

Skyward Message Center – Basic Directions

- 1.) Log into skyward (skyward.bwschools OR bwschools.net)
- 2.) Top of page – find Faculty & Staff – Click on “Skyward” - NOT Skyward Employee Access
- 3.) Log in
- 4.) Click on “My Gradebook”
- 5.) Top left-hand side click on “Other Access” and choose “Message Center”
- 6.) Click on one of your classes that you want to post / send a message to
- 7.) A small box will appear – Find the words “Number of Records” and change to a larger #
- 8.) Find the words “Apply Filter” and click on it
- 9.) Far right-hand side of screen – Choose “Add Message to Multiple Classes” OR “Add Message to Current Class”
- 10.) In the “Message Summary” box - Type a SHORT description of message
- 11.) **In the “Message Detailed” box – This is where you can type a more detailed message**
 - Copy of lesson plans
 - Letter to student / parent
 - Upcoming homework / tests
 - Add attachments (see next step below)
- 12.) **Attach worksheets / Study Guides**
 - Best to attach everything as a pdf file
 - Click on “Attach”
 - Click on “Browse”
 - Select the document you want to attach
 - Click on “upload”
 - Click on “SAVE”

**To save a word doc as a pdf go to “save as”
in word 2010 you click on “pdf or xps”**
- 13.) **Posting Options**
 - Calendar: Automatically set to show message for 8 days – Change the dates as needed
 - Make sure the “Family Access” box is checked for parents / students to be able to view your message
 - If you want parents or students to be able to email you be sure to check on post my email address
- 14.) **E-mailing Options**
 - Make sure “Send as an e-mail” is checked if you want parents / student To receive the message
 - You can select certain students to receive an individualized message