## **Schedule Parent-Teacher Conferences Through Skyward!**

Our Parent-Teacher Conferences will be Wednesday, October 4th, 4:00pm - 7:15pm Thursday, October 5th, 4:00pm - 7:15pm

## **Step-By-Step Parent/Guardian Instructions**

- 1. Use a computer, not a smartphone.
- 2. Use your parent login to log in to Skyward (<a href="https://goo.gl/QYAotb">https://goo.gl/QYAotb</a>)
- 3. If you have more than one child, select a child's name from the 'All Students' drop down at the top
- 4. Click the 'Teacher Conferences' link on the left of the screen
- 5. Click the link titled 'All Conferences'
- 6. Click the 'Select a Time' link under the text 'Not Yet Scheduled'
- 7. Find a date and time that works for you and click on the 'Select' link to the right (If the 'Select' button doesn't work, try a different web browser)
- 8. Click 'Save' to confirm that date and time -- Your conference is now scheduled!
- 9. Repeat steps 3-8 to schedule appointments for additional children

## To Cancel An Appointment:

- 1. Use a computer, not a smartphone.
- Use your parent login to log in to Skyward
- 3. If you have more than one child, select a child's name from the 'All Students' drop down at the top
- 4. Click the 'Teacher Conferences' link on the left of the screen
- 5. Find the conference you want to unschedule and click '(Unschedule)'

## **To Print Your Appointments:**

- 1. Use a computer, not a smartphone.
- Use your parent login to log in to Skyward
- 3. If you have more than one child, select a child's name from the 'All Students' drop down at the top
- 4. Click the 'Teacher Conferences' link on the left of the screen
- 5. Click 'Print All Scheduled Conferences'