

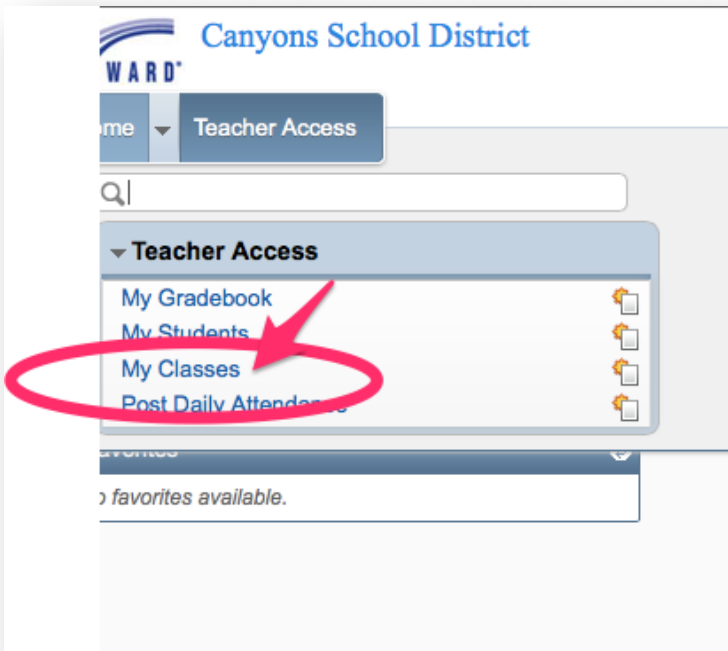


Generating Mass Emails Through Skyward

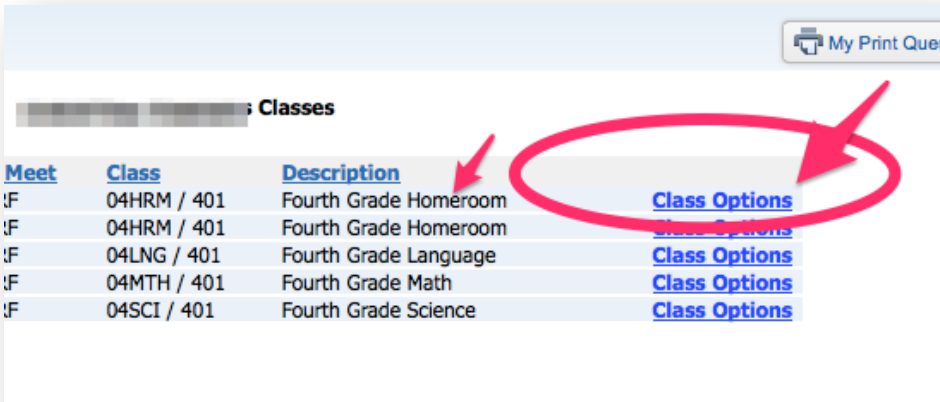
Canyons School District
Education Technology
Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

First, log into your Skyward Gradebook.

Click on "My Classes."



Click "Class Options" under your Homeroom.

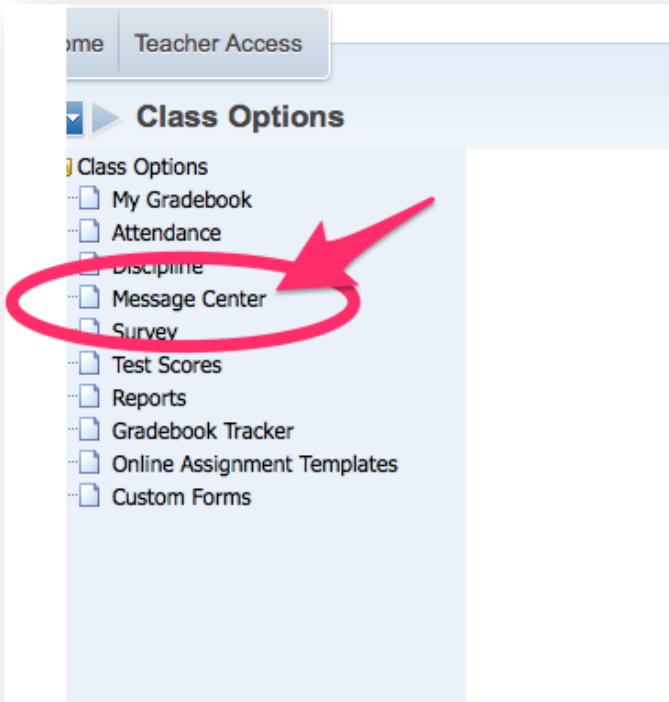




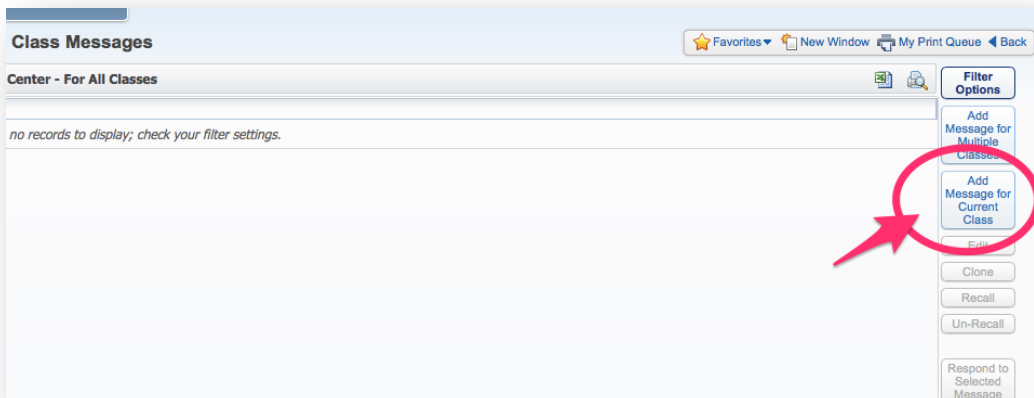
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Click "Message Center."



Click "Add Message for Current Class."





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Fill in all of the required fields. Note the required fields are labeled with an asterisk. You can send the message on the date you create the email, or select an alternate day to send it. You can also send it to all of the students/parents in your class by leaving the boxes checked at the bottom or select "Clear All," then select only one or a select few students/parents to email. Once you have completed all of the desired fields, don't forget to select SAVE. Once you have done that, your message will be sent.

Required fields are marked with an asterisk.

Type your email here.

Don't forget to select SAVE when you are done!!

You can select an alternate date to send the email if you do not wish to send it on the current day.

You can select all or a select student.

Posting Options

Post Date: 10/28/2014

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: 10/28/2014 Text:

Emailing Options

Send as Email on at from

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 Students

Select students to receive the message

Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/>		S	
<input checked="" type="checkbox"/>		A	
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			