

Connect-ED Teacher Module

The *Connect-ED Teacher* module allows teachers to send standardized messages to their students using the Connect-ED notification system.

Start Using Connect-ED Teacher at Your School

To begin using the *Connect-ED Teacher*, your school must identify a **Site Manager** to control teacher accounts and standardized messages. Initially, your Principal will fulfill this role.

Principals without Connect-ED accounts: Please complete the [Connect-ED User ID Request form](#) and fax to (213) 241-8486. If the principal would like to designate another person at their school to be the Site Manager, please indicate so on the User ID form. The form and more Connect-ED resources can be found at <http://www.lausd.net> > [Employees](#) > [Connect-ED](#) (under *Resources & Applications*).

Site Manager Training

Training for both the Site Manager and teacher is done online. Both the Site Manager and teacher training will take approximately five minutes to complete. Because the Site Manager activates the teacher accounts, **the Site Manager training must take place prior to any teacher training.**

Following are the instructions for accessing the **Site Manager** training:

1. Click on the following link <https://www.blackboardconnect.com/signin/default.asp> to get to the sign-in page.
2. Using your existing Connect-ED account user ID and password, sign in to the system.
3. Click on Teacher Settings.



4. Click on **Show Me How** to watch the video training.
5. After completing your training, select your choices on each of the tabs (Settings, Teachers, Comments, Opt-Out and Reporting).



Note: Do not change the Message Delivery Window or the Max Number of Comments on the Settings Tab as these settings have been optimized at a District level. All other settings can be customized by the Site Manager. The announcement wording will show up on the first page when teachers first log into the *Connect-ED Teacher* module.

6. In order for the teachers to use the *Connect-ED Teacher* module, they must first be activated by the Site Manager on the **Teachers** tab. This will generate an automated email to the activated teacher providing their user ID and default password.

Teacher Training

Teachers will receive their user ID and password information via email (see sample below) once the school Site Manager activates the user accounts.

Sample Teacher Email

Your new Connect-ED Teacher account has been created with the following information:

Name: John Doe

School: ABC MIDDLE SCHOOL

Email Address: john.doe@lausd.net Temporary Password: W9GVucsg

To sign into your Connect-ED Teacher account, go to <http://teacher.blackboardconnected.com> and enter your Email Address and Temporary Password as it appears above, and click the SIGN IN button. You will be prompted to change your password in the "Password" and "Re-enter Password" fields. We recommend that you change your password regularly to ensure maximum security. When finished, be sure to click the UPDATE button at the bottom of the screen. The message, "Password was successfully updated" will be displayed.

If you need further assistance, please contact your school's Connect-ED Site Manager, Jane Principal at (999)999-9999 or jane.principal@lausd.net.

1. Click the following link <https://teacher.blackboardconnected.com> to get directly to the sign-in page for the *Connect-ED Teacher* module.
2. Using your *Connect-ED Teacher* user ID (email address) and default password (provided via email), sign in to *Connect-ED Teacher*.
3. Follow the prompts to change your default password.
4. While on the **Home** tab, click on the **Show Me How** button to watch the five minute training video.



5. Once your training is complete, you can begin using the *Connect-ED Teacher* module immediately.

Should you have any questions regarding the *Connect-ED Teacher* notification system, please contact Earl Perkins of the Office of the Chief Operating Officer at (213) 241-4133 or Paul Ishimaru of Communications, Training and Support Services at (213) 241-1085.