

## Message Center

Message Center (Educator Access Plus>Teacher Access>My Classes>Your Class>Message Center) is an easy way to communicate to a group of students or parents without sending home a written note. You may also use this as a tool for providing copies of a course syllabus or other documents through Student and Family Access.

**Class Messages (99)**

Message Center - For All Classes

	Post Date	Expire Date	Created By	Class	Description	Message	Unread	Total	Recalled
1	05/06/13	05/13/13		Band I / 01	Band I	Marching Band Tryouts			N
2	04/25/13	05/02/13		3115 / 01	Wind Ensemble	Band Concert	1	1	N

Filter Options

Add Message for Multiple Classes

Add Message for Current Class

Edit

Sign

Recall

## Add Message to Multiple Classes

**New Class Message for Multiple Classes (241)**

Add a New Message

\* Message Summary:  Priority:

\* Message Detail:

View Style Toolbar:

We will be performing our Spring 'Pops' concert on May 9th beginning at 7 PM. There will be an awards ceremony at the conclusion of the concert.

Posting Options

Post From:  to:

☒ 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 Student Access

☒ Allow students to respond to this message

☐ Post my email address for students viewing this message

☒ Post to Calendar

Place on Calendar Date:  Text:

Emailing Options

☒ Send as Email on  at  PM from  [Restore Default](#)

☐ 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

☒ Display Additional details in the Email Body

☒ Course Description ☒ Period ☒ Teacher Name

Check Spelling

Save

Attach (0)

The option to Add Message to Multiple Classes allows you to create a single message and attach multiple classes to that message.

## Add a New Message

- **\*\*Message Summary** – Enter a summary for the message; the maximum character limit is 60.
- **\*\*Priority** – Select either Normal or High Priority for the message.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

- **\*\*Message Detail** – Compose your complete message in the Message Detail.

#### Posting Options

- **Post From/To** – This allows you to determine the length of time the message will display in Family/Student Access.
- **Only Post for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Post to Family Access** – Select this option if the message should display in Family Access.
- **Allow parents to respond to this message** – If you select this option, parents will be able to respond to your message via Family Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for parents viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Student Access** – Select this option if the message should display in Student Access.
- **Allow students to respond to this message** – If you select this option, students will be able to respond to your message via Student Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for students viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Calendar** – Select this option to have the message display on the designated date in the Family/Student Access Calendar.

#### Emailing Options

- **Send an Email on** – This allows you to send the message as an email to guardians and/or students.
- **Only Send Emails for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Email to Students** – Select this option if the message should be emailed to the students.
- **Email Guardians** – Select the option if the message should be emailed to the guardians. If selecting this option, you can then determine the guardians that should receive the email.
- **Display Additional Details in the Email Body** – This allows you to determine if additional class information will display in the email.

## Class Selection

☐ Post to All Classes

Select the classes where this message should be saved

		Entity	Dept	Subj	Terms	Prd	Days Meet	Class	Description
1	<input checked="" type="checkbox"/>	001			1 to 6	1	MTWRF	Band I / 01	Band I
2	<input checked="" type="checkbox"/>	001			1 to 6	0	MTWRF	2LA / 01	2 Lang Arts
3	<input checked="" type="checkbox"/>	001			1 to 6	0	MTWRF	2READ / 01	2 Reading
4	<input checked="" type="checkbox"/>	001			1 to 6	0	MTWRF	2SPEL / 01	2 Spelling
5	<input checked="" type="checkbox"/>	001			1 to 6	0	MTWRF	2WRIT / 01	2 Writing
6	<input checked="" type="checkbox"/>	001			1 to 6	1	MTWRF	3115 / 01	Wind Ensemble
7	<input checked="" type="checkbox"/>	001			1 to 6	2	MTWRF	TREND / 01	Trend
8	<input checked="" type="checkbox"/>	001	10	10	1 to 6	0	MTWRF	3116 / 01	Wind Ensemble 2
9	<input checked="" type="checkbox"/>	001	10	10	1 to 6	3	MTWRF	3117 / 01	Wind Ensemble 3
10	<input checked="" type="checkbox"/>	101			1 to 6	1	MTWRF	1MUS / 01	1 Music

10 records displayed

Select All Clear All

- **Post to All Classes** – If you select this option, all courses at the bottom of the screen will be selected and grayed out.
- **Select Classes where this message should be saved** – Choose the class (es) that will see the message in Family/Student Access or receive an email.

## Attach

**Attachment Maintenance (37)**

Attachment Maintenance

1 - Grading Policy Sample.doc

Save Delete

G:\U\amys\1 - Grading Policy Sar Browse... Upload

*Click on Browse to select a file*

The Attach option allows you to attach a file to the message. The option to add an attachment will depend on the configuration of Educator Access Plus.

## Add Message for Current Class

**New Class Message for Selected Students (61)**

**Add a New Message**

\* Message Summary:  Priority:

\* Message Detail:  View Style Toolbar:

**Posting Options**

Post From:  to:

☒ 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:  Text:

**Emailing Options**

☒ Send as Email on  at  AM from  [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

☐ Send an Email For Each Student in Same Family ☐ Do Not Show Student Name in Body of Email

☒ Display Additional details in the Email Body

☒ Course Description ☒ Period ☒ Teacher Name

[Check Spelling](#)  
[Save](#)  
[Attach \(0\)](#)

The option to Add Message for Current Class allows you to create a message for the class selected in the My Classes screen.

### Add a New Message

- **Message Summary** – Enter a summary for the message; the maximum character limit is 60.
- **Priority** – Select either Normal or High Priority for the message.
- **Message Detail** – Compose your complete message in the Message Detail.

### Posting Options

- **Post From/To** – This allows you to determine the length of time the message will display in Family/Student Access.
- **Only Post for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Post to Family Access** – Select this option if the message should display in Family Access.
- **Allow parents to respond to this message** – If you select this option, parents will be able to respond to your message via Family Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for parents viewing this message** – When selecting this option, your name will be a hyperlink in the "Posted By" column of the message.
- **Post to Student Access** – Select this option if the message should display in Student Access.
- **Allow students to respond to this message** – If you select this option, students will be able to respond to your message via Student Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.

- **Post my email address for students viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Calendar** - Select this option to have the message display on the designated date in the Family/Student Access Calendar.

### Emailing Options

- **Send an Email on** – This allows you to send the message as an email to guardians and/or students.
- **Only Send Emails for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Email to Students** – Select this option if the message should be emailed to the students.
- **Email Guardians** – Select the option if the message should be emailed to the guardians. If selecting this option, you can then determine the guardians that should receive the email.
- **Display Additional Details in the Email Body** – This allows you to determine if additional class information will display in the email.

### Student Selection

☐ Post to All Students

Select students to receive the message

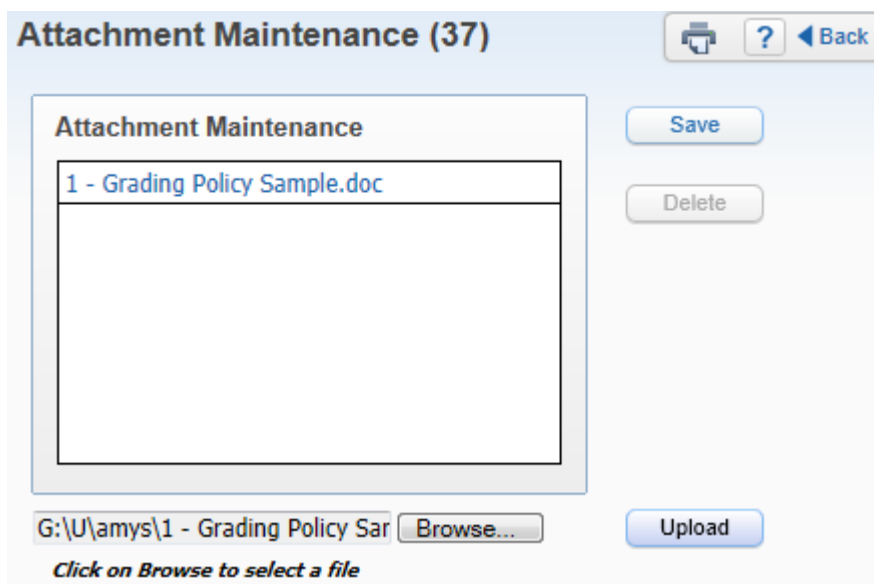
	<input type="checkbox"/>	Last Name	First Name	MI	Grad Year
1	<input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L	2013
2	<input checked="" type="checkbox"/>	ADUSCR	SADIE		2016
3	<input checked="" type="checkbox"/>	ADUSCR	Simon		2014

Select All  
Clear All

3 records displayed

- **Post to All Student** – If you select the option, all students at the bottom of the screen will be selected and grayed out.
- **Select Students to receive the message** – Choose the student(s) that will see the message in Family/Student Access or receive an email.

## Attach






The screenshot shows a web interface titled "Attachment Maintenance (37)". In the top right corner, there are three buttons: a printer icon, a question mark icon, and a "Back" button with a left-pointing arrow. The main area contains a box titled "Attachment Maintenance" which has a table with one row: "1 - Grading Policy Sample.doc". To the right of this box are two buttons: "Save" and "Delete". Below the table box, there is a text input field containing the file path "G:\U\amys\1 - Grading Policy Sar", followed by a "Browse..." button. To the right of this is an "Upload" button. At the bottom of the interface, there is a note: "Click on Browse to select a file".

The Attach option allows you to attach a file to the message. The option to add an attachment will depend on the configuration of Educator Access Plus.

## Edit


**Edit Class Message for Selected Students (63)**



**Edit the Message**

\* Message Summary:  Priority: 

\* Message Detail:

View Style Toolbar: 

We will be having Marching Band Tryouts on May 9th from 3-7 in the band room.

[Check Spelling](#)

[Save](#)

[Attach \(0\)](#)

**Posting Options**

Post From:  to: 

☒ 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:  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  [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

☐ Send an Email For Each Student in Same Family ☐ Do Not Show Student Name in Body of Email 

☐ Display Additional details in the Email Body

☐ Course Description☐ Period☐ Teacher Name

☐ Post to All Students




**Select students to receive the message**

		Last Name	First Name	MI	Grad Year	
1	<input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L	2013	
2	<input checked="" type="checkbox"/>	ADUSCR	SADIE		2016	

Edit allows you to make modifications to an existing message.

Functionality described here may vary in availability depending upon your district/entity configuration.  
\*\* Denotes Required Field to save screen.

## Clone

**New Class Message for Selected Students (65)**   

**Add a New Message**

\* Message Summary:  Priority:

\* Message Detail:

**Posting Options**

Post From:  to:

☒ 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:  Text:

**Emailing Options**

☐ Send as Email on  at   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

☐ Send an Email For Each Student in Same Family  ☐ Do Not Show Student Name in Body of Email

☐ Display Additional details in the Email Body

☐ Course Description ☐ Period ☐ Teacher Name

☐ Post to All Students


Select students to receive the message

	Last Name	First Name	MI	Grad Year
1 <input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L	2013
2 <input checked="" type="checkbox"/>	ADUSCR	SADIE		2016

The Clone option allows you to make a duplicate of the highlighted message. If an attachment was added, it will also clone the attachment.

## Recall

Recall allows you to remove the message from displaying in Family/Student Access. You will highlight the message and click **Recall**.

**Skyward** 

Are you sure you want to recall this message?

The message will no longer appear in Family/Student Access.

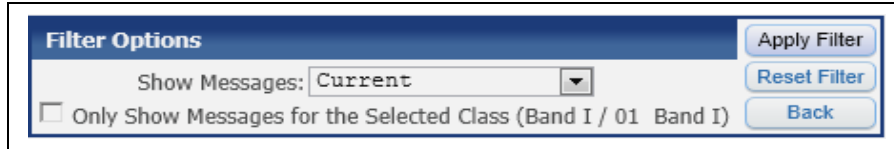
After selecting **Recall**, you will receive the message displaying above. If you do not want the message to display in Family/Student Access, you will select **Yes**.



## Un-Recall

The Un-Recall button will only display if the highlighted message was recalled. You will select Un-Recall to have the message return to displaying in Family/Student Access.

## Filter Options

A screenshot of a web-based 'Filter Options' dialog box. The dialog has a blue header bar with the text 'Filter Options'. Below the header, there is a label 'Show Messages:' followed by a dropdown menu currently set to 'Current'. To the right of the dropdown are two buttons: 'Apply Filter' and 'Reset Filter'. Below the dropdown, there is a checkbox labeled 'Only Show Messages for the Selected Class (Band I / 01 Band I)'. To the right of the checkbox is a 'Back' button.

- **Show Messages** – This allows you to determine the messages that will display on the Message Center screen.
- **Only Show Messages for the Selected Class** – Select this option to only display messages for the classes selected in My Classes.