

**PARENT/GUARDIAN: SCHEDULING TEACHER CONFERENCES**

Log in to Skyward with your "Parent" login and password.

Choose your student and click on "Teacher Conferences"

https://10.248.5.100/scripts/wsisa.dll/WSservice=wsEApplus/shwmmu01.w



Student: [dropdown] School: [dropdown] ELEMENTARY

- New Family Access
- Preview Family Access
- General Information
- Calendar
- Student Information
- Skylett
- Gradebook
- Message Center
- Attendance
- Schedule
- Test Scores
- Report Cards
- Email Notifications
- Teacher Conferences
- Login History

Previous Month		December 2013					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6		
8	9 Tardy	10	11	12	13		
15	16		18	19	20		
22	23 No School	24 No School	25 No School	26 No School	27 No School		

Click here to schedule your Parent Teacher Conference.

You will be scheduling your Parent Teacher Conference using the Attendance course.

If you see other courses do not select a time slot in any course but an Attendance course.

You can choose your time slot by clicking on "Show Times".

Period	Class	Description	Term
1	ZATT5/5Na	Attend-5th Grde	YR

Show Times

Click here to see available times.

The screen will look like this

All Conferences

Period	Class	Description	Term
1	ZATT5/5Na	Attend-5th Grde	YR

Hide Times

Cheryl Naegle's Conference Timeslots:

Date	Start Time	End Time	Building
12/31/2013	2:00 pm	2:15 pm	175
12/31/2013	2:15 pm	2:30 pm	175
12/31/2013	2:30 pm	2:45 pm	175

You can scroll down to find the time you want. Clicking on "Select time" will schedule your Parent Teacher Conference.

OR you can choose to see a list of all available times by clicking on "View all Times"

Period	Class	Description	Term
1	ZATT5/5Na	Attend-5th Grd	YR

Show Times

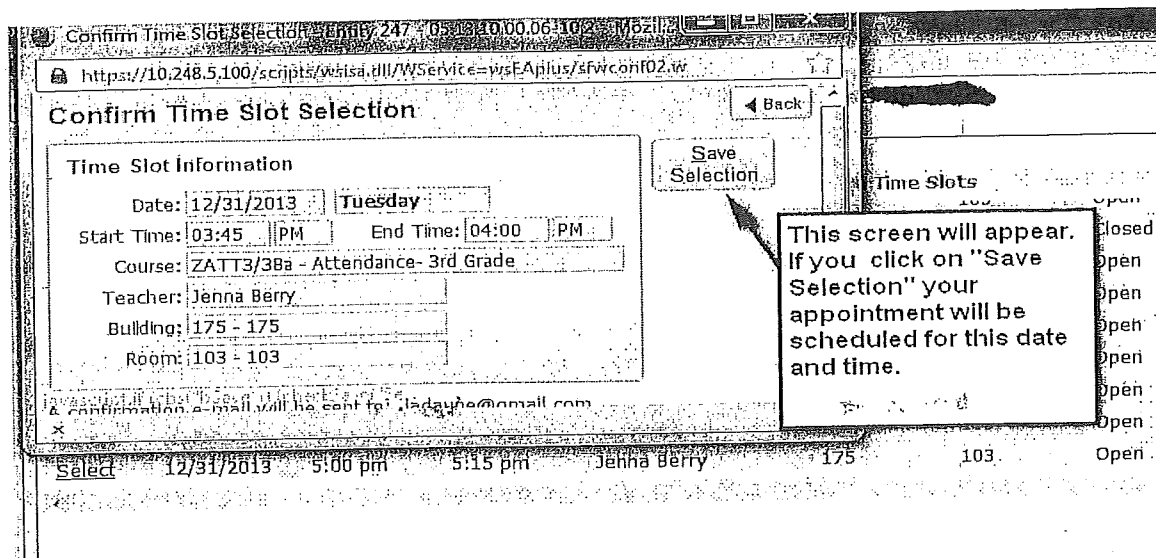
View All Times

Click here to see a list of all available times.

Choose the time slot you want

Available Confe
Select 12/31/2013 3:00 pm 3:15 pm Jenna Berry
Select 12/31/2013 3:15 pm 3:30 pm Jenna Berry
Select 12/31/2013 3:30 pm 3:45 pm Jenna Berry
Select 12/31/2013 3:45 pm 4:00 pm Jenna Berry
Select 12/31/2013 4:00 pm 4:15 pm Jenna Berry
Select 12/31/2013 4:15 pm 4:30 pm Jenna Berry
Select 12/31/2013 4:30 pm 4:45 pm Jenna Berry
Select 12/31/2013 4:45 pm 5:00 pm Jenna Berry
Select 12/31/2013 5:00 pm 5:15 pm Jenna Berry

Click on "select" for the time slot you want.



**Your Parent Teacher conference is now scheduled.**

**Teacher Conferences**

Selected Conference Times								Print Scheduled Times
Date	Time	Class	Teacher	Student	Bldg/Rm	Status		
<a href="#">Deselect</a>	<a href="#">Notes</a>	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	Jace	175/103	Scheduled

**You can choose another one of your student and schedule their Parent Teacher conference at this time. All Conference Times you have scheduled will appear in the "Selected Conference Times" box.**

**Teacher Conferences**

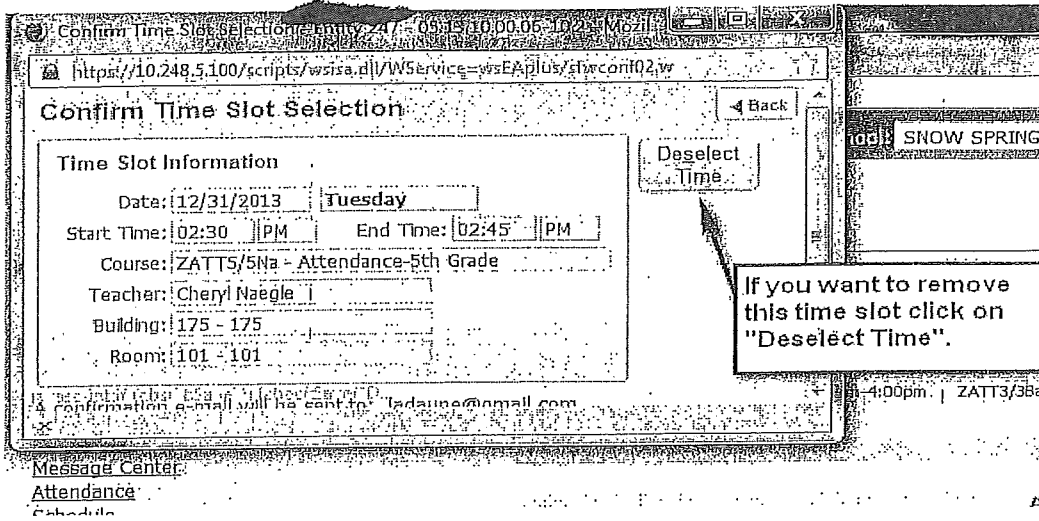
Selected Conference Times								Print Scheduled Times
Date	Time	Class	Teacher	Student	Bldg/Rm	Status		
<a href="#">Deselect</a>	<a href="#">Notes</a>	12/31/2013	2:30pm-2:45pm	ZATT5/5Na Attend-5th Grde	Christy	None	175/101	Scheduled
<a href="#">Deselect</a>	<a href="#">Notes</a>	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	None	175/103	Scheduled

**If you need to re-schedule your Conference, click on "Deselect".**

**Click here to remove the scheduled time slot and choose another time.**

Date	Time	Class
<a href="#">Deselect</a>	<a href="#">Notes</a>	12/31/2013 2:30pm-2:45pm ZATT5/5Na Attend-5th Grde.
<a href="#">Deselect</a>	<a href="#">Notes</a>	12/31/2013 3:45pm-4:00pm ZATT3/3Ba Attend-3rd Grde

A pop up will appear that looks like this:



The Conference is no longer in your "Selected Conference Times".

Selected Conference Times								Print Scheduled Times
Date	Time	Class	Teacher	Student	Bldg/Rm	Status		
<a href="#">Deselect</a>	<a href="#">Notes</a>	12/31/2013	3:45pm-4:00pm	ZATT3/36a Attend-3rd Grde	Jenna Berry	Jace	175/103	Scheduled

Note: The second Child's scheduled time is now gone.

You can re-schedule another time by clicking on the Times and selecting another time slot.

Selected Conference Times								Print Scheduled Times
Date	Time	Class	Teacher	Student	Bldg/Rm	Status		
<a href="#">Deselect</a>	<a href="#">Notes</a>	12/31/2013	3:30pm-3:45pm	ZATT5/5Na Attend-5th Grde	Cheryl Naegle	Kade	175/101	Scheduled
<a href="#">Deselect</a>	<a href="#">Notes</a>	12/31/2013	3:45pm-4:00pm	ZATT3/36a Attend-3rd Grde	Jenna Berry	Jace	175/103	Scheduled

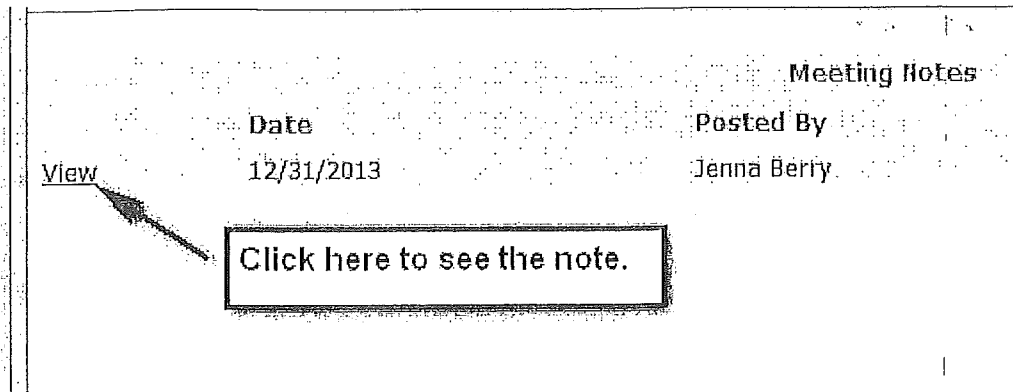
Second child's new time slot has been added.

If a teacher has created a note for you, regarding your Parent Teacher Conferences, you can click on "Notes" to see the note.

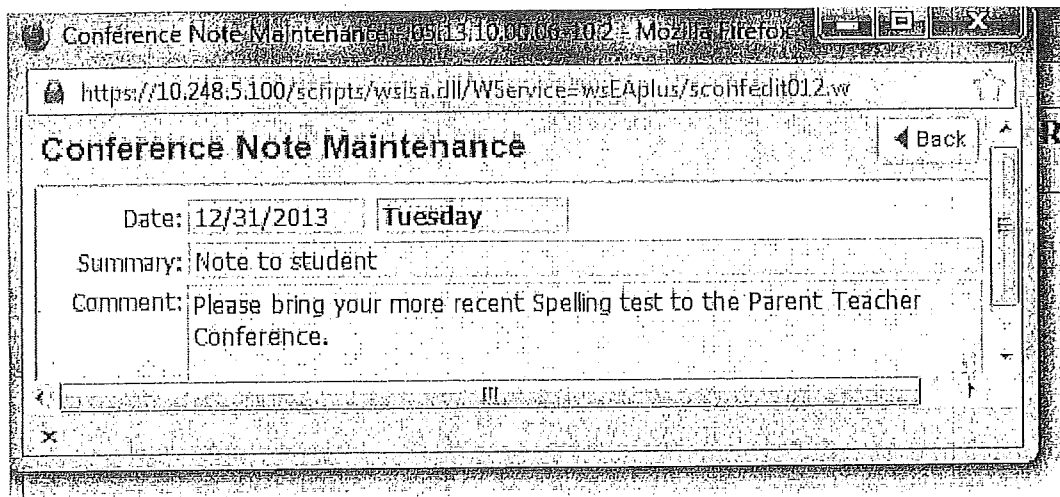
Selected Conference Times								
Date	Time	Class	Teacher	Student	Bldg/Rm	Status		
<a href="#">Deselect</a>	<a href="#">Notes</a>	12/31/2013	3:30pm-3:45pm	ZATT5/5Na Attend-5th Grde	Cheryl Naegle	Kade	175/101	Scheduled
<a href="#">Deselect</a>	<a href="#">Notes</a>	12/31/2013	3:45pm-4:00pm	ZATT3/36a Attend-3rd Grde	Jenna Berry	Jace	175/103	Scheduled

Click here to see notes a teacher has created for you.

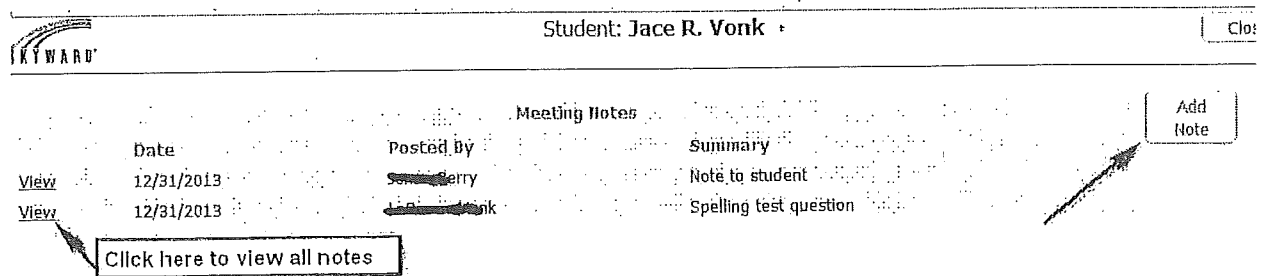
Click on "view " to see the note.



Now you can see the note.



You can add a note, to the teacher, by clicking on "Add Note". Keep in mind, teacher's may not have the time to review all notes.



The Parent Teacher Conferences will show on the school Calendar. If you mouse over the time of the Conference, you will see more detailed information.

Previous Month		December 2013					Next Month	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1	2	3 Pg. 917-918 (A) Pg. 925-926 (A-)	4 Polygon Test (A-)	5 ADD 1-3 (A) Fun With Coordi (A)	6 Tazio Nuvolari (A) WTW Homework (A) WTW Journal #: (A) WTW wk#12 Tes (A) Coordinate Plant (A) Coordinate Plant (N)	7		
8	9	10 pg. 951-954 (A-)	11 Pg. 957-960 (B+)	12 Practice 1 & 2 (A)	13 WTW wk#13 HW (A) WTW wk#13 Jot (A) WTW wk#13 Tes	14		
15	16	17 Calculating Volur (A)	18	19	20	21		
22	23 No School	24 No School	25 No School	26 No School	27 No School	28		
29	30 No School	31 No School TC: 3:30 pm- 3:45 pm TC: 3:45 pm- 4:00 pm						

You can also create a print out of the date and time of the Parent Teacher Conferences by clicking on "Print Scheduled Times". You can choose to print by student or by date.

Teacher Conferences

Selected Conferences Times							Print Scheduled Times
Date	Time	Class	Teacher	Student	Bldg/Rm	Status	
<a href="#">Deselect</a> <a href="#">Notes</a> 12/31/2013	3:30pm-3:45pm	ZATT5/51a Attend-5th Grde	Cheryl Naegle	Kade	75/101	Scheduled	
<a href="#">Deselect</a> <a href="#">Notes</a> 12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	Jace	75/103	Scheduled	

All Conferences View All

Parent Conferences Report - 05.13.10.00.06 10/2 Mozilla Firefox

https://10.248.5.100/scripts/wsisa.dll/WService=wsEApplus/sfwcconf05.w

### Parent Conferences Report

Print Options Print

Sort:  By Date  By Student

Display Past Conferences

Choose what you want to print.

This will only display past conferences that have been scheduled through this scheduler.

175 103

The print out looks like this:

TIME	BUILDING	ROOM	TEACHER	COURSE	STUDENT
3:30 pm - 3:45 pm	175	101	<del>_____</del> Waegle	Attend-5th Grde	Kade <input type="checkbox"/>
3:45 pm - 4:00 pm	175	103	<del>_____</del> rry	Attend-3rd Grde	Jace <input type="checkbox"/>

\*\*\*\*\* End of report \*\*\*\*\*