



Get the most from your Skyward account!

### **How to Set Up Automatic Emails for Grades and Attendance**

Login to Skyward from your desktop or laptop from the [wcs.edu](http://wcs.edu) website. If logging in from a mobile device or tablet you will need to set up a desktop account first if not already completed. Once you have the mobile account and desktop account you can use your mobile or tablet device.

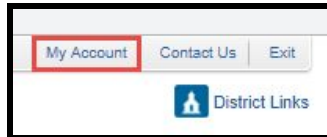
If you need assistance with your login, please contact the school office.

From your mobile device:

Login and select the “desktop account” option.

The following steps are the same from the mobile or desktop:

1. In the top right corner select MY ACCOUNT.



2. Under the EMAIL NOTIFICATIONS section, click on the box to RECEIVE DAILY ATTENDANCE if you would like to receive attendance emails. You can choose a daily email, Skyward Wall Message, or both.
3. Click on the box to RECEIVE GRADING EMAILS if you would like to receive grade emails. You can select the low and high grade percentages that you would like to be notified about on assignments.

A screenshot of the "Email Notifications" settings page. The page has a title "Email Notifications" and two main sections. The first section is "Receive Daily Attendance Notifications for my student(s) by" with three radio button options: "Email", "Wall Message", and "Email and Wall Message". The second section is "Receive Grading Emails for my student(s) ?" with a checked checkbox. Below this is a text label "Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):" and two input fields. The first input field is labeled "Low:" and contains the value "85.00". The second input field is labeled "High:" and contains the value "95.00". Both input fields are highlighted with a red rectangular box. The text "for [redacted] and [redacted]" follows the input fields.

4. Click Save when finished.

