



7/2014

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, there is a navigation bar with the Skyward logo, the text "Family Access", and a dropdown menu currently set to "All Students". To the right of the navigation bar are links for "My Account", "Contact Us", and "Email H". On the left side, there is a vertical navigation menu with options: Home, Student Information Update, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Teacher Conferences, Academic History, Portfolio, Skytert, and Login History. The "Teacher Conferences" option is highlighted. In the main content area, there is a message that says "No messages were found." A red arrow points from a yellow callout box to the "All Students" 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." Another red arrow points from a second yellow callout box to the "Teacher Conferences" menu item. This callout box contains the text: "Click here to make a Parent Teacher Conference Appointment." On the right side of the interface, there is a section titled "Upcoming Events" with a list of dates and events, including "Teacher Conference 4:50 PM - 5:00 PM" on Tuesday, September 16, 2014, and several "Absent" entries for other dates.

The Screen will now look like this:

The screenshot shows the Skyward Family Access interface with the "Teacher Conferences" page selected. The navigation bar at the top shows "Family Access" and a dropdown menu with a student name partially visible, "Ber...". The left navigation menu is the same as in the previous screenshot, with "Teacher Conferences" highlighted. The main content area is titled "Teacher Conferences" and contains a "Scheduled Conferences Report" section. Below this, there is a link to "Print All Scheduled Conferences". A red box highlights the student name "Ber..." in the dropdown menu. Below the student name, there are links for "View Scheduled Times" and "All Conferences". A message states: "No teacher conferences are scheduled for this student." A red arrow points from a yellow callout box to this message. The callout box contains the text: "Click here to make an appointment for Parent Teacher Conferences for this student." The right side of the interface shows a "My Account" link.

- Teacher Conferences
- Academic History
- Portfolio
- Skylert
- Login History

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 Amy Flynn | 207 / 117 |

Click here to see the list of available times

The screen will look like this

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 |

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

| | | | |
|------------------------------------|------|-----------|--------|
| 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 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: Amy [redacted]
 Date: Tue Sep 16, 2014
 Time: 5:10 PM - 5:20 PM

Student: Ben [redacted]
 Course: ZLA4/4F - Language Arts 4
 Building: 207 - 207
 Room: 103 - 103

A confirmation e-mail will be sent to: jes [redacted]

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

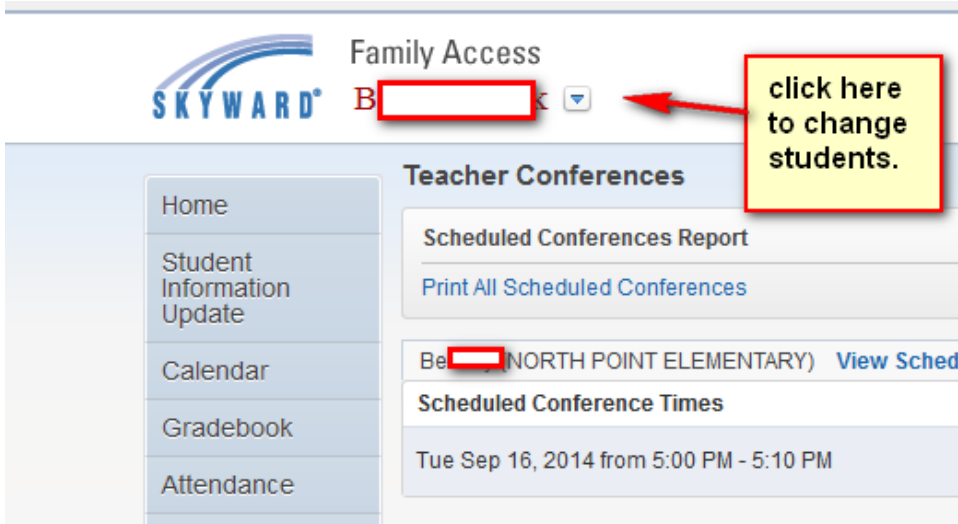
| Scheduled Conference Times | Status | Class | Building/Room |
|---|------------------------|------------------------------|---------------|
| Tue Sep 16, 2014 from 5:00 PM - 5:10 PM | Scheduled (Unschedule) | Language Arts 4 / [redacted] | 207 / 103 |

Your Conferenc time is now scheduled.

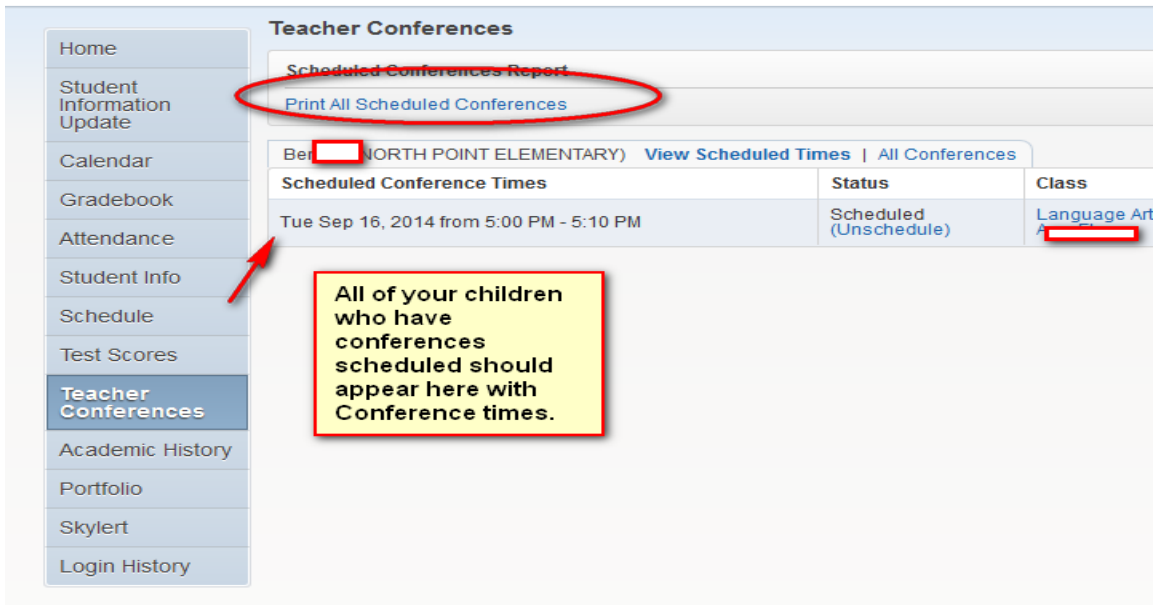
You can unschedule your appointment and select another time by clicking here.

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.

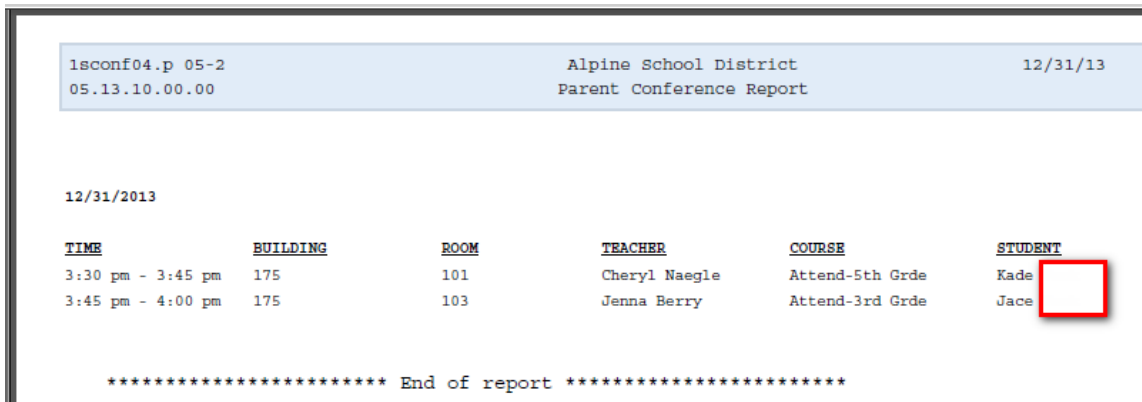
You can choose another one of your children and schedule their Parent Teacher conference at this time by clicking on the Drop down arrow at the top of the screen.



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.



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 | 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 Coordin (A) | 6 Tazio Nuvolari (A) WTW Homework (A) WTW Journal #: (A) WTW wk#12 Te: (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 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 | | | | |