How to Send Emails to Your Parents Through Skyward

[Click here for a video tutorial from YouTube](#)

1. Login to Skyward and choose "Teacher Access"
2. Click on "My Gradebook" from the dropdown options.
3. Click the blue Gradebook button next to the class period/subject you want.
4. Select "Other Access" from the menu option.
5. Choose "Message Center" on the left side of your option bar.
6. Choose "Add Message for Current Class" or "Add Message for Multiple Classes" on the right-hand side of the screen.
7. Fill the following fields"
   a. Message Summary (Subject)
   b. Message Details
   c. Select Posting Options
      i. Choose post to Family Access
      ii. Choose other preferred settings
8. Click "Save" at the top of the screen.

** Emails typically take a half hour to send out to families, so wait approximately a half hour before you start looking for responses.