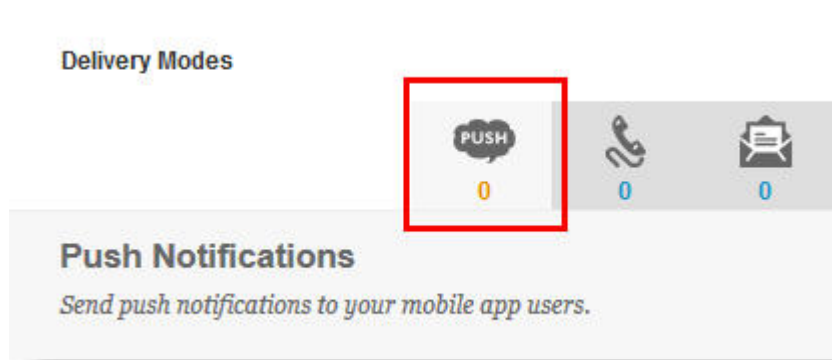


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Sending Push Notifications

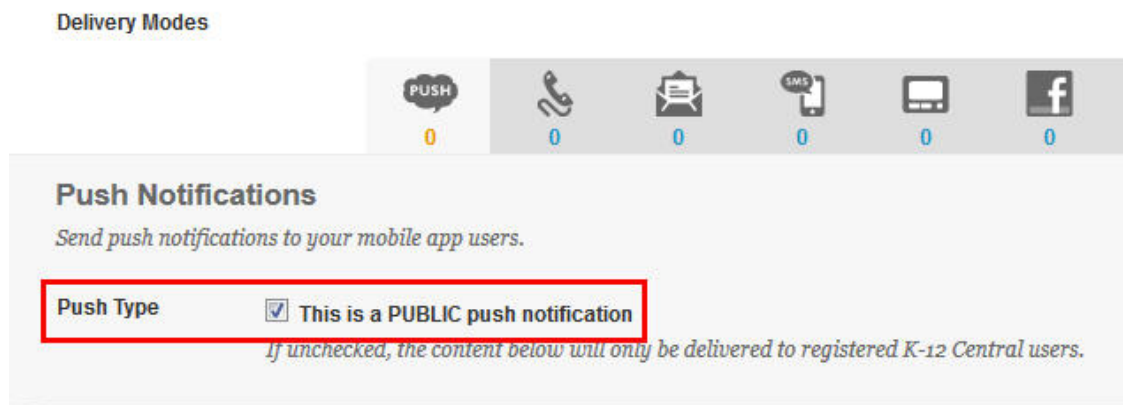
You can send push notifications from the Send a Message page. You will see a Push tab in the Delivery Modes section of the page.



You can send two types of push notifications: Private and Public. The default setting is private.

Private push notifications will only go to the recipients you select in the **TO** field and have a portal user associated with them. The number under the push icon will reflect the recipients who meet both of these criteria.

A push can be made public by selecting **This is a PUBLIC notification**.



If you have an open portal, all push notifications must be marked public, else the push messages will not go to anyone.

A public push sent from the district will go to everyone who has installed your institution's K12 Central app.

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A public push sent from a school will go to everyone who has followed that school in the app.

Enter a subject, a message for the body of the text, and select when to send the message.

When you are finished, click **Next**. If you are sending to all your contacts, Connect will ask you to confirm this audience. Click **Send**.

You will now see the push notification on your phone and in the app.