



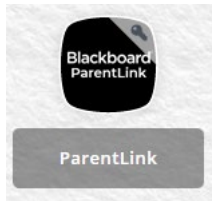
Blackboard Parentlink for Teachers

Introduction

Make communication personal and relevant with help from your teachers. Parents need updates from teachers in one place. Teachers need to engage parents to help their students succeed. Administrators need oversight into school-to-home communication. Blackboard Teacher Communication allows districts to meet all those needs with a collaborative teacher messaging tool.

Getting Started

1. Go to <https://launchpad.classlink.com/fortworth> and log in.
2. Click on ParentLink.



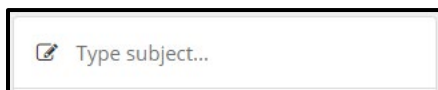
Message Basics

Sending a Message

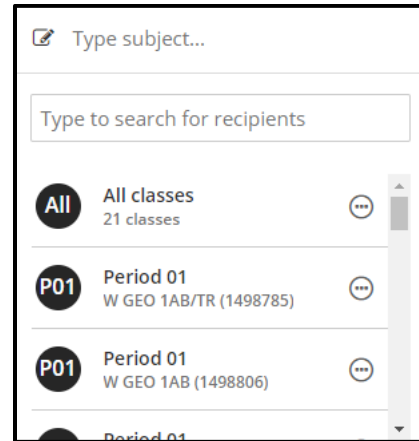
1. Click the Messages tab.



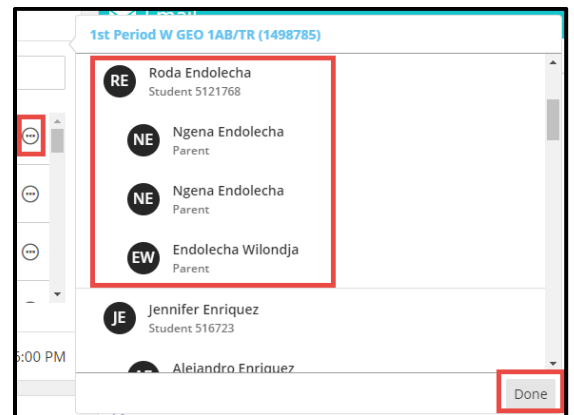
2. Type a subject for your message.



3. Select Group to send message to.



- a. Click Class Name for all parents and all students.
- b. Click 3 dots to select specific students and parents.



4. Click the icons (located at the bottom of the template) to have the message delivered as:

- a. Email Message





Quick Reference Guide

Blackboard Parentlink for Teachers

Enter your district email (first.last@fwisd.org).

Click on Save.

b. Text/SMS Message



c. Phone Message



5. Click Send in the lower right corner to send the message in all selected formats.



Change Date and Time of Message

1. Click on Start Time.

2. Make selection(s).

3. Click on Save.

Change the Language of Message

1. Type the message in Email.

2. Click Languages.

3. Click Spanish.

Message will automatically be translated.

4. Click Send.



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Mobile App Messages

When sending a Parentlink/Blackboard message to be posted to the FWISD Mobile App, such as to parents at a particular school, **please ensure you check the box marked "Recipients only."** This check box is found **only on the Mobile App message creation page.** If this option is not selected, the message will be sent to all users district-wide. This action does not apply to voice, email or text messages.

