



## Arts Education Communication Tools

To send messages using WCPSS Lotus Notes E-Mail:

### Lotus Notes

1. Click on New, Message
2. Click on “To” Button
3. Click on “Search” Button - Select “Staff Directory” (Type in person’s last name) - Search
4. Type your message and then click Send.

### Public E-Mail Groups List

1. Click on New, Message
2. Click on “To” Button
3. Click on “Search” Button – Select “Staff Directory”
4. In the “Find” Box, type “arts”, click Search (Select the group and/or groups that you need)
5. Type your message and then click Send.

Public E-Mail Groups List
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<u>(This will place an e-mail in each member’s Inbox)</u>
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Arts-All-Staff
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Arts-Art-Elem
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Arts-Art-Middle
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Arts-Art-High
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Arts-Band-Elem
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Arts-Band-Middle
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Arts-Band.High
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Arts-Choral-Middle
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Arts-Choral.High
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Arts-Dance-Coop
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Arts-Dance-Elem
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Arts-Dance-Middle
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Arts-Dance-High
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Arts-HS-Dept-Chairs
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Arts-Music-Elem
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Arts-StaffDev-Chairs
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Arts-Strings-Elem
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Arts-Strings-Middle
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Arts-Strings-High
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Arts-Theatre-Elem
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Arts-Theatre-Middle
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Arts-Theatre-High
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Please check e-mails daily.

# Blackboard Groups

<http://blackboard.wcpss.net/>

For Blackboard – Use E-Mail Account Information for ‘Username’ and ‘Password’ (If you need assistance, check with your school for additional information.)

**Please make sure Arts Education has your current E-mail address.**



**All Arts Staff** - All Arts Staff (Elem/Middle/High)  
Group Discussion Board : Group Email :



**Band** - All Band Teachers (Elem/Middle/High)  
Group Discussion Board : Group Email :



**Dance** - All Dance Teachers (Elem/Middle/High)  
Group Discussion Board : Group Email :



**Elementary Art** - All Elementary Art Teachers  
Group Discussion Board : Group Email :



**Elementary Music** - All Elementary Music Teachers  
Group Discussion Board : Group Email :



**Strings** - All Strings Teachers (Elem/Middle/High)  
Group Discussion Board : Group Email :



**Theatre** - All Theatre Teachers (Elem/Middle/High)  
Group Discussion Board : Group Email :



**Visual Arts** - All Middle/High Visual Arts Teachers (Middle/High)  
Group Discussion Board : Group Email :



**Vocal** - All Middle/High Vocal Teachers (Middle/High)  
Group Discussion Board : Group Email :

Arts Education has decided to expand the role of Blackboard in our communications. We will utilize Blackboard to hold messages for us that can be read by our staff members. We will use the **Communication/Discussion Board** feature of Blackboard for messages. Anyone in these groups will have access to read messages and post messages.

To use this Blackboard feature:

- 1) Log onto Blackboard
- 2) Click on **Arts Education Communications**
- 3) Click on the **Communications** Tab on the left
- 4) Click on **Group Pages**
- 5) Click on your group
- 6) Click on **Group Discussion Board**
- 7) Click to read messages
- 8) Click on **Add New Thread** to post a message

We hope you find this helpful. These Group Discussion Boards will take a few more clicks to access but will essentially serve the same purpose as the TAO Bulletin Board. The added benefit is that the author of the message can **edit or 'modify' his/her original message** and the author of the message can **delete the message they posted**. Arts Education asks that as you post messages, please delete the messages timely. Thanks!

**Please check your Communications/Discussion Groups regularly for updates!**

## Edmodo Groups

<http://wcpss.edmodo.com/home>

Wake County Middle School Dance

Wake County Theatre Arts

<http://www.edmodo.com/home#/join/9dda73f30d486a4b5652a060df307aed>

WCPSS Elementary Arts

<http://www.edmodo.com/home#/join/549ddaa821a493f76c8a223edcce3ca8>

WCPSS Elementary Music

<http://www.edmodo.com/home#/join/b03e01fa051b39b35cb03a1e736f7774>

WCPSS Technical Theatre

<http://www.edmodo.com/home#/join/c9d863a56e8bcb61e7b39ee461e4638>

Music PLT #8

Please contact Jim Martz at [jmartz@wcpss.net](mailto:jmartz@wcpss.net) with questions