## HOW TO COMMUNICATE WITH PARENTS USING SKYWARD

Using the Recent Messages Widget

Wilkes-Barre Area SD				Andita Parker-Lloyd	Account Pre	eferences Exit	?
Home							
Educator Access Plus Home				Favori	tes 🔻 🎦 New Wir	ndow 🤠 My Prin	nt Queue
Jump to Other Dashboards	Teacher's Students		Θ	Jump to Other Systems			
*Calendar	Student Name	Ent Gen	Gr	Educator Access Plus			<b>1</b>
Skyward User			-	1 Family Access			<b>6</b>
Teacher				F Student Management			<u>_</u>
Task Manager				(*			
Reset Dashboards Select Widgets				Recent Assignments			0
V				Group by Date	Grou	ip by Class	i i
Recent Messages 2				Due Date: 03/14/16			
Recent Messages (3) Unread Messages (0)				Name	Class	# Graded	
01/13 - Concerns				Trouble on the Bridge	0510 / 1		5
				Due Date: 03/11/16			
				Name	Class	# Graded	
01/13 - Concerns				Journal 7	0510 / 1		0
				The Noble Experiment	0720 / 2		0
				The Noble Experiment	0720 / 3		0
01/06 - Concerns	Calendar Events		6	The Noble Experiment	072078		<u> </u>
	02/21/2016 Heliday			Notifications			0
Professional Development / District Technology Request Newsfee 😕	03/22/2016 Holiday			No. of a state of a state			
Instructional Technology Assistance	03/23/2016 Holiday			rou do not nave any unread notific	ations.		
Technology Trouble Ticket	03/24/2016 Holiday			Task History			0
MY LEARNING DIAN	03/25/2016 Holiday						
	03/28/2016 Holiday			There are no processes initiated by	you.		
Release Notifications	05/30/2016 Holiday			Tack Processes			

Click it to get the menu shown below

https://sms-skyapp.wbasd.	k12.pa.us/scripts/wsisa.dll/WService	e=wsEAplus/smesgbrws00.	2.w?classid=10149768&fromv	vidget=yes			
Elmer I 0820/2 P	L. Meyers JR/SR HS rd: 3 ENGLISH 8	(032)			Andita Parker-Lloyd	Account Preferences	Exit ?
Home Teacher Acce	Administrator Access	Food Service					
Class Mes	ssages	! The	e messages wil	l appear below from parents	Favorites 🕈 🖣	🗋 New Window 🛱 My Prin	t Queue ┥ Bac
Message Center - For A	All Classes					۵ 🕲	Filter Options
Post Date  Created Po1/06/16	By Class [Student]	Description	Concerns	Unread Total Reca	liled	7	Add Message for Multiple Classes
						<u> </u>	Add Message for <u>Current</u> Class
Once yo you will	bu click on t be able to	the arrov see the	v	Here you can select Add a message to or	filter options. OR ne or more classes		
each me	essage.						
		H	ere you can s	select the date to find			
		m	essages.				
	1 records displayed				A Post I	)ate:	

This additional information can be viewed once you click on the arrow.



The filter options menu is below. You can change which messages you want to show. You can show messages from a certain date. You can also check the box and only show messages for a particular class.

Filter Options	Apply Filter
Show Messages: All	Reset Filter
Show Messages Created Since: 01/01/1900 III Monday	Back
Only Show Messages for the Selected Class (0820 / 2 ENGLISH 8)	

Adding the message for multiple classes allows you to quickly send out information to your classes.

New Class Message for Multiple Classes							If you want to attach a		
* Message Summary: Priority: Normal  Save							desument you can		
* Message Detai	1:			View Style Toolbar:		Attach (0)	document you can.		
	You type boxes at	e your message s bove.	subject lin	e and message in the two			PDFs are more secure.		
Posting Options									
Post Date: Only Post for Stu Post to Family A Allow parent Post to Calenda Place on Calenda	dents currently en ccess is to respond to th ail address for par r lar Date: 03/16/20	olled in selected classes is message ents viewing this message 16 Text:	Post to Studen Allow stude Post my en	t Access nts to respond to this message nail address for students viewing this message	You both spec cale	can post it to the n. You can also pla ific date. This wil ndar.	family, the student, or ace on the calendar on a l show on the skyward		
Emailing Options									
Send as Email on Only Send Em Email to Stud Email to Stud Heads of Send an I Email to Addit Display Additi Course De	ail for Students cuents dians (Leave check Household Only Email For Each Stu- ional Recipients onal details in the rescription Pro-	at fr irrently enrolled in selected of kboxes below blank to send Primary Guardians Onl dent in Same Family (?) Email Body rriod Teacher Name	om classes to all guardians) y Report C Do Not S	ard Recipients Only First Families Only show Student Name in Body of Email [2]	Yo Yo Th th	u can email it to u can also send it e options for who e needs for the m	the family, the student, or both. t on a specific date. o you are emailing it to can suit nessage.		
Post to All Classes	5				(				
Select the classes	where this mess	age should be saved			Select All				
<ul> <li>Entity Dept</li> </ul>	Subj Terms	Prd Days Meet	Class	Description	Clear All				
032 0	0 1 to 4	3 MTWRF	0820 / 2	ENGLISH 8		You can post it	to all classes or		
032 0	0 1 to 4	4 MTWRF	0820 / 3	ENGLISH 8		iust certain sect	tions		
032 0	0 1 to 4	6 MTWRF	0720 / 6	ENGLISH 7		Jase contain soo			
032 0	0 1 to 4	7 MTWRF	0720 / 3	ENGLISH 7					
032 0	0 1 to 4	9 MTWRF	0510 / 1	PUBLIC SPEAKING					

- ✓ Adding the message for current class has the exact same menu options.
- ✓ The only difference is at the bottom where your classes are, you will see your students names instead of that class section.
- This means that you can send it to all of your students or just the ones who were absent, etc.

To attach documents, click on the "attach" button and this menu screen will open up.



If you post a message on the calendar family and students can access it from their



## YOU CAN ALSO EMAIL PROGRESS REPORTS HOME.

1. Go into your gradebook.



- Click on the drop down menu for "Reports for All Classes"
   OR
- 3. In your gradebook <u>main screen</u> hover over the "Reports" drop down menu and this will display the "Email Progress Report" link.



- 4. Click the report link
- 5. The box below will open up.

	E C C C C C C C C C C C C C C C C C C C	1	uaradrann	11	
Skyward	Educator Access Plus - Google Chron	ne			
🔒 https://	sms-skyapp.wbasd.k12.pa.us/scripts	/wsisa.dll/WS	ervice=wsEAplus/seprpt5	0.w	Œ
Report	Templates				My Print Queue 4 Back
	All Classes - Report: En	Andita Parke ail Progress	er-Lloyd Detail		
Seq #	Report Template Name				Create Emails
900	Curr Term;No Count;Ungraded;Com	ments;Sig;Attn	Totals		
910	Curr Term;No Count;Comments;Sig;	Attn Totals			Add a new Template
920	Curr Term;No Count;Ungraded;Com	ments;Sig;No A	\ttn		View parameters of Template
930	Curr Term;No Count;Comments;Sig;	No Attn			Clone Template
					Select Different Classes
3-16	16 In-service		aparkerlloyd@mey	/ers	

- 6. After viewing the parameters of the template you may clone or add a new template.
  - a. It is helpful to give the report a name that will make it easy for you remember what items are included.
  - b. You will know it is a report you created based off of the Seq# because it will be to start two numbers unlike the three numbers of the original templates.
- 7. From the "Select Different Classes" menu select the classes you'd like to email.
- 8. Click the "Create Emails" button.

K Skyward Educator Access Plus - Google Chrome		
https://sms-skyapp.wbasd.k12.pa.us/scripts/ws	isa.dll/WService=wsEAplus/sepsel02.w	€
Student/Guardian Selection		My Print Queue  Back
	Student List for Multiple Classes For Q3 01/25/16 - 04/06/16	
Clear All to Email Clear All to Print		Prev Prev
- Student List for 0720 / 2 ENGLISH 7		
Student		
Guardian	Email Report Print Report Email Address	

- 9. Click the task you want to complete.
- 10.If for example you selected select all to print the screen below will show up.

Email 8	Setup	My Print Queue ◀ Back
	Email Progress Report Setup	
		Process Emails Prev
	Recipient Options	
	<ul> <li>Send samples to Andita Parker-Lloyd and don't email guardians/parents</li> <li>Send a copy of all emails to Andita Parker-Lloyd (aparkerlloyd@wbasd.k12.pa.us)</li> </ul>	
	Text Options	
	Email Summary: Progress Report for [Student Name] in [Class Name]	
	Enter Text of Email:	

- 11.You select your recipient options.
- 12. Then add your email message.
- 13. Click the Process Emails button.
  - a. The system will only send email to guardians who have email addresses.
  - b. Guardians without email address can get a printed copy through their child or mail.