



Quick Reference Guide

Entering Student Notification Information in My Integrated Student Information System (MiSiS)

August 2014




The **Blackboard Connect** notification system allow for LAUSD schools to effectively send General, Attendance and Emergency messages to parents and guardians. The **Blackboard Connect for Teachers** system allows for teachers to send pre-programmed messages to their students’ families.

Both systems obtain student contact information directly from the My Integrated Student Information System (MiSiS). Students without notification contact information will not appear in either **Blackboard Connect** systems.

Blackboard Connect can associate up to six phone numbers, two emails and two SMS (text) numbers per student. To take full advantage of the different parental communication methods available, enter telephone, email and text contact information for each parent/guardian.

Contact information to be entered in MiSiS is obtained directly from the Student Emergency Information Form. Please see bulletin, [BUL-6303, Student Emergency Information Form, June 16, 2014.](#)

 **LOS ANGELES UNIFIED SCHOOL DISTRICT** Attachment A
STUDENT EMERGENCY INFORMATION FORM

Parent Information: Please fill out completely and sign where indicated. In a major emergency, it is school district policy to retain students at school for their safety. This form will be used by the school staff when students are released to go home. Please complete electronically or print clearly and return completed form to school.


STUDENT'S LAST NAME		FIRST NAME		M.I.		STUDENT'S LAST NAME
BIRTH DATE		GRADE		HOME LANGUAGE		
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE						
STUDENT'S HOME ADDRESS -- NUMBER	STREET		APT #	CITY	ZIP CODE	
MAILING ADDRESS -- NUMBER <small>(IF DIFFERENT FROM ABOVE)</small>	STREET		APT #	CITY	ZIP CODE	
PARENT'S / LEGAL GUARDIAN'S LAST NAME	FIRST NAME		RELATIONSHIP TO STUDENT		LIVES WITH? <input type="checkbox"/> Yes <input type="checkbox"/> No	
WORK ADDRESS -- NUMBER	STREET		CITY		ZIP CODE	
CONTACT NUMBERS		Indicate which phone to call for each message type:*			EMAIL ADDRESS:	
HOME	EMERGENCY	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work		
CELL	ATTENDANCE	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work		
WORK	GENERAL INFO	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work		
TEXT	<input type="checkbox"/> I authorize receiving text messages and understand that I am responsible for all text related charges.					

Information entered in MiSiS will appear in the **Blackboard Connect** systems within 24 hours.



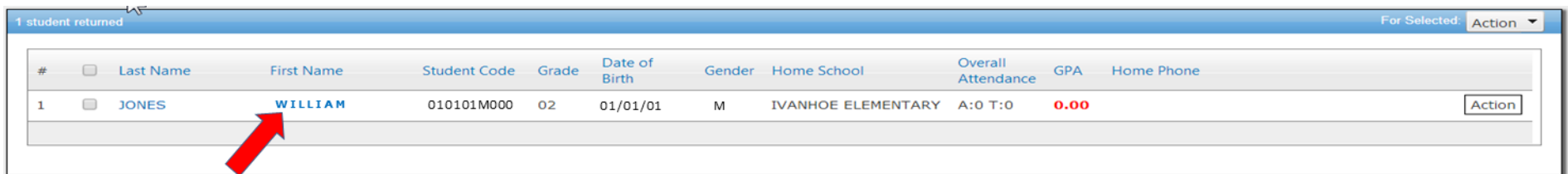
Log into MiSiS at <https://misis.lausd.net/start/Login.aspx>. Enter your Single Sign-On User name and Password.



On the **Search Students** screen, enter the Student ID or student name (first name last name) and click on the magnifying glass icon  to search.



The search results will appear on the screen. Click on the **First Name** of the student.

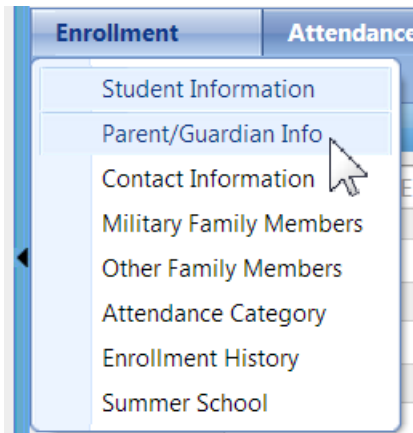


1 student returned

#	<input type="checkbox"/>	Last Name	First Name	Student Code	Grade	Date of Birth	Gender	Home School	Overall Attendance	GPA	Home Phone	Action
1	<input type="checkbox"/>	JONES	WILLIAM	010101M000	02	01/01/01	M	IVANHOE ELEMENTARY	A:0 T:0	0.00		Action



On the next screen, click on the **Enrollment** menu heading and drag down to **Parent/Guardian Info**.



The **View Parent/Guardian Information** screen will appear. Click on the pencil icon  to view the information for the parent.

View Parent/Guardian Information							
+ Add new record							Refresh
Parent/Guardian Name	Relationship	Legal Guardian?	Primary?	Lives With?	Home Language	Phone	Address
JONES, JANET	Parents	Yes	Yes	Yes	ENGLISH	(213) 555 - 1212	, LOS ANGELES, CA 90039
JONES, GREGORY	Parents	Yes	Yes	Yes	ENGLISH	(213) 555 - 3333	, LOS ANGELES, CA 90039



Complete all **Parent/Guardian Information** including entering the **E-Mail** address.

Under **Contact Information**, enter:

<ul style="list-style-type: none"> • Phone #1 (Use General Notification Phone Message category) • Phone #2 (Use Attendance Notification Phone Message category) • Phone #3 (Use Emergency Notification Phone Message category) 	<p>* Phone #1 Message: <input type="text" value="General Notification"/></p> <p>* Phone #1 Type: <input type="text" value="Attendance Notification"/></p> <p>Phone #2 Message: <input type="text" value="Emergency Notification"/></p> <p>Phone #2 Type: <input type="text" value="General Notification"/></p>
<ul style="list-style-type: none"> • Phone Types should be appropriately selected (Home, Work, Mobile, Other) as identified on the Student Emergency Information Form 	<p>* Phone #1 Message: <input type="text" value="- Please Select -"/></p> <p>* Phone #1 Type: <input type="text" value="Mobile"/></p> <p>Phone #2 Message: <input type="text" value="Home"/></p> <p>Phone #2 Type: <input type="text" value="Work"/></p> <p>Phone #3 Message: <input type="text" value="Mobile"/></p> <p>Phone #3 Type: <input type="text" value="Other"/></p>
<ul style="list-style-type: none"> • Phone Time can be ignored. 	<p>* Phone #1 Time: <input type="text" value="- Please Select -"/></p>
<ul style="list-style-type: none"> • Text Message # (Ensure that the parent/guardian has provided the text number and checked the authorization box on the Student Emergency Information Form) 	<p>Text Message #: <input type="text" value="(213) 555 - 1212"/></p>
<ul style="list-style-type: none"> • It is recommended to have a Phone # for each Phone Message category even if the phone number is the same. 	<p>Contact Information</p> <p>* Phone #1 Time: <input type="text" value="- Please Select -"/></p> <p>* Phone #1: <input type="text" value="(213) 555 - 1212"/></p> <p>Phone #2 Time: <input type="text" value="- Please Select -"/></p> <p>Phone #2: <input type="text" value="(213) 555 - 1212"/></p> <p>Phone #3 Time: <input type="text" value="- Please Select -"/></p> <p>Phone #3: <input type="text" value="(213) 555 - 1212"/></p> <p>Text Message #: <input type="text" value="(213) 555 - 1212"/></p> <p>* Phone #1 Message: <input type="text" value="General Notification"/></p> <p>* Phone #1 Type: <input type="text" value="Mobile"/></p> <p>Phone #2 Message: <input type="text" value="Attendance Notification"/></p> <p>Phone #2 Type: <input type="text" value="Mobile"/></p> <p>Phone #3 Message: <input type="text" value="Emergency Notification"/></p> <p>Phone #3 Type: <input type="text" value="Mobile"/></p>
<ul style="list-style-type: none"> • NOTE: To remove a phone number (rather than changing an existing phone number) enter, (999) 999-9999 in the Phone # Time field. 	<p>Contact Information</p> <p>* Phone #1 Time: <input type="text" value="Day"/></p> <p>* Phone #1: <input type="text" value="(999) 999 - 9999"/></p>



Review the **Edit Parent/Guardian** screen to ensure the correct **Parent/Guardian Information** and **Contact Information** is entered.

Parent/Guardian Information	
* Last Name:	Jones
* First Name:	Janet
Middle Name:	
Suffix:	
E-Mail:	jjones@gmail.com
* Relationship:	Parents
Verified as Legal Guardian?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Primary Guardian?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Lives With?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Home Correspondence Language:	ENGLISH
Highest Educational Level:	Some College Incl AA Degree

Contact Information	
* Phone #1 Time:	- Please Select -
* Phone #1:	(213) 555-1212
Phone #1 Message:	General Notification
* Phone #1 Type:	Home
Phone #2 Time:	- Please Select -
Phone #2:	(424) 999-9999
Phone #2 Message:	Attendance Notification
* Phone #2 Type:	Work
Phone #3 Time:	- Please Select -
Phone #3:	(213) 555-9999
Phone #3 Message:	Emergency Notification
* Phone #3 Type:	Mobile
Text Message #:	(213) 555-9999

Click on the  button. Repeat this process for additional parent/guardian contacts.

Information entered in MiSiS will appear in the **Blackboard Connect** systems within 24 hours.

For **Blackboard Connect** questions and support, please contact the School Operations Blackboard Connect Support Team at (213) 241-1661 or (213) 241-1264. For additional help, please contact the 24/7 Blackboard Connect Client Care at (866)435-7684 or support@blackboardconnected.com. Please also visit the LAUSD Blackboard Connect website at <http://bbc.lausd.net> for additional user resources.

For MiSiS questions and support, please contact the ITD HelpDesk at (213) 241-5200, option 5 or visit the [MiSiS website](#).

