



Introduction to Message Center

Skyward

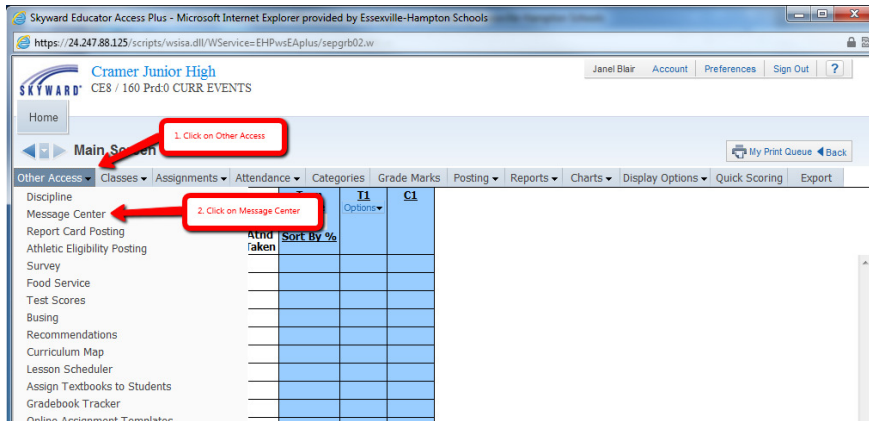
Using the Message Center

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.

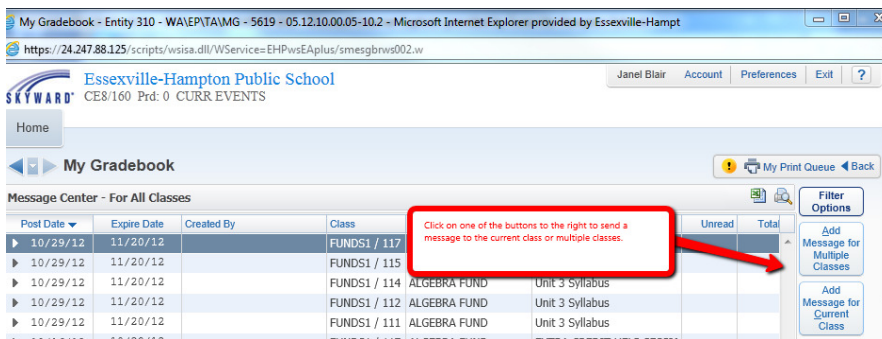
Accessing the Message Center

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.

New Class Message for Multiple Classes

Add a New Message

* Message Summary: Priority: Normal

* Message Detail:

View Style Toolbar:

Posting Options

Post From: to:

Only Post for Students currently enrolled in selected classes

Post to Family Access

Allow parents to respond to this message

Post my email address for parents viewing this message

Post to Student Access

Allow students to respond to this message

Post my email address for students viewing this message

Post to Calendar

Place on Calendar Date: 10/29/2012 Text:

Emailing Options

Send as Email on 10/29/2012 at 10:03 AM from BREYT@E-HPS.NET [Restore Default](#)

Only Send Email to:

Email to Students

Email to Guardians (Leave checkboxes below blank to send to all 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 Teacher Name

Post to All Classes

Select the classes where this message should be saved

	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

Select All Clear All