

Slide 1 - Slide 1

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Windows Internet Explorer". The page header includes the Skyward logo, navigation tabs for "EDUCATOR ACCESS plus", "PRODUCT SETUP", "STUDENT MANAGEMENT", and "FINANCIAL MANAGEMENT", and a "Print this tutorial" button. The user name is "HAMILTON BIGGELOWSCR". The main content area displays "Welcome to Educator Access Plus". A yellow callout box titled "Message Center" is overlaid on the page, containing the following text:

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.

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 Access Plus logo, "Skyward School District", and "Teacher: HAMILTON BIGGEL". Navigation links include "Home Page", "My Classes", "View Tutorial", "Customer Access", "My Print Queue", and "Back".

The main content area is titled "HAMILTON BIGGELOWSCR's Classes" and displays a table of classes under the heading "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%".

Slide 3 - Slide 3

Skyward Educator Access Plus - Windows Internet Explorer

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

Home Page | My Classes | **Class Options**

View Tutorial
 Customer Access
 My Print Queue Back

Class Options

- Attendance
- Discipline
- Message Center
- Report Card Pending
- Athletic Eligibility
- Survey
- Food Service
- Test Scores
- Recommendations
- Curriculum Map
- Reports
- Assign Textbooks to Students
- Gradebook Tracker
- Online Assignment Templates
- Custom Forms

Prev Class Roster for 500EC/3 Economics

[Alert Legend](#)

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

Select Message Center.

Local intranet 100%

Slide 4 - Slide 4

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

Skyward School District

User Name: HAMILTON BIGGELOWSCR Examples

Class: 500EC/3 Prd: 0 Economics

Wednesday, February 3rd, 2010

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%

Slide 5 - Slide 5

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.

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

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	2012
<input checked="" type="checkbox"/>	COMISKEY	SCR	2014
<input checked="" type="checkbox"/>	CROSWELL	SCR	2011

Slide 6 - Slide 6

The screenshot shows the 'Add a New Message' interface in Skyward Educator Access Plus. The main form includes a 'Message Summary' field with the text 'Economic Analysis Outline Due Friday' and a 'Message Detail' field with the text 'The outline for your Economic Analysis group project is due on Friday, February 12th.'. There are 'Save', 'Back', and 'Attach (0)' buttons. An 'Attachment Maintenance' window is open, showing a list of files: 'Economic Analysis Outline Template.doc' and 'Group Listing.doc'. Below the list are 'Save', 'Back', and 'Delete' buttons. A file path is entered: 'top\Hamilton Biggel\Group_Listing.doc' with a 'Browse...' button and an 'Upload' button. A 'Note' box states: 'Note: File size limits set by district administration will apply.' Three yellow callout boxes provide instructions: 1. 'Either type in the location of your saved file or use the Browse button to find the file location.' 2. 'When you have entered the file location, select Upload.' 3. 'Click Save to save the attachments.' At the bottom, a table titled 'Select students to receive the message' is visible.

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

Slide 7 - Slide 7

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

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

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
- 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
- Email to Guardians (Leave checkboxes below blank to send to all guardians)
 - Heads of Household Only
 - Report Card Recipients Only
 - Primary Guardians Only
 - First Families Only

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.

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"/> CROSWELLSCR	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
 Families Only

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.

3. When complete, click Save.

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%

Slide 10 - Slide 10

The screenshot shows a web browser window with the following elements:

- Header:** "Entity: 400 - WANEPTAWCMS - 6117 - 04.10.01.00.00 - Windows Internet Explorer", "Customer Access Help", "We value your feedback", "HAMILTON BIGGELOWSCR Examples", "Class: 500EC/3 Prd: 0 Economics", "Wednesday, February 3rd, 2010", and a "Back" button.
- Table:** A table with columns: Post Date, Expire Date, Created By, Class, Description, Message, Unread, Total. One row is visible: 02/03/10, 02/13/10, [blank], 500EC / 3, Economics, Economic Analysis Outline Due Friday, [blank], [blank].
- Message Detail:** A section titled "Message Detail" containing the text: "The outline for you Economic Analysis group project is due on Friday, February 12th." Below this is an "Attachments" section with two links: "Group Listing.doc" and "Economic Analysis Outline Template.doc".
- Unread Responses:** A section titled "Unread Responses" with a button that says "There are no unread responses".
- All Responses:** A section titled "All Responses" with a button that says "There are no responses".
- Filter Options:** A vertical menu on the right with buttons: "Add Message for Multiple Classes", "Add Message for Current Class", "Edit", and "Delete".
- Callout Boxes:** Two yellow callout boxes with black text. The first points to the message entry in the table. The second points to the "Edit" and "Delete" buttons in the Filter Options menu.
- Footer:** "1 records displayed" and "Post Date:" with an input field.

Callout Box 1 (top left): All of your class messages will **display**. Expand the message entry to view and manage the message **detail**, including **attachments** and any **responses** received.

Callout Box 2 (middle right): 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.**