Login to the Blackboard Communicate App on your Mobile device.

Do not have the application available on your phone; download the app using the links listed below. (Available to all principals)

Use these steps to download and install the Blackboard Collaborate Mobile app.

From your device, access the appropriate online store.
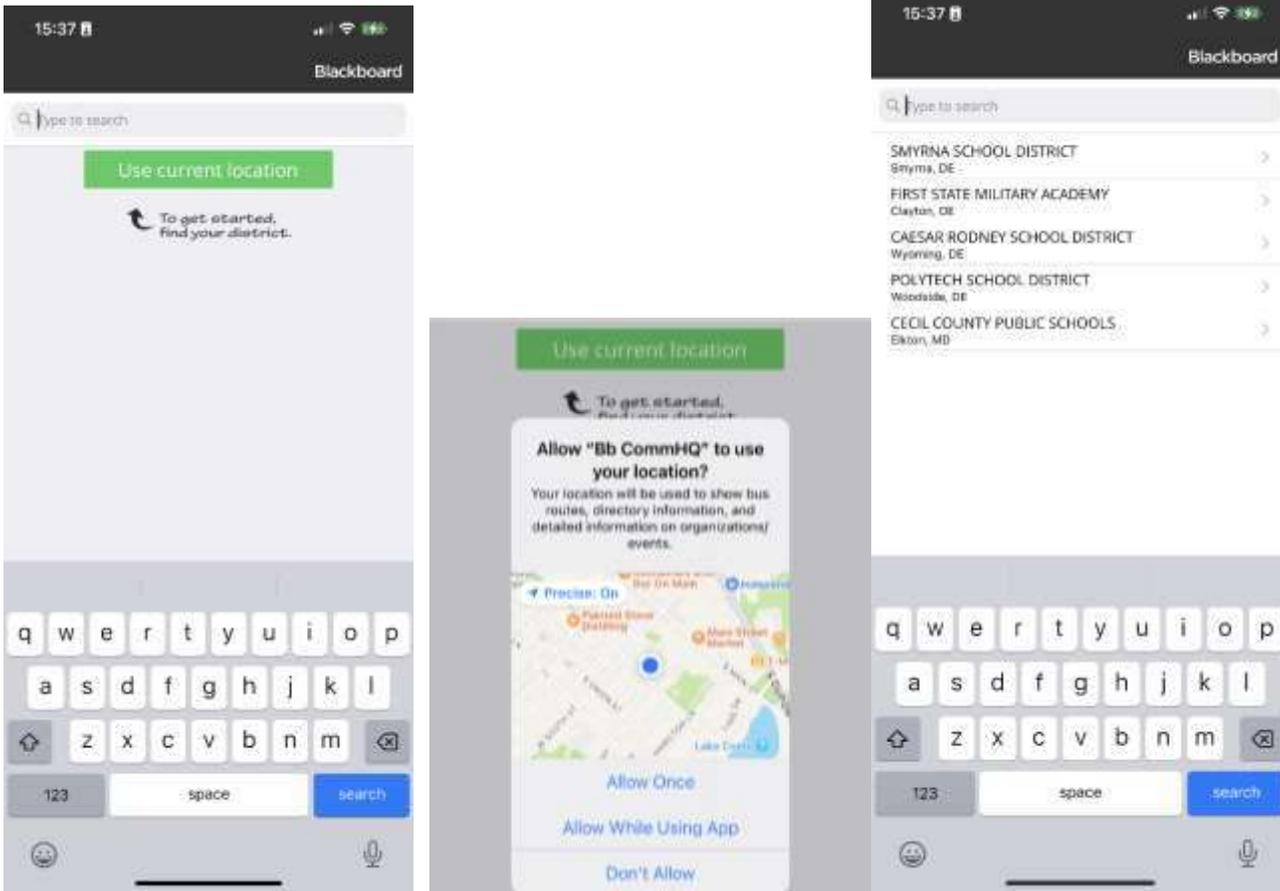Download on your iPhone® or iPod touch®

Download on your Android™ device

Blackboard Communicate New Message Instructions using Mobile App

1.) After opening the app, choose the Use Current Location(image 2), or type in Smyrna School District. You may get prompted to share information which acceptable.(e.g. Image 2). Choose Smyrna School District.
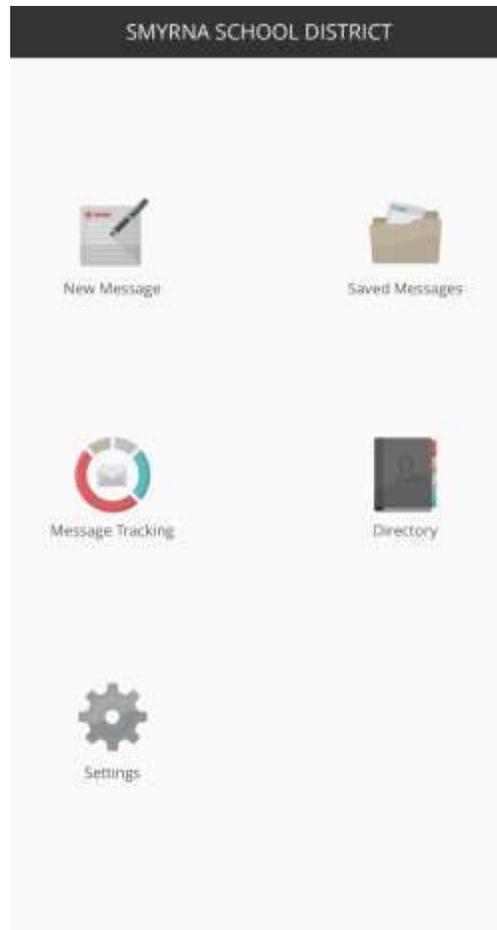

2.) You can choose to use your default Login ID and password or connect using your Smyrnaeagles.org/Google account by choosing the Google option.

Blackboard Communicate New Message Instructions using Mobile App

3.) After successfully logging in, you will begin at the main message screen. From here, you can decide to Create a New Message.

Saved Messages: Predefined communciations: (This is where our school closing or delay communications)

Message Tracking: Allows you to track the message after it was successfully sent.

Directory: List of Students, Parents, and Staff Contact Lists.

Settings: Log out, Rate the App, Contact Support.

Blackboard Communicate New Message Instructions using Mobile App

4.) The default Template page, allow you to share any information for the body of the message for each form of communication. This includes text and images you may want to upload. Choosing each media type individually is how it will be shared in this training documentation.
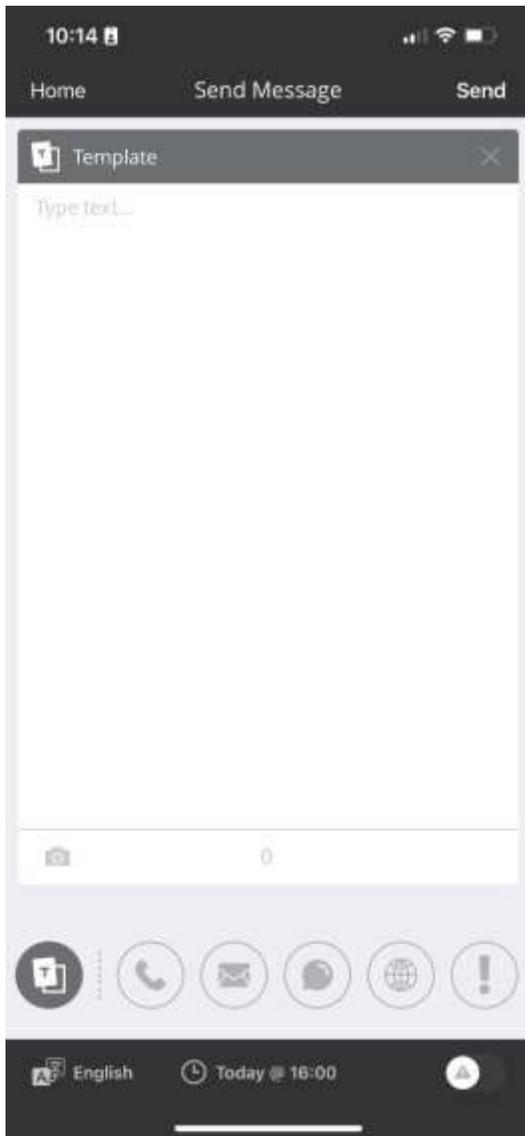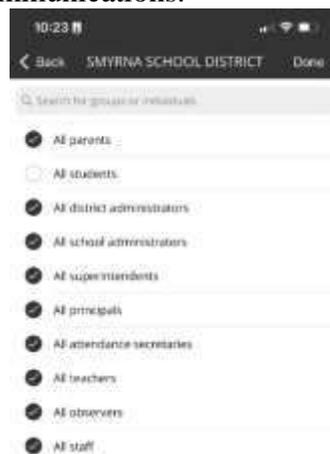
Blackboard Communicate New Message Instructions using Mobile App

5.) Phone Communication: Phone messages are communicated verbally in most all cases. Record Audio by choosing the Record Audio icon and then tapping the screen to record your audio communication.
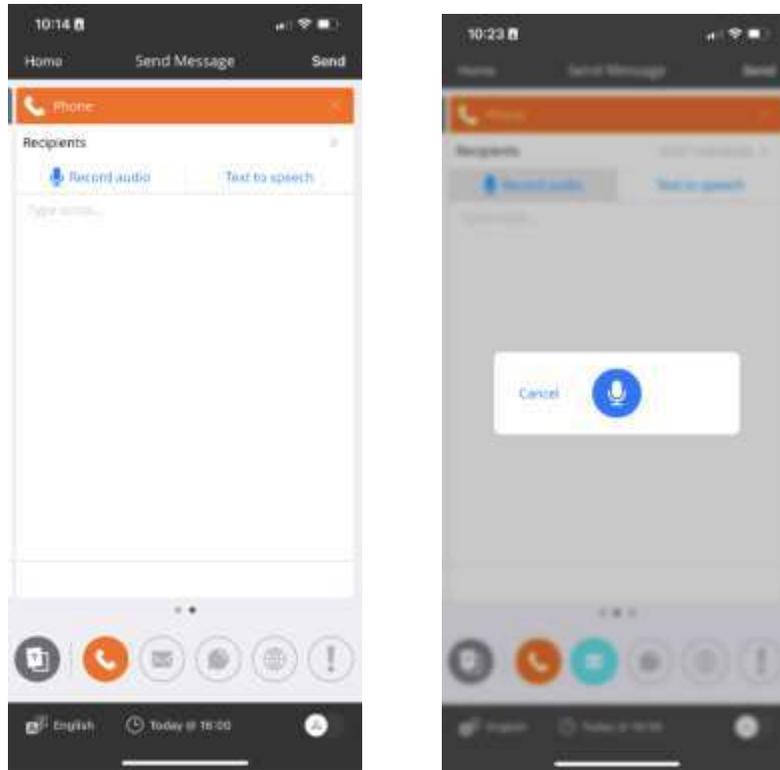
6.) Choosing Recipients:
Note that when choosing recipients, choosing students will send communications to students Emergency contact phone numbers (Alt1 and Alt2) and the student's smyrnaeagles.org email address. Choosing Parents, sends communications to both guardians cell and home phone numbers and their email address on file. (Recommended choice with communication) Staff consist of all additional checkboxes applied to include all building staff in those communications.

Blackboard Communicate New Message Instructions using Mobile App

7.) Email Communication: With the recipient list already in place, we can apply a Subject and review/edit/update the body of the message.

8.) Text/SMS messages: Text messages are limited to 280 spaces. If you applied information in the template page, that information will be made available here, should you want to share that specific information or provide a unique text message to the recipient list.
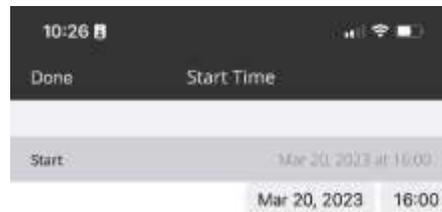
Blackboard Communicate New Message Instructions using Mobile App

9.) Website Communication: Headlines and Announcements: If you applied information in the template page, that information will post here, should you want to share specific information or provide a unique text message to the recipient list, apply a subject and body of the message.

Blackboard Communicate New Message Instructions using Mobile App

10.)   Once completing your message. We will want to apply a schedule to allow the message to be sent. Observe the calendar information located at the bottom center of the app, click on that field and choose the date and time you would like to initiate the call and choose Done. Then returning to the previous screen. You can choose to hit Send located in the top right corner of the app.

Blackboard Communicate New Message Instructions using Mobile App

11.) Choosing the Triangle in the in the bottom right of the app will initiate an emergency call. This will speed up the demand for the communication. For general communication, this is not required.
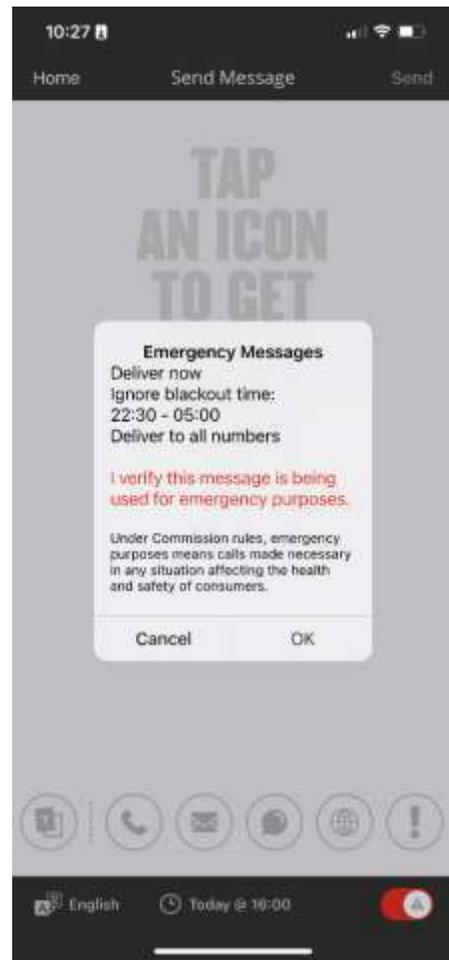
You have successfully setup and scheduled a message through Blackboard Communicate.