

Updating Attendance Messages

Select Messages>Automated Messages and select “Add” at the bottom of the screen. In the “Message Type” drop down box, select “Basic Attendance Message” and then “Parent” from the “Recipient Role” box.

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|----------------|---|
| Message type | Basic Attendance Message |
| Recipient role | Parent |
| Language | English <small>← Change to record/edit in another language.</small> |
| Optional data | None |
| Text | <p>B <i>I</i> <u>U</u> 11pt A A </p> <p>[DATE]</p> <p>Dear Parent/Guardian of [STUDENT_NAME],</p> <p>The purpose of this attendance report is to inform you about [STUDENT_FNAME_POS] daily attendance. It appears that [STUDENT_FNAME] was tardy or absent from school today. Any time a student is absent or tardy, it is a concern to us since absences cause a student to miss significant instruction and learning opportunities at school. We encourage you to call the attendance secretary of [SCHOOL_NAME] at [REPLY_PHONE] to excuse this absence. We are eager to help your student in any way we can.</p> <p>If you have any questions about this attendance report, please contact [SCHOOL_NAME]. Thank you.</p> <p>Sincerely,</p> <p>[SCHOOL_NAME] [REPLY_PHONE]</p> |
| Text (SMS) | [STUDENT_FNAME] was absent from school today. Please call [REPLY_PHONE] to excuse this absenc 114/140 |
| Audio | Call Blackboard <input type="checkbox"/> Use merge tags with recorded audio 1. Call 855-256-0402. 2. Enter 87218 on your telephone keypad. 3. Record your message. Press # to finish recording and press 1 to save the message. (maximum 150 seconds) |
| Footer Audio | Use Default Audio Use the default Blackboard footer: "If you have any questions about this message, please contact the school..." |
| Preview | Save Cancel |

The [REPLY_PHONE] merge tag will need to be replaced with the phone number parents need to call in the “Text” and “Text(SMS)” areas. For the Audio, you will need to click “Use merge tags with recorded audio” and you can then cut and paste the message from the Text box into the Audio box and follow the directions to update the audio phone message.

You will also want to update the Spanish messages and recordings. Just click on the “Language” drop down box and follow the above steps to change the messages.

Once done with all changes, click “Save” and this will be your new attendance message for the school.