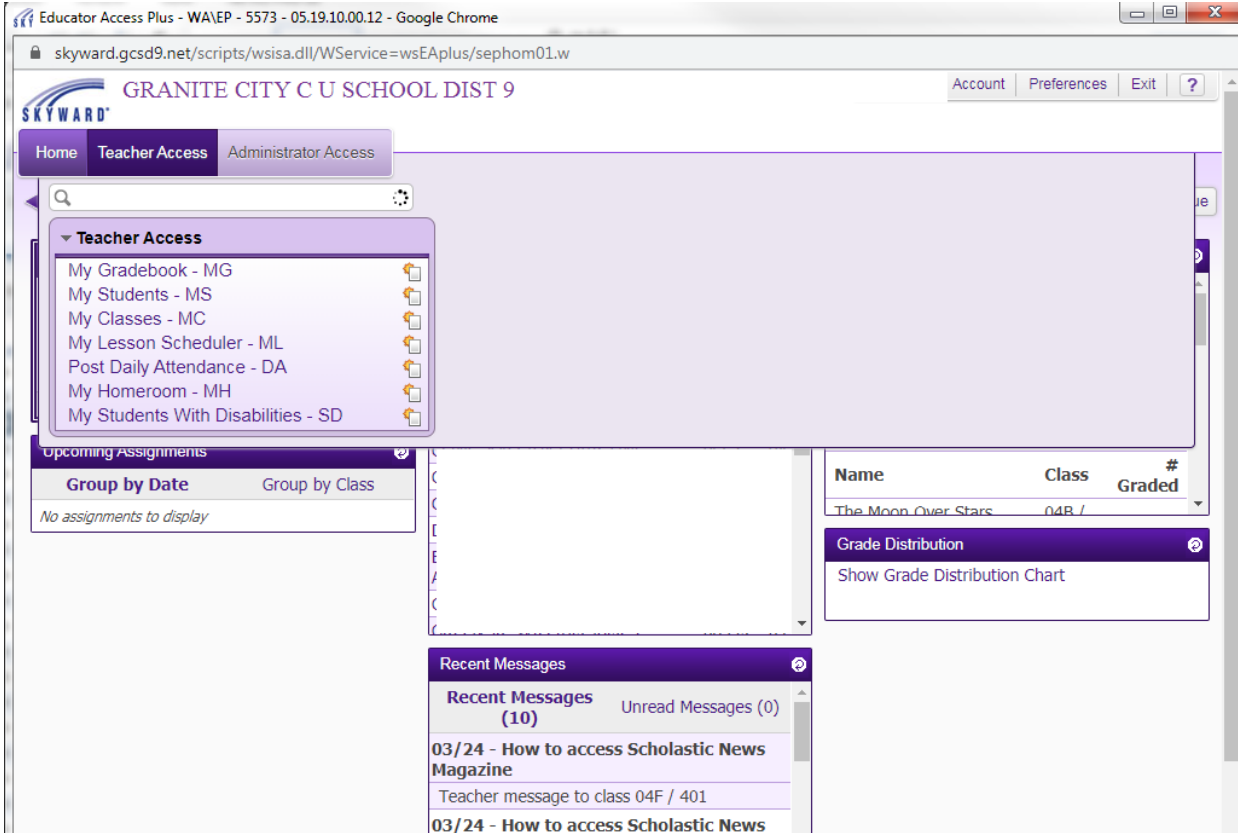


# How to use Message Center through Skyward

## Select My Gradebook



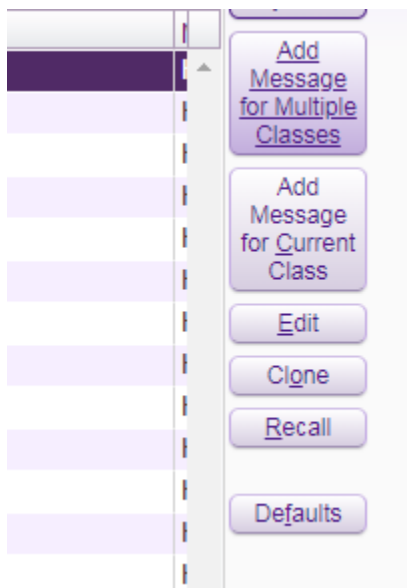
## Select the Gradebook you want to send a message to

Dept	Subject	Terms	Period	Days Meet	Class	Description	
		1 - 4	1	MTWRF	HMR / 401	HOMEROOM	<a href="#">Gradebook</a>
		1 - 4	2	MTWRF	HMR / 401	HOMEROOM	<a href="#">Gradebook</a>
		1 - 4	3	MTWRF	04A / 401	READING FOUNDATIONAL SKILLS	<a href="#">Standards Gradebook</a>
		1 - 4	4	MTWRF	04B / 401	READING LITERATURE	<a href="#">Standards Gradebook</a>
		1 - 4	5	MTWRF	04C / 401	WRITING	<a href="#">Standards Gradebook</a>
		1 - 4	6	MTWRF	04D / 401	LANGUAGE	<a href="#">Standards Gradebook</a>
ENG		1 - 4	7	MTWRF	04E / 401	SPEAKING & LISTENING	<a href="#">Standards Gradebook</a>
MTH		1 - 4	8	MTWRF	04F / 401	NUMBERS/OPERATIONS BASE10	<a href="#">Standards Gradebook</a>
		1 - 4	9	MTWRF	04G / 401	NUMBERS & ALGEBRAIC THINKING	<a href="#">Standards Gradebook</a>
		1 - 4	10	MTWRF	04H / 401	GEOMETRY	<a href="#">Standards Gradebook</a>
		1 - 4	11	MTWRF	04I / 401	NUMBERS & OPERATIONS-FRACTIONS	<a href="#">Standards Gradebook</a>
		1 - 4	12	MTWRF	04J / 401	MEASUREMENT & DATA	<a href="#">Standards Gradebook</a>
		1 - 4	13	MTWRF	04K / 401	SOCIAL STUDIES	<a href="#">Standards Gradebook</a>
		1 - 4	14	MTWRF	04L / 401	SCIENCE	<a href="#">Standards Gradebook</a>
		1 - 4	15	MTWRF	04M / 401	CONDUCT	<a href="#">Standards Gradebook</a>

## Under Other Access, select Message Center

Other Access	Classes	Assignments	Attendance	Categories
Discipline				
<b>Message Center</b>				
Report Card Posting			Wed 04/01 Atnd	S
Athletic Eligibility Posting				
Survey	<a href="#">ACK C</a>	280169		
Food Service	<a href="#">DNAH D</a>	280146		
Test Scores	<a href="#">ARRELL D</a>	280579	NEW	
Recommendations	<a href="#">AKAYLA N</a>	280119		
Curriculum Map	<a href="#">TLEY A</a>	280191		
Lesson Scheduler	<a href="#">ASSIDY C</a>	280711		
Assign Textbooks to Students	<a href="#">LONSO</a>	280143		
Gradebook Tracker	<a href="#">AFAEL</a>	280205		
Online Assignment Templates				

Select **Add Message for Multiple Classes** if you want to send to more than one class or **Add Message for Current Class** if you want to send to class that was selected in the Gradebook



Add the Summary of the Message and the Detail that will be delivered.

You can choose to add it to the parents/students Skyward Access along with Email. Whichever option you would like, you must check the boxes to proceed (Orange Arrow)

Also, on the bottom of the page, you can select to post to all students or specific ones. (Scroll to bottom of your Skyward page for student list)

Please not, if you choose  Allow parents/students to respond, they can respond to your email. Additional information on how to check will be included. (Green Arrow)

skyward.gcsd9.net/scripts/wsisa.dll/WService=wsEApplus/sepmsg04.w?isPopup=true

### New Class Message for Selected Students

**HMR/401 HOMEROOM**

\* Message Summary:  Priority: **Normal**

\* Message Detail:  View Style Toolbar:

**Posting Options**

Post Date:

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:  Text:

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

**Email Options**

Send as Email on  at   from  [Use My Email](#)

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

Email to Additional Recipients  
 Display Additional details in the Email Body  
 Course Description  Period  Teacher Name

Post to All Students

Select students to receive the message

Once you have setup your message, select Save for it to be delivered.

## The message on email/Skyward will look as follows:

### Email

tiffany.kahn@gcsd9.net

to me ▾


This email is regarding: EVAN ERVAY.

Class: HOMEROOM Prd: 1 Teacher: TIFFANY KAHN



---

Test for tutorial

### Skyward

<b>Home</b>	 Post a message
First time Student Enrollment	<input type="text"/>
Calendar	
Gradebook	
Attendance	
Student Info	

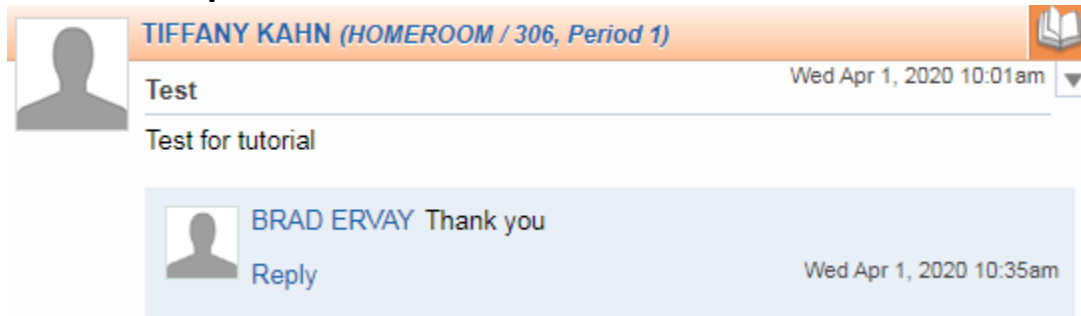
	<b>Test</b> / 306, Period 1 
	Wed Apr 1, 2020 10:01am ▾
	Test for tutorial
	<a href="#">Reply</a>

## Checking Messages

\*If the parents responds through email, it will go to your district email

\*If the parent responds through Skyward, here are the steps to check it

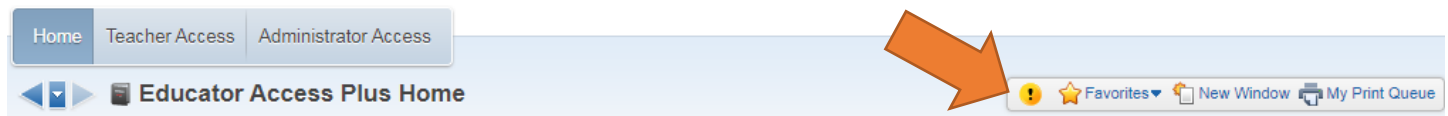
### “Parent response”



### “What teacher will see after response”

## Upper Toolbar of Skyward home screen

### Click Yellow Ball with Exclamation point (Orange Arrow)



## Click on Unread Message

skyward.gcsd9.net/scripts/wsisadll/WService=wsEApplus/hwrkrqedit012.w?HomePage=sep...

Items Waiting for My Approval/Attention

Item	# WFM
UNREAD CLASS MESSAGE (HMR / 306)	1

1 records displayed

## Select Arrows in upper left for more detail in each section (Green Arrow)

Message Center - For All Classes

Post Date	Created By	Class	Description	Message	Unread	Total	Recalled
04/01/2020	[Student]	EVAN ERVAY	Test		1	1	N

Message Detail: Test for tutorial

Unread Responses

Date	Time	Posted by	Summary	Mark as Read	Respond to this Message
04/01/2020	10:35 AM	BRAD ERVAY	Test		

Detail: Thank you

All Responses

BRAD ERVAY (1)

Date	Time	Summary	Mark as Read	Respond to this Message
04/01/2020	10:35 AM	Test		

Detail: Thank you

You can choose to Mark as Read (which will remove the arrow) or Respond to message.

## Responding to message

Type in detail and select Save

Respond to Message - Entity 065 - WA\EP\TA\MC\MS - 6117 - 05.19.10.00.12 - Google ...

skyward.gcsd9.net/scripts/wsisd.dll/WService=wsEApplus/smesgedit001.w?doResponse=...

### Respond to Message

Print ? Back

**Respond to Message** Save

Summary:

Detail:

Maximum characters: 2000, Remaining characters: 2000

---

### Message

Posted by: **BRAD ERVAY**  
Date/Time: **04/01/2020 at 10:35 AM**  
Summary: **Test**  
Detail: **Thank you**