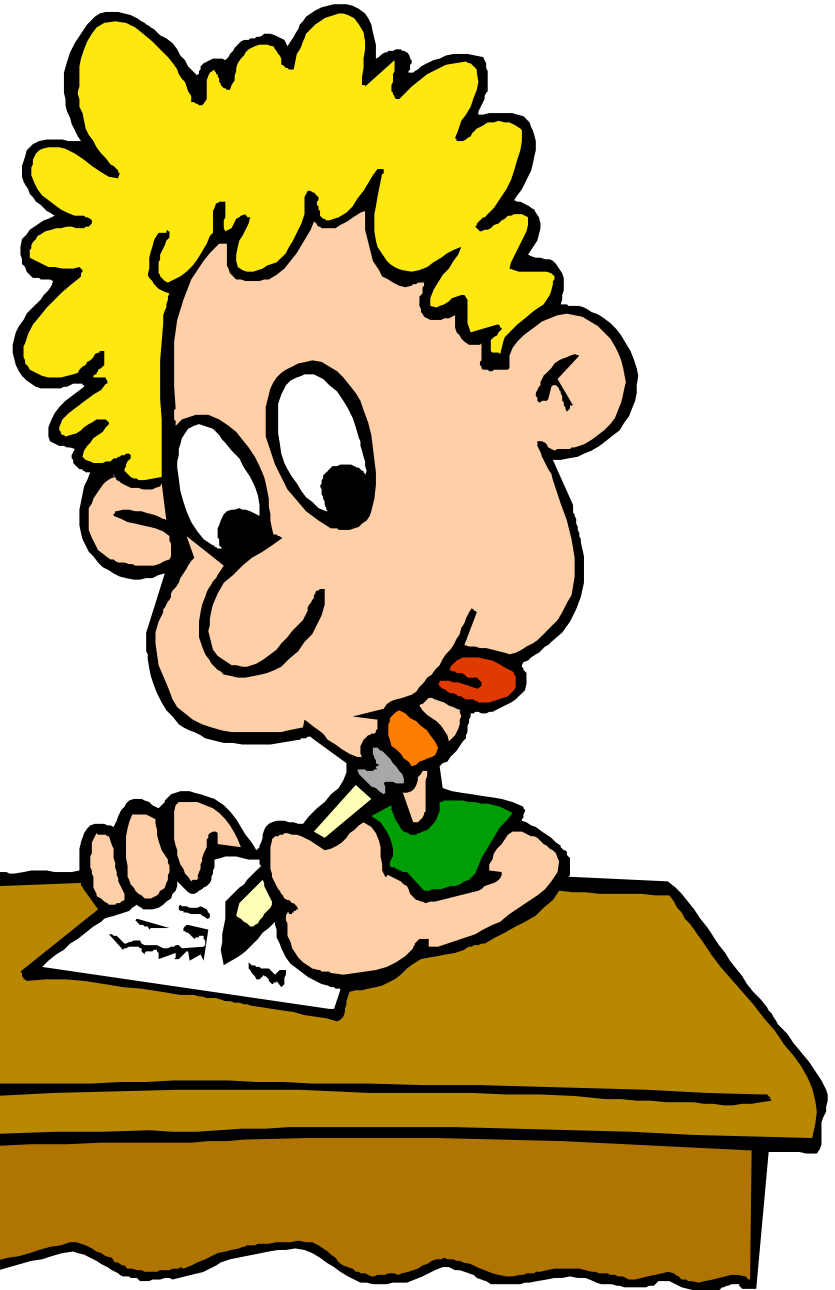


Using *Message Center*  
to post assignments



Skyward Educator Access Plus - Mozilla Firefox  
https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsedumetamora122il/sepgrb02.w

Metamora Twnshp High School  
0011 / 51 Prd:1 Study Hall S1

Greg Harrison Account Preferences Exit ?

Home Teacher Access Student Services Access Administrator Access Food Service - MF EA+ Classic View

Main Screen My Print Queue Back

Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts Display Options Quick Scoring Export

Discipline  
Message Center  
Report Card  
Athletic Eligibility  
Survey  
Food Service  
Test Scores  
Busing  
Recommendations  
Curriculum Map  
Assign Textbooks to Students  
Gradebook Tracker  
Online Assignment Templates

Post messages for family/student access

To begin, login to one of your classes and go to the menu bar and find **other access**. The drop down gives you the option to go to the **message center**. Click on that. The next slide will bring up the next window.

avascript:document.Classes.action='smesgbnws002.w';document.Classes.submit();

12:16 PM  
9/5/2013

My Gradebook - Entity 001 - WA\EP\TA\MG - 5619 - 05.13.06.00.07-10.2 - Mozilla Firefox  
https://skyward.iscorp.com/scripts/wstsa.dll/WService=wsedumetamora122il/smsgbrws002.w

Greg Harrison Account Preferences Exit ?

Metamora Twnshp High School (001)  
0011/51 Prd: 1 Study Hall S1

Home Teacher Access Student Services Access Administrator Access Food Service - MF EA+ Classic View

My Gradebook Favorites New Window My Print Queue Back

Message Center - For All Classes

Post Date	Expire Date	Created By	Class	Description	Message
09/05/13	09/12/13		0011 / 51	Study Hall S1	Weekly Assign

If you want to send this message about upcoming assignments to just this particular class then click on this button

However if you want to send this message about upcoming assignments to a class that has more than 1 section then click on this button.

10 1 records displayed Post Date:

11:23 AM 9/5/2013

New Class Message for Multiple Classes - Entity 001 - WAVE/TA/IMG - 5619 - 05.13.06.00.07-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumetamora122il/sepmsg04.w?multipleClasses=yes&isPopup=true

### New Class Message for Multiple Classes

Save Attach (0)

**Add a New Message**

\* Message Summary:  Priority: Normal

\* Message Detail:

**Posting Options**

Post From: 09/05/2013 to: 09/12/2013

Only Post for Students currently enrolled in selected classes

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: 09/05/2013 Text:

**Emailing Options**

Send as Email on 09/05/2013 at 12:44 PM from no\_reply@skyward.mths.us

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

Post to All Classes

**Select the classes where this message should be saved**

Entity	Dept	Subj	Terms	Prd	Days Meet
<input checked="" type="checkbox"/>	001	OTH	OTH	1 to 2	1   MTWRF

Select All Clear All

Give your message a name i.e. Assignments

This is where you would give a more detailed explanation about the assignment(s) for the week

Date when you want this to appear and when you want the assignments to stop being posted.

Click on post to calendar and in the box that says "Text" type in the word Assignments. When a student or parent clicks into their account the word assignments will then appear on the calendar date you have indicated in your posting command.

These are email options so that information can go out to both the students via email and/or their parents. Do whatever floats your boat.

Edit Class Message for Multiple Classes - Entry 001 - WA\EP\TA\MG - 5619 - 05.13.06.00.07-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumetamoral22il/sepmsg04.w?multipleClasses=yes&isPopup=true

### Edit Class Message for Multiple Classes

This message has been recalled and is no longer posted on the Family/Student Access wall or Message Center.

**Edit the Message**

\* Message Summary:  Priority: High

\* Message Detail:

**Posting Options**

Post From:  to:

Only Post for Students currently enrolled in selected classes

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

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

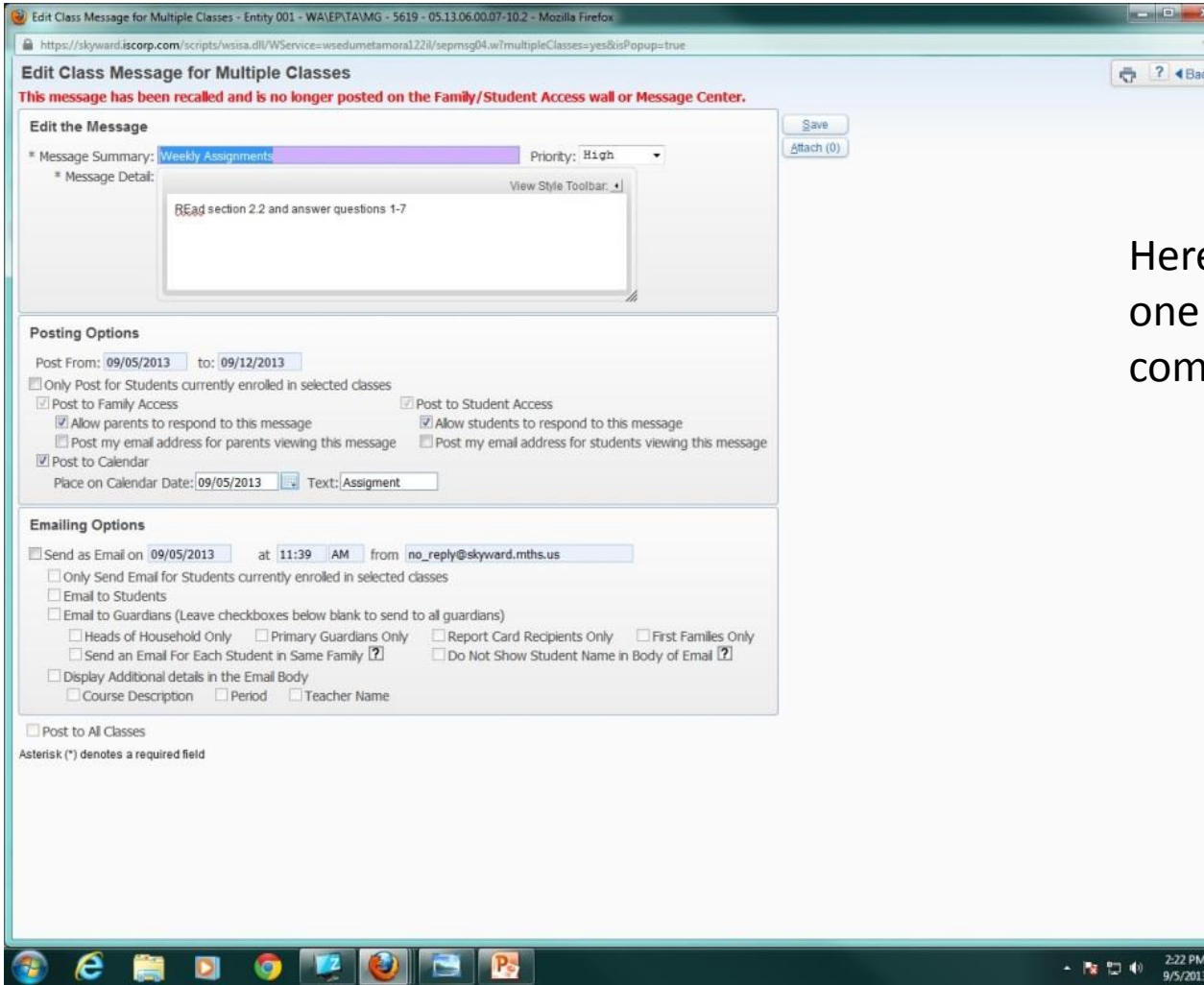
Send an Email For Each Student in Same Family  Do Not Show Student Name in Body of Email

Display Additional details in the Email Body

Course Description  Period  Teacher Name

Post to All Classes

Asterisk (\*) denotes a required field



Here is an example of what one might look like once you completed it.

Skyward Family Access - Mozilla Firefox  
 https://skyward.iscorp.com/scripts/wstsa.dll/WService-wsedumetamora122ii/shwmmu01.w

Current User: Sample A. Student      School: Metamora Twnshp High School      Language: English      Account Info      Print      Logout

SKYWARD STUDENT ACCESS

General Information  
[Calendar](#)  
[Student Information](#)  
[Gradebook](#)  
[Message Center](#) !  
[Attendance](#)  
[Schedule](#)  
[Educational Milestones](#)  
[Test Scores](#)  
[Food Service](#)  
[Fee Management](#)  
[Report Cards](#)  
[Portfolio](#)  
[Academic History](#)  
[Login History](#)

Online Assignments  
[Current Assignments](#)  
[Past Assignments](#)

Course Requests  
[Courses for 2013-2014](#)

September 2013

Previous Month	Monday	Tuesday	Wednesday	Thursday	Friday	Next Month
1	2 No School	3	4	5 MC-Assignments 1	6	7
8	9	10	11	Message: Assignments ! <b>Assignments for the week of Sept 9th</b> Monday read pages 5-12 Tuesday continue to update class project at home Wednesday Read pages 12 - 29 and do questions 1-4 on page 19 of the textbook Thursday no homework Friday do questions 6-10 on page 26 of the textbook		
15	16	17	18			
22	23	24	25	26	27	28
29	30					

Show Absences/Tardies       Show Gradebook Assignments (Grade Earned)  
 Show MC-Messages       Show ST-Student Tests  
 Show Lunch Menus

12:24 PM  
9/5/2013

When a student logs in or a parent logs in they will see the word **Assignment** on the calendar date you set up in the message center. If you scroll over the word with your mouse then the more detailed description of the assignment(s) for the week appear – just as you typed it in on your computer.

Skyward Family Access - Mozilla Firefox  
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wesumetamora122il/sfwmnu01.w

Current User: Sample A. Student      School: Metamora Twnship High School      Language: English      Account Info      Print      Logout

### Message Center

Current      Expired

**Advisor Messages**      [Create New Message](#)

Advisor	Total Messages	Unread Messages
Greg Christy	0	0

**Class Messages**      [Create New Message](#)

[Show All Classes](#)

Period	Class	Description	Term	Teacher	Total Messages	Unread Messages	
1	<a href="#">0011/S1</a>	Study Hall S1	S1	Greg Harrison	1	0	<a href="#">View Messages</a>

General Information  
Calendar  
Student Information  
Gradebook  
Message Center  
Attendance  
Schedule  
Educational Milestones  
Test Scores  
Food Service  
Fee Management  
Report Cards  
Portfolio  
Academic History  
Login History

Online Assignments  
Current Assignments  
Past Assignments

Course Requests  
Courses for 2013-2014

javascrip:viewClsMsgs("18959448", false);

12:25 PM  
9/5/2013

If the student goes to the message center this screen will appear. When the student clicks on the button that says “**view messages**” a more detailed description appears of the weeks assignments.



Have a great weekend!