

E-Alerts for Parents

Blackboard Web Community Manager

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This guide covers all available features and functionality. Features included in your contract may vary.

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What are E-Alerts?

E-Alerts are messages sent to you by staff at your School District. There are two types of E-Alerts you can receive, *Broadcast E-Alerts* and *Content E-Alerts*. You must be a registered user to receive E-Alerts.

Broadcast E-Alerts

Broadcast E-Alerts are typically sent to groups of registered users and contain information such as newsletters, emergency closings, cancellations, meeting notices and the like. A Broadcast E-Alert can be delivered as an email.

Content E-Alerts

Content E-Alerts are sent to registered users who have subscribed to a homepage (which includes the homepage calendar) or website sections of interest. For example, you might subscribe to your School District's homepage or to the section of your child's teacher. When the District homepage or the teacher's section is updated and a content E-Alert is sent, you will receive an email notification that *content* has been modified. The email contains a link that you click to navigate to the subscription location.

How do I Register as a User?

If you do not have a user account and your district has enabled *Self-Registration*, you can create your own user account. Click Register in the MyStart Bar to begin.



If Self-Registration is not enabled, contact your school or the site webmaster and ask how to obtain a user account. Contact information should be available on your school or district site.

How do I Manage My Content E-Alert Subscriptions?

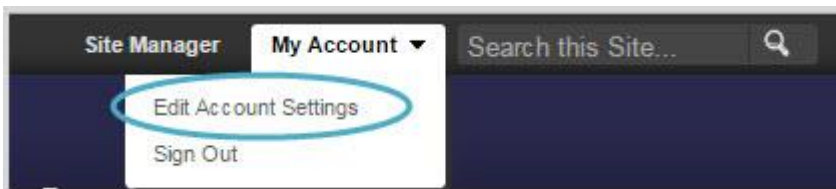
In order to receive Content E-Alerts, you must first subscribe to areas on the website. When an editor of an area to which you have subscribed modifies content within that area and sends a Content E-Alert, you receive email notification indicating that content has been updated. Click the link in the email message to navigate directly to the subscribed area.

Here's how you manage your subscriptions.

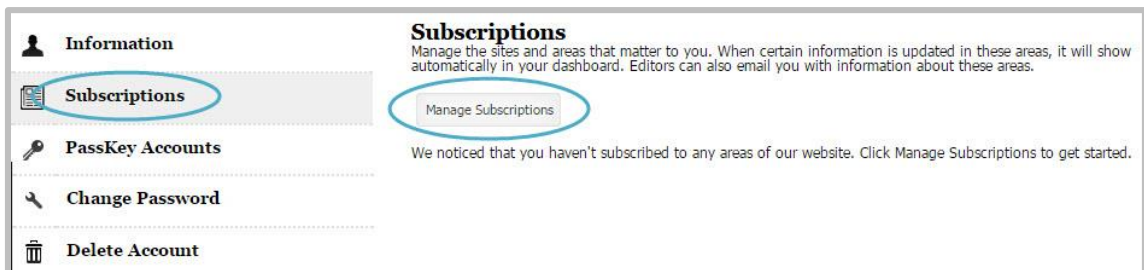
1. Sign in to the school website.



2. Click **My Account**. A drop-down list displays.
3. Click **Edit Account Settings**. The Account Settings window opens.

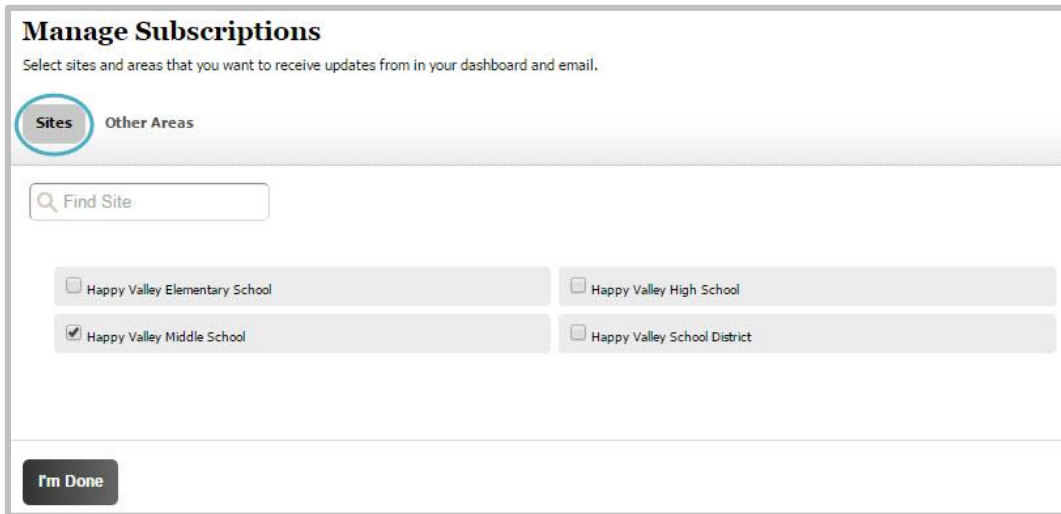


4. Click **Subscriptions** in the left column.

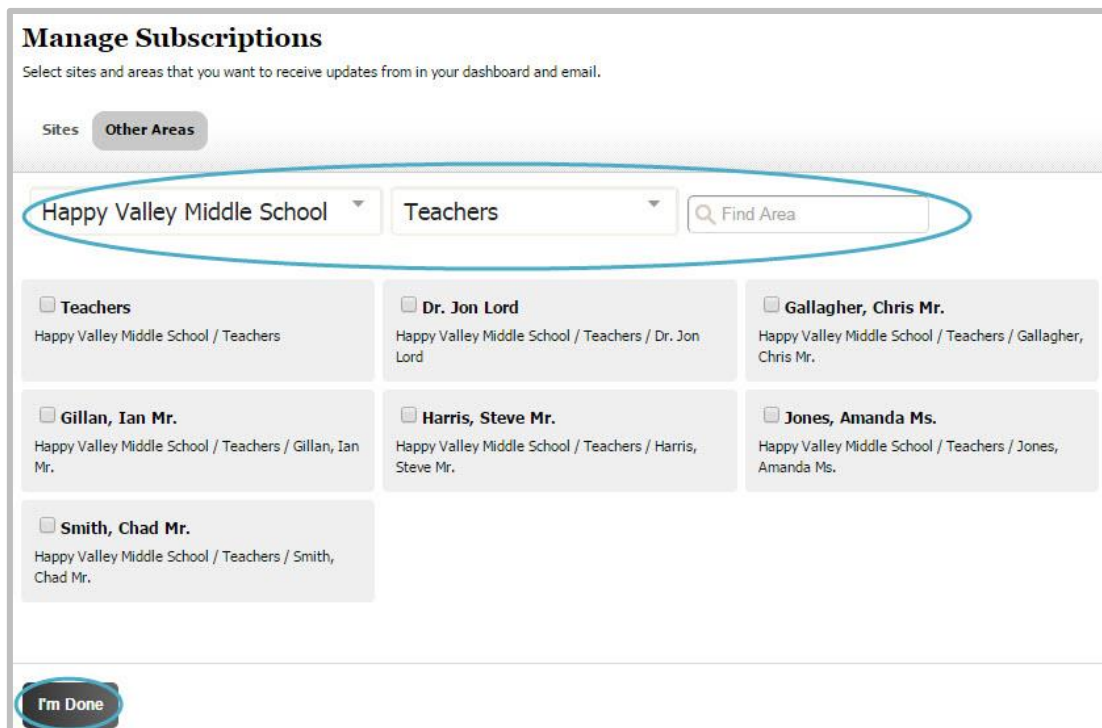


5. Click **Manage Subscriptions**. The Manage Subscriptions window opens.

- 6. Click **Sites** and select sites to which you wish to subscribe to the homepage and calendar.



- 7. Click **Other Areas** to subscribe to additional areas. You can browse through all areas. Or, you can filter by District or School sites, by Channels or enter a search string. Click the checkbox to the left of a section to select it.
 - a. To filter sections, select a District or School site and Channel combination.
 - b. To further limit your results, you can enter all or part of a section name in the search field and click **Search**.





8. Click **I'm Done**. Your selections display under **Manage Subscriptions**.

To unsubscribe from an area, click **Remove**.

Subscriptions
Manage the sites and areas that matter to you. When certain information is updated in these areas, it will show automatically in your dashboard. Editors can also email you with information about these areas.

Manage Subscriptions

-  **Happy Valley Middle School**
Happy Valley Middle School Remove
-  **Football**
Happy Valley School District / Athletics / Football Remove