

# **“Enhancing Education Through Technology”**

## **Teacher Training**

**Tuesday, January 17, 2012**

**3:45 – 4:45 p.m.**

**Meridian Junior High**

**Room 215**

### **Agenda**

- I. Teacher Sign-in**
- II. Intro: How to use message center in Skyward to communicate with parents/students**
- III. Skyward:**
  - a. What Messages are able to be sent**
  - b. Why would I send a message**
  - c. When would I send**
  - d. Process of setting up a message**
    - i. With or without attachments**
    - ii. Send through message center in family access**
    - iii. Send as an email**
    - iv. Send as a class**
    - v. Send to particular participants**
    - vi. Edit and deleting messages.**
- IV. Next Training: February 12 – Digital Threats & Copyright**