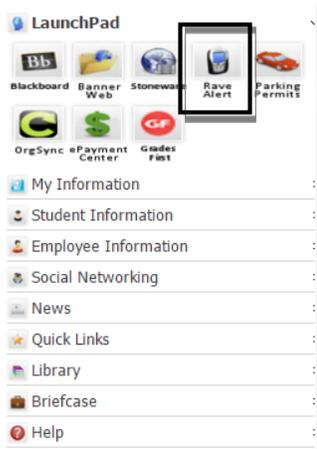


Rave Alerts

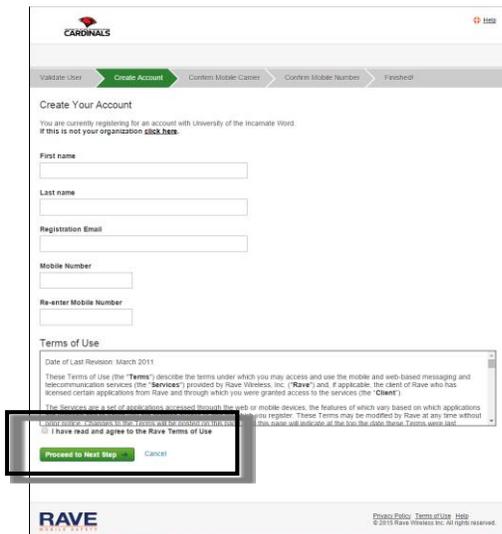
Rave Alert provides UIW emergency communications, course announcements and other important course information delivered via text message or email. To utilize this option you need to sign up for Rave Alert through MyWord.



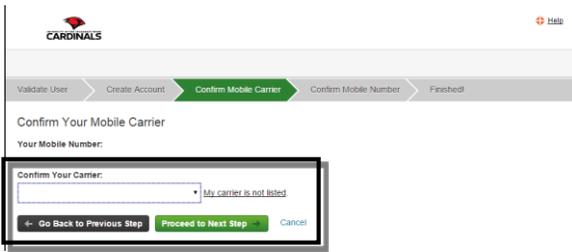
1. Log into MyWord.
2. Click the **Rave Alert** icon on the Launch Pad.



3. Login with UIW network/Blackboard username and password.
4. Click **Log in**.

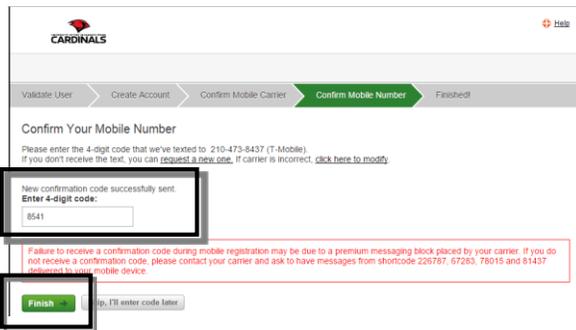


5. You will be able to create your account with Rave Alert by entering your information into the empty fields.
6. On the **Terms and Conditions** section, check the **agreement** box. *If you have previously logged into Rave, this step will be skipped.*
7. Click **Proceed to Next Step**.

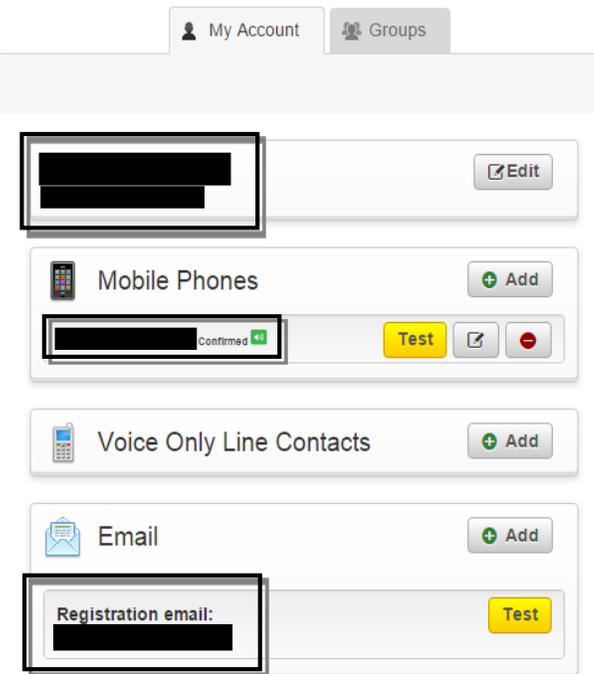


8. You will need to confirm your mobile carrier. Please select your mobile network carrier.

9. Click **Proceed to Next Step**.



10. Since you entered your cell phone information, this allows you to receive text message alerts. You will be sent a 4-digit code that you will have to enter. Click **Finish**.



11. You will now be able to see what email addresses and phone numbers will receive any notifications.

12. Click the **Add** Buttons to add a cell phone, number, email address, or landline option to your Rave account.

13. Rave alerts will be received at these addresses and phone numbers in addition to your UIW Cardinal Mail Account.

STUDENTS WANTING TO USE BLACKBOARD ANNOUNCEMENTS

The screenshot shows the Blackboard user interface. At the top left is the University of the Incarnate Word Cardinals logo. In the top right, there is a dropdown menu. Below the logo, there are navigation tabs: 'My Account', 'Groups', and 'My Groups'. The 'My Groups' tab is highlighted with a box. Below the tabs, there is a 'Find Groups' button. The main content area is divided into two sections: 'Official Groups' and 'My Groups'. The 'Official Groups' section has a table with columns 'Type', 'Group', and 'Action'. The 'My Groups' section has a table with columns 'Type', 'Role', 'Group', 'Alert by Text', 'Alert by Email', and 'Actions'.

Type	Group	Action
Resource	Blackboard Announcements	<input type="button" value="Q"/>

Type	Role	Group	Alert by Text	Alert by Email	Actions
Resource	Member	UIW Broadcast Alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

1. Click the **Groups Tab**
2. Locate **My Groups**, and click the [Blackboard announcements](#) link
Users may modify default settings for all courses/organizations or select their preferred settings for each individual course or organization

The screenshot shows the 'Tools' menu in Blackboard. The menu items are: Announcements, Calendar, Tasks, My Grades, Student@Live E-Mail, Rave Alerts, Cardinal E-Mail - Faculty, User Directory, Address Book, User Manual, and Personal Information. The 'Rave Alerts' item is highlighted with a box.

3. If you have not setup the Blackboard Rave Alerts at this time please do the following.
 - a. Login to **Blackboard**.
 - b. Under the **Tools** section you will click **Rave Alerts**.
 - c. You will then be prompted to login to Rave Alerts.

