

Blackboard Data Prep Sheet – Mass Notification

Note: This document is also applicable for Mass Notification plus Teacher Communication/Teacher Messaging.

Please be prepared to provide the following details during your initial consultation meeting with your Technical Consultant and Data Integration Specialist.

■ Student Information System (SIS)

- What is the name of your SIS and is it onsite or hosted?
- Does your SIS contain all your students and parents? Or are certain schools managed in another database?

■ Non-SIS Staff Software (“HR” Database)

School districts sometimes keep staff both in their SIS and in a separate staff database such as an HR database. Data from this staff database may need to be included for many reasons, such as if the SIS does not contain all staff or if the staff database contains more accurate staff contact information.

- If included, what is the name of the staff software/database and is it onsite or hosted?
- How are staff split between the SIS and the staff database? (For example, are all staff, teachers, and admins stored in the staff database or just admin personnel?)
- If you plan to include staff from the SIS and a staff database, will some staff members exist in both databases? If yes, do the Staff IDs in your staff database match the Staff IDs in your SIS?
- If necessary, does this database have the capability to produce a file export? (.csv or tab-delimited .txt)
- *Note: If you are also implementing Teacher Communications or Teacher Messaging, matching Staff IDs between the SIS and staff database will be required to link teachers to classes.*

■ Lunch Software

This data can be used to send automated lunch balance notifications (call, text, and/or email).

- What is the name of the lunch software/database and is it onsite or hosted?
- If necessary, does this database have the capability to produce a file export? (.csv or tab-delimited .txt)
- *Note: There may be a difference between your lunch payment processor (POS software, e.g., MySchoolBucks) and your lunch balance database (e.g., NutriKids). We normally integrate data from the lunch balance database.*

■ Transportation Software

This data can be used to automatically create bus groups in the system for messaging purposes.

- What is the name of the transportation software/database and is it onsite or hosted?
- If necessary, does this database have the capability to produce a file export? (.csv or tab-delimited .txt)

■ Automated attendance notifications:

- What attendance codes will trigger the notifications? (e.g., “A” for Unexcused Absence, “T” for Unexcused Tardy)
- Should these notifications include absences per period, or an overall daily absence?
- What time of day would you like them sent?
- How would you like them sent - SMS, Email, Calls, or a combination?

■ Automated lunch balance notifications:

- What balance will trigger these messages? (e.g., Under \$2.00)
- What lunch classifications should be included/excluded, if any? (e.g., Free, Reduced, Full Pay, etc.)
- What day(s) and time(s) would you like them sent?
- How would you like them sent - SMS, Email, Calls, or a combination?