



Posting Lesson Plans, Daily Agendas, Notes, etc. in Skyward

Skyward

There are a few options within Skyward to post items such as class notes, daily agendas, etc.

Option 1 – Create a message and post to calendar.

For example, if you have weekly notes that you want student/parents to have at the beginning of the week, you can post the notes on the Monday of the week. See image below.

The screenshot shows the 'New Class Message for Selected Students' form in a web browser. The form is titled 'New Class Message for Selected Students' and includes the following sections:

- Add a New Message:** A text box for the message summary (containing 'Weekly Notes') and a larger text box for the message detail (containing 'Please review the attached Weekly Notes for the week of November 5 - 9.'). A 'Priority' dropdown menu is set to 'Normal'. Buttons for 'Check Spelling', 'Save', and 'Attach (0)' are on the right.
- Posting Options:** Includes 'Post From' and 'to' date pickers. Checkboxes for 'Post to Family Access', 'Post to Student Access', and 'Post to Calendar' are checked. Sub-options for 'Allow parents/students to respond' and 'Post my email address' are present.
- Emailing Options:** Includes 'Send as Email on' date and time pickers. Checkboxes for 'Email to Students', 'Email to Guardians', and 'Display Additional details in the Email Body' are present.
- Select students to receive the message:** A table with columns for 'Last Name', 'First Name', 'MI', and 'Gra'. A 'Select All' button is visible.

Red callouts with arrows point to specific elements:

- 'Enter a message name' points to the 'Message Summary' field.
- 'Enter a message description. You can also attach a file by clicking on Attach.' points to the 'Message Detail' text box.
- 'Click on Post to Family Access, Post to Student Access, and Post to Calendar.' points to the corresponding checkboxes in the 'Posting Options' section.
- 'You can also email parents and students.' points to the 'Emailing Options' section.

Option 2 – Create an Assignment in your Gradebook and Set it to No Count

Another option is to create an assignment in your gradebook and set the assignment to No Count. The assignment will automatically post to Family/Student Access but will not count toward the students grade.