

Message Center

Message Center (Web Applications>Educator Access Plus>Teacher Access>My Classes) is an easy way to communicate to a group of students or parents without sending home a written note. You may also use this as a tool for providing copies of a course syllabus or other documents through Student and Family Access.

The screenshot shows the 'Class Messages (99)' interface. It features a table with columns for Post Date, Expire Date, Created By, Class, Description, Message, Unread, Total, and Recalled. Two messages are listed:

	Post Date	Expire Date	Created By	Class	Description	Message	Unread	Total	Recalled
1	05/06/13	05/13/13		Band I / 01	Band I	Marching Band Tryouts			N
2	04/25/13	05/02/13		3115 / 01	Wind Ensemble	Band Concert	1	1	N

On the right side, there are buttons for 'Filter Options', 'Add Message for Multiple Classes', 'Add Message for Current Class', 'Edit', 'Sign', and 'Recall'.

Add Message to Multiple Classes

The screenshot shows the 'New Class Message for Multiple Classes (241)' form. It includes the following sections:

- Add a New Message:**
 - * Message Summary: Priority:
 - * Message Detail:
- Posting Options:**
 - Post From: to:
 - Only Post for Students currently enrolled in selected classes
 - Post to Family Access
 - Allow parents to respond to this message
 - Post my email address for parents viewing this message
 - Post to Student Access
 - Allow students to respond to this message
 - Post my email address for students viewing this message
 - Post to Calendar
 - Place on Calendar Date: Text:
- Emailing Options:**
 - Send as Email on at from [Restore Default](#)
 - 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

The option to Add Message to Multiple Classes allows you to create a single message and attach multiple classes to that message.

Add a New Message

- ****Message Summary** – Enter a summary for the message; the maximum character limit is 60.
- ****Priority** – Select either Normal or High Priority for the message.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- ****Message Detail** – Compose your complete message in the Message Detail.

Posting Options

- **Post From/To** – This allows you to determine the length of time the message will display in Family/Student Access.
- **Only Post for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Post to Family Access** – Select this option if the message should display in Family Access.
- **Allow parents to respond to this message** – If you select this option, parents will be able to respond to your message via Family Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for parents viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Student Access** – Select this option if the message should display in Student Access.
- **Allow students to respond to this message** – If you select this option, students will be able to respond to your message via Student Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for students viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Calendar** – Select this option to have the message display on the designated date in the Family/Student Access Calendar.

Emailing Options

- **Send an Email on** – This allows you to send the message as an email to guardians and/or students.
- **Only Send Emails for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Email to Students** – Select this option if the message should be emailed to the students.
- **Email Guardians** – Select the option if the message should be emailed to the guardians. If selecting this option, you can then determine the guardians that should receive the email.
- **Display Additional Details in the Email Body** – This allows you to determine if additional class information will display in the email.

Class Selection

Post to All Classes

Select the classes where this message should be saved Select All

	Entity	Dept	Subj	Terms	Prd	Days Meet	Class	Description	
1	<input checked="" type="checkbox"/>	001		1 to 6	1	MTWRF	Band I / 01	Band I	
2	<input checked="" type="checkbox"/>	001		1 to 6	0	MTWRF	2LA / 01	2 Lang Arts	
3	<input checked="" type="checkbox"/>	001		1 to 6	0	MTWRF	2READ / 01	2 Reading	
4	<input checked="" type="checkbox"/>	001		1 to 6	0	MTWRF	2SPEL / 01	2 Spelling	
5	<input checked="" type="checkbox"/>	001		1 to 6	0	MTWRF	2WRIT / 01	2 Writing	
6	<input checked="" type="checkbox"/>	001		1 to 6	1	MTWRF	3115 / 01	Wind Ensemble	
7	<input checked="" type="checkbox"/>	001		1 to 6	2	MTWRF	TREND / 01	Trend	
8	<input checked="" type="checkbox"/>	001	10	10	1 to 6	0	MTWRF	3116 / 01	Wind Ensemble 2
9	<input checked="" type="checkbox"/>	001	10	10	1 to 6	3	MTWRF	3117 / 01	Wind Ensemble 3
10	<input checked="" type="checkbox"/>	101		1 to 6	1	MTWRF	1MUS / 01	1 Music	

10 records displayed

Clear All

- **Post to All Classes** – If you select this option, all courses at the bottom of the screen will be selected and grayed out.
- **Select Classes where this message should be saved** – Choose the class (es) that will see the message in Family/Student Access or receive an email.

Attach

Attachment Maintenance (37) Print ? Back

Attachment Maintenance

1 - Grading Policy Sample.doc

Save

Delete

G:\U\amys\1 - Grading Policy Sar

Click on Browse to select a file

The Attach option allows you to attach a file to the message. The option to add an attachment will depend on the configuration of Educator Access Plus.

Add Message for Current Class

New Class Message for Selected Students (61)

Add a New Message

* Message Summary: Priority: Normal

* Message Detail:

View Style Toolbar: ▼

Marching Band tryout will be May 9th from 3-6.

[Check Spelling](#)

[Save](#)

[Attach \(0\)](#)

Posting Options

Post From: to:

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: Text:

Emailing Options

Send as Email on at AM from [Restore Default](#)

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

The option to Add Message for Current Class allows you to create a message for the class selected in the My Classes screen.

Add a New Message

- **Message Summary** – Enter a summary for the message; the maximum character limit is 60.
- **Priority** – Select either Normal or High Priority for the message.
- **Message Detail** – Compose your complete message in the Message Detail.

Posting Options

- **Post From/To** – This allows you to determine the length of time the message will display in Family/Student Access.
- **Only Post for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Post to Family Access** – Select this option if the message should display in Family Access.
- **Allow parents to respond to this message** – If you select this option, parents will be able to respond to your message via Family Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for parents viewing this message** – When selecting this option, your name will be a hyperlink in the "Posted By" column of the message.
- **Post to Student Access** – Select this option if the message should display in Student Access.
- **Allow students to respond to this message** – If you select this option, students will be able to respond to your message via Student Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- **Post my email address for students viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Calendar** - Select this option to have the message display on the designated date in the Family/Student Access Calendar.

Emailing Options

- **Send an Email on** – This allows you to send the message as an email to guardians and/or students.
- **Only Send Emails for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Email to Students** – Select this option if the message should be emailed to the students.
- **Email Guardians** – Select the option if the message should be emailed to the guardians. If selecting this option, you can then determine the guardians that should receive the email.
- **Display Additional Details in the Email Body** – This allows you to determine if additional class information will display in the email.

Student Selection

Post to All Students

Select students to receive the message Select All

	▲	Last Name	First Name	MI	Grad Year	
1	<input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L	2013	
2	<input checked="" type="checkbox"/>	ADUSCR	SADIE		2016	
3	<input checked="" type="checkbox"/>	ADUSCR	Simon		2014	

Clear All

3 records displayed

- **Post to All Student** – If you select the option, all students at the bottom of the screen will be selected and grayed out.
- **Select Students to receive the message** – Choose the student(s) that will see the message in Family/Student Access or receive an email.

Attach

The screenshot shows a web interface titled "Attachment Maintenance (37)". At the top right, there are icons for printing, help, and a "Back" button. The main area contains a table with one row: "1 - Grading Policy Sample.doc". To the right of the table are "Save" and "Delete" buttons. Below the table is a text input field containing the file path "G:\U\amys\1 - Grading Policy Sar" and a "Browse..." button. An "Upload" button is located to the right of the "Browse..." button. At the bottom, there is a note: "Click on Browse to select a file".

The Attach option allows you to attach a file to the message. The option to add an attachment will depend on the configuration of Educator Access Plus.

Edit

Edit Class Message for Selected Students (63)

Edit the Message

* Message Summary: Priority: Normal

* Message Detail:

View Style Toolbar: ▼

We will be having Marching Band Tryouts on May 9th from 3-7 in the band room.

Posting Options

Post From: 05/06/2013 to: 05/13/2013

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: 05/06/2013 Text:

Emailing Options

Send as Email on 05/06/2013 at 12:17 PM from m.andreasr@skyward.k12.wi.us [Restore Default](#)

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

Post to All Students

Select students to receive the message

	Last Name	First Name	MI	Grad Year
1	<input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L 2013
2	<input checked="" type="checkbox"/>	ADUSCR	SADIE	2016

Edit allows you to make modifications to an existing message.

Clone

New Class Message for Selected Students (65) Print ? Back

Add a New Message

* Message Summary: Priority:

* Message Detail:

View Style Toolbar: ▾

We will be having Marching Band Tryouts on May 9th from 3-7 in the band room.

[Check Spelling](#)

[Save](#)

[Attach \(1\)](#)

Posting Options

Post From: to:

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: Text:

Emailing Options

Send as Email on at from [Restore Default](#)

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

Post to All Students

Select students to receive the message [Select All](#)

	Last Name	First Name	MI	Grad Year	
1	<input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L	2013
2	<input checked="" type="checkbox"/>	ADUSCR	SADIE		2016

[Clear All](#)

The Clone option allows you to make a duplicate of the highlighted message. If an attachment was added, it will also clone the attachment.

Recall

Recall allows you to remove the message from displaying in Family/Student Access. You will highlight the message and click **Recall**.

Skyward Camera

Are you sure you want to recall this message?

The message will no longer appear in Family/Student Access.

After selecting **Recall**, you will receive the message displaying above. If you do not want the message to display in Family/Student Access, you will select **Yes**.

Un-Recall

The Un-Recall button will only display if the highlighted message was recalled. You will select Un-Recall to have the message return to displaying in Family/Student Access.

Filter Options

- **Show Messages** – This allows you to determine the messages that will display on the Message Center screen.
- **Only Show Messages for the Selected Class** – Select this option to only display messages for the classes selected in My Classes.

Report Card Posting

Grad Yr	First Name	Last Name	Alerts	ATH	PR6	C1	C2	RG	Free Form Comment
Default blanks to:									
2013	KRYSTINA L	AARONSONSCR			97	002			
2016	SADIE	ADUSCR	■ ■		98	001			Sadie is leader in class.
2014	Simon	ADUSCR			87				

Report Card Posting (Web Applications>Educator Access Plus>Teacher Access>My Classes) allows you to post grades and comments for the report card. This option should not be used if you are using the Skyward Gradebook. If you enter a grade in Report Card Posting, the gradebook will not reflect the grade entered here. When the district is automatically posting gradebook grades, you will not see the Save buttons.

After entering the grades and comments for the grading period open for posting, you will click on either the **Save** or **Save & Back**.