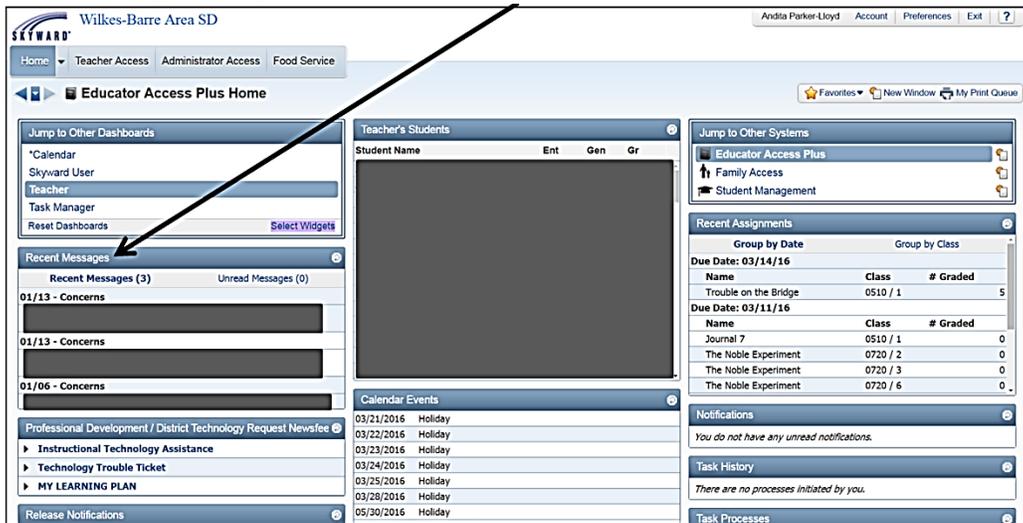
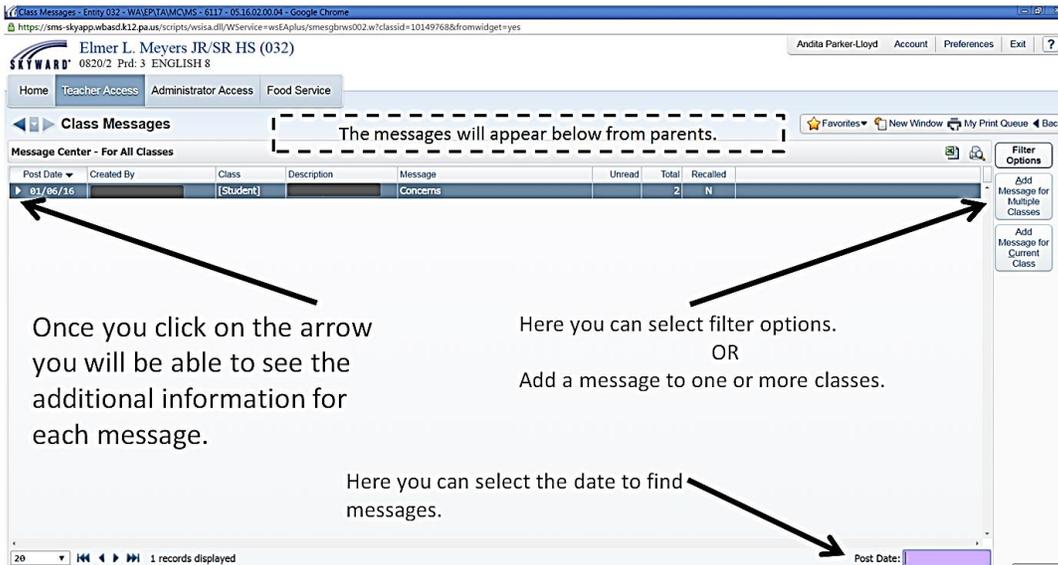


# HOW TO COMMUNICATE WITH PARENTS USING SKYWARD

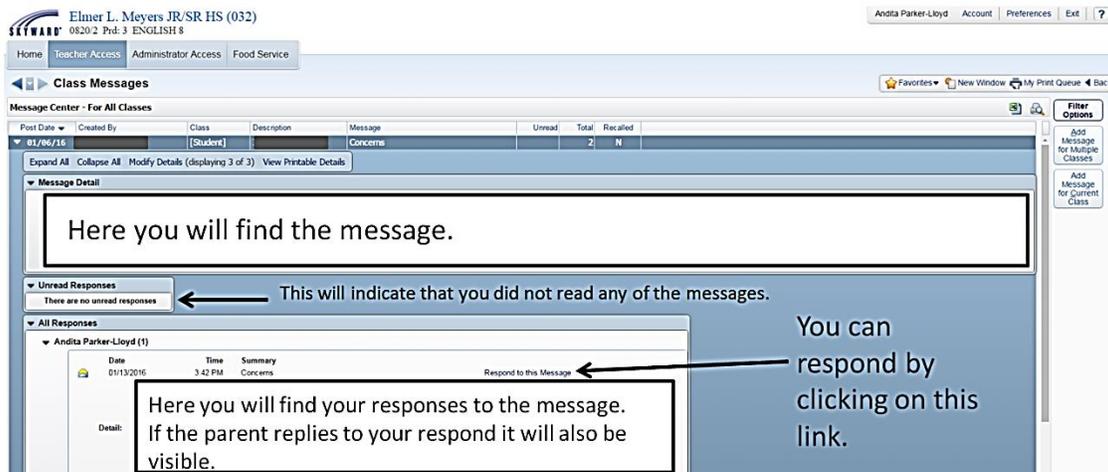
## Using the Recent Messages Widget



## Click it to get the menu shown below



## 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.

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

**New Class Message for Multiple Classes**

\* Message Summary:  Priority: Normal

\* Message Detail:  View Style Toolbar:

You type your message subject line and message in the two boxes above.

Save Attach (0)

If you want to attach a document you can. PDFs are more secure.

**Posting Options**

Post Date:

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 Calendar

Place on Calendar Date: 03/16/2016 Text:

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  at  from

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

Email to Additional Recipients

Display Additional details in the Email Body

Course Description  Period  Teacher Name

Post to All Classes

Select the classes where this message should be saved

Entity	Dept	Subj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	032	0	0	1 to 4	3 MTWRF	0820 / 2	ENGLISH 8
<input type="checkbox"/>	032	0	0	1 to 4	1 MTWRF	0720 / 2	ENGLISH 7
<input type="checkbox"/>	032	0	0	1 to 4	4 MTWRF	0820 / 3	ENGLISH 8
<input type="checkbox"/>	032	0	0	1 to 4	6 MTWRF	0720 / 6	ENGLISH 7
<input type="checkbox"/>	032	0	0	1 to 4	7 MTWRF	0720 / 3	ENGLISH 7
<input type="checkbox"/>	032	0	0	1 to 4	9 MTWRF	0510 / 1	PUBLIC SPEAKING

Select All Clear All

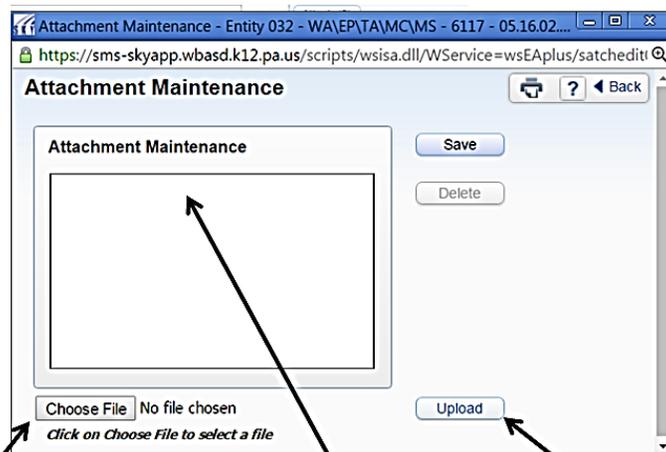
You can post it to the family, the student, or both. You can also place on the calendar on a specific date. This will show on the skyward calendar.

You can email it to the family, the student, or both. You can also send it on a specific date. The options for who you are emailing it to can suit the needs for the message.

You can post it to all classes or just certain sections.

- ✓ 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.

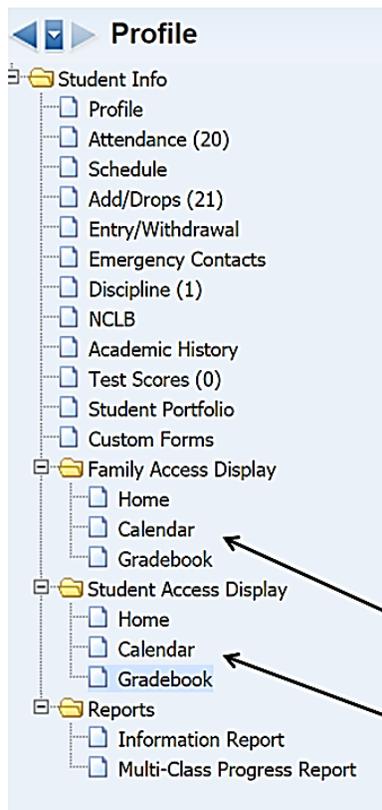
To attach documents, click on the “attach” button and this menu screen will open up.



You can choose the file you want to add to your email.

You must upload it for it to attach to your email.  
You will see the document name appear under the “Account Maintenance” words in the box

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



When you post to the calendar it will show up in family  
**or**  
student access by clicking the page link.

# YOU CAN ALSO EMAIL PROGRESS REPORTS HOME.

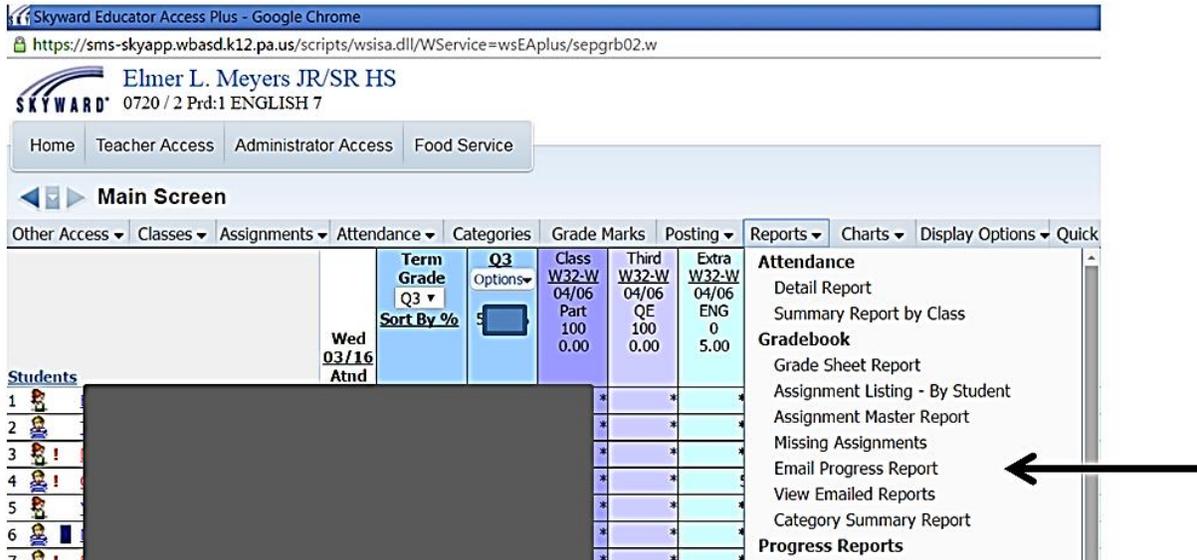
1. Go into your gradebook.



2. Click on the drop down menu for “Reports for All Classes”

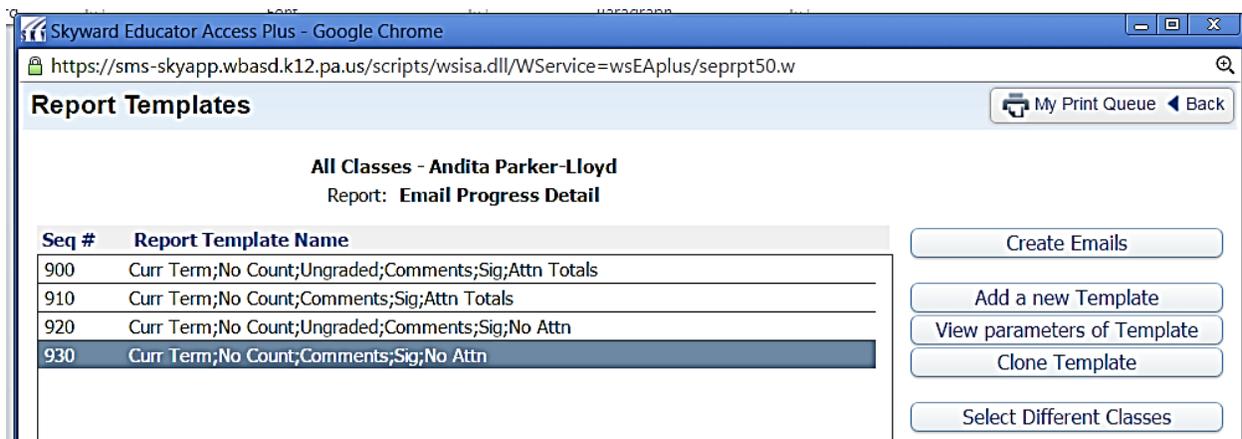
OR

3. In your gradebook main screen hover over the “Reports” drop down menu and this will display the “Email Progress Report” link.

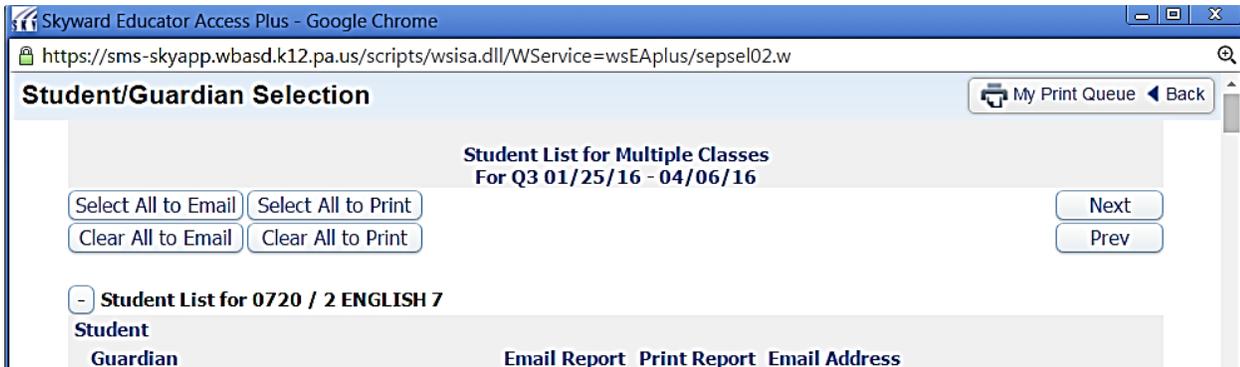


4. Click the report link

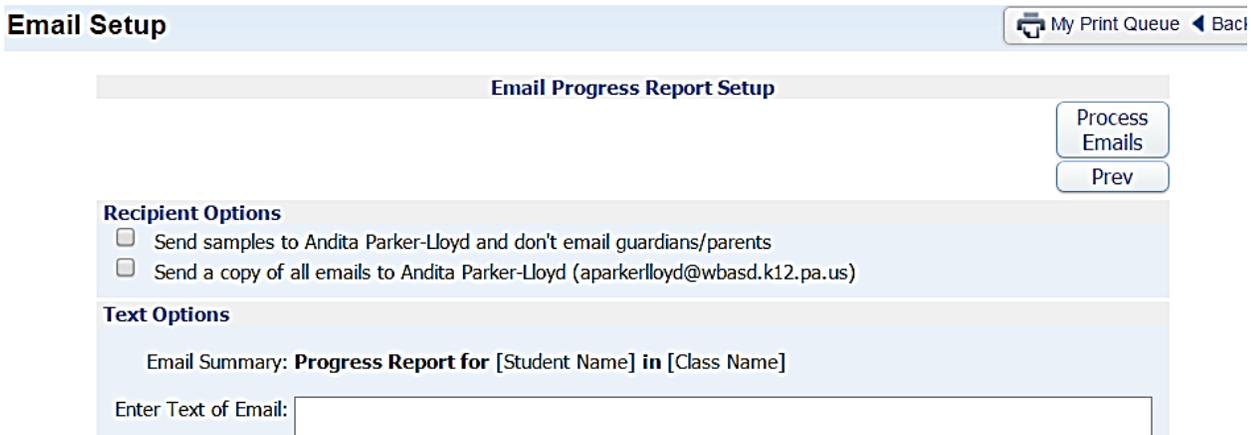
5. The box below will open up.



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.



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



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.