

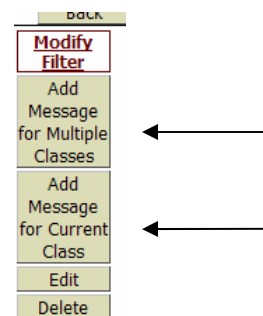
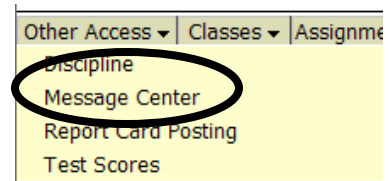
Skyward Message Center

This communications tool allows teachers to send a message to students and parents (not a separate email but simply a message that they see when they logon onto webgrades:



Here are the steps to send out a message:

- Log onto Skyward the way you normally do.
- Select a class and go to the main gradebook screen.
- Click the **Other Access** tab and select **Message Center**.
- On the next screen, you will see any previous messages that you've sent out. If this is your first message, your screen will be blank.
- On the right side of the page, choose your option:



- On the next screen, complete your message and be sure to select the parameters you want. You will see that when you post a message, you choose a start date and end date. This is useful because it keeps your message timely.
- When done, click **Save**. Your message is immediately viewable at the Message Center by students and parents when they logon to webgrades.