

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus interface in a Windows Internet Explorer browser. The user is identified as HAMILTON BIGGELOWSCR. The main content area displays a 'Welcome to Educator Access Plus' message. A yellow callout box titled 'Message Center' provides instructions and information:

Message Center
 Select Educator Access Plus, Teacher Access, My Classes.

What are Messages in the Message Center?
 The teacher is able to schedule a message and add attachments for parents or students to view through Family Access. Each message contains the option for student and parent responses. Additionally, the message can be sent as a scheduled email.

Why would I use the Message Center?
 Message Center is an easy way to communicate to a group of students or parents without sending written notes home.

When would I add a Message to the Message Center?
 This option would be used to notify the whole class of an upcoming test, issue, or event. It may also be used as a tool for providing copies of a course syllabus or other documents through Family Access.

The browser's address bar shows 'Local intranet' and the zoom level is set to 100%.

Slide 2 - Slide 2

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Windows Internet Explorer". The page header includes the Skyward logo and "EDUCATOR ACCESS plus". The user is identified as "HAMILTON BIGGEL" with the role of "Teacher". Navigation links include "Home Page", "My Classes", "View Tutorial", "Customer Access", "My Print Queue", and "Back".

The main content area is titled "HAMILTON BIGGELWSCR's Classes" and displays a table of classes for "400 Entity (400) Grades 9 to 12".

Dept	Subject	Terms	Period	Days Meet	Class	Description	
ENG		1 - 4	0	12	100ENG / 2	English	Class Options
SS		1 - 4	0	MTWRF	500EC / 3	Economics	Class Options

A yellow callout box with a pointer to the "Class Options" link in the second row contains the text: "Select a class for which you would like to add a class message and click **Class Options** for that class."

The browser status bar at the bottom shows "Done", "Local intranet", and "100%" zoom level.

Slide 3 - Slide 3

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Windows Internet Explorer". The page header includes "Entity (400) Grades 9 to 12", "Teacher: HAMILTON BIGGEL", and "Class: 500EC / 3 Prd:0 Economics". A sidebar on the left lists "Class Options" with sub-items like Attendance, Discipline, and Message Center. A yellow callout box with the text "Select Message Center." points to the "Message Center" link. The main content area displays a "Class Roster for 500EC/3 Economics" table with columns for Last Name, First Middle, Grade, Alerts, E, U, T, Discipline, Test Scores, and Recommendations. The table lists 15 students with their respective details.

Last Name ↑	First Middle	Grade	Alerts	E	U	T	Discipline	Test Scores	Recommendations
FRANKLIN	MICHAEL	10							2
SCR	PERRY F	08	■						2
CROSWELLS	FRED Y	11	■						3
FREENEYS	LINCOLN R	11	■						3
HELLYHAMER	EAHMON	10							3
JANASS	SHELBY J	10	■				2		5
KLOSTERMAN	TERI C	10							1
MANALOS	ERIKA K	10							
PAFFS	WAI G	PM							
PULICES	VIRGINA P	10				■			
VELASQUESS	NIGEL N	10							
WATTENBARGER	RICARDO X	PM							
ZALES	LEAH P	10							1

Slide 4 - Slide 4

Entity: 400 - WANEPTAWCMS - 6117 - 04.10.01.00.00 - Windows Internet Explorer

★ Favorites | Notes | Preferences | Create New Window | Customer Access | Help | My Print Queue

Skyward School District | User Name: HAMILTON BIGGELOWSCR | Examples | Wednesday, February 3rd, 2010
Class: 500EC/3 Prd: 0 Economics

Home Page | My Classes | Class Options | Message Center

Message Center - For All Classes

No records available

Back

Filter Options

Add Message for Multiple Classes

Add Message for Current Class

Edit

Delete

Respond to Selected Message

Mark as Read

Restore Class

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 records displayed

Done | Local intranet | 100%

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Entity: (400) Grades 9 to 12

Fill in your Message Summary.
Write your complete message in the Message Detail field.

Add a New Message

Message Summary: Economic Analysis Outline Due Friday

Message Detail: The outline for your Economic Analysis group project is due on Friday, February 12th.

Priority: Normal

2010 to Wed, Feb 10 2010

Attach (0)

Save
Back

Choose whether this is a High or Normal priority issue.

An Attachment can be added for viewing. The Attach button indicates how many files are currently attached to this message.

To add an attachment to this message, click the Attach button.

Post to Stud
Allow parents to respond to this message
Allow stud
Post my email address for parents viewing this message
Post my e
Post to Calendar
Place on Calendar Date: Wed, Feb 3 2010 with text

Emailing Options

Send as Email on: Wed, Feb 3 2010 at 03:55 PM from

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

Select All Clear All

Select students to receive the message					
Last Name	First Name	MI	Grad Year		
<input checked="" type="checkbox"/>	BERRY	1/2	FRANKLIN	M	2012
<input checked="" type="checkbox"/>	COMISKEY	SCR	PERRY	F	2014
<input checked="" type="checkbox"/>	CROSWELL	SCR	FRED	Y	2011

Done Local intranet 100%

Slide 6 - Slide 6

Add a New Message

Message Summary: Economic Analysis Outline Due Friday Save

Message Detail: The outline for your Economic Analysis group project is due on Friday, February 12th. Back

Priority: Normal Attach (0)

Attachment Maintenance

Economic Analysis Outline Template.doc

Group Listing.doc

Save Back Delete

top\Hamilton Biggel\Group_Listing.doc Browse... Upload

Click Browse to select a file

Posting Options

Post From: Wed, Feb 3

Post to Family Access

Allow parents to respond

Post my email address for this message

Post to Calendar

Place on Calendar Date: [calendar icon]

Emailing Options

Send as Email on [calendar icon] at 03

Select students to receive the message

Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/> BERRY	FRANKLIN	M	2012
<input checked="" type="checkbox"/> COMISKEY	PERRY	F	2014
<input checked="" type="checkbox"/> CROSWELL	FRED	Y	2011

1. Either **type** in the location of your saved file or use the **Browse** button to find the file location.

Note: File size **limits** set by district administration will apply.

2. When you have entered the file location, select **Upload**.

3. Click **Save** to save the attachments.

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Skyward Educator Access Plus - Windows Internet Explorer

Entity (400) Grades 9 to 12
 Teacher: HAMILTON BIGGEL Class: 500EC / 3 Prd:0 Economics

[View Tutorial](#)
[Customer Access](#)

New Class Message for Selected Students

Add a New Message

Message Summary: Economic Analysis Outline Due Friday
 Message Detail: The outline for your Economic Analysis group project is due on Friday, February 12th.

Buttons: Save, Back, Attach (2)

Indicate the **date** when you would like this message to **start** displaying and the date when you want it to **stop** displaying.

Posting Options
 Post From: Wed, Feb 3 2010 to Sat, Feb 13 2010

Post to Family Access
 Allow parents to respond to this message
 Post my email address for parents viewing this message
 Post to Calendar
 Post to Student Access
 Allow students to respond to this message
 Post my email address for students viewing this message

Place on Calendar Date: Wed, Feb 3 2010 with text: Outline Due

Enter additional posting instructions for Family Access, Student Access, and Calendar.

Emailing Options
 Send as Email on Wed, Feb 3 2010 at 03:55 PM from

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

Select All Clear All

Select students to receive the message

Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/> BERRY	FRANKLIN	M	2012
<input checked="" type="checkbox"/> COMISKEY	PERRY	F	2014
<input checked="" type="checkbox"/> CROSWELL	FRED	Y	2011

Local intranet 100%

Slide 8 - Slide 8

Skyward Educator Access Plus - Windows Internet Explorer

Entity (400) Grades 9 to 12
 Teacher: HAMILTON BIGGEL Class: 500EC / 3 Prd:0 Economics

[View Tutorial](#)
[Customer Access](#)

New Class Message for Selected Students

Add a New Message

Message Summary: Economic Analysis Outline Due Friday
 Message Detail: The outline for your Economic Analysis group project is due on Friday, February 12th.

Priority: Normal

Buttons: Save, Back, Attach (2)

Posting Options
 Post From: Wed, Feb 3 2010 to Sat, Feb 13 2010

- 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: Wed, Feb 3 2010

Emailing Options

- Send as Email on: Wed, Feb 3 2010 at 03:55 PM from HBiggel@anyschool.com
- 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

Note: To distribute this message as an email, select the **Send as Email** checkbox, enter the **date** and **time** to send the email, and fill in the appropriate **sender email address** in the email **from** field.

Note: Select the **recipients** of the email, students and/or guardians, by checking the appropriate boxes.

Note: Email **capability** is dependant on the identified individual's **email address** being in the student records database.

Select All Clear All

Select students to receive	
Last Name	First Name
<input checked="" type="checkbox"/> BERRY½	FRANKLIN
<input checked="" type="checkbox"/> COMISKEYSCR	PERRY
<input checked="" type="checkbox"/> CROSWELLSR	FRED

Local intranet 100%

Slide 9 - Slide 9

Skyward Educator Access Plus - Windows Internet Explorer

Add a New Message

Message Summary: Economic Analysis Outline Due Friday
 Message Detail: The outline for your Economic Analysis group project is due on Friday, February 12th.

Priority: Normal

Posting Options
 Post From: Wed, Feb 3 2010 to Sat, Feb 13 2010

Post to Family Access
 Allow parents to respond to this message
 Post my email address for parents viewing this message
 Post to Calendar
 Place on Calendar Date: Wed, Feb 3 2010 with text: Outline Due

Post to Student Access
 Allow students to respond to this message
 Post my email address for students viewing this message

Emailing Options
 Send as Email on: Wed, Feb 3 2010 at 03:55 PM from HBiggel@anyschool.com
 Email to Students

blank to send to all
 any Guardians Only
 Families Only

Select All Clear All

Select students to receive the message			
Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/> BERRY 1/2	FRANKLIN	M	2012
<input checked="" type="checkbox"/> COMISKEYSCR	PERRY	F	2014
<input checked="" type="checkbox"/> CROSWELLSR	FRED	Y	2011
<input checked="" type="checkbox"/> FREENEYSR	LINCOLN	R	2011
<input checked="" type="checkbox"/> HELLYHAMERSC	EAHMON		2012
<input checked="" type="checkbox"/> JANASSCR	SHELBY	J	2012

Local intranet 100%

3. When complete, click **Save**.

1. In this example, we are **adding a Message for the current class**. Select **students** to assign this message to by placing **check marks** in the corresponding boxes.

2. If you have selected to **add a Message for multiple classes** you will be asked to select from a list of **classes** rather than a list of **students** as shown in this example.

Slide 10 - Slide 10

The screenshot shows a web browser window titled "Entity: 400 - WANEPTAWCMS - 6117 - 04.10.01.00.00 - Windows Internet Explorer". The page header includes "Customer Access" and "Help" links, a "We value your feedback" button, and the user's name "HAMILTON BIGGELOWSCR" with an "Examples" link. The date is "Wednesday, February 3rd, 2010".

The main content area displays a table of messages:

Post Date	Expire Date	Created By	Class	Description	Message	Unread	Total
02/03/10	02/13/10		500EC / 3	Economics	Economic Analysis Outline Due Friday		

Below the table are links for "Expand All", "Collapse All", "Show Details In New Window", and "Modify Details (displaying 3 of 3)".

The "Message Detail" section shows the message content: "The outline for you Economic Analysis group project is due on Friday, February 12th." It includes an "Attachments" section with links for "Group Listing.doc" and "Economic Analysis Outline Template.doc".

The "Unread Responses" section shows "There are no unread responses".

The "All Responses" section shows "There are no responses".

On the right side, there is a "Filter Options" menu with buttons for "Add Message for Multiple Classes", "Add Message for Current Class", "Edit", and "Delete".

Two yellow callout boxes provide instructions:

- The first callout box (top left) states: "All of your class messages will display. Expand the message entry to view and manage the message detail, including attachments and any responses received."
- The second callout box (middle right) states: "You can also Edit and Delete your messages from this area. Use the Edit button to modify the highlighted message or it's selected parameters. Use the Delete option to delete the highlighted message. This concludes this tutorial."

At the bottom of the page, there are navigation arrows, the text "1 records displayed", and a "Post Date:" input field. The browser status bar shows "Local intranet" and "100%" zoom.