

## 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". Below it is a dropdown menu currently set to "All Students". At the top right, there is a user profile for "Jessica Cook" and links for "My Account", "Contact Us", and "Email H". 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. The "Teacher Conferences" item is highlighted. In the main content area, there is a message that says "No messages were found." Two yellow callout boxes with red borders and arrows provide instructions: one points to the "All Students" dropdown menu with the text "Select your child using the drop down arrow if you have more than one child in Alpine School District." and the other points to the "Teacher Conferences" menu item with the text "Click here to make a Parent Teacher Conference Appointment". 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]

My Acc

**Teacher Conferences**

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

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)	<a href="#">Language Arts 4</a> <small>Assign Class</small>	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.*

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 5:10 pm - 5:20 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

**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](#)

Ben [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.

Family Access

SKYWARD

click here to change students.

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

Be [redacted] (NORTH POINT ELEMENTARY) [View Scheduled](#)

Scheduled Conference Times

Tue Sep 16, 2014 from 5:00 PM - 5:10 PM

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

You can also print your scheduled Conferences.

Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

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

Scheduled Conference Times	Status	Class
Tue Sep 16, 2014 from 5:00 PM - 5:10 PM	Scheduled (Unschedule)	Language Art [redacted]

All of your children who have conferences scheduled should appear here with Conference times.

The Print out will look like this.

1sconf04.p 05-2 05.13.10.00.00		Alpine School District Parent Conference Report		12/31/13	
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
3:45 pm - 4:00 pm	175	103	Jenna Berry	Attend-3rd Grde	Jace
***** 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.

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