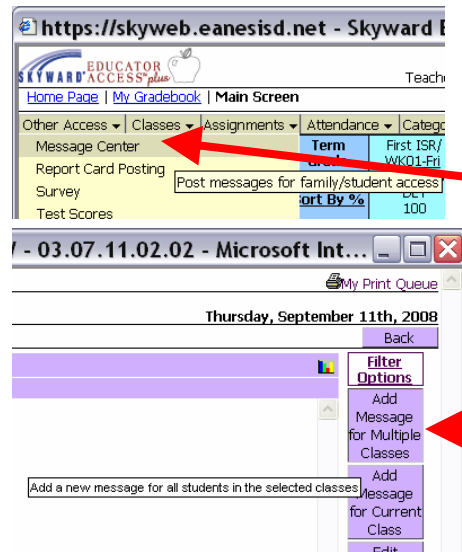


## Sending Emails to Parents from Gradebook's Message Center

1. Log into GB
2. Choose MY GRADEBOOK
3. Choose a class
4. Choose OTHER ACCESS on the far left
5. Choose MESSAGE CENTER
6. Click APPLY FILTER
7. Choose ADD MESSAGE FOR MULTIPLE CLASSES or ADD MESSAGE FOR CURRENT CLASS
8. Fill in the message summary and detail
9. Choose the EMAIL OPTIONS
10. Choose the families of the students you wish to email
11. SAVE
12. Your message will now be listed in your message center as sent



https://skyweb.eanesisd.net - Skyward Educator Access Plus - Microsoft Internet Explorer

WEST RIDGE MIDDLE SCHOOL  
Teacher: KIM ZOLLO Class: EN810 / 602 Prd:2 ENG PR

New Class Message for Selected Students

Add a New Message

Message Summary:

Message Detail:

Save Back

Priority: Normal

Posting Options

Post From: Thu, Sep 11 2008 to Thu, Sep 18 2008

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

Emailing Options

Send as Email on Thu, Sep 11 2008 at 08:55 AM from [redacted]@eanesisd.net

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

Select students to receive the message

	Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/>				2013
<input checked="" type="checkbox"/>			K	2013
<input checked="" type="checkbox"/>			W	2013
<input checked="" type="checkbox"/>			F	2013
<input checked="" type="checkbox"/>			K	2013

make sure  
your email is  
correct