PARENT/GUARDIAN: SCHEDULING TEACHER CONFERENCES

Log in to Skyward

Choose your student and click on "Teacher Conferences"

 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".

	All Conferences			
	Period	**Class**	**Description**	**Term**
Show Times	1	ZATT5/5Na	Attend-5th Grde	YR

Click here to see available times.

The screen will look like this

	All Conferences			
	Period	**Class**	**Description**	**Term**
Hide Times	1	ZATT5/5Na	Attend-5th Grde	YR

Cheryl Naegle's Conference Timeslots

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

	All Conferences			View All Times
	Period	**Class**	**Description**	
Show Times	1	ZATT5/5Na	Attend-5th Grd	

Click here to see a list of all available times.

Choose the time slot you want

	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	1			
Select	1			
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.

Confirm Time Slot Selection - Entity 247 - 05.13.10.00.06-10.2 - Mozil...

https://10.248.5.100/scripts/wsisa.dll/WService=wsEAplus/sfwconf02.w

Confirm Time Slot Selection   ◀ Back

e R. Vonk

Time Slot Information

Date: 12/31/2013   **Tuesday**

Start Time: 03:45   PM   End Time: 04:00   PM

Course: ZATT3/3Ba - Attendance- 3rd Grade

Teacher: Jenna Berry

Building: 175 - 175

Room: 103 - 103

Save Selection

This screen will appear. If you click on "Save Selection" your appointment will be scheduled for this date and time.

javascript:if (cbs("bSave")) {checkSave("Se...
A confirmation e-mail will be sent to: ladaune@gmail.com

| Select | 12/31/2013 | 5:00 pm | 5:15 pm | Jenna Berry | 175 | 103 | Open |

e Time Slots
Open
Closed
Open
Open
Open
Open
Open
Open

Your Parent Teacher conference is now scheduled.

eacher Conferences

Selected Conference Times   Print Scheduled Times

		Date	Time	Class	Teacher	Student	Bldg/Rm	Status
Deselect	Notes	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

		Date	Time	Class	Teacher	Student	Bldg/Rm	Status
				Selected Conference Times				
Deselect	Notes	12/31/2013	2:30pm-2:45pm	ZATT5/5Na Attend-5th Grde	Cheryl Naegle	Kade	175/101	Scheduled
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	Jace	175/103	Scheduled

Print Scheduled Times

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
Deselect	Notes	12/31/2013	2:30pm-2:45pm	ZATT5/5Na Attend-5th Grde
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde

A pop up will appear that looks like this:

Confirm Time Slot Selection - Entity 247 - 05.13.10.00.06-10.2 - Mozil...

https://10.248.5.100/scripts/wsisa.dll/WService=wsEAplus/sfwconf02.w

Confirm Time Slot Selection   ◀ Back

Time Slot Information

Date: 12/31/2013   **Tuesday**

Start Time: 02:30   PM   End Time: 02:45   PM

Course: ZATT5/5Na - Attendance-5th Grade

Teacher: Cheryl Naegle

Building: 175 - 175

Room: 101 - 101

Deselect Time

If you want to remove this time slot click on "Deselect Time".

javascript:if (cbs("bSave")) {checkSave("D...
A confirmation e-mail will be sent to: Jadaune@gmail.com

nool: SNOW SPRING

m-4:00pm   ZATT3/3Ba

Message Center
Attendance
Schedule

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

		Date	Time	Class	Teacher	Student	Bldg/Rm	Status	Print Scheduled Times
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba 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.

		Date	Time	Class	Teacher	Student	Bldg/Rm	Status	Print Scheduled Times
Deselect	Notes	12/31/2013	3:30pm-3:45pm	ZATT5/5Na Attend-5th Grde	Cheryl Naegle	Kade	175/101	Scheduled	
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	Jace V	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	S
Deselect	Notes	12/31/2013	3:30pm-3:45pm	ZATT5/5Na Attend-5th Grde	Cheryl Naegle	K
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	J

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

Click on "view " to see the note.

Meeting Notes

	Date	Posted By
View	12/31/2013	Jenna Berry

Click here to see the note.

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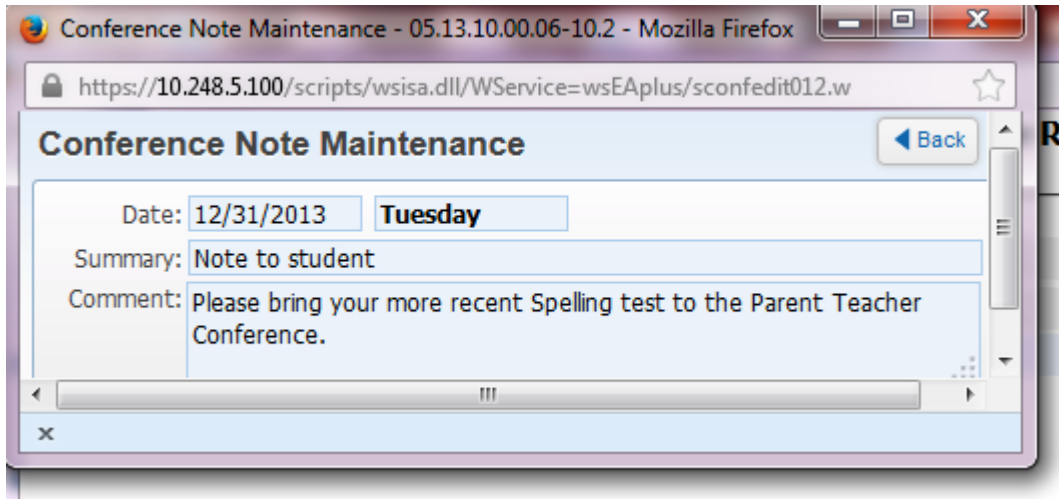
You can add a note, to the teacher, by clicking on "Add Note". *Keep in mind, teacher's may not have the time to review all notes.*

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.*

December 2013

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 Te: (A) Coordinate Plane (A) Coordinate Plane (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 Jou (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				

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 Conference Times

		Date	Time	Class	Teacher	Student	Bldg/Rm	Status	Print Scheduled Times
Deselect	Notes	12/31/2013	3:30pm-3:45pm	ZATT5/5Na Attend-5th Grde	Cheryl Naegle	Kade	75/101	Scheduled	
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	Jace	75/103	Scheduled	

All Conferences

View All

The print out looks like this: