



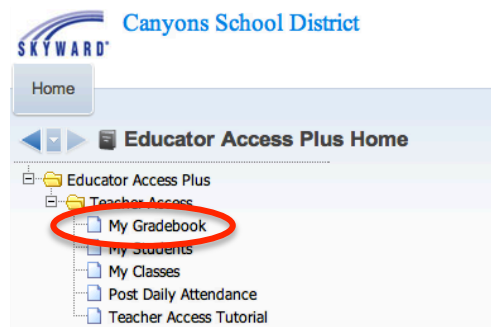
## How to Send Emails to Parents/Students Using Skyward

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

1. Open Skyward ([skyward.canyonsdistrict.org](http://skyward.canyonsdistrict.org)) and log in.



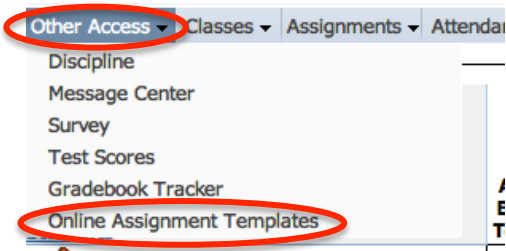
2. Click the My Gradebook link.



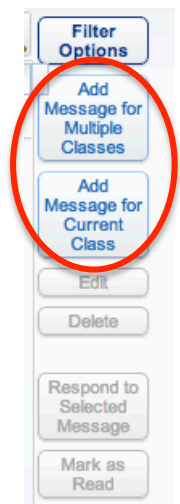
3. Select the class you wish to email parents and/or students.

| Dept | Subject | Terms | Period | Days Meet | Class      | Description       |                     |
|------|---------|-------|--------|-----------|------------|-------------------|---------------------|
| CTE  | 1-4     | 1     | A      |           | 87000 / 02 | CHILD DEVELOP 1   | Secondary Gradebook |
| OTH  | 1-4     | 2     | A      |           | 00620 / 02 | AIDE HUNTAMER     | Secondary Gradebook |
| CTE  | 1-4     | 2     | A      |           | 87000 / 03 | CHILD DEVELOP 1   | Secondary Gradebook |
| OTH  | 1-4     | 4     | A      |           | 00620 / 04 | AIDE HUNTAMER     | Secondary Gradebook |
| CTE  | 1-4     | 4     | A      |           | 87000 / 05 | CHILD DEVELOP 1   | Secondary Gradebook |
| CTE  | 1-4     | 6     | B      |           | 99270 / 02 | FHS 2600/CHILD ED | Secondary Gradebook |
| OTH  | 1-4     | 7     | B      |           | 00620 / 07 | AIDE HUNTAMER     | Secondary Gradebook |
| CTE  | 1-4     | 7     | B      |           | 99270 / 02 | FHS 2600/CHILD ED | Secondary Gradebook |
| OTH  | 1-4     | 8     | B      |           | 00620 / 08 | AIDE HUNTAMER     | Secondary Gradebook |
| CTE  | 1-4     | 8     | B      |           | 87000 / 06 | CHILD DEVELOP 1   | Secondary Gradebook |

4. In the top left corner, select Other Access. Click Message Center from the drop-down menu.



5. Click Add Message for Current Class to select specific parents/students OR click Add Message for Multiple Classes to send message to all parents/students in the classes you select.





6. Type a subject and message. Add any attachments.

**New Class Message for Selected Students**

**Add a New Message**

\* Message Summary:  Priority: Normal

\* Message Detail:  View Style Toolbar: [dropdown]

[Check Spelling](#)  
[Save](#)  
[Attach \(0\)](#)

7. Select email options including time to send the email:  
a. The date and time the email will be sent.  
b. Email recipients: students and/or guardians.

**Posting Options**

Post From: 09/12/2012 to: 09/19/2012

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: 09/12/2012 Text:

**Emailing Options**

Send as Email on 09/12/2012 at 01:58 PM from summer.huntamer@canyonsdistrict.org [Restore Default](#)

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

8. Select recipients/classes.  
a. For current class: The default selects all students, but you can select which students/parents receive the email by checking or unchecking the student's name.

**Select students to receive the message**

|                                     | Last Name  | First Name | MI | Grad Year |
|-------------------------------------|------------|------------|----|-----------|
| <input checked="" type="checkbox"/> | BLOOMFIELD | KAYLA      |    | 2013      |
| <input checked="" type="checkbox"/> | BUSHMAN    | JASON      |    | 2013      |
| <input checked="" type="checkbox"/> | CHALLBURG  | JESSICA    |    | 2013      |
| <input checked="" type="checkbox"/> | COLLIER    | AUBRIE     |    | 2014      |
| <input checked="" type="checkbox"/> | COX        | ERIKA      |    | 2013      |
| <input checked="" type="checkbox"/> | DECKER     | MEGHAN     | D  | 2015      |
| <input checked="" type="checkbox"/> | DICKSON    | LINDSEY    |    | 2013      |
| <input checked="" type="checkbox"/> | DREIS      | BRANDY     |    | 2015      |
| <input checked="" type="checkbox"/> | FENLEY     | MICKELLE   |    | 2015      |
| <input checked="" type="checkbox"/> | HANDLEY    | HARRISON   |    | 2013      |
| <input checked="" type="checkbox"/> | HANSON     | HOLDEN     |    | 2015      |
| <input checked="" type="checkbox"/> | HEBERLY    | MADISON    |    | 2013      |

34 records displayed

[Select All](#)  
[Clear All](#)



- b. For multiple classes: The default setting only selects the current class. Select the desired classes by checking the box next to the class name.

Select the classes where this message should be saved Select All

|                                     | Entity | Dept | Subj | Terms  | Prd | Days Meet | Class      | Description       |                          |
|-------------------------------------|--------|------|------|--------|-----|-----------|------------|-------------------|--------------------------|
| <input checked="" type="checkbox"/> | 702    |      | CTE  | 1 to 4 | 1   | A         | 87000 / 02 | CHILD DEVELOP 1   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 702    |      | CTE  | 1 to 4 | 2   | A         | 87000 / 03 | CHILD DEVELOP 1   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 702    |      | CTE  | 1 to 4 | 4   | A         | 87000 / 05 | CHILD DEVELOP 1   | <input type="checkbox"/> |
| <input type="checkbox"/>            | 702    |      | CTE  | 1 to 4 | 6   | B         | 99270 / 02 | FHS 2600/CHILD ED | <input type="checkbox"/> |
| <input type="checkbox"/>            | 702    |      | CTE  | 1 to 4 | 7   | B         | 99270 / 02 | FHS 2600/CHILD ED | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 702    |      | CTE  | 1 to 4 | 8   | B         | 87000 / 06 | CHILD DEVELOP 1   | <input type="checkbox"/> |
| <input type="checkbox"/>            | 702    |      | OTH  | 1 to 4 | 2   | A         | 00620 / 02 | AIDE HUNTAMER     | <input type="checkbox"/> |
| <input type="checkbox"/>            | 702    |      | OTH  | 1 to 4 | 4   | A         | 00620 / 04 | AIDE HUNTAMER     | <input type="checkbox"/> |
| <input type="checkbox"/>            | 702    |      | OTH  | 1 to 4 | 7   | B         | 00620 / 07 | AIDE HUNTAMER     | <input type="checkbox"/> |
| <input type="checkbox"/>            | 702    |      | OTH  | 1 to 4 | 8   | B         | 00620 / 08 | AIDE HUNTAMER     | <input type="checkbox"/> |

Clear All

9. Click Save at the top of the screen. The email will now be viewable in the Message Center.

**New Class Message for Selected Students**

**Add a New Message**

\* Message Summary:  Priority: Normal

\* Message Detail:  View Style Toolbar: