



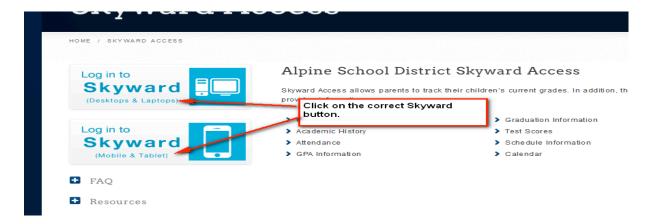
# PARENT/GUARDIAN: SCHEDULING TEACHER CONFERENCES

\*\*\*\*\*CONFERENCES CANNOT BE SCHEDULED FROM MOBILE
DEVICES\*\*\*\*\*

LOGIN TO SKYWARD USING YOUR PARENT LOGIN AND PASSWORD. YOU WILL NOT BE ABLE TO MAKE AN APPOINTMENT IF YOU ARE LOGGING IN AS YOUR STUDENT.

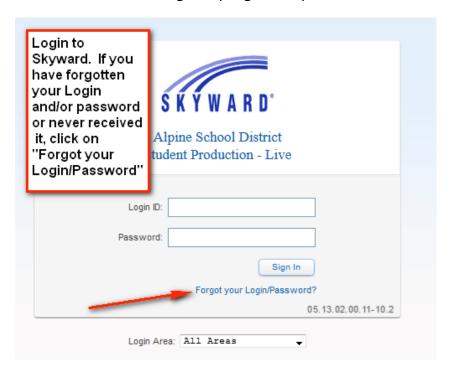
GO TO THE SKYWARD LOGIN SCREEN, ON THE ALPINE SCHOOL DISTRICT WEBSITE: www.alpineschools.org





#### IF YOU HAVE FORGOTTEN YOUR LOGIN AND PASSWORD:

CLICK ON "Forgot my login and password".



YOU WILL ENTER YOUR EMAIL ADDRESS. THIS WILL BE YOUR HOME EMAIL ADDRESS THAT WAS PREVIOUSLY ENTERED IN SKYWARD.

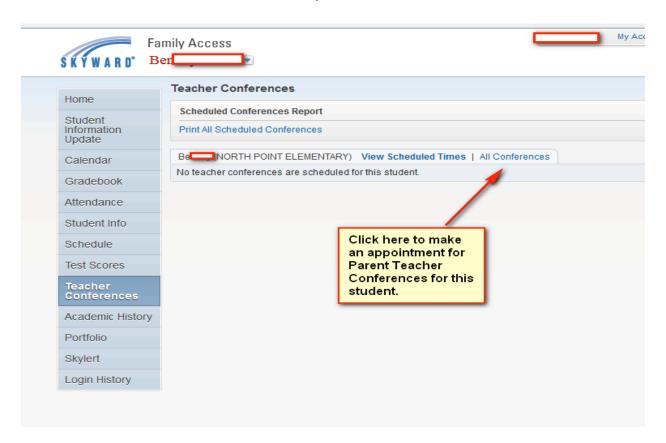


YOUR LOGIN AND PASSWORD WILL BE SENT TO YOUR EMAIL. IF YOUR EMAIL ADDRESS IS NOT IN SKYWARD, CONTACT THE SCHOOL AND HAVE THE SECRETARY ADD IT TO YOUR PROFILE.

Choose your student and click on "Teacher Conferences"

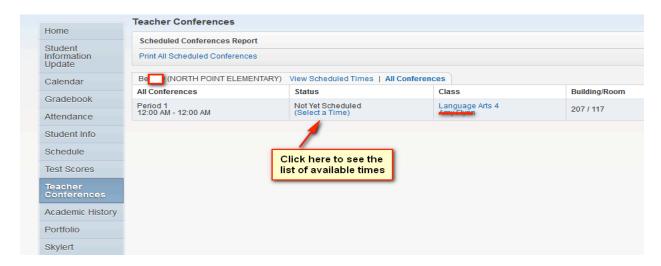


### The Screen will now look like this:

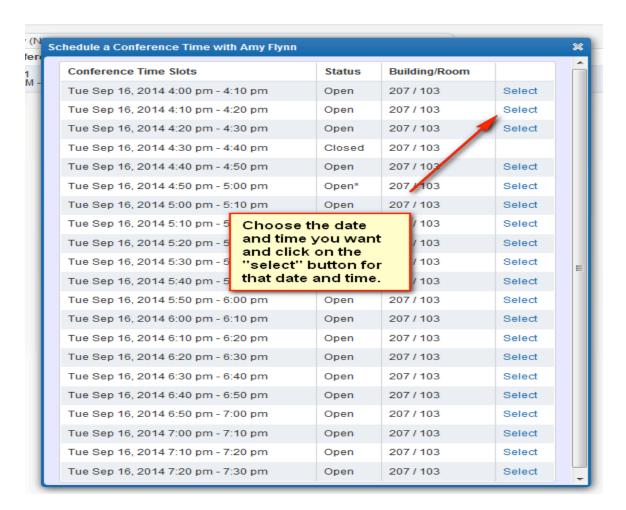


You will be scheduling your Parent Teacher Conference using one course.

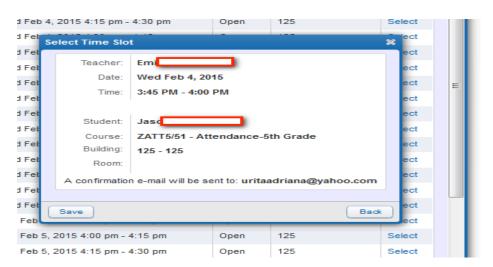
You can choose your time slot by clicking on "All Conferences". Then you will click on the "Select a Time" under the "Status" column.



The screen will look like this

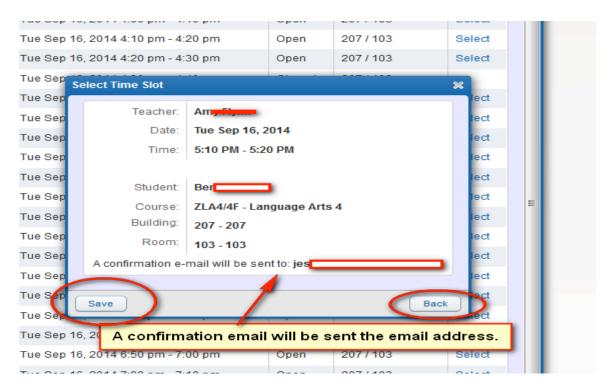


Choose the date and time slot you want. A smaller information box will appear confirming the date and date and time.



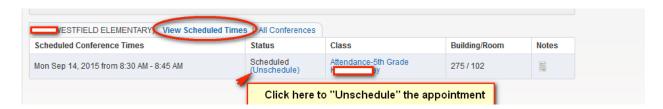
If you are okay with this date and time, click on the "SAVE" button. If you want to choose another time click on the "BACK" button.

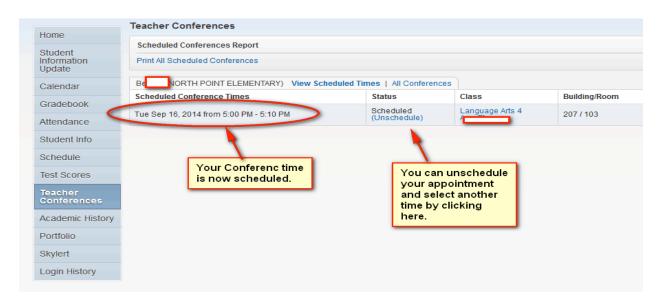
\*\*\*\*\*If the "Select" button does not work for you, it may be your Browser that is blocking it. Google Chrome can be a problem at times. Firefox works the best:\*\*\*\*



Your Parent Teacher conference is now scheduled.

To "Unschedule" the appointment click on "View Scheduled Times"

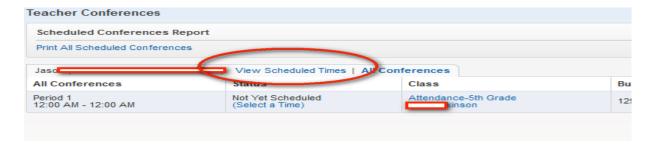




You can now go back to the top of the screen to choose another one of your children to schedule their Parent Teacher conference. Click on the Drop down arrow at the top of the screen.



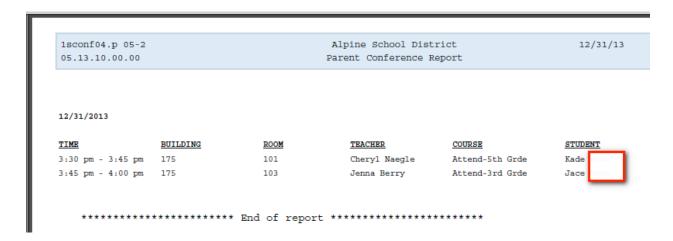
All Conference Times you have scheduled will appear under "View Scheduled Times".



## 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.

	Previous Month December 2013						Next Month
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SS	1	2	Pg. 917-918 (A) Pg. 925-926 (A-)	4 Polygon Test (A-)	5 ADD 1-3 (A) Fun With Coordii (A)	6 Tazio Nuvolari (A) WTW Homework (A) WTW Journal #! (A) WTW wk#12 Te: (A) Coordinate Plans (A) Coordinate Plans (N)	7
	8	9	10 pg. 951-954 (A-)	11 Pg. 957-960 (B+)	Practice 1 &2 (A)	13 WTW wk#13 HM (A) WTW wk#13 Jot (A) WTW wk#13 Te:	14
5	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				