

Blackboard Password Generation Tool – Mass Notifications

Overview

The Blackboard Password Generation Tool is an excellent way to mass distribute account credentials to Parents and Students. You will have the option to use this tool to email or print and deliver user credentials to admins.

Choosing Usernames

Usernames can be imported as part of your parent or student file, or they can be defaulted to being a user's Parent or Student ID. If you would like usernames to be something different, there are two options you can use when determining what you would like the username to be for your users.

1. You can provide us with a field in the file that contains the usernames you would like us to import.
2. You can provide us with the format of the username from data we are already receiving from you. (i.e. firstname.lastname)

Note: if providing a new convention/format not explicitly listed in your files, you will need to plan against potential duplication of usernames (example: john.doe may be a common and repetitious convention)

Password Generation Tool

1. Select the “Accounts” tab and then select the “Generate Passwords” subtab.

The screenshot shows the Blackboard Accounts management interface for Westdale Public Schools. The top navigation bar includes links for HOME, MESSAGES, SOCIAL, CLASSES, ACCOUNTS (highlighted), ATTENDANCE, REPORTS, SETTINGS, and HELP. Below the navigation bar, there are subtabs for Manage Accounts, Generate Passwords (highlighted), and Upload Photos. The main content area contains a form with the following fields: Role (dropdown menu set to School Administrator), School (dropdown menu set to Washington Middle School), Name (text input), and Phone/Email (text input). Below the form are buttons for List Accounts, Create New, and Upload File. A message at the bottom of the form area reads: "Please select search criteria and click 'List Accounts'." The footer of the page includes the copyright notice "© 2015 Blackboard Inc." and the Blackboard Help Desk contact information: "Blackboard Help Desk: 24 hour support | 800-829-8107 | support@parentlink.net".

2. Select the appropriate filter to meet your organization’s needs.
3. Select accounts by:
 - Using the folders to filter down to your desired user(s)
 - Using the “Search” bar in the bottom left corner to find the desired account

Note: Manually created accounts will appear after the next nightly sync.

4. Select the “Next-Options” button.

Westdale Public Schools | Blackboard | Parlant Support | MY ACCOUNT | IMPORTS | IMPORTS (ZOPE) | LOG OUT

HOME | MESSAGES | SOCIAL | CLASSES | **ACCOUNTS** | ATTENDANCE | REPORTS | SETTINGS | HELP | Account Search

Manage Accounts: **Generate Passwords**

Filter:

- Users that have never logged in and have not had a password generated
- Users that have never logged in
- Users that have never logged in and have not had a password generated since - / - / -
- No filter (all accounts)

Select one or more accounts

- Westdale Public Schools
 - Groups [select](#) / [select all](#)
 - Classes
 - Clinton Hill Elementary
 - Coppell High School
 - ADAM CANFIELD
 - 1st Period U.S. History H (27030400-01)
 - 2nd Period U.S. History H (27030400-02)
 - Students [select](#)
 - Parents [select](#)
 - 3rd Period Student Aide (23460000-64)
 - 3rd Period U.S. Government (27050000-01)
 - 4th Period Student Aide (23460000-2X)
 - 4th Period U.S. Government (27050000-02)
 - 6th Period U.S. Government (27050000-03)
 - AMANDA RUTH
 - BETTINA SOBEY
 - BILL TOBLER
 - BRITTNEY CANNAVINO
 - CAROLYN O'MARA
 - CARRIE FLEMING

SEARCH

Selected accounts (click to remove) [NEXT - OPTIONS](#)

- 2nd Period U.S. History H (27030400-02) Parents (57) [remove](#)
- 2nd Period U.S. History H (27030400-02) Students (30) [remove](#)

[CLEAR LIST](#)

[NEXT - OPTIONS](#)

5. Review the on-screen text/instructions and select the "Generate Passwords" button.

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Parlant Support MY ACCOUNT IMPORTS IMPORTS (ZOPE) LOG OUT

HOME MESSAGES SOCIAL CLASSES ACCOUNTS ATTENDANCE REPORTS SETTINGS HELP Account Search

Manage Accounts **Generate Passwords**

Accounts: When you press "GENERATE PASSWORDS" new passwords will be generated for the selected accounts, and existing passwords may be discarded. The owners of these accounts will not be able to log in until they have received their new password. After log in, users will be prompted to change their password.

The next page will display a list of names of the account owners, with their login IDs and new passwords. You may print this list or export it to a file to be used in a spreadsheet or word processor. You will also have an option to create a document containing letters/handouts for the individual account owners. These can be mailed or given to your users to help them log in and take ownership of their accounts.

You have selected 2 accounts.

PREV - SELECT ACCOUNTS GENERATE PASSWORDS

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6. Choose the delivery method you wish to deploy from the options below:

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Parlant Support MY ACCOUNT IMPORTS IMPORTS (ZOPE) LOG OUT

HOME MESSAGES SOCIAL CLASSES ACCOUNTS ATTENDANCE REPORTS SETTINGS HELP Account Search

Manage Accounts **Generate Passwords**

New passwords have been generated for the selected users. We strongly caution you to keep this information secure, as it could be used to hijack user accounts.

If you wish to print detailed login instructions for each user, press the "GENERATE LETTERS/HANDOUTS" button. If you wish to export this list as a CSV file for use in a spreadsheet or word processor, press the "EXPORT" button.

Name	Role	School	Web Login ID	Password	Phone Login ID	PIN
AUSTIN, LISA	Teacher	Coppell High School	555594	83063	555594	83063
BALL, LARRY	Teacher	Coppell High School	21	37960	21	37960

EMAIL PASSWORDS GENERATE LETTERS/HANDOUTS EXPORT PRINT

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