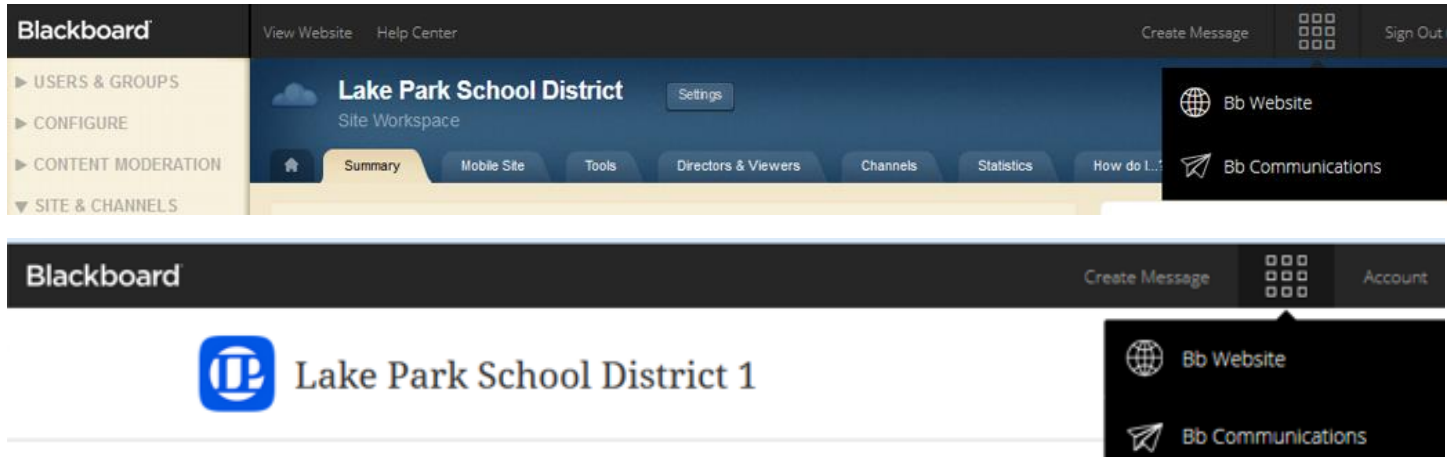


Introduction

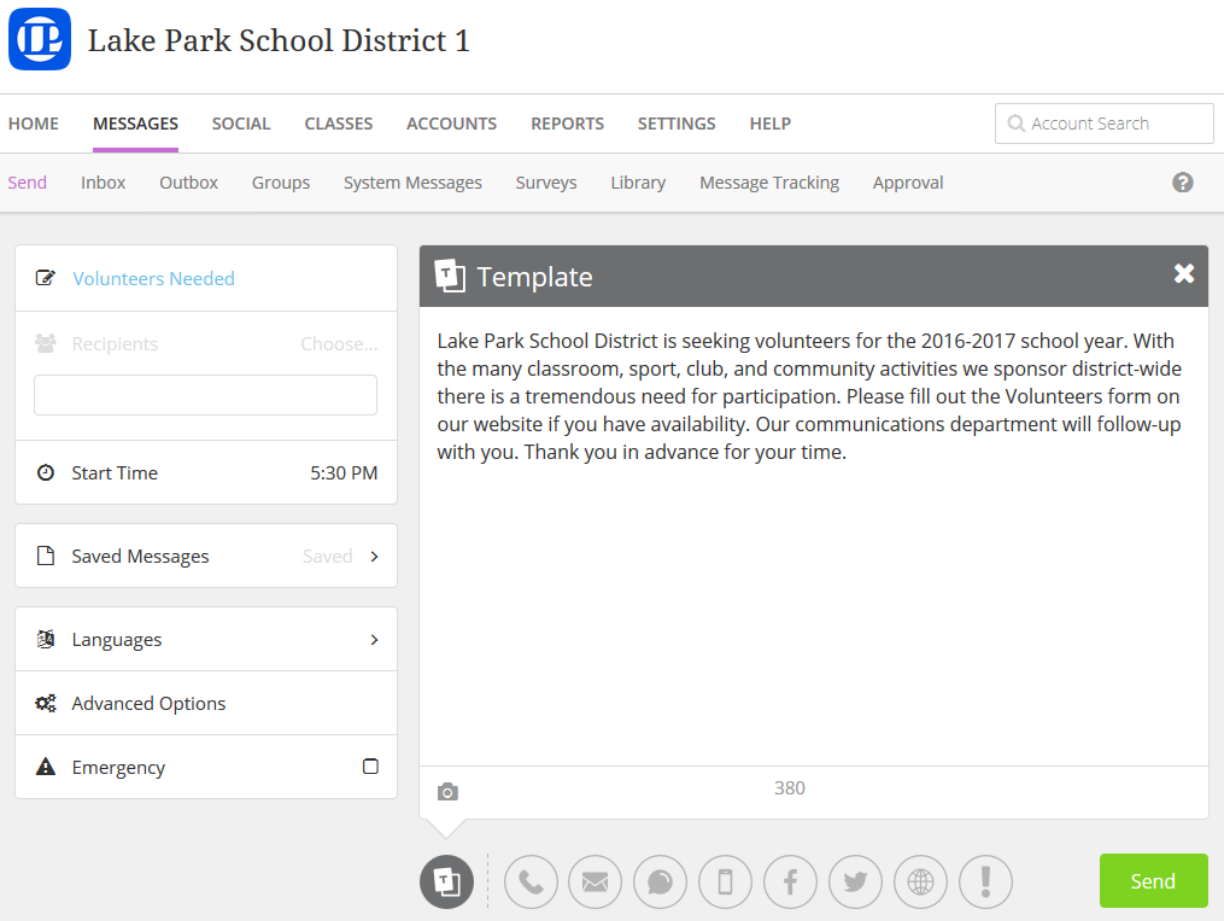
You've learned that there is a way to simplify logins for administrators using multiple Blackboard Community Engagement products. You're also interested in using the Create Message option to post to your Web Community Manager website. This guide addresses the steps you can take to prepare your district for using these new features.

Here you can see examples of the Universal Navigation Bar.



This is an example of the Create Message post to website option

(note: the posting modes you see depend on the Blackboard Community Engagement products your district or school subscribes to)



Step 1 – Enable the Universal Navigation Bar

When you're ready your Blackboard representative can assist with having the Universal Navigation Bar enabled for your Blackboard Community Engagement systems.

Step 2 – Setup Permissions

In order for District Administrators, School Administrators, and/or Principals to use single sign-on capabilities, accounts must be granted the appropriate permissions in *both* admin systems. For example, your communications plan may include allowing Principals to send messages to users at their schools and to edit the homepage of the website.

Bb Communications Interface (Mobile Communications App, Mass Notifications, Social Media Manager)

Review the roles that exist in your Bb Communications interface. Your Blackboard representative can assist with providing the new Universal Navigation Bar permission to a specific role or roles that you indicate.

For example, District Administrator and Principal.

Bb Website Site Manager (Web Community Manager)

There are two areas in Site Manager where permissions need to be granted:

1. *Single Sign-On*

Review the Passports in your USERS & GROUPS > Users section. You can make the privilege active for existing passport(s), for example Site Administrator. You may also opt to create a new Passport, such as Communications Admin, comprised of only users with accounts in both systems.

To add the privilege to a passport click on the Extended Privileges tab and find "View Universal Navigation Bar." Click to make Active. Then Save.

Note – If you are using the Universal Connector or LDAP and have any questions about configuring Passports please contact support@schoolwires.com

2. *Create Message to post to Website*

Review Site Directors and Homepage Editors in your SITE & CHANNELS section for each site. Only users with permissions in both systems and editorial access to at least one site will be able to post news messages.

Note – Site Directors at the district level have the ability to create a news message and post it to any subsite homepage in addition to posting to the On-Screen Alerts pop-up window.



Step 3 – Determine Usage Plan

The Create Once Publish Everywhere messaging feature can integrate to Website news apps (Announcements and Headlines & Features) and Alerts (On-Screen Alerts tool). District administrators may want to determine a plan for how and when the integrated messaging modes are used.

1. Website News App Integration

The Create Message option to post to your website integrates with homepage Announcements and modern Headlines apps. Before using the feature it's recommended that you verify that each site has one of these apps on the homepage.

In the SITE & CHANNELS section click on the Homepage of each school to review.

Note – For consistency you may wish to identify one app that you direct all admins to post to. For example, all admins post important messages to the Announcements app.

2. Alert Integration

The Create Message option for alerts allows district administrators to post to the website On-Screen Alerts tool. If there is an emergency or important notice to share, it's recommended to select this mode for delivering the message to the website.

Note – District Administration may want to determine ahead of time which types of situations warrant posting to the On-Screen Alerts pop-up window. Some districts reserve the tool only for emergency situations while others use it to post about district events or notices.

Step 4 – Train Admins

Distribute the *Using the Universal Navigation Bar* documentation to users with accounts in both systems.

Hold an internal review session.

Have users login and verify that they can see the Universal Navigation Bar.

Walk them through the steps to complete a one-time link of their individual accounts from both systems.

For users with Create Message privileges have them click the Website mode to verify they have access to their sites. District Administrators should also click the Alert mode to verify they have access to all sites.

You may wish to send a test post to one site on the website to verify the integration.

Need help or have additional questions? Contact our Mobile App, Mass Notifications, and Social Media Manager Support team via support@parentlink.net or our Website Support team via support@schoolwires.com