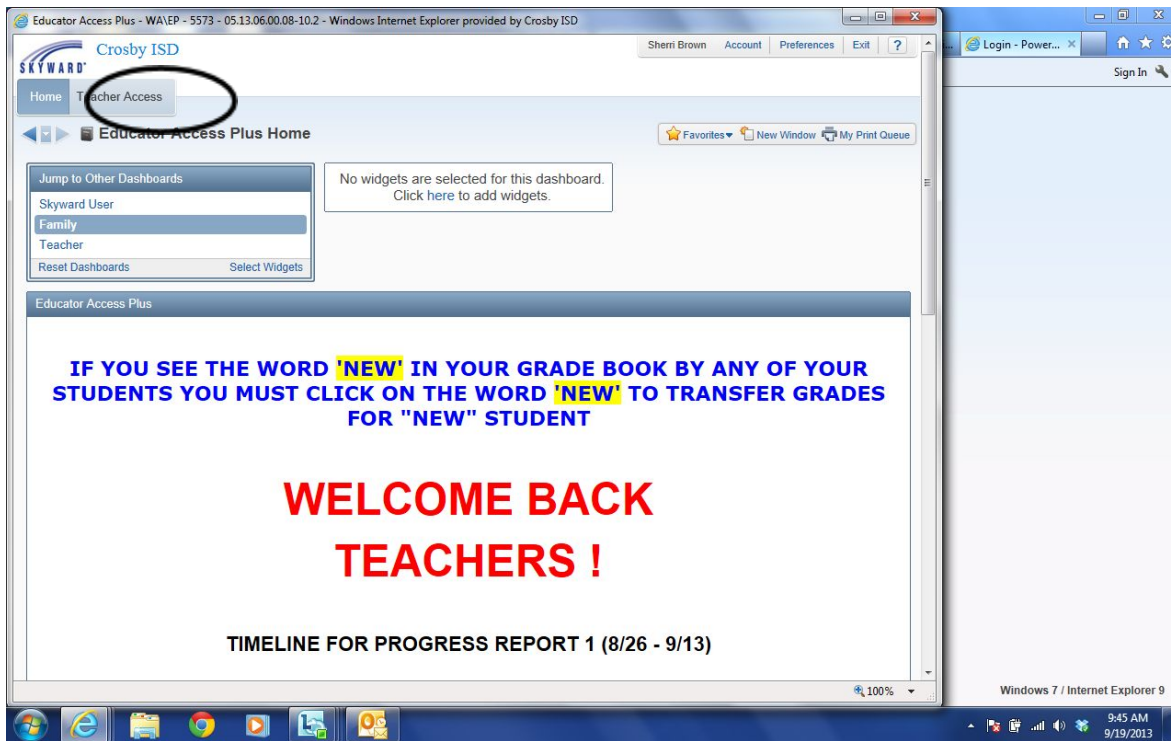
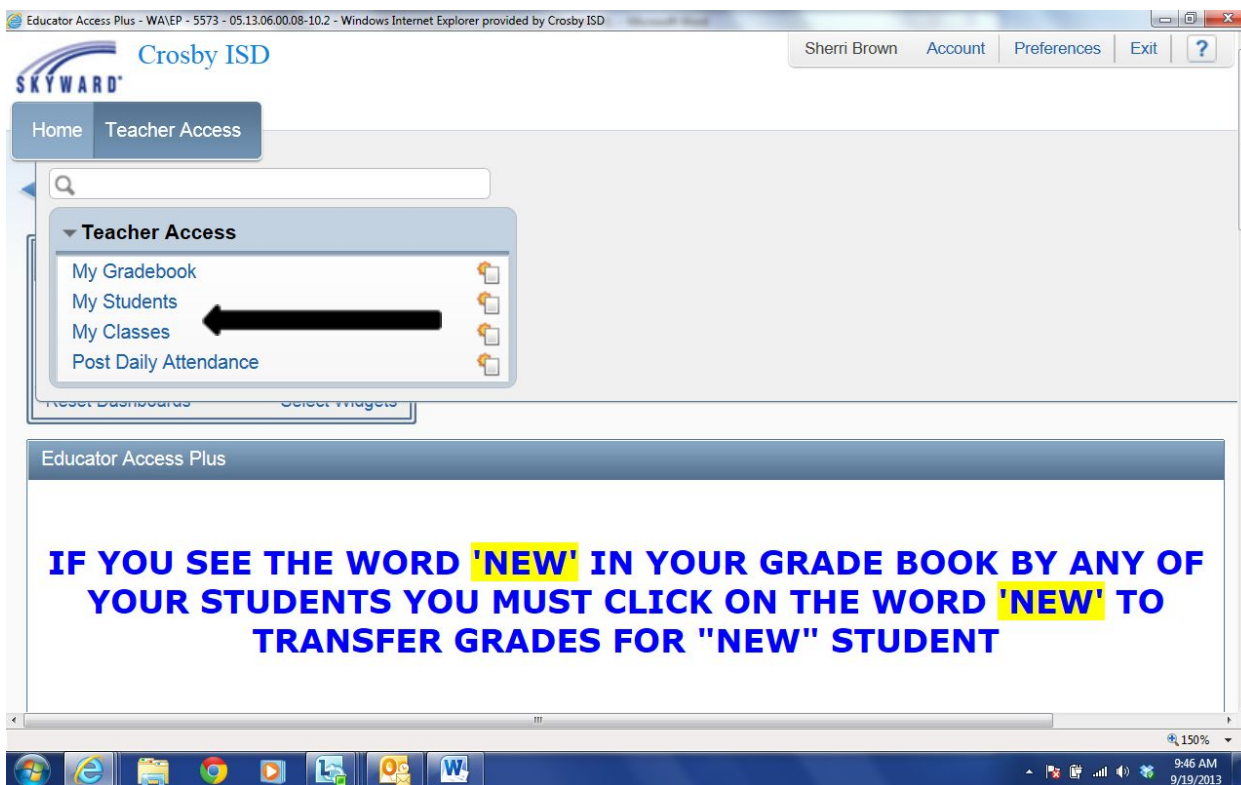


How to use the Message Center in Skyward

Log in to your Skyward and click on Teacher Access



Choose My classes



Choose your homeroom class

Skyward Educator Access Plus - Windows Internet Explorer provided by Crosby ISD

Barrett Primary School

Sherri Brown Account Preferences Exit ?

Home Teacher Access

My Classes My Print Queue Back

SHERRI BROWN's Classes

103 Barrett Primary School

Dept	Subject	Terms	Period	Days Meet	Class	Description	Class Options
LAN	LA	1 - 4	1	MTWRF	0200 / 07	Language Arts.	Class Options
		1 - 4	2	MTWRF	2222 / 07	Attendance Homeroom Gr2	Class Options
LAN	LA	1 - 4	3	MTWRF	0210 / 07	Reading	Class Options
MAT	MA	1 - 4	4	MTWRF	0230 / 07	Math	Class Options
SCI	SC	1 - 4	6	MTWRF	0240 / 07	Science	Class Options
SST	SS	1 - 4	7	MTWRF	0250 / 07	Social Studies	Class Options

9:46 AM 9/19/2013

Choose Message Center

Skyward Educator Access Plus - Windows Internet Explorer provided by Crosby ISD

Barrett Primary School

2222 / 07 Prd:2 Attendance Homeroom Gr2

Sherri Brown Account Preferences Exit ?

Home Teacher Access

Class Options My Print Queue Back

Class Options

- My Gradebook
- Attendance
- Discipline
- Message Center
- Test Scores
- Reports
- Online Assignment Templates

Prev Next Class Roster for **2222/07 Attendance Homeroom Gr2**

[Alert Legend](#)

Last Name ↑

- ALBRIGHT
- ALEJANDRE
- ALLARD
- BARRIENTOS
- CANTU
- GLOVER
- GRIMES
- HINSON
- KENNEDY
- KRENEK
- ...

9:47 AM 9/19/2013

Choose Add Message for Current Class

The screenshot shows a web browser window titled "Class Messages - Entity 103 - WA\EP\TA\MC\MS - 6117 - 05.13.06.00.08-10.2 - Windows Internet Explorer provided by Crosby ISD". The page header includes the Crosby ISD logo and navigation links for "Home" and "Teacher Access". The main content area is titled "Class Messages" and contains a "Message Center - For All Classes" section. The message list is empty, displaying the text "There are no records to display; check your filter settings." On the right side, there is a "Filter Options" sidebar with several buttons: "Add Message for Multiple Classes", "Add Message for Current Class", "Edit", "Clone", "Recall", "Un-Recall", "Respond to Selected Message", and "Mark as". A large black arrow points to the "Add Message for Current Class" button. The Windows taskbar at the bottom shows the system tray with the date and time "9:47 AM 9/19/2013".

This is where you add your message and choose how it sends it. Message Summary at the top will be the title of the email. Message detail will be the message itself. If you click the attach button on the right you can choose your newsletter (or any other file) to attach. I can only post to family access, or it can send an email (to the ones parents have on file in Skyward). Under emailing options you will need to check the box that says "Send as email" and then also click the box that says "Email to Guardians." Look at the Emailing options section to make sure who you are sending it to and from which email address. If your address is wrong, it will need to be changed under account. Click Save when you are done.

