

Posting & Sending Messages via Skyward Message Center

Click to attach files

Check both parent and student access to ensure both parents and students have access

Create a brief but specific message summary

Include the details of your message

New Class Message for Multiple Classes

Add a New Message

* Message Summary: Priority: Normal

* Message Detail: View Style Toolbar:

Posting Options

Post From: 09/13/2012 to: 09/20/2012

Only Post for Students currently enrolled in selected classes

Post to Family Access Post to Student Access

Allow parents to respond to this message Allow students to respond to this message

Post my email address for parents viewing this message Post my email address for students viewing this message

Post to Calendar Place on Calendar Date: 09/13/2012 Text: Chap. 16 Tes

Emailing Options

Send as Email on 09/13/2012 at 02:16 PM from skyward@bwschools.net

Only Send Email for Students currently enrolled in selected classes

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

Select the classes where this message should be saved

Entity	Dept	Subj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	060		1 to 4	1	1234567890	704 / 01	LANGUAGE ARTS 7
<input checked="" type="checkbox"/>	060		1 to 4	2	1234567890	704 / 05	LANGUAGE ARTS 7
<input checked="" type="checkbox"/>	060		1 to 4	3	1234567890	704 / 02	LANGUAGE ARTS 7
<input checked="" type="checkbox"/>	060		1 to 4	4	1234567890	704 / 03	LANGUAGE ARTS 7
<input checked="" type="checkbox"/>	060		1 to 4	6	1234567890	704 / 04	LANGUAGE ARTS 7

Check if you want the assignments posted on the Skyward calendar. Fill in the textbox with a brief description/title. Example - Chap. 16 Test

Besides posting the message, you can email your message directly to parents/guardians and students. To email, you must check all three boxes.

Make sure you select all the classes that you intend the message to be posted to and/or receive the message via email.