

## Sending an email to your students from Skyward

Have you ever wanted the ability to send an email to every student in a class, all your classes, their parents or to just a few students? You now have this capability from your gradebook!

You can also include an attachment to these emails such as an assignment they need, forms or any other document you have in an electronic format.

To begin:

1. Open up any of your classes and click on “Other Access” from the task bar and choose “Message Center” from the choices as shown below.

The screenshot shows the Skyward Gradebook interface. The 'Other Access' menu is open, and 'Message Center' is highlighted. The main table displays student records with columns for Term Grade, S2, SE2, Q4, P4, Q3, Unit 2, P3, and Unit 1.

Discipline	Attendance	Term Grade	S2	SE2	Q4	P4	Q3	Unit 2	P3	Unit 1
Message Center	Wed 02/27 Atnd Taken	Sort By %						W09-F 03/21 ALL 100 0.00		W05-Th 02/21 ALL 100 98.35
Report Card Posting	1	-	A+ 98.00%	A+	*			A+	*	A+
Survey	3		A 94.00%	A	*			A	*	A
Test Scores	9		A 96.00%	A	*			A	*	A
Recommendations	0		A+100.00%	A+	*			A+	*	A+
Curriculum Map										
Assign Textbooks to Students										
Gradebook Tracker										

You will now see a filter screen as shown below. Just click on “Apply Filter”.

The 'Filter Options' dialog box is shown. It includes a 'Number of Records' dropdown set to 10, an 'Apply Filter' button, a 'Reset Filter' button, and a 'Back' button. The 'Show Messages' dropdown is set to 'Current'. There is also a checkbox for 'Only Show Messages for the Selected Class (5341 / 06 PHY ED 10)' which is currently unchecked.

The next screen will look like the screen below. Choose to add messages to the current class or to multiple classes depending on your need.

The screenshot shows the Skyward Message Center interface. The header includes 'DeForest Area School District', 'Class: 5341/06 Prd: 2 PHY ED 10', and 'Wednesday, February 27th, 2008'. The main area is titled 'Message Center - For All Classes' and displays 'No records available'. A 'Filter Options' menu is open on the right side, showing options: 'Add Message for Multiple Classes', 'Add Message for Current Class', 'Edit', and 'Delete'.

I will choose to add a message to the current class as a demonstration.

The screen below shows the set up page that you will fill in for the email.

1. You can type in a message summary and a message detail along with adding an attachment by clicking on the “Upload” box in the upper section.
2. You can also choose to post this message in “Family Access” as a choice by itself or along with the email to the students etc. This is located in the “Posting Options” section as shown.
3. Your emailing options are next and you have many options as to whom you want to send the email to as shown below.
4. You then have the option to choose which students receive the email by “selecting all” or choosing individuals from the class list.

**New Class Message for Selected Students**

**Add a New Message**

Message Summary:  Save

Message Detail:  Back

Priority: Normal

Attachment: No Attachment Upload

Posting Options

Post From: Wed, Feb 27 2008 to Wed, Mar 5 2008

Post to Family Access  Post to Student Access

Allow parents to respond to this message  Allow students to respond to this message

Post my email address for parents viewing this message  Post my email address for students viewing this message

Post to Calendar

Place on Calendar Date: Wed, Feb 27 2008 with text:

Emailing Options

Send as Email on: Wed, Feb 27 2008 at 02:25 PM from RTISCH@deforest.k12.wi.us [Restore Default](#)

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"/>	ANUNDSON	JALEN	J 2010
<input checked="" type="checkbox"/>	BADER	DUSTIN	2010

When you completed the information on the screen you will need to click on “Save” which is located in the upper right corner of the screen as shown above.

Hopefully this will provide you a fairly simple method to email your students, parents or Family Access with information you want them to have as another tool for communication.

The email to a student will go to their student email at school and we just completed adding all the student email addresses into Skyward to make this process happen. At this time we are working to correct the few that require changing due to duplicate name codes, but this is a minority of the students overall.