

Slide 1 - Slide 1

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward logo and navigation tabs for "EDUCATOR ACCESS™ plus", "PRODUCT SETUP", "STUDENT MANAGEMENT", "HUMAN RESOURCES", and "FINANCIAL MANAGEMENT". The user is logged in as "Steve Teacher". The main content area displays the "Educator Access Plus Home Page" with a welcome message and a "Welcome back teachers!" greeting. A yellow callout box is overlaid on the page, containing the following text:

310 - Add a Message to the Message Center
Select **Web Access, 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 Add Message for Current Class?
It 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 for notifying the whole class of an upcoming test or event. It may also be used as a tool for providing copies of a course syllabus or other documents through Family Access.

The background page also shows a sidebar with a tree view of navigation options, including "Teacher Access", "Student Services", "Advisor Accounts", and "Administrative".

Slide 2 - Slide 2

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward logo, "EDUCATOR ACCESS plus", and "SKYWARD". The user is identified as "Teacher: Steve Teacher". Navigation links include "Home Page" and "My Classes". A "Print Queue" button and a "Back" button are also visible.

The main content area is titled "Steve Teacher's Classes" and lists "400 High School" classes. A table displays the following data:

Dept	Subject	Terms	Period	Days Meet	Class	Description	
10	10	1 - 4	1	MTWRF	01017 / 01	Field Biology	Class Options
10	10	1 - 4	2	MTWRF	01017 / 02	Field Biology	Class Options
10	10	1 - 4	3	MTWRF	01017 / 03	Field Biology	Class Options
10	10	1 - 4	4	MTWRF	01017 / 04	Field Biology	Class Options
10	10	1 - 4	5	MTWRF	01017 / 05	Field Biology	Class Options
10	10	1 - 4	6	MTWRF	01017 / 06	Field Biology	Class Options
10	10	1 - 2	7	MT			Class Options
10	10	3 - 4	7	M			Class Options

A yellow callout box with a pointer to the "Class Options" link in the last row contains the text: "Find the class that you wish to add the class message, click Class Options."

Slide 3 - Slide 3

Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: Steve Teacher Class: 01017 / 05 Prd:5 Field Bi

Home Page | My Classes | Class Options

Class Options

- My Gradebook
- Attendance
- Discipline
- Message Center
- Report Card Posting
- Attendance
- Surveys
- Test Scores
- Recommendations
- Curriculum Map
- Reports
- Lesson Plans
- Assign Textbooks to Students
- Gradebook Tracker

Class Roster for 01017 /05 Field Biology

Sorted By First Name Ascending [Return to default sort](#) | [Alert Legend](#)

First Middle	Last Name	Grade	Alerts	Absences	Discipline	Test Scores	Recommendations
Alisha	Long	11				2	1
Andrew J	Krause	11			1	3	1
Ashley M	Arneson	11				3	2
Brittany	Fallstad	11				2	1
Christopher J	Buman	11				3	1
Daniel Curtis	Borgstrom	11			2	2	1
Dustin B.	Gopinath	11				3	1
Dustin L.	Heinrich	11			34	3	1
Emily Sarah	Carlson	11				2	1
Jared T	Mogensen	11			1	3	1
Jesse R.	Paulson	11				2	1
Joanna P	Nuhn	11			1	3	1
John E	Parks	11				3	1
Johnathan L.	Critchfield	11				2	1
Joseph	Dalton	11		1		3	1
Joseph W	Ihli	11				3	1
Katie L	Chchic	11				3	1
Kayla Jo	Medina	11				3	1
Kristin A	Vogel	11				3	1
Kyle A	Quiring	11			4	3	1
Matthew R	Gholson	11				3	1
Michael A	Maguire	11		1		3	1
Rebecca M	Solfest	11				3	1

Select Message Center.

Slide 4 - Slide 4

Skyward Educator Access Plus: WA1EP1TAWMCMS - 6117W (03.07.02.01.02) - Microsoft Internet Explorer

400 - High School
Teacher: Steve Teacher Class: 01017/05 Prd: 5 Field Biology

View Tutorial
Enter a Customer Service Call
My Print Queue Back

Home Page | My Classes | Class Options | Message Center

Message Center - For All Classes

No records available

Modify Filter

- Add Message for Multiple Classes
- Add Message for Current Class
- Edit
- Delete

If you would like to add the message to more than one class,
select **Add Message for Multiple Classes**.

If you would like to add the message to only the current class,
select **Add Message for Current 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

Slide 5 - Slide 5

Enter Message Summary and Message Detail.

Add a New Message

Message Summary: Biology Field Trip on 1/0
 Message Detail: Don't forget your sack l

Priority: Normal
 Attachment: No Attachment

Posting Options
 Post From: **Fri, Jun 15 2007** to **Fri, Jun 22 2007**
 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

Emailing Options
 Send as Email on **Sat, Jun 16 2007**
 at 02:00 AM
 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 the classes where this message should be saved

Entity	Dpt	Sbj	Terms	Prd	Days	Meet	Class	Description
<input type="checkbox"/>	400	10	10	1 to 4	1	MTWRF	01017 / 01	Field Biology
<input type="checkbox"/>	400	10	10	1 to 4	2	MTWRF	01017 / 02	Field Biology
<input type="checkbox"/>	400	10	10	1 to 4	3	MTWRF	01017 / 03	Field Biology
<input type="checkbox"/>	400	10	10	1 to 4	4	MTWRF	01017 / 04	Field Biology
<input checked="" type="checkbox"/>	400	10	10	1 to 4	5	MTWRF	01017 / 05	Field Biology
<input type="checkbox"/>	400	10	10	1 to 4	6	MTWRF	01017 / 06	Field Binlnw

Attach any files that you would like.
 If you wish to attach files, select **Upload**.

Slide 6 - Slide 6

Add a New Message

Message Summary: Biology Field Trip on 1/01/2007

Message Detail: Don't forget your sack lunch and to bring your signed parent permission slip.

Attachment: C:\Documents and Settings\steveg\Desktop\Field_Trip

Attachment must not exceed 1 GB

from steve_teacher@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

Select the classes where this message should be saved								
Entity	Dpt	Sbj	Terms	Prd	Days	Meet	Class	Description
<input type="checkbox"/>	400	10	10	1 to 4	1	MTWRF	01017 / 01	Field Biology
<input type="checkbox"/>	400	10	10	1 to 4	2	MTWRF	01017 / 02	Field Biology
<input type="checkbox"/>	400	10	10	1 to 4	3	MTWRF	01017 / 03	Field Biology
<input type="checkbox"/>	400	10	10	1 to 4	4	MTWRF	01017 / 04	Field Biology
<input checked="" type="checkbox"/>	400	10	10	1 to 4	5	MTWRF	01017 / 05	Field Biology
<input type="checkbox"/>	400	10	10	1 to 4	6	MTWRF	01017 / 06	Field Biology

Slide 7 - Slide 7

Add a New Message

Message Summary: Biology Field Trip on 1/01/2007

Message Detail: Don't forget your sack lunch and to bring your signed parent permission slip.

1) Indicate the **dates** that you would like this message to **start** displaying the message and when you want it to **stop** displaying.

2) Identify if the message should be **posted** for parents, students, or both and if the selected individuals are allowed to **respond**.

3) If you wish to also **send** this message as an email, select the date and time to send the **email**, and **who** you would like the email to go to.

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

4) Select Class(es) to assign this message to by placing a **check mark** in the corresponding box.

5) When complete, click **Save**.

Posting Options

Post From: **Fri, Jun 15 2007** to **Fri, Jun 22 2007**

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

Emailing Options

Send as Email on **Sat, Jun 16 2007** at **02:00 AM** from **steve_teacher@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

Select the classes where this message should be saved								
Entity	Dpt	Sbj	Terms	Prd	Days	Meet	Class	Description
<input type="checkbox"/>	400							Field Biology
<input type="checkbox"/>	400							Field Biology
<input type="checkbox"/>	400							Field Biology
<input type="checkbox"/>	400	10	10	1 to 4	4	MTWRF	01017 / 04	Field Biology
<input checked="" type="checkbox"/>	400	10	10	1 to 4	5	MTWRF	01017 / 05	Field Biology
<input type="checkbox"/>	400	10	10	1 to 4	6	MTWRF	01017 / 06	Field Biology

Slide 8 - Slide 8

400 - High School

We value your feedback
Enter a Customer Service Call

Home Page | My Classes | Prd: 5 Field Biology | My Print Queue | Back

Message Center - For All Classes

Post Date	Expiration Date	Class	Description	Message	Unread Responses	Total Responses
06/15/2007	06/22/2007	01017 / 05	Field Biology	Biology Field Trip on 1/01/2007		

[Expand All](#) [Collapse All](#)

Message Detail
Don't forget your sack lunch and to bring your signed parent permission slip.

Unread Responses
There are no unread messages

All Responses
No Details Available

Modify Filter

- Add Message for Multiple Classes
- Add Message for Current Class
- Edit
- Delete

1 records displayed

Post Date:

All of your class messages will display.

Through this display you can view and manage parent and student responses to any messages that have that option available.

This concludes the tutorial.