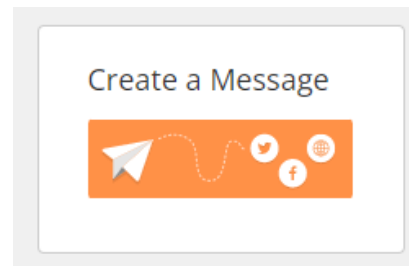


# HOW TO POST TO YOUR WEBSITE FROM THE D11 LOOP

**YOU MUST HAVE THE “SCHOOL ADMINISTRATOR” ROLE IN BLACKBOARD COMMS**

**LOG INTO THE D11 LOOP**

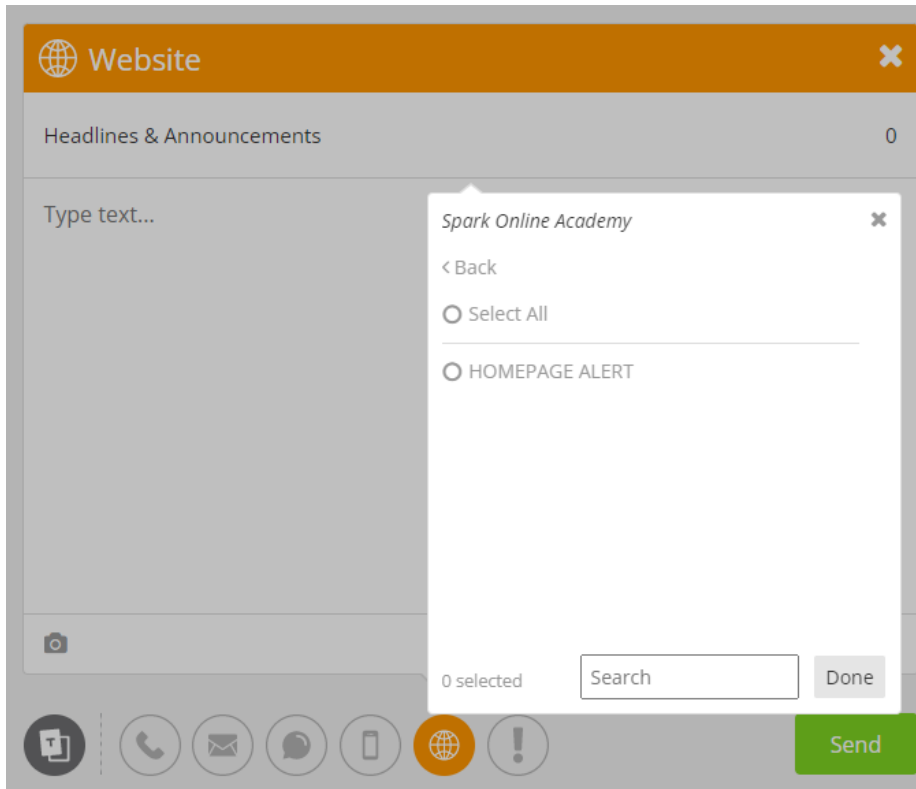
**CLICK CREATE MESSAGE**



You can add the message you are sending out via email, phone, text, and/or app to your website OR you can use this method to post to the website only.

**TO ADD TO A HEADLINE APP (YOU HAVE TO HAVE AN APP ALREADY ON YOUR SITE SOMEWHERE TO POST TO)**

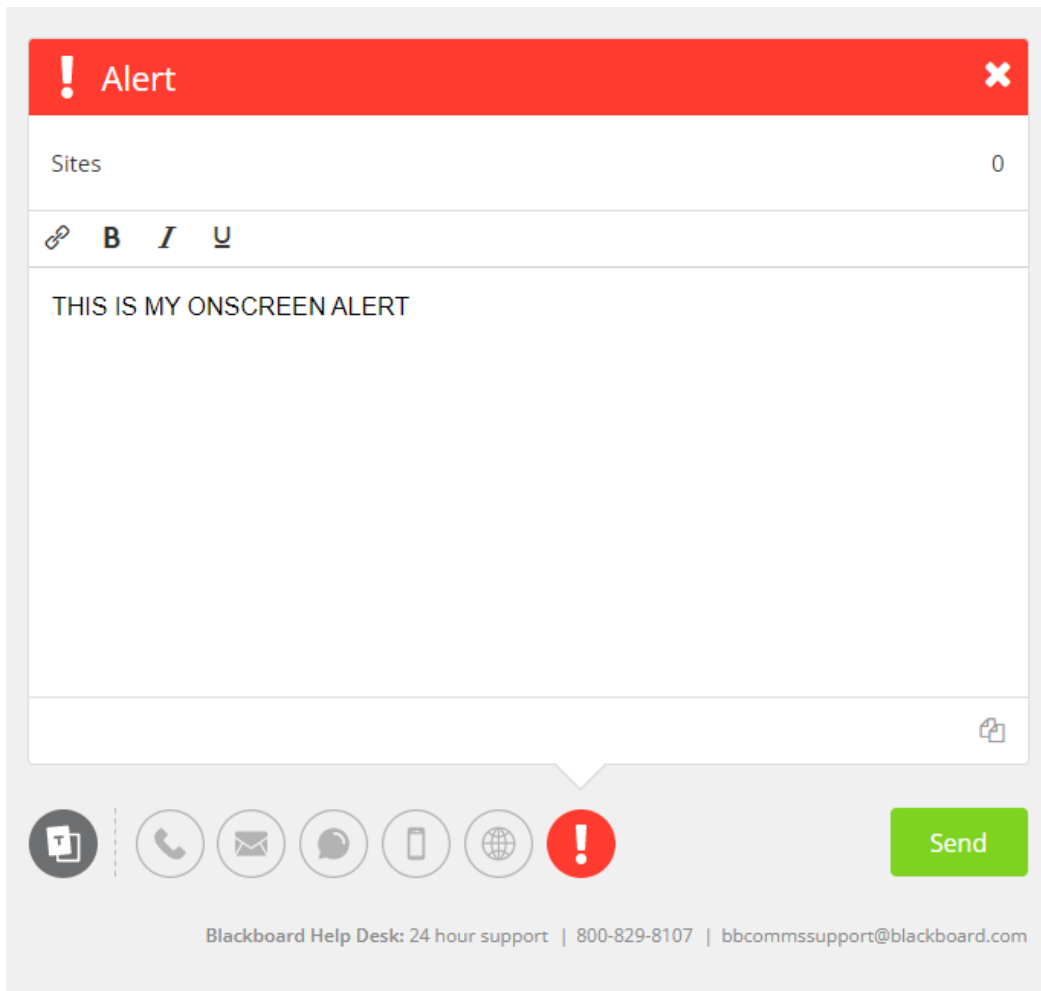
- CLICK THE “WEBSITE” TAB, ORANGE GLOBE
- TYPE YOUR TEXT
- CLICK THE NUMBER TO THE RIGHT OF “HEADLINES & ANNOUNCEMENTS”
- CLICK THROUGH YOUR SCHOOL LEVEL > YOUR SCHOOL > YOU’LL SEE A LIST OF ALL HEADLINES AND FEATURES APPS ON YOUR SITE
- SELECT THE APP YOU WANT TO POST TO. EVERYONE SHOULD HAVE AT LEAST “HOMEPAGE ALERT”. THIS IS ABOVE YOUR ANNOUNCEMENTS. HIDDEN UNLESS USED.



**TO ADD TO AN ONSCREEN ALERT (THIS IS THE POPUP THAT WILL SHOW ON YOUR SITE)**

**Please do not post district-wide snow days. This will be pushed out at the District level to all school sites.**

- Click the Exclamation Point icon
- Type or copy your message

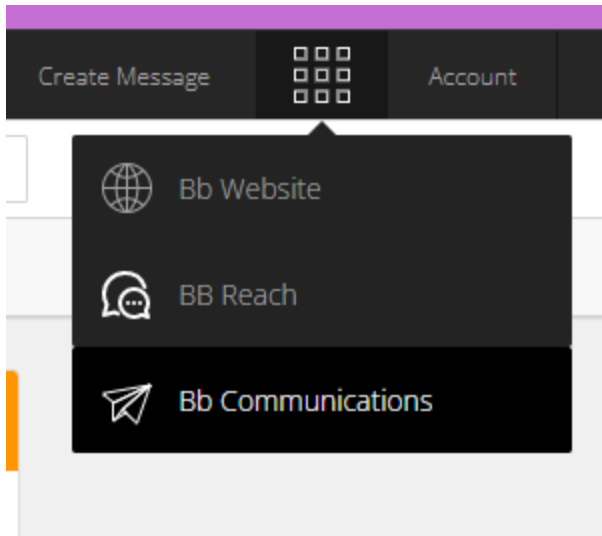


## IMPORTANT INFORMATION

WHEN YOU CONNECT THE LOOP TO YOUR WEBSITE FOR THE FIRST TIME YOU MAY BE PROMPTED TO LOG IN. HERE IS WHAT YOU DO:

GO UP TO THE WAFFLE ICON ON THE TOP OF D11 LOOP

CLICK Bb Website



YOU WILL BE PROMPTED TO LOG IN

A screenshot of the Blackboard login screen. The background is dark grey. At the top, the Blackboard logo is displayed in white. Below the logo, the text reads: 'Looks like we need a little more setup. Please sign in with your Web Community Manager login to connect your Web Community Manager account with CommsHQ. You'll only need to do this once.' There are two input fields: the first contains the email address 'pat.crosbie@d11.org' and the second is labeled 'Password:'. At the bottom, there is a button labeled 'Sign In and Connect'.

AFTER YOU LOG IN, YOU'LL BE PROMPTED TO "CONTINUE TO WEB COMMUNITY MANAGER"

# Blackboard

Woo hoo! All systems go.

Your Bb Comms HQ and Web Community Manager accounts  
have been connected.

[Continue to Web Community Manager](#)

THIS WILL TAKE YOU INTO YOUR SITE MANAGER

CLICK THE WAFFLE ON THE TOP THERE AND TOGGLE BACK TO Bb Communications  
OR CLICK CREATE MESSAGE

