



Introduction to Message Center

Skyward

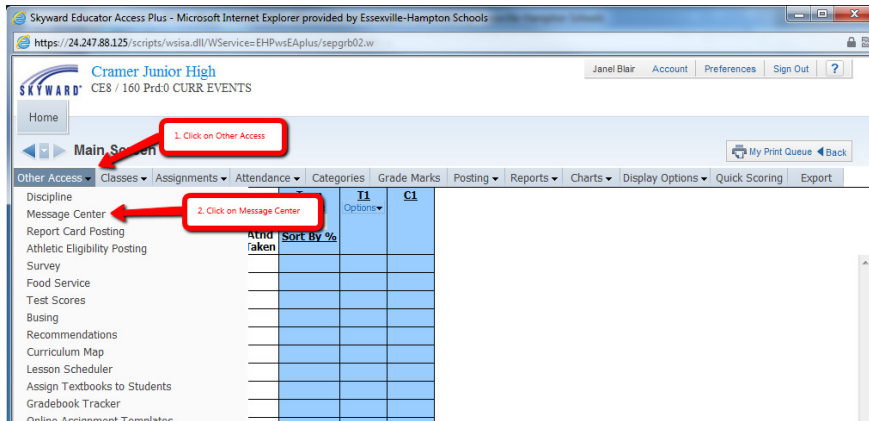
Using the Message Center

The Skyward Message Center allows you to post items to the family/student access. It also allows you to post attachments to a specific calendar date. You can also email students and parents.

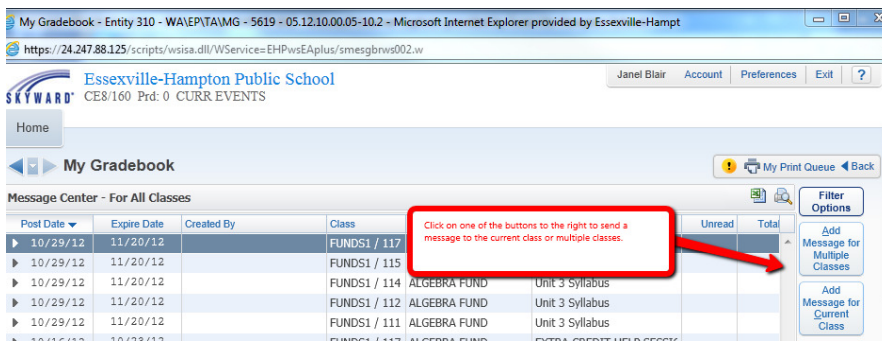
Accessing the Message Center

Open your gradebook for one of your classes.

Click on Other Access, then Message Center.



Within the Message Center, click on either Add Message for Multiple Classes or Add Message for Current Class.



Once you click on a new message, you will have several options.

1. Message Summary: Type a name for the message
2. Message Detail: Type the message in the box.
3. Attach: Click here to attach a file. If you are attaching a file, you must do the following:
 1. Browse to select your file.
 2. Click Upload to upload file to Skyward
 3. Click Save to save uploaded file.

Posting Options:

1. Enter a date to appear in the Message Center as a current message.
2. Check Post to Family Access and/or Post to Student Access. There are also options to allow parents/students to reply to message and see your email address.

3. Check Post to Calendar and select date.

Emailing Options:

Check Send as Email to email parents/students.

Check all of the options below regarding who should receive the email. Options include Students, Guardians, etc.

Additional Options including adding Course Description, Period, and Teacher Name also can be checked.

See image below for more details.

If you selected to send to multiple classes, a box with a list of classes is at the bottom of the screen. Check the classes that you want to send the message to.

When completed with the message, click Save to post or send message.

The screenshot shows a web form titled "New Class Message for Multiple Classes" with several sections and callouts:

- Add a New Message:** Includes a "Message Summary" field (callout 1: "1. Type a name for the message"), a "Message Detail" text area (callout 2: "2. Type the message in the box"), a "Priority" dropdown set to "Normal", and buttons for "Check Spelling", "Save", and "Attach (0)". A callout 3: "3. Click Attach to insert a file." points to the "Attach (0)" button. A purple callout "Click Save when finished" points to the "Save" button.
- Posting Options:** Includes "Post From" and "to" date pickers (callout 1: "1. Enter a date to appear in the Message Center"), checkboxes for "Only Post for Students currently enrolled in selected classes", "Post to Family Access" (checked), "Post to Student Access" (checked), "Post to Calendar" (checked), and "Place on Calendar Date" (10/29/2012). Callout 2: "2. Check to post to family/student access" points to the "Post to Family Access" and "Post to Student Access" options. Callout 3: "3. Post to Calendar" points to the "Post to Calendar" checkbox.
- Emailing Options:** Includes "Send as Email on" (checked) with date, time, and from address (BREYT@E-HPS.NET). Callout 1: "1. Check Send As Email to email parent/students" points to the "Send as Email on" checkbox. Other options include "Only Send Email to", "Email to Students", "Email to Guardians", "Heads of Household Only", "Primary Guardians Only", "Report Card Recipients Only", "First Families Only", "Send an Email For Each Student in Same Family", "Do Not Show Student Name in Body of Email", "Display Additional details in the Email Body", "Course Description", "Period", and "Teacher Name".
- Select the classes where this message should be saved:** A table with columns: Entity, Dept, Subj, Terms, Prd, Days Meet. The first row is selected (checked).

Entity	Dept	Subj	Terms	Prd	Days Meet
<input checked="" type="checkbox"/>	300		ELE	1 to 2	2 B
<input type="checkbox"/>	300		ECN	1 to 2	1 A
<input type="checkbox"/>	300		ECN	1 to 2	3 A
<input type="checkbox"/>	300		ECN	1 to 2	6 B
<input type="checkbox"/>	300		ECN	3 to 4	3 A