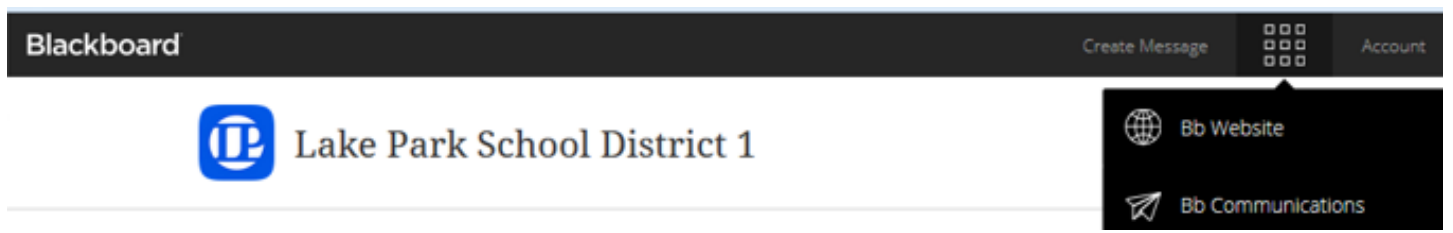
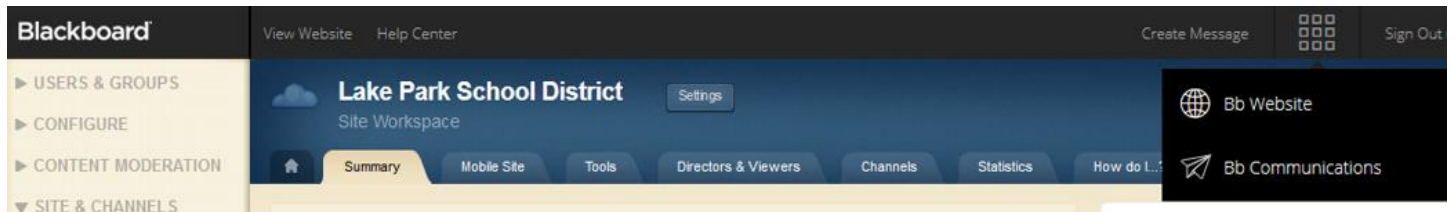


## Introduction

Your district or school has enabled the Universal Navigation Bar. This feature can simplify your logins across Blackboard Community Engagement products (Web Community Manager and Mobile Communications App, Mass Notifications – Connect5i, and Social Media Manager).

If you have send message permissions and editor access to at least one school homepage you can also post messages from either admin system to your website.

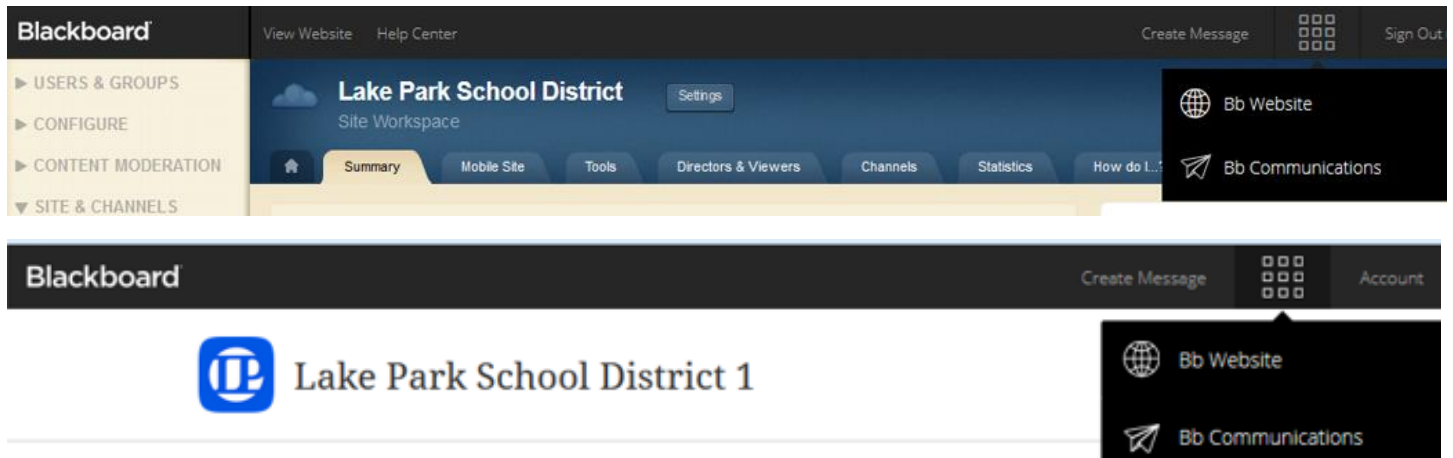


## How to Link Accounts

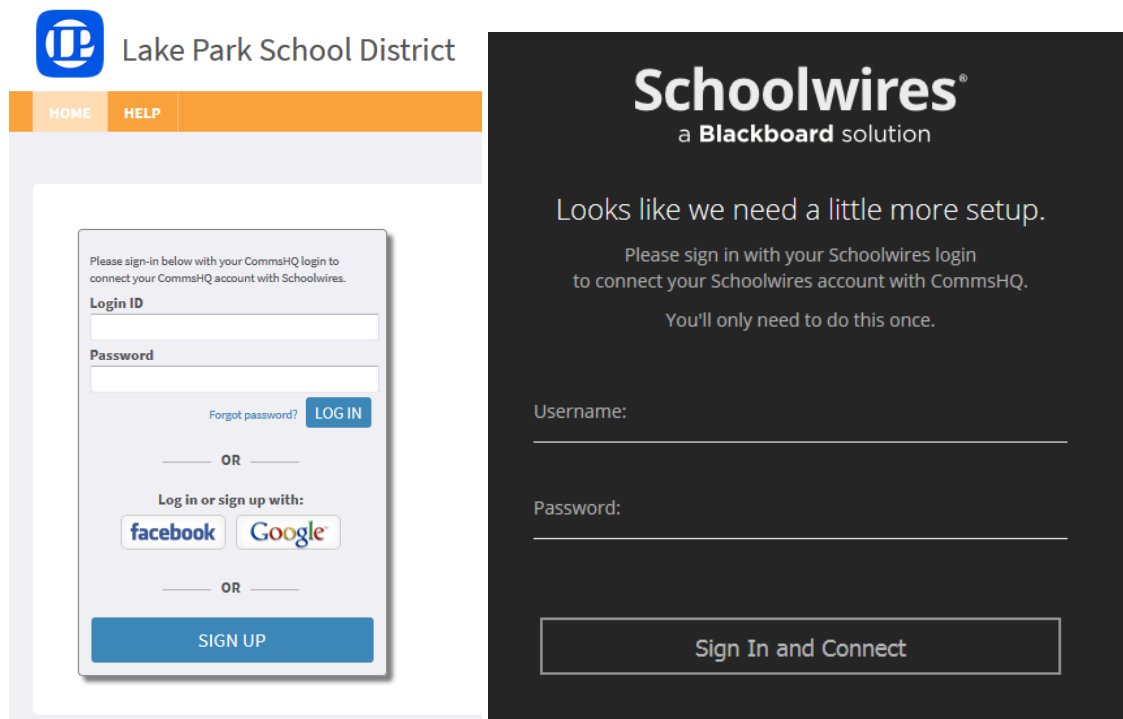
Once the permission is enabled you should see the Universal Navigation Bar icons after logging into the Bb Website Site Manager or Bb Communications interface.

If you do not see the Universal Navigation Bar icons contact your Solution Administrator.

1. From your Site Manager account or your Bb Communications account, select the graph icon on the Universal Navigation Bar. Choose the system you want to switch to.



2. Type your *Username* and *Password* for the Blackboard system you are navigating over to.



3. Click LOGIN (if navigating over to Bb Website) or Sign In and Connect (if navigating over to Bb Communications).

## How to Unlink Account

If you want to remove the link between your user accounts in the future, navigate to Account in the Bb Communications interface.

1. Check the box next to Schoolwires.
2. Click Remove Link.

### Account - Personal File

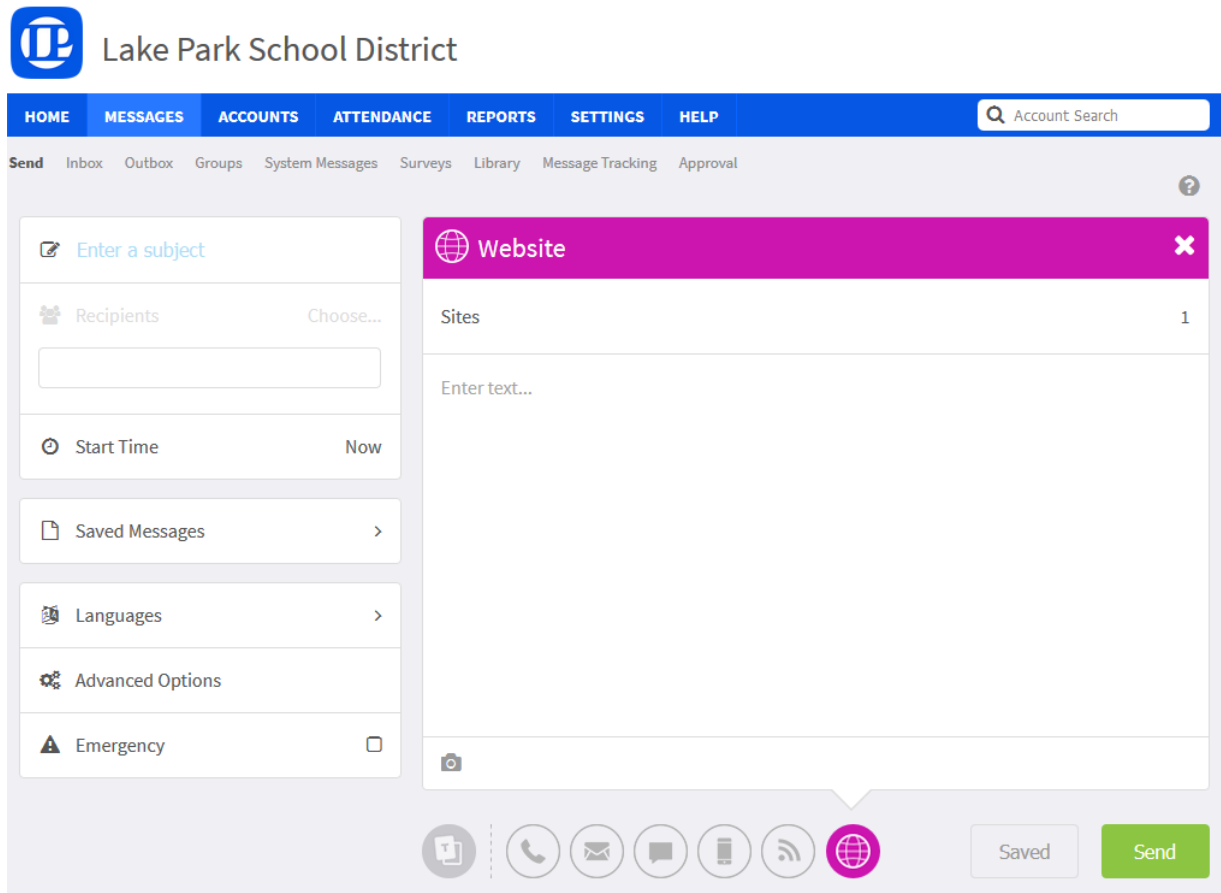
- Account Info
- Contacts
- Groups
- Directory
- Delivery Preference

<b>Staff ID:</b>	james.demo					
<b>Login ID:</b>	james.demo	<a href="#">Edit Login / Password</a>				
<b>Linked accounts:</b>	<table><thead><tr><th>Service</th><th>Email Address</th></tr></thead><tbody><tr><td><input type="checkbox"/> Schoolwires</td><td></td></tr></tbody></table>	Service	Email Address	<input type="checkbox"/> Schoolwires		
	Service	Email Address				
<input type="checkbox"/> Schoolwires						
	<a href="#">Remove Link</a>					

## How to Use Website (News) Message Integration

You create a message just as you usually would, but now you can also post messages to your website.

1. From the Universal Navigation Bar select Create Message or navigate to the Messages tab as you normally would.
2. To post a news message to Announcements or Headlines & Features on a website homepage, select the Website (globe) message icon.



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

3. Enter a Subject and message details.
4. Click on the right side of the Sites field to select the Schoolwires site(s) and homepage app(s) for each that you want to post to. Select multiple sites for a district-wide message.

*If Sites displays 0 or does not list all of the sites you should have access to post to on Schoolwires contact your Solution Administrator.*

5. If posting to the Headlines app select the camera icon to attach an image. This will display as the accent image on the website headline.

*Posting to the Announcements app will appear as text only.*

6. When finished with the message, click send.
7. Login to Site Manager and navigate to SITES & CHANNELS > Homepage > Announcements or Headlines & Features app to edit or expire the item.

## How to Use Alert (On-Screen Alerts) Message Integration

Note – This tool is currently available for users with a District Administrator role only.

View the How To video here: <https://www.youtube.com/watch?v=ds7bxUOb9kA>

You create a message just as you usually would, but now you can also post an alert message to a pop-up window on the website.

1. From the Universal Navigation Bar select Create Message or navigate to the Messages tab as you normally would.
2. Select the Alert (exclamation point) message icon.



Lake Park School District 2

The screenshot shows the messaging interface for Lake Park School District 2. The top navigation bar includes HOME, MESSAGES, ACCOUNTS, REPORTS, SETTINGS, and HELP. A search bar labeled 'Account Search' is on the right. Below the navigation bar, there are tabs for Send, Inbox, Outbox, Groups, System Messages, Surveys, Library, Message Tracking, and Approval. The main content area is split into two columns. The left column contains fields for 'Enter a subject', 'Recipients' (with a 'Choose...' button), 'Start Time' (set to 'Now'), 'Saved Messages', 'Languages', 'Advanced Options', and 'Emergency' (with a checkbox). The right column is titled 'Alert' and features a red header with an exclamation point icon and a close button. Below the header is a 'Sites' field with a value of '0'. The message body contains formatting options: a link icon, bold (B), italic (I), and underline (U). At the bottom of the interface, there is a row of icons for various communication methods: a document, phone, email, speech bubble, mobile phone, RSS, globe, and a red exclamation point icon. A green 'Send' button is located at the bottom right.

3. Enter a subject and message details.
4. Use the Start Time field to post Now (default) or select a future time.
5. Click on the right side of the Sites field to select all or specific sites.
6. When finished with the message, click send. The message should display on the website within a minute.
7. The alert will expire at midnight the day you posted the message. Within Reports Message Tracking you can cancel the alert sooner.
8. Login to Site Manager and navigate to SITES & CHANNELS > Tools > On-Screen Alerts if you need to edit or extend the display time of the alert.