step 2. You have access to your contact information, subscriptions, and the ability to associate more students with your account.

To associate another student with your account, click on the 'Find Contacts' link once you've clicked the contact management link. The process here works the same as it did in step 2.

Contact Info

Subscriptions

Find Contacts

*First...*

Let's begin by entering the identification code that has been provided to you to find your associated contact.

Submit