

## PARENT/GUARDIAN: SCHEDULING TEACHER CONFERENCES

Log in to Skyward with your “Parent” login and password.

Choose your student and click on “Teacher Conferences”



The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo and the text "Family Access". To the right of this is a user profile for "Jessica Cook" with links for "My Account", "Contact Us", and "Email H". Below the logo is a dropdown menu currently set to "All Students". A red arrow points from a yellow callout box to this dropdown menu. The callout box contains the text: "Select your child using the drop down arrow if you have more than one child in Alpine School District." On the left side, there is a vertical navigation menu with items: Home, Student Information Update, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Teacher Conferences, Academic History, Portfolio, Skylert, and Login History. A red arrow points from another yellow callout box to the "Teacher Conferences" item. This callout box contains the text: "Click here to make a Parent Teacher Conference Appointment". The main content area shows "No messages were found." On the right side, there is a section titled "Upcoming Events" with a list of dates and events: Today, Tue Sep 16, 2014 (Teacher Conference 4:50 PM - 5:00 PM), Today, Tue Sep 16, 2014 (words from reading), Today, Tue Sep 16, 2014 (Absent), Wed Sep 17, 2014 (Absent), Thu Sep 18, 2014 (Absent), Fri Sep 19, 2014 (Absent), Mon Sep 22, 2014 (Absent), Tue Sep 23, 2014 (Absent), and Wed Sep 24, 2014.

The Screen will now look like this:

Family Access

SKYWARD

Be [redacted] (NORTH POINT ELEMENTARY) [View Scheduled Times](#) | [All Conferences](#)

No teacher conferences are scheduled for this student.

**Click here to make an appointment for Parent Teacher Conferences for this student.**

You will be scheduling your Parent Teacher Conference using one course.

You can choose your time slot by clicking on “All Conferences”.

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

Be [redacted] (NORTH POINT ELEMENTARY) [View Scheduled Times](#) | [All Conferences](#)

All Conferences	Status	Class	Building/Room
Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Language Arts 4	207 / 117

**Click here to see the list of available times**

The screen will look like this

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**Schedule a Conference Time with Amy Flynn**

Conference Time Slots	Status	Building/Room	
Tue Sep 16, 2014 4:00 pm - 4:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:10 pm - 4:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:20 pm - 4:30 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:30 pm - 4:40 pm	Closed	207 / 103	
Tue Sep 16, 2014 4:40 pm - 4:50 pm	Open	207 / 103	Select
Tue Sep 16, 2014 4:50 pm - 5:00 pm	Open*	207 / 103	Select
Tue Sep 16, 2014 5:00 pm - 5:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:10 pm - 5:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:20 pm - 5:30 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:30 pm - 5:40 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:40 pm - 5:50 pm	Open	207 / 103	Select
Tue Sep 16, 2014 5:50 pm - 6:00 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:00 pm - 6:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:10 pm - 6:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:20 pm - 6:30 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:30 pm - 6:40 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:40 pm - 6:50 pm	Open	207 / 103	Select
Tue Sep 16, 2014 6:50 pm - 7:00 pm	Open	207 / 103	Select
Tue Sep 16, 2014 7:00 pm - 7:10 pm	Open	207 / 103	Select
Tue Sep 16, 2014 7:10 pm - 7:20 pm	Open	207 / 103	Select
Tue Sep 16, 2014 7:20 pm - 7:30 pm	Open	207 / 103	Select

**Choose the date and time you want and click on the "select" button for that date and time.**

Choose the time slot you want. A smaller information box will appear. If you are okay with this date and time, click on the "save" button. If you want to choose another time click on the "back" button.

**Select Time Slot**

Teacher: Am...  
 Date: Tue Sep 16, 2014  
 Time: 5:10 PM - 5:20 PM

Student: Ber...  
 Course: ZLA4/4F - Language Arts 4  
 Building: 207 - 207  
 Room: 103 - 103

A confirmation e-mail will be sent to: jes...

Save Back

**A confirmation email will be sent the email address.**

Your Parent Teacher conference is now scheduled.

**Teacher Conferences**

Scheduled Conferences Report  
[Print All Scheduled Conferences](#)

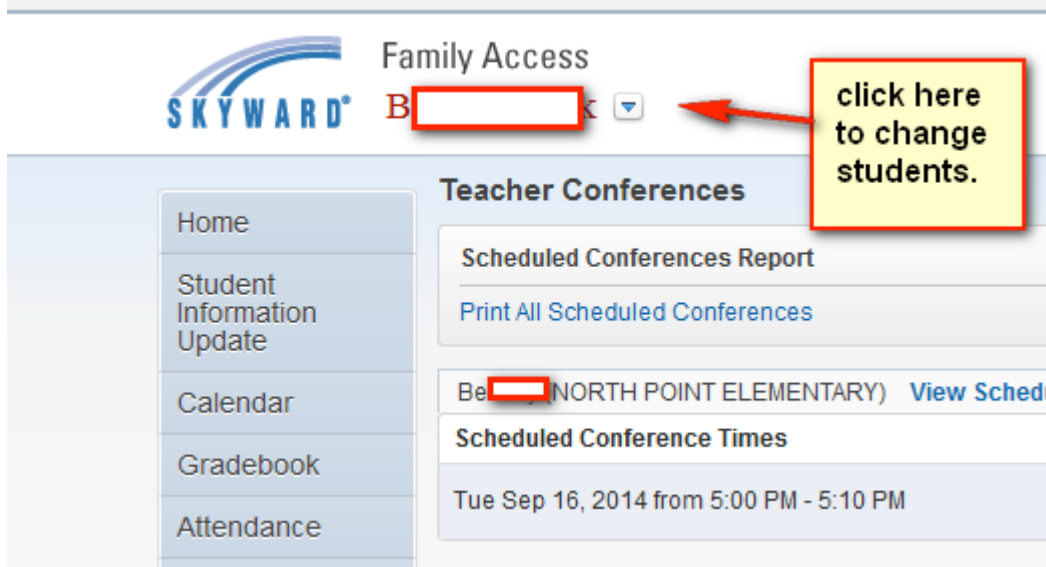
Be... NORTH POINT ELEMENTARY [View Scheduled Times](#) | [All Conferences](#)

Scheduled Conference Times	Status	Class	Building/Room
Tue Sep 16, 2014 from 5:00 PM - 5:10 PM	Scheduled (Unschedule)	Language Arts 4	207 / 103

**Your Conferenc time is now scheduled.**

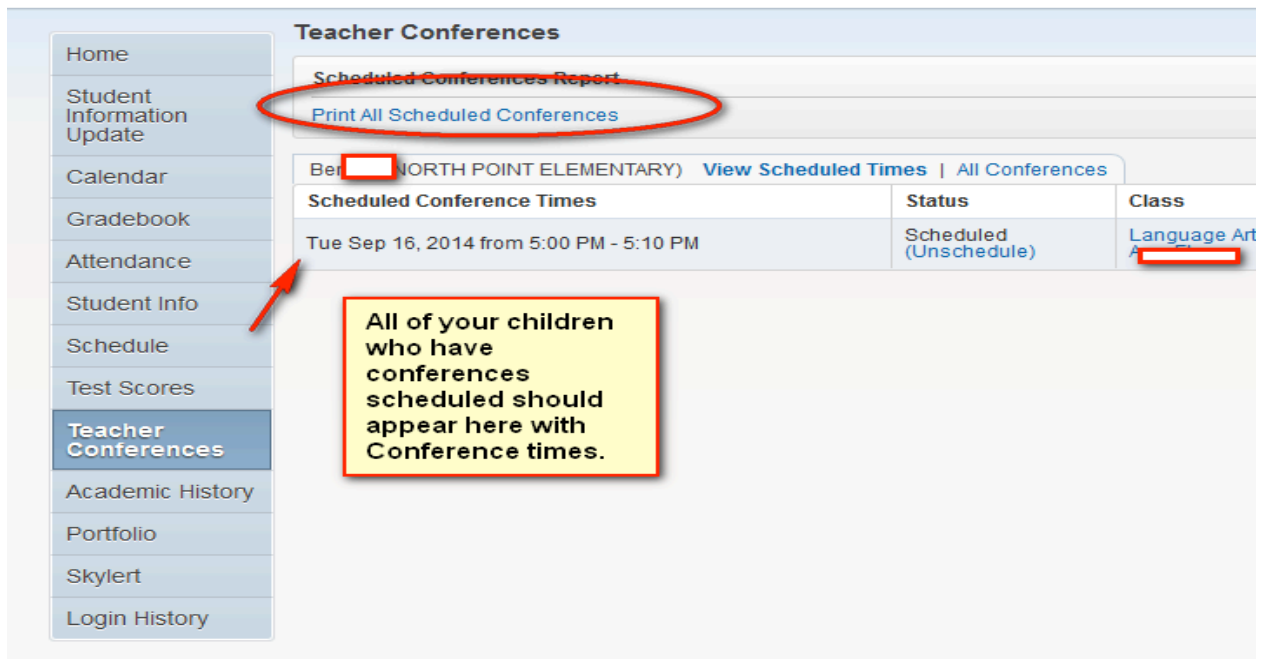
**You can unschedule your appointment and select another time by clicking here.**

You can choose another one of your children and schedule their Parent Teacher conference at this time by clicking on the Drop down arrow at the top of the screen.



All Conference Times you have scheduled will appear under “Selected Conference Times” .

You can also print your scheduled Conferences.



The Print out will look like this.

12/31/2013

<u>TIME</u>	<u>BUILDING</u>	<u>ROOM</u>	<u>TEACHER</u>	<u>COURSE</u>	<u>STUDENT</u>
3:30 pm - 3:45 pm	175	101	Cheryl Naegle	Attend-5th Grde	Kade <input type="text"/>
3:45 pm - 4:00 pm	175	103	Jenna Berry	Attend-3rd Grde	Jace <input type="text"/>

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

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.

December 2013							
Previous Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Next Month
	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 Te: (A) Coordinate Plan: (A) Coordinate Plan: (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 Te:	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				