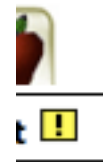


Message Center in Skyward Gradebooks

If a parent or student has used the Message Center feature in Skyward to send you a message, you will see a yellow box with an asterisk in it next to your name when you log into your gradebook.

If you click on the yellow box the following screen will come up.



OW - 04.08.10.00.01
https://skywardeaplus-win.iscorp.com/cgi-bin10/cgiip.exe/WServ

Home Page

Items Waiting For My Approval/Attention Back

Item ^	# WFM
UNREAD MESSAGE (10321 / 05)	1
UNREAD MESSAGE (10322 / 04)	1
UNREAD MESSAGE (10321 / 01)	1
UNREAD MESSAGES (10321 / 04)	2
UNREAD MESSAGES (10321 / 06)	2

7 records displayed

Click on any UNREAD MESSAGE to read the messages sent to you. You can click on the plus sign to expand the message.

[Home Page](#) | Message Center

Message Center - For All Classes							
Post Date	Expire Date	Created By	Class	Description	Message	Unread	Total

You will then have these options for the parent messages.

To get the yellow icon box to go away you MUST mark all messages as read.

Filter Options

Add Message for Multiple Classes

Add Message for Current Class

Respond to Selected Message

Mark as Read

At this time there is no way to delete messages sent to you by parents. However, you can filter them out if you have marked them as read. Click on Filter Options and select to show current messages.

Filter Options		Number of Records: 10	Apply Filter
Show Messages:	Current		Reset Filter
<input type="checkbox"/>	Only Show Messages for the Selected Class (20321 / 04 Pre-Calculus)		Back

Message Center is also a valuable tool that you can use to send messages to your entire class. You can have the messages posted as an informational item that parents and students can see when they look at their grades or you can use it to send an email to all parents in any or all of your classes.