Email Messages to Parents & Post to Family Access

From the Skyward Home screen, click on Teacher Access and then click on My Classes.

When you are in My Classes, click on Class Options for one of the classes that has students whose parents you wish to email.
Click **Message Center** under **Class Options** at the left of the page.

Choose whether you want to email one particular class, or send an email out to multiple classes. **Click on Add Message for Multiple Classes** or **Add Message for Current Class**.
Type the message you wish to send to parents. The **Message Summary** will be the **Subject of Your Email**.

Check out all of the **Emailing Options**, such as setting a time for the email to be sent, or ensuring highest chance of parents reading the email by having it sent to both their email and Skyward Parent Access.

Also note you can click the **Attach** button on the right side of the screen to upload an attachment to your message.

Lastly, **choose** which **classes** or **students** you want the email sent to by clicking the **boxes on the far left of the page**.

* Asterisk (*) denotes a required field.